

**BRATTLEBORO SELECTBOARD  
TUESDAY, SEPTEMBER 3, 2019  
REGULAR MEETING – 6:15PM  
SELECTBOARD MEETING ROOM, MUNICIPAL CENTER  
MINUTES**

Selectboard members present: Brandie Starr, Elizabeth McLoughlin, and David Schoales.

Staff Present: Town Manager Peter Elwell, Planning Director Sue Fillion, Public Works Director Steve Barrett, Highway/Utilities Superintendent Dan Tyler, Library Director Starr LaTronica, and Executive Secretary Jan Anderson.

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

Others present: Clare Hudon, Shane Sage, Michael Fifield, Nick Nickerson, Karl Meimo, Waylon R. L. Adams, Stephanie Bonin, Rikki Risatti, Bruce Whitney, Franz Reichsman, Jim Levinson, Doug Cox, Adam Grinold, George Harvey, Emily Payton, Kora Skeele, Tara Brown, Marie Proctor, ASL interpreters Janet Dickinson and Karen Todd, and others who did not sign the attendance sheet.

Chair Starr called the meeting to order at 6:15pm. She confirmed that the meeting was properly warned.

***APPROVE MINUTES***

Starr asked the Board to approve the minutes from the August 20 meeting. There was no discussion.

**MOTION BY DAVE SCHOALES TO APPROVE THE MINUTES FROM THE AUGUST 20 MEETING.  
MOTION CARRIED 3-0.**

***CHAIR'S REMARKS***

Chair Starr announced that Martha O'Connor passed away yesterday. She said that the O'Connor family had been dedicated to civic duty and the community for almost fifty years. She mentioned many of the boards, committees and responsibilities that Mrs. O'Connor held, both at the local and State levels. Starr asked for a moment of silence to honor Mrs. O'Connor.

***MANAGER'S COMMENTS***

None.

***SELECTBOARD COMMENTS AND COMMITTEE REPORTS***

None.

***PUBLIC PARTICIPATION***

None.

***WATER AND SEWER COMMISSIONERS***

**MOTION BY ELIZABETH McLOUGHLIN TO CONVENE AS WATER AND SEWER COMMISSIONERS.  
MOTION CARRIED 3-0.**

U.S. Economic Development Administration Grant for Water and Sewer Improvements – Accept and Appropriate. Elwell said that the Board was asked to accept and appropriate a grant in the amount of \$440,000 from the U.S. Economic Development Administration Public Works Grant Program for water and sewer improvements at Exit One Industrial Park, as set forth in the memorandum dated August 21, 2019, from Assistant Town Manager Patrick Moreland. He said that the grant was approximately fifty percent of the cost of the improvements. He said that the contract for the work would come before the

Board at a later time. Schoales inquired about the amount of jobs that were anticipated to be created. There was a brief discussion by the Board.

**MOTION BY ELIZABETH McLOUGHLIN TO ACCEPT AND APPROPRIATE A GRANT IN THE AMOUNT OF \$440,000 FROM THE U.S. ECONOMIC DEVELOPMENT ADMINISTRATION PUBLIC WORKS GRANT PROGRAM FOR WATER AND SEWER IMPROVEMENTS AT EXIT ONE INDUSTRIAL PARK. MOTION CARRIED 3-0.**

Purchase of Parts for Rebuilding Rotary Sludge Press at Wastewater Treatment Plant. Steve Barrett, Director of Public Works, and Dan Tyler, Highway/Utilities Superintendent, were present. Tyler said that the Board was asked to approve the purchase of replacement parts in the amount of \$36,218.80 from Fournier Industries of Thetford Mines, Quebec, to rebuild the Rotary Sludge Press #1 at the Wastewater Treatment Plant, as set forth in his memo dated August 26, 2019. He spoke further about the function of the presses. Barrett spoke about the wear-and-tear on the presses. There was a brief discussion by the Board.

**MOTION BY DAVE SCHOALES TO APPROVE THE PURCHASE OF REPLACEMENT PARTS IN THE AMOUNT OF \$36,218.80 FROM FOURNIER INDUSTRIES TO REBUILD THE ROTARY SLUDGE PRESS #1 AT THE WASTEWATER TREATMENT PLANT. MOTION CARRIED 3-0.**

**MOTION BY ELIZABETH McLOUGHLIN TO ADJOURN AS WATER AND SEWER COMMISSIONERS. MOTION CARRIED 3-0.**

#### **NEW BUSINESS**

Conditional Letter of Map Revision (CLOMR) for Hinsdale Bridge Project. Planning Director Sue Fillion said that the Board was asked to authorize Zoning Administrator Brian Bannon to sign the Overview & Concurrence Form from the U.S. Department of Homeland Security's Federal Emergency Management Agency to facilitate the process of obtaining a Conditional Letter of Map Revision (CLOMR) to advance the "CT River at NH Route 119 Highway Bridge" Project (Hinsdale Bridge), as set forth in her memo dated August 27, 2019. Clare Hudon, from Barrows and Fisher Oil, inquired about the impact on the business' property. There was a brief discussion by the Board.

**MOTION BY ELIZABETH McLOUGHLIN TO AUTHORIZE ZONING ADMINISTRATOR BRIAN BANNON TO SIGN THE OVERVIEW & CONCURRENCE FORM FROM THE U.S. DEPARTMENT OF HOMELAND SECURITY'S FEDERAL EMERGENCY MANAGEMENT AGENCY TO FACILITATE THE PROCESS OF OBTAINING A CONDITIONAL LETTER OF MAP REVISION (CLOMR) TO ADVANCE THE "CT RIVER AT NH ROUTE 119 HIGHWAY BRIDGE" PROJECT. MOTION CARRIED 3-0.**

Brattleboro Community Marketing Initiative – Downtown Brattleboro Alliance and Brattleboro Area Chamber of Commerce. Stephanie Bonin, Executive Director of Downtown Brattleboro Alliance (DBA), and Kora Skeelee, a member of the Marketing Initiative at DBA, were present. Bonin said that Representative Town Meeting (RTM) appropriated the sum of \$42,119 from the Unassigned General Fund Balance for a joint promotion of Brattleboro by the Brattleboro Area Chamber of Commerce (BACC) and the DBA "to be disbursed to those two agencies by the Selectboard upon review and acceptance of a satisfactory plan for the use of the funds and the evaluation of the results." She said that 9 proposals had been received and 3 finalists were interviewed; however, all of the finalists' bids were rejected. She said that a revised Request for Proposals (RFP) was issued that would change the strategy plan to a 1-year plan instead of a 5-year plan and that reports would be required every 2 months rather than every month. Skeelee spoke of the concerns that the agencies had about the finalists' bids. She said that one finalist had recently undergone large structural and operational changes, that the second finalist had questionable graphics, and that the third finalist did not inspire confidence and had a requirement that DBA & BACC provide all of the content for each campaign. There was a brief discussion by the Board.

Bonin said that they would return to the Board after reviewing proposals received in response to the revised RFP.

**NO ACTION TAKEN.**

VCDP Grant for the 5-County Homeownership Program – Application and Public Hearing. Elwell said that the Board was asked to conduct a public hearing and adopt a Resolution authorizing the submission of a consortium grant application in conjunction with Montpelier, Vermont, for a Vermont Community Development Program (VCDP) Scattered Site Grant to support Windham & Windsor Housing Trust (WWHT) programs, as set forth in the memorandum dated August 18, 2019, from Assistant Town Manager Patrick Moreland. Representatives from WWHT - Bruce Whitney, Director of Homeownership, and Tara Brown, Lending Manager – were present. Whitney discussed the new application for funds to provide home repair loans to income eligible homeowners and homeownership counseling and education for first time homeowners. Brown said that the grant was in the amount of \$375,000 and would cover the period of January through December, 2020, and would be a continued partnership with Downstreet Housing and Community Development that would include services in multiple counties. Elwell spoke about the amount of benefits that Brattleboro would receive.

Starr opened the public hearing.

McLoughlin stated that she fully supported the program. She also inquired about the replacement of LED lights, energy efficient shower heads, and other energy and sustainability focuses.

Rikki Risatti inquired about green certified building practices that would be incorporated. Whitney responded that the home repair specialists, who had been trained in energy efficiencies, would work with the homeowners on particular projects. Risatti also asked if funds were allocated to water testing in the home. Whitney said that they recommend to homeowners to have their water tested if there was question about the water quality. Risatti asked about low-income eligibility criteria for water testing and inquired whether renters would be eligible. Risatti spoke about water problems in their apartment. Whitney said that he would provide contact information to Risatti to contact the landlord.

Starr closed the public hearing.

**MOTION DAVE SCHOALES TO ADOPT A RESOLUTION AUTHORIZING SUBMISSION OF A CONSORTIUM GRANT APPLICATION IN CONJUNCTION WITH THE CITY OF MONTPELIER, VERMONT, FOR A VERMONT COMMUNITY DEVELOPMENT PROGRAM SCATTERED SITE GRANT IN THE AMOUNT OF \$375,000. MOTION CARRIED 3-0.**

Compassionate Brattleboro – Report on Community Conversations re: Compassion. Members of the citizen committee Compassionate Brattleboro – Doug Cox, Jim Levenson, and Marie Proctor – were present. McLoughlin read the “Resolution for Compassion in Brattleboro” that was adopted by the Selectboard on May 2, 2017. Cox spoke about work undertaken by the citizens committee since that time and mentioned several community conversations that had taken place. He also mentioned other conversations that would be scheduled for the future to raise awareness of compassion within government, organizations, and businesses. Rikki Risatti inquired about including sanctuary status and offered to volunteer. Nick Nickerson inquired about the definition of compassion. Levinson noted that compassion had different meanings to different individuals. Marie suggested that compassion was “listening without judgment.” There was some discussion by the Board.

**NO ACTION TAKEN.**

FY20 Winter Fuel Oil – Award Bid to Barrows & Fisher Oil. Elwell said that the Board was asked to award a contract for FY20 winter heating oil to Barrows & Fisher Oil, of Brattleboro, Vermont, for 70,000 gallons of No. 2 heating fuel oil at a prepaid price of \$2.05 per gallon. There was a brief discussion by the Board.

**MOTION BY ELIZABETH McLOUGHLIN TO AWARD A CONTRACT FOR FY20 WINTER HEATING OIL TO BARROWS & FISHER OIL, FOR 70,000 GALLONS OF NO. 2 HEATING OIL AT A PREPAID PRICE OF \$2.05 PER GALLON. MOTION CARRIED 3-0.**

U.S. Department of Justice Grant – Ratify Town Manager’s Approval to Apply for a 2019 Justice Assistance Grant. Elwell said that the Board was asked to ratify his decision to approve the Police Department’s application for a \$12,333 Edward J. Byrne Memorial JAG 2019 grant from the U.S. Department of Justice to pay for overtime, equipment, and supplies, as set forth in the memo dated August 26, 2019, from Grants Manager Kim Ellison. There was a brief discussion.

**MOTION BY DAVE SCHOALES TO RATIFY THE TOWN MANAGER’S DECISION TO APPROVE THE POLICE DEPARTMENT’S APPLICATION FOR A \$12,333 EDWARD J. BYRNE MEMORIAL JAG 2019 GRANT FROM THE U.S. DEPARTMENT OF JUSTICE TO PAY FOR OVERTIME, EQUIPMENT, AND SUPPLIES. MOTION CARRIED 3-0.**

Vermont League of Cities and Towns (VLCT) Annual Business Meeting – Appoint Voting Delegate. Elwell said that the annual Town Fair of the Vermont League of Cities and Towns (VLCT) was scheduled on October 2 and 3. He said that various staff members would attend scheduled programs and educational workshops, and that he would also attend the VLCT annual business meeting on the afternoon of October 2. He said that each member town was asked to appoint a town official as a voting delegate and he offered to be appointed as the voting delegate for the Town of Brattleboro. Rikki Risatti nominated himself to be the delegate. Elwell said that he would check with VLCT in the morning to determine if the delegate must be a Town official. He offered that it would be appropriate for a representative of the Town government to be appointed as the Town’s delegate. Risatti asked to “shadow” Elwell to follow and observe him for the day, and Risatti asked that the Town furnish food and lodging for that purpose. Elwell said that the business meeting was likely not a public meeting. There was a brief discussion by the Board.

**MOTION BY ELIZABETH McLOUGHLIN TO APPOINT TOWN MANAGER PETER ELWELL AS THE TOWN OF BRATTLEBORO’S VOTING DELEGATE AT THE VERMONT LEAGUE OF CITIES AND TOWNS’ ANNUAL BUSINESS MEETING ON OCTOBER 2, 2019. MOTION CARRIED 3-0.**

Committee Appointments. Starr said that the Board was asked to appoint members to the Town Arts Committee and the Recreation and Parks Board.

**MOTION BY DAVE SCHOALES TO ACCEPT THE APPLICATIONS OF ROBYN FLATLEY TO SERVE ON THE TOWN ARTS COMMITTEE AND ALLEGRA CARIGNAN TO SERVE ON THE RECREATION AND PARKS BOARD, WITH GRATITUDE. MOTION CARRIED 3-0.**

Schoales noted that a representative from VLCT would be attending the next meeting to discuss limited self-governance and he suggested that the legislative delegation be invited to attend. There was no further business.

**MOTION BY ELIZABETH McLOUGHLIN TO ADJOURN AT 7:38PM. MOTION CARRIED 3-0.**

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Elizabeth McLoughlin, Clerk