

Brandon Select Board Meeting
September 9, 2013

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

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

Also in Attendance: Robin Bennett, Wayne Rausenberger, Kathleen Rausenberger, Bernie Carr, Gary Meffe, Nancy Meffe, Arlyn Bloodworth, Alan Leavitt, Lee Kahrs, Chris Brickell, Lois Furnari, Jeff Stewart, Dan Foley, Seth Hopkins, George Wetmore, Tracy Wyman, Cindy Bell, Charles Jakiela, Dick Kirby, Nancy Jakiela, Lisa Kenyon, Frank Spezzano, Buzz Racine, Judy Bunde, Kevin Thornton, Helyn Anderson, Bill Moore, Joe Ammatuna, Steve Beck

1. Call to order

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

Devon Fuller wished to acknowledge the hard work that Mr. Baker did as the interim town manager, noting it was very gracious of him to step down from the Select Board to take the position. Robin Bennett, the new town manager, started today.

a) Agenda Adoption – Motion by Dave Atherton/Blaine Cliver to adopt the agenda as amended. **The motion passed unanimously – 4 to zero.**

Addition of Item 3b under Fiscal to consider a revision to the previously approved Revolving Loan to Foley Brothers, LLC to an amount totaling \$36,816.61. The loan was approved for \$38,000.00 and the Committee would adjust the loan similar to a construction loan. The adjusted amount is the total that is needed for the equipment, which will be the collateral for the loan.

Motion by Ethan Swift/Blaine Cliver to amend the agenda as noted above. **The motion passed unanimously – 4 to zero.**

The review of Tracy Wyman’s appointment to the Planning Commission will be discussed at the next meeting as the Planning Commission still needs to weigh in on the letter of request.

2. Consent Agenda

a) Approval of Minutes – August 26, 2013 - Select Board

Motion by Ethan Swift/Maria Ammatuna to approve the minutes of the August 26, 2013 Select Board meeting as amended. **The motion passed unanimously – 4 to zero.**

Under Citizen’s Public Forum, Lisa Kenyon questioned Tina Wiles if Ms. Kenyon’s neighbor had paid the \$200.00 in fines and Ms. Wiles had advised that the fines had not been paid yet.

Ethan Swift noted the minutes are not intended to capture every detail of every meeting and are mainly used as an overview for significant motions and are not intended to be an exhaustive iteration of the meeting.

b. Errors and Omissions

Motion by Dave Atherton/Maria Ammatuna to approve the errors and omissions as presented. **The motion passed unanimously – 4 to zero.**

Maria Ammatuna noted that the state payments should be blocked out for confidentiality.

3. Fiscal

a) Warrant – September 9, 2013 - \$50,082.52

Motion by Maria Ammatuna/Blaine Cliver to approve the warrant of September 9, 2013 for an amount not to exceed \$50,082.52. **The motion passed unanimously – 4 to zero.**

Maria Ammatuna questioned whether the warrant for Gus Letourneau is one month of mowing or more and also questioned what the Rutland Recreation Department charge for youth soccer was for. Bill Moore reported the warrant is the participation fee for the Saturday Soccer Club. Mr. Moore noted the cost was less expensive per game than hiring the referees to come to Brandon. There were five teams that participated at \$200.00 per team and participants paid a fee to play. Ethan Swift stated there was discussion of correctly coding the revenues and expenses within each department to have a better accounting of each program.

b. Revolving Loan Fund Adjustment – Foley Brothers, LLC

Motion by Ethan Swift/Blaine Cliver to approve the revision to the Revolving Loan to Foley Brothers, LLC to an amount of \$36,819.68 for the expansion project. **The motion passed unanimously – 4 to zero.**

4. Schedule Reports from Committees and Officials

With regard to the Board of Civil Authority items, two have been moved forward with one in Superior Court and one with the state appraiser and two have been resolved.

5. Town Manager's Report

Robin Bennett spent the morning with the Board Chair and getting acclimated to her new space. Ms. Bennett has contacted VLCT regarding the town office and has spoken to the Emergency Management System regarding the 28 projects to determine if some can be closed out.

6. Public Works Report

Mr. Sanderson had reported the concrete barriers have been reset at the old Brandon House of Pizza and the weeds have been cut across from McDonalds. The bids for paving of Barlow Avenue are due September 12th and the paving is to be completed by Friday, November 8th. Mr. Sanderson has met with FEMA representatives and has submitted three road repair projects for reimbursement; Wheeler Road, Short Swamp and Old Brandon Road. The town has received confirmation of the state's commitment for the Class 2 grants that were applied for earlier this year. The Union Street reconstruction is estimated at \$299,466.00 and the state's contribution will be \$175,000.00. The Union Street culvert replacement project is estimated at \$13,504.00 and the state's contribution will be \$10,803.20. The town received a \$4,000.00 Better Back Roads grant for the Culvert Inventory and Capital Plan. Mr. Sanderson will work with the Rutland Regional Planning Commission on this plan. With regard to the Waste Water Department, the sewer main and private lateral replacement was completed on Barlow Avenue and the project came in under budget at \$4,650.00.

