

**Brandon Select Board Meeting**  
**September 8, 2014**  
**8:00 a.m.**

The Brandon Select Board will meet Monday, September 8, 2014 at 8:00 a.m. at the temporary Brandon Town Office located at 2417 Franklin Street 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) Executive Session - 1 V.S.A. § 313(a)(1) – Personnel
- 3) Adjournment

**Brandon Select Board Meeting**  
**September 8, 2014**  
**7:00 p.m.**

The Brandon Select Board will meet Monday, September 8, 2014 at 7:00 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) Consent Agenda
  - a) Select Board Meeting Minutes – August 25, 2014
  - b) Select Board Meeting Minutes – August 27, 2014
- 3) Public Comments for Items not on the Agenda
- 4) Town Managers Report
- 5) Set FY 14-15 Tax Rate
- 6) Interim Zoning Administrator Appointment
- 7) Cell Tower Permit
- 8) October 13, 2014 Meeting
- 9) Town Office Project
- 10) Segment 6 / Bridge 114 Project
  - a) VSE Contract
- 11) Other Business
- 12) Fiscal
  - a) Postage Warrant – September 5, 2014
  - b) Mosquito Control District Warrant – September 8, 2014 - \$7,375.00
  - c) General Fund Warrant – September 8, 2014 - \$
  - d) Wastewater Fund Warrant – September 8, 2014 - \$
- 13) Adjournment

**Brandon Select Board Meeting  
August 25, 2014**

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

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

**Also in Attendance:** Robin Bennett, Kathy Rausenberger, Wayne Rausenberger, Bernie Carr, Lee Kahrs, Chris Brickell, Anna Scheck, Richard Baker, Janet Coolidge, Jeff Stewart, John Wilson, Lynn Wilson, Wayne Giard, Arlun Bloodworth, Tracy Wyman, Richard Kirby, Doug Bailey

**1. Call to order**

The meeting was called to order by Maria Ammatuna at 7:01PM.

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

**2. Consent Agenda**

**a) Select Board Meeting Minutes – August 11, 2014**

**Motion** by Devon Fuller/Blaine Cliver to approve the minutes of the August 11, 2014 Select Board meeting. **The motion passed unanimously – 3 to zero.**

**3. Public Comments for Items not on the Agenda**

Wayne Giard questioned whether the “No Parking” signs will be put up again on Prospect Street as cars are being parked along both sides of the road. Robin Bennett will discuss this item with the Public Works Director.

**4. Town Manager’s Report**

Robin Bennett reported the current expense note has been drawn down by \$350,000.00 to date. The final notice for delinquent sewer and property taxes will be mailed out this week and will be the final time to pay delinquent bills prior to the 15% penalty being assessed. Ms. Bennett strongly urged people to contact the town office regarding their delinquent taxes. To date there has been \$103,963.24 or 14.4% collected on delinquent taxes and \$48,316.37 or 12.3% collected on delinquent sewer fees. A listing of all delinquent accounts will be posted on the municipal web site. The final report for Phase 1 of the environmental study will be sent to KAS to conduct Phase 2 of the study and could be complete in 3 weeks. The town is unable to submit the application until all items are completed. There will be a public hearing scheduled as part of the application process. Ms. Bennett reported the Recreation Department received a FUNdamental

Field Hockey grant from USA Field Hockey and will receive 24 sticks, 24 balls, 12 cones and a curriculum to support the field hockey program. The Recreation Department also received a \$500.00 donation. The Recreation Department is selling Flagship Cinema booklets that are valued at \$200.00 for \$25.00. The Recreation Program will receive \$6.00 from each booklet sold and the booklets can be purchased by contacting the town office or Bill Moore. The town staff recently participated in Sexual Harassment training sponsored by the Human Rights Commission. The Police Department is currently auditing their records according to policy. Ms. Bennett recently received the resignation of Brian Sanderson, Public Works Director, and Mr. Sanderson's last day will be Friday, August 29<sup>th</sup>. Ms. Bennett will be working to find someone to oversee the department on an interim basis until the position is developed as a half-time position. Ms. Bennett has been notified the town will not receive a response from the HMPG application until January 2015. The Town Office will be closed for Labor Day. Ms. Bennett reported multiple attempts have been made to schedule a meeting for union negotiations and was advised that Mike Blair, who will replace George Lovell at AFSCME, will be contacting her to schedule the meetings.

