CONVENE REGULAR MEETING

APPROVE MINUTES – January 21, January 28, and February 4, 2020

CHAIR’S REMARKS

MANAGER’S COMMENTS

SELECTBOARD COMMENTS AND COMMITTEE REPORTS

PUBLIC PARTICIPATION

LIQUOR COMMISSIONERS

A. Second Class Liquor License Renewal - Max LLC, d/b/a One Stop

B. First and Third Class Liquor License and Entertainment Permit Renewals - Three Dollar Dewey’s, d/b/a McNeil’s Brewery

C. New Second Class Liquor License - Pass Mart, Inc.

WATER AND SEWER COMMISSIONERS - None

UNFINISHED BUSINESS

A. Communications Union District (CUD) Planning Process -
   (a) Update - Sue Westa, Windham Regional Commission
   (b) Official Designation of Town Representative

NEW BUSINESS


B. Local Hazard Mitigation Plan Progress Report

C. Ratification of Town Manager’s Decision to Authorize Grant Application –
   Reallocation of 2017 Funds – State Homeland Security Grant, Fire Department

CORRESPONDENCE/FYI

A. Warrants

B. Department Monthly Reports

MEETINGS

See enclosed Town Calendar

ADJOURNMENT
MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: February 14, 2020

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, February 18, 2020. The Board will meet in executive session at 5:30pm to discuss contracts and the employment 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 Renewal - Max LLC, d/b/a One Stop
   During its annual review and approval of liquor license renewals on February 4, the Selectboard followed its standard practice of asking licensees who have been cited by the State of Vermont for any violations within the past year to come before the Board to explain the violation and the action(s) taken to correct it. A representative of Max LLC d/b/a One Stop at 414 Canal Street will address the Board on this matter. The Board will be asked to decide whether or not to grant One Stop’s request for the renewal of its second class liquor license for 2020-2021.

   POTENTIAL MOTION: TO APPROVE RENEWAL OF A SECOND CLASS LIQUOR LICENSE FOR MAX LLC d/b/a ONE STOP AT 414 CANAL STREET.

B. First and Third Class Liquor License and Entertainment Permit Renewals - Three Dollar Dewey’s, d/b/a McNeill’s Brewery
   During its annual review and approval of liquor license renewals on February 4, the Selectboard followed its standard practice of asking licensees who have been cited by the State of Vermont for any violations within the past year to come before the Board to explain the violation and the action(s) taken to correct it. A representative of Three Dollar Dewey’s d/b/a McNeill’s Brewery at 90 Elliot Street will address the Board on this matter. The Board will be asked to decide whether or not to grant McNeill’s request for the renewal of its first and third class liquor licenses and its entertainment permit for 2020-2021.

   POTENTIAL MOTION: TO APPROVE RENEWAL OF A FIRST CLASS LIQUOR LICENSE, A THIRD CLASS LIQUOR LICENSE, AND AN ENTERTAINMENT PERMIT FOR THREE DOLLAR DEWEY’S d/b/a McNEILL’S BREWERY AT 90 ELLIOT STREET.

C. New Second Class Liquor License – Pass Mart, Inc.
   The Board is asked to approve a new second class liquor license for Pass Mart, Inc., at 228 Canal Street. This is where the former Sonny’s Sunoco has held a second class liquor license in conjunction with the convenience store at that location.

   POTENTIAL MOTION: TO APPROVE A SECOND CLASS LIQUOR LICENSE FOR PASS MART, INC., AT 228 CANAL STREET.
9. UNFINISHED BUSINESS

A. Communication Union District (CUD) Planning Process –
   (a) Update – Sue Westa, Windham Regional Commission
   (b) Official Designation of Town Representative

Sue Westa of the Windham Regional Commission and Assistant Town Manager Patrick Moreland will provide an update regarding the ongoing regional planning for the potential formation of one or more Communication Union District(s) to improve the scope and quality of broadband service in southeastern Vermont. As part of that discussion, the Selectboard will be asked to officially designate Assistant Town Manager Moreland as the Town's representative in this collaboration with the Windham Regional Commission, most of the region's municipalities, and other entities.

