

**Brandon Select Board Meeting  
April 1, 2013**

**NOTE: These are unapproved minutes, subject to amendment and/or approval at the subsequent Board meeting.**

**In Attendance:** Richard Baker, Blaine Cliver, Ethan Swift, Dave Atherton, Devon Fuller

**Also in Attendance:** Chris Brickell, Wayne Rausenberger, Kathleen Rausenberger, Lee Kahrs, Allan Leavitt, Phyllis Reed, Gary Meffe, Maria Ammatuna, Charles Jakiela, Dick Kirby, Charlie Rivers, George Wetmore, Ann Marie Roth, Tecari Shuman, Salvatore Ammatuna, Lucia Suarez

**1. Call to order**

The meeting was called to order by Board Chair, Devon Fuller, at 7:00PM.

*a) Agenda Adoption – Motion* by Richard Baker/Dave Atherton to adopt the agenda as presented. **The motion passed unanimously – 4 to zero.**

**2. Discuss Interim Town Manager**

Devon Fuller reported the candidate that was going to be discussed has decided to decline the position. The search is continuing and Abby Friedman of VLCT will also continue the search. Mr. Fuller stated the computer company the Town works with has provided a resume for review. Ms. Friedman advised that South Burlington will be making their decision in a couple of days that may free up some candidates.

**3. Discuss Permanent Town Manager Search**

Devon Fuller advised Abby Friedman of VLCT is requesting information from the Town with regard to a point person from the Board, a job description, whether it is the intent of the Board to keep the Town Manager search confidential and if the search process will include other staff members or members of the public. Mr. Fuller reported the Town does not have a document, other than the VSA 24 statutory requirements. Mr. Fuller has drafted a job description from the VLCT job description that had been provided. Mr. Fuller requested the Board review the draft and provide comments; after which he will finalize the job description and provide the document to VLCT. The draft provided is more specific than VSA 24. It was a consensus of the Board for the Board Chair to be the contact person to VLCT. It was felt that the search should be open and Abby Friedman stated it will likely take 8 weeks for the search. Ethan Swift confirmed the Board will not share the pool of candidates until they have selected the top 5 to 10 candidates. Mr. Fuller will clarify this item with Mr. Friedman. Mr. Swift stated it would be beneficial to have a member of the staff and a member of the public on the search committee. Richard Baker stated it has been done both ways in the past. Ethan Swift stated in the past, when he participated on selection committees, they had included a couple of members of the public and the Board, keeping the committee to a manageable number. Blaine Cliver stated once the candidates are narrowed, it needs to be determined the number of candidates to interview. Mr. Baker stated the Board needs to be involved in the job description and during all interviews. Mr. Fuller noted since the VLCT has a good

description of a Town Manager's position, he felt the Select Board could determine what the job description would be. Mr. Baker noted the job description will determine the criteria for rating the applicants during the interview process. Mr. Fuller stated the VLCT could review all candidates, rating them and provide their recommendations for interviews to the Select Board. Mr. Fuller suggested using a committee of staff, citizens and the Select Board for the interview process. The individuals involved in each interview will be dependent upon people's schedules. Ethan Swift stated it would be advantageous for VLCT to rate them and provide a refined pool of applicants for the selection committee to interview. Mr. Fuller noted the VLCT will provide all of the applicants and will rate them accordingly. Mr. Swift does not feel that the selection committee should go through the entire applicant pool and it was suggested to provide the selection committee with the top 20 applicants or less. Richard Baker stated the five Select Board members are responsible for selecting the Town Manager, but the selection committee could include individuals from the public and staff. Richard Baker suggested soliciting for letters of interest from community members and staff to be on the selection committee. Mr. Fuller recapped that the Board will review the draft job description and provide comments to Mr. Fuller by the end of the week to provide to VLCT. Letters of interest can be mailed to Town of Brandon, 49 Center Street, or email to Elaine Smith at [esmith@sover.net](mailto:esmith@sover.net). Richard Baker questioned if the Board should appoint Chief Brickell as the Interim Town Manager. Mr. Fuller stated according to VLCT, one can either be an Interim Town Manager or Acting Town Manager.

**Motion** by Blaine Cliver/Richard Baker to appoint Police Chief Brickell as the Interim Town Manager, until another Interim Town Manager is hired.

Chris Brickell advised there is inter-departmental training that he is supposed to be attending next week. There is payroll and other documents that will require signing in the near term-future and he will require the Board's input. Devon Fuller stated the Board wants to find an Interim Town Manager as soon as possible and they do not want to burden the Police Chief for a long time. It is hoped once South Burlington's Town Manager is selected, there will be more individuals interested in the position. Chief Brickell questioned whether there has been anyone expressing interest and Mr. Fuller advised the only two were those previous discussed. Mr. Swift noted the Interim Town Manager could be in that position for a while as it is worthwhile to due diligence in finding the right candidate for Town Manager. Mr. Fuller wants Chief Brickell to feel comfortable with doing this job and he does understand that Chief Brickell is to concentrate on the police business. Chief Brickell is fielding calls that should not be fielded by him and he realizes that contracts need to be moved forward, but in order to move them forward; he realizes there needs to be someone to sign the contracts.

**The motion passed unanimously – 4 to zero.**

#### **4. Discuss Town Projects**

Devon Fuller stated that the comments provided by Blaine Cliver and Max Ferro sounded reasonable. Mr. Fuller entertained a motion to approve the contract for Carl Childs for the structural design of the Town Office.

**Motion** by Richard Baker/Blaine Cliver to approve a contract for Carl Childs, PE for an amount not to exceed \$3,000.00. **The motion passed unanimously – 4 to zero.**

Mr. Fuller stated the next project requiring action is related to the Segment 8 waterline project.

**Motion** by Blaine Cliver/Ethan Swift to approve the contract for Aldrich and Elliott for an amount not to exceed \$87,600.00 for the Segment 8 waterline. **The motion passed unanimously – 4 to zero.**

The Segment 6 appraisal from O'Brien and Kaffenberger will be included on the agenda for next Monday night's meeting.

Devon Fuller stated as far as the right-of-way for the water line, the Board is waiting for VTrans to get back to them. Chief Brickell stated he has not received an answer back from Jenny at VTrans. Devon Fuller requested the entire Board be copied on all emails.

Devon Fuller reported that he has talked to Jim Carroll concerning Ray Counter assisting the Town with the waterline project and Mr. Carroll has advised this should not be a problem. There needs to be verbiage developed for individuals who will be agents for the Town on the projects, including Mr. Counter and members of the Select Board who are working on the other projects. Richard Baker stated there should be a Memorandum of Agreement (MOA) developed between the Fire District and the Town that would spell out the duties of the parties. A draft MOA will be developed to allow Mr. Counter to assist in helping move the water line project forward.

Blaine Cliver stated the Town has received copies of the historic resource report and a copy of the H & H Study. It should be clarified this is the Town Office, not the Town Hall, and the documents should be posted on the website. Ethan Swift reported this has been sent to VTrans and he proposes holding a meeting between VHB, VTrans and the Select Board in the near future to discuss the recommendations put forth in the H & H study. He stated there is a significant overflow structure being recommended. It would also be helpful to have a representative from CLD present; however, it is felt that it is important to have a discussion with VHB and VTrans. Mr. Swift did not have a lot of questions about the report. It was received electronically and interested parties could request this document. Richard Baker asked if the bridge will be resized. Blaine Cliver noted that this is a historic bridge. Mr. Swift stated there will be some estimates of construction costs that will be forthcoming from VHB.

## **5. Review Select Board Matrix**

A suggestion was made to have an organizational meeting to assign the Board members to the various Town projects. A matrix would be helpful to the Interim Town Manager once one has been chosen. Ethan Swift will update the information on the most current version of the matrix and will distribute it to the Board members.

## **6. Old/Other Business**

There was no discussion held.

## **7. Possible Executive Session**

There was no Executive Session held.

## **8. Adjournment**

**Motion** by Blaine Cliver/Richard Baker to adjourn the Select Board meeting at 7:56 PM. **The motion passed unanimously - 4 to zero.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary