

**BRATTLEBORO SELECTBOARD
TUESDAY, MAY 21, 2019
EXECUTIVE SESSION – 5:45PM
REGULAR MEETING – 6:15PM
SELECTBOARD MEETING ROOM, MUNICIPAL CENTER
MINUTES**

Selectboard members present: Tim Wessel, Elizabeth McLoughlin, Daniel Quipp, and David Schoales.

Staff Present: Town Manager Peter Elwell, Assistant Town Manager Patrick Moreland, Public Works Director Steve Barrett, Highway/Utilities Superintendent Dan Tyler, Library Director Starr LaTronica, Fire Chief Mike Bucossi, Police Chief Mike Fitzgerald, Finance Director John O'Connor, and Executive Secretary Jan Anderson.

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

Others present: Nick Nickerson, Mary H. White, Nina Willson, Franz Reichsman, Dave Levenbach, ASL interpreters Janet Dickinson and Elizabeth Fox, and others who did not sign the attendance sheet.

Acting Chair Wessel called the meeting to order at 5:45pm. He confirmed that the meeting was properly warned.

MOTION BY TIM WESSEL TO ENTER INTO EXECUTIVE SESSION TO DISCUSS CONTRACTS, LABOR RELATIONS AGREEMENTS WITH EMPLOYEES, AND THE NEGOTIATION OR SECURING OF REAL ESTATE PURCHASE OR LEASE OPTIONS, 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 AND ASSISTANT TOWN MANAGER WERE INVITED INTO THE SESSION. MOTION CARRIED 4-0.

Acting Chair Wessel reconvened the meeting at 6:15pm.

APPROVE MINUTES

Wessel asked the Board to approve the minutes from the May 7 meeting. There was no discussion.

MOTION BY DAVE SCHOALES, AND SECONDED BY ELIZABETH McLOUGHLIN, TO APPROVE MINUTES FROM THE MAY 7 MEETING. MOTION CARRIED 4-0.

CHAIR'S REMARKS

Acting Chair Wessel reminded voters that the polls were open for 41 more minutes for them to vote for School Board Members for the newly created Windham Southeast School District.

MANAGER'S COMMENTS

Town Manager Elwell thanked the Department of Public Works for their leadership though the Main Street water pipe replacement project, as well as the excellent contractor's work done by Zaluzny, and the final paving by DMI. He said that the project finished on-time and on-budget. He then announced that the app for the parking meters and kiosks were now working properly. He said there had been software problems after the installation of the new meters and those problems had been resolved. Wessel added that when using the parking app, the confirmation message was displayed on the user's cellphone and not on the face of the meter. Elwell also announced that the Selectboard would meet only once during the month of July. He said that the meeting would be held on July 9 and that meetings previously scheduled on the first and third Tuesdays (July 2 and July 16) would be cancelled

SELECTBOARD COMMENTS AND COMMITTEE REPORTS

Quipp announced that the Windham County Dental Center opened today and would provide high quality dental work on a sliding scale, and that patients with or without insurance were welcome. He also announced that SEVCA was opening a Housing Resource Center at the SEVCA office on Grove Street, and that information would be publicly available at the opening celebration on June 7 during Gallery Walk.

PUBLIC PARTICIPATION

Library Director Starr LaTronica announced that the main room of the Library opened today after upgrades to the lights and ceiling tiles were made. She also noted that a program entitled “Red Scare in the Green Mountains” was taking place at the Library later in the evening.

WATER AND SEWER COMMISSIONERS

MOTION BY ELIZABETH McLOUGHLIN TO CONVENE AS WATER AND SEWER COMMISSIONERS. MOTION CARRIED 4-0.

FY20 Utility Fund Budget – Presentation and Discussion. Elwell provided an overview and discussed highlights on revenue and expenses in the proposed FY20 Utility Fund Budget. Public Works Director Steve Barrett announced that Bruce Lawrence, a long-time employee at DPW, recent retired and he thanked Lawrence for his many years of service. He then introduced and welcomed the new Highway/Utilities Superintendent Dan Tyler. Barrett and Tyler each spoke about the proposed budget and discussed several line items. Elwell then spoke about the items on the 2-page 20-year Utilities Capital Plan for both infrastructure projects and equipment/vehicle replacement. Barrett and Tyler both spoke about the projects set forth on the proposed capital plan. Elwell then reviewed the budget summary sheet. Franz Reichsman asked several questions. There were several questions and much discussion by the Board. Elwell said that this matter would be added to the June 4 agenda for further discussion and approval.

NO ACTION TAKEN.

MOTION BY ELIZABETH McLOUGHLIN TO ADJOURN AS WATER AND SEWER COMMISSIONERS. MOTION CARRIED 4-0.

UNFINISHED BUSINESS

Ordinance Amendments – Second Reading and Public Hearing, Modifications to Appendix C

- (i) *Designate a Handicapped Parking Space on Main Street
(Art. VII, Sec. 16-107 - Spaces for Handicapped Parking)*
- (ii) *Designate “No Parking” Zone on Locust Street
(Art. II, Sec. 16-100 – No Parking Areas)*

Assistant Town Manager Patrick Moreland said that the Board was asked to hold a second reading and public hearing on two proposed amendments to Appendix C of the Brattleboro Code of Ordinances. He discussed the two changes: (1) installation of a handicap parking space on the west side of Main Street in front of 145 Main Street near the River Garden, and (2) installation of a “no parking” zone on the east side of Locust Street from Vine Street to Chestnut Street, as set forth in his memo dated April 23, 2019. He said that the ADA Committee had approved the handicap parking on Main Street and both amendments had been approved by the Traffic Safety Committee. Nina Willson, from the ADA Committee, spoke in support of the amendment and invited the public to contact the committee. Franz Reichsman asked about the process in bringing a citizen’s request to this final step. Elwell spoke about the process. There was some discussion by the Board.

