

**TO:** Town of Brattleboro Selectboard  
**FROM:** Peter B. Elwell, Town Manager  
**SUBJECT:** Administrative Report  
**DATE:** January 29, 2015

---

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, February 3, 2015. Interviews with applicants for committee appointments will take place starting at 5:30pm in the Selectboard meeting room. The business meeting will begin at 6:15pm in the Selectboard meeting room.

#### 7. LIQUOR COMMISSIONERS

- A. Special Event Permit – *Hermit Thrush Brewery, LLC, Harris Hill Ski Jump*. The Board is asked to approve a Special Event Permit for Hermit Thrush Brewery, LLC for the Harris Hill Ski Jump on February 14 and 15 from 10:00am to 6:00pm each day. A Special Event Permit allows the manufacturer of spirits, malt or vinous beverages to sell their product by glass or in unopened containers. Manufacturers may also offer samples for the purpose of tasting.

**POTENTIAL MOTION: TO APPROVE A SPECIAL EVENT PERMIT FOR HERMIT THRUSH BREWERY, LLC, FOR AT THE HARRIS HILL SKI JUMP ON FEBRUARY 14 AND 15, 2015, FROM 10:00AM TO 6:00PM EACH DAY.**

- B. Special Event Permits – *Strolling of the Heifers Beer, Cider and Cheese Festival*. The Board is asked to approve Special Event Permits for Whetstone Station Restaurant and Brewery LLC, Flag Hill Farm, Inc., d/b/a Flag Hill Farm Vermont Hard Cyder, and Third Place, Inc., d/b/a Zero Gravity Craft Brewery for an event at the River Garden, 157 Main Street, on Friday, February 13, from 5:00pm to 8:00pm. The event is a Beer, Cider and Cheese Festival and is sponsored by the Strolling of the Heifers. A Special Event Permit allows the manufacturer of spirits, malt or vinous beverages to sell their product by glass or in unopened containers. Manufacturers may also offer samples for the purpose of tasting. The Fire Department requires that the organizer enforce the occupancy load of 378 people and that all exits are marked, unlocked, and clear of any obstructions. The organizers have acknowledged this requirement and committed to comply.

**POTENTIAL MOTION: TO APPROVE SPECIAL EVENT PERMITS FOR WHETSTONE STATION RESTAURANT AND BREWERY LLC, FLAG HILL FARM, INC., D/B/A FLAG HILL FARM VERMONT HARD CYDER, AND THIRD PLACE, INC., D/B/A ZERO GRAVITY CRAFT BREWERY, FOR A BEER, CIDER AND CHEESE FESTIVAL, SPONSORED BY STROLLING OF THE HEIFERS, AT THE RIVER GARDEN, 157 MAIN STREET, ON FRIDAY, FEBRUARY 13, 2015, FROM 5:00PM TO 8:00PM, SUBJECT TO THE RESTRICTIONS THAT THE ORGANIZER ENFORCE THE OCCUPANCY LOAD OF 378 PEOPLE AND THAT ALL EXITS ARE MARKED, UNLOCKED, AND CLEAR OF ANY OBSTRUCTIONS.**

#### 8. WATER AND SEWER COMMISSIONERS – *None*

#### 9. UNFINISHED BUSINESS – *None*

## 10. NEW BUSINESS

- A. 2015 Certificate of Highway Mileage – Public Works Department Recommendation for Approval. The Board is asked to approve the Certificate of Highway Mileage for Year Ending February 10, 2015. Members from the Public Works Department will be present to discuss the matter.

**POTENTIAL MOTION: APPROVE THE CERTIFICATE OF HIGHWAY MILEAGE FOR YEAR ENDING FEBRUARY 10, 2015, AS PRESENTED.**

- B. VT Alert – Fire Department Presentation.

