

Brandon Select Board Meeting
December 9, 2013

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

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

Also in Attendance: Robin Bennett, Wayne Rausenberger, Kathleen Rausenberger, Richard Baker, Jack Fillioe, Lyn DuMoulin Orth, William Orth, Allan Leavitt, Phyllis Reed, Arlyn Bloodworth, Chris Brickell, Lee Kahrs, Tracy Wyman, Jeff Stewart, Linda Stewart, Priscilla McKeighan, Dick Kirby, Dennis Reisenweaver, Terry Kline, Doug Sawyer, Bernie Carr, Stephen Cijka, Steve Bisette, Larry Rogers, Janet Coolidge, Max Ferro

1. Call to order

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

a) Agenda Adoption – Motion by Ethan Swift/Maria Ammatuna to adopt the agenda as presented. **The motion passed unanimously - 4 to zero.**

2. Consent Agenda

a) Approval of Minutes – November 25, 2013 – Select Board Meeting

Motion by Blaine Cliver/Maria Ammatuna to approve the minutes of the November 25, 2013 Select Board meeting, as corrected. **The motion passed unanimously – 4 to zero.**

Page 1, Item 3 – a correction to Priscilla McKeighan’s name and under Item 2, a correction to the \$500,000.00 figure.

3. Public Comments for Items not on the Agenda

Kathleen Rausenberger asked the status of the tax sale since letters were sent in August and taxes were due in November and will be due again in February. Robin Bennett has not taken further action and advised that deadlines were missed with the transition and the process will have to be started again. She does not foresee working on this item until January. Ms. Rausenberger noted this will be a way to generate needed revenue for the town.

Jeff Stewart stated the Parade Committee has endorsed the theme for next year; Brandon Rocks On. Linda Stewart stated there will be a focus on rocking chairs of all kinds and will be different from the prior rocking chair theme. Maria Ammatuna stated a

meeting was held to discuss collaborative efforts for next year's theme and representatives of the Brandon Chamber, Select Board, Parade Committee, DBA and local innkeepers were present. A Steering Committee will be developed to avoid overlapping of events and to make the program as robust as possible. Phyllis Reed stated the Parade Committee is in need of additional members. Alan Leavitt reiterated his suggestion for the Select Board to consider re-establishing a program for tax incentives for residential growth. He stated there are some properties that are owned by the town that could be auctioned that might be considered in the same discussion. Bernie Carr stated the town office looks very nice with the lights and thanked the town for making this improvement.

4. Budget Committee

Devon Fuller stated the Select Board had decided to create a Budget Committee of nine individuals. At the last meeting, there was a request for interested parties and the Board has received 9 letters of interest. William Orth noted he had submitted a letter of interest; however, Ms. Bennett had not received this item. The Board was agreeable to having Mr. Orth added as the alternate for the Budget Committee.

Motion by Ethan Swift/Blaine Cliver to accept the slate of candidates to serve on the Brandon Budget Committee as submitted, with a friendly amendment to include an alternate. The Committee members will be Cindy Bell, Terry Kline, Dennis Reisenweaver, Linda Stewart, Tracy Wyman, Janet Coolidge, Phyllis Reed, Lawrence Rogers, Douglass Sawyer and William Orth as the alternate. **The motion passed unanimously – 4 to zero.**

A schedule of meetings has not been established, however there is an assumption that the meetings will be scheduled for around 6:00PM and will take place from January 20th through January 24th. The meetings will be open to the public. Maria Ammatuna thanked the volunteers and tasked the committee with communicating with other cohorts in town to be sure that they represent the voice of many, as all cohorts would not be represented. Devon Fuller has had discussions with Charlie Jakiela and noted this has always been an advisory committee. The committee will review the budget that has been developed by the town manager and staff, and provide advice and opinions on the budget. Robin Bennett stated the town staff and she will prepare a budget to be presented to the Select Board for review and discussion. The results of this process will go to the Budget Committee for a review and the budget will then go back to the Select Board for a final approval. Ms. Bennett stated the committee members would be welcome to attend the Select Board's work session. As a committee, they will select a chair that will run their meetings. Ms. Bennett will set the agenda for the first meeting to select a chair and determine a schedule. Linda Stewart stated it would be helpful to have a member of the Select Board attend the committee meetings. Ms. Bennett will be attending all committee meetings. Ms. Bennett will be in contact with the volunteers to schedule the first meeting. The Select Board looks forward to the recommendations from the committee.

