

**BRATTLEBORO SELECTBOARD  
TUESDAY, JANUARY 16, 2018  
EXECUTIVE SESSION – 5:45PM  
REGULAR MEETING – 6:15PM  
SELECTBOARD MEETING ROOM, MUNICIPAL CENTER  
MINUTES**

Selectboard members present: Brandie Starr, John Allen, and David Schoales.

Staff Present: Town Manager Peter Elwell, Assistant Town Manager Patrick Moreland, Finance Director John O'Connor, Planning Director Rod Francis, Fire Chief Mike Bucossi, and Executive Secretary Jan Anderson.

Media present: Chris Mays representing the Brattleboro Reformer and BCTV staff and volunteers.

Others present: Wayne Estey, Cindy Jerome, Stephanie Bonin, George Anthes, ASL interpreters Janet Dickinson and Elizabeth Fox, and others who did not sign the attendance sheet.

Acting Chair Starr called the meeting to order at 5:58pm. She confirmed that the meeting was properly warned.

**MOTION BY BRANDIE STARR TO ENTER INTO EXECUTIVE SESSION TO DISCUSS CONTRACTS, THE NEGOTIATING OR SECURING OF REAL ESTATE PURCHASE OR LEASE OPTIONS, AND THE APPOINTMENT OR EMPLOYMENT OR EVALUATION OF A PUBLIC OFFICER OR EMPLOYEE, WHERE THE BOARD HAS DETERMINED THAT PREMATURE GENERAL PUBLIC KNOWLEDGE WOULD CLEARLY PLACE THE SELECTBOARD OR PEOPLE INVOLVED AT A SUBSTANTIAL DISADVANTAGE. THE TOWN MANAGER AND ASSISTANT TOWN MANAGER WERE INVITED TO ATTEND. MOTION CARRIED 3-0.**

Acting Chair Starr reconvened the meeting at 6:20pm. She noted that Tim Wessel was not present due to a family matter.

John Allen announced that Tim O'Connor passed away earlier in the day. He said that Mr. O'Connor fought a short but hard-fought Irish fight against bone cancer. He offered condolences and prayers to the family - Martha, Kate, Kerry and Kevin. He complimented Mr. O'Connor and said that would be missed. He then held up a musical leprechaun that played "My Irish Eyes Are Smiling."

***APPROVE MINUTES***

**MOTION BY DAVE SCHOALES TO APPROVE THE MINUTES FROM JANUARY 2, 2018. MOTION CARRIED 3-0.**

***CHAIR'S REMARKS***

Starr said that she had a chance this past weekend to attend the Twinkle Town activities and spoke about some decorated vehicles that were entered into a competition. She mentioned the event having live music and children's activities and said that she hoped it would take place again next year.

***MANAGER'S COMMENTS***

None.

***SELECTBOARD COMMENTS AND COMMITTEE REPORTS***

None.

***PUBLIC PARTICIPATION***

Wayne Estey, candidate for Representative from his district, asked the Board to consider issuing panhandling licenses. He spoke about the benefits that other cities and towns had reported and suggested possible regulations as a way to manage the panhandling issue.

## **LIQUOR COMMISSIONERS**

**MOTION BY DAVE SCHOALES TO CONVENE AS LIQUOR COMMISSIONERS. MOTION CARRIED 3-0.**

First Class Liquor License – Argos LLC, d/b/a Vermont Inn Pizza/VIP Pizza. Starr said that the Board was asked to approve a first class liquor license for Argos LLC, d/b/a of Vermont Inn Pizza/VIP Pizza at 460 Canal Street. George Anthes, attorney for the business, spoke about the business and its change in ownership. Elwell said that the application was complete and staff recommended approval. There was no discussion by the Board.

