BRATTLEBORO SELECTBOARD  
TUESDAY, MAY 2, 2017  
ENERGY COORDINATOR INTERVIEWS – 5:45PM  
EXECUTIVE SESSION – 6:00PM  
REGULAR MEETING – 6:15PM  
SELECTBOARD MEETING ROOM, MUNICIPAL CENTER  
MINUTES

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

Staff Present: Town Manager Peter Elwell, Assistant Town Manager Patrick Moreland, Highway/Utilities Superintendent Hannah Tyler, Fire Chief Mike Bucossi, Assistant Fire Chief Len Howard, Police Chief Mike Fitzgerald, Police Captain Mark Carignan, and Executive Secretary Jan Anderson.

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

Others present: Phoebe Gooding, Dale Joy, Michael Bosworth, Kio Okawa, Pete Nickerson, Ken Upmal, Eric Atkins, Bruce Martin, Anne Latchis, Satinder Singh, Jim Levinson, Dora Levinson, Dee Keller, Bob Keller, Avis Ellis, Jerry Levy, Steve Lincoln, 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 5:45pm. She confirmed that the meeting was officially warned.

The Board conducted brief interviews of two applicants for the Energy Coordinator position – Kio Okawa and Phoebe Gooding. Each applicant discussed her background and experience, and explained why she was interested in the position. The Board asked each candidate a few questions. O’Connor thanked the applicants for coming to the interview and explained that the Board would discuss the matter and make the appointment later in the meeting.

MOTION BY KATE O’CONNOR TO ENTER INTO EXECUTIVE SESSION TO DISCUSS CONTRACTS, LABOR RELATIONS AGREEMENTS WITH EMPLOYEES, 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 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 5-0.

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

APPROVE MINUTES

MOTION BY JOHN ALLEN TO APPROVE THE MINUTES FROM APRIL 18, 2017. MOTION CARRIED 5-0.

CHAIR’S REMARKS
Chair O’Connor noted that the ribbon cutting ceremony at the West Brattleboro Fire Station took place recently and was well attended. She also announced that the Library held an open house on Saturday for the public to see the many renovations recently made to the Library. She invited the public to visit both facilities.

MANAGER’S COMMENTS
Town Manager Elwell announced that Brattleboro would host the Vermont All-State Music Festival this year. He said that high school musical groups from all over the state would be in town from May 10
through the following weekend and a series of concerts would be held during that time. He noted that a marching band parade would take place on Main Street, with multiple marching bands, on Wednesday, May 10, from Flat Street, up Main Street to the Brattleboro Common. He said those streets would be closed and parking would be restricted to accommodate the parade.

He also thanked the Fire Department for their fast work on extinguishing a fire on the back side of a building on Main Street last week. He said that the Department was concerned that the fire could spread through the structure, and eight other Mutual Aid Fire Departments from three states were stationed and prepared in case the fire expanded.

**SELECTBOARD COMMENTS AND COMMITTEE REPORTS**
Schoales noted that the All-State Band came to Brattleboro once in about 20 years and he invited the public to participate in the activities. He also announced that the Saturday Farmers’ Market would open on Saturday, May 6.

**PUBLIC PARTICIPATION**
Dale Joy spoke at length about her ongoing concerns about some landlords in Town vacating tenants for unreasonable reasons. She read a letter that she wrote to a previous landlord and suggested that Brattleboro follow a law recently passed in Burlington.

**SPECIAL PRESENTATION**
Putney Road Reconstruction Project Update – VTrans and Green International. O’Connor said that representatives from the Vermont Agency of Transportation (VTrans) and its engineering consultants, Green International, would provide a presentation on the Putney Road Improvement Project. Ken Upmal, from the VTrans Roadway Design Section, provided a brief history of the project and spoke about the current status. He said that VTrans was ready to move forward with an aggressive and accelerated schedule, and he asked for the Board’s support of the revised project. He said that he anticipated more fully engineered preliminary plans in about 1-1/2 years, so the project could move onto the environmental permitting process, rights-of-way appraisals and acquisitions, and then into construction. Representatives from Green International were present and provided a lengthy visual presentation providing revised and updated conceptual plans for Putney Road from the Veterans’ Bridge to the Exit 3 roundabout. Eric Atkins discussed the revisions to the previously approved Preferred Alternative Plan in order to increase safety for drivers, bicyclists, and pedestrians, minimize the encroachment of the project on adjacent private properties and businesses, reduce the impact and cost of the project, and maximize the design. Anne Latchis, Dale Joy, Avis Ellis, and Pete Nickerson asked questions and provided their comments and opinions. Board members asked numerous questions and had much discussion. It was confirmed that future opportunities would be provided for continued public participation. O’Connor clarified that the Board was not being asked to approve the conceptual plans but was asked to express its continued support for the refinement and ultimate construction of the proposed project.

**MOTION BY JOHN ALLEN TO EXPRESS THE TOWN OF BRATTLEBORO’S CONTINUED SUPPORT FOR THE VERMONT AGENCY OF TRANSPORTATION’S PUTNEY ROAD RECONSTRUCTION PROJECT. MOTION CARRIED 5-0.**

O’Connor called for a five minutes recess at 8:00pm

O’Connor reconvened the meeting at 8:05pm.

**LIQUOR COMMISSIONERS**

**MOTION BY DAVE SCHOALES TO CONVENE AS LIQUOR COMMISSIONERS. MOTION CARRIED 5-0.**
Special Event Permits - Strolling of the Heifers Friday Street Festival  
(i) Caledonia Spirits, Inc.  
(ii) 14th Star Brewing Co.  
(iii) Groennfell Meadery LLC  
(iv) Hall Home Place LLC  
(v) Matt & Harry’s Hard Cider  
(vi) Stonecutter Spirits  
(vii) Vermont Distillers, Inc.

O’Connor said that the Board was asked to approve seven special event permits for the Strolling of the Heifers Friday Night Street Festival. Anne Latchis, General Manager of Strolling of the Heifers, spoke briefly about Strolling’s Friday Night Festival and the vendors that were participating. She said that another vendor applied too late for this meeting but would be brought before the Board at its next meeting. There was no discussion by the Board.

MOTION BY DAVE SCHOALES TO APPROVE SPECIAL EVENT PERMITS FOR THE STROLLING OF THE HEIFERS FRIDAY NIGHT FESTIVAL INSIDE OF THE RIVER GARDEN, LOCATED AT 157 MAIN STREET, FROM 5:00PM TO 8:30PM, FOR THE FOLLOWING VENDORS: CALEDONIA SPIRITS, INC. 14TH STAR BREWING GROENNFELL MEADERY HALL HOME PLACE MATT & HARRY’S HARD CIDER STONECUTTER SPIRITS VERMONT DISTILLERS. MOTION CARRIED 5-0.

Second Class Liquor License – GR414, Inc., 414 Canal Street. O’Connor said that the Board was asked to approve a Second Class Liquor License for GR414 Inc. (formerly the Canal Street Gulf Gas Station), located at 414 Canal Street. Satinder Singh, new owner of the business, and the Manager, Brenda, were present. Singh spoke about plans for the business and said that it would remain essentially the same. There was no discussion by the Board.

MOTION BY TIM WESSEL TO APPROVE A SECOND CLASS LIQUOR LICENSE FOR GR414 INC., LOCATED AT 414 CANAL STREET. MOTION CARRIED 5-0.

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

UNFINISHED BUSINESS
Fire Facilities Project – Update. Town Manager Elwell provided a very brief update on the construction at the Central Fire Station and new Police Station, as set forth in his memorandum dated April 27, 2017. There was a brief discussion by the Board.

NO ACTION TAKEN.

Rules for Conduct of Meetings and Hearings – Discussion and Possible Approval. O’Connor said that the Board previously discussed the Rules for Conduct of Meetings and Hearings ("Rules") and suggested changes. She reviewed the amendments to the Rules. There was some discussion particularly about the ability of the Chair to make motions (Section A, Item 5). Allen noted that he would be uncomfortable with a provision restricting the Chair from making motions.
MOTION BY BRANDIE STARR TO APPROVE THE MODIFIED RULES FOR CONDUCT OF MEETINGS AND HEARINGS, AS PRESENTED. MOTION CARRIED 5-0.

July 2017 Meeting Schedule – Proposal to Meet on July 11 and not on July 4 or 18. O’Connor said that the Board’s first meeting in July would fall on the Fourth of July holiday. She said that staff proposed that the Board cancel the July 4 and July 18 meetings and hold only one meeting on July 11, 2017, as set forth in the Town Manager’s memo dated April 12, 2017. The Board agreed to the change proposed by staff.

NO MOTION WAS OFFERED.