POTENTIAL MOTION: TO DESIGNATE ASSISTANT TOWN MANAGER PATRICK MORELAND AS THE TOWN'S REPRESENTATIVE IN THE REGIONAL PLANNING EFFORT FOR A COMMUNICATIONS UNION DISTRICT.

10. NEW BUSINESS

   Town Manager Peter Elwell will present the financial report for January 2020.

   NO ACTION IS REQUIRED ON THIS ITEM.

B. Local Hazard Mitigation Plan Progress Report
   A copy of Zoning Administrator Brian Bannon’s annual Progress Report on the
   Local Hazard Mitigation Plan is included in the Board’s back-up materials. The
   Zoning Administrator is required to provide a copy to the Board, but no action by
   the Board is required.

   NO ACTION IS REQUIRED ON THIS ITEM.

C. Ratification of Town Manager’s Decision to Authorize Grant Application –
   Reallocation of 2017 Funds – State Homeland Security Grant, Fire Department
   The Board is asked to ratify the Town Manager’s decision to authorize the Fire Department
   to apply for a $1,600 Homeland Security grant to fund the purchase of equipment used
   in swift water rescue operations. The Town received short notice of this grant opportunity
   with a deadline that was prior to the date of this meeting, so the Town Manager authorized
   the application and is bringing it to the Selectboard for ratification.

   POTENTIAL MOTION: TO RATIFY THE TOWN MANAGER’S DECISION TO
   AUTHORIZE THE FIRE DEPARTMENT TO APPLY FOR A $1,600 HOMELAND
   SECURITY GRANT TO FUND THE PURCHASE OF EQUIPMENT USED IN SWIFT
   WATER RESCUE OPERATIONS.

PBE:ja
<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>Feb 1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>2:00pm Community Equity Collaborative</td>
<td>6:15pm Selectboard Meeting (Selectboard Meeting Room)</td>
<td>5:30pm Bd of Civil Authority (Selectboard Meeting Room, Municipal Ctr)</td>
<td>6:30pm Tree Advisory Committee (Brattleboro Food Co-Op Community Room, 2 Main St)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>12:00pm Bratt Coalition for Active Transport</td>
<td>4:00pm Arts Committee (Harmony Collective, 49 Elliot Street)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>8:30am Offices closed for Presidents' Day</td>
<td>5:30pm BCIC panel tonight (BCIC)</td>
<td>6:30pm Selectboard candidates forum (Selectboard Meeting Room, Municipal Center)</td>
<td>8:00am Traffic Safety Committee CANCELLED - Jan Anderson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>5:00pm Finance Committee (Mezzanine Meeting)</td>
<td>5:15pm Conservation Commission (Hanna Cosman Room)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
March 2020

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>2:00pm Community Equity Collaborative</td>
<td>7:00am Town Meeting Day, polls open 7am to 7PM (American)</td>
<td>6:00pm BASIC (Skatepark) meeting (Gibson-Aiken Center)</td>
<td>6:30pm Tree Advisory Committee (Brattleboro Food Co-Op Community Room, 2 Main St.)</td>
<td>9:00am ADA Advisory Committee (Hanna Cosman meeting room, Municipal Center) - Jan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>6:15pm Rec &amp; Parks Board meeting (Gibson Aiken Center)</td>
<td>6:30pm Informational Town Caucuses (6:30pm) &amp; Meeting (7:00pm) (Academy School gym)</td>
<td>8:00am Traffic Safety Committee (Selectboard Meeting Room)</td>
<td>11:00am Diverse Workforce</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>12:00pm Brattleboro Coalition for Active Transport (BCAT) (Hanna Cosman Meeting Room) - Jan</td>
<td>5:30pm BCJC panel tonight (BCJC)</td>
<td>7:00pm Development Review Bd (Selectboard Meeting Room)</td>
<td>8:00am Traffic Safety Committee (Selectboard Meeting Room)</td>
<td>8:30am Representative Town Meeting (Brattleboro Area Middle School, Multipurpose Room)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>5:30pm Citizen Police Communications Committee (CPCC)</td>
<td>5:15pm Conservation Commission (Hanna Cosman Room)</td>
<td>5:30pm Selectboard Organizational</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>30</td>
<td>31</td>
<td>Apr 1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Jan Anderson