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

Staff Present: Town Manager Peter Elwell, Assistant Town Manager Patrick Moreland, Finance Director John O’Connor, Fire Chief Mike Bucossi, Assistant Fire Chief Len Howard, Police Chief Mike Fitzgerald, Police Captain Mark Carignan, Public Works Director Steve Barrett, Recreation & Parks Director Carol Lolatte, Planning Director Rod Francis, Dispatch Supervisor Wayne Stires, and Executive Secretary Jan Anderson.

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

Others present: Daniel Quipp, Kit Whalen, Abby Mnookin, Steve Horton, Pete Nickerson, Anne Latchis, Franz Reichsman, Peter Yost, 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 6:15pm. She confirmed that the meeting was officially warned.

APPROVE MINUTES

MOTION BY BRANDIE STARR TO APPROVE THE MINUTES FROM MAY 2, 2017. MOTION CARRIED 5-0.

CHAIR’S REMARKS
Chair O’Connor noted that the All State Music Festival last week had been well received and said that Brattleboro was honored to have had the opportunity to host the event.

MANAGER’S COMMENTS
Town Manager Elwell echoed the Chair’s remarks.

SELECTBOARD COMMENTS AND COMMITTEE REPORTS
Schoales said that the All State Music Festival was a home-stay event where students stayed with local families and that more host families had volunteered this year than any other year. He commended the students for their performances.

Allen said that the Windham Solid Waste Management District Board of Supervisors met recently and had a contentious debate on the flow control on composting. He noted that the deadline requiring private haulers to pick up food scraps had been delayed by one year. He also stated that there was much confusion at the State and local levels on these matters. There was a brief discussion by the Board.

PUBLIC PARTICIPATION
Kit Whalen inquired as to the status of banning single use plastic bags. O’Connor responded that Town staff was researching the matter. Elwell said that the matter could come before the Board in June.

Abby Mnookin spoke in support of the placement of an Energy Coordinator and said she was pleased that the Town was committed to energy efficiencies and addressing impacts on climate change.
LIQUOR COMMISSIONERS

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

Special Event Permit - Strolling of the Heifers Friday Street Festival
(i) Spirits of Old Bennington

O’Connor said that the Board was asked to approve a special event permit for Spirits of Old Bennington who would join seven other vendors that were previously approved to participate in the Strolling of the Heifers Friday Night Street Festival, which would take place inside of the River Garden, located at 157 Main Street, from 5:00pm to 9:00pm. There was a brief discussion by the Board.

MOTION BY JOHN ALLEN TO APPROVE THE SPECIAL EVENT PERMIT FOR SPIRITS OF OLD BENNINGTON TO PARTICIPATE IN THE STROLLING OF THE HEIFERS FRIDAY NIGHT STREET FESTIVAL INSIDE OF THE RIVER GARDEN, LOCATED AT 157 MAIN STREET, ON JUNE 2, 2017, FROM 5:00PM TO 9:00PM. MOTION CARRIED 5-0.

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

WATER AND SEWER COMMISSIONERS

MOTION BY JOHN ALLEN TO CONVENE AS WATER AND SEWER COMMISSIONERS. MOTION CARRIED 5-0.

Wastewater Treatment Plant Energy Efficiency Analysis. Elwell said that a previously performed energy audit of Town facilities suggested that energy use could be dramatically reduced at the wastewater treatment plant (WWTP). He said that the Town’s Energy Committee supported the efforts of Efficiency Vermont, and Process Energy Services, LLC, in conducting an energy process audit at the WWTP to determine means of reducing the amount of electricity consumed. He said that Efficiency Vermont had agreed to evenly split the cost of the process audit with the Town ($6,450 each), as set forth in the memo dated May 2, 2017 from Assistant Town Manager Patrick Moreland. He said that the Board was asked to authorize him to accept the proposed scope of work submitted by Process Energy Services, LLC, and to authorize him to execute the cost sharing agreement with Efficiency Vermont. There was a brief discussion by the Board.

MOTION BY BRANDIE STARR TO AUTHORIZE THE TOWN MANAGER TO ACCEPT THE PROPOSED SCOPE OF WORK SUBMITTED BY PROCESS ENERGY SERVICES, LLC, AND TO AUTHORIZE THE TOWN MANAGER TO EXECUTE THE COST SHARING AGREEMENT WITH EFFICIENCY VERMONT, FOR THE ENERGY PROCESS AUDIT AT THE TOWN’S WASTEWATER TREATMENT PLANT. MOTION CARRIED 5-0.

