

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: October 16, 2020



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, October 20, 2020. The Board will meet in executive session at 5:45pm to discuss the negotiation of a real estate purchase or lease. The Board will reconvene the business meeting at 6:15pm 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/>

9. UNFINISHED BUSINESS

- A. Ordinance Regulating Housing Lease Deposits and Creating a Housing Board of Review – Chapter 8 (Health, Sanitation and Fire Safety Inspections), Article 5 (Rental Housing Security Deposits), First Reading

The Board is asked to hold a first reading on a proposed Ordinance amendment to Chapter 8 of the Brattleboro Code of Ordinances that would limit the amount of up-front payments required from tenants to occupy a rental housing unit. The Board originally heard this matter as a request from members of the Tenants' Union of Brattleboro (TUB) on September 1 and October 6. At the October 6 meeting, the Board modified

the language of TUB's proposed ordinance and expressed its intent to consider the ordinance on first reading on October 20. If the Board moves forward with no substantive changes to the proposed ordinance, then the matter will be scheduled for second reading and public hearing on November 3.

NO ACTION IS REQUIRED ON THIS ITEM.

10. NEW BUSINESS

- A. VCDP Grant for Groundworks Collaborative's 54-60 South Main Street Project
(i) *Accept and Appropriate Vermont Community Development Program (VCDP) Grant*
(ii) *Adopt Grant Agreement Resolution*
(iii) *Authorize Town Manager to Execute Grant Agreement and Other Documents*

The Board is asked to accept and appropriate the sum of \$450,000 from the Vermont Community Development Program (VCDP) for Groundworks Collaborative's 54-60 South Main Street Project, as set forth in the memorandum dated October 13, 2020, from Assistant Town Manager Patrick Moreland. The Board also is asked to adopt the related Grant Agreement Resolution and to authorize Town Manager Elwell to execute the Grant Agreement and all other associated documents necessary for the performance of the grant funded activities.

POTENTIAL MOTION: TO ADOPT THE GRANT AGREEMENT RESOLUTION FOR GROUNDWORKS COLLABORATIVE'S 54-60 SOUTH MAIN STREET PROJECT, TO ACCEPT AND APPROPRIATE THE SUM OF \$450,000 FROM THE VERMONT COMMUNITY DEVELOPMENT PROGRAM, AND TO AUTHORIZE TOWN MANAGER ELWELL TO EXECUTE THE GRANT AGREEMENT AND ALL OTHER ASSOCIATED DOCUMENTS NECESSARY FOR THE PERFORMANCE OF THE GRANT FUNDED ACTIVITIES.

- B. Sustainability Update and Workplan
Sustainability Coordinator Stephen Dotson will present a summary of his work during the first 8 months of this newly created position, as well as a look ahead to the projects and priorities on the near and longer term horizon. A written summary of that report is included in the backup materials for this meeting.

NO ACTION IS REQUIRED ON THIS ITEM.

- C. Community Marketing Initiative –
Downtown Brattleboro Alliance & Brattleboro Area Chamber of Commerce

At Representative Town Meeting (RTM) on March 23, 2019, RTM Members appropriated funds from the Unassigned General Fund Balance for joint marketing of Brattleboro by the Brattleboro Area Chamber of Commerce (BACC) and the Downtown Brattleboro Alliance (DBA). The following year, funds for this marketing initiative were included in the FY21 budget. Members from BACC and/or DBA will provide a presentation about the project. They are not asking for any action to be taken nor seeking any additional funding at this time.

NO ACTION IS REQUIRED ON THIS ITEM.

D. Authorization to Purchase Police Vehicles

The Board is asked to approve the purchase of two vehicles for the Police Department, utilizing the State of Vermont contract with Formula Ford, of Montpelier, Vermont, as set forth in the memorandum dated September 25, 2020, from Captain Mark Carignan. The vehicle requested as a replacement police cruiser is a 2021 Ford Explorer Interceptor (hybrid) for \$37,163, less a trade-in amount of \$4,000, for a total vehicle cost of \$33,163. The replacement vehicle requested for the Criminal Investigative Division (CID) is a 2021 Ford Explorer Interceptor (gas only) for a cost of \$33,115, less a trade-in amount of \$1,500, for a total cost of \$31,615. Both vehicles will require additional costs to upfit them with specific police-related equipment. That upfit will be separately bid and then presented to the Board for approval at a future meeting.

