

Brandon Select Board Special Meeting
June 30, 2014
6:00 p.m.

The Brandon Select Board will meet Monday, June 30, 2014 at 6:00 p.m. at the Brandon Town Hall located at 1 Conant Square expecting to consider the items noted on this agenda. Agendas shall be posted on the community bulletin board located next to the Town Office on Center Street, on the community bulletin board located between Dave's Grocery and the Forest Dale Post Office and the bulletin board at Lake Sunapee Bank. The Select Board reserves the right to add additional items, if necessary, at the beginning of the meeting.

- 1) Call to Order
 - a) Agenda Adoption
- 2) 6:00 p.m. - Executive Session - 1 V.S.A. § 313(a)(1) - Contracts
- 3) 7:00 p.m. - Executive Session - 1 V.S.A. § 313(a)(1) - Personnel
- 4) 8:00 p.m. – Consent Agenda
 - a) Select Board Meeting Minutes – June 23, 2014
- 5) Fiscal
 - a) General Fund Warrant – June 30, 2014 - \$85,792.60
 - b) Wastewater Fund Warrant – June 30, 2014 - \$1,639.72
 - c) FY 14/15 Warrant – \$27,373.54
 - d) FY 14/15 Warrant –\$553.65
- 6) Municipal Operations July 1, 2014
- 7) Other Business
- 8) Adjournment

**Brandon Select Board Meeting
June 23, 2014**

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

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

Also in Attendance: Robin Bennett, Lee Kahrs, Richard Baker, Cindy Bell, Brian Sanderson, Wayne Rausenberger, Kathy Rausenberger, Bruce Edwards, Phyllis Reed, Nancy Fisher, Joe Ammatuna, Sue Gage, Arlund Bloodworth, Linda Stewart, Jeff Stewart

1. Call to order

The meeting was called to order by Maria Ammatuna at 6:17PM.

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

Addition of agenda Item 9(f) Fiscal to consider payment to Swanstone Millinery LLC for \$40,000.00.

2. Consent Agenda

a) Select Board Meeting Minutes – June 9, 2014

Motion by Dave Atherton/Blaine Cliver to approve the minutes of the June 9, 2014 Select Board meeting. **The motion passed unanimously – 3 to zero.**

b) Special Select Board Meeting Minutes – June 12, 2014

Motion by Devon Fuller/Dave Atherton to approve the minutes of the June 12, 2014 Special Select Board meeting. **The motion passed unanimously – 3 to zero. Maria Ammatuna abstained from voting.**

c) Select Board Meeting Minutes – June 16, 2014

Motion by Devon Fuller/Dave Atherton to approve the minutes of the June 16, 2014 Select Board meeting. **The motion passed unanimously – 3 to zero.**

3. Public Comments for Items not on the Agenda

Linda Stewart asked, on behalf of the Planning Commission, why the Select Board would vote on a sign ordinance when there is an interim zoning administrator who could have signed. Devon Fuller stated the Select Board only approved the protruding sign, which they have done in the past and were requested to do so by the interim zoning administrator.

4. Town Manager's Report

Robin Bennett reported the waterline project continues to go well and they anticipate paving tomorrow and Wednesday, with a projected completion date of next week. There will be a walk-through at the weekly construction meeting. It is not anticipated there will be many punch list items as they have been taking care of issues as the project has moved along. Maria Ammatuna asked if the residents or commercial businesses affected in the rights of way will participate in the walk-through. Ms. Bennett advised they have been made aware of the walk-through but have not been specifically invited. Ms. Ammatuna asked for an invitation to be extended to those people. Cindy Bell stated the completion date was supposed to be June 20th and asked if there will be a penalty for not completing on time. Ms. Bennett reported they were given an extension as part of a change order for the additional work regarding the ledge. The additional cost relating to the ledge work was just shy of \$20,000.00. There was also an invoice approved for around \$6,000.00 due to an oversight by ANR and a smaller third invoice will bring the total price to just over \$1.1 million. The money will come out of the amount that was bonded several years ago for Segment 6.

The mobile radios have been installed in the police cruisers from funding that came from a grant written by Chief Brickell.

There have been improvements made to Estabrook Park with the addition of wood chips, the repainting of the sign and the pruning of tree limbs. The bulletin board at the Post Office in Forestdale has been replaced. The drain line was extended at the wastewater treatment plant, as requested by the state. A more in-depth report will be provided to the Board of what the state requirements are from the inspection of the wastewater treatment plant. Brian Sanderson reported that materials have been ordered for the repair that will arrive in about 1 to 2 weeks. Gecha Brothers will be contacted to do the repairs in a timely fashion.

