

**BRATTLEBORO SELECTBOARD
TUESDAY, JULY 9, 2019
COMMITTEE INTERVIEWS – 5:30PM
EXECUTIVE SESSION – 5:45PM
REGULAR MEETING – 6:15PM
SELECTBOARD MEETING ROOM, MUNICIPAL CENTER
MINUTES**

Selectboard members present: Brandie Starr, Tim Wessel, Elizabeth McLoughlin, and Daniel Quipp.

Staff Present: Town Manager Peter Elwell, Assistant Town Manager Patrick Moreland, Town Attorney Robert Fisher, Fire Chief Mike Bucossi, Assistant Fire Chief Leonard Howard, Finance Director John O'Connor, Library Director Starr LaTronica, and Executive Secretary Jan Anderson.

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

Others present: Bob Leach, Rosalie Leach, Jon Hoover, Richard DeGray, Byron Stookey, Emilie Kornheiser, Dart Everett, Pierre Landry, Will Wohnus, Taliesin Haugh, Michael Bosworth, Jaki Reis, Tom Mosakowski, Tom Franks, Tony Duncan, Fric Spruyt, Kit Barry, Rhianna Kendrick, Oscar Heller, Coridon Bratton, Andrew Eames, Stephanie Bonin, Lee Liebowitz, Michelle Mayhan, Kathy Urffer, Michelle Mayhan, ASL interpreters Elizabeth Fox and Karen Todd, and others who did not sign the attendance sheet.

Chair Starr called the meeting to order at 5:30pm. She announced that the Board would hold interviews for the Tree Committee. Executive Secretary Anderson noted that four applications had been submitted for the remaining single seat on the committee, however, two applicants had since withdrawn their applications. Kit Barry was the only applicant who showed for the interview. He spoke about his reasons for applying for this committee. After the brief interview, Starr stated that committee appointments would be made later in the meeting.

MOTION BY BRANDIE STARR TO ENTER INTO EXECUTIVE SESSION TO DISCUSS CONTRACTS, LABOR RELATION AGREEMENTS WITH EMPLOYEES, PENDING OR PROBABLE CIVIL LITIGATION OR PROSECUTION TO WHICH THE PUBLIC BODY IS OR MAY BE A PARTY, THE 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 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.

Chair Starr reconvened the meeting at 6:20pm. She confirmed that the meeting was properly warned.

APPROVE MINUTES

Starr asked the Board to approve the minutes from the June 18 meeting. There was no discussion.

MOTION BY ELIZABETH McLOUGHLIN TO APPROVE THE JUNE 18 MEETING MINUTES. MOTION CARRIED 4-0.

CHAIR'S REMARKS

Chair Starr read a statement from Brattleboro Community Television (BCTV) that said the station was experiencing technical difficulties on the cable network and suggested that viewers find the meeting on Facebook or tune to channel 10 livestream which could be found on BCTV's website. She then thanked the Brattleboro Goes Fourth Committee, Recreation & Parks Department, and the O'Connor family for the Fourth of July parade, festivities, and fireworks.

MANAGER'S COMMENTS

Town Manager Elwell announced that porta-potties would soon be installed at three downtown locations - Preston Parking Lot, High-Grove Parking Lot, and on the Brattleboro Common. He said that no public restrooms were available 24/7 and that sanitary facilities were required for the homeless and other members of the public who were in need of such facilities. He noted that human waste was found in public spaces so the matter was one of public health, as well as human dignity. He discussed the plan to clean the facilities and keep them stocked with supplies. He also spoke of efforts to make such facilities available in the future.

SELECTBOARD COMMENTS AND COMMITTEE REPORTS

Quipp announced that a gathering would take place in Pliny Park on Friday at 8:30pm for a candlelight vigil to end human detention camps and the inhumane treatment of refugees.

Tim Wessel noted that 5 deaths were reported in Windham County over the weekend due to opioid overdoses. He said that Board members and staff were aware of the crisis which, in his opinion, had become a public health emergency.

PUBLIC PARTICIPATION

Dick DeGray asked if the restrooms at the River Garden were public. He said that an agreement with the River Garden contained a provision that the restrooms be made public during the day and suggested that staff investigate the practice. He then inquired whether smoking was prohibited in the Town's parks and, if so, that informative signage be installed. He then spoke about the heavy use of Pliny Park and Plaza Park and the amount of overflowing trash canisters in those parks. He asked staff to maintain those parks more regularly.

