

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: January 28, 2016



The following will summarize the proposed motions for the Selectboard meeting on Tuesday, February 2, 2016. The Board will meet in executive session at 5:30pm to discuss contracts, labor relations agreements with employees, and the appointment or evaluation 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. Second Class Liquor License – *Best Vittles Ever, Inc., d/b/a Green Mountain Market & Deli*

The Board is asked to approve a second class liquor license for Best Vittles Ever, Inc., d/b/a Green Mountain Market & Deli, located at 423 Marlboro Road. The market is under construction and is expected to open in mid-March. Bruce Bonnette will be present to answer any questions.

POTENTIAL MOTION: TO APPROVE THE SECOND CLASS LIQUOR LICENSE FOR BEST VITTLES EVER, INC., D/B/A GREEN MOUNTAIN MARKET & DELI.

B. Special Event Permits – *Harris Hill Ski Jump, February 20 and 21*

- (i) *Charles Dodge, d/b/a Putney Mountain Winery, LLP*
- (ii) *Whetstone Station Restaurant and Brewery*

The Board is asked to approve two special event permits for the sale of alcohol at the Harris Hill Ski Jump on Saturday, February 20, and Sunday, February 21, from 10am to 6pm each day.

POTENTIAL MOTION: TO APPROVE THE SPECIAL EVENT PERMITS FOR CHARLES DODGE, D/B/A PUTNEY MOUNTAIN WINERY, AND FOR WHETSTONE STATION RESTAURANT AND BREWERY, TO SELL ALCOHOL AT THE HARRIS HILL SKI JUMP ON FEBRUARY 20 AND 21, 2016, FROM 10AM TO 6PM.

C. Special Event Permits – *Cabin Fever Food and Drink Festival River Garden, February 19*

- (i) *Whetstone Station Restaurant & Brewery*
- (ii) *Champlain Orchards*
- (iii) *Stonecutter Spirits*
- (iv) *Caledonia Spirits*
- (v) *Vermont Distillers, Inc.*
- (vi) *14h Star Brewing Company, LLC*
- (vii) *Honora Winery & Vineyard, Inc., d/b/a Honora Winery and J'ville Brewery.*

The Board is asked to approve seven special event permits for the sale of alcohol at the Cabin Fever Food and Drink Festival, sponsored by Strolling of the Heifers, to be held at the River Garden, located at 157 Main Street, on Friday, February 19, from 5:00pm to 8:00pm.

POTENTIAL MOTION: TO APPROVE SPECIAL EVENT PERMITS FOR THE FOLLOWING VENDORS FOR THE CABIN FEVER FOOD AND DRINK FESTIVAL SPONSORED BY STROLLING OF THE HEIFERS AT THE RIVER GARDEN ON FRIDAY, FEBRUARY 19, FROM 5:00PM TO 8:00PM

- (i) *Whetstone Station Restaurant & Brewery*
- (ii) *Champlain Orchards*
- (iii) *Stonecutter Spirits*
- (iv) *Caledonia Spirits*
- (v) *Vermont Distillers, Inc.*
- (vi) *14h Star Brewing Company, LLC*
- (vii) *Honora Winery & Vineyard, Inc., d/b/a Honora Winery and J'ville Brewery.*

8. WATER AND SEWER COMMISSIONERS – None.

9. UNFINISHED BUSINESS

A. Police-Fire Facilities Project –

- (i) *Type and Term of Debt*
- (ii) *Special Representative Town Meeting*
 - (a) *Schedule Informational Meeting, Wednesday, March 2, at Academy School, Doors open at 6:00pm, Caucuses 6:30pm, Meeting 7:00pm,*
 - (b) *Approve Warning for Special Representative Town Meeting, Saturday, March 12, at Brattleboro Area Middle School, 8:30am.*

(i) *Type and Term of Debt.* The Board is presented with information regarding options for the type (issuing bonds vs. borrowing from a bank) and term (20, 25, or 30 years) of debt for financing the Police-Fire Facilities Project.

POTENTIAL MOTION: TBD

- (ii) *Special Representative Town Meeting*
 - (a) *Schedule Informational Meeting.* The Board is asked to schedule an Informational Meeting to be held on Wednesday, March 2, at Academy School in preparation for the Special Representative Town Meeting (on March 12).

POTENTIAL MOTION: TO SCHEDULE THE SPECIAL INFORMATIONAL MEETING TO BE HELD ON WEDNESDAY, MARCH 2, 2016, AT ACADEMY SCHOOL, WITH DOORS TO OPEN AT 6:00PM, CAUCUSES AT 6:30PM, AND THE MEETING AT 7:00PM (IN PREPARATION FOR THE SPECIAL REPRESENTATIVE TOWN MEETING ON MARCH 12).

