

Brandon Select Board Meeting
May 28, 2013

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

In Attendance: Ethan Swift, Devon Fuller, Blaine Cliver, Maria Ammatuna

Also in Attendance: Richard Baker, Chris Brickell, Brian Sanderson, Wayne Rausenberger, Kathleen Rausenberger, Anne Bransfield, Anna Scheck, Jeff Stewart, Linda Stewart, Bill Moore, Brian Fillioe, Delores Furnari, Lynn DuMoulin, Bill Orth, Marty Feldman, Harriet Lea, Richard Kirby, Janet Mondlak, Phyllis Reed, Bernie Carr, Charles Jakiela, Joel Mondlak, George Reilly, June Kelly, Cindy Bell, David Howell, Chris Powers, Steve Beck, Irene White

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/Maria Ammatuna to adopt the agenda as amended. **The motion passed unanimously – 3 to zero.**

Maria Ammatuna stated going forward; there will be an additional agenda item added that will be called “Communication” and the “Town Infrastructure” agenda item that had been dropped will be added back. For this evening, an agenda item to discuss would be the “Budget” that will be added following Public Works.

2. Consent Agenda

a) Approval of Minutes – May 13, 2013 - Select Board

Motion by Ethan Swift/Blaine Cliver to approve the Select Board minutes of May 13, 2013 with a correction to Brian Rhodes name on Page 3. **The motion passed – 3 to zero. Maria Ammatuna abstained from voting.**

b) Approval of Minutes – May 20, 2013 - Select Board

Motion by Blaine Cliver/Ethan Swift to approve the Select Board minutes of May 20, 2013. **The motion passed – 3 to zero. Maria Ammatuna abstained from voting.**

3. Fiscal

a) Warrant – May 28, 2013 – \$1,073,278.53

Motion by Ethan Swift/Blaine Cliver to approve the warrant of May 28, 2013 for an amount not to exceed \$1,073,278.53. **The motion passed unanimously – 4 to zero.**

Maria Ammatuna questioned the invoice for the Brandon Fire District. Richard Baker advised it is the first quarterly payment. Ms. Ammatuna stated there are a lot of independent entries for tax refunds. Richard Baker advised once the town has filed for closing the books, Bill Dick runs a balance on the accounts. There are cases when financial institutions make payments and the property owners also make payments. This is a once a year cleanup the town clerk does. The billings are correct and these are the payments made to match the invoices. Mr. Baker advised there were some deposits back to 2005 and Brian Sanderson provided recommendations on the deposits to refund. There is about \$11,000.00 for refunding deposits for excavation permits, sewer capacity and accesses where the town had not incurred any expenses. If the requirements are met regarding the projects, the deposits are to be refunded back. Mr. Sanderson reviewed these items with Elaine Smith and the jobs were either complete or never started and the refunds are due. Maria Ammatuna questioned whether the CLD consulting engineer charges are the ones that are budgeted. Richard Baker advised the town does not historically budget for those fees, and this is a catch-up of the charges. The VHB bill-backs go back to October and there are 3 projects; the water line, Segment 6 and Bridge 114 with two contractors on each and two sets of invoices for each. The town does the warrants, cuts the check and holds them, signs the transmittal letters and when the state does a transfer, the town releases the checks to the contractors. Ethan Swift questioned the \$22,000.00 line item for ELSAG. Chris Brickell advised this is for the LPR system and is a 100% reimbursement.

