

# MEMORANDUM



To: Selectboard  
From: Peter B. Elwell, Town Manager  
Re: Administrative Report  
Date: January 31, 2020

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The following will summarize the proposed motions for the Selectboard meeting on Tuesday, February 4, 2020, beginning at 6:15pm in the Selectboard Meeting Room.

## 7. LIQUOR COMMISSIONERS

### A. Liquor Licenses, Outdoor Consumption Permits, and Entertainment Licenses – Annual Renewals

The Board is asked to approve the renewal of all existing liquor licenses, outdoor consumption permits, and entertainment licenses for an additional year, subject to each existing license or permit holder submitting all of the required paperwork. A memorandum dated January 22, 2020, from Town Clerk Hilary Francis explains the background on this item and attached to that memorandum is a complete list of the licenses and permits that are recommended for renewal.

**POTENTIAL MOTION: TO APPROVE THE RENEWAL OF ALL EXISTING LIQUOR LICENSES, OUTDOOR CONSUMPTION PERMITS, AND ENTERTAINMENT LICENSES, EFFECTIVE MAY 1, 2020, SUBJECT TO EACH EXISTING LICENSE OR PERMIT HOLDER SUBMITTING THE REQUIRED PAPERWORK.**

### B. Festival Permit –

*Winston Prouty Center for Child and Family Development, Par for the Cause Festival*  
The Board is asked to approve a festival permit for the Winston Prouty Center for Child Development's Par for the Cause fundraising event on Saturday, March 28, 2020, from 5pm until 8pm at 209 Austine Drive. The details are set forth in the memorandum dated January 21, 2020, from Town Clerk Hilary Francis, and in the festival permit application that is attached to that memorandum.

**POTENTIAL MOTION: TO APPROVE A FESTIVAL PERMIT FOR THE WINSTON PROUTY CENTER FOR CHILD DEVELOPMENT'S PAR FOR THE CAUSE EVENT TO BE HELD ON MARCH 28, 2020, FROM 5PM UNTIL 8PM AT 209 AUSTINE DRIVE.**

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

9. **UNFINISHED BUSINESS – None.**

## 10. NEW BUSINESS

### A. Sustainability Matters

- (i) *Introduction of Sustainability Coordinator Stephen Dotson*
- (ii) *Carbon Offsets vs. Renewable Sources of Electricity*

Town Manager Elwell will introduce the Town's new Sustainability Coordinator, Stephen Dotson, and Assistant Town Manager Moreland will present new information related to a prior Selectboard action regarding renewable sources of electricity. Details are set forth in Assistant Town Manager Moreland's memorandum dated January 27, 2020.

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

### B. Proposed Handicapped Parking Space on Canal Street Adjacent to the Coop's Community Meeting Room

The Board is asked to approve designating the first on-street parking space on the north side of Canal Street west of South Main Street for use only by drivers with a handicapped parking permit. As set forth in the memorandum dated January 27, 2020, from Town Manager Elwell, this space was requested by the Brattleboro Food Coop and is recommended by the ADA Committee, the Traffic Safety Committee, and Town staff.

**POTENTIAL MOTION: TO APPROVE DESIGNATING THE FIRST ON-STREET PARKING SPACE ON THE NORTH SIDE OF CANAL STREET WEST OF SOUTH MAIN STREET FOR USE ONLY BY DRIVERS WITH A HANDICAPPED PARKING PERMIT.**

### C. Certificate of Highway Mileage

The Board is asked to approve the Town's Certificate of Highway Mileage for 2020. This form is required to be submitted annually to the Vermont Agency of Transportation.

**POTENTIAL MOTION: TO APPROVE THE TOWN OF BRATTLEBORO'S CERTIFICATE OF HIGHWAY MILEAGE FOR 2020.**

### D. Certificate of Attestation - No Appeal or Suit Pending– 2018 and 2019 Grand Lists

The Board is asked to approve the Town's Certificate of Attestation – No Appeal or Suit Pending forms for the 2018 and 2019 Grand Lists. This form is required to be completed and signed on the first Tuesday in February when no appeals are pending and the Grand List is final for any given fiscal year.

**POTENTIAL MOTION: TO APPROVE THE CERTIFICATE OF ATTESTATION – NO APPEAL OR SUIT PENDING FORMS FOR THE 2018 AND 2019 GRAND LISTS.**

### E. Committee Appointment

The Board is asked to appoint Ashlyn Bristle to the Conservation Commission.

**POTENTIAL NOMINATION: ASHLYN BRISTLE  
CONSERVATION COMMISSION**

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