**MOTION BY JOHN ALLEN TO APPROVE A FIRST CLASS LIQUOR LICENSE FOR ARGOS LLC, DOING BUSINESS AS VERMONT INN PIZZA / VIP PIZZA, AT 460 CANAL STREET. MOTION CARRIED 3-0.**

### Special Event Permits – Luv Crawl

- (i) *American Crafted Spirits, Inc., d/b/a Silo Distillery, Ruggles & Hunt, 79 Main Street*
- (ii) *Caledonia Spirits, Inc., Altiplano, 42 Elliot Street*
- (iii) *Citizen Cider LLC, Brattleboro Bike Shop, 165 Main Street*
- (iv) *Saxtons River Distillery, LLC, Candle In the Night, 181 Main Street*
- (v) *Vermont Distillers, Inc., Taylor for Flowers, 15 Elliot Street*
- (vi) *Whetstone Cider Works, LLC., Penelope Wurr, 167 Main Street*
- (vii) *Whetstone Station Brewery, Boomerang Clothing Store, 12 Elliot Street*

Stephanie Bonin, Executive Director of Downtown Brattleboro Alliance, said that the Board was asked to approve 7 special event permits for the 2018 Luv Crawl scheduled on Thursday, February 8. She said that the Luv Crawl was an event to invite shoppers into downtown stores in preparation for Valentine's Day. Starr read the names and locations of the liquor applicants. Elwell said that staff recommended approval of all of the applications. There was no discussion by the Board.

**MOTION BY DAVE SCHOALES TO APPROVE SPECIAL EVENT PERMITS FOR THE DBA'S LUV CRAWL EVENT ON THURSDAY, FEBRUARY 8, FROM 5PM TO 10PM, AS FOLLOWS:  
TO AMERICAN CRAFTED SPIRITS, DOING BUSINESS AS SILO DISTILLERY, AT RUGGLES AND HUNT, 79 MAIN STREET  
TO CALEDONIA SPIRITS AT ALTIPLANO, 42 ELLIOT STREET  
TO CITIZEN CIDER AT BRATTLEBORO BIKE SHOP, 165 MAIN STREET  
TO SAXTONS RIVER DISTILLERY AT CANDLE IN THE NIGHT, 181 MAIN STREET  
TO VERMONT DISTILLERS AT TAYLOR FOR FLOWERS, 15 ELLIOT STREET  
TO WHETSTONE CIDER WORKS AT PENELOPE WURR, 167 MAIN STREET  
TO WHETSTONE STATION BREWERY AT BOOMERANG, 12 ELLIOT STREET.  
MOTION CARRIED 3-0.**

**MOTION BY DAVE SCHOALES TO ADJOURN AS LIQUOR COMMISSIONERS. MOTION CARRIED 3-0.**

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

Financial Report – Monthly Report, December. Finance Director John O'Connor presented and reviewed the financial report for December, 2017. There was no discussion by the Board.

**NO ACTION TAKEN.**

Request to Exempt Family Garden, Inc. from Education Taxes for 3 Years. Elwell said that earlier in the day the Family Garden, Inc. withdrew its request for an education tax exemption.

**NO ACTION TAKEN.**

Request to Exempt Bradley House from Education Taxes for 1 Year. Starr said that the Board was asked to approve a 1-year exemption from education property taxes for Bradley House at 65 Harris Avenue. Cindy Jerome, from Bradley House, said that the Bradley House was in the middle of a large renovation project and consequently unable to rent all of its space. She asked for a one-year exemption from education property taxes until the renovation project was complete and the facility could function fully. There was a brief discussion by the Board. Elwell said that if the Board approved the exemption it would then be added to the Warnings for Representative Town Meeting for final approval.

**MOTION BY BRANDIE STARR TO APPROVE A 1-YEAR EXEMPTION FROM EDUCATION PROPERTY TAXES FOR BRADLEY HOUSE AT 65 HARRIS AVENUE AND ADD THE REQUEST TO THE WARNINGS FOR REPRESENTATIVE TOWN MEETING. MOTION CARRIED 3-0.**

Process for Renewal of Downtown Improvement District Designation – Town Staff and Downtown Brattleboro Alliance (DBA). Elwell said that the State of Vermont's Downtown Program required that the designation of a Downtown Improvement District (DID) be renewed every 5 years and was due for renewal in 2018. He said that the Board received the draft application for re-designation that was being prepared by the Town's Planning Department with assistance from the Downtown Brattleboro Alliance (DBA). He discussed the series of items required for the renewal process, one of which was a current Town Plan. He said that the Town Plan was in the process of being updated and the revised Plan would be complete in the spring. He said that the final application for the DID would be submitted to the Board in April. There was a brief discussion about the tax and grant advantages of having a DID.