4. Schedule Reports from Committees and Officials

. *Planning Commission*

- Consider "Sidewalk Sign and Merchandise Display Ordinance"

Anne Bransfield, as Chair of the Planning Commission, was present to request the Select Board's consideration of the Merchandise Display ordinance to bring it in line with the Sign ordinance that was brought into existence last year. Blaine Cliver questioned whether this would affect the flowers that hang on the awning of the flower shop. Tina Wiles stated the ordinance is for public streets and road way access and is not intended for private property. Anne Bransfield stated thought needs to be given to ADA compliance. Bernie Carr noted his building has an inset entryway, but some do extend into the public walkway when the plants are hung on the overhang. Mr. Cliver also questioned if the Chamber's Sale day would be affected. Ms. Wiles stated the event would still be allowed and the intent is to be more general, as other groups such as the Artist Guild and Boys and Girls Club may want to have events. Ethan Swift asked if the application of this ordinance is straightforward and Ms. Bransfield noted it was crafted as such. Tina Wiles stated there are not any existing violations and it is crafted more in line with the Sign ordinance. Attempts are being made to make it as easy to use and enforce. Linda Stewart stated there are a lot of sandwich board signs and in order to be ADA compliant and pedestrian-friendly, there has to be regulations on where they should be. Maria Ammatuna questioned why the Select Board is not drafting the verbiage since it is a town ordinance. Tina Wiles stated there is a statutory process and anyone can amend an ordinance in place. The Select Board can be petitioned and they can choose to overturn it. There has been a discussion to have a unified ordinance. Ms. Wiles stated this is a stand-alone ordinance because it is on public property and is a Select Board managed ordinance. Maria Ammatuna noted a discrepancy in the VSA # from

22917 on the draft to 22919 on the final. Devon Fuller requested an explanation of the changes from the 1994 version to the 2013 version. He stated it appears very similar and asked why they are changing an ordinance that is working. Tina Wiles advised that Section 47 of the BLUO was redone and had some conditions that needed Select Board approval. This section was not in the previous Sidewalk Sign ordinance and other than that, it is the same. They did include definitions for portable signs. Mr. Fuller asked if businesses are required to remove their portable signs at night under the current ordinance. Tina Wiles noted this is required and is in the new Section 407 and was carried over to the public portion. Mr. Fuller stated the current ordinance states temporary signs will be permitted in the central business district and the new one indicates they will not be permitted. Ms. Wiles advised there are exceptions. She stated because the definitions were strong in the BLUO, the commission is trying to make it clearer. Linda Stewart stated there is much more allowance in the Sign ordinance than in the previous ordinance. David Howell asked for clarification of Section 5, as it indicates there will be an 8-foot passage for pedestrians, however, there is only 6 feet from the edge of the planter box to the building near his business. He stated there is only 3 feet where they could put out two racks or a table. It was noted the ADA compliance is 8 feet and this is not to make it difficult for the merchants, but to attempt to make the sidewalks safe for the pedestrians. Mr. Howell asked if there is an ordinance for riding bicycles on the sidewalks, as he sees bicycles on the sidewalk and is concerned this is a danger to the pedestrians. Mr. Fuller stated there should be consideration for the tables to be allowed near the curb between the planter boxes as there would still be the full width of the passage way for the pedestrians. Janet Mondlak stated there is nothing distinguishing between private and public and there are more restrictions. Ms. Mondlak thinks it is important to distinguish between private and public. Tina Wiles stated this applies to public property in the central business district and is a Select Board ordinance that has to do with the sidewalks. The ordinance has nothing to do with private property. Ms. Mondlak stated assuming that some things are in the public right of way, everything needs to be brought in every evening and that is more restrictive. Tina Wiles stated only the items within the public right of way have to be brought in. Ms. Mondlak noted this makes it more difficult for businesses and she urged the Select Board to consider when making more restrictions. Linda Stewart stated for anyone who is disabled; there is a hazard to leaving the sandwich boards out at night. Ms. Wiles advised this is meant to be consistent with the BLUO, as all other properties in town have to bring in signs. Joel Mondlak asked if there have been any complaints or any accidents. Tina Wiles stated this is a proactive ordinance to become compliant with ADA rules and be more consistent with the BLUO. Mr. Mondlak stated the merchants need to do everything they can to attract business. It was noted that neither Mr. Baker nor Chief Brickell has had any complaints to date. Brian Fillioe noted there is sometimes a sign in the park and asked if this will be permitted with this ordinance. He stated there seems to be a language issue, if sandwich boards are put off-premise. Tina Wiles stated this is defined in Section 6. Bernie Carr is reassured that Tina Wiles has indicated there is no intent to deter business and does not see there is going to be any issues. It was the consensus of the Select Board to table this item to a subsequent meeting for further discussion. Tina Wiles stated the Planning Commission did not expect an action on this issue tonight. A question was raised concerning the right of way and Mr. Baker advised this information is available to the public. Tina Wiles stated the information is available in the Segment 6 documents.

