

# MEMORANDUM



To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Administrative Report  
Date: December 1, 2016

---

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, December 6, 2016. The Board will meet in executive session at 5:15pm to discuss contracts and real estate leases. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

## 7. LIQUOR COMMISSIONERS

- A. First Class Liquor License and Outside Consumption Permit – EB Echoes, Inc., d/b/a Echo Restaurant & Lounge. The Board is asked to approve a First Class Liquor License and Outside Consumption Permit for EB Echoes, Inc., d/b/a Echo Restaurant & Lounge, located at 69-73 Main Street.

**POTENTIAL MOTION: TO APPROVE A FIRST CLASS LIQUOR LICENSE AND OUTSIDE CONSUMPTION PERMIT FOR EB ECHOES, INC., D/B/A ECHO RESTAURANT & LOUNGE, LOCATED AT 69-73 MAIN STREET.**

## 8. WATER AND SEWER COMMISSIONERS – None.

## 9. UNFINISHED BUSINESS

- A. Police-Fire Facilities Project  
(i) *West Brattleboro Fire Station Construction Update*  
(ii) *Central Fire Station Construction Update*  
(iii) *Police Station Pre-Construction Update.*

Town Manager Elwell will provide an update on the construction progress on the West Brattleboro Fire Station and Central Fire Station. He also will discuss the purchase of 62 Black Mountain Road and other pre-construction work on the Police Station project.

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

## 10. NEW BUSINESS

- A. Errors and Omissions to Grand List – Approval, Assessor’s Office. The Board is asked to approve the changes in the 2016 Grand List as set forth on the Errors and Omissions 2016 Grand List Report, dated November 16, 2016, from Town Assessor Russell Rice.

**POTENTIAL MOTION: TO APPROVE THE CHANGES IN THE 2016 GRAND LIST AS SET FORTH ON THE ERRORS AND OMISSIONS 2016 GRAND LIST REPORT, DATED NOVEMBER 16, 2016, FROM TOWN ASSESSOR RUSSELL RICE.**

- B. Route 30 Gateway – Presentation (Brandy Saxton and David Saladino). Brandy Saxton and David Saladino, representatives from the consultant team of PlaceSense and VHB, will present and discuss the Vermont Route 30 Multi-Modal Gateway Plan (“Plan”). A black and white copy of the Plan is included in the Board’s back-up materials. The Board and members of the public are encouraged to view a full color copy of the Plan which is posted on the Town’s website ([www.Brattleboro.org](http://www.Brattleboro.org)) on the Planning Department’s page under “Reports”(on the right sidebar) and entitled “VT 30 Multi-Modal Gateway Plan.”

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

- C. Solid Waste Matters  
(i) *Town of Brattleboro Representation on the Windham Solid Waste Management District (WSWMD) Board of Supervisors*  
(ii) *FY18 WSWMD Budget and Potential Town Transition to Single Stream Recycling with Private Processing and Disposal*

(i) This matter is on the agenda in furtherance of the Board’s discussion during its November 15 meeting, at which time the Selectboard indicated that it may consider changing the Town’s appointed representative to the Windham Solid Waste Management District’s (WSWMD) Board of Supervisors.

**POTENTIAL MOTION: TBD**

(ii) The Board is asked to indicate a preference for directing Brattleboro’s curbside recycling collections to Triple T Trucking/Casella, and to direct the Town Manager to finalize details with Triple T and return to the Selectboard with a plan for final approval.

**POTENTIAL MOTION: TO DIRECT THE TOWN MANAGER TO FINALIZE DETAILS WITH TRIPLE T TRUCKING FOR THE CURBSIDE COLLECTION OF SINGLE STREAM RECYCLING FOR PROCESSING AND DISPOSAL BY CASELLA IN RUTLAND.**

- D. FY18 Budget  
(i) *Town Clerk*

Town Clerk Annette Cappy, and incoming Town Clerk Hilary Francis, will be present to discuss the Town Clerk’s FY18 Budget. Please see the separate FY18 Proposed Budget notebook that was distributed on November 1.

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

- E. Arts Committee Proposal - Transportation Center Mural. The Town Arts Committee submitted a public art proposal for the Board's consideration to install a mural at the Transportation Center. The Board is asked to approve installation of the mural subject to the conditions set forth in the memoranda dated October 27, 2016, and November 29, 2016, from Town Manager Elwell, and the self-imposed conditions of the Arts Committee as specified in the proposal.