POTENTIAL MOTION: TO APPROVE THE PURCHASE FROM FORMULA FORD OF MONTPELIER, VERMONT, OF A 2021 FORD EXPLORER INTERCEPTOR (HYBRID) FOR A TOTAL VEHICLE COST OF \$33,163 AND A 2021 FORD EXPLORER INTERCEPTOR (GAS ONLY) FOR THE CRIMINAL INVESTIGATIVE DIVISION FOR A TOTAL VEHICLE COST OF \$31,615.

E. Appoint Interim Town Treasurer to Bid on Behalf of the Town at the Upcoming Tax Sale

The Board is asked to authorize Interim Town Treasurer Deborah Desrosiers to submit bid(s) on behalf of the Town at the upcoming tax sale, if needed, as set forth in the memorandum dated October 14, 2020, from Town Attorney Robert Fisher.

POTENTIAL MOTION: TO AUTHORIZE INTERIM TOWN TREASURER DEBORAH DESROSIERS TO SUBMIT BID(S) ON BEHALF OF THE TOWN AT THE UPCOMING TAX SALE.

F. Employee Health Insurance Program - Renewal for Calendar Year 2021

The Board is asked to approve the renewal of the Town's Employee Health Insurance Program for calendar year 2021, as described in the memorandum dated October 14, 2020, from Town Manager Peter Elwell. The total cost and coverages are the same as last year.

POTENTIAL MOTION: TO APPROVE THE RENEWAL OF THE TOWN'S EMPLOYEE HEALTH INSURANCE PROGRAM FOR CALENDAR YEAR 2021, AS PRESENTED.

G. One-Year Extension of Experienced Goods' Lease at the Brattleboro Transportation Center

The Board is asked to approve the one-year lease extension for Experienced Goods for commercial space in the Brattleboro Transportation Center located at 77 Flat Street. The lease extension is for the period from February 1, 2021, through January 31, 2022, at a rental rate of \$3,000 per month, as set forth in a memorandum dated October 13, 2020, from Assistant Town Manager Patrick Moreland.

POTENTIAL MOTION: TO APPROVE A ONE-YEAR LEASE EXTENSION FOR EXPERIENCED GOODS FOR COMMERCIAL SPACE IN THE BRATTLEBORO TRANSPORTATION CENTER LOCATED AT 77 FLAT STREET, COVERING THE PERIOD FROM FEBRUARY 1, 2021, THROUGH JANUARY 31, 2022, AT A RENTAL RATE OF \$3,000 PER MONTH.

H. U.S. Environmental Protection Agency Brownfields Assessment Grant – Authorization to Apply

The Board is asked to approve the Planning Department’s application for a \$200,000 Brownfields Assessment Grant from the U.S. Environmental Protection Agency to pay for continuing the municipal Brownfield’s Program, as set forth in the memorandum dated October 14, 2020, from Planning Director Sue Fillion.

POTENTIAL MOTION: TO APPROVE THE PLANNING DEPARTMENT’S APPLICATION FOR A \$200,000 BROWNFIELDS ASSESSMENT GRANT FROM THE U.S. ENVIRONMENTAL PROTECTION AGENCY TO PAY FOR CONTINUING THE MUNICIPAL BROWNFIELDS PROGRAM.

I. Vermont Department of Libraries Courier Grant – Accept and Appropriate

The Board is asked to accept and appropriate the FY21 Loan Courier Grant in the amount of \$520 from the Vermont Department of Libraries to pay for interlibrary courier services.

POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE THE FY21 LOAN COURIER GRANT IN THE AMOUNT OF \$520 FROM THE VERMONT DEPARTMENT OF LIBRARIES.

J. Boards and Committees

- (i) *Disband BASIC (Brattleboro Area Skatepark Is Coming)*
- (ii) *Appointment of Alternate to the Development Review Board*

Now that Perseverance Skatepark has opened, the BASIC Committee (Brattleboro Area Skatepark Is Coming) asks the Board to disband BASIC as of October 31, 2020. The Board also is asked to appoint Gary Stroud as an Alternate to the Development Review Board.

POTENTIAL MOTION: TO DISBAND THE BASIC COMMITTEE (BRATTLEBORO AREA SKATEPARK IS COMING) AS OF OCTOBER 31, 2020, AS REQUESTED BY THE COMMITTEE.

POTENTIAL NOMINATION: GARY STROUD AS AN ALTERNATE ON THE DEVELOPMENT REVIEW BOARD.

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