

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: February 15, 2019

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, February 19, 2019. The Board will meet in executive session at 5:30pm to discuss collective bargaining agreements with employees, the appointment of a public officer or employee, and the negotiation of a real estate purchase or lease. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. LIQUOR COMMISSIONERS

A. Alcohol and Tobacco Compliance Checks –
Cassandra Holloway, Brattleboro Area Prevention Coalition

The Board will hear an update from Cassandra Holloway regarding alcohol and tobacco compliance checks performed during 2018. It was a good year as 17 of 18 alcohol compliance checks found no violations and all 16 tobacco compliance checks found no violations.

NO ACTION IS REQUIRED ON THIS ITEM.

B. Liquor License, Outside Consumption Permits, and Entertainment Licenses
– *Annual Renewals*

The Board is asked to provide conditional approval of most applications for renewal of liquor licenses, outside consumption permits, and entertainment licenses for 2019. The proposed conditions of approval are the submittal of all required paperwork by each applicant to the Town Clerk and final approval by the State's Department of Liquor Control. One license renewal (for McNeill's Brewery at 90 Elliot Street) is not recommended for conditional approval at this time. That application will be brought forward separately for Selectboard consideration at a future meeting after safety violations are corrected at that location.

POTENTIAL MOTION: TO APPROVE ALL APPLICATIONS FOR LIQUOR LICENSE RENEWALS FOR 2019 (EXCEPT FOR MCNEILL'S BREWERY, WHOSE APPLICATION WILL BE PRESENTED TO THE SELECTBOARD SEPARATELY AT A LATER DATE), SUBJECT TO (1) EACH APPLICANT'S SUBMITTAL TO THE TOWN CLERK OF ALL THE REQUIRED PAPERWORK AND (2) THE FINAL APPROVAL OF THE STATE'S DEPARTMENT OF LIQUOR CONTROL.

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

9. **UNFINISHED BUSINESS** - *None*

10. **NEW BUSINESS**

- A. Statewide Opioid Planning Grant –
Cassandra Holloway + Chad Simmons, Windham County Consortium on Substance Use

The Board will hear from Cassandra Holloway and Chad Simmons about a grant received from the Health Resources and Services Administration's Rural Communities Opioid Response Program to support the work of a broad coalition of public and private organizations.

NO ACTION IS REQUIRED ON THIS ITEM.

- B. Financial Report – *Monthly Report, January*
Finance Director O'Connor will present the financial report for the first 7 months of FY19.

NO ACTION IS REQUIRED ON THIS ITEM.

- C. Ordinance Amendment – *First Reading*
Chapter 7 (Ordinance Regulating Solid Waste),
Section 2 (Regulating Single-Use Plastic Bags),
Article IV (Exemptions to General Prohibition)

The Board is asked to hold a first reading on an amendment to the single use plastic bag ban that would allow the use of plastic bags to protect artwork and art supplies that merchants sell to customers. This is in furtherance of the Board's consideration of concerns brought forth by John Clements of Zephyr Designs and to the direction the Selectboard provided to staff during the Selectboard meeting on January 22, 2019.

NO ACTION IS REQUIRED ON THIS ITEM.

- D. Review Status of 2018 Selectboard Goals
This item was on the Selectboard's agenda on January 22, 2019, but that meeting ran long and there was not sufficient time to review the progress on implementation of the Board's goals for 2018-2019. The written status report dated January 15, 2019, is included again in the Board's notebooks for this meeting.

NO ACTION IS REQUIRED ON THIS ITEM.

PBE:ja