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, Town Attorney Robert Fisher, Fire Chief Mike Bucossi, Assistant Fire Chief Len Howard, Police Chief Mike Fitzgerald, Public Works Director Steve Barrett, Recreation & Parks Director Carol Lolatte, Library Director Starr LaTronica, and Executive Secretary Jan Anderson.

Media present: BCTV staff and volunteers.

Others present: Peter Nickerson, Paige Martin, Rhianna Kendrich, Alan Blackwell, Daniel Quipp, Sheila Linton, Alex Fischer, Gia Neswald, Becca Blust(?), Anne Louise Wagner, Michael Bosworth, Orion Barber, Kate Costa, Jim Levinson, Ezlerh, Patty Clements, Diana Wahl, Julie Cunningham, Brenda Siegel, Curtiss Reed, Christopher Minkler, Alex Beck, Michael Bosworth, Abby Mnookin, Steve Horton, Tara Cheney, Ruth Demin-Clay, 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.

MOTION BY KATE O’CONNOR TO ENTER INTO EXECUTIVE SESSION TO DISCUSS CONTRACTS, LABOR RELATIONS AGREEMENTS WITH EMPLOYEES, NEGOTIATING OR SECURING OF REAL ESTATE LEASE OPTIONS, WHERE THE BOARD HAS DETERMINED THAT PREMATURE GENERAL KNOWLEDGE WOULD CLEARLY PLACE THE SELECTBOARD, OR PEOPLE INVOLVED AT A SUBSTANTIAL DISADVANTAGE. THE TOWN MANAGER, ASSISTANT TOWN MANAGER, AND TOWN ATTORNEY WERE INVITED TO ATTEND. MOTION CARRIED 5-0.

Chair O’Connor reconvened the meeting at 6:17pm.

APPROVE MINUTES

MOTION BY BRANDIE STARR TO APPROVE THE MINUTES FROM MAY 16, 2017. MOTION CARRIED 5-0.

CHAIR’S REMARKS
Chair O’Connor noted that Strolling of the Heifers parade and festivities took place last weekend and drew a large number of visitors.

MANAGER’S COMMENTS
Town Manager Elwell announced that the curbside recyclable collection program would change starting July 1, where paper could be co-mingled with the metal, glass, and plastics into a single stream system so residents no longer have to separate the materials. He said that a postcard would soon be sent to the public with that information. He said that the change would save the town money and allow for more recyclables to be included in the program and that plastics with numbers 1-7 would be accepted. He also noted that the roll-off recyclable containers would be removed from the Fairground Road site, but that the containers at the Windham Solid Waste Management District on Old Ferry Road would remain open.
PUBLIC PARTICIPATION
Tara Cheney, CEO of Vermont Roadworks, a small, relatively new paving company, and Christopher Minkler, the Paving Foreman and Salesman, requested that the Town consider a third-party check program where the Town would write a check to the asphalt supplier and Vermont Roadworks so as to reduce the paving expense and cut the overhead costs for Vermont Roadworks. Cheney spoke briefly about the proposal and said that the program would not cost the Town any additional money but would be of great assistance to the company. Minkler noted that several surrounding towns had agreed to participate in such a program and that it was very beneficial to a small company. Starr suggested that they check with their bank regarding third-party bank policies. The Board asked the Town Manager to research the request.

Abby Mnookin, from Mother Up! and 350VT, expressed her support for racial diversity in town and staff, and said that racial justice and climate justice were intertwined. She then mentioned the Federal government’s decision to withdraw from the Paris Climate Agreement and spoke of a postcard that had been sent to Board members and Town officials asking the State and Town to address climate change because the Federal government could not be relied upon to do so. She asked that Brattleboro lead the way in such efforts.

Daniel Quipp, organizer and activist with 350VT, read and reviewed some of the energy goals set out in Town Plan and inquired if there was a mechanism for feedback on the goals. He also asked when the Board would discuss the ban on plastic bags. Elwell noted that the plastic bag discussion may be scheduled on the June 20 agenda. Other Board members noted that the Energy Committee would meet with the Board in June or July and mentioned several energy efficiencies that had recently been approved by the Board.

WATER AND SEWER COMMISSIONERS
MOTION BY DAVE SCHOALES TO CONVENE AS WATER AND SEWER COMMISSIONERS. MOTION CARRIED 5-0.

Truck Bids – Department of Public Works. Public Works Director Barrett said that the Board was asked to award the bid to for a Utilities Division service truck to Shearer Chevrolet of South Burlington, Vermont, in the net amount of $23,482 (including a trade-in allowance of $18,000). He said that the FY17 Utilities Fund Budget included $42,000 for the purchase of the vehicle, as set forth in his memo dated May 26, 2017. Starr asked how DPW was adhering to the energy plan. There was a brief discussion by the Board.

MOTION BY JOHN ALLEN TO AWARD THE BID TO FOR A UTILITIES DIVISION SERVICE TRUCK TO SHEARER CHEVROLET IN THE NET AMOUNT OF $23,482. MOTION CARRIED 4-0 (STARR ABSTAINED).

Water Treatment Facility Upgrade – Award Bids to Dufresne Group
(i) Preliminary Engineering of Pleasant Valley Water Treatment Facility Upgrade
(ii) Waste Process Line Feasibility Study at Pleasant Valley Water Treatment Facility

Public Works Director Barrett discussed the aging water treatment facility (built in 1989) and the need to upgrade it. He said that a total of $225,000 from the FY17 and FY18 Utilities Fund budgets had been allocated for a design of the plant upgrades. He briefly discussed the regulatory requirements that had changed since the plant was built and the need to bring it into compliance, which would also require performing a feasibility study on upgrading the waste process line at the plant. He said that the Board was asked to award two bids to Dufresne Group for (1) preliminary engineering upgrades in the amount...
of $120,300, and (2) waste process water line feasibility evaluation in the amount of $59,600, for a total cost of $179,900, as set forth in his memo dated May 26, 2017. There was a brief discussion by the Board.

MOTION BY BRANDIE STARR TO AWARD TWO BIDS TO DUFRESNE GROUP FOR THE PLEASANT VALLEY WATER TREATMENT FACILITY UPGRADE PRELIMINARY ENGINEERING REPORT IN THE AMOUNT OF $120,300, AND WASTE PROCESS WATER LINE FEASIBILITY EVALUATION IN THE AMOUNT OF $59,600. MOTION CARRIED 5-0.

Welcome Center Wastewater Pump Station – Agreement with State of Vermont and Federal Highway Administration. Elwell spoke about the State-owned Welcome Center in Guilford, and the State’s desire to upgrade the Welcome Center and then convey it to the Town. He spoke about the ongoing communications with various State agencies to improve the Welcome Center pump station and increase the Town’s wastewater treatment plant to accommodate the increased capacity demands by the Welcome Center, additional residential hook-ups, and other businesses. He said that there was a recent switching system failure at the Welcome Center pump station that caused the pumps to shut down and consequently pumped raw sewage into a brook. He said that the State recognized the urgency of the situation and declared it an emergency, so the upgrade/repairs could move at an accelerated rate. He said that the Board was asked to approve an agreement between the Town, State, and Agency of Commerce and Community Development that would allow for the Town to expedite procurement of pumps, switching equipment, and an emergency generator at no cost to the Town. There was a brief discussion by the Board.

MOTION BY JOHN ALLEN TO APPROVE AN AGREEMENT WITH THE STATE OF VERMONT AND THE FEDERAL HIGHWAY ADMINISTRATION FOR EXPEDITED PROCUREMENT OF PUMPS, SWITCHING EQUIPMENT, AND AN EMERGENCY GENERATOR FOR THE WELCOME CENTER PUMP STATION.

Elwell noted that the Agreement had been revised and the Federal Highway Administration was no longer a party to the agreement, so reference to it should be deleted from the motion. Allen accepted the request as a friendly amendment.

AMENDED MOTION BY JOHN ALLEN TO APPROVE AN AGREEMENT WITH THE STATE OF VERMONT FOR EXPEDITED PROCUREMENT OF PUMPS, SWITCHING EQUIPMENT, AND AN EMERGENCY GENERATOR FOR THE WELCOME CENTER PUMP STATION. MOTION CARRIED 5-0.

MOTION BY DAVE SCHOALES TO ADJOURN AS WATER AND SEWER COMMISSIONERS. MOTION CARRIED 5-0.

UNFINISHED BUSINESS
Diversification of Town Staff – Staff Report and Continued Discussion. O’Connor said that the Board discussed diversification of Town staff at its meeting on May 2, 2017, and at that time asked that staff bring to this meeting a report about the Town’s current recruitment practices and recommendations for the future. Town Manager Elwell provided and discussed at length information contained in his memorandum, dated June 1, 2017 (entitled “Staff Diversity and Hiring Practices”), which included information about hiring practices, recommendations for the Board’s consideration, a legal opinion memo from Town Attorney Fisher (dated May 25, 2017), information from the Fire and Police Departments, and other hiring information. He also discussed the Town’s current recruitment process for general and seasonal employment. He suggested developing a collaboration with Town and community members and inviting community organizations and others interested in receiving job postings to contact Town Manager’s office to receive job posting information.
Members from the Community Equity Collaborative (CEC) were present – Mike Fitzgerald (Brattleboro Police Chief), Diana Wahle (convener of Community Equity Collaborative and Diverse Workforce Development Committee), Julie Cunningham (Director of Families First and a founding member of Community Equity Collaborative), Curtiss Reed, (Executive Director of Vermont Partnership for Fairness and Diversity, founding member of the Community Equity Collaborative, and member of the Diverse Workforce Development Committee subcommittee), and Alex Beck (Workforce and Education Program Manager at Brattleboro Development Credit Corporation). Each member spoke in detail about their involvement with the CEC and DWDC (Diverse Workforce Development Committee) and their individual and collaborative efforts to invite and incorporate diversity in the community, recruitment, work force, and workplace, as well as recognizing unconscious biases. O'Connor opened up the discussion to members of the public. Several people in attendance provided their comments and opinions - Brenda Siegel, Ezlerh, Ruth Demin-Clay, Alex Fisher, Patty Clements, Ann Louise Wagner, Kate Costa, Sheila Linton, Gia Neswald, Jim Levinson, and Orion Barber. Sheila Linton also read a letter from Ellen Schwartz. Each Board member then discussed their perspectives about diversification in town, of staff, and policy. There was much discussion by the Board, including development a process to move the diversification efforts forward. Reed noted that it took nine months to develop a plan that was ultimately adopted in Burlington. Elwell suggested that he submit a proposal to the Board at its June 20 meeting with suggestions and steps to promote community collaboration, facilitate further discussions, and establish a goal. O’Connor suggested that the Board adopt the Town Manager’s recommendations that were outlined in his June 1 “Staff Diversity and Hiring Practices” memo.


O’Connor called for a five-minute recess at 9:10pm.

O’Connor reconvened the meeting at 9:20pm.

**Police-Fire Facilities Project**

(i) **Update**

(ii) **Request for Authorization to Purchase Emergency Generators**

Elwell announced that construction at the Central Fire Station and Police Station was on schedule. He then provided a brief financial report on the project, as set forth in his memo dated June 1, 2017. He asked that the Board authorize him to proceed with the purchase and installation of emergency generators at all three locations and phone systems for the Police Station and Central Fire Station, for a total amount of $123,824, and he briefly discussed the need for the equipment. There was a brief discussion by the Board.

**MOTION BY TIM WESSEL TO AUTHORIZE THE TOWN MANAGER TO PROCEED WITH PURCHASE AND INSTALLATION OF EMERGENCY GENERATORS FOR ALL THREE POLICE/FIRE LOCATIONS IN THE TOTAL AMOUNT OF $102,764; WITH THE PURCHASE AND INSTALLATION OF A TELEPHONE SYSTEM AND TELEPHONES FOR THE POLICE STATION IN THE AMOUNT OF $11,070; AND WITH THE PURCHASE AND INSTALLATION OF A TELEPHONE SYSTEM AND TELEPHONES FOR THE CENTRAL FIRE STATION IN THE AMOUNT OF $9,990.** MOTION CARRIED 5-0.

**Living Memorial Park Swimming Pool Renovation (Phase 1) – Update and Request for Additional Funding.** Elwell noted that at the May 16, 2017 meeting, the Board learned that renovations to the...
The swimming pool at Living Memorial Park had been delayed due to the partial failure of repair work performed on the pool last fall, and at that meeting the Board authorized expenditure of $20,000 to perform remedial work to get the pool open for the summer. He said that since that meeting, he learned that the remedial work would be more costly and he asked the Board to approve additional funding in the amount of $10,000 (bringing the total funding for the remedial work to $30,000) to complete the urgently required repairs and open the pool on June 17, all as set forth in the memo dated June 1, 2017 from Recreation and Parks Director Carol Lolatte. There was no discussion by the Board.

**MOTION BY JOHN ALLEN TO APPROVE ADDITIONAL FUNDING OF $10,000 FOR THE LIVING MEMORIAL PARK SWIMMING POOL RENOVATION PROJECT (PHASE 1). MOTION CARRIED 5-0.**

**NEW BUSINESS**

*Parade Permit – By the People: Brattleboro Goes Fourth.* Elwell said that the Board was asked to approve the parade/open air application for the annual Fourth of July parade. He said that the O'Connor family was the organizer of the parade each year and the application had been reviewed and approved by staff. There was no discussion by the Board.

**MOTION BY KATE O’CONNOR TO APPROVE THE PARADE/OPEN AIR APPLICATION FOR THE ANNUAL “BY THE PEOPLE: BRATTLEBORO GOES FOURTH” PARADE. MOTION CARRIED 5-0.**

*Name Private Road – Farm House Square (Retreat Farm).* Elwell said that the Board was asked to approve the name of “Farm House Square” for a private drive at the Retreat Farm. In full disclosure, he also noted that his wife worked at the Retreat Farm. There was a brief discussion by the Board.

