

Brandon Select Board Meeting
June 24, 2013

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

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

Also in Attendance: Richard Baker, Brian Sanderson, Wayne Rausenberger, Kathleen Rausenberger, Anna Scheck, Jeff Stewart, Linda Stewart, Anne Bransfield, Richard Kirby, Lee Kahrs, Tina Wiles, Bernie Carr, Mary Austin, Norm Milot, Francis Farnsworth, George Wetmore, Charles Jakiela, Chris Brickell, Nancy Fisher, Steve Pelletier, Kay Pelletier, Kelly McCullough, Lucia Suarez, Nancy Leary, Dennis Reisenweaver, Cindy Bell, Joe Ammatuna, Gary Meffe, Nancy Meffe, Bob Read, Ann Marie Roth, Ken Putnam, Phyllis Reed, Shawna Lee, Sam Stone, Robert Black, Jennifer Philo, Janet Mondlak, Kjell Thompson, Jane Murdock

1. Call to order

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

a) Agenda Adoption – Motion by Blaine Cliver/Dave Atherton to adopt the agenda, as amended. **The motion passed unanimously – 3 to zero.**

An amendment to the agenda to move the budget update to its own line item after the public works report and continue to table the town ordinance on the sidewalks to a subsequent meeting.

2. Consent Agenda

a) Approval of Minutes – June 10, 2013 - Select Board

Motion by Maria Ammatuna/Dave Atherton to approve the Select Board minutes of June 10, 2013, as amended. **The motion passed unanimously – 3 to zero.**

Anna Scheck and Wayne Rausenberger to be added to the bottom of page 2 as attendees of the finance meeting. Under public works, a clarification that Devon Fuller indicated the deadline for sidewalk inventory could be later in the summer.

3. Fiscal

a) Warrant – June 24, 2013 – \$82,290.83

Motion by Dave Atherton/Maria Ammatuna to approve the warrant of June 24, 2013 for an amount not to exceed \$82,290.83. **The motion passed unanimously – 3 to zero.**

There was a question of whether the CLD consulting engineering invoices were complete this fiscal year. Richard Baker stated the last invoice covers the work through May. The checks

indicate 100% of the invoice and once 95% has been placed in the town's account from VTrans, the check is released. This is anticipated and is an account receivable in the current year. Anna Scheck is also working on one more check run and hopes to get CLD to invoice for the remainder of the fiscal year.

b) 2013/2014 Warrant – June 25, 2013 - \$41,391.33

Motion by Maria Ammatuna/Dave Atherton to approve the warrant of June 25, 2013 for an amount not to exceed \$41,391.33. **The motion passed unanimously – 3 to zero.**

c) Consider P.O. 51707 to Irving Energy for #2 Heating Fuel - \$23,969.60

Motion by Maria Ammatuna/Dave Atherton to approve P.O. 51707 to Irving Energy for #2 heating fuel not to exceed \$23,969.60. **The motion passed unanimously – 3 to zero.**

Maria Ammatuna asked if this is a competitive bid. Brian Sanderson advised Elaine Smith handles the heating fuel bids and Mr. Sanderson believes this was done by the low bid. Kjell Thompson questioned what buildings are being heated and it was noted that the fuel is for the town office, town hall and public works department. An exact breakdown for each building was not known.

d) Consider P.O. 51708 to Mike's Fuels for Diesel Fuel – not to exceed \$38,000.00

Motion by Dave Atherton/Blaine Cliver to approve P.O. 51708 to Mike's Fuels for diesel fuel not to exceed \$38,000.00. **The motion passed unanimously – 3 to zero.**

e) End of Year Reserves/Encumbrances

Anna Scheck stated at year-end 2012, most of existing reserve was used for fuel. When looking at this year, the select board can choose where to delegate the remaining funds. There has been discussion of moving the recreation department to the general fund and there would have to be an entry to zero that fund out and add to the general fund. A motion would be needed to reserve the restricted accounts.

