

**Brandon Select Board Meeting  
April 22, 2013**

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

**In Attendance:** Ethan Swift, Dave Atherton, Devon Fuller

**Also in Attendance:** Chris Brickell, Wayne Rausenberger, Kathleen Rausenberger, Allan Leavitt, George Reilly, Richard Kirby, Anna Scheck, Bernie Carr, Jeff Stewart, Nancy Meffe, Gary Meffe, Tecari Shuman, Lee Kahrs, Salvatore Ammatuna, Maria Ammatuna, Carol Fjeld, Roman Wdowiak, Jim Leary, Helyn Anderson, Phyllis Reed, Andrew Cliver, Frank Spezzano, Etta Spezzano, Judy Bunde, Charlie Rivers, Seth Hopkins, Steve Beck, Jenny Beck, Ken Torrey

**1. Call to Order**

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

*a) Agenda Adoption – Motion* by Ethan Swift/Dave Atherton to adopt the agenda with the addition of Item 1b – Interim Town Manager. **The motion passed unanimously – 3 to zero.**

**b) Interim Town Manager**

Devon Fuller reported the Select Board met last Friday and hired Richard Baker as the Interim Town Manager. The Select Board wished to thank Chief Brickell for the time he served as Interim Town Manager. The Board felt it was important for Chief Brickell to get back to his job as Police Chief. The Board previous discussed the idea of one of the Select Board members stepping down from the Board to serve in this capacity. Mr. Fuller noted there are not a lot of people in the State to fill this position and the individuals contacted did not work out. Mr. Baker is more than capable of doing this job, as he knows the Town and the projects. After being on the Select Board for more than a decade, the Board would like to thank Mr. Baker for being willing to step down from the Board to do this job. The Board has an opportunity to work together with the Interim Town Manager to make the Town a better place for everyone. Mr. Fuller stated there is a need to replace Mr. Baker on the Select Board until March 2014. He encouraged members of the public to send letters of intent to the Town Office. The Select Board will fill the position by the end of May.

**2. Consent Agenda**

*a) Approval of Minutes – April 1, 2013 - Select Board*

**Motion** by Ethan Swift/Dave Atherton to approve the Select Board minutes of April 1, 2013. **The motion passed unanimously – 3 to zero.**

Wayne Rausenberger stated in Item 3: Permanent Town Manager Search, a correction to the sentence: Mr. Fuller stated one can only be an Interim Town Manager or an Acting Town Manager.

***b) Approval of Minutes – April 8, 2013 - Select Board***

**Motion** by Ethan Swift/Dave Atherton to approve the Select Board minutes of April 8, 2013 with the removal of Blaine Cliver’s name from the Board Members Present. **The motion passed unanimously – 3 to zero.**

Wayne Rausenberger noted under the Citizen’s Public Forum section the following sentence should be added after the comment that the anticipated insurance funds will cover the ground floor repairs of the Town Office; Mr. Baker stated unless the bids come in higher. Mr. Rausenberger stated he does not want to see a repeat of the police department project. Devon Fuller stated the additional statement could be added if an additional statement was also included that the plans can be modified. Ethan Swift felt the minutes captured the nature of the discussion and not every minute detail is required in the minutes. It was the consensus of the Board to approve the minutes as written, with the removal of Blaine Cliver’s name.

***c) Review for Signatures Proposed Contract of O’Brien & Kaffenberger***

Richard Baker stated there appears to be no fee schedule on any of the copies and he is not sure why this information is not included. Mr. Baker noted this information was not noted in the original document. Mr. Fuller suggested tabling this item until a fee schedule or a not-to-exceed amount is included in the contract. Mr. Baker noted it is not vital for this contract to be approved this evening.

**Motion** by Ethan Swift/Dave Atherton to table the approval of the contract for O’Brien & Kaffenberger for the Segment 6 project. **The motion passed unanimously – 3 to zero.**

The Select Board requested Mr. Baker obtain a fee schedule from O’Brien & Kaffenberger.

***d) Approve Town Manager Job Description***

**Motion** by Ethan Swift/Dave Atherton to approve the Town Manager job description.

Devon Fuller stated once the Town Manager job description is approved it will go into the personnel policy that is being developed. Mr. Fuller stated the Town Manager’s job is pursuant to Title 24 and this document expands on that title. Anyone who reads the personnel policy will understand the specific duties of the Town Manager and what is expected of that person. Dave Atherton stated there should be something more detailed in the job description on personnel. Mr. Fuller advised most of the job descriptions are covered under the union contract; however, part-time personnel do not have job descriptions. Efforts will be made to have job descriptions for all town personnel. Ethan

Swift stated there had been discussion of having more details in a personnel policy. Mr. Fuller stated the document provided is a start to that process and the Board can choose to add to the document. The Board decided to edit the job description for discussion at a subsequent meeting.