Pierre Landry inquired about the bike markings on Williams Street. Elwell responded that the stencils were installed after the matter was discussed by the Traffic Safety Committee because the street was too narrow to install a separate bike lines and the stencils would remind motorists to be aware of bicyclists. Landry then asked if public parks had usage hours and, if so, that the hours be enforced. He spoke about alcohol consumption and smoking marijuana at the parks and he asked for more police presence particularly at Plaza Park. He noted that the park was being used for storage of personal belongings for people who slept overnight in the park. Starr responded that the Police Department, Groundworks Collaborative and Turning Point maintained outreach efforts almost daily at Plaza Park. Elwell spoke about the Town's practice of intentionally not criminalizing the gatherings of people who did not have a place to live and he noted that the Town and Police Department were trying to manage and balance community interests.

LIQUOR COMMISSIONERS

MOTION BY ELIZABETH McLOUGHLIN TO CONVENE AS LIQUOR COMMISSIONERS. MOTION CARRIED 4-0.

First Class Liquor Application – *Coridon Bratton Catering, LLC, d/b/a A Vermont Table*. Starr said that the Board was asked to approve a first class liquor license for Coridon Bratton Catering LLC, d/b/a A Vermont Table, a restaurant located at 22 High Street. Coridon Bratton discussed his business plan for the opening of the catering business and restaurant. There was a brief discussion by the Board.

MOTION BY DANIEL QUIPP TO APPROVE A FIRST CLASS LIQUOR LICENSE FOR CORIDON BRATTON CATERING LLC, D/B/A A VERMONT TABLE, LOCATED AT 22 HIGH STREET, SUITE 105. MOTION CARRIED 4-0.

MOTION BY TIM WESSEL TO ADJOURN AS LIQUOR COMMISSIONERS. MOTION CARRIED 4-0.

WATER AND SEWER COMMISSIONERS

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

Replacement Pick-up Truck Purchase. Elwell said that the Board was asked to award the bid for a Utilities Division service truck to Faith's Ford, of Brattleboro, in the total amount of \$38,392, which included an extended warranty and credit for a trade-in vehicle, as set forth in the memo dated June 27, 2019 from Highway/Utilities Superintendent Daniel Tyler. There was no discussion by the Board.

MOTION BY TIM WESSEL TO AWARD THE BID FOR A UTILITIES DIVISION SERVICE TRUCK TO FAITH'S FORD IN THE TOTAL AMOUNT OF \$38,392, INCLUDING AN EXTENDED WARRANTY AND CREDIT FOR A TRADE-IN VEHICLE. MOTION CARRIED 4-0.

MOTION BY DANIEL QUIPP TO ADJOURN AS WATER AND SEWER COMMISSIONERS. MOTION CARRIED 4-0.

UNFINISHED BUSINESS

Ordinance Amendment – Second Reading and Public Hearing, Chapter 8, Article Four – Rental Housing Registration and Inspection Ordinance. Elwell said that the Board was asked to hold a second reading and public hearing on the proposed amendment to Chapter 8, Article 4, of the Code of Ordinances, to incorporate procedures for rental housing registrations and inspections. He said that a question about inspections being duplicative with HUD inspections came up at the first reading on June 18 and that staff researched the HUD inspections. He said that the only units in town that were inspected annually in accordance with HUD requirements were owned and operated by Brattleboro Housing Partnership (BHP). Other entities may own units that were occupied by a voucher tenant and inspected under HUD regulations, but those units were not inspected as frequently due to different HUD requirements. He said that consequently staff did not feel it was appropriate to exempt those units from inspections under the proposed ordinance, as set forth in the memo from Assistant Fire Chief Len Howard dated June 27. Elwell noted that a concern was raised at the June 18 Selectboard meeting addressing damage caused by tenants to the units, He said that State law contained a provision where tenants who tampered with smoke and carbon monoxide detectors may be fined, and that language was added to the proposed ordinance after the first reading.

Starr opened the public hearing.

Will Wohnus spoke of financial hardships that would be created by requiring payment for inspection of all units at the same time. He suggested that bills be mailed quarterly to avoid lump sum billing. Elwell said that staff could look into it, but felt it more appropriate to bill only when receiving services. Wohnus suggested that having one inspector would provide more uniformity in treatment and enforcement.

Fric Spruyt spoke about hardships for landlords when tenants damage units. He suggested that the Town pick up trash and recycling for rental units, and suggested that single family homes and Airbnb's should also be inspected so as not to single out landlords.

Bob Leach spoke in opposition to the ordinance. He said that the Town previously had similar regulations and then repealed them after a death occurred in an apartment house fire. He said that the Town was sued in that incident. He suggested that the Town would be taking on responsibility and liability as a result of adopting the proposed ordinance.

Dart Everett noted that tenants could cause damage a unit but that the landlords would be fined, and it would then become a part of the landlord's record.

Dick DeGray asked who would pay staff if a matter was taken to court. Elwell responded that staff would be paid their salary in that event. DeGray spoke about concerns in paying overtime to the firefighters who performed inspections. He suggested hiring an independent contractor or creating a fulltime staff position. He admitted that he did not read the ordinance and asked about the reinspection timeframe if violations were found. Elwell responded that units would be reinspected as many times as necessary to bring the unit into compliance, and that it would still be part of the 4-year inspection cycle. DeGray asked if the fee would be increased in the future. Elwell said that the fee would remain consistent through the first 4-year cycle.

Lee Liebowitz suggested that occurrences could occur immediately after the inspection (water, mold, furnace malfunction, etc.) and that the ordinance would not catch those instances.

Jaki Reis spoke in favor of the proposed ordinance. She said that buildings were less likely to deteriorate with frequent inspections. She suggested trusting the wisdom and experiences of the Fire Department.

Wessel asked about the billing procedure and spoke in support of billing at the time of the inspection. Elwell said that it was anticipated that bills would be sent after the inspection occurred and would accompany a certificate of compliance or letter with violations. Wessel also noted that Increased inspections would provide landlords an opportunity to view the condition of each unit, and said that tenants had an expectation of renting a safe apartment.

Quipp suggested that landlords escrow money so funds would be available when billed. He asked when the earliest bill would be sent for units in zone 1. Elwell said bills would be issued no earlier than September or October. Quipp suggested that landlords read the ordinance before commenting on it. He spoke of his past experiences with landlords as being favorable.

Elwell addressed some concerns voiced by audience members. He said that one fulltime position would cost more than paying overtime to the firefighters and would provide less of a workforce. He also noted that language had been added to the ordinance that would allow tenants to be fined if they damaged the smoke or carbon monoxide detectors. He added that the law regulated rental units differently than single family home.

Fire Chief Bucossi noted that the Fire Department did not have authority to regulate single family owner-occupied homes.

Starr invited the public to add any further comment. Spruyt reiterated his concerns that landlords were being treated differently than tenants under the ordinance and that created adversarial relationships. He said that tenants should be held accountable on the "public dime." Wohnus repeated his request that bills for inspections be sent at quarterly or annually rather than at the time of service in order to spread out the payments.

Starr closed the public hearing.

MOTION BY ELIZABETH McLOUGHLIN TO APPROVE AN AMENDMENT TO CHAPTER 8, ARTICLE 4, OF THE TOWN OF BRATTLEBORO'S CODE OF ORDINANCES AS PRESENTED AT THIS MEETING. MOTION CARRIED 4-0.

Groundworks Housing Resource Center Project – Supplemental Town Appropriation of \$100,000 from Program Income. Starr said that the Board was asked to approve a grant in the amount of \$100,000 from Program Income to Groundworks Collaborative in support of Groundworks' 56 South Main Street Project. Elwell said that the Town previously pledged a grant of \$50,000 for this project in support of an application for a \$500,000 grant from the Vermont Community Development Program (VCDP). He said that the VCDP grant, was awarded at the amount of \$400,000, rather than \$500,000, and that staff was

recommending that the Town offset that shortfall by making a supplemental grant of \$100,000 from Program Income, which would leave a balance of \$660,829 available for other local grants and loans. He clarified that no Program Income funds came from Town taxes but rather accrued over the years from repayment of loans that originated federally for economic development and/or housing projects. Groundworks representatives - Jon Hoover, Business Manager, and Rhianna Kendrick, Director of Operations - provided updates on the project and funding. Kendrick spoke about funding availability for seasonal shelters and she briefly discussed the need for seasonal housing for the upcoming winter. There was some discussion by the Board. Chair Starr announced that she would abstain from the vote because of her employment at Groundworks.