MOTION BY DAVE SCHOALES TO APPROVE THE AMENDMENTS TO APPENDIX C OF THE BRATTLEBORO CODE OF ORDINANCES (REGULATIONS GOVERNING THE CONTROL OF TRAFFIC), AS PRESENTED. MOTION CARRIED 4-0.

Annual Goal Setting for 2019-2020 – Continued Discussion. Wessel said that the Board discussed this matter at its last meeting and that staff amended the list of goals to include requests made at that meeting. He noted that Selectboard Member Brandie Starr was not present at this meeting and suggested that the Board add it to the next agenda so that Starr could participate in setting the goals. Quipp noted that the back-up materials contained a memo written by Fire Chief Bucossi, Police Chief Fitzgerald, and Library Director LaTronica, and he asked them to speak about the collaborative memo. They each spoke about their collective involvement, how the opioid crisis affects their departments, the complexity of the problem, the need to work collaboratively, the effect on first responders, and the desire to inform the public of the many efforts being taken by staff to address the opioid problem. They agreed that additional resources were necessary, as well attention to post-care treatment. There was much discussion by the Board and the Board agreed to add the matter to the next agenda.

NO ACTION TAKEN.

NEW BUSINESS

Financial Report – Monthly Report for April, Finance Department. Finance Director John O'Connor presented and discussed the financial report for April 2019. There were some questions and discussion by the Board.

NO ACTION TAKEN.

FY20 Parking Fund Budget – Presentation and Discussion. Assistant Town Manager Moreland presented the proposed FY20 Parking Fund Budget, as set forth in his memo dated May 14, 2019. He noted that the parking system underwent several changes during the past year, including installation of smart meters and pay-and-display machines, changes to the parking rates, and converting the heating system at the Brattleboro Transportation Center from oil to wood pellets. He suggested that putting the budget together was difficult because of the many unknowns due to those changes. He discussed several specific line items in the proposed budget. Moreland then discussed the suggested Parking Capital Projects, also set forth in his May 14, 2019 memo. There was some discussion by the Board. Elwell said that this matter would be added to the next agenda for approval.

NO ACTION TAKEN.

FY20 Solid Waste Budget – Discussion and Possible Approval. Elwell said that the Board was asked to approve the FY20 Solid Waste Budget. He said that the budget was thoroughly reviewed by the Board in December 2018, including the proposed transfer from the General Fund into the Solid Waste Fund. Moreland discussed the drop in assessments for the Windham Solid Waste Management District. Franz Reichsman, from the Finance Committee, made several inquiries. Some Board members asked staff to inquire about the disposition of the recyclable materials taken to Casella Waste. There was some discussion by the Board.

MOTION BY DANIEL QUIPP TO APPROVE THE FY20 SOLID WASTE BUDGET, AS PRESENTED. MOTION CARRIED 4-0.

Rescue Inc. – 3-Year Contract Extension. Elwell said that the Board was asked to authorize him to execute an agreement with Rescue Inc. for services from July 1, 2019, through June 30, 2022. He said that the agreement provided for a 1% fee increase each year and a provision that either party could cancel the second or third year of the agreement upon six months written notice to the other party. Quipp asked staff to request a report from Rescue about their routine rescue activities. There was a brief discussion by the Board.

MOTION BY ELIZABETH McLOUGHLIN TO AUTHORIZE TOWN MANAGER ELWELL TO EXECUTE AN AGREEMENT WITH RESCUE INC. FOR THE PERIOD FROM JULY 1, 2019, THROUGH JUNE 30, 2022, AS PRESENTED. MOTION CARRIED 4-0.

Tiny Grant – Accept and Appropriate, Planning Department. Elwell said that the Board was asked to accept and appropriate a \$600 Tiny Grant from the Association of Vermont Conservation Commissions for the Brattleboro Conservation Commission’s ongoing effort to manually control Japanese knotweed at West River Park. There was a brief discussion by the Board.

MOTION BY DAVE SCHOALES TO ACCEPT AND APPROPRIATE A TINY GRANT IN THE AMOUNT OF \$600 FROM THE ASSOCIATION OF VERMONT CONSERVATION COMMISSIONS FOR THE BRATTLEBORO CONSERVATION COMMISSION’S ONGOING EFFORT TO MANUALLY CONTROL JAPANESE KNOTWEED AT WEST RIVER PARK. MOTION CARRIED 4-0.

Town Committees and Boards - Announce Vacancies. Wessel said that the Board was asked to announce vacancies on various Town boards and committees for the fiscal year beginning on July 1, 2019. Quipp, McLoughlin, and Schoales read the names of the committees with vacancies. Elwell noted that the Board had previously agreed not to fill the Energy Coordinator position while a Sustainability Coordinator position was being contemplated, and he suggested that the position be removed temporarily from the public announcement. Executive Secretary Anderson clarified that the large number of vacancies were due primarily to the staggered termination dates at the end of the fiscal year (June 30) for nearly every committee.

NO MOTION WAS OFFERED.

Wessel reminded the public that the Selectboard would hold only one meeting in July, which would be held on July 9.

There was no further business.

MOTION BY DANIEL QUIPP TO ADJOURN AT 9:05PM. MOTION CARRIED 4-0.

Elizabeth McLoughlin, Clerk