

Brandon Select Board Meeting: March 13, 2017 @ 7:00 p.m.

The Brandon Select Board will meet Monday, March 13, 2017 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 at the Town Office at 49 Center Street and on the community bulletin board located between Dave's Grocery and the Forest Dale Post Office. 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) **Election of Select Board Officers**
 - a) **Chair**
 - b) **Vice-Chair**
 - c) **Clerk**
- 3) **Designation of Select Board as Other Statutory Bodies:**
 - a) **Board of Liquor Control Commissioners (Title 7, Section 166)**
 - b) **Board of Health (Title 18, Section 604)**
 - c) **Board of Sewer Commissioners**
 - a/k/a – **Board of Sewage System Commissioners (Title 24, Section 3506)**
 - **Board of Sewage Disposal Commissioners (Title 24, Section 3614)**
 - d) **Housing Board of Review (Title 24, Section 5005)**
- 4) **Establish Meeting Schedule, Time and Location**
 - a) **Second and Fourth Mondays**
 - b) **7:00 p.m.**
 - c) **Brandon Town Hall**
- 5) **Adopt Meeting Rules & Procedures –**
 - a) **Robert's Rules of Order for Small Boards**
- 6) **Designate Official and Alternate Newspaper(s) of Record**
 - a) **Official – The Reporter**
 - b) **Alternate – The Rutland Daily Herald**
- 7) **Approval of Minutes**
 - a) **Select Board Minutes - February 27, 2017**
- 8) **Town Manager's Report**
- 9) **Comments for Items not on the Agenda**
- 10) **Appointments:**
 - a) **Tree Warden**
 - b) **Fence Viewers (3)**
 - c) **Inspector of Lumber, Shingles and Wood**
 - d) **Weigher of Coal**
 - e) **BLSG Insect Control District (2 reps and 1 alternate)**
 - f) **Budget Committee (4)**
 - g) **Rutland County Solid Waste Dist. (1 rep and 1 alternate)**
- 11) **Town Meeting Recap**
- 12) **Discussion of Proposed Fund Balance Policy**
- 13) **Tax Stabilization - Gold Star Feed & Grain**
- 14) **Road Posting**
- 15) **Fiscal**
 - a) **Warrant - March 13, 2017 - \$453,542.81**
- 16) **Adjournment**

**Brandon Select Board Meeting
February 27, 2017**

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

In Attendance: Doug Bailey, Seth Hopkins, Brian Coolidge, Tracy Wyman

Others In Attendance: Dave Atherton, Arlen Bloodworth, Lee Kahrs, Steve Bissette, Sue Gage, Richard Baker, Anna Scheck, Bernie Carr, Jeff Stewart, Stephanie Jerome, Bill Moore, Donna Taylor

1. Call to order

The meeting was called to order by Doug Bailey – Chair @ 7:04PM.

a) Agenda Adoption – Motion by Seth Hopkins/Tracy Wyman to adopt the agenda as amended. **The motion passed unanimously.**

Addition of executive session pursuant to 1 V.S.A. (313)(a)(3) - Appointment or Employment or Evaluation of a Public Officer or Employee

2. Approval of Minutes

a) Select Board Minutes – February 13, 2017

Motion by Tracy Wyman/Seth Hopkins to approve the February 13, 2017 Select Board meeting minutes. **The motion passed unanimously.**

3. Town Manager's Report

Dave Atherton reported the Town has received the first 1% option tax payment in the amount of \$38,521.01. The Town has awarded the Construction Contract Manager RFQ to Aldrich & Elliott and the Construction Inspection RFQ to Dubois & King. These contract awards still have to be approved by the State. The bid documents are scheduled to be posted on February 28th for the construction. The Town is still waiting for both deeds to be returned on the 4 Conant Square property and they have been warned again for condemnation. Mr. Atherton received documents from their attorney today and this should enable this item to be closed out. Mr. Atherton provided the Board an update from Markowski's on the Overflow Culvert project. The temporary easement deeds and waiver valuations have been drafted and sent to VTrans for review for the Churchill Road Bridge. The Town has received the signed MOA from Federal Lands Access for the grant that will fund this project. There were six properties that went to tax sale and the Town was the highest bidder on two of the properties. The Town has collected \$107,000.00 in delinquent property taxes this year from previous years. The Town Reports were sent out on February 22nd. The Public Works Department has been spreading gravel on the dirt

