MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: December 15, 2017

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, December 19, 2017. The Board will meet in executive session at 5:30pm to discuss contracts, labor relations agreements with employees, the negotiation of a real estate lease, and pending or probable civil litigation. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. LIQUOR COMMISSIONERS

A. Second Class Liquor License – Walgreens Eastern Co., Inc. (#00297), 896 Putney Road
The Board is asked to approve a Second Class Liquor License for Walgreens Eastern Co., Inc. (#00297), located at 896 Putney Road. Merrill Bent, Attorney for Walgreens, will be present at the meeting to discuss the application.

POTENTIAL MOTION: TO APPROVE A SECOND CLASS LIQUOR LICENSE FOR WALGREENS EASTERN CO., INC., LOCATED AT 896 PUTNEY ROAD.

B. First Class Liquor License – Hospitality Brattleboro, LLC, d/b/a Holiday Inn Express Brattleboro VT
The Board is asked to approve a First Class Liquor License for Hospitality Brattleboro, LLC., d/b/a Holiday Inn Express Brattleboro VT, located at 100 Chickering Drive. Frank Lagrande will be present at the meeting to discuss the application.

POTENTIAL MOTION: TO APPROVE A FIRST CLASS LIQUOR LICENSE TO HOSPITALITY BRATTLEBORO, LLC., D/B/A HOLIDAY INN EXPRESS BRATTLEBORO VT, LOCATED AT 100 CHICKERING DRIVE.

8. WATER AND SEWER COMMISSIONERS - None

9. UNFINISHED BUSINESS

A. Police-Fire Facilities Project - Update
Town Manager Elwell will provide an update on the final stages of construction and the overall project finances.

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 2017 Grand List as set forth on the
   Errors and Omissions 2017 Grand List Report, dated December 1, 2017, from Acting
   Town Assessor Jenepher Burnell.

   POTENTIAL MOTION: TO APPROVE THE CHANGES IN THE 2017 GRAND LIST
   AS SET FORTH ON THE ERRORS AND OMISSIONS 2017 GRAND LIST REPORT,
   DATED DECEMBER 1, 2017, FROM ACTING TOWN ASSESSOR JENEPHER
   BURNELL.

B. Financial Reports – Finance Director John O’Connor
   (i) Audit and Financial Statements for FY17
   (ii) Single Audit for FY17
   (iii) Monthly Report for November of 2017

   Finance Director John O’Connor will summarize the FY17 Audit, FY17 Single Audit, and

   NO ACTION IS REQUIRED ON THESE ITEMS.

C. Close Out VCDP/Windham & Windsor Housing Trust Scattered Site Grant –
   Public Hearing
   The Board is asked to hold a public hearing in order to close out the VCDP Scattered
   Site 2013 Grant to Windham & Windsor Housing Trust. A copy of the Final Report is
   included in the Board’s back-up materials.

   NO MOTION IS REQUIRED ON THIS ITEM.

D. Downtown Brattleboro Alliance – Annual Work Plan, Budget, and Town Meeting Article
   Members from the Downtown Brattleboro Alliance (DBA) will be present to discuss
   DBA’s proposed FY19 Budget and Annual Work Plan. By the end of January, the
   Selectboard will need to take action on those items and on the related article for the
   Representative Town Meeting Warning. The Town Meeting warning article is not being
   presented at this meeting.

   POTENTIAL MOTION: TBD

E. Vermont Climate Pledge Coalition – Recommendation from Energy Committee + Staff
   The Board is asked to authorize the Town Manager to add the Town as a member of
   the Vermont Climate Pledge Coalition. This recommendation and the plan for tracking
   related actions is coming to the Selectboard jointly from the Town staff and the Energy
   Committee, as described in a memorandum dated December 15, 2017, from Town
   Manager Elwell, that is included in the Selectboard’s notebooks.

   POTENTIAL MOTION: TO AUTHORIZE THE TOWN MANAGER TO ADD THE TOWN
   AS A MEMBER OF THE VERMONT CLIMATE PLEDGE COALITION.
F. FY19 Proposed Budget
   (i) Review Current Status
   (ii) What Decisions Still Need to be Made?
   (iii) What Information is Needed for Decisions that Still Need to be Made?
   (iv) Schedule of Meetings for January 2018

The Town Manager will present a list of unfinished items for the FY19 budget process and will ask the Selectboard to confirm the accuracy of the list or to modify the list, as needed. The Selectboard also will be asked to identify any additional information it may need from Town staff in order to make decisions on those unfinished items. Finally, the Selectboard will be asked to consider and confirm a schedule of meetings for January 2018 at which the Selectboard will finalize its FY19 Budget recommendation for consideration at the 2018 Representative Town Meeting.

NO ACTION IS REQUIRED ON THIS ITEM.