

**BRATTLEBORO SELECTBOARD  
TUESDAY, APRIL 19, 2016  
REGULAR MEETING - 6:15PM  
MINUTES**

Selectboard members present: David Gartenstein, Kate O'Connor, and David Schoales.

Staff Present: Town Manager Peter Elwell, Assistant Town Manager Patrick Moreland, Highway/Utilities Superintendent Hannah O'Connell, Police Chief Mike Fitzgerald, Fire Chief Mike Bucossi, and Police Captain Mark Carignan.

Media present: Chris Mays representing the Brattleboro Reformer, Olga Peters representing The Commons, and BCTV staff and volunteers.

Others present: Stephen Rice, Bob Oeser, Steve Horton, ASL interpreters Janet Dickinson and Elizabeth Bjerke, and others who did not sign the attendance sheet.

Gartenstein called the meeting to order at 6:15 pm. He confirmed that the meeting was officially warned.

***APPROVE MINUTES***

**MOTION BY DAVID SCHOALES TO APPROVE THE MINUTES FROM MARCH 30 AND APRIL 5, 2016 AS PRESENTED. MOTION CARRIED 3-0.**

***CHAIR'S REMARKS***

Chair Gartenstein announced that Secretary Chris Cole from the Vermont Agency of Transportation recently notified the Town that the completion date of the I-91 bridge reconstruction project would be delayed until the spring of 2017. Gartenstein asked drivers to exercise continued patience while additional traffic delays and entrance/exit closures were experienced. He said that the State recognized the negative impact on the community and offered a grant of \$200,000 for roadwork due to the additional usage and damage to roads during the bridge reconstruction process. He said that the preliminary plan for use of the grant funds was to add shimcoat to Western Avenue from I-91 to Chestnut Hill and to repave some of Upper Dummerston Road.

Gartenstein also noted that the Brattleboro Reformer recently printed a story that the Windham Solid Waste Management District (WSWMD) announced it would limit the types of plastic recyclables that it accepted. He said that WSWMD had not consulted with the Town Administration and that Town had not changed its recycling program policies and procedures so all of the recyclables previously accepted in curbside recycling would continue to be accepted.

***MANAGER'S COMMENTS***

None.

***SELECTBOARD COMMENTS AND COMMITTEE REPORTS***

Schoales noted that Steve Rice was in the audience and recognized him for his quality and number of awards received for his music programs at the high school and throughout Windham County.

***PUBLIC PARTICIPATION***

None.

***UNFINISHED BUSINESS***

Police-Fire Facilities Project

- (i) *Update*
- (ii) *Approval of Proposals for Professional Services*
  - (a) *Steve Horton*

- (b) *Northeast Collaborative Architects*
- (c) *DEW Construction Corp.*

Elwell provided an overview of the anticipated needs for professional services as set forth in his April 14 memo, including retention of Steve Horton as the Owner's Project Manager for a sum not to exceed \$105,000; Northeast Collaborative Architects for the design of the Police Station, redesign of Central Fire Station, and finishing design touches on the West Brattleboro Station for a sum not to exceed \$507,800; and DEW Construction Corp. for preconstruction services in the amount of \$15,300 and a fixed fee of \$220,000 to manage the construction phase of project. He discussed the overall work and costs in each of the three professional services contracts and said that the proposed contracts were being reviewed by Town Attorney Fisher. Gartenstein asked for copies of the contracts for his review. Steve Horton was asked to provide his opinion about the three contracts, and he discussed the contracts and confirmed that they were very competitive relative to this type of project. There was substantial discussion by the Board. Gartenstein said that the Board would be discussing the Police-Fire project at most future meetings and he encouraged anyone interested in the matter to come to Selectboard meetings and participate in the planning and discussions.