5. Financial Management Questionnaire

Robin Bennett advised the Financial Management Questionnaire has been completed by the Town Treasurer and the document requires approval by the Board to submit by the fiscal year end to the State Treasury. Sue Gage reported the document has not been done before, but is something that should be filed as it follows protocol and provides information on the internal controls for the Town.

Motion by Devon Fuller/Dave Atherton to authorize the Board Chair to sign the Financial Management Questionnaire – Towns and Cities, with the correction that the Select Board members do attend financial training. **The motion passed unanimously – 3 to zero.**

6. FY13/14 TAN

Robin Bennett stated the Town needs to pay off the loan that was secured earlier this year. The \$100,000.00 was drawn down and will be paid back at a total amount of \$101,129.53,

which includes the interest incurred of \$904.53.

Motion by Devon Fuller/Dave Atherton to approve payment of the FY13/14 tax anticipation note in the amount of \$101,129.53. **The motion passed unanimously.**

7. Bike Path Grant

Maria Ammatuna asked for more clarification regarding the grant. Jeff Stewart stated from the Senior Center to Neshobe School the sidewalk is not 5 feet wide and it drops down and is in very bad condition. From Neshobe School out to Forestdale, there is a dangerous corner and this option would provide a way for pedestrians to safely walk around this corner. The grant would be for a scoping study and there is \$4.2 million available in grant funding. There have been eight letters of support received for the application and the deadline for submitting the application to Montpelier is June 28th. It was noted the letter should be addressed to a specific entity and the typos fixed prior to submission.

Motion by Devon Fuller/Dave Atherton to approve the Bike Path Grant application and authorize the Board Chair to sign the letter on behalf of the Town and to authorize the Town Manager to sign the grant application. **The motion passed unanimously – 3 to zero.**

8. Other Business

Devon Fuller asked about the rock pile on Newton Road. The Town Manager will follow up on this item. Maria Ammatuna asked Brian Sanderson whether the Town has another location to store the rock and Mr. Sanderson noted that the Town does not have a piece of property to move the rocks to. Mr. Sanderson will look into the status of this item.

Blaine Cliver stated as far as the town office building, there needs to be estimates provided for the two possibilities discussed.

Motion by Blaine Cliver/Devon Fuller to direct the Town Manager to contact Tom Barden to provide an estimate for both approaches for repair of the town office. A friendly amendment was added to include "pending funding determination of a funding source, with a maximum of \$5,000.00". **The motion passed unanimously – 3 to zero.**

Maria Ammatuna asked if there is any money in reserve for this request. Blaine Cliver stated the insurance money could be used and there are also funds available from the Historic Preservation grant. Robin Bennett advised the Preservation grant has been spoken for, but a bill has not been received.

Maria Ammatuna asked for an update on the FEMA engineer for the 29 projects. The Town Manager stated the project engineer was on vacation last week and information was not received, but will likely be received next week.

9. Fiscal

a) General Fund Warrant – June 23, 2014 - \$241,988.57

Motion by Dave Atherton/Devon Fuller to approve the warrant of June 23, 2014 in the amount of \$241,988.57. **The motion passed unanimously – 3 to zero.**

It was noted the General Fund warrant included the \$101,000.00 tax anticipation note payoff, an invoice from J. A. MacDonald for \$58,000.00 for the waterline project and \$20,000.00 for Aldrich and Elliot for the water line project. The Town Manager stated the Town will be reimbursed 95% of the costs for the water line project.

b) Wastewater Fund Warrant – June 23, 2014 - \$12,928.48

Motion by Devon Fuller/Blaine Cliver to approve the wastewater warrant of June 23, 2014 in the amount of \$12,928.48. **The motion passed unanimously – 3 to zero.**

c) FY14/15 Warrant in the amount of \$45,158.10

Motion by Blaine Cliver/Devon Fuller to approve the FY14/15 warrant in the amount of 45,158.10.

Ms. Bennett reported these are prepaid items that are being paid for the next fiscal year and will show up in next year's audit report. Ms. Ammatuna questioned if there is money in the General Fund to pay for the items and suggested Mr. Cliver reconsider his prior motion for further discussion.

Motion by Blaine Cliver/Dave Atherton to reconsider the prior motion. **The motion passed unanimously – 3 to zero.**

Robin Bennett reported this warrant is for prepaid expenses that are for items due to be paid now that would be accounted for in next year's budget. Ms. Bennett stated the statute does not provide a lot of guidance as far as the prepaid items. Devon Fuller stated 24VSA talks about general obligations. Sue Gage stated she is preparing for a cash flow shortage. She contacted Paul Giuliani to discuss doing an expense note. Ms. Gage noted the preference is to push out issuing the tax bills, as NEMRC does not do reissuing well. Ms. Gage is working on different options in the event the budget does not pass.

