

**BRATTLEBORO SELECTBOARD
TUESDAY, FEBRUARY 6, 2018
EXECUTIVE SESSION – 5:30PM
REGULAR MEETING – 6:15PM
SELECTBOARD MEETING ROOM, MUNICIPAL CENTER
MINUTES**

Selectboard members present: Kate O'Connor, Brandie Starr, Tim Wessel, John Allen, and David Schoales.

Staff Present: Town Manager Peter Elwell, Assistant Town Manager Patrick Moreland, Town Attorney Robert Fisher, Highway/Utilities Superintendent Hannah Tyler, and Executive Secretary Jan Anderson.

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

Others present: Nick Nickerson, Howard Fairman, ASL interpreters Elizabeth Fox and Janet Dickinson, and others who did not sign the attendance sheet.

Chair O'Connor called the meeting to order at 5:30pm. She confirmed that the meeting was officially warned.

MOTION BY KATE O'CONNOR TO ENTER INTO EXECUTIVE SESSION TO DISCUSS CONTRACTS, LABOR RELATIONS AGREEMENTS WITH EMPLOYEES, THE NEGOTIATION OR SECURING OF REAL ESTATE 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, ASSISTANT TOWN MANAGER, AND TOWN ATTORNEY WERE INVITED TO ATTEND. MOTION CARRIED 4-0 (STARR WAS NOT PRESENT AT THE TIME OF THE VOTE).

Chair O'Connor reconvened the meeting at 6:15pm.

APPROVE MINUTES

MOTION BY BRANDIE STARR TO APPROVE THE MINUTES FROM MEETINGS ON JANUARY 9, JANUARY 16, JANUARY 23, AND JANUARY 30, 2018. MOTION CARRIED 5-0.

CHAIR'S REMARKS

None.

MANAGER'S COMMENTS

Town Manager Elwell announced that the Vermont Department of Environmental Conservation advised him that the Town would be receiving a grant in the amount of \$2,368,442 towards the major improvements made to the wastewater system. He said that the grant application was submitted in 2013 but funding was not available in the program at that time. He said that the grant was for a pollution control grant to pay down the balance on money borrowed for the sludge and septage handling improvements made at the Wastewater Treatment Plant and the grant would bring the balance owed to less than \$8,000,000.

SELECTBOARD COMMENTS AND COMMITTEE REPORTS

Dave Schoales noted the passing of Dr. Rene LaPlante who was an Optometrist in Town from the late-1950s through the 1990s. He said that Rene was 89 years of age and his father-in-law. The Board shared brief stories of fond remembrances.

PUBLIC PARTICIPATION

Howard Fairman spoke about the lack of heat in the Senior Center during the winter. He said that he met with Town Manager Elwell in January and reported that since the meeting developments included outdoor

thermometers placed on tables but that the heat had not increased. He asked if the Board would get the radiators fixed prior to spring. Elwell said that staff researched his concerns and found that the Senior Center was on one heat zone, that outside walls were cooler, and one of the coolest zones was the Senior Center. He said that staff was inquiring about creating additional zones but that would require capital investment. The Board discussed possible short-term solutions, such as installing space heaters in that area for a temporary winter fix.

LIQUOR COMMISSIONERS

MOTION BY JOHN ALLEN TO CONVENE AS LIQUOR COMMISSIONERS. MOTION CARRIED 5-0.

Second Class Liquor License – Rattan Corp., d/b/a Indo-American Grocery. O'Connor said that the Board was asked to approve a second class liquor license for Rattan Corp., d/b/a Indo-American Grocery, located at 69 Elliot Street. Elwell explained that the corporation recently changed its name and added a new Director, so the Vermont Department of Liquor Control required a new liquor license for the new entity. He said that staff recommended approval of the license. There was no discussion.

MOTION BY JOHN ALLEN TO APPROVE A SECOND CLASS LIQUOR LICENSE FOR RATTAN CORP., D/B/A INDO-AMERICAN GROCERY, LOCATED AT 69 ELLIOT STREET. MOTION CARRIED 5-0.

MOTION BY DAVE SCHOALES TO ADJOURN AS LIQUOR COMMISSIONERS. MOTION CARRIED 5-0.