Motion by Blaine Cliver/Maria Ammatuna to table the approval of this ordinance to a subsequent meeting. **The motion passed unanimously – 3 to zero.**

Anne Bransfield stated there has been much research done with form base codes and the Planning Commission would like to work with a consultant. They have a detailed proposal and would like to request the funding to hire that person. It is proposed to use the \$2,000.00 in the current budget and the \$2,000.00 for next year's budget, plus an additional \$2,500.00. Ethan Swift stated there are some municipal planning grants available. Ms. Bransfield advised the grants would not be available to apply until fall, with funding not received until December. The Planning Commission would like to begin the work right now and apply for the municipal planning grant at that time. Linda Stewart stated there is a risk of losing this consultant the longer this is delayed. Ethan Swift stated the Select Board has been tasked with reducing the budget and the budget situation is extremely tight. Anything the Planning Commission can do to supplement that project would be appreciated. Mr. Swift asked if the Regional Planning Commission could assist with this project. Linda Stewart advised the Regional Planning Commission has also indicated that funding is tight. Richard Baker stated the proposal should come from the town manager and he will work with the Regional Planning Commission to see if there could be funding available. Devon Fuller thanked the Planning Commission for their presentation.

5. Interim Town Manager's Report

. *Adopt Governmental Accounting Standard Board (GASB) 54*

Richard Baker advised the town has followed the standards, but the policy has not been adopted, which will formalize the rules that have been followed. Phyllis Reed, as Town Auditor, was provided a copy of the document.

Motion by Maria Ammatuna/ Ethan Swift to adopt the governmental accounting standard board (GASB) 54. **The motion passed unanimously – 3 to zero.**

Richard Baker provided a flow chart on the Town of Brandon Segment 6 water line project that is governed by the federal highway rules. Time has to be built into the project to assure their rules are being followed. The Select Board governs what the town manager does. With this project, CLD, which is a private contractor who reports to the town manager, designed the project. They have been working on this project for 15 years. There was a decision to have a local contract manager, which is VHB. They oversee all contractors and report to town manager. Because this is water project, the Fire District will pay for 5% of the project. Ray Counter, who works for Fire District #1, reports to town manager on this project. The town hired a resident engineer, Aldrich and Elliott, and the missing piece is the prime contractor. It is hoped that the project will go out to bid by June 14th. Mr. Baker distributed a handout and advised once this information is reduced to a standard form; it will be posted on the town website to provide information on the activities related to the projects. The Phase 2 Roadway and Bridge 114 projects will be done next. It is planned to have this information also available to view at the town office. The town has tried to be as transparent as possible and this is an attempt to improve this effort. Devon Fuller asked if the property owner letters have been sent. Mr. Baker advised it is planned to have discussion and negotiations completed with the four property owners by June 7th. Blaine Cliver asked if the flow charts can be provided for the overall activities of the projects. Mr. Baker stated the current plan is to develop the charts of the project activities going

forward. Kathy Rausenberger asked how often the charts will be updated. Mr. Baker advised there is a phone call scheduled every Thursday. He advised there is a three-week timeframe from the time the bids are sent out to the bid opening. The chosen bid will have to be approved by the Select Board and submitted to VTrans for approval. Mr. Baker noted the low bid is usually the winning bid, unless there is very good justification for choosing another bidder. The project will take place this year and the key order will be the pipe that will go in the river that has a five to six week delivery time. It is anticipated the contractor will start in early August and will coordinate with the property owners. The bid documents are ready to be released and the final review has already been done. CLD has to submit the information to VTrans for one last look. Bernie Carr encouraged the Select Board to be sure the contractor has good references and is assured to work well with the community. Richard Baker stated this will be taken into account. Kathy Rausenberger asked if the Fire District has input and Mr. Baker advised the bid opening is public and Mr. Counter will likely be present.