**POTENTIAL MOTION: TO APPROVE INSTALLATION OF THE "TRANSPORTATION CENTER MURAL" AS PROPOSED BY THE TOWN ARTS COMMITTEE, SUBJECT TO THE CONDITIONS SET FORTH IN THE MEMORANDA DATED OCTOBER 27, 2016, AND NOVEMBER 29, 2016, FROM TOWN MANAGER PETER B. ELWELL AND THE SELF-IMPOSED CONDITIONS OF THE ARTS COMMITTEE AS SPECIFIED IN THE PROPOSAL.**

- F. Downtown Brattleboro Alliance – Annual Work Plan, Budget, and Town Meeting Article. Michelle Simpson-Siegel and Alex Beck, representatives from Downtown Brattleboro Alliance (DBA), will present and discuss DBA's FY2018 Work Plan and proposed Budget. The Board is asked to approve the Work Plan and Budget as presented. The Board will be asked at a later date to add the appropriation to the Representative Town Meeting Warning.

**POTENTIAL MOTION: TO APPROVE THE DOWNTOWN BRATTLEBORO ALLIANCE FY2018 WORK PLAN AND BUDGET, AS PRESENTED.**

- G. Southeastern Vermont Economic Development Strategies (SeVEDS) – Request for Town Funding in FY18. Representatives from Brattleboro Development Credit Corporation (BDCC) and its affiliate Southeastern Vermont Economic Development Strategies (SeVEDS) will be present to discuss regional economic development efforts for the upcoming year. BDCC and SeVEDS will ask the Board to appropriate \$36,147 (calculated at \$3.00 per person based on a population of 12,049) to support SeVEDS regional economic development efforts in FY18. If the Board approves this request, then Town staff recommends that the source of these funds be Program Income. The Board will be asked at a later date to add the appropriation to the Representative Town Meeting Warning.

**POTENTIAL MOTION: TO APPROPRIATE \$36,147 FROM THE TOWN'S PROGRAM INCOME FUNDS TO SOUTHEASTERN VERMONT ECONOMIC DEVELOPMENT STRATEGIES FOR ECONOMIC DEVELOPMENT IN FY18.**

- H. Energy Related Matters  
(i) *Energy Committee Annual Report*  
(ii) *Request for Representative Town Meeting Article re: Funding Previously Provided to Brattleboro Climate Protection*  
(iii) *Energy Coordinator Position.*

Representatives from the Energy Committee will present the Committee's annual report to the Board. The Committee will also request that the Board approve hiring an Energy Coordinator as set forth in the e-mail dated December 1, 2016, from Michael Bosworth.

**POTENTIAL MOTION: TBD**

- I. Award of Municipal Center Fire Sprinkler Contract. The Board is asked to award a bid in the amount of \$110,000 to Southern Vermont Sprinkler and to approve a not-to-

exceed project budget of \$117,500 for Phase Two of the Municipal Center Life Safety Improvement Plan.

**POTENTIAL MOTION: TO AWARD A BID IN THE AMOUNT OF \$110,000 TO SOUTHERN VERMONT SPRINKLER AND TO APPROVE A NOT-TO-EXCEED PROJECT BUDGET OF \$117,500 FOR PHASE TWO OF THE MUNICIPAL CENTER LIFE SAFETY IMPROVEMENT PLAN.**

- J. FY17 Capital Purchase of Two Police Vehicles – State Bidding Process. The Board is asked to approve the purchase of two police vehicles in the total amount of \$48,859 utilizing the State of Vermont contract with Formula Ford of Montpelier, Vermont. The vehicles are part of the FY2017 Capital Improvement Plan as set forth in the memorandum dated November 22, 2016, from Police Chief Fitzgerald.

**POTENTIAL MOTION: TO APPROVE THE PURCHASE OF TWO POLICE VEHICLES IN THE TOTAL AMOUNT OF \$48,859 UTILIZING THE STATE OF VERMONT CONTRACT WITH FORMULA FORD OF MONTPELIER, VERMONT.**

- K. Proposed Sale of 21 Chapin Street. The Board is asked to approve the sale of the house and property located at 21 Chapin Street to the Women's Community Center, LLC, for \$1, as set forth in the memorandum dated November 30, 2016, from Town Manager Elwell.

**POTENTIAL MOTION: TO APPROVE THE SALE OF THE HOUSE AND PROPERTY LOCATED AT 21 CHAPIN STREET TO THE WOMEN'S COMMUNITY CENTER, LLC, FOR ONE DOLLAR.**

- L. Hinsdale Bridge Advisory Committee. The Board is asked to appoint two representatives to the Hinsdale Bridge Advisory Committee as set forth in the memorandum dated November 30, 2016, from Town Manager Elwell.

**POTENTIAL MOTION: TO APPOINT \_\_\_\_\_ AND \_\_\_\_\_ TO THE HINSDALE BRIDGE ADVISORY COMMITTEE AS THE OFFICIAL REPRESENTATIVES FOR THE TOWN OF BRATTLEBORO.**

PBE:ja