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

- C. Accept and Appropriate Grant Amendment for Emergency Radio Equipment – FY2015 RERP Grant from Vermont Department of Public Safety. The Board is asked to accept and appropriate \$13,125 from the Vermont Department of Public Safety as an amendment to the FY15 RERP Grant. This amendment will allow the Town to purchase radio repeater equipment and to enter into a lease agreement with the West River Radio Club. Members from the Fire Department will be present to discuss the matter.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE \$13,125 FROM THE VERMONT DEPARTMENT OF PUBLIC SAFETY FOR THE FY15 RERP GRANT AMENDMENT TO PURCHASE RADIO REPEATER EQUIPMENT AND TO ENTER INTO A LEASE AGREEMENT WITH THE WEST RIVER RADIO CLUB.**

- D. Accept and Appropriate Grant for Police Equipment – Vermont Department of Public Safety – Governor’s Highway Safety Program. The Board is asked to accept and appropriate \$5,000 from the Vermont Department of Public Safety, Governor’s Highway Safety Program for the 2015 Equipment Incentives Grant to purchase of highway safety equipment. Members from the Police Department will be present to discuss the matter.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE \$5,000 FROM THE VERMONT DEPARTMENT OF PUBLIC SAFETY GOVERNOR’S HIGHWAY SAFETY PROGRAM FOR THE 2015 EQUIPMENT INCENTIVES GRANT.**

- E. Approve Grant Application for Main Street Sidewalk Project – Downtown Transportation Fund of Vermont Agency of Commerce and Community Development. The Board is asked to approve the Public Works Department’s application for a \$50,000 downtown Transportation Fund Grant through the Agency of Commerce and Community Development to supplement funding for the Main Street Sidewalk Project for replacing sidewalks from Gilbert Memorial Bridge to the intersection of Elliot Street and Main Street. The grant requires a \$50,000 match. Staff recommends that \$47,500 of this match be the funds that were previously approved for this purpose within the Capital Fund and that the remaining \$2,500 of the match be assigned from the sidewalks account within the Capital Fund.

**POTENTIAL MOTION: TO AUTHORIZE SUBMITTAL OF AN APPLICATION FOR A DOWNTOWN TRANSPORTATION FUND GRANT IN THE AMOUNT OF \$50,000 FROM THE VERMONT AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT FOR THE MAIN STREET SIDEWALK PROJECT, AND TO AUTHORIZE A TOWN MATCH OF \$50,000. THE TOWN’S MATCHING FUNDS WILL INCLUDE \$47,500 PREVIOUSLY AUTHORIZED FOR THIS PURPOSE WITHIN THE CAPITAL FUND AND AN ADDITIONAL \$2,500 ASSIGNED FROM THE SIDEWALKS ACCOUNT WITHIN THE CAPITAL FUND.**

- F. Committee Appointments – The Board is asked to appoint members to fill vacant seats on various committees. Interviews with applicants will be held immediately preceding the business meeting.

**POTENTIAL MOTION: TO MAKE THE FOLLOWING APPOINTMENTS:**

**CONSERVATION COMMISSION**

**1 UNEXPIRED 4-YEAR TERM TO EXPIRE 6/16**

**DEVELOPMENT REVIEW BOARD**

**1 UNEXPIRED 3-YEAR TERM TO EXPIRE 6/17**

**3 UNEXPIRED 1-YEAR TERMS (AS ALTERNATES) TO EXPIRE 6/15**

**FENCE VIEWER**

**2 UNEXPIRED 1-YEAR TERMS TO EXPIRE 6/15**

**INSPECTOR OF LUMBER, SHINGLES, AND WOOD**

**1 UNEXPIRED 1-YEAR TERM TO EXPIRE 6/15**

**PLANNING COMMISSION**

**1 UNEXPIRED 4-YEAR TERM TO EXPIRE 6/15**

**1 UNEXPIRED 4-YEAR TERM TO EXPIRE 6/16**

**1 UNEXPIRED 4-YEAR TERM TO EXPIRE 6/17**

**RECREATION AND PARKS BOARD**

**1 UNEXPIRED 3-YEAR TERM TO EXPIRE 6/17**

- G. Proposed Charter Amendments on the March 3 Ballot  
(a) Identification of Selectboard Position  
(b) Public Education Effort to Explain Selectboard Position

Two memos from Town Attorney Fisher are included in the packets. Additional materials will be distributed at the meeting on February 3.

- H. Schedule Informational Town Meeting – Wednesday, March 11, Doors open at 6:00pm, Caucuses 6:30pm, Meeting 7:00pm, at Academy School. The Board is asked to schedule the Informational Town Meeting on Wednesday, March 11, at Academy School on Western Avenue. The doors will open at 6:00pm, with caucuses starting at 6:30pm, and the meeting starting at 7:00pm.

**POTENTIAL MOTION: TO SCHEDULE INFORMATIONAL TOWN MEETING FOR WEDNESDAY, MARCH 11, 2015, BEGINNING AT 6:00PM AT ACADEMY SCHOOL.**

PBE: