

**BRATTLEBORO SELECTBOARD
TUESDAY, JUNE 5, 2018
COMMITTEE INTERVIEWS – 5:15PM
EXECUTIVE SESSION – 5:30PM
REGULAR MEETING – 6:15PM
SELECTBOARD MEETING ROOM, MUNICIPAL CENTER
MINUTES**

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

Staff Present: Town Manager Peter Elwell, Assistant Town Manager Patrick Moreland, Town Attorney Robert Fisher, Town Assessor Jenepher Burnell, Recreation & Parks Director Carol Lolatte, and Executive Secretary Jan Anderson.

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

Others present: Stephanie Bonin, Cindy Jerome, Kathleen K. Whallon, Kurt Daims, Daniel Quipp, Valerie Stuart, John Komar, Nina Willson, Mark Mikolas, Leesette Bengar, Scott Bengar, Chris McDermett, Dora Bouboulis, Emilie Kornheiser, Josh Davis, Rhianna Kendrick, Franz Reichsman, 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 5:15pm. She confirmed that the meeting was properly warned. The Board then interviewed John Komar and Nina Willson for the ADA Committee, and Mark Mikolas and Leesette Bengar for the Tree Committee. After hearing Mark Mikolas' interview, Leesette Bengar withdrew her application for the Tree Committee. Chair O'Connor thanked the applicants for appearing and said that the Board would make appointments later in the meeting and they were not required to be present at that time.

MOTION BY KATE O'CONNOR TO ENTER INTO EXECUTIVE SESSION AT 5:45PM TO DISCUSS CONTRACTS, PENDING OR PROBABLE CIVIL LITIGATION OR A PROSECUTION TO WHICH THE PUBLIC BODY IS OR MAY BE A PARTY, AND 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, ASSISTANT TOWN MANAGER, TOWN ATTORNEY, AND TOWN ASSESSOR WERE INVITED TO ATTEND. MOTION CARRIED 4-0 (STARR WAS NOT PRESENT AT THE TIME OF THE VOTE).

Chair O'Connor reconvened the meeting at 6:23pm.

APPROVE MINUTES

MOTION BY BRANDIE STARR TO APPROVE MINUTES FROM THE MAY 15, 2018 MEETING. MOTION CARRIED 5-0.

CHAIR'S REMARKS

Chair O'Connor noted that the camera for the ASL interpreters was not working properly at this time but the meeting was being recorded and viewers could access the recording on the BCTV website. She also announced an agenda adjustment where the Board would not convene as Liquor Commissioners because the Second Class Liquor Application from Jack-A's Quick Stop had been rescinded by the applicant. O'Connor congratulated the Strolling of the Heifers for another good event over the past weekend. She said the weather had been good and a large crowd turned out. She thanked Strolling for its hard work and for highlighting the Town to the nation and the world.

MANAGER'S COMMENTS

Town Manager Elwell announced that after more than two years of requests by the Selectboard, a meeting to address issues facing hub communities throughout the State, such as Brattleboro, was

scheduled on June 12 in Hartford, Vermont. He said that the Vermont League of Cities and Towns had been helpful in organizing the coalition and scheduling the meeting. Schoales offered to attend the meeting with Town Manager Elwell.

SELECTBOARD COMMENTS AND COMMITTEE REPORTS

Starr asked for a moment to remember Danny Ream, a community member who passed away. She said that he had been the Manager of Burton's Car Wash for many years and was loved by those who knew him. She said that he would be missed.

Schoales noted that the Community Equity Collaborative met recently after it hosted several students of color, who visited Brattleboro from a Vermont college. He said that the students indicated that if they were offered employment in Brattleboro, they would seriously consider the offer. He thanked Diana Wahle and Alex Beck for their work in coordinating the visit and possible future visits. He also said that the Compassionate Communities recently met and identified goals and next steps to engage in community outreach. He said that he would report on future activities.

Wessel noted that the Traffic Safety Committee did not meet last month but was expected to meet in June.

PUBLIC PARTICIPATION

Dora Bouboulis spoke of her concerns around the safety of the intersection of Elm Street and Flat/Frost Streets. She said that with new businesses moving into the area, the Town should add improvements to the infrastructure into its future budget discussions. She provided her suggestions for improving the area. She also noted that three young maple trees had recently been planted at the renovated Fire Station on Elliot Street. She spoke of her concerns about the trees not having enough room to grow and the interference they may cause when grown, and suggested removing them while young.

Franz Reichsman, from the Finance Committee, inquired about the criteria the Selectboard used to enter into executive session, especially around the discussion of union contracts. Town Manager Elwell offered to meet with him and the Town Attorney to further discuss the legal requirements.

