

**BRATTLEBORO SELECTBOARD
TUESDAY, MARCH 19, 2019
EXECUTIVE SESSION – 6:00PM
REGULAR MEETING – 6:15PM
SELECTBOARD MEETING ROOM, MUNICIPAL CENTER
MINUTES**

Selectboard members present Kate O'Connor, Brandie Starr, Tim Wessel, Shanta Lee Gander, and David Schoales.

Staff Present: Town Manager Peter Elwell, Assistant Town Manager Patrick Moreland, Recreation & Parks Director Carol Lolatte, Planning Director Sue Fillion, and Executive Secretary Jan Anderson.

Media present: BCTV staff and volunteers.

Others present: Gaia Raimondo, Melanie J. Boese (and her granddaughter), Terry Carter, Jason Cooper, Elizabeth McLoughlin, Gershom Moore, Kathleen White, ASL interpreters Janet Dickinson and Elizabeth Fox, and others who did not sign the attendance sheet.

Chair O'Connor called the meeting to order at 6:00pm. She confirmed that the meeting was properly warned.

MOTION BY KATE O'CONNOR TO ENTER INTO EXECUTIVE SESSION TO DISCUSS 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 WAS INVITED INTO THE SESSION. MOTION CARRIED 5-0.

Chair O'Connor reconvened the meeting at 6:18pm.

APPROVE MINUTES

O'Connor asked the Board to approve the minutes from the March 5, 2019 meeting. There was no discussion.

MOTION BY BRANDIE STARR TO APPROVE MINUTES FROM THE MARCH 5 MEETING. MOTION CARRIED 5-0.

CHAIR'S REMARKS

Chair O'Connor reminded the public that Representative Town Meeting would take place on Saturday, March 23, at the Brattleboro Union High School gymnasium starting at 8:30am. She announced that a tutorial on Representative Town Meeting would take place at 8:00am.

MANAGER'S COMMENTS

Town Manager Elwell said that child care was being provided for all the Informational Town Meetings and at Representative Town Meeting this year.

SELECTBOARD COMMENTS AND COMMITTEE REPORTS

Schoales reminded Town Meeting Members and the public that the School District was holding an Informational Town Meeting on the School's budget on Wednesday, March 20, at Green Street School starting at 6:30pm, and that caucuses would take place immediately before the meeting.

Gander announced that Compassionate Brattleboro had started presenting its forums and that one was scheduled on Wednesday, March 27, with the topic being Compassion and Social Services, and that Dave Schoales would moderate the forum. She said that the group would meet regularly each month.

Wessel announced that this was the final meeting for Kate O'Connor and Shanta Lee Gander as Selectboard members. He thanked each of them and said it was an honor to serve with them. Starr agreed that it had been a pleasure to serve with them. O'Connor said that she had been sitting in this room every other Tuesday for 6 years, and was pleased to have had the opportunity to work with this group of people. Gander said that she enjoyed her time on the Board, and she suggested that serving on the Board should be a requirement so that everyone could gain additional respect for the governmental process.

PUBLIC PARTICIPATION

Terry Carter congratulated the Selectboard for its efforts in making Brattleboro the first town in Vermont to have adopted a ban on plastic bags. She said that the State was discussing whether to have such a ban state-wide.

LIQUOR COMMISSIONERS

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

Renewal of First Class Liquor License and Outside Consumption Permit - BCC, Inc., DBA: Brattleboro Country Club. O'Connor noted that representatives from the Brattleboro Country Club were asked to appear at this meeting because of the liquor violation it received during the past year. Melanie Boese, owner of the Country Club, was present with her granddaughter. Boese explained that the bartender who received the violation carded a customer and noted the month and year of the birth date, but did not notice the day. She said that the bartender received a fine and had since been recertified. She said that the establishment installed better lighting behind the bar and acquired a magnifying glass. She also spoke about planned improvements for the golf course and the restaurant. There was a brief discussion by the Board.

MOTION BY DAVE SCHOALES TO APPROVE THE ANNUAL RENEWAL OF THE FIRST CLASS LIQUOR LICENSE AND OUTSIDE CONSUMPTION PERMIT FOR BCC, INC, DOING BUSINESS AS, THE BRATTLEBORO COUNTRY CLUB. MOTION CARRIED 5-0.

MOTION BY BRANDIE STARR TO ADJOURN AS LIQUOR COMMISSIONERS. MOTION CARRIED 5-0.

NEW BUSINESS

Financial Report – Monthly Report, February, Finance Department. Finance Director O'Connor presented and discussed the financial report for the first 8 months of FY19. There was a brief discussion by the Board.

NO ACTION TAKEN.

Award Bid – Audit Services for FY19 through FY21. Finance Director O'Connor said that he publicly solicited sealed bids from Certified Public Accounting firms for auditing services covering FY19 through FY21. He said that two bids had been received and he recommended that the bid be awarded to Batchelder Associates, of Barre, Vermont, who was the low bidder. There was a brief discussion by the Board.

MOTION BY SHANTA LEE GANDER TO AWARD THE CONTRACT FOR FY19, FY20, AND FY21 AUDIT SERVICES TO BATCHELDER ASSOCIATES OF BARRE, VERMONT. MOTION CARRIED 5-0.

Award Bid – Cemetery Maintenance for Summer of 2019. Recreation and Parks Director Carol Lolatte, said that the Board was asked to award the cemetery maintenance contract for the summer of 2019 to

the sole bidder, Vermont Road Works, LLC, in the amount of \$19,403. There was a brief discussion by the Board.

