Selectboard members present: David Gartenstein, Kate O'Connor, David Schoales, John Allen, and Richard DeGray.

Staff Present: Town Manager Peter Elwell, Assistant Town Manager Patrick Moreland, Finance Director John O'Connor, Public Works Director Steve Barrett, Fire Chief Mike Bucossi, Assistant Fire Chief Len Howard, Police Chief Michael Fitzgerald, Planning Director Rod Francis, Grants/Loan Manager Kim Ellison, and Executive Secretary Jan Anderson.

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

Others present: Kelli Corbeil, Zach Corbeil, Bob Gammon, Morgan Casella Tad Montgomery, Daniel Quipp, George Harvey, Zachary Corbin, Stephanie Larson, ASL interpreters Janet Dickinson and Janice Wightman, and others who did not sign the attendance sheet.

Chair Gartenstein called the meeting to order at 6:00pm. He confirmed that the meeting was officially warned.

**MOTION BY DAVID GARTENSTEIN TO ENTER INTO EXECUTIVE SESSION TO DISCUSS THE EVALUATION OF A PUBLIC OFFICER OR EMPLOYEE AND EMPLOYEE RELATED MATTERS, WHERE GENERAL PREMATURE PUBLIC KNOWLEDGE WOULD CLEARLY PLACE THE MUNICIPALITY, BOARD, AND PEOPLE INVOLVED AT A SUBSTANTIAL DISADVANTAGE. THE TOWN MANAGER WAS INVITED TO ATTEND. MOTION CARRIED 5-0.**

Gartenstein reconvened the meeting at 6:18pm.

**APPROVE MINUTES**

**MOTION BY RICHARD DEGRAY TO APPROVE THE MINUTES FROM MARCH 7 AND MARCH 15, 2017, AS PRESENTED. MOTION CARRIED 5-0.**

**CHAIR’S REMARKS**
Chair Gartenstein reminded the viewers that Representative Town Meeting would take place on Saturday, March 25. He also announced that the School District’s pre-Town Meeting informational session was scheduled tomorrow at 6:30pm, with caucuses starting at 5:30pm. He noted that this was his last meeting as a Selectboard member and said that it had been an honor and privilege to serve on the Board. He said that his highest priority had been to hear everybody’s voice in safe manner and make decisions on the best possible information, and said that he hoped that he had achieved those goals.

**MANAGER’S COMMENTS**
Town Manager Elwell thanked David Gartenstein and Dick DeGray for their service on the Selectboard and to the community.

**SELECTBOARD COMMENTS AND COMMITTEE REPORTS**
Kate O’Connor thanked David Gartenstein and Dick DeGray for their service on the Board and for everything they had done. She noted that being on the Board could be a thankless but rewarding task. She thanked Gartenstein for his service and talents as Chair for four years and for his leadership through the Town Manager search, assistance during the final years of a 30-year Police-Fire Facilities Upgrade.
John Allen thanked Gartenstein and DeGray for their service. He shared some of his memories while serving with them and said that he learned from them, that he appreciated their work, and would miss them.

Dave Schoales thanked Gartenstein and DeGray for their service. He added finding a home for the Skatepark to list of accomplishments mentioned by O’Connor.

Dick DeGray acknowledged and congratulated Olivia Howe, a Brattleboro Union High School student, for winning a national writing contest. He congratulated Tim Wessel and Brandie Starr for their election to the Board. He said that he would remain a participant in Town government and thanked the people of Brattleboro for electing him over the years. He thanked the other Board members for their appreciation and dedication to the community. He summarized that some of his initiatives were successful and some were not, but did not take losses personal. He thanked Peter Elwell for his leadership in the Town.

PUBLIC PARTICIPATION
None.

LIQUOR COMMISSIONERS

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

Festival Permit – Four Seasons Media, Inc. (WTSA), Brattleboro Brewers Festival. Gartenstein said that the Board was asked to approve a Festival Permit to Four Seasons Media, Inc. (WTSA) for the Brattleboro Brewers Festival to be held in the Famolare Field on Old Guilford Road on Saturday, May 27, from 12:00pm to 4:00pm. Stephanie Larson, Kelli Corbeil, and Bob Gammon, from the Brattleboro Brewers Festival, were present. They discussed the festival, music, breweries, and vendors. Gammon noted that some of the monies raised would be given back into the business community and this year would be awarded to a local small business owner, Tito’s TacoRia, for assistance in growing his taco cart. Elwell noted that staff was continuing to work with the organizers of the event to work out the details. There was a brief discussion by the Board.

MOTION BY KATE O’CONNOR TO APPROVE A FESTIVAL PERMIT TO FOUR SEASONS MEDIA, INC., FOR THE BRATTLEBORO BREWERS FESTIVAL TO BE HELD IN THE FAMOLARE FIELD ON OLD GUILFORD ROAD ON SATURDAY, MAY 27, FROM 12:00PM TO 4:00PM. MOTION CARRIED 5-0.

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

WATER AND SEWER COMMISSIONERS

MOTION BY RICHARD DEGRAY TO CONVENE AS WATER AND SEWER COMMISSIONERS. MOTION CARRIED 5-0.

Review Utility Fund Finances and Rate Model. Elwell said that the Board asked for information about the Utility Fund finances and capital projects. He discussed the information contained in his memo dated March 16, 2017, the amount of funds in the Utilities Fund, upcoming capital projects, and staff’s recommendation that the utility rate ordinance remain unchanged until its expiration in 2019. DeGray spoke about his concerns that the taxpayers continue to pay increasing rates even though the amount of...
the utilities funds had exceeded expectations. He said that he was not suggesting to “eliminate” or
“reduce” the rate, but rather suggested “holding” the present rates.

**MOTION BY RICHARD DEGRAY TO FREEZE THE UPCOMING TWO YEARS [UTILITIES RATES] AT
THE EXISTING FY17 YEAR RATE.**

Gartenstein brought up a procedural matter in that the utility rates were set by ordinance and such a
motion would not provide the anticipated outcome because there was a separate and different process to
amend ordinances. He also noted that the FY18 utilities fund budget would be provided to the Board for
consideration in April or May and part of that discussion would be the utility fund budget as a whole.
There was much discussion by Board members about needing additional information and time before
approving rate changes. DeGray said that he was concerned about the amount of taxes paid by
residents, that he had wanted this discussion months earlier, and that he hoped that the incoming Board
would have this same discussion.

**DEGRAY WITHDREW HIS MOTION.**

There was further discussion by the Board about the information provided, anticipated capital projects,
long-term planning, and the process to change the ordinances. Elwell said that a significant amount of
work was needed on the Water Treatment Plant and that more precise numbers would be available for
the upcoming FY18 Utilities Fund discussion. Public Works Director Barrett spoke about anticipated
engineering work and said that estimates would be provided during the Utilities Fund budget discussions.
Tad Montgomery asked about energy efficiencies anticipated at the Water Treatment Plant, and noted
that the Energy Committee identified energy efficiencies that were possible at the Wastewater Treatment
Plant. The Board generally agreed that the matter would be discussed during the upcoming utilities
budget discussions.

**NO ACTION TAKEN.**

**MOTION BY RICHARD DEGRAY TO ADJOURN AS WATER AND SEWER COMMISSIONERS.**
MOTION CARRIED 5-0.

**UNFINISHED BUSINESS**

**Police-Fire Facilities Building Project – Update.** Town Manager Elwell announced that the West
Brattleboro Fire Station was operational as of yesterday morning. He then provided the Board with
updates on the construction progress at the Central Fire Station and 62 Black Mountain Road, as set forth
in his memo dated March 16, 2017. He said that the financial portion of the report listed administratively
approved project expenses and provided an overall summary of the project budget, expenses to date,
and funds that had been committed but not yet spent. There was a brief discussion.

**NO ACTION TAKEN.**

**NEW BUSINESS**

**Financial Report – Monthly Report, February, Finance Department.** Finance Director John O’Connor
presented and discussed the February 2017 financial report. There was a brief discussion.

**NO ACTION TAKEN.**

**Windham Regional Commission Matters**

(i) Representatives’ Annual Report to Selectboard

(ii) Appointment of Town Representatives
Planning Services Director Rod Francis briefly discussed the report by the Windham Regional Commission as set forth in his memo dated March 16, 2017, and accompanying materials. He also said that the Board was asked to appoint two Brattleboro representatives to the Windham Regional Commission for the year starting April 1, 2017, and that he and Elizabeth McLoughlin volunteered to continue to serve as the Town’s representatives. There was a brief discussion.

MOTION BY JOHN ALLEN TO APPOINT ELIZABETH MCLoughLIN AND ROD FRANCIS AS BRATTLEBORO REPRESENTATIVES TO THE WINDHAM REGIONAL COMMISSION FOR THE PERIOD APRIL 1, 2017 THROUGH MARCH 31, 2018. MOTION CARRIED 5-0.

Solid Waste Matters

(i) Compost Agreement with Windham Solid Waste Management District (WSWMD)
(ii) Addendum #5 to Service Contract with Triple T Trucking

Elwell said that the Board had discussed this matter extensively in the past and was now asked to (1) approve an agreement with the WSWMD for the processing of Brattleboro’s compostable organic waste and (2) approve an addendum to the existing contract with Triple T Trucking for the collection and transportation of recycling materials and compostable organic waste to WSWMD. He briefly discussed details in the memo dated March 10 from Assistant Town Manager Patrick Moreland. He also noted that there would be no change in the curbside collection of recyclable and compostable materials, with the exception that paper and other recyclable materials could be co-mingled. There was no discussion.

MOTION BY RICHARD DEGRAY TO APPROVE A COMPOST AGREEMENT WITH THE WINDHAM SOLID WASTE MANAGEMENT DISTRICT AND TO AUTHORIZE TOWN MANAGER ElWELL TO EXECUTE THAT AGREEMENT ON BEHALF OF THE TOWN. MOTION CARRIED 5-0.

MOTION BY DAVID SCHOALES TO APPROVE ADDENDUM #5 TO THE SERVICE CONTRACT WITH TRIPLE T TRUCKING AND TO AUTHORIZE TOWN MANAGER ElWELL TO EXECUTE ADDENDUM #5 ON BEHALF OF THE TOWN. MOTION CARRIED 5-0.

Consistency Review for Proposals to the Windham County Renewable Energy Program (WCREP)

(i) “Multi-Unit Nanogrid” Proposal by George Harvey
(ii) “Downtown Brattleboro Building Energy Program” Proposal by Tad Montgomery
(iii) “Anaerobic Digester Project” by Sky Clean Energy Ltd. and Dynamic Organics, LLC.

Gartenstein said that the Board was asked to confirm that three privately sponsored energy proposals for WCREP grants were not inconsistent with the Town Plan. He noted that at the time of the agenda setting meeting last week, the proposals were not fully ready for review and consideration, but that the deadline was quickly approaching so the Board would hear a five-minute explanation from each presenter about their proposals. Elwell noted that background information on each proposal was included in the memo dated March 16, 2017, from Planning Services Director Rod Francis. George Harvey spoke about his Multi-Unit Nanogrid proposal. Tad Montgomery spoke about his Downtown Brattleboro Building Energy Program. Morgan Casella, from Dynamic Organics, LLC, spoke about the Anaerobic Digester Project. There were some questions and discussion by the Board on each of the proposals.

MOTION BY JOHN ALLEN TO APPROVE A TOWN PLAN CONFORMANCE LETTER TO GEORGE HARVEY FOR HIS “MULTI-UNIT NANOGRID” PROPOSAL. MOTION CARRIED 5-0.

MOTION BY JOHN ALLEN TO APPROVE A TOWN PLAN CONFORMANCE LETTER TO TAD MONTGOMERY FOR HIS “DOWNTOWN BRATTLEBORO BUILDING ENERGY PROGRAM” PROPOSAL. MOTION CARRIED 5-0.

MOTION BY JOHN ALLEN TO APPROVE A TOWN PLAN CONFORMANCE LETTER TO DYNAMIC ORGANICS, LLC, FOR ITS “ANAEROBIC DIGESTER PROJECT” PROPOSAL. MOTION CARRIED 5-0.
Approve Small Business Assistance Program (SBAP) Loan – Black Pearl, LLC, d/b/a Peter Havens.
Grants/Loan Manager Kim Ellison and Zachary Corbin, owner of Peter Havens Restaurant, were present and discussed Corbin’s SBAP loan request. Ellison said that the Board was asked to approve a Small Business Assistance Program loan in the amount of $70,000 for 7 years at 3.25% interest to The Black Pearl, LLC, d/b/a Peter Havens, for renovations, equipment, and leasehold improvements to fund the expansion of the restaurant located at 34 Elliot Street. She spoke briefly about the SBAP requirements and loan process. Corbin spoke about the anticipated expansion and improvements to the restaurant. There was some discussion by the Board.

Ellison also spoke briefly about another program offered by the Town – Rental Housing Improvement Program – and asked interested homeowners to contact her to discuss the program. There was a brief discussion.

MOTION BY JOHN ALLEN TO APPROVE A SMALL BUSINESS ASSISTANCE PROGRAM LOAN IN THE AMOUNT OF $70,000 FOR 7 YEARS AT 3.25% INTEREST TO THE BLACK PEARL, LLC, D/B/A PETER HAVENS. MOTION CARRIED 5-0.

Accept and Appropriate Vermont Department of Libraries Grant – First Wednesdays, Brooks Memorial Library. Elwell said that the Board was asked to accept and appropriate the First Wednesdays Grant in the amount of $640 from the Vermont Department of Libraries for public programming. There was no discussion.

MOTION BY JOHN ALLEN TO ACCEPT AND APPROPRIATE THE FIRST WEDNESDAYS GRANT IN THE AMOUNT OF $640 FROM THE VERMONT DEPARTMENT OF LIBRARIES. MOTION CARRIED 5-0.

Assignment of Motions on Articles - For Representative Town Meeting on March 25, at 8:30am, Brattleboro Area Middle School Multipurpose Room. Gartenstein said that the Board was asked to assign motions that each member would read at Representative Town Meeting on March 25, 2017. There was a brief discussion and the Board agreed upon the assignments.

NO MOTION WAS OFFERED.

Selectboard Organizational Meeting – Confirm Special Meeting, March 27, at 5:30pm, Selectboard Meeting Room. Gartenstein confirmed that the Board’s special organizational meeting to swear in the incoming Board members and elect officers was scheduled on Monday, March 27, 2017, at 5:30pm in the Selectboard Meeting Room in the Municipal Center. There was no discussion.

NO ACTION TAKEN.

John Allen thanked David Gartenstein and Dick DeGray for their past service on the Selectboard. There was a round of applause by participants in the room. There was no further business to come before the Board.

MOTION BY JOHN ALLEN TO ADJOURN AT 8:07PM. MOTION CARRIED 5-0.

Tim Wessel, Clerk