**Motion** by Ethan Swift/Dave Atherton to table the approval of the Town Manager job description to the May meeting. **The motion passed unanimously – 3 to zero.**

Mr. Atherton will make edits to the job description for review and approval at a subsequent meeting.

### **3. Fiscal**

#### ***a) Warrant – April 22, 2013 – \$31,449.28***

**Motion** by Ethan Swift/Dave Atherton to approve the warrant of April 22, 2013 in the amount of \$31,449.28. **The motion passed unanimously – 3 to zero.**

#### ***b) Warrant – May 15, 2013 – US Bank NA – Multiple Bond Payments - \$60,573.88***

**Motion** by Ethan Swift/Dave Atherton to approve the warrant of May 1, 2013 in the amount of \$60,573.88 to the US Bank NA for the Town's multiple bond payments. **The motion passed unanimously – 3 to zero.**

Mr. Baker stated this is mostly for the Wastewater Treatment Plant and the large amount is the interest payment on the bond.

#### ***c) Consider P.O. 51657 to HP Fairfield for Roadside Mower Rental - \$5,200.00***

**Motion** by Ethan Swift/Dave Atherton to approve P. O. 51657 to HP Fairfield for the rental of a roadside mower for an amount not to exceed \$5,200.00. **The motion passed unanimously – 3 to zero.**

Ethan Swift stated \$7,500.00 had been budgeted for roadside mowing and he asked if there is an expectation that additional contract mowing will be required. Richard Baker stated historically it has required additional services; however, there has been no additional services needed the last couple of years. Mr. Swift stated there is \$2,300.00 remaining; however, he is not sure that will be an adequate amount. Mr. Swift suggested proceeding with this plan and suggested asking Mr. Sanderson what the needs will be later in the season to determine how to address those needs.

#### ***d) Consider P.O. 51691 to Chemical Solutions for Calcium Chloride - \$8,673.28***

**Motion** by Ethan Swift/Dave Atherton to approve P. O. 51691 to Chemical Solutions for calcium chloride for an amount not to exceed \$8,673.28. **The motion passed unanimously – 3 to zero.**

Ethan Swift stated there was \$10,000.00 budgeted and this falls within the budget. Mr. Swift questioned whether the Department has had to purchase additional calcium chloride later in the year. Devon Fuller stated Mr. Sanderson obtained five different bids and did a good job of obtaining the best price.

#### *e) Transfer Station Scales*

Mr. Baker presented a \$160.00 warrant for the State of Vermont for the scales at the Transfer Station. Mr. Baker advised the payment is due by April 30<sup>th</sup>, or the town would be fined. A check was prepared and is presented as a separate warrant.

**Motion** by Ethan Swift/Dave Atherton to approve the warrant for \$160.00 to the State of Vermont for the scales at the transfer station. **The motion passed unanimously – 3 to zero.**

#### **4. Schedule Reports from Committees and Officials**

There was no discussion held.

#### **5. Interim Town Manager's Report**

Richard Baker reported the Churchill Road bridge has been replanked and there will be a strategy developed to access it from the road level to the bridge, with signs posted for people to park on Route 73. With regard to the Town Office renovation, the Town was awarded a \$750.00 energy grant from Neighborworks of Western Vermont. Mr. Baker thanked Chief Brickell for assisting in removal of the flashing that was blown off; noting it now shows how bad the shingles were. Carl Childs was awarded a contract for engineering the bearing beam and Max Ferro has incorporated this in the bid document. This Friday at 11:30AM, Mr. Baker will be meeting with the Design committee and it is hoped to have the RFP out by Friday. A site visit will be scheduled and bids will be due by May 20<sup>th</sup>. On April 17<sup>th</sup>, Mr. Baker met with Tom Whittaker, Tina Wiles and Ray Counter regarding the water line. Mr. Baker reported two of the four properties have been approved and he has had discussion with the remaining two properties and it is hoped that they will be sent to VTrans in the morning. Mr. Baker stated that Mr. Sanderson had previously advised that grants have been awarded for up to \$175,000.00 for Union Street, as well as a grant for the culvert work on Union Street. The grants would have a two-year period of performance which would extend to June 2015 and the Town would have to come up with \$140,000.00 to \$150,000.00 before that time. Mr. Baker reported the Town and property owner of 114 Wheeler Road have signed an agreement for purchase of this property, which locks the seller and the buyer to a stipulated purchase price and sets the stage for all of the closing documents to be set up. Mr. Baker and Mr. Fuller have worked on building a list of current projects. Mr. Baker requested Mr. Swift also provide the matrix he had developed. Dave Atherton questioned whether some of the rock and dirt on Newton Road could be used for the Churchill Bridge project. It was not thought that this would be a problem. Mr. Baker reported Mr. Sanderson is working on the rock pile project and advised that he has talked with the contractor who will be starting to remove the rock pile next week. Mr. Fuller noted that barriers also need to be installed on the Churchill Bridge to deter motorized vehicles. Ethan Swift stated the project matrix is a good idea to keep the Board and Town informed and will be a document