MOTION BY ELIZABETH McLOUGHLIN TO APPROVE A SUPPLEMENTAL TOWN GRANT OF \$100,000 FROM PROGRAM INCOME TO GROUNDWORKS COLLABORATIVE IN SUPPORT OF THE GROUNDWORKS HOUSING RESOURCE CENTER PROJECT.

There was a brief discussion about the correct name of the project and a request was made to amend the motion to refer to the correct project name.

AMENDED MOTION BY ELIZABETH McLOUGHLIN TO APPROVE A SUPPLEMENTAL TOWN GRANT OF \$100,000 FROM PROGRAM INCOME TO GROUNDWORKS COLLABORATIVE IN SUPPORT OF THE GROUNDWORKS 56 SOUTH MAIN STREET PROJECT. MOTION CARRIED 3-0 (STARR ABSTAINED).

NEW BUSINESS

Set FY20 Property Tax Rates - Elwell said that the Board was asked to set the property tax rates for FY20; however, at this time, the Town had not yet received information from the State of Vermont regarding the education tax rate that was needed in order to compute the overall tax rates. Consequently, Finance Director John O'Connor used information from the new consolidated school district and the State of Vermont to calculate the expected education property tax rate. He said that the State would send a notice in July or August that would confirm the accuracy of the calculation and that if the calculation was materially different, then amended tax bills could be mailed. He reviewed the tax rates for the municipal operations, Downtown District, Tri-Park special assessment area, homestead properties, and non-residential properties. Wessel noted that municipal taxes would decrease. Fric Spruyt suggested that the difference in lower municipal taxes be rolled over into the costs for the housing inspection costs. Dick DeGray asked about the grand list, commented on the common level of appraisal, and questioned whether the town should consider a reassessment of property values. Michael Bosworth inquired whether tax bills would still be payable on August 15. There was some discussion by the Board.

Chair Starr called for a short recess at 8:02pm.
Chair Starr reconvened the meeting at 8:07pm.

MOTION BY TIM WESSEL TO APPROVE A MUNICIPAL TAX RATE OF \$1.2594 PER \$100.00 OF ASSESSED VALUATION FOR GENERAL FUND OPERATIONS, AN ADDITIONAL \$0.1305 PER \$100.00 OF ASSESSED VALUATION FOR THE DOWNTOWN IMPROVEMENT DISTRICT, AN ADDITIONAL \$6.8785 PER \$100.00 OF ASSESSED VALUATION FOR THE TRI-PARK SPECIAL ASSESSMENT AND TO APPROVE THE TOWN CALCULATED EDUCATION RATES AT \$1.6467 PER \$100.00 OF ASSESSED VALUATION FOR HOMESTEAD PROPERTIES AND \$1.5368 PER \$100.00 OF ASSESSED VALUATION FOR NON-RESIDENTIAL PROPERTIES. MOTION CARRIED 4-0.

"Work Today" Program – *Youth Services Request for \$65,000 for 3-Month Pilot Program*. Starr said that the Board was asked to consider a proposal from Youth Services for a day work jobs program and Town funding of \$65,000 for a 3-month pilot project. Emily Kornheiser, from Youth Services, described a "work today" program developed through a collaboration with the Town, Youth Services, and Groundworks

Collaborative that offered employment opportunities for a transitional population looking for occasional work, as set forth in her report dated July, 2019 and included in the Board's back-up materials. She reviewed the many logistical challenges in development of the program, including transportation, supervision, payroll, insurance, and liability issues. She said during the 3-month pilot program a fulltime coordinator would be hired who would support workers getting to work sites 3 days a week, check on workers at the sites, and provide social service support during the lunch break. Dick DeGray asked several questions about the program and how to access workers. Fric Spruyt inquired about screening the workers. Michelle Mayhan made some general inquiries. Stephanie Bonin, Executive Director of Downtown Brattleboro Alliance, spoke in favor of the program. There was much discussion by the Board.

MOTION BY DANIEL QUIPP TO AUTHORIZE EXPENDITURE OF \$65,000 IN SUPPORT OF THE PROPOSED YOUTH SERVICES "WORK TODAY" PILOT PROGRAM. MOTION CARRIED 4-0.

Sustainability (Follow-up from Representative Town Meeting) – Create a Staff Position or Invest in Other Energy Efficiency or Sustainability Purposes? Elwell said that the Board was asked to consider whether to create a Sustainability Coordinator position or to invest available funds in projects, grants, or other programs to achieve greater energy efficiency and sustainability in Town government and in the community. He said that staff previously noted that it would be important to define sustainability in broader terms than energy efficiency and climate-related matters. He said that Representative Town Meeting (RTM) increased the funding to be included in the budget for "energy efficiency and/or sustainability purposes" from the proposed \$10,000 to \$100,000. Some RTM members specifically requested the creation of a sustainability staff position. He said that after RTM, the Board asked staff to work with interested persons in the community, many of whom were in the audience, around creating such a position in the event that the Selectboard chose to do so.

Oscar Heller, Chair of the Energy Committee and member of the working group promoting the new position, spoke in strong support of creating the Sustainability Coordinator position. He discussed the multi-dimensional aspects of sustainability and the importance of community outreach, monitoring existing projects, measuring success, and coordination between community groups, existing non-profits, State representatives, and town staff. He said that the Energy Committee, Planning Commission, and Chair of the ADA Committee were support of creating the position. Tony Duncan, Fric Spruyt, Kathy Urffer, Michael Bosworth, Tom Franks, and Andrew Eames spoke in strong support of creating the position. There was a very lengthy discussion by the Board. All members agreed that climate change and energy efficiencies were important issues. McLoughlin and Wessel both spoke at length about the many energy efficiency projects and goals that had been accomplished and were being addressed (currently and in the future) by Town staff. They both noted that the many of the goals on the list provided by the community members were duplicative of Town and Selectboard goals. They both suggested that the amount of money required to hire a Sustainability Coordinator could be used to fund energy-efficiency projects. Starr and Quipp both spoke in support of creating such a position and the assistance that the Sustainability Coordinator could add to Town staff's project lists. They agreed that investing in the position would be beneficial and would reflect the wishes expressed by RTM members. Elwell was asked to speak to staff's position. He noted that staff was neutral on whether to create the position and that would be a policy matter that the Board would decide on whether it would warrant the ongoing investment every year. He suggested broadening the definition of sustainability to include more than climate change and energy efficiency. He acknowledged that the position contained "real value." In response to Starr and Quipp relating the need for the position as being similar to that of hiring a Human Resources Director, Elwell said that the HR Director was a basic organizational function and a necessary position for an organization as large and complex as the Town, and he did not consider a Sustainability Officer as an absolute necessity. After much discussion, the Board agreed to defer the matter to a meeting where the full board was present (possibly the August 20 meeting). McLoughlin offered to meet with the community committee before the matter came before the Board again. Quipp asked for an update either from staff or the community committee on the status of meeting climate goals that were set forth in the Town Plan.

NO ACTION TAKEN. MATTER WAS DEFERRED TO THE AUGUST 20 MEETING.

Pool Deck Replacement Project – Bid Award. Elwell said that the Board was asked to award a contract to Bernie LaRock & Son in the amount of \$83,800 for replacement of the swimming pool deck at Living Memorial Park. He said that two bids were received and LaRock was the low bidder. There was no discussion by the Board.

MOTION BY TIM WESSEL TO AWARD THE BID FOR REPLACEMENT OF THE SWIMMING POOL DECK AT LIVING MEMORIAL PARK TO BERNIE LAROCK & SON IN THE AMOUNT OF \$83,800. MOTION CARRIED 4-0.

Collective Bargaining Agreement with Steelworkers' Local 944 – July 1, 2019 - June 30, 2022. Elwell said that the Board was asked to approve a collective bargaining agreement with the Steelworkers union from July 1, 2019 through June 30, 2022. He said that the proposed agreement had been unanimously approved by the union and that staff recommended approval. There was no discussion by the Board.

MOTION BY DANIEL QUIPP TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH THE UNITED STEEL, PAPER & FORESTRY, RUBBER, MANUFACTURING, ENERGY, ALLIED INDUSTRIAL, AND SERVICE WORKERS INTERNATIONAL UNION, LOCAL 944, FOR THE PERIOD FROM JULY 1, 2019, THROUGH JUNE 30, 2022. MOTION CARRIED 4-0.

Selectboard Goals for 2019-2020 – Review of Status. Elwell said that due to the late hour of this meeting, the Board could agree to discuss this matter at the six-month review in October when more time had lapsed to accomplish goals. The Board agreed to move the matter to a meeting in October.

NO ACTION TAKEN.

Westernmost Parking Meters on Grove Street – Recommendation to Change 30-Minute Limit to 2-Hour Limit. Elwell said that the Board was asked to discuss whether it would consider changing the westernmost two parking meters on Grove Street from 30-minute meters to 2-hour meters. He said that it was a proposal brought to the Traffic Safety Committee by Daniel Quipp and the committee agreed to recommend approval to the Selectboard, as set forth in Elwell's memo dated July 2. There was no discussion by the Board.

MOTION BY DANIEL QUIPP TO APPROVE CHANGING THE WESTERNMOST TWO PARKING SPACES ON GROVE STREET FROM 30-MINUTE-LIMIT METERS TO 2-HOUR-LIMIT METERS, AND TO DIRECT TOWN STAFF TO PREPARE AN ORDINANCE AMENDMENT SO THE SELECTBOARD CAN FORMALLY APPROVE THIS CHANGE. MOTION CARRIED 4-0.

Re-Certification of Compliance with Town Road and Bridge Standards for the Vermont Agency of Transportation (VTrans) – Department of Public Works. Elwell said that the Board was asked to re-adopt updated Road and Bridge Standards, as set forth in the memo dated June 27, 2019 from Public Works Director Steve Barrett. He said that a second approval was required because VTrans had updated its standards to include provisions set forth in the Municipal Roads General Permit related to stormwater management. There was no discussion by the Board.

MOTION BY ELIZABETH McLOUGHLIN TO APPROVE THE TOWN ROAD AND BRIDGE STANDARDS AS REQUIRED BY THE VERMONT AGENCY OF TRANSPORTATION, AS PRESENTED. MOTION CARRIED 4-0.

Grants from Vermont Community Foundation – Accept and Appropriate Grants for Brooks Memorial Library Archival Project
(i) Crosby-Gannett Fund
(ii) Dunham-Mason Fund

Starr said that the Board was asked to accept and appropriate a \$990 grant from the Vermont Community Foundation's Crosby-Gannett Fund and a \$300 grant from the Vermont Community Foundation's Dunham-Mason Fund. Elwell added that the funds would support the organization, conservation, and accessibility of local historical materials that were part of the collection at Brooks Memorial Library. There was no discussion by the Board.

MOTION BY TIM WESSEL TO ACCEPT A \$990 GRANT FROM THE VERMONT COMMUNITY FOUNDATION'S CROSBY-GANNETT FUND AND A \$300 GRANT FROM THE VERMONT COMMUNITY FOUNDATION'S DUNHAM-MASON FUND, AND TO APPROPRIATE THAT \$1,290 TO SUPPORT THE ORGANIZATION, CONSERVATION, AND ACCESSIBILITY OF LOCAL HISTORICAL MATERIALS THAT ARE PART OF THE COLLECTION AT BROOKS MEMORIAL LIBRARY. MOTION CARRIED 4-0.

Consider Providing Childcare for Selectboard Meetings and Other Community Events – Discussion.
Starr suggested that, due to the late hour of this meeting, this matter be moved to the next meeting. The Board agreed to do so.

NO ACTION TAKEN. MATTER WAS DEFERRED TO THE NEXT REGULAR MEETING.

Town Committees and Boards – Appointments.

TREE ADVISORY COMMITTEE - Starr noted that two applicants for the Tree Advisory Committee – Melissa Lee and Lisa Shippee – had withdrawn their applications. The Board did not nominate either of the remaining applicants to the committee and agreed to re-notice the vacancy and add appointments to the next meeting.

Elwell announced that the following people submitted applications for the following committees and boards:

**CITIZEN POLICE COMMUNICATIONS COMMITTEE – BRUCE SWEETER
CONSERVATION COMMISSION – LAURIE CALLAHAN
DEVELOPMENT REVIEW BOARD – IAN KIEHLE
DEVELOPMENT REVIEW BOARD ALTERNATE – IAN GOODNOW
PLANNING COMMISSION – JESSICA GELTER**

MOTION BY ELIZABETH McLOUGHLIN TO APPOINT THE ABOVE NAMED INDIVIDUALS, AS NOMINATED. MOTION CARRIED 4-0.

There was no further business.

MOTION BY TIM WESSEL TO ADJOURN AT 10:02PM. MOTION CARRIED 4-0.

Elizabeth McLoughlin, Clerk