Richard Baker advised there has been an extension of the due date for the modification of the town office building to June 4th. All contactors have viewed the building and he is unsure how many bids there will be. There could be six potential bidders. Blaine Cliver questioned the space between the town office and the Leary building, and the outcome of the March 28th letter. Mr. Baker advised he sent a letter on May 22nd requesting status on the March 28th letter and Mr. Colgan has advised this will be reviewed. Mr. Baker forwarded a letter to Jim Carroll last Thursday regarding the space in question and requested a conclusion and whether there could be an elevator in that space. The Learys are amenable to working with the town. He has received nothing back from Mr. Carroll. Mr. Baker will follow up with Mr. Carroll tomorrow. Devon Fuller asked if there has been any progress of doing work on the Green Park. Ethan Swift stated when he met with Mr. Rhodes; there was a discussion of an area that could be affected by the H & H study and little things that can be done to make the park more usable. This would not require a lot of work, but the biggest concern is the town should not do any work that they are expecting reimbursement from FEMA. He stated having the fence stop at the gazebo wall would not seem to put the town in a compromising position. Tina Wiles stated there already is a project worksheet for Green Park that was approved. There was an extension of the document because of potential scope change due to the H & H study. There is an unfinished agreement with the neighbors and it is not a matter of hearing from FEMA, as they are waiting for the town to decide if it is going to change the project or not. Ms. Wiles stated this is a factor, as some of the work is on private property. Richard Baker asked why the fence could not be rotated and grass planted, recognizing the town will not be reimbursed for that cost. Devon Fuller stated that is what should be done as the summer season is nearing and the park needs to be as presentable as possible, though it will be half the size that it was, recognizing FEMA will not reimburse for that repair. Ethan Swift stated there have been several volunteers who have indicated they will help with this. Brian Sanderson has discussed this project with Mr. Baker and Mr. Fuller. He noted there is a scope of work to be done that would include shoring up the gazebo and there is material that will be required. This could be a hazard to the public and there will be work involved before allowing people in the park. Maria Ammatuna suggested placing a temporary sign in the park advising of the work that is being done, if permissible by the ordinance. Ms. Wiles advised this is a project sign and is permissible. Ms. Wiles advised if fill is being brought in, the town would be in the scope of work. Mr. Swift expressed concern about bringing in material. Brian Sanderson stated there would be significant amount of material to be brought in

to make it accessible for pedestrians. Ms. Wiles advised if temporary repairs are done and FEMA officials review the park and determine it has been repaired, they will not provide funding. Ethan Swift questioned whether it would be possible to open the park up to where the gazebo begins. Ms. Wiles stated there has not been a study of whether this area is solid and it is not known what is underneath. Lyn DuMoulin stated she would love to see the park open, but discretion is the better part of valor to wait until FEMA completes the process. Devon Fuller stated he would like to pursue this project and requested Mr. Baker and Mr. Sanderson research the options and provide the Select Board with recommendations of whether it is possible to do any work without jeopardizing the FEMA funds. Mr. Sanderson realizes the issue with not opening the park, but it is his personal opinion that a maze of fencing would look worse. Tina Wiles reiterated anything that is done temporarily and FEMA considers it permanent, the town's claim will be denied. She noted that other towns have lost significant funding due to this situation. Bernie Carr suggested making it pleasant to the eye and not be allowed access. It was noted the H & H study has complicated the matter, as well as the issues with the adjoining landowners. Mr. Fuller requested Mr. Baker and Mr. Sanderson review the park and bring before the board a suggestion of what can be done. A discussion with the abutting landowners also has to take place.

6. Public Works Report

a. Approve Class 2 Highway Grant (\$175,000) Union Street

With regard to the Wastewater Department, Brian Sanderson has reviewed the capacity permits and has determined that one permit was completed and two permits have not had any work done, therefore refunds were issued. The inactive permits will require reapplication. One completed permit did require the town to do work and this permit received a partial refund. Mr. Sanderson reported the park fountains are functional and he has replaced the flags on Bridge 114 and Central Park. The department is in the process of recording manholes with GPS.

Relative to the Highway Department, Mr. Sanderson has reviewed the highway excavation deposits and refunds are being made. Two permits have expired and will be refunded, with reapplication required for future work. One application will receive a partial refund as town work had been done. The DPW staff attended a traffic control flagger seminar and all staff is certified flaggers. On May 15th, the highway staff attended a municipal equipment show and field day. As a result of a drawing, the town won a sign package that is worth \$1,000.00. The town did not have these signs in stock. The town has reserved a street sweeper and work will commence the week of June 10th. Mr. Sanderson has coordinated with the Fire District for Wilks Paving to do patch paving and that will take place this week and next week. VTrans has approved the two Class 2 grants; one for the Union Street reconstruction with the state funding up to \$175,000.00 for this project and one for the replacement of a 4-foot wide culvert near Union Street with the state funding \$10,800.00 of this \$13,000.00 project. The Union Street project will be a complete reconstruction that will include digging up the existing road, rebasing, installation of a sub-base, a base, gravel, new pavement and culverts. The grant is good until December 2015. Mr. Sanderson will coordinate with Ray Counter to replace the outdated water line and wastewater will install a new main so that all utilities will be done for many years.

A motion was made by Ethan Swift/Maria Ammatuna to approve the Class 2 Highway grant in the amount of \$175,000.00 for the Union Street project. **The motion passed unanimously – 3 to zero.**

Richard Baker noted this grant falls into three fiscal years and it is felt the matching funds can be found.

b. Approve Class 2 Structure Grant (\$10,803.20) Union Street

Motion by Ethan Swift/Maria Ammatuna to approve the Class 2 Structure grant in the amount of \$10,803.20 for the Union Street culvert project. **The motion passed unanimously – 3 to zero.**

Maria Ammatuna questioned the status of crosswalk painting. Mr. Sanderson advised it is planned to have them done prior to the July 4th holiday. The paint will be reflective for headlights. Ethan Swift asked about road grading. Mr. Sanderson advised the department is still in the process of grading roads.

Wayne Rausenberger questioned the status of the Union Street culverts. Mr. Sanderson advised there are three culverts that the tops have collapsed. There is a plan, when manpower is available, to replace them. He will provide advance notice to the public. Mr. Sanderson has researched this issue and he has found there have been several occasions where this type of plastic culvert has failed. Brian Fillioe stated there have in the past been signs for “Pedestrians in Crosswalk” and asked if these signs are available. He stated some of the crosswalks are in dangerous places and feels it would be a good idea to have these signs in those locations. Brian Sanderson advised he has previously used these signs and they have been difficult to maintain. There is no easy way to get people to stop in crosswalks, other than the fact it is a state law. Linda Stewart asked if the contract with Wilks Paving is an annual contract. Brian Sanderson stated there is a line item for patch paving and Wilks has been the cheapest, and since the Fire District is using them, it makes it more cost-effective to use them. Kathy Rausenberger asked if the pavement is going to be raised on Union Street and Brian Sanderson stated he cannot make that type of a change because it is in a wetland. Ms. Rausenberger asked when the culverts are being done on Union Street, how people will get through. Brian Sanderson stated traffic may be rerouted over High Pond across Marshall Phillips Road.

7. Budget Discussion

Richard Baker advised there are two versions of the budget, with one prepared by Mr. Cliver that outlined the entire budget and Mr. Baker’s version that outline the changes as a result of the meeting. Mr. Baker provided an overview of the details of the changes with a grand total of \$2,385,642.00 to be raised by taxes. Devon Fuller advised in addition to the reductions made, there has been an increase in the fuel line.

Mr. Fuller read the following statement: *After working with input from fellow citizens, department heads and going over the budget with an eye for more needed savings, the Select Board has cut a total of \$94,438.00 from the original budget. There were actually \$109,026.00 in reductions, but we found an error and added \$7,000.00 for fuel for the Public Works and*

Police Departments. As a result, the total increase over this year's budget was \$138,592.00, representing a tax increase of 6.09%, which is down from the 10.37% in the original budget. The Brandon Select Board opted to have a full-time Recreation Department at a lower salary than originally budgeted, as well as adding a fourth employee in the Public Works Department. Your Select Board believes that with the cuts that have been made, the Town of Brandon will be well served for Fiscal Year 2014.

Mr. Fuller stated there is an extra \$10,000.00 in additional revenues for the tax sale. There had been an error in the Police Department budget and fuel costs are above what had been budgeted for and this has been increased. Mr. Fuller stated animal control was cut by \$4,000.00 and Public Works has been reduced by \$4,000.00. There is an increase in fuel for \$5,000.00. There have been a couple of engineering lines for bridgework that have been reduced from the past. The Wheeler Road Bridge and Bridge 114 will not need engineering for another year. The sidewalk funds have eliminated and property insurance has been increased. The highway revenues has increased, and building and grounds have been reduced, due to the increase in the public works staff. The Recreation Coordinator's position has been reduced by \$7,000.00. Mr. Fuller stated the vision for the Recreation Coordinator's position is to have a person who will provide activities for all people, not just children. In reviewing this position, it was determined no management position in the Town of Brandon is in the union. Lyn DuMoulin asked if there will be accountability for fees. Mr. Fuller advised that revenues will be shown for all departments, noting that Brandon's Police Department brings in more funds than most departments in the state. Ethan Swift advised the Planning Commission also brings in extra funding. Mr. Fuller stated this is a work in process and the Select Board is trying to do a better job in providing information to the public. This budget increase will be approximately a 1.9% increase in the tax rate as opposed to the original 3.9%. The Select Board is considering June 17th as the next town meeting, with the revote to take place on June 18th. Richard Baker stated this would provide opportunity to place information in the paper. Brian Fillioe stated if the reports continue as they are, the board is asking for more rejections as it is too easy to create bookkeeping tricks. Maria Ammatuna stated she and Blaine Cliver have budgeting experience. There is a format that provides complete line item details and the Select Board is working with a software supplier to minimize the management reports and they would be happy to meet with anyone who would like to sit down and go line by line of the budget, as the details will be available. Anne Bransfield stated she is delighted, as a Brandon citizen, to hear about the reduction and she would like to encourage the Select Board to consider the Planning Commission's request for the additional funds for the form base code subcontractor. Ms. Ammatuna advised there will be a financial review to determine if there is going to be a carry forward or a deficit. Anna Scheck stated she does go through everything and makes suggestions. Phyllis Reed asked if the actual figures were reviewed to date. Ms. Ammatuna reported each line item was reviewed from the draft dated May 6th. In that review, the fuel issue was found and a Police Department error. Ms. Ammatuna advised there are no funds for building repairs and she noted the local vendor that repairs the police cars has held his price for 6 years and the rotation schedule for the police cars is the best that the town has ever had. Brian Fillioe questioned cutting the entire \$35,000 for the sidewalks. Mr. Fuller stated at this point, the culvert budget is not going to be changed and the Select Board would like Mr. Sanderson to provide an inventory of sidewalks and determine which sidewalks will require repairs first for the next budget cycle. Between fiscal 2014 and 2015, it is hoped to have an inventory and have a good solid plan. Tina Wiles stated there is a Safe Routes to School

Program and there could be funds for sidewalks to connect around the Neshobe School. One of the first grant requests will be an engineering study to connect Route 53 to the current sidewalk. Devon Fuller stated depending on grant funding, the priorities will be determined.

Motion Ethan Swift/Blaine Cliver to approve the proposed budget, with an amount of \$2,385,642.00 to be raised by taxes. The budget information meeting will be held on the evening of June 17th and the revote to take place on June 18th. **The motion passed unanimously – 3 to zero.**

8. Citizen's Public Forum

Brian Fillioe questioned what the tax will be on a home worth \$100,000.00, as a comparison to the information provided for the first budget. Devon Fuller advised this data will be available soon and he will email Mr. Fillioe with this information. Richard Baker was pleased with the work Mr. Cliver did on this project and between now and next Wednesday the local paper will have further information on the budget.

Cindy Bell asked if the same attorney that is working on the letter for the park, is it the same attorney who did the letters for the homeowners for Segment 6. It was noted that the attorney had not been contacted regarding Green Park. Ms. Bell was told to expect a letter this year for Segment 6. Tina Wiles stated the attorney has reviewed the easements. Ms. Bell questioned whether Segment 6 is going to start in fiscal year 2015 or calendar year 2015. Devon Fuller stated Segment 6 officially starts with the water project this summer. The town is trying to get more information on the web site to keep people better informed. Richard Baker stated there will be no letter received from an attorney. There will need to be a waiver evaluation from VTrans. Ms. Bell stated supposedly there had been letters sent out in 2006, but she had not owned the property at that time. Wayne Rausenberger stated the flow chart is great. Mr. Rausenberger questioned the status of the Poirier property and the problem on Maple Street. Richard Baker stated the Poirier attorney contacted Keith Arlund and that was the last time the town has heard from Mr. Messier. Mr. Baker will follow up on this issue. With regard to the Maple Street issue, Markowski will repair this, however, it will cost them \$2,500.00 and they have asked the town share in that cost. Mr. Fillioe also suggested the website include information on what the landfill accepts for recycling. Mr. Baker noted the website does require some significant revamping.

9. Old/Other Business

Ethan Swift stated during the H & H study meeting, it had been suggested and Ms. Wiles has been directed to submit a hazard mitigation grant application for the overflow structure. Mr. Swift questioned what other options should be considered as the town needs to make some decisions to be conveyed to VTrans. Richard Baker noted the grant application is due by July 12th. Tina Wiles advised the town could submit everything it has as of the deadline and a supplement could be submitted at a later date. There are two applications to be submitted, one for the overflow structure and one for the removal of the old Tubbs building on Newton Road. Ms. Wiles and Mr. Baker will provide a preliminary presentation to the Select Board at the June 10th meeting. Ms. Wiles stated the grant should contain the alternative that has been identified. Mr. Swift noted the application needs to be explicit. This could derail the timeline of Segment 6 and

it is important to discuss this item at the next Select Board meeting. Ethan Swift questioned the status of the street lights and this item will be discussed at a subsequent meeting. Maria Ammatuna advised she toured the town office building with Mr. Baker and she suggested the Police Chief inventory the remaining equipment in the building to determine what can be released. If it is decided to clean and paint the second floor until a remodel can be done, it will need to be cleared out. With regard to the first floor, she suggested removal of the old air conditioners, cleaning the windows, assuring the lights are turned off and shrubbery around the building could be clipped to improve the appearance of the building. Ms. Ammatuna also suggested once clean-up is completed the office be opened for public viewing for a day. Devon Fuller stated Friday is the deadline for applications for the town manager position. There is a list of individuals from the public who are interested in participating on a hiring committee. Mr. Fuller requested the Board review the names for discussion.

10. Possible Executive Session

There was no executive session held.

11. Adjournment

Motion by Blaine Cliver/Ethan Swift to adjourn the Select Board meeting at 9:45PM. **The motion passed unanimously - 3 to zero.**

Respectfully submitted,

Charlene Bryant
Recording Secretary