Motion by Devon Fuller/Dave Atherton to table the approval of the warrant until after the budget vote. **The motion passed unanimously – 3 to zero.**

d) Consider P.O. 51423 to Mike's Fuels for Diesel Fuel – not to exceed \$43,300.00

Motion by Devon Fuller/Dave Atherton to approve P.O. 51423 to Mike's Fuels for diesel fuel for an amount not to exceed \$43,300.00.

Linda Stewart stated on the property the vendor was supposed to have purchased for a fuel depot, there is a large tank sitting on the property and another piece of metal that has been there for 4 years and Ms. Stewart is not sure if they own the property. The mobile

home that was to be the office is being used as a residential unit and she is unsure this had been approved. Ms. Stewart noted the vendor is not being a good community citizen and the town should not be doing business with one who does not come into compliance.

Motion by Blaine Cliver/Devon Fuller to table the motion until after the budget vote and to request Ms. Stewart check on the zoning issues and advise the Town Manager and the Select Board if there are issues. **The motion passed unanimously – 3 to zero.**

The Town Manager stated two bids were received and Mike's Fuels were the lowest bid. Brian Sanderson confirmed very few bids were received this year and the other bidder came in after the deadline and was a higher bid. Maria Ammatuna questioned if a full tanker can be delivered for cost-savings and Mr. Sanderson reported the deliveries are full tankers and are split up over multiple locations. Ms. Ammatuna also questioned whether there have been discussions of coordinating with other groups, such as the schools for best pricing and it was noted this has not taken place. Linda Stewart noted she had brought up the issue with Mike's Fuels the last time the Town contracted with him. Ms. Ammatuna advised the Board has not received any information regarding violations with this vendor in the past.

e) Consider P.O. 51424 to Mike's Fuels for #2 Heating Fuel – not to exceed \$23,750.00

Motion by Devon Fuller/Blaine Cliver to table the approval of P.O. 51424 until after the budget vote. **The motion passed unanimously – 3 to zero.**

f. Consider payment to Swanstone Millinery LLC for \$40,000.00

Motion by Devon Fuller/Dave Atherton to approve payment to Swanstone Millinery LLC in the amount of \$40,000.00. **The motion passed unanimously – 3 to zero.**

10. Adjournment

Motion by Dave Atherton/Devon Fuller to adjourn the Select Board meeting at 6:54PM. **The motion passed unanimously - 3 to zero.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

TOWN OF BRANDON Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Manually Selected For Check Acct 01(10 General Fund) 06/30/14 To 06/30/14