**MOTION BY KATE O'CONNOR TO AUTHORIZE THE TOWN MANAGER TO RETAIN STEVE HORTON AS THE OWNER'S PROJECT MANAGER FOR A TOTAL AMOUNT NOT TO EXCEED \$105,000, SUBJECT TO THE TOWN ATTORNEY'S APPROVAL OF THE APPLICABLE CONTRACT. MOTION CARRIED 3-0.**

**MOTION BY DAVID SCHOALES TO AUTHORIZE THE TOWN MANAGER TO RETAIN NORTHEAST COLLABORATIVE ARCHITECTS FOR A TOTAL AMOUNT NOT TO EXCEED \$507,800, SUBJECT TO THE TOWN ATTORNEY'S APPROVAL OF THE APPLICABLE CONTRACT. MOTION CARRIED 3-0.**

**MOTION BY DAVID GARTENSTEIN TO AUTHORIZE THE TOWN MANAGER TO RETAIN DEW CONSTRUCTION CORP. AS THE CONSTRUCTION MANAGER FOR PRE-CONSTRUCTION PHASE SERVICES IN THE AMOUNT OF \$15,300 AND CONSTRUCTION PHASE SERVICES IN THE AMOUNT OF \$220,000, SUBJECT TO THE TOWN ATTORNEY'S APPROVAL OF THE APPLICABLE CONTRACT. MOTION CARRIED 3-0.**

### ***NEW BUSINESS***

At this time, Gartenstein asked, and the Board agreed, to alter the agenda and move the All State Music Festival matter up to this point in order to accommodate the schedule of Steve Rice.

All-State Music Festival – Proposed Parade Permit for Wednesday, May 10, 2017. Elwell said that the Board was asked to endorse the concept of allowing a parade for the All State Music Festival on May 10, 2017 in conjunction with the Vermont All State Music Festival, as set forth in his memo dated April 14. Steve Rice spoke about the music festival and student, teacher and parent involvement in the festival and parade. There was some discussion by the Board.

**MOTION BY DAVID SCHOALES TO ENDORSE THE CONCEPT OF ALLOWING A PARADE ON MAIN STREET ON MAY 10, 2017, IN CONJUNCTION WITH THE VERMONT ALL STATE MUSIC FESTIVAL, AND INSTRUCTING THE TOWN MANAGER TO CONTINUE TO WORK WITH THE PARADE ORGANIZERS TO ADDRESS ALL APPLICABLE DETAILS. MOTION CARRIED 3-0.**

Financial Report – Monthly Financial Report, March. Elwell reviewed the March Financial Report prepared by Finance Director John O'Connor. There was a brief discussion by the Board.

### **NO ACTION TAKEN.**

Financial Management Questionnaire and Internal Controls Checklist – Annual Review. Elwell said that the Board was asked to review and acknowledge the annual Financial Management Questionnaire and to approve the Internal Controls Checklist, both prepared by Finance Director John O'Connor. There was a brief discussion by the Board.

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**MOTION BY KATE O’CONNOR TO ACKNOWLEDGE THE ANNUAL FINANCIAL MANAGEMENT QUESTIONNAIRE AND TO APPROVE THE INTERNAL CONTROLS CHECKLIST, BOTH AS PRESENTED. MOTION CARRIED 3-0.**

VCDP Grant (re: G.S. Precision Project) – *Accept and Appropriate an Implementation Grant for Brattleboro Development Credit Corporation (BDCC) for the Exit One Expansion Project.* Assistant Town Manager Moreland said that the Board was asked to adopt the Resolution to accept a Community Development Block Grant Implementation Grant in the amount of \$1,000,000 from the Agency of Commerce & Community Development in support of Brattleboro Development Credit Corporation (BDCC) for the Exit One Expansion project to assist G.S. Precision, and to authorize the Town Manager to execute the subgrant agreement between the Town and BDCC, as presented. He discussed the matter and his memo dated April 14. There was a brief discussion by the Board.

**MOTION BY DAVID SCHOALES TO ADOPT THE RESOLUTION TO ACCEPT A COMMUNITY DEVELOPMENT BLOCK GRANT IMPLEMENTATION GRANT IN THE AMOUNT OF \$1,000,000 FROM THE AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT IN SUPPORT OF BRATTLEBORO DEVELOPMENT CREDIT CORPORATION FOR THE EXIT ONE EXPANSION PROJECT TO ASSIST G.S. PRECISION, AND TO AUTHORIZE THE TOWN MANAGER TO EXECUTE THE SUBGRANT AGREEMENT BETWEEN THE TOWN AND BDCC, AS PRESENTED. MOTION CARRIED 3-0.**

VTrans Structures Grant Application for Bonnyvale Road Retaining Wall Project – *Department of Public Works.* Highway/Utilities Superintendent O’Connell said that the Board was asked to approve an application for a \$175,000 Structures Grant from the Vermont Agency of Transportation (VTrans) to supplement capital funding to replace the failing Bonnyvale Road Retaining Wall, including a 10% match. She said that the estimated total project cost would be \$261,950. Gartenstein asked her to also discuss two other grant applications that Public Works intended to submit to VTrans.

