

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: November 10, 2016



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, November 15, 2016, at 6:15pm, in the Selectboard Meeting Room.

7. LIQUOR COMMISSIONERS

- A. Approve Second Class Liquor License – DG Retail, LLC, d/b/a Dollar General Store #12210. The Board is asked to approve a second class liquor license for DG Retail, LLC, d/b/a Dollar General Store #12210, located at 23 Marlboro Road. The Brattleboro Police and Fire Departments have reviewed and approved the application.

POTENTIAL MOTION: TO APPROVE A SECOND CLASS LIQUOR LICENSE FOR DG RETAIL, LLC, D/B/A DOLLAR GENERAL STORE #12210, LOCATED AT 23 MARLBORO ROAD.

8. WATER AND SEWER COMMISSIONERS – None.

9. UNFINISHED BUSINESS

- A. Police-Fire Facilities Project Update

Town Manager Elwell will provide the Board with an update on the progress of construction at the West Brattleboro Fire Station and the Central Fire Station, and of pre-construction activities related to the Police Station.

NO ACTION IS REQUIRED ON THIS ITEM.

10. NEW BUSINESS

- A. Financial Report – Monthly Report, October. Finance Director John O'Connor will be present to review and discuss the October 2016 monthly financial report.

NO ACTION IS REQUIRED ON THIS ITEM.

- B. FY18 Budget
 - (i) *Revenues*
 - (ii) *Capital*
 - (a) *Projects*
 - (b) *Equipment*

After Town Manager Elwell provides a brief summary of staff's proposed FY18 Budget, the Board and staff will review and discuss estimated revenues and proposed capital expenditures (for infrastructure projects and vehicles/equipment). Please see the separate FY18 Proposed Budget notebook that was distributed on November 1.

POTENTIAL MOTION: TBD

- C. Small Business Assistance Program (SBAP) Loan Approval – True North Granola. The Board is asked to approve a Small Business Assistance Program loan to True North Granola in the amount of \$37,000, to be amortized over seven years at 3% interest. Representatives from True North Granola are expected to attend the meeting.

POTENTIAL MOTION: TO APPROVE A SMALL BUSINESS ASSISTANCE PROGRAM LOAN TO TRUE NORTH GRANOLA IN THE AMOUNT OF \$37,000, TO BE AMORTIZED OVER SEVEN YEARS AT 3% INTEREST.

- D. Close Out VCDP Planning Grant – Groundworks Collaborative, Public Hearing. The Board is asked to hold a public hearing in order to close out the Vermont Community Development Program Planning Grant for the Groundworks Collaborative, as set forth in the memorandum dated November 9, 2016, from Grants/Loan Manager Kim Ellison.

NO MOTION IS REQUIRED ON THIS ITEM.

- E. VCDP Implementation Grant 2016 – Approve Grant Application and Resolution, Brattleboro Permanent Supportive Housing Project, Windham & Windsor Housing Trust. The Board is asked to adopt a resolution authorizing the submission of an implementation grant application in the amount of \$449,000 to the Vermont Community Development Program to support the Brattleboro Permanent Supportive Housing project for Windham & Windsor Housing Trust. Information about the proposed project is set forth in the memorandum dated November 3, 2016, from Assistant Town Manager Patrick Moreland.

POTENTIAL MOTION: TO ADOPT A RESOLUTION AUTHORIZING THE SUBMISSION OF AN IMPLEMENTATION GRANT APPLICATION IN THE AMOUNT OF \$449,000 TO THE VERMONT COMMUNITY DEVELOPMENT PROGRAM TO SUPPORT THE BRATTLEBORO PERMANENT SUPPORTIVE HOUSING PROJECT FOR WINDHAM & WINDSOR HOUSING TRUST.

PBE:ja