LIQUOR COMMISSIONERS

Chair O'Connor noted that, as previously announced, the Board would not convene as Liquor Commissioners because the Second Class Liquor Application from Jack-A's Quick Stop, LLC had been removed at the earlier request of the applicant.

UNFINISHED BUSINESS

Solid Waste Financial Matters

- (i) *FY19 Solid Waste Budget - Continued Review and Possible Approval*
- (ii) *Additional Transfer to Solid Waste Fund*

O'Connor said that the Board was asked to give further consideration to, and possibly approve, the proposed FY19 Solid Waste Fund budget. She said that the Board was also asked to approve a transfer of \$105,000 from the General Fund to the Solid Waste Fund. Assistant Town Manager Moreland briefly spoke about the proposed budget. Town Manager Elwell spoke about the need to transfer funds from the General Fund into the Solid Waste Fund due primarily to lower than projected bag sales. He stated that because residents were recycling and composting more, they produced less waste and purchased fewer bags. He said that in the future the Solid Waste Budget would be discussed at the time of the General Fund budget in order to avoid the need for a supplemental transfer near the end of each fiscal year. Gander inquired about the possibility of performing an assessment on the overall impact of the program and how the cost of the garbage bags impact low-income individuals and other vulnerable populations. Starr spoke of her concerns about the resale of compost back to contributors. Wessel inquired about folding the Solid Waste Fund into the General Fund. Dora Bouboulis spoke about labor costs connected with the composting process, her concerns about sustainability of the program, and suggested changing legislation regarding the prohibition of restaurant take-out containers. She also suggested launching an

educational campaign about proper trash, recycling, and composting materials and procedures. There was some discussion by the Board.

MOTION BY DAVE SCHOALES TO APPROVE THE FY19 SOLID WASTE BUDGET, AS PRESENTED. MOTION CARRIED 5-0.

MOTION BY DAVE SCHOALES TO APPROVE A TRANSFER OF \$105,000 FROM THE GENERAL FUND TO THE SOLID WASTE FUND. MOTION CARRIED 5-0.

Downtown Parking Matters

- (i) *Parking Meter Update*
- (ii) *Discussion re: Parking System*
- (ii) *Continued Review and Possible Approval of FY19 Parking Fund Budget*

O'Connor said that at the May 15 Selectboard meeting, the Board asked staff for additional information on downtown parking equipment. Assistant Town Manager Moreland spoke about the information provided in his May 30 memo, including upgrading to Smart Meters, and/or installing an app on the meters where the public could pay for parking using their Smart Phones, and/or upgrading to Smart Kiosks. Dora Bouboulis spoke of her concerns about cellphone coverage in town, the need to improve signage on the kiosks, and the need to make equipment consistent throughout the parking system. Stephanie Bonin, from Downtown Brattleboro Alliance, noted that cellphone signal strength needed for the app program to function was less than the strength needed for phone calls, and she spoke of her support of the app technology. She offered a portion of DBA's parking budget to supply promotional materials if the app program was implemented. There was a brief discussion by the Board about the proposed budget and much discussion about the possible capital improvements. Elwell confirmed that the proposed budget was based on information from the current system and that capital improvements could be approved separately at future meetings since the funds for the improvements would likely be borrowed. Wessel asked that the record reflect him being in support of the app program but that he had concerns with the parking garage and Preston Lot capital expenditures. Gander voiced concerns that not everyone carries cellphones so using the app exclusively would exclude some people. Elwell suggested that the Board adopt the proposed budget at this meeting (since the fiscal year would start on July 1) and that staff provide a list of capital concerns at the next meeting with a schedule to discuss them at future meetings.

MOTION BY BRANDIE STARR TO APPROVE THE FY19 PARKING FUND BUDGET, AS PRESENTED. MOTION CARRIED 5-0.

NEW BUSINESS

Parade Permit – By the People: Brattleboro Goes Fourth. O'Connor said that the Board was asked to approve a parade permit for the annual "By the People: Brattleboro Goes Fourth" parade to be held on July 4, 2018. She said that the parade started at 10:00am, followed by several day-long events at Living Memorial Park and fireworks at 9:30pm. Elwell said that the parade process was similar to that of past years and recommended approval of the permit. There was a brief discussion by the Board.

MOTION BY TIM WESSEL TO APPROVE A PARADE PERMIT FOR THE "BY THE PEOPLE: BRATTLEBORO GOES FOURTH" PARADE ON JULY 4, 2018. MOTION CARRIED 5-0.

Groundworks Collaborative

- (i) *End of Season Report re: Seasonal Overflow Shelter*
- (ii) *Update re: Day-Work Jobs Program and Donation Boxes*

(i) O'Connor said that the Board would hear an end-of-season report from Groundworks Collaborative regarding the 2017-2018 seasonal overflow shelter and a status report from Groundworks Collaborative, Youth Services, and Town Manager Elwell regarding the continuing efforts to develop a day-work jobs program. Josh David and Rhianna Kendrick, from Groundworks Collaborative, and Emilie Kornheiser, from Youth Services, were present. Davis provided a brief overview on the new staff model (rather than volunteer model) at the overflow shelter implemented last season. Kendrick spoke about the

number of people served at the shelter and the data collection and demographic information on the people who received services last season. State Representative Valerie Stuart spoke in support of parking efforts discussed earlier in the meeting and in support service organizations, such as Groundworks, who worked to assist the disenfranchised population. There was some discussion by the Board.

(ii) O'Connor said that the Board had several discussions about a year ago about panhandling downtown, and there was discussion at that time about initiating a Day-Work Jobs Program and whether to install drop boxes for donations to assist those who were panhandling. Josh Davis spoke about research that was undertaken into other day-work programs that were operating in Albuquerque, New Mexico, and Portland, Maine. He discussed several challenges involved in starting such a program and said there was not a clear path forward. Emilie Kornheiser, Workforce Development Director at Youth Services, spoke about workforce development initiatives at Youth Services, including focus on high school students, traditional case management style, and a day-work program for people who were in need of immediate money or looking for a gateway to other jobs. She spoke of the need to build relationships between small business owners and workers, about labor and union concerns, protection of the workers and businesses, affordability, and other challenges. She said that she and other members of Youth Services would be looking more deeply into a day-works program and partnering with Groundworks this summer. She said that they hoped to have a more developed program by the fall with the intention of making it known State-wide and nationally. She also spoke about the cross-age population served by Youth Services, including the Youth Development Program serving ages 18-24, Restorative Justice Program serving ages 12 and up, and the Clinical and Workforce Development Programs that served a full range of ages. Elwell said that the Board previously expressed interest in the possibility of installing drop-boxes downtown to receive donations from the general population to provide assistance to the people who were panhandling. He said that the Board could move forward with installation of the drop-boxes, but suggested waiting until a day-works program had been developed so the two components could be clearly linked. State Representative Valerie Stuart spoke about the hidden face of poverty and bill H919 that was passed by the legislature this year. She suggested linking a job-works program with the efforts of the State's Commerce and Economic Development. Dora Bouboulis suggested that installing drop-boxes would not stop panhandling. She also suggested looking into a Burlington wrap-around program that was initiated to address certain street behaviors that were affecting the business community. There was much discussion by the Board with members speaking in strong support of the job-works program. The Board decided to discuss the installation of drop-boxes at its next meeting.

NO ACTION TAKEN.

Energy Efficiency Matters

- (i) *Status of Energy Efficiency Projects Recommended in Energy Audit*
- (ii) *Town Investment in Energy from Renewable Sources*

(i) O'Connor said that the Board recently asked for an update on the status of energy efficiency projects and for a follow-up discussion on the discussion that took place at Representative Town Meeting regarding renewable energy sources and "Cow Power." Moreland spoke in detail about the status of the energy efficiency matters recommended in the Energy Audit, as set forth in his memo dated May 29, 2018. Daniel Quipp, from 350Brattleboro (association of 350VT), spoke in strong support of implementing as many energy efficiency projects as quickly as possible. He also asked the Board to add an agenda item to an upcoming meeting to hold a discussion about the advisory resolution that was passed by the voters on March 6, 2018. There was some discussion by the Board about energy efficiency projects.

(ii) Moreland then spoke about the "Cow Power" advisory resolution that was adopted at Representative Town Meeting (March 24, 2018) under "Other Business." He noted that his separate memo dated May 29, 2018, contained information on the Cow Power Program, the amount of electricity the Town would have in renewable energy accounts at the completion of the solar array at the Windham

Solid Waste District, the cost of “Cow Power” and its state-wide impact, and his suggestion that the Town invest in more local renewable energy sources, such as the proposed anaerobic digester project that was currently in development. Kit Whallon reminded the Board that the voters wanted the Town to do as much as it could as soon as it could, and said that she believed they were willing to pay extra for energy projects. She also asked for specifics about when the Board would hold a public discussion about items noted in the March 6 petition resolution. Daniel Quipp spoke in support of buying into the solar array and he cautioned about accepting Green Mountain Power’s claim about the amount of renewable power it provided because of its investment in the large scale Hydro Quebec project (not local solar or wind projects). Kurt Daims stated that, in effect, the resolution was voted on twice by Brattleboro residents. He spoke in favor of the Cow Power Project and noted that it provided assistance for farmers. He said that his research showed that public support for Cow Power was high, even if it cost more. There was further discussion by the Board. Staff was asked to investigate into local renewable energy projects and report back to the Board.