NEW BUSINESS

Charter for Compassion – Resolution. O’Connor said that in March, 2017, the voters of the Town of Brattleboro overwhelming approved the following Town Meeting Article: “Shall the Town of Brattleboro vote to advise the Selectboard to become a Compassionate City as articulated in the Charter for Compassion?” Town Manager Elwell said that he had since researched the Charter for Compassion and met with James and Dorothy Levinson, a father/daughter team who were leading the grass roots effort to promote the Charter’s objectives in this region. He said that he and the Levinsons had agreed on a framework for collaboration and working together, as described in his memo dated April 26, 2017. They jointly prepared the “Resolution for Compassion in Brattleboro” for the Board’s consideration and approval. Jim Levinson, from Brattleboro Area Interfaith Initiative, introduced Dora Levinson, Dee and Bob Keller, Avis Ellis, Jerry Levy, and Steve Lincoln, and then spoke briefly about the Compassion movement. O’Connor read the Resolution that the Board was asked to approve. Dora Levinson spoke in favor of the Resolution and the Compassion movement. Both Jim and Dora Levinson spoke about possible initiatives. Pete Nickerson asked if dissent would be allowed. There was some discussion by the Board.

MOTION BY BRANDIE STARR TO APPROVE THE RESOLUTION FOR COMPASSION IN BRATTLEBORO, AS PRESENTED. MOTION CARRIED 5-0.

Paul Cameron – Resolution. O’Connor said that at Representative Town Meeting on March 25, 2017, Richard Evers asked that the Town issue a resolution to thank Paul Cameron for his dedication and achievements as the Town’s Energy Coordinator, and Representative Town Meeting approved the request. Evers spoke about honoring Paul Cameron and in support of the resolution. Wessel read the resolution. Dale Joy spoke in favor of it. There was no discussion by the Board.

MOTION BY JOHN ALLEN TO APPROVE THE RESOLUTION IN GRATEFUL RECOGNITION OF PAUL CAMERON, AS PRESENTED. MOTION CARRIED 5-0.

Appoint Energy Coordinator – O’Connor said that the Board previously announced the vacancy for the Volunteer Energy Coordinator position and three applications were received, one of which had since withdrawn his application. She said that the Energy Committee and Selectboard interviewed the applicants. Michael Bosworth, Chair of the Energy Committee, said that the committee favored Phoebe Gooding. O’Connor asked the Board for nominations for the position.

DAVE SCHOALES NOMINATED PHOEBE GOODING.
JOHN ALLEN NOMINATED KIO OKAWA.
GOODING RECEIVED 5 VOTES. OKAWA RECEIVED 2 VOTES.
O’CONNOR CONFIRMED THAT PHOEBE GOODING WAS APPOINTED AS ENERGY COORDINATOR.
Guilford Street Paving Project Bid Award. Highway/Utilities Superintendent Hannah Tyler said that the Board was asked to award the bid on the Guilford Street Paving Project to Vermont Roadworks LLC, of Guilford, Vermont, in the amount of $35,728.45. She said that seven bids were received and Vermont Roadworks submitted the lowest bid. There was a brief discussion by the Board.

MOTION BY JOHN O’CONNOR TO AWARD THE BID FOR THE GUILFORD STREET PAVING PROJECT TO VERMONT ROADWORKS LLC IN THE AMOUNT OF $35,728.45. MOTION CARRIED 5-0.

Bonnyvale Road Retaining Wall Bid Award. Highway/Utilities Superintendent Tyler said that the Board was asked to award the bid for the Bonnyvale Road Retaining Wall Project to Bernie LaRock & Son, Inc., of Guilford, Vermont, in the amount of $118,400. She discussed the bids received, as set forth in her memo dated April 26, 2017. Dale Joy asked about a contingency within the bid. There was some discussion by the Board.

MOTION BY DAVE SCHOALES TO AWARD THE BID FOR THE BONNYVALE ROAD RETAINING WALL PROJECT TO BERNIE LAROCK & SON, INC., IN THE AMOUNT OF $118,400. MOTION CARRIED 5-0.

Purchase of Fire Department Rescue/Pumper – Final Approval. Fire Chief Mike Bucossi said that the Board was asked to approve the purchase proposal from Pierce Manufacturing, Inc., in the amount of $535,496, for the purchase of the Fire Department’s rescue/pumper truck. He discussed the need for the equipment and the bid process. Assistant Fire Chief Len Howard spoke about the purchase of the rescue/pumper, the price of the equipment, and the use of the HGAC-Buy Program as previously approved by the Selectboard. Elwell said that prepaying for the vehicle was normal for this type of vehicle and would save $27,374. There was some discussion by the Board.

MOTION BY JOHN ALLEN TO APPROVE THE PURCHASE PROPOSAL FROM PIERCE MANUFACTURING, INC., IN THE AMOUNT OF $535,496, FOR THE PRE-PAID PURCHASE OF A RESCUE/PUMPER TRUCK FOR THE FIRE DEPARTMENT, AND TO AUTHORIZE THE TOWN MANAGER TO PROCEED WITH THIS PURCHASE. MOTION CARRIED 5-0.