Better Back Roads Grants – *Approve Application for the Following:*

- (i) *Bonnyvale Road Retaining Wall*
- (ii) *Paving Project Planning*

O’Connell said that the Board was asked to approve the grant application for a Better Back Roads Program grant from VTrans to correct erosion related stormwater issues which also include retaining walls. She discussed a \$40,000 Category C grant that would be used to supplement capital funding to replace the failing Bonnyvale Road Retaining Wall. There was some discussion by the Board.

**MOTION BY DAVID GARTENSTEIN TO APPROVE THE APPLICATION FOR A \$175,000 STRUCTURES GRANT FROM THE VERMONT AGENCY OF TRANSPORTATION TO SUPPLEMENT CAPITAL FUNDING TO REPLACE THE FAILING BONNYVALE ROAD RETAINING WALL, AND TO APPROVE THE BETTER BACK ROADS PROGRAM GRANT APPLICATION TO THE VERMONT AGENCY OF TRANSPORTATION FOR \$40,000 CATEGORY C GRANT TO SUPPLEMENT CAPITAL FUNDING TO REPLACE THE FAILING BONNYVALE ROAD RETAINING WALL. MOTION CARRIED 3-0.**

O’Connell said that the Board was also asked to approve the grant application for an \$8,000 Better Back Roads Category A grant to perform a townwide pavement study and transition into a pavement management program. She said that the total cost of the study would be \$33,500 and the additional funds would be supplemented by the Town through other areas of the budget. There was a brief discussion by the Board.

**MOTION BY DAVID GARTENSTEIN TO APPROVE A BETTER BACK ROADS PROGRAM GRANT APPLICATION FOR AN \$8,000 CATEGORY A GRANT TO PERFORM A TOWNWIDE PAVEMENT STUDY AND TRANSITION INTO A PAVEMENT MANAGEMENT PROGRAM. MOTION CARRIED 3-0.**

Agency of Transportation (VTrans) Annual Financial Plan – Department of Public Works. O’Connell said that the Board was asked to endorse the FY17 Vermont Agency of Transportation Annual Financial Plan for Town Highways, as presented in the memo from Public Works Director Steve Barrett, dated March 31. There was no discussion by the Board.

**MOTION BY KATE O’CONNOR TO ENDORSE THE FY17 VERMONT AGENCY OF TRANSPORTATION ANNUAL FINANCIAL PLAN FOR TOWN HIGHWAYS, AS PRESENTED. MOTION CARRIED 3-0.**

LSTA Loan Courier Pilot Program Grant – Brooks Memorial Library. Elwell said that the Board was asked to accept and appropriate an LSTA Loan Courier Pilot Program Grant in the amount of \$240 from the Vermont Department of Libraries to support services for lifelong learning by facilitating resource sharing efforts among Vermont public libraries. There was no discussion by the Board.

**MOTION BY KATE O’CONNOR TO ACCEPT AND APPROPRIATE AN LSTA LOAN COURIER PILOT PROGRAM GRANT IN THE AMOUNT OF \$240 FROM THE VERMONT DEPARTMENT OF LIBRARIES. MOTION CARRIED 3-0.**

Small and Inspiring Grant from Vermont Community Foundation for Dog Park – Accept and Appropriate, Recreation & Parks Department. Elwell said that the Board was asked to accept and appropriate a Small and Inspiring Grant in the amount of \$1,000 from the Vermont Community Foundation Anonymous Fund to support the purchase and installation of fencing for the proposed dog park at Living Memorial Park. There was a brief discussion by the Board.

**MOTION BY DAVID SCHOALES TO ACCEPT AND APPROPRIATE A SMALL AND INSPIRING GRANT IN THE AMOUNT OF \$1,000 FROM THE VERMONT COMMUNITY FOUNDATION ANONYMOUS FUND TO SUPPORT THE PURCHASE AND INSTALLATION OF FENCING FOR THE PROPOSED DOG PARK AT LIVING MEMORIAL PARK. MOTION CARRIED 3-0.**

There was no further business.

**MOTION BY DAVID SCHOALES TO ADJOURN AT 7:37PM. MOTION CARRIED 3-0.**

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David Schoales, Clerk