to share with everyone in Town. This will provide information on what is going on with the projects and their critical timelines. Devon Fuller stated the Neighborworks award is a result of a competition regarding energy audits. He noted there is also a \$10,000.00 award still outstanding and encouraged the public to contact Neighborworks with regard to participating in an energy audit to help the Town in potentially achieving the larger award.

## **8. Public Works Report**

### ***a) Consider Transportation Alternatives Grant***

Richard Baker stated this is the \$35,000.00 Transportation Alternatives grant that originally had a 20% match when applied for, however, there has been a change in the Town's match to 50%. If the Town wishes to continue with this grant, the Select Board would need to approve the match change. Dave Atherton questioned if there was a reason behind the change. Mr. Baker stated it is likely to spread the limited resources to more projects. Mr. Baker stated the Town has been awarded this grant, based on agreeing to pay 50% of the project. Mr. Atherton stated the increase is unfortunate and he felt the \$17,500.00 should be used for the Town Office renovation. It was the consensus of the board to hold off on the grant. Ethan Swift stated perhaps the Board can solicit feedback from residents during the budget meeting. The Select Board requested Mr. Baker prepare a flyer for the budget meeting to include information on this grant. Mr. Swift stated there have also been discussions about the maintenance and replacement of existing sidewalks and this could also be an opportunity for people to weigh in on these items. The Town has 30 days from April 5<sup>th</sup> to respond to the State regarding this grant.

## **9. Citizen's Public Forum**

Ken Torrey questioned where the parking would be for the Churchill Bridge. Mr. Fuller advised there is a turn out on Route 73 that will be used, as the bridge is a footbridge. Roman Wdowiak, Brandon Fire Chief, wanted to bring to the Board's attention his concern of the fire dispatch situation. He noted the Fire District needs to get back into its dispatch room, as it presents problems for people in the field. The Fire Station also serves as an emergency management center and it is hoped the Town Offices can be relocated in the near future to free up the space, as the space has been occupied since Irene. Mr. Fuller questioned if the communication space could be shared and Mr. Wdowiak expressed concern about the security of the the town records. Mr. Wdowiak will work with the Town regarding the sharing of the space, but wanted to advise that the space is needed by the Fire District and he hopes that things can be moved along as quickly as possible.

Gary Meffe advised the State Health Department will be doing an EEE survey in Brandon, Sudbury and Whiting. Tomorrow the survey will be held at the Brandon Senior Center from 10AM to 7PM.

Debbie Boyce was present to discuss Neshobe School's participation in the state's Safe Routes to Schools program. There will be a study that will review the roads and sidewalks in the area. There will be a meeting next Monday, April 29<sup>th</sup>, at 8:30AM and the public is welcome to attend. Through this initiative, the school will be eligible for grants. Ms. Boyce stated there had been a

study completed several years ago that Ms. Wiles was able to locate. This report will be utilized in the discussions. In connection with this program, the school will hold its first annual "Walk to School" event on May 1<sup>st</sup>. The busses will be dropping all students at the Senior Center at 7:35AM to walk the rest of the way to school. Citizens are invited to join the students in the walk. There will also be a Safety Day held that will include participation by the Fire and Police Departments and the Rescue Squad. The Neshobe PTO will be paying for the helmets to be given away on Safety Day. Helyn Anderson stated there was a traditional event for children to bike from the park in Brandon and she asked if they would be considering this event. Ms. Boyce stated this is something that is being discussed. Ms. Boyce also advised the EEE clinic will be held tomorrow. There will also be clinics held in Sudbury and Whiting and those dates will be posted at voting day if people are unable to make tomorrow's clinic. Dave Atherton asked if there could be a walking group from Forrestbrook to North Street. Ms. Boyce stated this could be a topic for discussion at the meeting. Ms. Boyce stated the next couple of weeks are National Move Weeks.

Helyn Anderson questioned where people can view the plans for the sewer project. Devon Fuller reported the plans are in the Town Office. Mr. Baker has also briefed all businesses and the Chamber of Commerce regarding the project. Mr. Fuller noted Janet Mondlak is a good resource to discuss this subject. Ethan Swift clarified this is a water main project, not a sewer project. Bernie Carr questioned if the waterline in Green Park will be done during this project. Richard Baker stated there are a 10 inch and an 8 inch water main. The 8 inch line has a shut off line and there is no water flowing through the 8 inch line. Once the larger line is installed, both of these lines will be terminated. Bernie Carr stated the Chamber had discussion of getting into the park to work on it and questioned if it would be affected by the project. Richard Baker and Devon Fuller would like to open up part of the park, at least to the falls, but they will continue to review this. Helyn Anderson asked when the Town Offices will be open. Devon Fuller stated the Office will be open by the fall of 2013. Charlie Rivers questioned whether individuals who live in Sudbury can donate to the EEE location in Brandon. Gary Meffe stated the blood can be drawn at any location and it will require a document to be filled out that will identify where the people are living. Phyllis Reed asked who the moderator will be at the budget meeting and it was noted that Bernie Carr has agreed to be the moderator. Frank Spezzano asked about Green-Up Day. Jim Leary stated it is always the first Saturday in May and there will be details in The Reporter next week. Wayne Rausenberger is glad to hear the Town will have a flow chart for town projects and hoped the Poirier property is on the list. Mr. Rausenberger also asked if Briggs Lane will be part of Segment 6. Mr. Baker stated this is noted on the flow chart and Briggs Lane is one of the FEMA projects. It was noted that the sewer line is compromised in Kennedy Park and is part of the six FEMA projects to be worked on. The stairs in Kennedy Park is a separate item. Richard Baker stated he does not see a reason why the stairs cannot be worked on and this will be on track. Devon Fuller stated there has not been anything received from CLD and the Board is concerned with the waterline project. Mr. Fuller stated that some of the items will be moved forward more quickly and all are on the flow chart. Mr. Baker reported two of the rights-of-ways have been approved and two are done, but not approved yet. Wayne Rausenberger asked if someone from VTrans could be invited to a meeting to provide an explanation why they have not received an answer from them. Mr. Rausenberger also questioned at what point will there be a public discussion regarding Bridge 114 now that the H & H study has been done. There will be a discussion in May and VHB is seeking a date for the meeting for all who have a direct role in the

project to discuss the H & H study. Judy Bunde stated since the legislature is still in session, she suggested requesting the legislators talk with VTrans on behalf of the Town. Devon Fuller stated this item is at the top of the list. Mary Austin questioned the date for the budget meeting and Mr. Fuller advised the budget meeting is scheduled for April 29<sup>th</sup> at 7PM at the Neshobe Elementary School. Maria Ammatuna questioned when the road grading will begin. It was reported the road grading has already begun. Allan Leavitt stated the church clock chimes are off by an hour. Mr. Baker will look into this item.

## **10. Old/Other Business**

Ethan Swift asked if the changes to the deeds have been properly recorded for the Churchill Road survey. Richard Baker stated the survey has been recorded. There was an email from Jim Carroll regarding an audio tape, but this has not been done, however, the town has 60 days to complete this. Dave Atherton asked if there is something in the land records. Mr. Baker stated the information is sufficient.

Devon Fuller encouraged the public to attend the informational meeting on the town budget revote on April 29<sup>th</sup> at 7PM at the Neshobe School. The revote will take place on April 30<sup>th</sup> from 7AM to 7PM at Neshobe School. Mr. Baker advised anyone who would like to vote ahead of time can do so at the Town Office. Ethan Swift thanked the people who have been vocal about the town process and for getting more information to the public on what the increase represents. Bernie Carr also thanked Mr. Baker for stepping up to take the Interim Town Manager position and for the Board's willingness to work together to keep the Town moving forward.

## **11. Possible Executive Session**

## **12. Adjournment**

**Motion** by Ethan Swift/Dave Atherton to adjourn the Select Board meeting at 8:11PM. **The motion passed unanimously - 3 to zero.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary