

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: August 30, 2019



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, September 3, 2019, which will begin at 6:15pm in the Selectboard Meeting Room.

7. **LIQUOR COMMISSIONERS** – *None*

8. **WATER AND SEWER COMMISSIONERS**

A. U.S. Economic Development Administration Grant for Water+Sewer Improvements – Accept and Appropriate

The Board is asked to accept and appropriate a grant in the amount of \$440,000 from the U.S. Economic Development Administration Public Works Grant Program for water and sewer improvements at Exit One Industrial Park, as set forth in the memorandum dated August 21, 2019, from Assistant Town Manager Patrick Moreland.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A GRANT IN THE AMOUNT OF \$440,000 FROM THE U.S. ECONOMIC DEVELOPMENT ADMINISTRATION PUBLIC WORKS GRANT PROGRAM FOR WATER AND SEWER IMPROVEMENTS AT EXIT ONE INDUSTRIAL PARK.

B. Purchase of Parts for Rebuilding Rotary Sludge Press at Wastewater Treatment Plant

The Board is asked to approve the purchase of replacement parts in the amount of \$36,218.80 from Fournier Industries of Thetford Mines, Quebec, to rebuild the Rotary Sludge Press #1 at the Wastewater Treatment Plant, as set forth in the memorandum dated August 26, 2019, from Highway/Utilities Superintendent Dan Tyler.

POTENTIAL MOTION: TO APPROVE THE PURCHASE OF REPLACEMENT PARTS IN THE AMOUNT OF \$36,218.80 FROM FOURNIER INDUSTRIES TO REBUILD THE ROTARY SLUDGE PRESS #1 AT THE WASTEWATER TREATMENT PLANT.

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

10. **NEW BUSINESS**

A. Conditional Letter of Map Revision (CLOMR) for Hinsdale Bridge Project

The Board is asked to authorize Zoning Administrator Brian Bannon to sign the Overview & Concurrence Form from the U.S. Department of Homeland Security's

Federal Emergency Management Agency to facilitate the process of obtaining a Conditional Letter of Map Revision (CLOMR) to advance the “CT River at NH Route 119 Highway Bridge” Project (Hinsdale Bridge), as set forth in the memorandum dated August 27, 2019, from Planning Director Sue Fillion.

POTENTIAL MOTION: TO AUTHORIZE ZONING ADMINISTRATOR BRIAN BANNON TO SIGN THE OVERVIEW & CONCURRENCE FORM FROM THE U.S. DEPARTMENT OF HOMELAND SECURITY’S FEDERAL EMERGENCY MANAGEMENT AGENCY TO FACILITATE THE PROCESS OF OBTAINING A CONDITIONAL LETTER OF MAP REVISION (CLOMR) TO ADVANCE THE “CT RIVER AT NH ROUTE 119 HIGHWAY BRIDGE” PROJECT.

B. Brattleboro Community Marketing Initiative –

Downtown Brattleboro Alliance + Brattleboro Area Chamber of Commerce
At Representative Town Meeting (RTM) on March 23, 2019, RTM Members appropriated the sum of \$42,119 from the Unassigned General Fund Balance for a joint promotion of Brattleboro by the Brattleboro Area Chamber of Commerce (BACC) and the Downtown Brattleboro Alliance (DBA) “to be disbursed to those two agencies by the Selectboard upon review and acceptance of a satisfactory plan for the use of the funds and the evaluation of the results.” Members from BACC and/or DBA will be present to discuss their Brattleboro Community Marketing Initiative, as set forth in the memorandum dated August 27, 2019, from the BACC and DBA.

POTENTIAL MOTION: TBD

C. VCDP Grant for the 5-County Homeownership Program – *Application + Public Hearing*

The Board is asked to conduct a public hearing and adopt a Resolution authorizing the submission of a consortium grant application in conjunction with Montpelier, Vermont, for a Vermont Community Development Program (VCDP) Scattered Site Grant in the amount of \$375,000 to support Windham & Windsor Housing Trust (WWHT) and their partner Downstreet Housing & Community Development (DHCD) to deliver a Home Repair Program, Counseling Advocacy, and First Time Homebuyer Services across five counties, as set forth in the memorandum dated August 18, 2019, from Assistant Town Manager Patrick Moreland.

POTENTIAL MOTION: TO ADOPT A RESOLUTION AUTHORIZING SUBMISSION OF A CONSORTIUM GRANT APPLICATION IN CONJUNCTION WITH THE CITY OF MONTPELIER, VERMONT, FOR A VERMONT COMMUNITY DEVELOPMENT PROGRAM SCATTERED SITE GRANT IN THE AMOUNT OF \$375,000.

D. Compassionate Brattleboro – *Report on Community Conversations re: Compassion*
Members of Compassionate Brattleboro will provide an update to the Board.

NO ACTION IS REQUIRED ON THIS ITEM.

E. FY20 Winter Fuel Oil – *Award Bid to Barrows & Fisher Oil*

The Board is asked to award a contract for FY20 winter heating oil to Barrows & Fisher Oil, of Brattleboro, Vermont, for 70,000 gallons of No. 2 heating fuel oil at a prepaid price of \$2.05 per gallon.

POTENTIAL MOTION: TO AWARD A CONTRACT FOR FY20 WINTER HEATING OIL TO BARROWS & FISHER OIL, FOR 70,000 GALLONS OF NO. 2 HEATING OIL AT A PREPAID PRICE OF \$2.05 PER GALLON.

- F. U.S. Department of Justice Grant – Ratify Town Manager’s Approval to Apply for a 2019 Justice Assistance Grant
The Board is asked to ratify the Town Manager’s decision to approve the Police Department’s application for a \$12,333 Edward J. Byrne Memorial JAG 2019 grant from the U.S. Department of Justice to pay for overtime, equipment, and supplies, as set forth in the memorandum dated August 26, 2019, from Grants Manager Kim Ellison.

POTENTIAL MOTION: TO RATIFY THE TOWN MANAGER’S DECISION TO APPROVE THE POLICE DEPARTMENT’S APPLICATION FOR A \$12,333 EDWARD J. BYRNE MEMORIAL JAG 2019 GRANT FROM THE U.S. DEPARTMENT OF JUSTICE TO PAY FOR OVERTIME, EQUIPMENT, AND SUPPLIES.

- G. Vermont League of Cities+Towns (VLCT) Annual Business Meeting – Appoint Voting Delegate
The annual Town Fair of the Vermont League of Cities and Towns (VLCT) includes both a variety of training sessions and the VLCT’s annual business meeting. Town Manager Elwell will be attending both the business meeting and the training sessions at the 2019 Town Fair. He requests that the Selectboard designate him as the Town’s official voting delegate for the business meeting.

POTENTIAL MOTION: TO APPOINT TOWN MANAGER PETER ELWELL AS THE TOWN OF BRATTLEBORO’S VOTING DELEGATE AT THE VERMONT LEAGUE OF CITIES AND TOWNS’ ANNUAL BUSINESS MEETING ON OCTOBER 2, 2019.

- H. Committee Appointments
The Board is asked to appoint members to the Town Arts Committee and the Recreation and Parks Board.

POTENTIAL NOMINATIONS:

ROBYN FLATLEY TO THE TOWN ARTS COMMITTEE

ALLEGRA CARIGNAN TO THE RECREATION AND PARKS BOARD

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