

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

- A. Financial Report – Monthly Report, January
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.

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