

# MEMORANDUM



To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Administrative Report  
Date: September 15, 2016

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The following will summarize the proposed motions for the Selectboard meeting on Tuesday, September 20, 2016. The Board will meet in executive session at 5:15pm to discuss contracts, labor relations agreements with employees, negotiation of a real estate lease, and the appointment of a public officer or employee. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

## 7. LIQUOR COMMISSIONERS

- A. First Class Liquor License - Restless Rooster LLC. The Board is asked to approve the first class liquor license for The Restless Rooster, LLC, located at 134 Elliot Street. The Police and Fire Departments have approved the application.

**POTENTIAL MOTION: TO APPROVE THE FIRST CLASS LIQUOR LICENSE FOR THE RESTLESS ROOSTER, LLC, LOCATED AT 134 ELLIOT STREET.**

## 8. WATER AND SEWER COMMISSIONERS

- A. Welcome Center Pump Station. The Board is asked to accept the State of Vermont's Letter of Commitment to allow the State to move forward with the final design and funding to upgrade the pump station at the Welcome Center in Guilford, Vermont. As set forth in the memorandum dated September 15, 2016, from Public Works Director Steve Barrett, the State is proposing to upgrade the Welcome Center Pump Station at State expense and then convey the pump station to the Town.

**POTENTIAL MOTION: TO ACCEPT THE STATE OF VERMONT'S LETTER OF COMMITMENT TO ALLOW THE STATE TO MOVE FORWARD WITH THE FINAL DESIGN AND FUNDING TO UPGRADE THE PUMP STATION AT THE WELCOME CENTER IN GUILFORD, VERMONT.**

## 9. UNFINISHED BUSINESS

- A. Police-Fire Facilities Project Update. Town Manager Elwell will provide the Board with updates on the construction of the West Brattleboro Fire Station and the pre-construction activities for the Central Fire Station and Police Station.

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

- B. Traffic Safety Committee's Initial Response to Request for Additional Pedestrian Lights. After discussing potentially funding additional push button crosswalk flashing light signals or other pedestrian safety improvements at the August 16 Selectboard meeting, the Board asked that the Traffic Safety Committee make a recommendation on this matter. The Traffic Safety Committee had an extended initial discussion at its September 15 meeting, at which time the committee members expressed a consensus desire for more time, information, and discussion before making a recommendation for action. Staff advised the Traffic Safety Committee that this matter also could be addressed with the Selectboard, the Committee, and the community during the next few months via the capital improvement program that will be included within the proposed FY18 budget.

**POTENTIAL MOTION: TBD**

## 10. NEW BUSINESS

- A. Financial Report – June 2016 Year-End Financial Report (Unaudited Results). Finance Director O'Connor will discuss the FY16 General Fund unaudited financial results, as set forth in his memorandum dated September 12, 2016.

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

- B. Financial Report – Monthly Report, August. Finance Director O'Connor will discuss the August, 2016, Financial Report.

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

- C. Budget Calendar. The Board is asked to approve the general schedule proposed by Town Manager Elwell in his memorandum dated September 15, 2016, for the Board to discuss, review, modify, and approve the FY18 budget. As indicated in that memorandum, a more specific schedule (including which topics are proposed for discussion on which evenings) will accompany staff's proposed FY18 budget when it is distributed at the end of October.

**POTENTIAL MOTION: TO APPROVE HOLDING FY18 BUDGET DISCUSSIONS ON TUESDAY EVENINGS DURING NOVEMBER, DECEMBER, AND JANUARY (BOTH AT REGULAR SELECTBOARD MEETINGS AND AT SPECIAL SELECTBOARD MEETINGS), SUBJECT TO STAFF SUBMITTING A MORE EXPLICIT SCHEDULE OF BUDGET MEETINGS FOR APPROVAL BY THE SELECTBOARD AT ITS MEETING ON NOVEMBER 1, 2016.**

- D. Potential Reconsideration of Bittersweet Lane. After public meetings, a site review, and public hearing, the Board rendered its decision on the request to reclassify Bittersweet Lane. Property owners on Bittersweet Lane have requested that the Board reconsider its decision. If the Board decides not to reconsider its decision, the property owners may appeal the decision through the Vermont Superior Court. If the Board agrees to reconsider the decision, it will undertake a new review process "from scratch," beginning with public notice and progressing through public hearing, deliberation, and decision.

**POTENTIAL MOTION: TBD**

- E. Request to Rename Street – “Winston Prouty Way” to “Blanche Moyse Way”. The Board is asked to approve Brattleboro Music Center’s request to rename “Winston Prouty Way” to “Blanche Moyse Way.” Staff recommends approval.

**POTENTIAL MOTION: TO APPROVE RENAMING “WINSTON PROUTY WAY” TO BE “BLANCHE MOYSE WAY.”**

- F. Southeastern Vermont Economic Development Strategies (SeVEDS) – Mid-Year Report. The Board has been provided a copy of the mid-year update from BDCC (Brattleboro Development Credit Corporation) and SeVEDS (Southeastern Vermont Economic Development Strategies). Adam Grinold, R.T. Brown, and Alex Beck will attend to present this item and answer questions.

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

- G. Governor’s Highway Safety Drug Recognition Expert Grant – Accept and Appropriate, Police Department. The Board is asked to accept and appropriate a \$1,200 Governor’s Highway Safety Program Drug Recognition Expert (DRE) Grant for the DRE to perform evaluations of suspects arrested by Brattleboro Police Officers and other agencies.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A \$1,200 GOVERNOR’S HIGHWAY SAFETY PROGRAM DRUG RECOGNITION EXPERT GRANT.**

- H. Governor’s Highway Safety Grants – Accept and Appropriate, Police Department  
(i) *Occupant Protection Grant*  
(ii) *DUI Grant*  
(iii) *Equipment Grant*

The Board is asked to accept and appropriate three grants from the Governor’s Highway Safety Program in the amounts of \$11,000 for Occupant Protection overtime, \$8,000 for DUI overtime, and \$4,000 for Equipment.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE THREE GRANTS FROM THE GOVERNOR’S HIGHWAY SAFETY PROGRAM IN THE AMOUNTS OF \$11,000 FOR OCCUPANT PROTECTION, \$8,000 FOR DUI, AND \$4,000 FOR EQUIPMENT.**

- I. LSTA Loan Courier Pilot Program-Round 2 Grant – Accept and Appropriate, Brooks Memorial Library. The Board is asked to accept and appropriate \$142.50 from the Vermont Department of Libraries LSTA Loan Courier Pilot Program-Round 2 to support services for lifelong learning by facilitating resource sharing efforts among Vermont public libraries by encouraging and supporting interlibrary loan.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE \$142.50 FROM THE VERMONT DEPARTMENT OF LIBRARIES LSTA LOAN COURIER PILOT PROGRAM-ROUND 2**

- J. Energy Committee – Recommendation to Reduce Membership. The Board is asked to reduce the number of members on the Energy Committee from eleven to nine in order to better facilitate achieving a quorum. A copy of the minutes from the committee’s August 29, 2016, meeting is included in the Board’s backup materials.

**POTENTIAL MOTION: TO REDUCE THE NUMBER OF MEMBERS ON THE ENERGY COMMITTEE FROM ELEVEN TO NINE.**

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