Maria Ammatuna stated the restricted accounts for GASB 64 would be the tree fund, reappraisal fund, records preservation, economic development loan fund, Rutland County Community Land Trust grant, BIC loan fund, and the infrastructure bond (Segment 6). It was noted the police grant fund is at a negative balance until the funds are received at year-end. The town hall funds have been encumbered with the contract for the next year. The consultant for the planning commission has submitted a letter for encumbering funds for the consulting fee. Richard Baker stated at the last meeting, there was a concern that the select board would be reluctant to commit the additional \$2,500.00. There is currently \$2,000.00 in planning commission fund and \$2,000.00 for next year. Authorization will be given to the consultant to begin the work with the \$2,000.00 allocated for this year. Mr. Baker stated a motion is in order to reserve the restricted funds to be spent after July 1st.

Motion by Maria Ammatuna/Dave Atherton to reserve the funds as noted and any noted in the fund balance report that are named restricted. **The motion passes unanimously – 3 to zero.**

With regard to unrestricted funds, there are two funds for the planning commission and \$2,184.00 for the roof repairs on the town hall. This motion would be for work after July 1st, but spending money in the current fiscal year. Anna Scheck stated the capital projects are assigned by the board and come out of the general fund to cover leases and new equipment in the amount of \$8,721.91. These amounts are estimates and may change slightly.

Motion by Blaine Cliver/Maria Ammatuna to encumber the funds for the town hall roof, capital improvement fund and the planning commission. **The motion passed unanimously – 3 to zero.**

With regard to the reserve fund, there is \$274.90 for Safety Day. Tina Wiles noted the PTO has now taken over this event and the police department is now a participant in the program but does not sponsor it. There are monies in the fund balance for public transportation that was budgeted for \$4,500.00 with \$3,500.00 being spent. These are not separate funds and are part of the general fund. It was noted that the reserve funds would be balanced out by other line items in the budget.

Motion by Maria Ammatuna/Dave Atherton to eliminate the reserve feature of the public transportation fund and the safety day funds. **The motion passed unanimously – 3 to zero.**

Maria Ammatuna stated there is a revolving fund for recreation that will need to be resolved (Fund 11). In FY2008/2009, the fund was running \$10,000.00 in the negative, in FY 2010/2011 there was a \$30,000.00 deficit and in FY2012/2013 the deficit was at \$36,522.41. Devon Fuller stated with the FY2014 budget, the recreation line will be zeroed out. These accumulations should have been handled every year and cleared every year. The deficit has been cumulative over the last 5 years in the revolving fund and Mr. Baker questioned whether the board wanted to zero out Fund 11 by reducing the fund balance. Mr. Baker stated the \$5,522.41 would be applied to this year, which is a loss on the programs and the other \$31,000.00 would come out of the audited balance. For the future, the recreation department will be accounted the same as other departments.

Motion by Maria Ammatuna/Dave Atherton to zero out the recreation department fund of \$36,522.41. **The motion passed unanimously – 3 to zero.**

It was questioned whether the town is solvent and Devon Fuller advised the town is solvent to close the year, but there is not a budget approved for next year.

4. Schedule Reports from Committees and Officials

There was no discussion held.

5. Interim Town Manager's Report

Richard Baker reported that on June 14th a letter was sent to the low bidder regarding the town office renovations. On June 18th, there was a meeting held with VHB and CLD on the Segment 6 water line and Bridge 114 that focused primarily on Segment 6 and communication, with two of the affected property owners in attendance. On June 19th, Brian Sanderson and he met with the contractor for the Green Park. On June 21st, he met with the contractors for the town office. Mr. Baker also met with Mike Russell, spokesperson for the owner of the power house. On June 22nd, Mr. Baker met with property owners regarding the Segment 6 waterline. The town office renovations will be discussed during executive session since it involves contract negotiations and it is premature to discuss an award at this time. Blaine Cliver requested a report from the town solicitor for the fees regarding the space between the Leary's building and the town office. Mr. Baker will provide this information to the select board. Devon Fuller asked if there is an estimated start date for the Green Park. The contractor anticipates that it will be started by 8/1/13. Wayne Rausenberger questioned whether the waterline will happen this year due to discussion at the June 18th meeting. Richard Baker stated it is possible the contract will be completed this year. There are very few contractors who can do this work, which may be to the town's advantage since it is a fairly simple job. Also, in the discussion regarding bridge 114, it does not sound like it will be done at the same time. Mr. Baker noted the bridge 114 project is moving along. Cindy Bell stated probably the water line is not going to happen and asked about the other projects. Devon Fuller stated the waterline is scheduled for this construction cycle and Segment 6 is not to start until 2015. There has been discussion of the possibility of winter construction. Nancy Leary questioned who paid for the report to be done on the space between the town office and the Leary building. It was noted that it was completed by the town's attorney for the purpose of future discussions regarding a lift being installed for the town offices to be ADA compliant. Richard Baker will forward a copy of the report to the Leary's.

