

**Brandon Select Board Meeting  
May 13, 2013**

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

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

**Also in Attendance:** Richard Baker, Chris Brickell, Brian Sanderson Wayne Rausenberger, Kathleen Rausenberger, Allan Leavitt, Richard Kirby, Anna Scheck, Bernie Carr, Jeff Stewart, Nancy Meffe, Gary Meffe, Tecari Shuman, Lee Kahrs, Maria Ammatuna, Phyllis Reed, Judy Bunde, Charles Rivers, Steve Beck, Brian Fillioe, Priscilla McKeighan, Linwood Bovey, June Kelly, Lisa Kenyon, George Reilly

**1. Call to order**

The meeting was called to order by Board Chair, Devon Fuller, at 7:01PM.

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

**2. Consent Agenda**

*a) Approval of Minutes – April 22, 2013 - Select Board*

**Motion** by Ethan Swift/Blaine Cliver to approve the Select Board minutes of April 22, 2013. **The motion passed unanimously – 3 to zero.**

*b) Approval of Minutes – May 6, 2013 - Select Board*

**Motion** by Dave Atherton/Blaine Cliver to approve the Select Board minutes of May 6, 2013 with the removal of Ethan Swift as a board member present. **The motion passed unanimously – 3 to zero.**

**3. Fiscal**

*a) Warrant – May 13, 2013 – \$92,943.56*

**Motion** by Ethan Swift/Dave Atherton to approve the warrant of May 13, 2013 in the amount not to exceed \$92,943.56. **The motion passed unanimously – 3 to zero.**

*b) Warrant – May 15, 2013 – \$6,099.75*

**Motion** by Blaine Cliver/Ethan Swift to approve the warrant of May 6, 2013 in the amount of \$6,099.75 for the Mosquito District. **The motion passed unanimously – 3 to zero.**

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

There was no discussion held.

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

Richard Baker stated the Churchill Road Bridge was replanked and no parking signs installed, and the documents relating to this subject have been recorded in the town records. Requests for proposal for the town office renovation were issued on May 2nd and a site visit took place on May 10th. The waiver evaluations for waterline properties were received on May 10<sup>th</sup>. The property owner letters will be mailed and meetings will be scheduled this week. Mr. Baker advised the O'Brien & Kaffenberger document was only a draft; VHB has received it and will be finalizing it. There has been an agreement reached with the Fire District concerning the town manager's office. Mr. Baker reported there have been guardrail repairs completed. The Delinquent Tax Collector has been working on this issue and will seek the Select Board's guidance at the next meeting.

Devon Fuller asked if the town could have an engineer review the Churchill Bridge to determine if it would be safe for motorized vehicle traffic. Richard Baker stated it is not adequate for vehicles. Brian Sanderson stated it is his opinion anything larger than a 4-wheeler would be unsafe. Mr. Fuller suggested a structural engineer inspect the bridge to determine if repairs could be done to make it safe for vehicle travel. Ethan Swift advised there had been information received for a temporary bridge, which would be a fraction of the cost of a new bridge. It was questioned whether the town would be required to return the grant funding. Mr. Swift reiterated the bridge would be less expensive and he would be concerned about usage of the current bridge as the footings and the bridge were in bad shape the last time he inspected it. Mr. Fuller suggested hiring a structural engineer to do an inspection of the bridge. Richard Baker will review the details of the grant and advise the board.

#### **6. Public Works Report**

Brian Sanderson reported the Department has been working on the Sugar Hollow Cemetery on the west side of Birch Hill. The fence has been repaired, the weeds cleared out, the headstones cleaned and the area has been mowed. The town will continue to maintain the cemetery and encouraged the public to visit to view the interesting old headstones. The municipal mowing is underway, the road posting signs have been removed and work continues on the gravel roads. The Wastewater department is in the process of locating and recording sewer manholes through GPS coordinates. The personnel at the plant are addressing the VLCT loss control recommendations that include general housekeeping, maintenance and repair of potential safety issues.

Ethan Swift questioned whether Mr. Sanderson felt there was sufficient funds budgeted for the contracted mowing or whether additional services will be needed for roadside mowing. Mr. Sanderson advised attempts had been made to increase this line item, as he feels there should be additional roadside mowing done in the October timeframe. Devon Fuller questioned the status of Green Park. Richard Baker advised the original grant application had one scenario and there

have been objections from adjoining property owners. He noted it would be good for everyone concerned to be on the same page. There has been discussion of doing a partial opening of the park and Mr. Baker would like to continue this discussion after the meeting scheduled for Friday. Mr. Fuller questioned whether the park could be partially completed within a couple of weeks. Mr. Sanderson advised the grass would likely not be established enough, but the park could be made presentable within that timeframe. Ethan Swift advised he met with Brian Rhodes from Emergency Management and Mr. Rhodes cautioned if there is an expectation for additional FEMA funds, the town may be jeopardizing those funds if it proceeds with rehabilitation. Richard Baker stated there is an area that could be done with minimal work, but questioned if it would jeopardize the \$188,000.00 funding. Mr. Swift stated Mr. Rose cautioned working on the area that the town is hoping to get reimbursement for. Mr. Baker stated it would be a minimal investment to get the gazebo open. A suggestion was made to contact Mr. Rose concerning reopening this particular part of the park. Mr. Swift stated repair should be limited to the area that the town does not expect reimbursement for. Mr. Cliver questioned why there is a delay in the funding and Mr. Swift noted it is likely due to the workload at FEMA.

Brian Sanderson advised the deadline for responding to the state for the TA grant for the sidewalk feasibility study has passed. Mr. Sanderson and Mr. Baker requested guidance from the board as to how they would like to proceed, as a response is required by the state. Dave Atherton stated there had been discussion that the town should not accept this grant and use the match funds for the town office repairs. Devon Fuller noted the grant had been changed from a 20% match to a 50% match. Mr. Sanderson stated there are several other methods of obtaining funds for this type or project and suggested fulfilling some of the other grants that have been awarded prior to moving forward with applications for additional grants. It was the consensus of the board to deny the acceptance of the TA grant, with a letter to be sent to the state advising them of the decision.

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

Bernie Carr advised there have been several people who have expressed an interest in volunteering for repair of the Green Park. Mr. Carr also questioned when the patch paving will be completed near St. Mary's Church, on Carver Street and at the intersection of Wheeler Road and Route 73. Brian Sanderson advised Ray Counter and he are in the process of developing an inventory of the items to be patch-paved. Mr. Sanderson will coordinate this effort when the pavers when they return this summer.

Wayne Rausenberger understood from a previous meeting there would be a meeting about Bridge 114. Mr. Baker advised the meeting is scheduled for this Friday at 10AM in the town hall. Mr. Rausenberger questioned the status of the project flow chart. Devon Fuller advised this document is being worked on, noting there are many projects to be included. Mr. Rausenberger stated it would helpful if a draft of the chart could be made available, realizing it is not complete. It was agreed that the document would be made available. Gary Meffe asked what was the process and timetable for the budget revision. Devon Fuller advised the Board first would like to fill the vacant Select Board seat and once that is done, there will be a special budget meeting held and a revote scheduled. This process should take place prior to month-end. June Kelly asked what the process for filling the vacancy was. Mr. Fuller stated letters of interest have been