**NO ACTION TAKEN.**

Approve Appointments for Ratification at Representative Town Meeting

- (i) *Town Clerk*
- (ii) *Town Treasurer*
- (iii) *Town Attorney*

Starr said that the Board was asked to make the following appointments, subject to ratification by Representative Town Meeting on March 24, 2018: Hilary Francis as Town Clerk, John O'Connor as Town Treasurer, and the Law Firm of Fisher and Fisher as Town Attorney. There was no discussion.

**MOTION BY DAVE SCHOALES TO APPOINT HILARY FRANCIS AS TOWN CLERK FOR A TERM BEGINNING ON MARCH 26, 2018, AND ENDING ON MARCH 23, 2019 AND TO ADD THE APPOINTMENT TO THE WARNINGS FOR REPRESENTATIVE TOWN MEETING. MOTION CARRIED 3-0.**

**MOTION BY JOHN ALLEN TO APPOINT JOHN O'CONNOR AS TOWN TREASURER FOR A TERM BEGINNING ON MARCH 26, 2018, AND ENDING ON MARCH 23, 2019 AND TO ADD THE APPOINTMENT TO THE WARNINGS FOR REPRESENTATIVE TOWN MEETING. MOTION CARRIED 3-0.**

**MOTION BY BRANDIE STARR TO APPOINT THE LAW FIRM OF FISHER AND FISHER AS TOWN ATTORNEY FOR A TERM BEGINNING ON MARCH 26, 2018, AND ENDING ON MARCH 23, 2019 AND TO ADD THE APPOINTMENT TO THE WARNINGS FOR REPRESENTATIVE TOWN MEETING. MOTION CARRIED 3-0.**

Approve Contract – Town Attorney. Elwell said that the Board was asked to approve a contract with the law firm of Fisher and Fisher to provide legal advice and representation to the Town for a 1-year term beginning in March 2018 and ending in March 2019. He said that the terms of the proposed contract were the same as the existing contract between the Town and Fisher and Fisher, except for a 2% increase in the annual fee. There was no discussion.

**MOTION BY JOHN ALLEN TO APPROVE A CONTRACT WITH THE LAW FIRM OF FISHER AND FISHER FOR LEGAL ADVICE AND REPRESENTATION FOR A 1-YEAR TERM. MOTION CARRIED 3-0.**

Assistance to Firefighters Grant for Aerial Ladder Truck – Approve Application. Elwell said that the Board was asked to approve an application for a \$475,000 grant (to be matched by \$475,000 of Town funds) for purchase of a replacement aerial ladder truck for the Fire Department. There was no discussion.

**MOTION BY BRANDIE STARR TO APPROVE AN APPLICATION FOR AN ASSISTANCE TO FIREFIGHTERS GRANT IN THE AMOUNT OF \$475,000 TO PAY FOR 50% OF THE COST OF A REPLACEMENT AERIAL LADDER TRUCK. MOTION CARRIED 3-0.**

Review Status of 2017 Selectboard Goals. Elwell reviewed the 2017-2018 Selectboard goals and discussed the progress made since the last quarterly status report. He said that the goals were in the Selectboard's notebooks and updates were highlighted. There was a brief discussion. Starr thanked Elwell for his efforts and attention toward the matter of diversity.

**NO ACTION TAKEN.**

There was no further business.

**MOTION BY JOHN ALLEN TO ADJOURN AT 6:55PM. MOTION CARRIED 3-0.**

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Tim Wessel, Clerk