6. Public Works Report

Brian Sanderson reported street sweeping operations are complete. The Park Street curbs and shoulders have been cleaned up and trees have been trimmed along the sidewalks. Patch paving is complete and per Mr. Sanderson's request Green Mountain Power has trimmed the trees he requested for safety. With regard to the waste water department, there has been Root-X applied where there appears to be problems and Ed LaGrange and he have attempted to video problem lines and have found and removed a broken piece of clay tile. Mr. Sanderson and Wayne Elliott drained the south clarifier at the waste water plant as it was leaking. The problem was assessed and Mr. Elliott will provide a list of recommended repair strategies, as a result of an inspection from the state. It is Mr. Sanderson's intent to have the crosswalks repainted and Basin Road graded prior to the July 4th holiday. He will also complete his road surface inventory by July 11th.

7. Budget Update

Devon Fuller reported there was a budget workshop held last Friday evening due to the revote not passing. The select board went through the entire budget line by line and has come up with a final revised budget. Over the years, funds have been left in some budget lines not knowing whether the projects would be completed and the funds have now been removed from these budget lines. The select board is building a base budget and determining what has to be funded to run the town. In the future, all departments will be included in the budget process. The proposed

budget to be raised by taxes is \$2,336,355.00, with a municipal tax rate increase of .65%. Mr. Cliver stated anytime he has been involved in making a budget, one starts with the actuals of the current year, plus projections and he is reluctant to vote before looking at the actuals. He feels the board needs to have a good sound budget and the appropriate information should be provided. Dave Atherton stated this exercise has provided an opportunity for the board to review the budget as it should be done to avoid future obstacles. Maria Ammatuna has received negative emails and she realizes this comes with the job. She noted the select board is tasked with chartering an operating budget and meeting the laws. They take the feedback from the town and determine what is the collective good of all. The select board has gone through each and every line item and the department managers will be involved in the budget building process going forward. The budget before the voters includes what it takes to mechanically run the town, plus salaries that are in accordance with the union agreement.

Steve Pelletier questioned if a commitment was made to the union regarding the new DPW employee. Devon Fuller advised there has been no commitment and the DPW person has not been hired, however, if approved the staff person will become part of the collective bargaining union. Mr. Pelletier questioned whether the recreation coordinator would be full time with the town, as well as holding a full time position with RNESU. Mr. Fuller stated, if approved, resumes will be accepted for the full-time recreation position. Devon Fuller stated relative to infrastructure changes in the budget, some engineering funds have been removed for projects, such as the Wheeler Road bridge, as there is no money to do the bridge. The sidewalk funds have been removed as the board looked at what is most important and they feel the culverts are more important than the sidewalks. Mr. Pelletier stated with the reduction in infrastructure is there a need for the additional DPW person. It was noted there are not sufficient employees to do the work in the DPW. Mr. Fuller noted the recreation coordinator position is connected with increasing the tax base, as there is a sector of the community that feels the recreation department is important. Blaine Cliver stated the town has been living on the reserves for a couple of years to keep taxes low. Maria Ammatuna stated there are many positive funds that remain in the budget including funding for the Senior Center, mosquito control, Green-up Day and the Brandon Library. Ms. Wiles questioned whether consideration is being made for the grants that the select board has asked her to submit with the reduction of engineering funds. She also questioned what considerations are being made for month to month operations. Ms. Ammatuna stated the board has considered Mr. Sanderson's two projects. Potentially, \$29,000.00 per year is needed and the town is okay for next year, considering when the work would start. Richard Baker stated for the two grants received, there is \$15,000.00 budgeted for next year for engineering and \$10,000.00 for contractors. With regard to the 4th highway position, this is actually the restoration of a position that had been taken away 3 or 4 budget years ago. Cindy Bell stated with the 4th DPW employee, Brian Sanderson will be able to do a better job at keeping the town's infrastructure going. The budget has been cut to the bare bones and if people want services, they need to step up to the plate. Mr. Fuller stated the board has been able to eliminate overtime and part-time fees. Norm Milot thanked the board for the work they have done building the proposed budget and likes the select board's approach. Kay Pelletier suggested holding the informational meeting a week prior to the voting to provide people time to review the information. Ms. Pelletier is concerned that cutting infrastructure will cause the budget to be much higher next year to sustain the services. Mr. Fuller stated the select board has rebuilt the budget and the budget building next year should be much more efficient. The select board would