Skatepark Grant Applications – Recreation & Parks Department on behalf of BASIC (Brattleboro Area Skatepark Is Coming)

(i) TD Charitable Foundation Grant from TD Bank
(ii) Community Partners Grant from Lowe’s Charitable and Educational Foundation

Elwell said that the Board was asked to approve the following two grant applications by the Recreation and Parks Department, on behalf of BASIC (Brattleboro Area Skatepark Is Coming), for the design and construction of a Skatepark at Living Memorial Park: (1) TD Charitable Foundation Grant from TD Bank in the amount of $45,000; and (2) Community Partners Grant from Lowe’s Charitable and Educational Foundation in the amount of $25,000, as set forth in the memo dated April 20, 2017, from the Grants Manager Kim Ellison. Allen thanked Melissa and Jeff Clark for all of their efforts in getting the Skatepark established. There was no discussion by the Board.

MOTION BY DAVE SCHOALES TO APPROVE TWO GRANT APPLICATIONS BY THE RECREATION AND PARKS DEPARTMENT, ON BEHALF OF BASIC (BRATTLEBORO AREA SKATEPARK IS COMING), FOR DESIGN AND CONSTRUCTION OF A SKATEPARK AT LIVING MEMORIAL PARK, AS FOLLOWS: (1) TD CHARITABLE FOUNDATION GRANT FROM TD BANK IN THE AMOUNT OF $45,000; AND (2) COMMUNITY PARTNERS GRANT FROM LOWE’S CHARITABLE AND EDUCATIONAL FOUNDATION IN THE AMOUNT OF $25,000. MOTION CARRIED 5-0.
Rental Housing Improvement Program (RHIP) Loan Committee

(i) Accept Resignation of Annette Cappy

(i) Appoint Jon Hoover as Representative from the Brattleboro Area Affordable Housing Corporation

O’Connor said that the Board was asked to accept the resignation from Annette Cappy from the Rental Housing Improvement Program (RHIP) Loan Committee and appoint Jon Hoover to the RHIP Loan Committee, as requested in the memo dated April 14, 2017, from Grants Manager Kim Ellison. There was no discussion by the Board.

MOTION BY TIM WESSEL TO ACCEPT THE RESIGNATION OF ANNETTE CAPPY FROM THE RENTAL HOUSING IMPROVEMENT PROGRAM LOAN COMMITTEE AND TO APPOINT JON HOOVER TO THE RENTAL HOUSING IMPROVEMENT PROGRAM LOAN COMMITTEE. MOTION CARRIED 5-0.

First Annual Update of Comprehensive Review of Town Operations (CRTO) and Discussion of Selectboard Goals for 2017-2018. Elwell provided the Board with the first annual update of the Comprehensive Review of Town Operations (CRTO) and reviewed the accomplished items, status of other items, and additional items that had been added and/or deleted. He said that the Board was asked to approve the updated CRTO. There was some discussion by the Board, including the ongoing need for emergency preparedness regarding radiological dangers after the closure of Vermont Yankee.

MOTION BY JOHN ALLEN TO APPROVE THE UPDATED COMPREHENSIVE REVIEW OF TOWN OPERATIONS, AS PRESENTED. MOTION CARRIED 5-0.

O’Connor said that the Board was also asked to discuss the Selectboard’s goals for 2017-2018. She stressed that it was a “living and breathing document” and could continue to evolve throughout the year. She reviewed the list of proposed goals for 2017-2018. Starr and Schoales spoke of goals they wanted to add to the list. There was much discussion by the Board. The Board members agreed to send any other requests to Elwell who would update the Goals and add the matter to the next agenda for further discussion.

NO ACTION TAKEN.

Diversification of Town Staff – Discussion. Schoales said he asked that this matter be added to the agenda for discussion as a result of a question that was raised at one of the candidate forums during the 2017 Selectboard election campaign. He spoke about his opinion on the need for local and national diversification. There was a very lengthy and spirited discussion by the Board members. Dale Joy and Avis Ellis provided their comments and opinions. The Board agreed to continue the discussion at its June 6 meeting. Elwell offered to provide a report for the June 6 meeting outlining the Town’s current practices for posting jobs and its recruitment processes.

NO ACTION TAKEN.

There was no further business.

MOTION BY JOHN ALLEN TO ADJOURN AT 10:03PM. MOTION CARRIED 5-0.

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Tim Wessel, Clerk