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310184	06/24/14	ABANAKI INC JUNE POD RENTAL 2842	57-5-00-20240 Town Office Contractors	75.00	38940	06/30/14
200263	06/05/14	ALDRICH & ELLIOTT, PC Waterline Project RE#221 74953	46-5-50-20241 Contractors-RT 7 Water	36622.88	38941	06/30/14
100280	06/25/14	BRANDON LUMBER & MILLWORK screws 479901/3	10-5-22-42150 Bldg. Repairs	1.30	38943	06/30/14
100280	06/26/14	BRANDON LUMBER & MILLWORK trash bags 479941/3	10-5-22-43170 Trash costs-Transfer Stat	14.99	38943	06/30/14
310376	06/27/14	CATERPILLAR FINANCIAL SER lease payment 15739416	10-5-15-90400 Leased Equipment	7056.21	38968	06/30/14
300796	06/05/14	CLD CONSULTING ENGINEERS RT 7 ASR #8-#221 51074	46-5-50-30340 RT 7 - ASR #8	1373.43	38944	06/30/14
300796	06/05/14	CLD CONSULTING ENGINEERS RT7 Inv.221 ASR7 51075	46-5-50-30330 RT 7 - ASR #7	11982.09	38945	06/30/14
200243	06/25/14	COLBURN, FRED boot reimbursement JUNE2014	10-5-15-10320 Clothing Allowance	100.00	38946	06/30/14
310097	06/24/14	COMCAST 2417 FRANKLIN JUNE T/O 6-15-14	10-5-10-30131 Telephone Expenses	185.67	38947	06/30/14
310097	06/24/14	COMCAST 2417 FRANKLIN JULY T/O JULY	10-5-10-30131 Telephone Expenses	433.20	38947	06/30/14
Will post as prepaid expense to: 10-1-00-01510 until next year						
310432	06/23/14	DIDO'S TRUCKING, INC. screened top soil 2224	10-5-15-44110 Ditching	288.00	38948	06/30/14
100925	06/24/14	FOLEY SERVICES INC uniforms 463183	10-5-15-10320 Clothing Allowance	50.92	38949	06/30/14
100873	06/27/14	LHS ASSOCIATES INC accuvote battery 44190	10-5-13-10100 Board of Civil Authority	74.00	38951	06/30/14
100971	06/18/14	MALLORY'S AUTOMOTIVE INC lube, oil, filter 8676	10-5-14-41180 Outside Maint. -Vehicles	37.43	38952	06/30/14
100588	06/24/14	MARKOWSKI EXCAVATING, INC concrete blocks V-14398C	10-4-18-60070 Estabrook Fundraising	55.00	38953	06/30/14
100588	06/24/14	MARKOWSKI EXCAVATING, INC gravel V-14398G	10-5-15-46140 Gravel	372.75	38953	06/30/14
310304	06/24/14	MIKE'S FUELS, LLC diesel fuel @ HWY 256551	10-5-15-41130 Fuel - Vehicles	976.45	38955	06/30/14
100211	05/28/14	NOCO ENERGY CORP lubes PSI1063527	10-5-15-41140 Oil - Vehicles	932.49	38956	06/30/14
100005	06/24/14	RUTLAND COUNTY SOLID WAST MAY RECYCLING 20716	10-5-22-75160 RCSWD/Recycling	228.25	38957	06/30/14
100442	06/24/14	RUTLAND ECONOMIC DEVELOPM REDC Membership (9 mos) 846 A	10-5-17-71600 REDC	374.94	38958	06/30/14
101019	06/20/14	TEXAS REFINERY CORP. grease 930500	10-5-15-41140 Oil - Vehicles	306.00	38959	06/30/14
310208	06/13/14	VANASSE HANGEN BRUSTLIN, Bridge 114- #17 18190-22	46-5-60-20240 Contractors/LPM	1382.64	38960	06/30/14
310208	05/19/14	VANASSE HANGEN BRUSTLIN, RT 7 & Waterline #221 181979-28	46-5-50-20240 RT 7 Contractors	8165.19	38961	06/30/14
310208	05/19/14	VANASSE HANGEN BRUSTLIN, RT 7 & Waterline #221 181979-28	46-5-50-20241 Contractors-RT 7 Water	3441.09	38961	06/30/14
310208	06/13/14	VANASSE HANGEN BRUSTLIN, LPM & Waterline RT7221 183144-29	46-5-50-20240 RT 7 Contractors	5162.48	38962	06/30/14

06/27/14
02:22 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Manually Selected For Check Acct 01(10 General Fund) 06/30/14 To 06/30/14

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Luanne

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310208	06/13/14	VANASSE HANGEN BRUSTLIN, LPM & Waterline RT7221 183144-29	46-5-50-20241 Contractors-RT 7 Water	3425.61	38962	06/30/14
310208	06/13/14	VANASSE HANGEN BRUSTLIN, Bridge #114 Inv. #17 183145-23	46-5-60-20240 Contractors/LPM	1935.69	38963	06/30/14
330348	06/24/14	VERIZON WIRELESS JULY CELL PHONES JULY 2014	10-5-10-30131 Telephone Expenses	15.35	38964	06/30/14
Will post as prepaid expense to: 10-1-00-01510 until next year						
330348	06/24/14	VERIZON WIRELESS JULY CELL PHONES JULY 2014	10-5-15-30131 Telephone Expenses	39.14	38964	06/30/14
Will post as prepaid expense to: 10-1-00-01510 until next year						
330348	06/24/14	VERIZON WIRELESS JULY CELL PHONES JULY 2014	10-5-10-30131 Telephone Expenses	29.28	38964	06/30/14
Will post as prepaid expense to: 10-1-00-01510 until next year						
330348	06/24/14	VERIZON WIRELESS JULY CELL PHONES JULY 2014	10-5-14-30131 Telephone Expenses	21.38	38964	06/30/14
Will post as prepaid expense to: 10-1-00-01510 until next year						
330348	06/24/14	VERIZON WIRELESS CELL PHONES JUNE JUNE	10-5-10-30131 Telephone Expenses	20.06	38964	06/30/14
330348	06/24/14	VERIZON WIRELESS CELL PHONES JUNE JUNE	10-5-15-30131 Telephone Expenses	311.30	38964	06/30/14
330348	06/24/14	VERIZON WIRELESS CELL PHONES JUNE JUNE	10-5-14-30131 Telephone Expenses	28.22	38964	06/30/14
330348	06/24/14	VERIZON WIRELESS CELL PHONES JUNE JUNE	10-5-10-30131 Telephone Expenses	38.42	38964	06/30/14
300877	06/23/14	VERMONT PEST CONTROL Monthly Service B2095	10-5-22-42140 Maint. supplies-Bldgs.	85.00	38965	06/30/14
310046	06/19/14	W.B. MASON CO INC I18821486	10-5-10-30110 Office Supplies	70.76	38966	06/30/14
310046	06/20/14	W.B. MASON CO INC envelopes I18848967	10-5-10-30110 Office Supplies	29.99	38966	06/30/14
310433	06/27/14	WEST RUTLAND REC DEPT Z BRUCE BABE RUTH 6-10-14	10-4-18-30070 Little League Revenues	50.00	38967	06/30/14