like to get this budget passed in a timely manner. Dennis Reisenweaver asked if all town employees are union. He stated for the past 3 years inflation was 2.93% and this year it is 1.53%. Salaries are going up between 2.5% to 3% and if the salaries are increased more than this amount, it is difficult to justify. Richard Baker reported the schedule is to increase salaries by 2.27% by July 1st and there are no step increases or increases for longevity. The current year's increase was 2.36%. Kjell Thompson stated the roads are not up to par, but maybe it is time to put the money into the roads rather than the recreation director. He stated one of the parks needs to be rebuilt and he thinks the money should go into the town office rather than the parks. Mr. Thompson noted at one point there was a fund for building a swimming pool and questioned where those funds went. Anna Scheck stated the funds were spent on playground equipment when the pool did not materialize. Dave Atherton stated there were many people who have indicated they want the recreation coordinator. Maria Ammatuna reported to date this year, there have been 751 people who has accessed the 20 programs that are being run. Nancy Fisher stated though there were 751 people using the recreation programs, there are many more people who use the sidewalks and she is concerned with increasing this position and reducing the funds for infrastructure. It was noted that the additional DPW person would be an addition of \$50,000.00 and the recreation department increase would be \$42,000.00. Gary Meffe asked what happens if the budget does not pass this time. Mr. Fuller stated the town would have to borrow money to pay its bills and the schools would have to borrow money to pay their bills. Maria Ammatuna stated it costs \$1,000.00 every time there is a vote and there will need to be a determination of whether to borrow, with a current interest rate of about 1.5%. Mr. Fuller stated the treasurer could send out a tax bill to pay for the schools, which would require two tax bills and would also increase the tax billing cost. Nancy Meffe noted with a budget that includes good services; people may purchase the properties that have been vacant or for sale and having a full time recreation coordinator could have a positive effect on taxes, as there could be grants applied for. Mr. Fuller stated if after 3 years, there is not an increase seen with having a full-time recreation coordinator, the position could be eliminated. Nancy Meffe asked if nominal fees could be charged for programs and it was noted that this process currently exists, which are the revenues that are brought into that department. Janet Mondlak supports the budget, but she does not think the select board has sold the budget well and she hopes the information is articulated and sent to all voters. Richard Baker reported the board had talked about doing a mailing and he agrees with Ms. Mondlak that it should be done. Cindy Bell asked how much revenue was brought into the recreation department and it was noted this year the figure is \$21,988.37; however, not all has been collected. The additional cost for a full-time recreation coordinator could potentially be covered with the estimated increased revenues. Tina Wiles stated there are a lot of scholarship funds and this may be the time to pull back those funds and it was noted they have already been pulled back into the town's budget. Wayne Rausenberger thought that the budget is down to the bare minimum and most people have already made up their mind how they will vote and encouraged the board to move forward with the vote. Ken Putnam stated he had concerns at the last meeting and he feels the additional cuts are fair. Mrs. Pelletier questioned whether the recreation coordinator could be voted on separately. Maria Ammatuna stated there is a possibility of doing this, but the voting process would need to be clarified to the population. Dave Atherton stated this position is not something new, but is being added to. Joe Ammatuna suggested a review of the budget be done by some other respected individuals in the town who could provide additional information about the budget. Mr. Thompson expressed his concern about the cost of

the skating rink and lighting for the rink that is used by just a few people. Devon Fuller stated a recreation coordinator could set up programs that could potentially utilize the skating rink more.

