

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: February 11, 2016

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, February 16, 2016. The Board will meet in executive session at 5:30pm to discuss contracts, pending or probable civil litigation, labor relations agreements with employees, and the appointment 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. Liquor License, Outside Consumption Permit, and Entertainment License Renewals – Annual Renewals

The Board is asked to approve annual renewals of liquor licenses, outside consumption permits, and entertainment licenses, as set forth in Town Clerk Annette Cappy's memo dated February 5, 2016.

POTENTIAL MOTION: TO APPROVE THE RENEWAL OF LIQUOR LICENSES, OUTSIDE CONSUMPTION PERMITS, AND ENTERTAIN LICENSES, AS PRESENTED.

B. Special Event Permits – Southern Vermont Young Professionals Fundraiser at Brattleboro Museum & Art Center, February 27

- (i) Saxtons River Distillery
- (ii) Hermit Thrush Brewery, LLC

The Board is asked to approve two special event permits for the sale of alcohol at the Southern Vermont Young Professionals Fundraiser at the Brattleboro Museum & Art Center on Saturday, February 27, from 7:30pm to 10:30pm. The event provides a social and professional networking opportunity as part of BDCC/SeVEDS' workforce development program and up to 150 people are expected to attend.

POTENTIAL MOTION: TO APPROVE SPECIAL EVENT PERMITS FOR SAXTONS RIVER DISTILLERY AND HERMIT THRUSH BREWERY TO SELL ALCOHOL AT THE SOUTHERN VERMONT YOUNG PROFESSIONALS FUNDRAISER AT THE BRATTLEBORO MUSEUM AND ART CENTER ON SATURDAY, FEBRUARY 27, 2016, FROM 7:30PM TO 10:30PM.

8. WATER AND SEWER COMMISSIONERS – None

9. UNFINISHED BUSINESS - None

10. NEW BUSINESS

- A. Financial Report – Monthly Report, January. Finance Director John O'Connor will be present to discuss the January 2016 financial report.

NO ACTION IS REQUIRED ON THIS ITEM.

- B. Grand List Certificate of “No Appeal or Suit Pending” – Town Assessor. The Board is asked each year to certify that no statutory appeals or suits to recover taxes paid under protest are pending against Brattleboro’s 2015 Grand List (32 V.S.A. §4155). Town Assessor Russell Rice reports in his memo dated February 3, 2016, that no such claims are pending.

POTENTIAL MOTION: TO APPROVE THE “CERTIFICATE – NO APPEAL OR SUIT PENDING,” AS PRESENTED.

- C. Strolling of the Heifers Weekend – Approve Permits
(i) *Street/Sidewalk Blocking permit for Friday Street Festival, June 3*
(ii) *Parade/Open Air Permit for Saturday, June 4*
(iii) *Parade/Open Air Permit for Sunday Tour de Heifer, June 5.*

The Board is asked to approve permits for the annual Strolling of the Heifers weekend. Staff recommends approval, based on our review of the applications for these permits and our recent meeting with Strolling of the Heifers representatives. At that meeting, we established baseline expectations for all 3 days. Planning will continue throughout the spring to ensure a safe weekend for participants and for the broader community, and to ensure that the Town’s bill for services next summer reflects the prior understanding of all parties regarding Town services that are to be provided throughout the weekend. Strolling of the Heifers will be represented at the meeting to discuss the weekend’s events.

POTENTIAL MOTION: TO APPROVE THE FOLLOWING PERMITS:

- (i) **STREET/SIDEWALK BLOCKING PERMIT FOR STREET FESTIVAL ON FRIDAY, JUNE 3;**
- (ii) **PARADE/OPEN AIR PERMIT FOR STROLLING OF THE HEIFERS PARADE ON SATURDAY, JUNE 4; and**
- (iii) **PARADE/OPEN AIR PERMIT FOR TOUR DE HEIFER ON SUNDAY, JUNE 5.**

- D. Emergency Management Timeline for Vermont Yankee Decommissioning – Update, Fire Department. Fire Chief Mike Bucossi will provide the Board with a report on the emergency management transition that is occurring as a result of the closure of the Vermont Yankee Nuclear Plant.

NO ACTION IS REQUIRED ON THIS ITEM.

- E. Approve Grant Application – National Creative Placemaking Fund Grant (ArtsPlace Skatepark Grant), BASIC and Recreation & Parks Department. The Board is asked to approve an application for a \$230,000 National Creative Placemaking Fund Grant from ArtPlace America to help fund the design and construction of the Skatepark. A member from the Skatepark Committee is expected to attend the meeting to discuss the grant.

POTENTIAL MOTION: TO APPROVE THE APPLICATION FOR A \$230,000 NATIONAL CREATIVE PLACEMAKING FUND GRANT FROM ARTPLACE AMERICA TO HELP FUND THE DESIGN AND CONSTRUCTION OF THE SKATEPARK.

- F. Ordinance Amendments - Chapter 3 (Animals and Fowl), Second Reading and Public Hearing.
The Board is asked to hold a second reading and public hearing on amendments to Chapter 3 of the Town of Brattleboro Code of Ordinances, and to approve the amendments as presented. Requests for the amendments are being made by Police Captain Mark Carignan and Town Clerk Annette Cappy for reasons set forth in their memoranda dated January 26, 2016.

POTENTIAL MOTION: TO APPROVE THE AMENDMENTS TO CHAPTER 3 (ANIMALS AND FOWL), AS PRESENTED.

The Board is also asked to adopt a fee schedule in accordance with Chapter 3, Section 3-24, to be maintained in the Town offices and be available to the public. The proposed fee schedule is included in the Board's backup materials.

POTENTIAL MOTION: TO ADOPT THE FEE SCHEDULE IN ACCORDANCE WITH CHAPTER 3, SECTION 3-24, AS PRESENTED.

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