

# MEMORANDUM

To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Administrative Report  
Date: August 28, 2020



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The following will summarize the proposed motions for the Selectboard meeting on Tuesday, September 1, 2020. The Board will meet in executive session at 5:30pm to discuss contracts and the negotiation of real estate leases. The Board will reconvene the business meeting on Zoom (with no physical location due to the ongoing social distancing requirements of COVID-19).

**The public may join the meeting from a computer, tablet, or smartphone, using this link:**

<https://us02web.zoom.us/j/86067892659>

**Passcode: 12261753**

**You also can call in using your telephone  
by dialing any of these toll-free numbers in the United States:**

833-548-0282

877-853-5247

888-788-0099

833-548-0276

**or you can access a list of non-toll-free numbers  
for locations around the world using this link:**

<https://us02web.zoom.us/j/k2Hdbk6mA>

**The "Meeting ID" for this meeting is:**

860 6789 2659

**The meeting will be carried live on BCTV:**

On Cable TV: Channel 1085 or Channel 10

Streaming Online: <https://www.brattleborotv.org/channel-10-stream>

Facebook Live: <https://www.facebook.com/brattleborotv/>

7. **LIQUOR COMMISSIONERS** - *None*

8. **WATER AND SEWER COMMISSIONERS**

A. Purchase of Vehicles for Public Works Utility Division – *Utilize State Contract*

The Board is asked to approve the purchase of three Utilities Division vehicles, utilizing pricing through the Vermont statewide bid system. One compact vehicle and one truck will be based at the Water Treatment Plant, and one compact vehicle will be based at the Wastewater Treatment Plant. As set forth in the memorandum dated August 20, 2020, from Highway/Utilities Superintendent Dan Tyler, the purchase price

for each Toyota Prius is \$24,832 from Alderman's Toyota, for a total of cost of \$49,664. The purchase price for the 2021 Dodge 1500 would be \$32,782.42, minus trade-in allowance, for a final cost of \$19,582.41 from Central Chrysler Dodge Jeep Ram.

**POTENTIAL MOTION: TO APPROVE THE PURCHASE OF TWO TOYOTA PRIUSES FROM ALDERMAN'S TOYOTA FOR \$49,664, AND THE PURCHASE OF A 2021 DODGE 1500 FOR A FINAL COST OF \$19,582.41 FROM CENTRAL CHRYSLER DODGE JEEP RAM.**

9. **UNFINISHED BUSINESS** - *None*

10. **NEW BUSINESS**

A. Grant Application Public Hearing – Affordable Housing Project at 47 Flat Street

The Board is asked to hold a public hearing and then authorize the submission of an application to the Vermont Community Development Program (VCDP) for a grant in the amount of \$492,920 for an affordable housing project at 47 Flat Street. In support of that grant application, the Board also is asked to adopt a resolution identifying Town Manager Peter Elwell as the "authorizing official" and Assistant Town Manager Patrick Moreland as the "contact person" and to allocate \$150,000 from the Town's Revolving Loan Fund as a 30-year loan to the project at 1% interest. Background and additional details are set forth in a memorandum dated August 24, 2020, from Assistant Town Manager Moreland.

**POTENTIAL MOTION: TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO THE VERMONT COMMUNITY DEVELOPMENT PROGRAM FOR AN IMPLEMENTATION GRANT FOR COMMUNITY DEVELOPMENT SUPPORT, INC., IN THE AMOUNT OF \$492,920 FOR THE 47 FLAT STREET PROJECT.**

**POTENTIAL MOTION: TO ADOPT A VERMONT COMMUNITY DEVELOPMENT PROGRAM RESOLUTION FOR GRANT APPLICATION AUTHORITY, IDENTIFYING ASSISTANT TOWN MANAGER PATRICK MORELAND AS THE CONTACT PERSON AND TOWN MANAGER PETER ELWELL AS THE AUTHORIZING OFFICIAL.**

**POTENTIAL MOTION: TO ALLOCATE \$150,000 FROM THE TOWN'S REVOLVING LOAN FUND FOR A LOAN TO COMMUNITY DEVELOPMENT SUPPORT, INC., CONTINGENT UPON THE EXECUTION OF A GRANT AGREEMENT WITH THE VERMONT COMMUNITY DEVELOPMENT PROGRAM FOR THE 47 FLAT STREET PROJECT AND IN ACCORDANCE WITH THE FOLLOWING TERMS: A 30-YEAR NOTE AT 1% INTEREST WITH INTEREST ONLY PAYMENTS FOR THE FIRST 12 MONTHS.**

B. Interim Zoning Bylaw Public Hearing – Planning Commission & Planning Department

The Board is asked to hold a public hearing and then approve the Planning Commission's recommended Interim Zoning Bylaw, which is a form of emergency action that can be taken by the Selectboard after one hearing and lasting only a limited amount of time. This proposed Interim Zoning Bylaw seeks to expand access to and inclusion in housing, as set forth in the memorandum dated August 21, 2020, from Planning Director Sue Fillion.