8. Town Infrastructure

a) Town Office Renovation (possible Executive Session)

The town office will be discussed during executive session. Richard Baker stated on June 4th bids were open and McKernon Group Inc. was the low bidder. There was a meeting held to discuss their bid and a response was sent on June 14th. They have come back with another proposal.

b) HMGP #1 – Karl Fjeld Property (Newton Road)

Tina Wiles has been working on a FEMA grant with Karl Fjeld regarding his property on Newton Road. She is waiting for an appraisal of the property to complete the final figures for the grant. Ms. Wiles will meet with an excavation company to get a quote on the demolition. Because some of the demolition is in the river, stream alternation has given their permission for the project. Maria Ammatuna asked if the property is off the grant list and Ms. Wiles advised it is on the grand list, but has not been changed since 2008, but had been depreciated by 80%, which is the reason for the reappraisal. The valuation tagged to the property is inadequate. Richard Baker noted the grant is due July 12th and Ms. Wiles will need a bottom line number to include in the application. She has asked for three excavation quote and will take the highest bidder. With this grant, the town would do a buy-out of the property, which the property owner has agreed to. The town has to be chosen for the project and it will be the town's responsibility to do the demolition. The 1856 smokestack will be maintained and it will have to be determined how to protect it from future flooding. There are no funds in the budget for the grant match, however Ms. Wiles thinks that a CDBG grant could be obtained that would fund the project at 100%.

c) HMGP #2 – Downtown “Overflow” Culvert

Tina Wiles needs clarification regarding this grant application. As of today, she is hearing the overflow culvert will be part of the bridge 114 project. She needs to know what the project is and what the maintenance cost will be. There are two, possibly three properties that would require buy-out and she needs to get the project to show a benefit cost analysis. There is no study completed on what will happen downstream and she is concerned about that. Ms. Wiles is not sure if all of the owners are on board with the easements that will be required and she needs to have someone request more information from the engineers regarding the H & H study. As long as it is close to complete, the application can be submitted and then supplemented. With the design of the culvert, she is not sure if they will accept it without the design specifics. She stated this is the last round for the FEMA grants and she is concerned if applications are not submitted, the town may be in a situation going forward. Blaine Cliver stated there has been no study of demolishing the town office and there had been different locations noted for the culvert. Ms. Wiles stated the town office is a restricting factor and for the people on the other side of the river, there could be an adverse effect on those people with regard to the culvert. She thinks they need to review the problem identified with the town office. Mr. Cliver stated the law indicates when spending federal money on a project that involves a historic building, it will be reviewed

for an effect on the building and if it is found to be detrimental, it would go for more review. Ms. Wiles stated the entire idea of hazard mitigation is to take people out of harm's way. Devon Fuller questioned who could provide the maintenance costs and Ms. Wiles thought that CLD will need to do that. Richard Baker stated CLD's task was to define the culvert and they have provided that, but no maintenance costs were provided. Ms. Wiles stated the grant has to have a no-adverse impact. She stated the project will need approval from stream alteration, Act 250 and wastewater and has to meet all state and local regulations. Mr. Fuller suggested submitting for the grant and once the downstream analysis is completed, if it is determined there is an effect; the town will not accept the grant. Tina Wiles stated the hazard mitigation plan was approved twice and as a town, the recommendations are not being followed. Mr. Fuller stated the engineering the board has viewed showed it would solve this problem. Bob Black stated from his experience with river management, there are more ways to solve this problem. This is a much bigger issue and perhaps the town should forget about the grant and take a larger look at the river. There was a Neshobe River corridor study completed and Vermont Folk Life will be providing information about how to manage the lands better. Ethan Swift has been working on some of the watershed lands and there are a number of upstream strategies that can be done. Mr. Black noted the town needs to work on larger strategies, as a single point solution is not going to solve the problem. Devon Fuller noted if the grant opportunity is not applied for, he is uncertain where the town would get these types of funds. Mr. Baker advised if the town only files for the culvert, it would lose out. The alternatives are to relocate the building or demolish it. Devon Fuller suggested including both options in the grant. Nancy Leary questioned if the grant includes demolishing the building that is private property. Tina Wiles stated the Leary building is not in this grant. Ms. Wiles reiterated she needs information from the engineers. Mr. Baker will check with the engineers on this item. Ms. Wiles stated one project will be the culvert. The power house and Brandon House of Pizza building are tagged separately. She stated the utility lines also need to be relocated. The project would be estimated at \$2 million. She would like to have all figures included in the grant, as it takes a lot to make alterations to a grant. Mr. Baker noted the culvert was discussed prior to the hazard mitigation program and the town is going to have to deal with this item. He stated the potential source of money goes away, but the issue with the culvert still remains. Ms. Wiles will request whether the grant can include design and engineering. Mr. Baker will determine what it will cost to do engineering. Devon Fuller stated we have seen the devastation of Irene and the select board would like to work towards alleviating the issues and this could be another piece of the puzzle. He feels that Ms. Wiles should move forward with the grant and if awarded, determine whether to accept.

9. Communications

a) Telephone Budget Expense

Maria Ammatuna stated there are some expenses that are double-counted with opening up with a new vendor, which provided an overlap.

10. Citizen's Public Forum

Jane Murdock was present to discuss Briggs Lane. She bought a house in Brandon that had been flooded out two years ago. She received no funds from FEMA, no state funding and she has no

road. She has been patient and she loves the town, but has spent \$200,000.00 and has received no help. She had not received a response from the town as to what they are going to do and asked whether she should wait for the new town manager to deal with this situation. She needs a road and does not want the building torn down next to her. She has called and written letters and has received no responses about this situation. Mr. Baker advised that Poirier's building is causing the problem and he has sent a letter to the owner. It was asked why the road has not been repaired. Mr. Baker advised this is a private road that has an easement for the sewer line. Jane Murdock stated she has spent \$75,000.00 to clean up the area. Maria Ammatuna asked if there had been funds received in anticipation of Segment 6. Mr. Baker reported work had been done to install a ramp for the Safer Society. Brian Sanderson stated it is a Class 4 road that is up for discussion. Ms. Murdock noted the town had always maintained the road up until Irene. Mr. Baker stated the federal highway goes to the front of the Poirier building and FEMA would go down the road. If the building is cut, the town will reorient Briggs Lane and it would go straight in. Blaine Cliver stated this has to be dealt with in accordance to the Poirier building. Mr. Fuller stated there needs to be action on the Poirier building, with the preference of them shoring it. Tina Wiles stated there is no ordinance to deal with abandoned buildings and there may be something that can be done in the court system. Richard Baker will contact Poirier's attorney and call the town's attorney concerning this issue. It is hoped by the end of the week to know what Mr. Poirier will do with this building and to receive a response from the attorney. Linda Stewart stated there is a concern that just north of Lover's Lane, Mikes' Fuels has a sign and a large abandoned tank on the property. Ms. Stewart suggested the town consider not approving a contract for people who are not in compliance with town regulations. Bob Black asked why there is not a safety program and enforcement of the land use ordinance. He noted as Chair of the DBA, the committee is trying to build a stronger vision for the town and they are working on a pathways and parking plan to tie together some properties. The vision for the future has to do with water and they are bringing forward a watershed forum to bring the town together. The DBA would like to do the forum in July or August to discuss what everyone wants for the town. Anne Bransfield advised there will be notices in the newspaper about the forums. Ms. Bransfield also requested Mr. Baker provides a letter to the consultant for the planning commission.

Wayne Rausenberger stated CLD did not have an answer at last Tuesday's meeting when asked about the intersection of Union and Carver streets. Blaine Cliver noted a letter was sent to VHB by Chief Brickell, as acting town manager, in March. Richard Baker will look into this item.

Tina Wiles questioned whether the select board needed the comparison document on the town ordinance that was tabled and it was confirmed they would. Ms. Wiles noted that other public officials should not be attempting to enforce ordinances, other than the person responsible for enforcing the ordinances.

11. Old/Other Business

a) Tabled Town Ordinance RE: Sidewalk / Merchandise

This item remained on the table for discussion at a subsequent meeting.

b) Green Lantern Capital Contract

Dave Atherton was not comfortable with the presentation provided and suggested obtaining information from other vendors offering similar projects. Bernie Carr suggested contacting the other projects that the vendor is currently doing business with to obtain further information. This item was tabled to the next meeting.

c) Budget Update

Maria Ammatuna asked if there are any other funds that need to be added into the budget. Blaine Cliver would like to postpone the voting on the budget to be assured all figures are correct. Dave Atherton stated the board has a good budget that needs to be approved. Richard Baker noted the police station is not going to change next year's budget.

Motion by Maria Ammatuna Ammatuna/Dave Atherton to close out Fund 59 in the amount of \$6,297.11 from the police department budget. **The motion passed unanimously – 3 to zero.**

Motion by Maria Ammatuna/Dave Atherton to approve the proposed budget in the amount of \$3,147,634.00, with the \$2,331,134.00 to be raised by taxes. **The motion passed unanimously – 3 to zero.**

There was further discussion concerning the recreation coordinator and it was noted that this would be a union position costing \$42,000.00, including benefits.