Drinking Water Asset Management Grant – Ratify Town Manager’s Decision to Apply. O’Connor said that the Board was asked to ratify Town Manager Elwell’s decision to apply for a Drinking Water Asset Management Grant in the amount of $20,000. Elwell said that the grant had an application deadline date of May 12, 2017 so he approved submitting the application and was asking the Board to ratify submission of the application. Public Works Director Steve Barrett said that the Town was strongly encouraged by the Vermont Department of Environmental Conservation (VTDEC) to apply for the grant to assist with a variety of activities, as set forth in his memo dated May 11, 2017. There was a brief discussion by the Board.
MOTION BY TIM WESSEL TO RATIFY THE TOWN MANAGER’S DECISION TO APPLY FOR A DRINKING WATER ASSET MANAGEMENT GRANT IN THE AMOUNT OF $20,000. MOTION CARRIED 5-0.

FY18 Utility Fund Budget – Discussion. O’Connor said that the Board was asked to consider, and possibly approve, staff’s proposed FY18 Utilities Fund Budget. Public Works Director Barrett reviewed the proposed FY18 operating budget and long-term capital plan, and he discussed specifics about the revenue, expenses, upgrades and annual rate increases. He noted that a previous Board set water and sewer rates in an ordinance with increases over a five-year period. He also discussed a water main leak that had recently been discovered and was in need of immediate repair for an estimated cost of $460,000, as well as other anticipated projects such as improvements to the water treatment plant. Elwell discussed many aspects of the proposed budget, as well as the present and anticipated fund balance. He recommended that the Board maintain the rate increases contained in the ordinance, as set forth in his memo dated May 11, 2017. Finance Director O’Connor provided a presentation of the rate model and demonstrated the effects on the fund balance if the rates were changed. Daniel Quipp spoke in support of maintaining water quality. There was much discussion by the Board. Wessel indicated his concern about the rate increases contained in the ordinance.

MOTION BY JOHN ALLEN TO APPROVE THE FY18 UTILITIES FUND BUDGET AND CAPITAL IMPROVEMENT PLAN. MOTION CARRIED 4-1 (WESSEL OPPOSED).

MOTION BY JOHN ALLEN TO ADJOURN AS WATER AND SEWER COMMISSIONERS. MOTION CARRIED 5-0.

UNFINISHED BUSINESS

Selectboard Goals for 2017-2018 – Discussion and Possible Approval. O’Connor said that the Board was asked to approve its goals for 2017-2018. She reiterated that the goals were flexible and could be amended as the year progressed. Wessel spoke of concerns that he heard from Townspeople about panhandling in Town and suggested that the Board acknowledge the matter, hold collaborative discussions about it, and be involved in creating solutions. Starr offered to attend collaborative discussions on the matter. Police Chief Fitzgerald supported continuing discussions with other agencies. There was some discussion by the Board.

MOTION BY JOHN ALLEN TO APPROVE THE 2017-2018 ANNUAL SELECTBOARD GOALS, AS PRESENTED. MOTION CARRIED 5-0.

Police-Fire Facilities Project – Update and Proposed Communications Purchases. Town Manager Elwell provided an update on construction progress at the Central Fire Station and 62 Black Mountain Road, as set forth in his memo dated May 11, 2017. He also reviewed project expenses and a project credit that he had approved administratively, as well as the overall project budget summary. He said that the Board was asked to approve additional expenditures for the Police station as follows: (1) dispatch equipment in the amount of $71,917; (2) dispatch furnishings in the amount of $25,831.86; and (3) a radio tower in the amount of $16,400. There was no discussion by the Board.

MOTION BY DAVE SCHOALES TO APPROVE EXPENDITURES FOR: (1) DISPATCH EQUIPMENT IN THE AMOUNT OF $71,917; (2) DISPATCH FURNISHINGS IN THE AMOUNT OF $25,831.86; AND (3) RADIO TOWER IN THE AMOUNT OF $16,400; FOR THE POLICE STATION CONSTRUCTION PROJECT. MOTION CARRIED 5-0.

NEW BUSINESS

Financial Report – Monthly Report for April, Finance Department. Finance Director John O’Connor presented the April, 2017 financial report. There was a brief discussion.
NO ACTION TAKEN.

Living Memorial Park Swimming Pool Renovation (Phase 1) – Update and Request for Additional Funding. O’Connor noted that this matter was added to the agenda because of its urgency. Elwell explained that the Board was asked to approve an amount not to exceed $20,000 for remedial work on Phase 1 improvements to the Living Memorial Park swimming pool. He said that repair work was started in the fall and was scheduled to resume in the spring, but that some of the repair work had failed over the winter and now needed to be repaired. He said that meetings between the engineer, contractor and Town were scheduled in order to discuss the reasons for the failure and the responsibilities of the parties, but that repair work would have to start immediately in order to open the pool by June 17. In addition, he said that the pool deck would need to be replaced at the end of swim season and prior to winter in order to preserve the improvements that had been made. He said that the deck replacement was part of the capital budget in Phase 3 but needed to be accelerated in order to protect the improvements. He said that a funding request to transfer funds from the FY17 Unassigned Fund Balance would be brought before the Board at a meeting in June. Recreation & Parks Director Lolatte spoke about the substantial leakage of water from the pool and the need for the repairs. There was some discussion by the Board.

