

TO: Selectboard May 15, 2014

FROM: Patrick Moreland, Interim Town Manager

SUBJECT: Administrative Report

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The following will summarize the proposed motions for those items on the Agenda for the Tuesday, May 20, 2014 Selectboard Meeting. It is anticipated that the Board will meet in executive session beginning at 6:00pm to discuss a contract matter; the regular meeting will begin at 6:15pm.

## 7. LIQUOR COMMISSIONERS

- A. Special Event Permit – *Vermont Distiller's Inc., Strolling of the Heifers Friday Night Event, June 6.* The Board is asked to approve a special event permit for Vermont Distillers Inc. A special event permit allows producers of spirits, malt or vinous beverages to provide free tasting samples as well as to sell their product by the glass or in unopened containers directly to the public at events. This special event is being coordinated with the annual Strolling of the Heifers Friday Night Event to be held on June 6 at the Robert H. Gibson River Garden between the hours of 5:00pm and 9:00 pm. There are currently two other special event permits associated with this event. Brattleboro Police and Brattleboro Fire have reviewed and have no objections.

**POTENTIAL MOTION: TO APPROVE A SPECIAL EVENT PERMIT FOR VERMONT DISTILLERS, INC., FOR FRIDAY, JUNE 6, AT THE ROBERT H. GIBSON RIVER GARDEN, BETWEEN THE HOURS OF 5:00PM AND 9:00PM.**

- B. Special Event Permit – *Saxtons River Distillery LLC, Strolling of the Heifers Friday Night Event, June 6.* The Board is asked to approve a special event permit for Saxtons River Distillery LLC. A special event permit allows producers of spirits, malt or vinous beverages to provide free tasting samples as well as to sell their product by the glass or in unopened containers directly to the public at events. This special event is being coordinated with the annual Strolling of the Heifers Friday Night Event to be held on June 6 at the Robert H. Gibson River Garden between the hours of 4:00pm and 10:00 pm. There are currently two other special event permits associated with this event. Brattleboro Police and Brattleboro Fire have reviewed and have no objections.

**POTENTIAL MOTION: TO APPROVE A SPECIAL EVENT PERMIT FOR SAXTON'S RIVER DISTILLERY LLC, FOR FRIDAY JUNE 6, AT THE ROBERT H. GIBSON RIVER GARDEN, BETWEEN THE HOURS OF 5:00PM AND 9:00PM.**

- C. Festival Permit – *Four Seasons Media, Inc. d/b/a Brattleboro Brewers Festival.* The Board is asked to approve a festival permit for Four Seasons Media, Inc. d/b/a Brattleboro Brewers Festival. A festival permit is required when event organizers intend to sell malt or vinous beverages by the glass directly to the public at events. A festival permit is different from a special event permit in that the seller is not the producer of the malt or vinous beverage. The annual Brewer's Festival will be held on June 21 at the Vermont Agricultural Business Education Center on Old Guilford Road between the hours of 12:30 and 4:30pm.

**POTENTIAL MOTION: TO APPROVE A FESTIVAL PERMIT FOR FOUR SEASONS MEDIA, D/B/A BRATTLEBORO BREWERS FESTIVAL, FOR SATURDAY, JUNE 21, AT THE VERMONT AGRICULTURAL BUSINESS EDUCATION CENTER ON OLD GUILFORD ROAD BETWEEN THE HOURS OF 12:30 AND 4:30 PM.**

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

9. **UNFINISHED BUSINESS – None**

10. **NEW BUSINESS**

A. Financial Report – Monthly Financial Report

B. FY15 Budget – Approve. The Board is asked to approve the FY15 budget for presentation to Representative Town Meeting on June 2.

**POTENTIAL MOTION: TO APPROVE THE FISCAL YEAR 2015 GENERAL FUND BUDGET WITH REVENUE AND EXPENDITURES IN THE AMOUNT OF \$15,881,866 AND TO APPROVE THE FISCAL YEAR 2015 CAPITAL PLAN WITH EXPENDITURES OF \$1,289,548 AND REVENUE OF \$828,859 (\$440,859 FROM GRANTS, \$100,000 FROM DONATIONS, \$288,000 FROM LOANS, AND A TRANSFER FROM THE GENERAL FUND OF \$460,689).**

C. Pay As You Throw (PAYT) Advisory Committee – Town Manager. All municipalities are required by 7-1-15 to come into compliance with Act 148 of the Vermont legislature. The act requires municipalities to adopt a system of paying for the removal of solid waste based on weight or volume. An ad hoc committee is proposed to develop an effective approach for compliance with the new law. The committee will bring back a recommendation to the Board no later than the end of calendar year.

**POTENTIAL MOTION: TBD**

D. Rental Housing Improvement Program (RHIP) Loan - Leslie Shaw. The Board is asked to approve a \$25,000 RHIP loan at a rate of 3%, for a term of 10 years to Leslie Shaw of 749 Upper Dummerston Road. The RHIP committee has met with Ms. Shaw, reviewed documents and recommends to the Selectboard that the loan be approved. The funds will be used to build a one bedroom apartment in Ms. Shaw's home.

**POTENTIAL MOTION: TO APPROVE A \$25,000 RENTAL HOUSING IMPROVEMENT PROGRAM LOAN FOR LESLIE SHAW OF 749 UPPER DUMMERSTON ROAD, WITH THE FOLLOWING TERMS: 10 YEARS/120 MONTHLY PAYMENTS; 3% INTEREST RATE COMPOUNDED MONTHLY; THE MONTHLY PAYMENT BEING \$241.40, DUE ON THE FIRST OF EACH MONTH, FOLLOWING 60 DAYS FROM THE DATE OF DISBURSEMENT. THE LOAN IS CONTINGENT ON THE FOLLOWING CONDITIONS: A LOAN AND SECURITY AGREEMENT; AN INDIVIDUAL PROMISSORY NOTE, A PERSONAL GUARANTEE, AND A MORTGAGE DEED ON THE SUBJECT PROPERTY.**

E. Accept and Appropriate Grant – LSTA Resources Sharing Supplemental Grant, Brooks Memorial Library. The Board is asked to accept and appropriate a Library Services Technical Assistance (LSTA) Resources Sharing Supplemental Grant in the amount of \$2,212 from the Vermont Department of Libraries. The funds will be used to support resource sharing activities, including digital collection development.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A GRANT IN THE AMOUNT OF \$2,212 FROM THE VERMONT DEPARTMENT OF LIBRARIES TO SUPPORT RESOURCE SHARING ACTIVITIES INCLUDING DIGITAL COLLECTION DEVELOPMENT.**

- F. Accept and Appropriate Grant *Electric Vehicle Charging Station Grant, Planning Services.* The Board is asked to accept and appropriate a VT Downtown Program Grant in the amount of \$10,500 from the Agency of Commerce & Community Development. The funds will be used to support the installation of two electric vehicle charging station in the Brattleboro Transportation Center. The Planning Services Department will oversee the grant, the work will be overseen by town maintenance staff with support from members of the Energy Committee.

**POTENTIAL MOTION: TO ACCEPT AND APPROPRIATE A GRANT IN THE AMOUNT OF \$10,500 FROM THE VERMONT DOWNTOWN PROGRAM TO SUPPORT THE INSTALLATION OF TWO ELECTRIC VEHICLE CHARGING STATIONS AT THE BRATTLEBORO TRANSPORTATION CENTER.**