Motion by Blaine Cliver/Dave Atherton to warn an information meeting on July 8th at Neshobe School, with a revote on July 9th at the same location. **The motion passed unanimously – 3 to zero.**

The select board meeting will be held one hour prior to the informational meeting.

c) Update on Town Manager Search

Devon Fuller reported the applications have been narrowed down from 66 applicants to 7 applicants.

d) New Police Department Building

This item was previously discussed.

e) How the Trustee of Public Funds Operate and Where the Funds Originated

Maria Ammatuna reported Shirley Farr left these funds to the town and there are three trustees who oversee the fund. The will indicates the initial purposes of the fund were for the draining of swamps, eradication of mosquitos and spraying of the white birches.

Maria Ammatuna submitted the following list of proposed projects for the Brandon Town Hall for the record:

Proposed projects and updates for the Brandon Town Hall

List of projects (not necessarily prioritized) :

- * Continue to maintain slate roof each year replacing the rusted hooks with copper
- * Put up snow guards/roof diverters on roof area above lower sidewalk
- * Attach some kind of covering over the walkway from the end of the building in front to the entry way
- * Motion detectors on the lights for the walkway
- * Repair rotting portion of roof in the rear of the building
- * Replace inadequate heater in large meeting room
- Heat the upstairs hall for year round use
- Refurbish the 10 large windows in the upper section of the building, replace sash cords
- Replace the shades and add insulating blinds to the windows to increase energy efficiency.
- Add storm windows to outside of the 10 large windows.
- Have screens on the lower section of the windows.
- * Improve the lighting on the stairs leading to the balcony
- Repair and refurbish the chairs in the balcony
- Secure and repair Fire Escape door in the balcony
- * Add lighting and over the steps leading to the balcony
- Add carpeting to steps in balcony
- Build and wire light booth on back wall of balcony
- Redo the floor in the balcony, paint or stain.
- Insulate ceiling between basement and main upstairs hall
- Check structure holding up main floor, add braces where needed
- Put in dropped ceiling in large meeting room
- Remove present lighting fixtures in the balcony and replace with smaller chandeliers
- Replace the bar on the front of the balcony to meet proper specifications.
- Add slow moving fans to the main hall to help control heating and cooling and circulate the air
- Re-plaster the ceiling in the main hall
- Landscape the outside area after Segment 6 has been completed and cover front area with concrete or asphalt so it is smooth and level
- Add two Handicap parking areas along West Seminary Road
- Put in a Handicap ramp from the top parking area of the hall to the walkway leading to the lower level
- Remove or improve the shed area on the Credit Union side, use as an emergency exit.
- Install a caterer's kitchen area in the large downstairs meeting room
- Evaluate the drainage problems on the East side of the building between Credit Union & Town Hall
- * Redo the wood floor in the main hall and maintain it yearly
- Paint outside area by Handicap entrance
- * Paint front door area
- Complete paint on upstairs lobby, lift area, downstairs area by lift, second coat on all bathrooms, second coat on ramp and steps in new lobby
- Paint over grey floor in large meeting room or scrape floor and install epoxy over cement floor like rest of basement
- Replace, refurbish stage floor
- * Maintain & paint stage floor, walls, dressing rooms, front of stage, apron & side stage areas
- Paint the wall's and ceiling in the Lister's room
- Remove the existing wood and angle iron door stops at the top of the front doors
- Restore armory room near the balcony
- Add a lift from the basement to the stage area
- Create an entrance to the attic from the stage right dressing room into the main attic area, install basic lighting, check insulation

Motion Maria Ammatuna/Blaine Cliver to recess at 10:30PM as the select board to convene as the board of sewer commissioners. **The motion passed unanimously – 3 to zero.**

The select board reconvened at 10:42PM

Motion by Blaine Cliver/Dave Atherton to enter into executive session at 10:43PM for the purpose of discussing a contract matter. **The motion passed unanimously – 3 to zero.**

12. Possible Executive Session (Contracts/Personnel)

The board came out of executive session at 11:09PM. There were no actions required.

13. Adjournment

Motion by Blaine Cliver/Dave Atherton to adjourn the Select Board meeting at 11:10PM. **The motion passed unanimously - 3 to zero.**

Respectfully submitted,

Charlene Bryant
Recording Secretary