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

Staff Present: Town Manager Peter Elwell, Town Attorney Robert Fisher (for executive session), Police Chief Mike Fitzgerald, Police Captain Mark Carignan, and Executive Secretary Jan Anderson.

Media present: Chris Mays representing the Brattleboro Reformer, Kevin O’Connor representing VTDigger, and BCTV staff and volunteers.

Others present: Nick Nickerson, Dale Joy, Muhammad Rashid, Rikki Risatti, Gretchen Hardy, Ronald Schneiderman, Dan Yates, Edie Yates, Whicie Artu, Oscar Heller, Lester Humphreys, Adrienne Ginter, HB Lozito, Alex Fischer, Franz Reichsman, ASL interpreters Elizabeth Fox and Janet Dickinson, and others who did not sign the attendance sheet.

Chair Brandie Starr called the meeting to order at 5:45pm.

MOTION BY BRANDIE STARR TO ENTER INTO EXECUTIVE SESSION TO DISCUSS 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. INVITED INTO THE SESSION WERE THE TOWN MANAGER AND TOWN ATTORNEY. MOTION CARRIED 3-0.

Chair Starr reconvened the meeting at 6:22pm.

APPROVE MINUTES

Starr asked the Board to approve the minutes from the October 15, 2019 meeting. There was no discussion.

MOTION BY ELIZABETH McLoughlin TO APPROVE THE MINUTES FROM THE OCTOBER 15, 2019 MEETING. MOTION CARRIED 3-0.

CHAIR’S REMARKS

Chair Starr noted that only three members of the Board were present at this meeting. She announced that four items on the agenda were being moved to the November 12 meeting. The items that were being moved were: (1) agenda item #9A, Multi-Jurisdictional Opioids Litigation and Ratification of Attorneys’ Retainer Agreement, (2) item #9B, Community Marketing Initiative, (3) item #10A, Downtown Brattleboro Alliance, and (4) item #10C, Proposed FY21 Budget Overview. She invited anyone who wished to speak to any of those items and could not attend the November 12 meeting to send e-mails to Board members.

MANAGER’S COMMENTS

Town Manager Elwell said that the FY21 Proposed Budget was posted on the homepage of the Town’s website and the Board would begin reviewing the budget at the meeting next Tuesday at 6:15pm, and discussions would continue every Tuesday evening through January. He also announced that the second and final leaf pick-up was scheduled on Friday, November 8. He noted that Town offices would be closed on Monday, November 11, in observance of Veterans’ Day, and that recreation programs would be held as usual on Monday with additional hours added to the skating rink schedule. Elwell announced that the Finance Director search that recently took place was unsuccessful and that the
current Finance Director, John O’Connor, had agreed to delay his retirement date and remain Finance Director with reduced hours until another search could take place.

**SELECTBOARD COMMENTS AND COMMITTEE REPORTS**

None.

**PUBLIC PARTICIPATION**

Starr offered that members of the public who came to discuss any of the matters that were moved to the November 12 special meeting were invited to speak.

Dale Joy expressed concerns about racial profiling and suggested that the Town and Police Department take a look at itself.

Oscar Heller, from the Energy Committee, said that the committee was requesting the Selectboard to consider including in the FY21 budget its purchasing carbon offsets to bring the Town’s municipal heating and utility expenses to net zero. He said that the cost would be between $18,000 to $38,000, and that committee members expected to bring a full report to the next Selectboard meeting.

Rikki Risatti spoke to members of the audience and offered seed pods collected from the magnolia tree near Abbiati Monuments as a cause to action to add the tree to the treasured tree list.

Police Chief Fitzgerald reminded pedestrians and bicyclists to wear reflective clothing now that standard time was in effect. He asked that vehicles slow down because visibility was impaired due to the lack of light and frost on car windows. Starr also asked drivers to turn on their headlights sooner.

**LIQUOR COMMISSIONERS**

**MOTION BY DANIEL QUIPP TO CONVENE AS LIQUOR COMMISSIONERS. MOTION CARRIED 3-0.**

Second Class Liquor License – *S&M Venture LLC, d/b/a A Stop Food Mart*. Elwell said that the Board was asked to approve a Second Class Liquor License for S&M Venture LLC, d/b/a A Stop Food Mart, located at 707 Putney Road (formerly Sandri Sunoco). Muhammad Rashid, owner of the business, spoke about his plans to open the store. There was no discussion by the Board.

**MOTION BY DANIEL QUIPP TO APPROVE A SECOND CLASS LIQUOR LICENSE FOR S&M VENTURE LLC, D/B/A A STOP FOOD MART, LOCATED AT 707 PUTNEY ROAD. MOTION CARRIED 3-0.**

First and Seasonal Third Class Liquor Licenses – *Hardy Foard Catering, LLC, d/b/a The Porch, Too*. Starr said that the Board was asked to approve a First Class Liquor License and Seasonal Third Class Liquor License for Hardy Foard Catering LLC, d/b/a The Porch Too, located at 648 Putney Road. Gretchen Hardy (Co-Owner of the business) and Adrienne Ginter (Events Coordinator) said that the license would allow the catering portion of the business to expand and provide catering of food and alcohol. There was a brief discussion by the Board.

**MOTION BY ELIZABETH McLOUGHLIN TO APPROVE A FIRST CLASS LIQUOR LICENSE AND SEASONAL THIRD CLASS LIQUOR LICENSE FOR HARDY FOARD CATERING LLC, D/B/A THE PORCH TOO, LOCATED AT 648 PUTNEY ROAD. MOTION CARRIED 3-0.**

**MOTION BY ELIZABETH McLOUGHLIN TO ADJOURN AS LIQUOR COMMISSIONERS. MOTION CARRIED 3-0.**
**UNFINISHED BUSINESS**

Authorization for Town to Join in Multi-Jurisdictional Opioids Litigation and Ratification of Attorneys’ Retainer Agreement. This matter was moved to the November 12, 2019 meeting. No discussions took place.

**NO ACTION TAKEN.**

Brattleboro Community Marketing Initiative – Downtown Brattleboro Alliance and Brattleboro Area Chamber of Commerce. This matter was moved to the November 12, 2019 meeting. No discussions took place.

**NO ACTION TAKEN.**

**NEW BUSINESS**

Downtown Brattleboro Alliance (DBA) – Annual Work Plan, Budget, and Town Meeting Article. This matter was moved to the November 12, 2019 meeting. No discussions took place.

**NO ACTION TAKEN.**

Ordinance Amendments – Appendix C (Regulations Governing the Control of Traffic), Green Street, First Reading

(a) Article II (Parking), Sections 16-100 (No Parking Areas) and 16-101 (Limited Parking Areas)
(b) Article XI (One-Way Street), Section 16-71 (One-Way Streets)

Elwell said that the Board was asked to hold a first reading on proposed amendments to Appendix C of the Brattleboro Code of Ordinances. He said that multiple members of the public previously expressed concerns about the speed of traffic and parking-related issues near the Green Street School. He said that the situation on the street was reviewed by Fire Chief Mike Bucossi, Police Chief Mike Fitzgerald, Public Works Director Steve Barrett, and School Principal Mark Speno, and then was discussed by the Traffic Safety Committee. Elwell said that the Committee unanimously approved the proposed amendments. He said that a second reading and public hearing would take place at the November 19 Selectboard meeting. There was a brief discussion by the Board.

**NO ACTION TAKEN.**

FY21 Proposed Budget

(i) Town Manager’s Overview
(ii) Confirm Schedule of Meetings

This matter was moved to the November 12, 2019 meeting. No discussions took place.

**NO ACTION TAKEN.**

Upfit of Police Vehicles – Bid Award. Police Chief Fitzgerald and Captain Carignan were present to discuss this matter. Fitzgerald said that the Board was asked to award a bid in the total amount of $35,577.23 to SWNH (Southwestern New Hampshire Fire Mutual Aid Systems), of Keene, New Hampshire, for the equipment up-fit of two police cruisers. He spoke of the two-step process to purchase and up-fit the vehicles, as set forth in his memo dated October 22, 2019. He also said that one of the old vehicles would be transferred to the Fire Department for its use. A member from the audience asked where the excess funds budgeted for the item would be utilized. Elwell responded that it would remain in the capital fund. There was a brief discussion by the Board.
MOTION BY DANIEL QUIPP TO AWARD A BID IN THE TOTAL AMOUNT OF $35,577.23 TO SWNH (SOUTHWESTERN NEW HAMPSHIRE FIRE MUTUAL AID SYSTEMS) FOR THE UP-FIT OF TWO POLICE CRUISERS. MOTION CARRIED 3-0.

Committee Appointments. Starr said that the Board was asked to make appointments to two committees.

ELIZABETH McLOUGHLIN NOMINATED JESSE WAGNER TO THE CONSERVATION COMMISSION. NOMINATION CARRIED 3-0.

ELIZABETH McLOUGHLIN NOMINATED GARY STROUD TO THE DESIGN REVIEW COMMITTEE AS AN ALTERNATE. NOMINATION CARRIED 3-0.

There was no further business.

MOTION BY ELIZABETH McLOUGHLIN TO ADJOURN AT 6:58PM. MOTION CARRIED 3-0.

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Elizabeth McLoughlin, Clerk