#### **5. Wilson Release of Leased Land Request**

Robin Bennett reported this is one of the hold-overs from the "leased lands" that were discussed at a previous Select Board meeting. A copy of the correspondence from Mr. Wilson's attorney was provided to the Board for consideration in authorizing the Town Manager to sign a Quit Claim Deed to release the town's "leased land" interest. Mr. Wilson was present to discuss this item. There is an issue with the mortgage insurance in that they want to see the deed clear with the town removed. It was Ms. Bennett recommendation to authorize this action.

**Motion** by Ethan Swift/Blaine Cliver to authorize the Town Manager to sign a Quit Claim Deed to remove the town's land interest. **The motion passed unanimously – 3 to zero.**

Ms. Ammatuna requested the county be corrected from Addison to Rutland County in the document prior to signing. Robin Bennett requested Mr. Wilson have his attorney correct the county and she will sign the amended document.

#### **6. Vermont Covered Bridge Society Request**

The Board had a request from the Vermont Covered Bridge Society to approve the posting of a sign on the covered bridges in the town that would include a smart phone patch to provide additional information on the bridge.

**Motion** by Devon Fuller/Blaine Cliver to approve the request from the Vermont Covered Bridge Society to place a smart phone patch sign on the covered bridges. **The motion passed unanimously – 3 to zero.**

Devon Fuller asked if they will be responsible for maintaining the signs. Bernie Carr requested the signs be placed inside the bridge to maintain the original appearance of the bridge. Ms. Bennett stated she will include these requests in her letter to the Vermont Covered Bridge Society.

## **7. VLCT Voting Delegate**

Maria Ammatuna stated the town will need a voting delegate for the VLCT annual meeting to be held October 9<sup>th</sup> at 2PM. Robin Bennett advised she will be attending the meeting and volunteered to be the delegate.

**Motion** by Blaine Cliver/Devon Fuller to appoint the Town Manager as the voting delegate for the VLCT annual meeting. **The motion passed unanimously – 3 to zero.**

## **8. Town Office Project**

Robin Bennett reported a conference call was held concerning this project and the grant is about two-thirds complete, with a couple of items still outstanding. The goal is to have it complete within three weeks. The town is still awaiting receipt of the environmental report.

## **9. Segment 6/Bridge 114 Projects**

Robin Bennett reported she has gone back to VSE to negotiate a better rate for the right of ways, but has not heard back from them. The issue is that the overhead seems high. Blaine Cliver asked if CLD had responded regarding the examination of the bridge and the area off to the side. Ms. Bennett has not received an update and will follow-up.

Wayne Rausenberger asked if the Town Manager is going to start receiving a report from VHB every two weeks on what is going on with the bridge, as he would like to see them keep the town up-to-date. Devon Fuller agreed with this request unless it is going to incur more cost to the town, as he is concerned about VHB charging on an hourly rate. Robin Bennett will speak to VHB, noting it is something they likely will comply with. Ethan Swift asked if there is a timeframe from CLD with regard to the design of the bridge. Robin Bennett stated there were timelines in the scope of work in the agreement.

## **10. Other Business**

Ethan Swift reported there was a kick-off meeting last week for the Vermont Resiliency Initiative. The Agency of Community Development has hired consultants to assist in this initiative. Brandon was chosen as one of the towns where there will be an in-depth analysis completed to learn ways that different resources can be brought in to help businesses recover in the event of another disaster. The Initiative will also assist with building flood resiliency plans. There will be a public meeting to provide information to

the businesses in the near future. Bernie Carr stated the group is presenting to the Brandon Chamber Board on September 15<sup>th</sup> and are going to try to schedule something the last part of September for an open meeting.

Maria Ammatuna reported the Board received a large document regarding the Verizon tower that will potentially be placed on the Mulcahy's property. Ms. Ammatuna requested the Town Manager add this item for discussion at the next Select Board meeting and to notify the landowner when it is scheduled for discussion. Ms. Ammatuna also wished to clarify the rumor that no one on the Brandon Select Board receives any kind of compensation from the town for travel.

## **11. Fiscal**

### ***a) FY 13/14 Warrant – August 25, 2014 - \$661.96***

**Motion** by Ethan Swift/Devon Fuller to approve the FY13/14 warrant of August 25, 2014 in the amount of \$661.96. **The motion passed unanimously – 3 to zero.**

Maria Ammatuna questioned the purpose of this invoice. Robin Bennett reported the item relates to email fees when migrating the web site.

### ***b) FY 14/15 General Fund Warrant – August 25, 2014 - \$14,886.47***

**Motion** by Devon Fuller/Ethan Swift to approve the FY 14/15 General Fund warrant of August 25, 2014 in the amount of \$14,886.47. **The motion passed unanimously – 3 to zero.**

### ***c) FY14/15 Wastewater Fund Warrant – August 25, 2014 - \$19,699.60***

**Motion** by Devon Fuller/Ethan Swift to approve the FY 14/15 Wastewater Fund warrant in the amount of \$19,699.60. **The motion passed unanimously – 3 to zero.**

### ***d) FY 14/15 Postage Warrant – August 25, 2014 - \$1,000.00***

**Motion** by Devon Fuller/Blaine Cliver to approve the FY 14/15 Postage warrant in the amount of \$1,000.00. **The motion passed unanimously – 3 to zero.**

**Motion** by Devon Fuller/Ethan Swift to enter into executive session at 7:35PM for a contract discussion. **The motion passed unanimously – 3 to zero.**

## **12. Executive Session 1 V.S.A.313 (a) (1) – Contract**

**Motion** by Maria Ammatuna/Devon Fuller to come out of executive session at 7:38PM. **The motion passed unanimously – 3 to zero.** There was no action required.

**Motion** by Maria Ammatuna/Ethan Swift to enter into executive session at 7:39PM for a contract discussion. **The motion passed unanimously – 3 to zero.**

**13. Executive Session 1 V.S.A.313 (a) (1) –Contract**

**Motion** by Devon Fuller/Ethan Swift to come out of executive session at 7:46PM. **The motion passed unanimously – 3 to zero.** There was no action required.

**Motion** by Devon Fuller/Ethan Swift to enter into executive session at 7:47PM for a personnel discussion. **The motion passed unanimously – 3 to zero.**

**14. Executive Session 1 V.S.A.313 (a) (1) –Personnel**

**Motion** by Ethan Swift/Blaine Cliver to come out of executive session at 8:10PM. **The motion passed unanimously – 3 to zero.** There was no action required.

**Motion** by Devon Fuller/Blaine Cliver to enter into executive session at 8:11PM for a personnel discussion. **The motion passed unanimously – 3 to zero.**

**15. Executive Session 1 V.S.A.313 (a) (1) –Personnel**

**Motion** by Devon Fuller/Blaine Cliver to come out of executive session at 8:14PM. **The motion passed unanimously – 3 to zero.** There was no action required.

**16. Adjournment**

**Motion** by Blaine Cliver/Ethan Swift to adjourn the Select Board meeting at 8:15PM. **The motion passed unanimously - 3 to zero.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary

**Brandon Select Board**

**August 27, 2014**

**In Attendance:** Devon Fuller, Maria Ammatuna, Blaine Cliver and David Atherton.

**Also In attendance:** Robin Bennett.

The meeting was called to order at 6:20 p.m. by Chair Maria Ammatuna.

1. Call to Order
  - a. Agenda Adoption – Motion Atherton/Fuller to adopt the agenda as presented. The motion passed unanimously – 4 to 0.
2. Executive Session – 1 V.S.A. §313(a)(1) - Personnel:  
Motion Fuller/Cliver to go into Executive Session with the Town Manager at 6:21 p.m. The motion passed unanimously 4-0. Motion Fuller/Cliver to come out of Executive Session at 7:05 p.m. The motion passed unanimously 4-0. Motion Fuller/Atherton to allow the Town Manager to carry over 18 vacation days into the next year. The motion passed unanimously 4-0.
3. Adjournment  
Motion by Cliver/Fuller to adjourn the Select Board meeting at 7:06 p.m. The motion passed unanimously – 4-0.



SUPPLEMENTAL TAX RATE 2014/2015

TAX RATE CALCULATION					
		APPROVED 7/28/2014	SUPPLEMENTAL	FINAL COMBINED RATE	
Town Budget		0.950	2,369,295	18,830	2,388,125
Grand List *			3,304,750	3,304,750	3,304,750
Tax Rate			0.7169	0.0057	0.7226
Appropriations, previously voted for			215,615	0	215,615
Grand List *			3,304,750	3,304,750	3,304,750
Approp. Tax Rate			0.0652	-	0.0652
Voted Exempt Properties	2,613,451		26,135	0	26,135
Grand List *			3,304,750	3,304,750	3,304,750
Tax Rate			0.0079	0.0000	0.0079
Veterans Exemptions	1,192,500		11,925	0	11,925
Grand List *			3,304,750	3,304,750	3,304,750
Tax Rate			0.0036	-	0.0036
Brandon Fire District			234,431	0	234,431
Grand List *			3,304,750	3,304,750	3,304,750
Tax Rate			0.0709	-	0.0709
TAX RATES - INTERIM, SUPPLEMENTAL AND FINAL					
Town Budget			0.7169	0.0057	0.7226
Appropriations, voted			0.0652	-	0.0652
Voted Exemp Properties			0.0079	-	0.0079
Veterans Exemptions			0.0036	-	0.0036
Fire District			0.0709	-	0.0709
Total Town Rate			0.8646	0.0057	0.8703
Education Rate:					
Homestead			1.3362		1.3362
Non Residential			1.4371		1.4371
Signed at duly warned meeting on September 8, 2014					
Marla Ammatuna					
Blaine Cliver					
Ethan Swift					
Devon Fuller					
David Atherton					

## EXECUTIVE SUMMARY

Weston & Sampson was contracted on behalf of the Town of Brandon, Vermont to perform a Phase I Environmental Site Assessment (ESA) of the municipally owned Town Office building located at 49 Center Street (the Target Property) in the Town of Brandon, Vermont. This ESA was performed in accordance with ASTM Standard E1527-13, and to meet EPA's All Appropriate Inquiry (AAI) requirements.

The Phase I ESA has identified the following Recognized Environmental Condition (REC):

- 1.) The Target Property is listed in the Vermont Department of Environmental Conservation (VTDEC) hazardous waste site database as an active hazardous Site and closed Spill Site related to an overfill of #2 heating oil. Petroleum contaminated soil was encountered during the closure/removal of a 500-gallon heating oil UST. The VTDEC has requested further investigation. Weston & Sampson is of the opinion that the documented contamination has the potential to pose a threat to the subsurface conditions of the Target Property and as such is considered an REC.
- 2.) A Vapor Encroachment Condition (VEC) cannot be ruled out at the Target Property due to the presence of subsurface petroleum contamination documented beneath the Site.

