

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: July 14, 2016

This memorandum summarizes the proposed motions for the Selectboard meeting on Tuesday, July 19, 2016. The Board will meet in executive session at 5:15pm to discuss contracts, labor relations agreements with employees, pending or probable civil litigation, the negotiation of a real estate lease, and the employment 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. Approve Liquor Applications – *Vermont JerkFest*

(i) *Educational Sampling Event, River Garden, August 5*

The Board is asked to approve an Educational Sampling Event Permit for a privately sponsored gathering at the River Garden to be held as part of the Vermont JerkFest (Caribbean music and food festival) on Friday, August 5, 2016, from 6pm to 10pm. Nicola Williams of The Williams Agency, which is organizing the Vermont JerkFest, will be present to address the Board and answer questions.

POTENTIAL MOTION: TO APPROVE THE ISSUANCE OF AN EDUCATIONAL SAMPLING EVENT PERMIT TO THE WILLIAMS AGENCY FOR THE VERMONT JERKFEST EVENT TO BE HELD AT THE RIVER GARDEN ON FRIDAY, AUGUST 5, 2016, FROM 6PM TO 10PM.

(ii) *Festival Event, Vermont Agricultural Business Education Center, August 6*

The Board is asked to approve a Festival Permit for a privately sponsored gathering at the Vermont Agricultural Business Education Center (VABEC) to be held as part of the Vermont JerkFest (Caribbean music and food festival) on Saturday, August 6, 2016, from 11am to 7pm. Nicola Williams of The Williams Agency, which is organizing the Vermont JerkFest, will be present to address the Board and answer questions. There is a possibility that a Special Event Permit may also be needed for this event. That matter is being addressed by the applicant, the Town Clerk, and the Vermont Department of Liquor Control, and further information will be provided to the Board if it is determined that a Special Event Permit is required. Finally, if the Board approves this Festival Permit (with or without the possible Special Event Permit), Town staff will issue an Open Air Meeting Permit and an Entertainment License for this event. Those staff approvals will include all conditions (e.g. hiring of

on-site security, positioning of equipment, flow of vehicles, etc.) necessary to ensure the safety of event participants and the general public.

POTENTIAL MOTION #1: TO APPROVE THE ISSUANCE OF A FESTIVAL PERMIT TO THE WILLIAMS AGENCY FOR THE VERMONT JERKFEST EVENT TO BE HELD AT THE VERMONT AGRICULTURAL BUSINESS EDUCATION CENTER ON SATURDAY, AUGUST 6, 2016, FROM 11AM TO 7PM.

POTENTIAL MOTION #2: TO APPROVE THE ISSUANCE OF A SPECIAL EVENT PERMIT TO THE WILLIAMS AGENCY FOR THE VERMONT JERKFEST EVENT TO BE HELD AT THE VERMONT AGRICULTURAL BUSINESS EDUCATION CENTER ON SATURDAY, AUGUST 6, 2016, FROM 11AM TO 7PM.

8. WATER AND SEWER COMMISSIONERS – *None*

9. UNFINISHED BUSINESS

A. Police-Fire Facilities Project

- (i) *Financing Update*
- (ii) *Site Plan and Floor Plans for Central Fire Station*
- (iii) *Status of Overall Budget and Schedule*
- (iv) *Future of Municipal Center*

The Board will hear an update on the overall status of this project and will be asked to approve the site plan, floor plans, and exterior elevations for the Central Fire Station. The Board also will be asked to set the date and time for the groundbreaking ceremony at the West Brattleboro Fire Station.

POTENTIAL MOTION: TO APPROVE THE CENTRAL FIRE STATION SITE PLAN, FLOOR PLANS, AND ELEVATIONS (AS PRESENTED) FOR SUBMISSION TO THE DEVELOPMENT REVIEW BOARD.

10. NEW BUSINESS

A. Re-appoint Health Officer – *Assistant Fire Chief Peter Lynch*

The Board is asked to recommend to the Vermont Department of Health the re-appointment of Assistant Fire Chief Peter Lynch to the position of Town Health Officer for a term to expire on July 31, 2019.

POTENTIAL MOTION: TO RECOMMEND TO THE VERMONT DEPARTMENT OF HEALTH THE RE-APPOINTMENT OF ASSISTANT FIRE CHIEF PETER LYNCH TO THE POSITION OF TOWN HEALTH OFFICER FOR A TERM TO EXPIRE ON JULY 31, 2019.

B. Preliminary FY16 Year-End Financial Report – *Finance Director John O'Connor*

The Board will hear a preliminary year-end financial report from Town Manager Elwell and Finance Director O'Connor.

NO ACTION IS REQUIRED ON THIS ITEM.

C. Downtown Brattleboro Alliance – *Semi-Annual Update*

The Board will hear an update from the leadership of the Downtown Brattleboro Alliance regarding the DBA's activities and programs.

NO ACTION IS REQUIRED ON THIS ITEM.

D. Arts Committee Proposal for Highway Art Project – *Arts Committee Chair Adam Salviani*

The Board is asked to endorse a Highway Art Project being proposed by Tad Montgomery in conjunction with the Town Arts Committee. No Town funding is being requested.

POTENTIAL MOTION: TO ENDORSE THE HIGHWAY ART PROJECT AS PROPOSED BY TAD MONTGOMERY AND THE TOWN ARTS COMMITTEE.

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