MOTION BY JOHN ALLEN TO AUTHORIZE THE TOWN MANAGER TO EXPEND AN AMOUNT NOT TO EXCEED $20,000 FOR REMEDIAL WORK ON PHASE 1 OF THE LIVING MEMORIAL PARK SWIMMING POOL RENOVATION PROJECT. MOTION CARRIED 5-0.

Subordination Agreement – Whetstone Station Associates, LLC. O’Connor said that Whetstone Station Associates, LLC was refinancing its mortgages and asked the Town to subordinate the Small Business Assistance Program (SBAP) mortgage. He said that the SBAP loan would remain in third position and the SBAP Loan Review Committee met yesterday and recommended approval. There was a brief discussion by the Board.

MOTION BY TIM WESSEL TO APPROVE THE REQUEST FROM WHETSTONE STATION ASSOCIATES, LLC TO SUBORDINATE ITS SMALL BUSINESS ASSISTANCE PROGRAM MORTGAGE, AND AUTHORIZE THE TOWN MANAGER TO EXECUTE THE SUBORDINATION AGREEMENT WHEN IT HAS BEEN APPROVED BY THE TOWN ATTORNEY. MOTION CARRIED 5-0.

Accept and Appropriate Grant – 2017 Aquatic Nuisance Control Grant. Elwell said the Board was asked to accept and appropriate the 2017 Aquatic Nuisance Control Grant from the Vermont Department of Environmental Conservation, Watershed Management Program, in the amount of $1,560 for a program to survey, document, and provide educational prevention signage regarding invasive aquatic species, as set forth in the memo dated May 4, 2017 from Grants Manager Kim Ellison. There was no discussion by the Board.

MOTION BY DAVE SCHOALES TO ACCEPT AND APPROPRIATE THE 2017 AQUATIC NUISANCE CONTROL GRANT FROM THE VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION, WATERSHED MANAGEMENT PROGRAM, IN THE AMOUNT OF $1,560. MOTION CARRIED 5-0.

Governor’s Highway Safety Program Grant – Ratify Town Manager’s Decision to Apply. O’Connor said that the Board was asked to approve the Police Department’s grant application for a Governor’s Highway Safety Grant from the Vermont Agency of Transportation, in the amount of $18,637.75. Elwell said that the purpose of the grant was to pay for enforcement of occupancy protection and DUI laws, as set forth in the memo dated May 5, 2017, from Grants Manager Kim Ellison. He said that he approved submission of the grant because the deadline was sooner than the Board’s meeting and he asked the Board to ratify his decision. There was no discussion by the Board.
MOTION BY JOHN ALLEN TO APPROVE THE GRANT APPLICATION FOR A GOVERNOR’S HIGHWAY SAFETY GRANT FROM THE VERMONT AGENCY OF TRANSPORTATION, IN THE AMOUNT OF $18,637.75. MOTION CARRIED 5-0.

Brattleboro Local Emergency Operations Plan – Approval. O’Connor said that the Board was asked to adopt the 2017 Brattleboro Emergency Operations Plan and authorize the Town Manager to certify its adoption. Elwell briefly discussed the purpose of the plan, as set forth in the memo dated May 2, 2017, from Fire Chief (and Emergency Management Coordinator) Mike Bucossi. Chief Bucossi said that having such a plan enabled the Town to receive a number of grants. He invited members of the Board and public to review the full plan in his office. Planning Director Rod Francis said that having the plan also entitled the Town to a higher payment rate in cases of emergencies. There was a very brief discussion by the Board.

MOTION BY JOHN ALLEN TO ADOPT THE 2017 BRATTLEBORO EMERGENCY OPERATIONS PLAN AND AUTHORIZE THE TOWN MANAGER TO CERTIFY ITS ADOPTION. MOTION CARRIED 5-0.

Parking Study Contract – Approval. Planning Director Francis said that the Board was asked to award the bid for consultant services to Desman, Inc., in the amount of $25,825, to undertake a Downtown Parking Study in furtherance of the adopted Town Plan, as set forth in his memo dated May 2, 2017. He said that a parking study had not taken place since the construction of the parking garage and that use patterns and behaviors had changed since that time. He said that the study would review technology for enforcement and management of parking, efficiencies of the parking system, current and seasonal patterns, and overall condition of parking structures and on-street parking. There was some discussion, including bicycle parking, whether the funds should come from the parking or planning budget, and spaces for electric cars.