**MOTION BY DAVE SCHOALES TO APPROVE THE NAME OF “FARM HOUSE SQUARE” FOR A PRIVATE DRIVE AT RETREAT FARM. MOTION CARRIED 5-0.**

*Harris Place Drainage Line – Emergency Capital Improvement Project.* Elwell said that the Board was asked to approve emergency funding of $121,513 and to authorize the Town Manager to approve a contract in that amount to ECI of South Burlington, Vermont, for urgently needed improvements to the Harris Place drainage system and the adjacent embankment going down to the railroad tracks. Public Works Director Barrett spoke about the erosion and needed repairs at the parking lot and embankment. He said that ECI was an approved firm for work in close proximity to the railroad and the price for this work was less than what was estimated by a local engineer, all as set forth in the memo dated May 30, 2017 from Assistant Town Manager Moreland and the memo dated May 31, 2017, from the Public Works Department. There was some discussion by the Board.

**MOTION BY DAVE SCHOALES TO AUTHORIZE THE TOWN MANAGER TO APPROVE A CONTRACT IN THE AMOUNT OF $121,513 WITH E.C.I. OF SOUTH BURLINGTON, VERMONT, FOR AN EMERGENCY CAPITAL IMPROVEMENT PROJECT TO REPAIR THE HARRIS PLACE DRAINAGE SYSTEM AND THE ADJACENT EMBANKMENT. MOTION CARRIED 5-0.**

**Approve Police Department Grant Applications**

(i) *Special Investigations Unit/Child Advocacy Center Grant*

(ii) *Drug Task Force Undercover Grant*

(iii) *Bulletproof Vest Partnership*

Elwell said that the Board was asked to approve three grant applications for the Police Department for: (1) Special Investigations Unit/Child Advocacy Center Grant from the State of Vermont in the amount of $60,000; (2) Drug Task Force Undercover Grant from the Vermont Department of Public Safety in the amount of $85,000; and (3) Bulletproof Vest Partnership Grant from the Bureau of Justice Assistance in the amount of $5,075. There was no discussion by the Board.
MOTION BY TIM WESSEL TO APPROVE THREE GRANT APPLICATIONS FOR THE POLICE DEPARTMENT, AS FOLLOWS: (1) SPECIAL INVESTIGATIONS UNIT/CHILD ADVOCACY CENTER GRANT FROM THE STATE OF VERMONT IN THE AMOUNT OF $60,000; (2) DRUG TASK FORCE UNDERCOVER GRANT FROM THE VERMONT DEPARTMENT OF PUBLIC SAFETY IN THE AMOUNT OF $85,000; AND (3) BULLETPROOF VEST PARTNERSHIP FROM THE BUREAU OF JUSTICE ASSISTANCE IN THE AMOUNT OF $5,075. MOTION CARRIED 5-0.

Accept and Appropriate Grant – Vermont League of Cities and Towns PACIF Equipment Grant. Elwell said that the Board was asked to accept and appropriate a PACIF Equipment Grant from the Vermont League of Cities and Towns in the amount of $4,422.23, as set forth in the memo dated May 23, 2017, from Grants Manager Kim Ellison. There was no discussion by the Board.

MOTION BY JOHN ALLEN TO ACCEPT AND APPROPRIATE A PACIF EQUIPMENT GRANT FROM THE VERMONT LEAGUE OF CITIES AND TOWNS IN THE AMOUNT OF $4,422.23. MOTION CARRIED 5-0.

2% Pay Increase for Non-Union Employees - Effective July 1, 2017. Elwell said that the Board was asked to approve a 2% pay increase for non-union employees, effective July 1, 2017, as recommended in his memo dated June 1, 2017. He said that such an approval would maintain internal pay equity among employees and was included in the FY18 budget. There was no discussion by the Board.

MOTION BY BRANDIE STARR TO APPROVE A 2% PAY INCREASE FOR NON-UNION EMPLOYEES, EFFECTIVE JULY 1, 2017. MOTION CARRIED 5-0.

Annual Dog Warrant. Elwell said that the Board was asked to approve the annual dog warrant containing the names of owners who failed to license their dogs by May 30. He said that approval of the warrant permits the Town to issue tickets to owners with unlicensed animals. There was a brief discussion by the Board.

MOTION BY JOHN ALLEN TO APPROVE THE ANNUAL DOG WARRANT. MOTION CARRIED 5-0.

There was no further business.

MOTION BY JOHN ALLEN TO ADJOURN AT 9:55PM. MOTION CARRIED 5-0.

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Tim Wessel, Clerk