UNFINISHED BUSINESS

Police-Fire Facilities Project – Final Report. Town Manager Elwell provided and discussed his final routine project report on the Police-Fire Facilities Project and the project's overall financial report, as set forth in his memorandum dated January 31, 2018. He said that a balance of approximately \$300,000 was expected from the \$12.8 million bond. He noted that an intermediate cap of \$4.5 million had been approved for the Police Station component, and that one final bill of \$64,000 to finish installing electronics in the Dispatch Center was paid out of the Capital Funds so as not to exceed the cap and that Representative Town Meeting (RTM) would be asked to authorize the expenditure so the expense could be charged against the bond. O'Connor inquired why the expenditure was not first brought to the Board for approval. Elwell explained that the expense was a valid expense being handled in a transparent manner and paid as a temporary measure from an available source of funds. He also discussed additional capital work that was recommended by staff (new roof and carport at the Police Station and a communications box to upgrade from analog to digital). He said that the use of the remaining funds would be brought to the Police-Fire Facilities Building Committee (PFFBC) when exact final numbers were available. He said that the Committee's recommendations would be brought to the Selectboard and then provided to RTM for action at a special meeting later in the year. There was a brief discussion by the Board about the meeting of the PFFBC and use of the remaining funds.

Elwell then announced that a ribbon cutting ceremony would take place at Central Fire Station on Friday, February 9 at 3:00pm, with an open house to follow until 7:00pm. He invited the public to attend.

NO ACTION IS REQUIRED ON THIS ITEM.

NEW BUSINESS

Approve 2018 Certificate of Highway Mileage – Public Works Department. Highway/Utilities Superintendent Hannah Tyler said that the Board was asked to approve the Certificate of Highway Mileage for the year ending February 10, 2018, as set forth in the memorandum dated January 29, 2018, from Public Works Director Steve Barrett. She discussed the slight increase in highway miles made by the State regarding a ramp on I-91. There was a brief discussion.

MOTION BY BRANDIE STARR TO APPROVE THE CERTIFICATE OF HIGHWAY MILEAGE FOR THE YEAR ENDING FEBRUARY 10, 2018, AS PRESENTED. MOTION CARRIED 5-0.

Bridge Inspection Report - Including Repairs to Bridge #7 (Kyle Gilbert Memorial Bridge on Main Street).

Highway/Utilities Superintendent Tyler said that the State of Vermont Agency of Transportation, Highway Division, recently identified a missing stone block in the abutment under the Kyle Gilbert Memorial Bridge on Main Street. She said that the Department of Public Works contacted a masonry contractor and after spring runoff, the bridge abutment would be repaired. There was a brief discussion by the Board.

MOTION BY JOHN ALLEN TO COMPLY WITH THE STATE’S RECOMMENDATION TO REPAIR THE KYLE GILBERT MEMORIAL BRIDGE ABUTMENT, AS RECOMMENDED. MOTION CARRIED 5-0.

Committee Appointment – O’Connor said that the Board was asked to appoint Felicity Ratte to the Planning Commission for a term ending June 30, 2021.

JOHN ALLEN NOMINATED FELICITY RATTE TO THE PLANNING COMMISSION FOR A TERM ENDING JUNE 30, 2021. NOMINATION CARRIED 5-0.

Schedule Selectboard Meetings

- (i) *Reschedule or Relocate March 6 Meeting (due to Town Meeting Day voting)*
- (ii) *Schedule Informational Meeting at Academy School on Wednesday, March 14 (Doors open at 6:00pm; Caucuses at 6:30pm; Meeting at 7:00pm)*
- (iii) *Organizational Meeting for New Selectboard on Monday, March 26, at 5:30pm*

Elwell asked the Board to take action on three meetings during the month of March, as set forth in the memorandum dated January 31, 2018 from Executive Secretary Jan Anderson, as follows:

- (i) Relocate the regular March 6 meeting to the Brooks Memorial Library Meeting Room;
- (ii) Schedule the annual Informational Meeting in advance of Representative Town Meeting on Wednesday, March 14, 2018 at Academy School in West Brattleboro with caucuses starting at 6:30pm and the meeting starting at 7:00pm; and
- (iii) Schedule the Organizational Meeting to swear-in the new Selectboard members and elect officers on Monday, March 26, 2018 at 5:30pm in the Selectboard Meeting Room at the Municipal Center.

There was no discussion by the Board. Starr invited the public to attend the Informational Meeting on March 4 and suggested that civic-minded people consider caucusing to become Town Meeting Members.

MOTION BY TIM WESSEL TO (1) RELOCATE THE REGULAR MARCH 6 MEETING TO THE BROOKS MEMORIAL LIBRARY MEETING ROOM; (2) SCHEDULE THE ANNUAL INFORMATIONAL MEETING ON WEDNESDAY, MARCH 14, 2018 AT ACADEMY SCHOOL WITH CAUCUSES STARTING AT 6:30PM AND THE MEETING STARTING AT 7:00PM; AND (3) SCHEDULE THE ORGANIZATIONAL MEETING ON MONDAY, MARCH 26, 2018 AT 5:30PM. MOTION CARRIED 5-0.

There was no further business.

MOTION BY BRANDIE STARR TO ADJOURN AT 6:56PM. MOTION CARRIED 5-0.

Tim Wessel, Clerk