MOTION BY BRANDIE STARR TO AWARD THE BID FOR CONSULTANT SERVICES TO DESMAN, INC., IN THE AMOUNT OF $25,825, TO UNDERTAKE A DOWNTOWN PARKING STUDY. MOTION CARRIED 5-0.

FY18 Parking Budget – Discussion. O’Connor said that the Board was asked to discuss and possibly approve the proposed FY18 Parking Fund Budget. Assistant Town Manager Moreland spoke in detail about the proposed operating budget, including revenues and expenses. He also discussed the proposed capital plan and recommended making capital expenditures to the Transportation Center, including repairs to the masonry wall at the north end of the building (approximately $18,000 to $20,000) and installing energy efficiencies (approximately $155,000), as set forth in his memo dated May 5, 2017. He discussed the need to repair the north-end wall and noted that DEW Construction (original contractors when the building was built) would perform the repair work and contribute to the cost of repairs. He then discussed implementation of proposed energy efficiency measures, including five items that were included in the Energy Audit performed by Margaret Dillon in 2016. The items in the package of energy efficiencies proposed to the Transportation Center were: air sealing ($2,500), transition from oil to wood pellet boiler ($66,000), enhanced control system ($15,000), window quilts ($23,000), and insulation of the masonry between the conditioned space and exterior walls ($43,000). He said that over a 20-year period, the net savings would be approximately $230,000 – or, if the improvements were paid for in cash to avoid carrying costs, the net savings could be as much as $282,000. He explained that Windham Regional Commission (in managing the Windham Wood Heat Project) would provide additional financial incentives, including a contribution toward the cost of the pellet boiler from 25% to 35%. He said that Efficiency Vermont was also providing additional incentives. Peter Yost, from BuildingGreen and who was also working with Windham Regional Commission on the Windham Wood Heat Project team, spoke in strong support of replacing the older oil furnace with a wood pellet boiler. He noted that the price volatility of
wood pellets was substantially less than that of oil. He said that the life of the oil furnace was uncertain and that the control systems were basically non-functional. There was substantial discussion by the Board. Starr and Schoales spoke in strong support of implementing the energy saving measures. Wessel had questions about the proposed budget. O’Connor and Allen spoke in favor of energy efficiencies, but questioned the assumptions made in calculating the savings, and spoke against installation of a wood pellet boiler. Allen particularly voiced his concerns about the availability and volatility of wood pellets, the additional work required in maintaining a pellet system, storage space needed for the pellets, other Infrastructure improvements that were needed, and the rapidly changing technology.

**MOTION BY DAVE SCHOALES TO APPROVE THE FY18 PARKING FUND BUDGET AND CAPITAL IMPROVEMENT PLAN. MOTION CARRIED 3-2 (O’CONNOR AND ALLEN OPPOSED).**

*FY18 Solid Waste Budget – Discussion.* Elwell said that the Board was asked to consider staff’s proposed FY18 budget for the Solid Waste Fund. He discussed the revenue and expenditures on the operating budget, as set forth in his memo dated May 11. He noted that there was a deficiency in the anticipated pay-as-you-throw trash bag revenue due to the success of the recycling and composting programs, and discussed the newness and uncertainties of the programs when the FY17 budget was originally calculated. He said that the FY18 budget was calculated with more accurate information from performance data over the past year. He also said that due to the limited revenue sources in this fund, he suggested a one-time transfer of $75,000 from the General Fund to offset lower than expected revenues from the sale of the trash bags. He noted that the General Fund contained a greater than expected surplus this year due in large part to savings from the retirement and health plans. Franz Reichsman questioned the proportionality of charging the users versus the taxpayers for the cost of trash disposal. There was much discussion by the Board.

**MOTION BY JOHN ALLEN TO APPROVE THE FY18 SOLID WASTE BUDGET. MOTION CARRIED 5-0.**

**MOTION BY BRANDIE STARR TO APPROVE THE TRANSFER OF $75,000 FROM THE GENERAL FUND TO THE SOLID WASTE FUND. MOTION CARRIED 5-0.**

*Town Committees and Boards - Announce Vacancies.* O’Connor announced vacancies on the Town’s committees and boards for terms beginning on July 1, 2017. She said that applications should be submitted to the Town Manager’s Office by June 15 for appointments at the June 20 Selectboard meeting. There was no discussion by the Board.

**NO ACTION TAKEN.**

There was no further business.

**MOTION BY TIM WESSEL TO ADJOURN AT 9:35PM. MOTION CARRIED 5-0.**

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Tim Wessel, Clerk