Additional findings of the Phase I ESA are as follows:

- The Target Property consists of one parcel containing the Brandon Town Office Building and Police Station.
- Historic records research, photographs, and local interviews with those knowledgeable about the Target Property, indicate the onsite building was first built in 1828 and has undergone minimal changes during that time. Historic uses include; a grocery store, office space, and a bank. The property has been owned and used as office space for the Town of Brandon since 1955.
- The adjoining property located at 37 Center Street (Former Cummings Property) is listed as a closed spill site on the VTDEC Spill database related to a residential heating oil release in the basement. Following cleanup, follow up investigations revealed no further impact to the nearby surface water and a Notice to the Land Record was filed with the Town documenting the presence of residual soil contamination beneath the building. No further work was required by the regulatory authority. The property is not likely to pose a threat to the subsurface conditions of the Target Property based upon the current regulatory status of the Site, the characteristics of the contaminants present, and subsurface migration of the identified contaminants towards the Target Property is impeded by hydrogeologic connectivity/gradient. As such this property does not rise to the level of an REC.
- The Brandon Town Hall property located at 1 Conant Square in the vicinity of the Target Property is listed as an active VTDEC hazardous site. This property was listed related to petroleum contamination discovered during the removal of a 500 gallon heating oil UST. The full extent of contamination has not been determined and additional investigative work to define limits of contamination has been requested by the VTDEC. This work may be combined with the investigative work needed at the Target Property. The property is not likely to pose a threat to the subsurface conditions of the Target Property based upon the current

regulatory status of the Site, the characteristics of the contaminants present, and subsurface migration of the identified contaminants towards the Target Property is impeded by hydrogeologic connectivity/gradient. As such this property does not rise to the level of an REC.

- Historical Sanborn Maps show a gasoline underground storage tank (UST) at the adjoining property to the north presently known as 2 West Seminary Street. The 2 West Seminary property is not listed with VTDEC or identified on any of the databases searched and as such there is no documented release of oil and/or hazardous material at this location. This historic use is not deemed to be an REC.
- An, abandoned 1,000-gallon UST was observed protruding from the river bank on the adjoining property to the north. The suction and return lines of the UST were noted to be decommissioned and appeared to lead toward the adjoining building to the south of the Target Property, The Home Shop. No visual or olfactory evidence of a release related to this UST were noted. This property is not identified on any of the databases searched and there is no documented release of oil and/or hazardous material at this location. Based on site observations and the characteristics of the contaminants present, if the UST were to leak, subsurface migration of the identified contaminants towards the Target Property is impeded by hydrogeologic connectivity/gradient. As such this UST does not rise to the level of an REC.
- No other adjoining properties are listed in EPA or Vermont Department of Environmental Conservation hazardous waste Site databases. No Underground Storage Tanks (USTs) were on record for the Target Property or adjacent properties.

Based on the findings of our assessment, Weston & Sampson makes the following recommendations:

- 1.) Weston & Sampson recommends a Phase II Environmental Site Assessment to characterize environmental conditions at the Target Property.
- 2.) Prior to renovation/demolition, the services of a certified asbestos and lead abatement contractor should be retained to provide a scope of work and cost estimate to remove and properly dispose of ACBMs and regulated wastes associated with the building renovation.
- 3.) The floor drains located in the first floor of the building should be properly closed/sealed in order to comply with state and federal underground injection control regulations.

NAME Postage  
DATE September 5, 2014  
INVOICE# Req. #4  
VENDOR# \_\_\_\_\_  
AMOUNT \$1,000.  
FISCAL YEAR 14-15  
ORG/OBJ 10510/30132

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Funds added to the postage machine via telephone line. Entry only Board signature required.

	DR	CR
10100/01110		1000.00
10510/30132	1000.00	

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NAME Mosquito Control District  
DATE \_\_\_\_\_  
INVOICE# \_\_\_\_\_  
VENDOR# 100655  
AMOUNT \$29,500  
FISCAL YEAR 14/15  
ORG/OBJ 10517/71800

August 2014                      \$7,375.00                      February 2015                      \$7,375.00

November 2014                      \$7,375.00                      May 2015                      \$7,375.00

This form is for A/P warrant purposes only. This should show as a separate warrant prior to the ACH date.

Select Board Signatures