(b) *Approve Warning for Special Representative Town Meeting.* The Board is asked to approve as presented the Warning for the Special Representative Town Meeting to be held on Saturday, March 12, starting at 8:30am, at the Brattleboro Area Middle School.

POTENTIAL MOTION: TO APPROVE AS PRESENTED THE WARNING FOR THE SPECIAL REPRESENTATIVE TOWN MEETING TO BE HELD ON SATURDAY, MARCH 12, 2016, STARTING AT 8:30AM, AT THE BRATTLEBORO AREA MIDDLE SCHOOL.

10. NEW BUSINESS

A. Annual Representative Town Meeting –

- (i) *Schedule Informational Meeting, Wednesday, March 9, at Academy School Doors open at 6:00pm, Caucuses 6:30pm, Meeting 7:00pm*
- (ii) *Confirm Date, Time and Location – Saturday, March 19, at Brattleboro Area Middle School, 8:30am.*

(i) *Schedule Informational Meeting.* The Board is asked to schedule the Informational Meeting on Wednesday, March 9, at Academy School in preparation for the annual Representative Town Meeting (on March 19).

POTENTIAL MOTION: TO SCHEDULE THE ANNUAL INFORMATIONAL MEETING TO BE HELD ON WEDNESDAY, MARCH 9, 2016, AT ACADEMY SCHOOL, WITH DOORS TO OPEN AT 6:00PM, CAUCUSES AT 6:30PM, AND THE MEETING AT 7:00PM (IN PREPARATION FOR THE ANNUAL REPRESENTATIVE TOWN MEETING ON MARCH 19).

(ii) *Confirm Date, Time and Location of the Annual Representative Town Meeting.* The Board is asked to confirm the date, time and location of the Annual Representative Town Meeting on Saturday, March 19, starting at 8:30am at Brattleboro Area Middle School, 8:30am.

NO ACTION IS REQUIRED ON THIS ITEM.

- B. 2016 Certificate of Highway Mileage – Public Works Department. The Board is asked to approve the Certificate of Highway Mileage for the year ending February 10, 2016, as presented in the memorandum dated January 8, 2016, from Public Works Director Steve Barrett.

POTENTIAL MOTION: TO APPROVE THE CERTIFICATE OF HIGHWAY MILEAGE FOR THE YEAR ENDING FEBRUARY 10, 2016, AS PRESENTED.

- C. Town Road and Bridge Standards – Certification of Compliance, Public Works Department. The Board is asked to approve the Certification of Compliance for Town Road and Bridge Standards and Network Inventory, as presented in the memorandum dated January 20, 2016, from Steve Barrett and Hannah O’Connell.

POTENTIAL MOTION: TO APPROVE THE CERTIFICATION OF COMPLIANCE FOR TOWN ROAD AND BRIDGE STANDARDS AND NETWORK INVENTORY, AS PRESENTED.

- D. Ordinance Amendments - Chapter 3 (Animals and Fowl), First Reading. The Board is asked to hold a first reading on amendments to Chapter 3 of the Town of Brattleboro Code of Ordinances. Requests for the amendments are being made by Police Captain Mark Carignan and Town Clerk Annette Cappy for reasons set forth in their memoranda dated January 26, 2016. A second reading, public hearing, and approval of the amendments will be scheduled for the Selectboard meeting on February 16.

NO ACTION IS REQUIRED ON THIS ITEM.

- E. Design Review Committee –
(i) *Amend the Membership to Include One-Year Alternate*
(ii) *Appoint Members.*

(i) *Amend the Membership to Include One-Year Alternate.* The Board is asked to amend the membership of the Design Review Committee to include an Alternate. The Board previously approved a three-member committee and is now asked to add an alternate position. In the event that a member of the Committee has a conflict of interest and/or is unable to participate in a particular project or meeting, the alternate member would automatically be authorized to fully participate. Planning Director Rod Francis sets out his recommendation in his memorandum dated January 27, 2016.

POTENTIAL MOTION: TO AMEND THE MEMBERSHIP OF THE DESIGN REVIEW COMMITTEE TO INCLUDE ONE ALTERNATE MEMBER POSTION FOR A ONE-YEAR TERM.

(ii) *Appoint Members.* The Board is asked to appoint members to the Committee. Applications were received from Mary McLoughlin and Teodoro Senni. Senni has requested to be appointed as a full member and McLoughlin has requested to be appointed as an alternate.

POTENTIAL MOTION: TO APPOINT TEODORO SENNI AS A FULL MEMBER AND MARY MCLOUGHLIN AS AN ALTERNATE, EACH FOR A TERM TO EXPIRE IN JUNE OF 2017.

- F. Announce Committee Vacancies. A member of the Planning Commission has resigned. The Board is asked to announce that new vacancy, along with existing vacancies on other committees.

NO ACTION IS REQUIRED ON THIS ITEM.

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