NO ACTION TAKEN.

Gibson Aiken Center Roof – Award Bid. Elwell said that the Board was asked to award a bid to the Melanson Company of Keene, New Hampshire, in the amount of \$98,445 for installation of a new roofing system at the Gibson Aiken Center. He said that the matter was in the budget and the bid came in under budget. There was no discussion by the Board.

MOTION BY SHANTA LEE GANDER TO AUTHORIZE THE TOWN MANAGER TO EXECUTE A CONTRACT WITH THE MELANSON COMPANY OF KEENE, NEW HAMPSHIRE, IN THE AMOUNT OF \$98,445 FOR INSTALLATION OF A NEW ROOFING SYSTEM AT THE GIBSON AIKEN CENTER. MOTION CARRIED 5-0.

Horton/Homestead Streets Tree Removal – Award Bid. Elwell said that the Board was asked to award a bid to D & E Tree Company of Guilford, Vermont, in the amount of \$21,000 to remove dangerous trees on the embankment near Horton Place and Homestead Place. There was no discussion by the Board.

MOTION BY BRANDIE STARR TO AUTHORIZE THE TOWN MANAGER TO EXECUTE A CONTRACT WITH D & E TREE COMPANY OF GUILFORD, VERMONT, IN THE AMOUNT OF \$21,000 FOR THE HORTON/HOMESTEAD TREE REMOVAL PROJECT. MOTION CARRIED 5-0.

Vermont Community Development Program (VCDP) Grant Enhancement Request – Approve Application, Bradley House. O’Connor said that the Board was asked to authorize submission of an enhancement grant request for the Bradley House. Elwell said that the renovation project at Bradley House was taking longer than anticipated and the delay had caused financial issues due to the inability to accept new clients. He said that Bradley House requested a \$50,000 supplemental grant from the Vermont Community Development Program and that funds were available in the VCDP. There was no discussion by the Board.

MOTION BY SHANTA LEE GANDER TO AUTHORIZE SUBMISSION OF AN ENHANCEMENT GRANT REQUEST IN THE AMOUNT OF \$50,000 FROM THE VERMONT COMMUNITY DEVELOPMENT PROGRAM TO SUPPORT BRADLEY HOUSE. MOTION CARRIED 5-0.

Special Investigations Unit/Child Advocacy Center Grant – Approve Application, Police Department. O’Connor said that the Board was asked to approve the Police Department’s application for an \$88,878 Special Investigations Unit / Child Advocacy Center grant from the State of Vermont. Elwell said that the funds would cover costs of assigning a Brattleboro Police Department investigator to the SIU to cover cases of child abuse and sexual assault throughout Windham County. There was no discussion by the Board.

MOTION BY TIM WESSEL TO APPROVE THE POLICE DEPARTMENT’S APPLICATION FOR AN \$88,878 SPECIAL INVESTIGATIONS UNIT / CHILD ADVOCACY CENTER GRANT FROM THE STATE OF VERMONT TO COVER ALL COSTS OF ASSIGNING A B.P.D. INVESTIGATOR TO THE S.I.U. TO

**Citizen Police Communications
Committee (CPCC)**

2-year terms (6/2020)

Leesette Bengar
Beth Baldwin

Conservation Commission

4-year term (6/2022)

Tim Duclos

Design Review Committee

3-year term (6/2021)

Maya Hasegawa

Development Review Board

3-year terms (6/2021)

Maya Hasegawa
John Eric Annis

Fence Viewers

1-year terms (6/2019)

Lee Madden
Wendy Collins
Scott Bengar

Honor Roll

1-year terms (6/2019)

Sherwood Lake, Sr.
E. David Wright

Recreation & Parks Board

3-year terms (6/2021)

William Willson
Jessica Gould

Rescue, Inc., Trustee

1-year term (6/2019)

Debra Miller Chapman

Tree Advisory Committee

3-year term (6/2021)

Mark Mikolas

Weigher of Coal

1-year term (6/2019)

Ryan Stratton

IN-HOUSE POSITIONS:

Collector of Taxes

appointed annually

Town Manager Peter Elwell

Acting Zoning Administrator

3-year term

Planning Director Rod Francis

Poundkeeper

appointed annually

Animal Control Officer Cathy Barrows

Road Commissioner

appointed annually

Director of Public Works Steve Barrett

O'Connor asked the Board to vote on the above nominations.

ALL NOMINATIONS CARRIED BY A VOTE OF 5-0.

There was no further business.

MOTION BY DAVE SCHOALES TO ADJOURN AT 9:35PM. MOTION CARRIED 5-0.

Tim Wessel, Clerk