**POTENTIAL MOTION: TO APPROVE THE "PROPOSED BRATTLEBORO INTERIM ZONING BYLAW AS APPROVED BY THE PLANNING COMMISSION 08/11/2020 FOR SELECTBOARD PUBLIC HEARING 09/01/2020," AS PRESENTED.**

- C. Purchase of Rotary Head for Roadside Mower – Department of Public Works  
The Board is asked to approve the purchase of a rotary mower head for the Department of Public Works' (DPW's) roadside mower. As set forth in the memorandum dated August 18, 2020, from Highway/Utilities Superintendent Dan Tyler, DPW would utilize the Town's membership through Sourcewell (formerly National Joint Powers Alliance) to purchase the mower head through Pete's Equipment of Morrisville, Vermont, for the price of \$13,215.20.

**POTENTIAL MOTION: TO APPROVE THE PURCHASE OF A ROTARY MOWER HEAD FROM PETE'S EQUIPMENT FOR THE PRICE OF \$13,215.20.**

- D. Better Roads Grants from VTrans – Accept and Appropriate  
(i) *Inventory of Road Erosion*  
(ii) *Culvert Replacement and Stone Lined Ditch on Bonnyvale Road*

The Board is asked to accept and appropriate two Better Road Grants from the Vermont Agency of Transportation (VTrans), each requiring a 20% match. The first grant in the amount of \$8,000 is for the Town's Road Erosion Inventory, and the second grant in the amount of \$20,000 is for Correction of Erosion/Stormwater Problems. It will be used for the culvert replacement and stone lined ditch on Bonnyvale Road, as set forth in the memorandum dated August 11, 2020, from Highway/Utilities Superintendent Dan Tyler.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE TWO BETTER ROAD GRANTS FROM VTRANS IN THE AMOUNTS OF \$8,000 FOR A ROAD EROSION INVENTORY GRANT, AND \$20,000 FOR A CORRECTION OF EROSION/STORMWATER PROBLEMS GRANT.**

- E. Request to Allow Free Display of "We Celebrate Democracy/Civil Rights For All" Banner  
The Board is asked by We Celebrate Democracy Civil Rights for All, Inc. (WCD/CRFA), to waive the normal banner fee and permit the "We Celebrate Democracy / Civil Rights For All" banner to be hung over Main Street whenever banner space is available. Woody Bernhard, from Marlboro, Vermont, is expected to attend the Selectboard meeting to present the request, as set forth in his email (with attachments) dated August 21, 2020, to Town Manager Elwell. Banners are hung over Main Street by off-duty firefighters who utilize the Fire Alarm truck and receive overtime pay as compensation for the task. The normal cost to hang a banner for 1 week (Sunday morning to Sunday morning) is \$150 for Brattleboro organizations, and \$300 for non-Brattleboro organizations.

**POTENTIAL MOTION: TBD**

- F. Tenants' Union of Brattleboro Request for Ordinance Regulating Housing Lease Deposits  
As set forth in the "Proposal to Adopt Reasonable Limits on Payments and Deposits Required as a Condition for the Rental, Lease, or Occupancy of a Rental Dwelling" dated August 18, 2020, the Board is asked by the Tenants Union of Brattleboro to adopt an ordinance limiting required security deposits from tenants.

**POTENTIAL MOTION: TBD**

- G. Assignment of Motions on Articles for Representative Town Meeting (RTM) – RTM To Be Held on Zoom on September 12 at 8:30am (and September 13, if necessary)  
 The Board is asked to assign motions that each member will read at Representative Town Meeting on September 12, 2020 (and September 13, 2020, if necessary).

**NO MOTION IS REQUIRED ON THIS ITEM.**

- H. Vermont League of Cities+Towns (VLCT) Legislative Policy Meeting + Annual Business Meeting – Appoint Voting Delegate  
 The annual Town Fair of the Vermont League of Cities and Towns (VLCT) is being held online this year from September 28 to October 2. As usual, it includes both a variety of training sessions and the VLCT's annual business meeting. This year, there also is a separate Legislative Policy Meeting at which member municipalities will review and approve VLCT's legislative policy priorities for the upcoming biennium of the State Legislature. Town Manager Elwell will be attending both the Legislative Policy Meeting and the Annual Business Meeting and requests that the Selectboard designate him as the Town's official voting delegate for these meetings.

**POTENTIAL MOTION: TO APPOINT TOWN MANAGER PETER ELWELL AS THE TOWN OF BRATTLEBORO'S VOTING DELEGATE FOR THE VERMONT LEAGUE OF CITIES AND TOWNS' LEGISLATIVE POLICY MEETING ON SEPTEMBER 23, 2020, AND ANNUAL BUSINESS MEETING ON SEPTEMBER 30, 2020.**

- I. Committee Appointments  
 The Board is asked to appoint members to the Agricultural Advisory Committee. The newly re-formed committee has a total citizen membership of 7, with 4 terms expiring in 2022 and 3 terms expiring in 2021.

**POTENTIAL NOMINATIONS TO THE AGRICULTURAL ADVISORY COMMITTEE:**

<b>DREW ADAM</b>	<b>TERM EXPIRING</b> _____
<b>LUCY BILLINGS</b>	<b>TERM EXPIRING</b> _____
<b>ASHLYN BRISTLE</b>	<b>TERM EXPIRING</b> _____
<b>DOUGLAS COX</b>	<b>TERM EXPIRING</b> _____
<b>ABRAHAM McCLURG</b>	<b>TERM EXPIRING</b> _____
<b>GARY STROUD</b>	<b>TERM EXPIRING</b> _____

PBE:ja