

MEMORANDUM



To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Administrative Report
Date: April 28, 2016

The following will summarize the proposed motions for the Selectboard meeting on Tuesday, May 3, 2016. The Board will conduct interviews at 5:15pm for an appointment to fill a vacancy on the Police-Fire Facilities Building Committee and will meet in executive session immediately following the interviews to discuss labor relations agreements with employees, other contracts, and pending or probable civil litigation. The Board will reconvene the business meeting at 6:15pm in the Selectboard Meeting Room.

7. LIQUOR COMMISSIONERS

- A. Special Event Permit – Whetstone Cider Works, LLC. The Board is asked to approve the Special Event Permit for Whetstone Cider Works, LLC, for the “Hometown” Book Launch with Jodi Paloni at the Hooker-Dunham building, located at 139 Main Street, on Saturday, May 7, from 5:00pm to 7:30pm.

POTENTIAL MOTION: TO APPROVE THE SPECIAL EVENT PERMIT FOR WHETSTONE CIDER WORKS, LLC, FOR THE “HOMETOWN” BOOK LAUNCH WITH JODI PALONI AT THE HOOKER-DUNHAM BUILDING ON SATURDAY, MAY 7, FROM 5:00PM TO 7:30PM.

- B. Special Event Permit Procedures
(i) *Consider Types, Rules, and Best Practices for Review*
(ii) *Authorize Town Clerk to Approve Administratively*

The Board is asked to approve the Town Clerk’s proposed administrative best practices (including authorizing the Town Clerk to issue permits) for certain special event liquor applications, including the Request to Cater Permit, Special Events Permit, Festival Permit, Educational Sampling Event Permit, and Art Gallery, Bookstore, Library or Museum Permit, as set forth in the memorandum dated April 25, 2016, from Town Clerk Annette Cappy. The Board is also asked to approve administrative fees payable to the Town in connection with the issuance of liquor permits, as follows: (1) \$15.00 for Request to Cater Permits, Special Event Permits, and Art Gallery Permits, and (2) \$50.00 for Festival Permits and Educational Sampling Permits.

POTENTIAL MOTION: TO APPROVE THE TOWN CLERK’S ADMINISTRATIVE BEST PRACTICES FOR ISSUING REQUEST TO CATER PERMITS, SPECIAL EVENTS PERMITS, FESTIVAL PERMITS, EDUCATIONAL SAMPLING EVENT PERMITS, AND ART GALLERY, BOOKSTORE, LIBRARY OR MUSEUM PERMITS (INCLUDING AUTHORIZING THE TOWN CLERK TO ISSUE SUCH PERMITS) AS SET FORTH IN THE MEMORANDUM DATED APRIL 25, 2016, FROM TOWN CLERK ANNETTE CAPPY.

POTENTIAL MOTION: TO APPROVE ADMINISTRATIVE FEES PAYABLE TO THE TOWN IN CONNECTION WITH THE ISSUANCE OF LIQUOR PERMITS, AS FOLLOWS: (1) \$15.00 FOR REQUEST TO CATER PERMITS, SPECIAL EVENT PERMITS, AND ART GALLERY PERMITS, AND (2) \$50.00 FOR FESTIVAL PERMITS AND EDUCATIONAL SAMPLING PERMITS.

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

9. **UNFINISHED BUSINESS**

A. Police-Fire Facilities Project

(i) *Update*

(ii) *Appoint Member to Police-Fire Facilities Building Committee.*

(i) *Update.* Town Manager Peter Elwell will provide the Board with an update on the Police-Fire Facilities Project, consistent with his memorandum dated April 28, 2016. The Board will be asked to act upon several requests regarding plans for the West Brattleboro Fire Station, as set forth in a letter dated April 22, 2016, from Michael Bosworth, President of the West Brattleboro Association.

POTENTIAL MOTIONS:

(1) TO APPROVE THE WEST BRATTLEBORO ASSOCIATION’S REQUEST REGARDING EXTERIOR ELECTRICAL OUTLETS.

(2) TO REJECT THE WEST BRATTLEBORO ASSOCIATION’S REQUEST REGARDING A STORAGE SHED.

(3) TO REJECT THE WEST BRATTLEBORO ASSOCIATION’S REQUEST REGARDING AN ASSESSMENT OF THE CURRENT WEST BRATTLEBORO FIRE STATION AND TO DIRECT THE ADMINISTRATIVE PROJECT TEAM TO PREPARE A SITE PLAN WHICH CALLS FOR THE DEMOLITION OF THE EXISTING STATION.

(ii) *Appoint Member to the Police-Fire Facilities Building Committee.* The Board is asked to appoint one member to the Committee in order to fill the one vacant seat. Three applications for the seat were received and the Board will conduct interviews of the candidates prior to the business portion of this meeting.

POTENTIAL NOMINATIONS: TBD

10. **NEW BUSINESS**

A. Energy Audits – *Initial Presentation.* The Board will hear consultant Margaret Dillon’s summary of her findings and recommendations from conducting energy audits of several of Brattleboro’s municipal facilities. While no action is required on this item, the Board will be asked to direct staff to return to the Selectboard at the appropriate time with recommendations for implementation.

POTENTIAL MOTION: TO DIRECT STAFF TO RETURN TO THE SELECTBOARD WITH RECOMMENDATIONS FOR IMPLEMENTATION OF PROJECTS RECOMMENDED BY CONSULTANT MARGARET DILLON BASED ON HER ENERGY AUDITS OF SEVERAL OF BRATTLEBORO’S MUNICIPAL FACILITIES.

B. Traffic Calming Plan Update and Change to “Street and Sidewalk Safety Policy”. The Board is asked to approve the Street and Sidewalk Safety Policy (formerly known as the Traffic Calming Plan), as presented. A summary of the revision to the Policy is contained in the memorandum dated April 22, 2016, from Highway/Utilities Superintendent Hannah O’Connell. A copy of the revised document is included in the Board’s backup materials, both in strikeout/underline format and in “clean” format.

POTENTIAL MOTION: TO APPROVE THE STREET AND SIDEWALK SAFETY POLICY (FORMERLY KNOWN AS THE TRAFFIC CALMING PLAN), AS PRESENTED.

- C. Brattleboro Local Emergency Operations Plan – Fire Department. The Board is asked to adopt the 2016 Brattleboro Emergency Operations Plan (EOP) as set forth in the memorandum dated April 18, 2016, from Fire Chief Mike Bucossi, and to authorize the Town Manager to sign the Plan.

POTENTIAL MOTION: TO ADOPT THE 2016 BRATTLEBORO EMERGENCY OPERATIONS PLAN AS SET FORTH IN THE MEMORANDUM DATED APRIL 18, 2016, FROM FIRE CHIEF MIKE BUCOSSO, AND TO AUTHORIZE THE TOWN MANAGER TO SIGN THE PLAN.

- D. Committee Appointment(s) – ADA Committee. The Board is asked to appoint two new members to the ADA Committee for the remainder of the fiscal year. Two seats are vacant and two applications were received. In order that the Committee may continue to operate effectively, the Board is asked to make two short-term appointments for the terms expiring on June 30, 2016.

POTENTIAL NOMINATIONS: TO APPOINT ANDREA EVEY AND GRACE BENINSON TO THE ADA COMMITTEE FOR TERMS ENDING JUNE 30, 2016.

- E. Rules for Conduct of Meetings and Hearings – Discussion and Approval. Each spring, the Board reviews its Rules for Conduct of Meetings and Hearings (“Rules”) and re-adopts or modifies them for the year ahead. A few modifications are proposed this year, as summarized in the memorandum dated April 28, 2016, from Town Manager Elwell. The proposed Rules are included in the Board’s backup materials (in strikeout/underline format to make the proposed changes easy to identify). The Board is asked to approve the Rules for 2016, as presented.

POTENTIAL MOTION: TO APPROVE THE 2016 RULES FOR CONDUCT OF MEETINGS AND HEARINGS, AS PRESENTED.

- F. Selectboard Goals – Discussion and Approval. Each spring, the Board establishes its annual Selectboard Goals for the year ahead. A summary of implementation of the 2015 Goals is included in the Board’s backup materials, along with a list of proposed Goals for 2016.

POTENTIAL MOTION: TO APPROVE THE SELECTBOARD’S GOALS FOR 2016, AS PRESENTED.

PBE:ja