Maria Ammatuna stated there needs to be discussion on how to budget the remaining portion of the Union Street Culvert Project. With regard to the culvert inventory, Ms. Ammatuna noted there was a drive-around done and questioned what the long-term plan will be. Ethan Swift stated the drive-around was for determining GPS coordinates of the culverts and the GIS Manager at the Rutland Regional Planning Commission needed to have the electronic dots to do the inventory work. It is the intent to do the culvert assessment and data base by early fall. Ms. Ammatuna requested information on the cost of the repairs that have been done to Short Swamp Road following the rains. Robin Bennett will be meeting with Brian Sanderson tomorrow and will discuss these items. Due to the wet weather, there have been issues with beavers on the Old Brandon Road. Ethan Swift stated the remaining \$125,000.00 for the Union Street reconstruction project will need to be factored into the budget process. Devon Fuller stated the grants should be properly noted in the appropriate departments to assure that they are showing the revenue in the proper department.

8. Town Infrastructure

Blaine Cliver stated volunteers have been working in the town office and have torn down the partitions on the 2nd floor. He stated if Public Works has an extra truck, it would be helpful to remove the material. The past interim town manager had indicated he met with the VLCT regarding the insurance and the town can get more money, including money for a fire suppression system. Discussion with the contractor will be held, as the project needs to be put on hold until this information is received. A claim was submitted to repair the west side eaves and cedar shingles. The town has been notified that all repairs have to be completed by April 15th. Ms. Ammatuna stated it is uncertain what the total project cost will be for the roof until the shingles are removed to determine if there is additional damage underneath. There will be an estimator sent from the insurance company to view the building. The volunteers are covered under the medical portion of the insurance.

9. Communications

Maria Ammatuna thanked the volunteers who worked on the Green Park beautification effort. Ms. Ammatuna requested Ms. Bennett's availability as there are three welcome sessions that will be held at the Senior Center, Compass Music and the Town Hall sponsored by the Chamber.

10. Citizen's Public Forum

Wayne Rausenberger questioned if the Board had received an itemized bill from CLD regarding ASR7 and ASR8 for the \$79,000.00. It was also requested at the last meeting to obtain what the cost increase would be for the redesign of Carver Street and Union Street. Ms. Bennett will follow-up on these items. Mr. Rausenberger noted that the town needs to work in cooperation with the volunteers. When the volunteers are cleaning out the town office, the materials need to be hauled away as it makes the task more difficult. With regard to the downstairs of the town hall, there are still a lot of items that belong to the town in the area and the town needs to assist the volunteers in this effort to remove those items. Blaine Cliver noted there are also items in the Police Department area that need to be removed. Ethan Swift stated Brian Sanderson and his crew have been working non-stop with the wet weather issues and they are taking on an enormous amount of work that is a matter of public safety. Wayne Rausenberger suggested a truck be dropped off in the morning to fill, and someone could pick it up in the afternoon to take it to the transfer station. Ethan Swift stated coordination is the key element. George Wetmore asked if the Maple Street repair is going to be done this year. Devon Fuller advised it is hoped to have this completed this year and he has updated Ms. Bennett of this situation. Mr. Fuller thought that Markowski will take the gravel from Newton Road and they will in turn repair Maple Street. Ethan Swift stated the town was provided a quote from Markowski to take the material and crush it for the town roads, which would be about the same cost of purchasing the material, however, originally the decision had been for Bowen to take the material. This offer has since been rescinded. The town has been buying gravel from Markowski and there had been discussion of going with Markowski for this bid of taking the material, crushing it and reapplying it for the roads. Ethan Swift will update Ms. Bennett and she will contact Markowski to discuss this matter. Cindy Bell asked when the attorney will return the right of ways for the water line project. Mr. Fuller stated Ms. Bennett will be looking into this issue, as the water line is a priority. Kevin Thornton urged the Select Board to schedule Professor McCullough to come and discuss the pedestrian bridge that he would like to see in Brandon. He would like to meet with the design committee, as he also knows a lot about the Route 7 Bridge. Bill Moore advised that people can view the Recreation Department's schedule of activities on <http://townofbrandon.com/departments/recreation-department/>. Some of the scheduled activities include Nia and Zumba dance classes, Youth Soccer, Flag Football, Middle School Football and a bus trip on November 16th to New York City that is being coordinated with Pittsford's Recreation Department. Mr. Moore noted he can be reached at 802-465-1235 or via email at bmoore@sover.net regarding programs. Mr. Moore reported that the town has partnered with the Life Bridge Church to hold the Hunter Safety Class. He noted the class was full and the program went well. The town will also be partnering with other groups to host other programs.

There will be a Republican Town Caucus held Wednesday, September 11th at the Brandon Public Library beginning at 7:00PM.

11. Old/Other Business

Ethan Swift stated there are some carryovers from the last meeting; there was to be a review of services provided by the Rutland County Sheriff's Department regarding the Animal Control contract and consideration of whether there are items that can be handled through Brandon's Police Department. The budget for this contract was cut in half and the renewal contract could not be approved. Anna Scheck has requested a report on the yearly calls, but has not received a response yet. Ethan Swift stated there had been discussion of a warrant for a bulk purchase of fuel from Champlain Oil for Police Department gas purchases in the amount of \$24,000.00 and it was questioned whether it had been through the proper bidding process. Mr. Swift believes it falls within the 3-year timeframe. Ms. Bennett will look into the procurement policy. Chris Brickell noted that the stated amount is not being purchased; rather it is a budgeted amount to keep a tally. At last month's meeting, \$5,000.00 was approved for the short-term, however, a resolution is needed soon, as the average fuel costs are \$2,100.00 per month. Robin Bennett will review this item and make a recommendation to the Board. Chris Brickell advised he reached out to the Sherriff's Department regarding the Animal Control contract and they will be presenting another proposal, however, it does not appear that there will be a lot of service for the budgeted amount. Mr. Brickell will discuss other options with Ms. Bennett.

It was questioned whether the demolition of 114 Wheeler Road, which is the buyout by FEMA, will be feasible by November 13th. It was noted this is a realistic timeframe and the project is moving along. Ethan Swift thanked everyone who attended the Neshobe River Watershed forum that was sponsored by the Brandon Chamber, DBA, Design Committee and the Brandon Planning Commission. The program had sponsorship by many businesses and it was very well done and a lot of information was provided about conservation, recreation and flood plains.

Maria Ammatuna advised that Brian Sanderson's Financial Plan was submitted to the state. Ann Scheck recommended that the \$48,299.43 in the capital equipment fund remain in the event that other purchases are needed. The town is in possession of the new highway back loader, but there is no lease document for the equipment and an invoice was received for \$134,350.00, with a trade in of \$18,000.00. Glenna Pound will begin the compilation on September 17th. The Select Board has not approved a contract for her services at this time.

Ethan Swift stated some people were annoyed about the Citizen's Public Forum being so late at one of the recent meetings; however, it has historically followed the Town Manager's report. Devon Fuller stated the layout of the agenda has been discussed and will be reviewed for possible changes.

Devon Fuller stated the Board needs to start reviewing the sign ordinance that the Planning Commission had submitted. There are some Chamber members who would like this ordinance reviewed and would like to meet with the Planning Commission to provide their input. It is hoped that a presentation by Mr. McCullough could be done at the next meeting. A request was made to reschedule the next Select Board meeting to September 30th.

Motion by Dave Atherton/Ethan Swift to move the next scheduled Select Board meeting to September 30th. **The motion passed unanimously - 4 to zero.**

Devon Fuller reported the Shirley Farr House was officially opened at Brandon Park Village on Friday. This building was turned into apartments and the Housing Trust of Vermont put this project together and the apartments are very nice and are low to moderate income housing.

Cindy Bell stated in June, there was discussion about changing the speed limit signs from OV to town and Chief Brickell was going to look into this item. At the top of the hill, trucks and cars do not have time to slow down from 35 to 25. Chris Brickell stated there would have to be a traffic and engineering survey done in order to do a change and the state had a survey done to set the speed limits and he does not think they would do another study. Mr. Brickell stated he can borrow a speed limit machine, however, he noted it is not a problematic area. There are speeders, but it is not statistically a problematic issue. Judy Bunde asked if there is a state standard for setting speed limits and Mr. Brickell advised there are standards for speed changes. Blaine Cliver stated if this is going to be reviewed; the north side of town should also be reviewed. Devon Fuller suggested Ms. Bennett place this item on her list of items to review.

12. Possible Executive Session (Contracts/Personnel)

There was no executive session held.

13. Adjournment

Motion by Blaine Cliver/Dave Atherton to adjourn the Select Board meeting at 8:07PM. **The motion passed unanimously - 4 to zero.**

Respectfully submitted,

Charlene Bryant
Recording Secretary