MOTION BY BRANDIE STARR TO AWARD THE CONTRACT FOR 2019 SUMMER CEMETERY MAINTENANCE TO VERMONT ROAD WORKS, LLC. MOTION CARRIED 5-0.

Renewal of Retail Lease with Experienced Goods at the Transportation Center. Elwell said that the Board was asked to authorize him to execute a two-year lease agreement with Brattleboro Area Hospice for the Experienced Goods thrift shop in the Transportation Center. He spoke about the rental fee and option to renew, as set forth in the memo from Assistant Town Manager Patrick Moreland, dated March 6, 2019. There was a brief discussion by the Board.

MOTION BY DAVE SCHOALES TO AUTHORIZE THE TOWN MANAGER TO EXECUTE A TWO-YEAR LEASE WITH BRATTLEBORO AREA HOSPICE FOR THE EXPERIENCED GOODS SPACE IN THE TRANSPORTATION CENTER IN ACCORDANCE WITH THE TERMS PRESENTED AT THIS MEETING. MOTION CARRIED 5-0.

Renewal of Office Lease with the State of Vermont at the Municipal Center. Elwell said that the Board was asked to authorize him to execute a three-year lease agreement with the Vermont Department of Buildings and General Services on behalf of Vermont Department of Public Safety for commercial office space located on the third floor of the Municipal Center. He spoke about the rental fee and option to renew, as set forth in the memo from Assistant Town Manager Patrick Moreland, dated March 6, 2019. There was a brief discussion by the Board.

MOTION BY TIM WESSEL TO AUTHORIZE THE TOWN MANAGER TO EXECUTE A THREE-YEAR LEASE AGREEMENT WITH THE STATE OF VERMONT'S DEPARTMENT OF BUILDINGS AND GENERAL SERVICES FOR THE SPACE OCCUPIED BY VERMONT DEPARTMENT OF PUBLIC SAFETY IN THE MUNICIPAL CENTER IN ACCORDANCE WITH THE TERMS PRESENTED AT THIS MEETING. MOTION CARRIED 5-0.

Energy Committee Bylaw Modification. Elwell said that the Board received a request from the Brattleboro Energy Committee asking the Board to approve the amendment to its bylaws, which included the reduction in the number of committee members to 7. He said the committee was having difficulties in reaching a quorum with its current membership of 9. There was a brief discussion by the Board.

MOTION BY BRANDIE STARR TO REDUCE THE SIZE OF THE ENERGY COMMITTEE TO 7 POSITIONS.

Executive Secretary Anderson noted that the committee was asking the Board to approve the amendment to the committee's bylaws, not just decreasing its size. Starr accepted the suggestion as a friendly amendment.

AMENDED MOTION BY BRANDIE STARR TO AMEND THE COMMITTEE'S BYLAWS TO REDUCE THE SIZE OF THE ENERGY COMMITTEE TO 7 POSITIONS. AMENDED MOTION CARRIED 5-0.

Tire Removal Project Update. O'Connor said that last year the Connecticut River Conservancy (CRC) organized a clean-up of improperly disposed tires from a wetland on Spring Tree Road. She said that a citizen, Terry Carter, requested scheduling another clean-up project this spring. Terry Carter spoke about last year's project and requested that she be included in all communications pertaining to future projects. Elwell said that the Town was in support of such a project but the wetlands were located on private property and the project would also require permissions from the State. Planning Director Sue Fillion said that she had several conversations with Kathy Urffer, from the CRC, and that multiple factors had to be considered, such as nesting and amphibian activity, obtaining the property owner's consent, and

arranging for disposal of the tires, as set forth in her memo dated March 14, 2019. Jason Cooper, from Friends of West River Trail, spoke of the ownership of the nearby trail. There was much discussion by the Board.

NO ACTION TAKEN.

Accept and Appropriate JAG Grant – U.S. Department of Justice, Office of Justice Program Grant, Police Department. O'Connor said that the Board was asked to accept and appropriate a grant in the amount of \$17,264 from the U.S. Department of Justice for the Police Department to pay for community policing, community outreach (including Project CARE), and to upgrade IT infrastructure. Starr said that she was grateful for the services provided by Project CARE. There was a brief conversation by the Board.

MOTION BY SHANTA LEE GANDER TO ACCEPT AND APPROPRIATE A GRANT FROM THE U.S. DEPARTMENT OF JUSTICE IN THE AMOUNT OF \$17,264 FOR COMMUNITY POLICING, OUTREACH ACTIVITIES (INCLUDING PROJECT CARE), AND TO UPGRADE I.T. INFRASTRUCTURE. MOTION CARRIED 5-0.

Assignment of Motions on Articles - For Representative Town Meeting on March 23, at 8:30am, at the Brattleboro Union High School Gymnasium. O'Connor said that the Board was asked to assign motions that each member would read at Representative Town Meeting on March 23. The Board members assigned each motion.

NO MOTION WAS OFFERED.

Committee Appointments. O'Connor said that the Board was asked to appoint members to various boards and committees. She said that earlier in the meeting the Board reduced the number of seats on the Energy Committee and consequently had more applicants for that committee than had open seats. She suggested postponing appointments until the April 2 meeting so that interviews could be scheduled before appointments were made. The Board agreed to the postponement.

NO MOTION WAS OFFERED.

There was no further business.

MOTION BY KATE O'CONNOR (WITH A CEREMONIAL SECOND BY SHANTA LEE GANDER) TO ADJOURN AT 7:15PM. MOTION CARRIED 5-0.

Elizabeth McLoughlin, Clerk