5. Rutland Regional Planning Commission Vacancy

Robin Bennett reported there is a vacancy for the Brandon representative to the Rutland Regional Planning Commission. She will be meeting with Mr. Hughes of the Regional Planning Commission. If the Board knows of anyone interested in serving in this capacity, Ms. Bennett requested this information be sent to her. Tina Wiles is currently the alternate and will be filling this position until a regular committee member is found. Ethan Swift advised he served on this committee for a couple of years and the commission deals with issues both municipal and regional, and provides information on different approaches to planning and zoning. The Commission also receives information from the Transportation Advisory Board and other adhoc groups such as the Economic Development Corporation.

6. December 23, 2013 Meeting

Robin Bennett stated the next regularly scheduled meeting is December 23rd. It was the consensus of the Board to hold the meeting at the Town Hall location.

7. Town Office Project

Robin Bennett will be attending a workshop on potential funding sources for the renovations of the 49 Center Street building. There are potential grant monies available through this program. Blaine Cliver stated there are volunteers in town who are trained in grant-writing and they would be available to assist. He noted there is a grant through the CLG grant program that has some good funding, however, the deadline is before the first of the year. He suggested that a volunteer could possibly look into this grant for the town. Robin Bennett will contact Blaine Cliver tomorrow to discuss the details.

Motion by Blaine Cliver/Maria Ammatuna to authorize the renovation of 49 Center Street for the purposes of occupancy for either the town staff or for rental options. The renovation would include fixing what is wrong with the building, including the deferred maintenance. **The motion passed unanimously – 4 to zero.**

Blaine Cliver stated there will be time to apply for grants and obtain other funding. Ethan Swift requested clarification of occupancy and Mr. Cliver noted the renovations would be done to make the space usable.

Robin Bennett stated there are still some details of the lease to be worked out for the temporary town office space. Everything is in place and relatively lined up for December 31st and the vendors and contractors are ready to move forward. The town is still applying for all available insurance funds for the space, which is a separate claim. The lease has not been signed and this is part of what is being worked on. The location will be the former furniture store on Route 7.

8. Waterline/Segment 6/Bridge 114 Projects

Robin Bennett stated the right of way certification for the waterline project has been received and funding requests have been sent out. They are one step away from proceeding with advertising for this project. The town expects to receive an extension on working in the river beyond February 28th. The project will go back to the DRB for a conditional use permit on December 18th for the revisions. Segment 6 will be part of the DRB meeting in reviewing the Act 250 criteria concerning the signal change. Ms. Bennett will be meeting with VHB regarding the right of way process for Segment 6 and to discuss the timeline, which she feels is not aggressive enough. Ms. Bennett will be looking for revisions to this timeline.

Ms. Bennett will discuss how to proceed with Bridge 114 when she meets with VHB. The design engineering process will be part of the discussion and if a change is to be made, it would require an RFP. Ms. Bennett is unsure what their take from VTrans will be. Maria Ammatuna asked whether the overflow part affecting both projects can be discussed. Ms. Bennett stated they will likely not get a response on the FEMA grant for the overflow project until around February. She will be discussing how storm damage affects the plan and they will talk about incorporating different aspects of the projects together. Ms. Ammatuna asked if it is possible that one design engineer do all the projects. It was noted that CLD has been the only design engineer to date. Ms. Bennett stated the town should be prepared for CLD to address some of the other issues with that project. Blaine Cliver questioned if there is a plan to set up a meeting with the state's Historic Preservation Department regarding Bridge 114. Ms. Bennett stated there is no official meeting planned, but this will be discussed at the VHB meeting. Richard Baker stated that CLD has already been selected for Bridge 114 and if it is going up for bidding; CLD's contract will have to be cancelled, which will delay the entire project. Blaine Cliver stated CLD has said they are not contracted yet. Devon Fuller noted this is why VHB and Ms. Bennett are meeting to clarify these items.

9. Town Manager's Report

Robin Bennett reported the town has received a letter from the state outlining the compliance requirements for the town hall oil tank removal. The actions will be covered by the Petroleum Clean-up fund and EnPro has been contacted to complete this work. Ms. Bennett reported the town has been notified that they are the recipient of a municipal planning grant in the amount of \$6,125.00. The town will be going out to bid for the work that was outlined in the grant application and a formal press release will be forthcoming regarding the grant. The funds cannot be used for the Form Base Code project. Anne Bransfield and Robin Bennett have been working on the Form Base Code project, which will have to be completed prior to starting the work associated with the grant. Ms. Bennett reported the town is eligible for a grant from the Vermont Council on Rural Development for the redesign of the town's web site. This will include training of staff. The purpose of the grant is to have websites that will provide a resource for the public during times of emergencies, such as Tropical Storm Irene, and to promote economic development. There will be a community meeting held in January, with the intent of having this completed by February. There will be no cost to the town and the process will provide a more streamlined and user-friendly website for the public. The

date of the community meeting will be put on the website and will be advertised through the normal ways of posting. Ms. Bennett reported the Police Department is participating in the Click It or Ticket program and the overtime hours and the use of the cruiser for this program are reimbursed through the state. Ms. Bennett advised the 114 Wheeler Road demolition is complete. There was a need to replace the Wastewater Department's computer. The Town Office Holiday hours will be Friday – closed from 12:00PM to 2:00PM and closed Wednesday, December 25th and Wednesday, January 1st. The site visit for Mt. Pleasant Acres is scheduled for December 12th at 10:00AM.

10. Other Business

Maria Ammatuna stated there had been a grant application in the amount of \$406,000.00 for the Churchill Road Bridge and she requested Ms. Bennett research this item. Ms. Ammatuna also requested Ms. Bennett research the prior information concerning the repairs to the stairs and retaining wall near Kennedy Park. Mr. Swift noted this information should be part of the FEMA worksheet for Kennedy Park.

11. Fiscal

a) Warrant – December 9, 2013

Motion by Maria Ammatuna/Ethan Swift to approve the warrant of December 9, 2013 for an amount not to exceed \$31,393.13. **The motion passed unanimously – 4 to zero.**

Maria Ammatuna stated reports should be printed double-sided as a cost-savings measure. Ms. Ammatuna questioned the invoice for signs; Robin Bennett advised there were about 15 signs included in this invoice. There was one sign that needed replacing and there were signs that were required to meet traffic codes. Ms. Ammatuna questioned the status of the audit. Robin Bennett stated they were here all last week and the process has been quicker than anticipated, but there is still work that needs to be done. Ms. Bennett will be meeting with them concerning a preliminary draft. Ethan Swift questioned the invoice for the New England municipal assessment and Ms. Bennett advised this is the monthly NEMRC invoice.

b) P. O. #44108 – Champlain Construction - \$8,035.79

Motion by Ethan Swift/Blaine Cliver to approve the P.O. 44108 for Champlain Construction for an amount not to exceed \$8,035.79. **The motion passed unanimously – 4 to zero.**

Maria Ammatuna asked if this item is part of the wastewater capital equipment plan. Robin Bennett stated we need to start looking at the plant as a whole; however, this repair needs to be done now. Several quotes were received and this is the lowest cost obtained.

Motion by Blaine Cliver/Maria Ammatuna to enter into executive session at 7:57PM in accordance with V.S.A.313(a)(1). **The motion passed unanimously – 4 to zero.**

17. Executive Session 1 V.S.A.313 (a) (1)

Motion by Maria Ammatuna/Ethan Swift to come out of executive session at 8:22PM. **The motion passed unanimously – 4 to zero.**

Motion by Maria Ammatuna/Dave Atherton to authorize the Town Manager to enter into a lease agreement on the Markowski building. **The motion passed unanimously – 4 to zero.**

20. Adjournment

Motion by Blaine Cliver/Maria Ammatuna to adjourn the Select Board meeting at 8:24PM. **The motion passed unanimously - 4 to zero.**

Respectfully submitted,

Charlene Bryant
Recording Secretary