received from several members of the public and there will be a discussion held during executive session this evening. Once a decision is made, an announcement will be made to the public. Judy Bunde questioned the status of the waterline project and whether it will be completed this summer. Mr. Fuller stated Mr. Baker had previously noted this evening that the property valuations are complete and the right of way letters will be sent to the property owners. Currently, the project is on track for completion during this summer and fall. Mr. Baker stated people can call him @ 236-9052 with questions regarding this subject. He has received correspondence from Patty Coburn indicating that she has received several emails from Brandon residents inquiring about this subject. Ms. Bunde suggested publicizing a status of the project, as there was a question as to whether the project was going to be done this year. Ethan Swift stated the project is moving in a deliberate fashion. Blaine Cliver suggested placing updates on the town website and all were in agreement. Kathy Rausenberger stated it had previously been discussed that it would take 5 to 6 weeks to get the materials once they are ordered and questioned if it is still felt this would happen. Devon Fuller stated it had been previously discussed to begin the project in August and it is felt that the project will be done. Charles Rivers stated if the budget does not pass, will an anticipatory note be taken out or will the town deficit spend after July 1<sup>st</sup>. Devon Fuller stated the town would likely obtain an anticipatory note. Anna Scheck advised the town currently has a loan at the bank that could be used. Phyllis Reed asked for an update on the town manager search. Mr. Fuller advised the application deadline is May 31<sup>st</sup> and there are a couple dozen applications that have been received. Currently, everything has been going to VLCT. June Kelly asked what the criteria are for filling the Select Board vacancy. Mr. Fuller stated all of the candidates will be reviewed and the board will choose someone they feel will provide the strength that the board is looking for. He stated filling the position is very different from an election, and the board will take into account what the board's weaknesses currently are. The interested parties who submitted applications include: June Kelly, Jim Leary, Maria Ammatuna, Brian Fillioe, Allan Leavitt and Buzz Racine. The board thanked everyone who submitted letters of interest. Mr. Fuller stated it was not felt that interviews were necessary, as sufficient information had been received for all candidates. Priscilla McKeighan asked if it is safe to go where the iron rails are and Brian Sanderson confirmed that it is safe.

## **8. Old/Other Business**

Dave Atherton felt the Select Board was jumping ahead of the process for the Churchill Bridge and suggested maintaining the bridge, as repaired, for a while. Blaine Cliver stated that an engineer has not determined whether the bridge is safe for travel. Brian Sanderson noted the bridge is currently closed to all motorized vehicles; however, the railings are built to allow removal in the event of an emergency. Devon Fuller requested Mr. Baker look into the details of the grant.

Ethan Swift reported during his meeting with Ben Rose, Mr. Rose advised there is approximately \$10 million in unspent funds in the Hazard Mitigation Program. If the state does not commit funds by July 12<sup>th</sup>, they will no longer be available. Mr. Rose stated there are several projects in town that would qualify, such as the construction of an overflow structure and the removal of the structure on Newton Thompson Road. Mr. Swift questioned whether Tina Wiles should proceed with submitting grant applications for these projects, as she is familiar with the process and has submitted prior applications. Mr. Swift felt it would be in the best interest of the town to pursue

the overflow project and removal of the Newton Thompson structure for future flood mitigation and noted the grant applications should be submitted as soon as possible. It is a 75/25 match, but would be much less than coming up with the total amount.

**Motion** Blaine Cliver/Ethan Swift to request Tina Wiles apply for a hazard mitigation grant for construction of an overflow and removal of the structure on the Newton Thompson Road. **The motion passed unanimously – 3 to zero.**

Richard Baker questioned whether the town would be required to take over the Fjeld property on Newton Road. It was noted that a quitclaim deed could be done and the area could then be open for a public access point.

Richard Baker stated the next regularly scheduled meeting is on Memorial Day, plus the bids for the renovations of the town office are due Tuesday, May 28<sup>th</sup> and Mr. Baker suggested rescheduling the next meeting to May 28<sup>th</sup>.

**Motion** by Dave Atherton/Blaine Cliver to reschedule the next Select Board meeting from Monday, May 27<sup>th</sup> to Tuesday, May 28<sup>th</sup>. **The motion passed unanimously – 3 to zero.**

**Motion** by Ethan Swift/Dave Atherton to recess the Select Board at 7:49PM to convene as the Board of Liquor Commissioners. **The motion passed unanimously – 3 to zero.**

**Motion** by Ethan Swift/Dave Atherton to reconvene as the Select Board and enter into executive session at 7:53PM for the purpose of discussing a personnel matter, with the session to include the interim town manager. **The motion passed unanimously – 3 to zero.**

## **9. Possible Executive Session**

**Motion** by Blaine Cliver/Ethan Swift to come out of executive session at 8:12PM. **The motion passed unanimously – 3 to zero.**

Several members of the public rejoined the meeting.

**Motion** by David Atherton/Blaine Cliver to appoint Maria Ammatuna for the remainder of the term of the vacant Select Board seat. **The motion passed unanimously – 4 to zero.**

## **10. Adjournment**

**Motion** by Blaine Cliver/Ethan Swift to adjourn the Select Board meeting at 8:18PM. **The motion passed unanimously - 3 to zero.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary