

# MEMORANDUM



To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Administrative Report  
Date: September 12, 2019

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The following will summarize the proposed motions for the Selectboard meeting on Tuesday, September 17, 2019. The Board will meet in executive session at 5:15pm to discuss contracts, labor relations agreements with employees, and the negotiation of a real estate purchase or lease. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

## 7. LIQUOR COMMISSIONERS

### A. Third Class Liquor License Renewals

The Board is asked to approve seasonal Third Class Liquor Licenses for four establishments: Arkham (16 Harmony Place), Echo Restaurant & Lounge (69-73 Main Street), Flamingo Diner (209 Canal Street), and New England House (254 Marlboro Road). Due to the recent passage of Act 73, Third Class Liquor Licenses must now be approved by the Local Liquor Commissioners, as set forth in the memorandum dated September 11, 2019, from Town Clerk Hilary Francis. Third Class Liquor Licenses allow establishments to serve spirituous liquor, whereas First Class Liquor Licenses allow establishments to serve beer and wine. Second Class Liquor Licenses allow stores to sell beer and wine to the public for consumption off the premises.

**POTENTIAL MOTION: TO APPROVE 2019 SEASONAL 3RD CLASS LIQUOR LICENSES FOR ARKHAM, ECHO RESTAURANT & LOUNGE, FLAMINGO DINER, AND NEW ENGLAND HOUSE, AS PRESENTED.**

### B. First Class Liquor License – Best Vittles, Inc., d/b/a Pudge & T. Bones

The Board is asked to approve a First Class Liquor License for Best Vittles, Inc., d/b/a Pudge & T-Bones, located at 423 Marlboro Road. The establishment recently changed its name from Green Mountain Market and Deli and requires a new liquor license, as set forth in the memorandum dated September 9, 2019, from Town Clerk Hilary Francis.

**POTENTIAL MOTION: TO APPROVE A FIRST CLASS LIQUOR LICENSE TO BEST VITTLES, INC., D/B/A PUDGE & T-BONES.**

## 8. WATER AND SEWER COMMISSIONERS

### A. Authorize Purchase of Replacement Generator – Department of Public Works

The Board is asked to approve the purchase of a Generac generator in the amount of \$19,365 to replace the inoperable generator at the Public Works facility, as set forth in the memorandum dated September 11, 2019, from Highway/Utilities Superintendent Dan Tyler.

**POTENTIAL MOTION: TO APPROVE THE EXPENDITURE OF \$19,365 TO PURCHASE A GENERAC GENERATOR FOR THE PUBLIC WORKS FACILITY.**

**9. UNFINISHED BUSINESS**

A. Request for “Declaration of Climate Emergency”

A group of residents requested that the Board adopt a Declaration of Climate Emergency. The group’s request has evolved through four versions of the proposed Declaration of Climate Emergency, received by the Board on August 6, August 15, August 20, and August 27. All four versions are included in the Board’s back-up materials.

**POTENTIAL MOTION: TBD**

**10. NEW BUSINESS**

A. Strategy to Support Municipal Self Governance in the 2020 Legislative Session –

*Discussion with Vermont League of Cities + Towns (VLCT) Legislative Advocacy Team*  
Representatives of Brattleboro’s legislative delegation and VLCT will join the Selectboard, Town Manager, and public in a discussion about municipal self-governance and potential strategies for the 2020 Legislative Session.

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

B. Investment in Local Renewable Energy Projects

The Board is asked to authorize staff to solicit Letters of Interest from existing or imminent renewable energy projects in Brattleboro for a Town contribution of \$16,333.12 (that is the value of electricity purchased by the Town in FY19 that did not come from renewable energy sources), as set forth in the memorandum dated September 10, 2019, from Assistant Town Manager Patrick Moreland.

**POTENTIAL MOTION: TO AUTHORIZE STAFF TO SOLICIT LETTERS OF INTEREST FROM EXISTING OR IMMINENT RENEWABLE ENERGY PROJECTS IN BRATTLEBORO FOR A TOWN CONTRIBUTION OF \$16,333.12.**

C. FY19 Year-End Financial Report – Final But Unaudited

The preliminary unaudited FY19 Year-End Financial Report is included in the Board’s back-up materials, along with a memorandum dated September 6, 2019, from Finance Director John O’Connor and a memorandum dated September 11, 2019, from Town Manager Peter Elwell. Town Manager Elwell will present the report and answer questions at the meeting.

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

D. Monthly Financial Report – August 2019

Town Manager Elwell will present the monthly financial report for August 2019, as set forth in the memorandum dated September 6, 2019, from Finance Director O’Connor.

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

- E. Long Term Financial Plan – 2019 Update  
Town Manager Elwell will present the updated Long Term Financial Plan (LTFP), as set forth in his memorandum dated August 14, 2019.

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

- F. Proposed Schedule of Meetings for Consideration of FY21 Proposed Budget  
Town Manager Elwell will present a proposed schedule for upcoming FY21 budget discussions, as set forth in his memorandum dated September 12, 2019.

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

- G. VTRANS' 2019 Bicycle and Pedestrian Grant Program – Western Avenue/High Street Bicycle Scoping Study, Accept and Appropriate  
The Board is asked to accept and appropriate a grant in the amount of \$32,000 from the Vermont Agency of Transportation (VTrans) for a scoping study for a bicycle lane along Route 9 from the intersection of Main and High Streets to the Exit 2 interchange, as set forth in the memorandum dated September 3, 2019, from Grants Manager Kim Ellison.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A GRANT IN THE AMOUNT OF \$32,000 FROM THE VERMONT AGENCY OF TRANSPORTATION FOR A SCOPING STUDY FOR A BICYCLE LANE ALONG ROUTE 9 FROM THE INTERSECTION OF MAIN AND HIGH STREETS TO THE EXIT 2 INTERCHANGE.**

- H. Re-Appointment of Deputy Town Health Officer – Zoning Administrator Brian Bannon  
The Board is asked to recommend to the Vermont Department of Health the re-appointment of Zoning Administrator Brian Bannon as a Deputy Health Officer.

**POTENTIAL MOTION: TO RECOMMEND TO THE VERMONT DEPARTMENT OF HEALTH THE RE-APPOINTMENT OF ZONING ADMINISTRATOR BRIAN BANNON AS A DEPUTY HEALTH OFFICER.**

- I. Committee Appointments  
The Board is asked to appoint new members to the Arts Committee and Energy Committee.

**POTENTIAL NOMINATIONS:**

**ARTS COMMITTEE – KATE RICHARDSON**

**ENERGY COMMITTEE – RICK FOLEY FOR A TWO-YEAR TERM  
TONY DUNCAN FOR A ONE-YEAR TERM**

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