06/27/14

02:22 pm

TOWN OF BRANDON Accounts Payable

Check Warrant Report # Current Prior Next FY Invoices

Iuanne

Manually Selected For Check Acct 01(10 General Fund) 06/30/14 To 06/30/14

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				85792.60		

Selectboard

To the Treasurer of TOWN OF BRANDON, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****85,792.60
Let this be your order for the payments of these amounts.

06/27/14
02:16 pm

TOWN OF BRANDON Accounts Payable

Check Warrant Report # Current Prior Next FY Invoices For Fund (20 Sewer Fund)
All Invoices For Check Acct 01(10 General Fund) 06/30/14 To 06/30/14 & Fund 20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100015	06/20/14	ALLEN ENGINEERING & CHEMI chlorine 11250072301	20-5-55-50120 Chlorine	539.55	38942	06/30/14
100280	06/24/14	BRANDON LUMBER & MILLWORK caulking 479843/3	20-5-55-51410 Aeration System Maint.	9.98	38943	06/30/14
100925	06/24/14	FOLEY SERVICES INC uniforms 463182	20-5-55-10320 Clothing Allowance	18.57	38949	06/30/14
100725	06/19/14	GREEN MOUNTAIN GARAGE nuts, bolts, washers 053895	20-5-55-43160 Maint. Supplies - General	4.80	38950	06/30/14
100725	06/23/14	GREEN MOUNTAIN GARAGE set screws 054082	20-5-55-43160 Maint. Supplies - General	2.00	38950	06/30/14
100725	06/26/14	GREEN MOUNTAIN GARAGE hand cleaner 054252	20-5-55-43160 Maint. Supplies - General	12.79	38950	06/30/14
300747	06/02/14	MELANSON COMPANY INC injection pump 00065174	20-5-55-51230 Outside Equip. - Pump St.	871.00	38954	06/30/14
330348	06/24/14	VERIZON WIRELESS JULY CELL PHONE WW WW JULY 2014	20-5-55-30131 Telephone Expenses	15.30	38964	06/30/14
Will post as prepaid expense to: 10-1-00-01510 until next year						
330348	06/24/14	VERIZON WIRELESS WW JUNE CELL PHONE WW JUNE	20-5-55-30131 Telephone Expenses	20.23	38964	06/30/14
100494	06/27/14	ENDYNE INC testing 148523	20-5-55-22120 Testing	145.50	38969	06/30/14
Report Total				1639.72		

Selectboard

To the Treasurer of TOWN OF BRANDON, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****1,639.72
Let this be your order for the payments of these amounts.

06/27/2014

03:35 pm

TOWN OF BRANDON Accounts Payable

Check Warrant Report # Next FY Invoices

Manually Selected For Check Acct 01(10 General Fund) 06/30/2014 To 06/30/2014

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310152	CALFIRST NATIONAL BANK	3075842 snow plow lease	27373.54	0.00	27373.54	38972	06/27/14
Report Total			<u>27,373.54</u>	<u>0.00</u>	<u>27,373.54</u>		

Selectboard

To the Treasurer of TOWN OF BRANDON, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****27,373.54
 Let this be your order for the payments of these amounts.

06/27/14
11:56 am

TOWN OF BRANDON Accounts Payable
Check Warrant Report # Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 06/30/14 To 06/30/14

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310097	COMCAST	T/O JULY 2417 FRANKLIN JULY	433.20	0.00	433.20	38947	06/30/14
330348	VERIZON WIRELESS	JULY 2014 JULY CELL PHONES	105.15	0.00	105.15	38964	06/30/14
330348	VERIZON WIRELESS	WW JULY 2014 JULY CELL PHONE WW	15.30	0.00	15.30	38964	06/30/14
Report Total			553.65	0.00	553.65		

Selectboard

To the Treasurer of TOWN OF BRANDON, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****553.65
Let this be your order for the payments of these amounts.