roads this week to try to combat the frost and warm weather. The Brandon Rec is collaborating with the Brandon Area Toy Project to have a 4-day carnival June 8th through June 11th. Miller Amusements, a family run business from New Hampshire, will be bringing their games and rides for set-up at Estabrook Park. Events surrounding this event will include a trail race for kids, bingo, battle of the bands and other activities. Floor hockey with Doucette/Kerins of the Brandon Motor Lodge will be starting up again on March 4th and will be every Saturday through April 8th from 9:30AM to 10:30AM at the Neshobe School gym. Thanks to Coach Greg Bernhardt there will be middle school lacrosse starting March 27th. Mr. Atherton and Bill Moore are working on a flyer for the first concert of the Brandon Concert Series that will take place on March 18th at the Town Hall. The first concert will be Bow Thayer of Stockbridge. Foley Brothers will be present for refreshments. Tickets are available at Carr's Florist in advance for \$12.00 and \$15.00 at the door.

4. Comments for Items Not on the Agenda

Sue Gage stated for anyone who did not receive the Town Report; they are available at the Town Office. Seth Hopkins asked if there was an issue with the Town Report mailing. Sue Gage stated there were some glitches in the process and the Town is working with the Secretary of State's Office.

5. Appointments

a. Planning Commission – for remainder of term ending June 30, 2017

Dave Atherton stated there have been a couple of people interested in filling the terms on the Planning Commission. The Town received a letter from William Mills and Lisa Rovi expressing their interest in serving on the Planning Commission.

Motion by Seth Hopkins/Brian Coolidge to appoint William Mills to the Planning Commission for the remainder of the term ending June 30, 2017. **The motion passed unanimously.**

b. Planning Commission – for remainder of term ending June 30, 2019

Motion by Seth Hopkins/Tracy Wyman to appoint Lisa Rovi to the Planning Commission for the remainder of the term ending June 30, 2019. **The motion passed with one abstention – Doug Bailey.**

Dave Atherton stated this would now be a five-member Committee with no alternates.

7. Set Brandon Land Use Ordinance (BLUO) Hearing Dates

Anna Scheck provided a sample warning for the Select Board's BLUO hearings for the Board's consideration for March 27th and April 10th starting at 6:30PM prior to the regular Select Board meetings.

Motion by Seth Hopkins/Tracy Wyman to set the Select Board's Brandon Land Use Ordinance (BLUO) hearing dates for March 27, 2017 and April 10, 2017 prior to the regular Select Board meetings at 6:30PM in the lower level of the Town Hall. **The motion passed unanimously.**

8. Route 7 Centerline Rumble Strip

Dave Atherton stated after the last bad car accident near Otter Valley, Bernie Carr contacted him requesting rumble strips be added to that area. Mr. Atherton has had a conversation with VTrans. John Haverstock, Town Manager of Pittsford, has also sent a letter to VTrans with the same concern. Mr. Atherton suggested the Select Board send a letter to VTrans requesting the same, as the more groups contacting VTrans about this issue the more likely it will be considered. The State subcontracts the machine to do this. Mr. Atherton stated it is worth the Town continuously pushing to get this done due to the number of accidents in that area. Mr. Atherton stated a letter could be drafted for the Board's signature and the Board agreed. Mr. Atherton suggested this could possibly be done this summer if approved by VTrans. Mr. Atherton also suggested the Chamber of Commerce provide a letter of support to be submitted with the Select Board's letter. Bernie Carr talked to Representative Carr concerning this issue and was advised that VTrans has indicated this request has to come from the municipalities involved.

9. Prudential Spirit of Community Awards

Dave Atherton stated the Town received notification that Maria Wiles was recognized as one of the top youth volunteers in Vermont with the Prudential Spirit of Community Award. The letter suggested the Town recognize Ms. Wiles in some way.

Seth Hopkins would like to congratulate Ms. Wiles on behalf of the Select Board for the unsung volunteer work and suggested Ms. Wiles do a speaking tour of the elementary schools to talk about how students can give back to their communities. Bernie Carr suggested announcing the honor at the Town Meeting when the Girl Scouts are mentioned. Mr. Hopkins requested the Town Manager invite Ms. Wiles to the Town Meeting for recognition.

10. Fiscal

a) Warrant – February 27, 2017 - \$1,044,509.47

Motion by Seth Hopkins/Tracy Wyman to approve the warrant of February 27, 2017 in the amount of \$1,044,509.47. **The motion passed unanimously.**

Dave Atherton reported \$931,000.00 of the warrant goes to the OVUU School District.

Brian Coolidge asked for clarification of the February cell phone bill. Dave Atherton advised this invoice included a phone upgrade for the Police Chief.

Doug Bailey questioned if the Divisions LLC was for a camp. Bill Moore stated this invoice was for a camp at Compass Center that did have offsetting funds.

The Select Board recessed at 7:29PM to reconvene as the Board of Liquor Commissioners.

The Select Board reconvened at 7:50PM.

Motion by Brian Coolidge/Tracy Wyman to enter into executive session at 7:51PM pursuant to 1 V.S.A. (313)(4) regarding the appointment or employment or evaluation of a public officer or employee to include the Town Manager. **The motion passed unanimously.**

11. Executive Session Pursuant to 1 V.S.A. (313)(a)(3) - Appointment or Employment or Evaluation of a Public Officer or Employee

Motion by Brian Coolidge/Tracy Wyman to come out of executive session at 8:35PM. **The motion passed unanimously.** There were no actions required.

13. Adjournment

Motion by Seth Hopkins/Brian Coolidge to adjourn the Select Board meeting at 8:35PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Town Manager Report for the weeks February 7 and March 6, 2017

Segment 6:

All deeds have been signed and recorded for parcel 6091 (4 Conant Square). The right of way process is now completed.

We have received the approval from Federal Highway Administration for Right of Way clearance.

We also received the Authorization and Approval to Advertise Bid from VTrans.

The project went out to bid on March 10, 2017

Overflow Culvert:

More box sections will be installed this week.

Churchill Road Bridge:

VTrans has approved the temporary easements. I will be contacting the two landowners this week for signatures. We are still planning on sending this out to bid this spring.

Rec Dept. Happenings:

- Recreation Basketball Season has ended. Thank you to all of my volunteer coaches
- U6 COED – Katrina Ducharme, U8 – Lance Laraway, U10 Girls – Chrysty Palmer, Heather LaPorte, Keith Wetmore, U10 Boys – Fred Pockette, Oren Rhodes, Katie Murray, Lance Chicoine, Adam Calvin, U12 Girls – Shauna Lee, Melissa Bassette, U12 Boys – Calli Thomas, Brian Thomas, Ben Gaboriuallt.
- Thanks to Stephanie Kellogg, owner of Cattails Restaurant for spearheading a fundraiser for basketball uniforms. She was able to raise \$4,000 which will go toward new uniforms for the U10 & U12 teams!
- March 18th – Bow Thayer Concert feature Foley Brothers/Neshobe River Winery. Tickets on sale at Carr's and Town Office. If you feel like dancing, head on over to the fireman's Fundraising dance that same night at the American Legion.
- Baseball Sign-ups are out, including the budget committee requested non-resident fee.
- Things are shaping up for summer camp at Branbury Beach after meeting with Maria Mayer at the VT Parks Department, stay tuned.

Other Items will be covered in the agenda.

To: Town Manager
Select Board Members

FROM: Elaine S. Smith

RE: Individuals Interested in Appointments

DATE: March 10, 2017

The individuals listed below have expressed interest in appointment to the following positions:

BLSG Insect Control District Rep (2 Reps, 1 Alternate)

- Wayne Rausenberger

Budget Committee

- Carol Bertrand
- Jan Coolidge
- Ralph Ethier
- Anthony Peduto
- Doug Sawyer

Fence Viewer (3 members)

- Cindy Bell
- Todd Nielsen
- John Reynolds

Inspector of Lumber

- John Reynolds

Rutland Co. Solid Waste Dist. Rep (1 Rep, 1 Alternate)

- Gabe McGuigan

Tree Warden

- Wayne Kingsley

Weigher of Coal

- Lou Faivre

Elaine S. Smith
Town of Brandon
49 Center Street
Brandon, VT 05733
(802) 247-3635 ext. 201
esmith@townofbrandon.com

Town of Brandon Fund Balance Policy

The purpose of this policy is to set parameters on the town's unrestricted reserve fund balance. Responsible stewardship of the taxpayers' money, and adequate provision for future needs of the town, both foreseen and unforeseen, require the town to maintain a positive fund balance. The fund balance may be used by the Select Board for any purpose not in conflict with Vermont or federal statute.

The Select Board finds that a desirable amount for the town's unrestricted reserve fund balance is not less than 15% nor more than 25% of the town's then-current annual operating budget. [FOR DISCUSSION: On our \$3M budget, the 15% floor would be \$450,000 and the 25% ceiling would be \$750,000.]

Therefore, the Select Board directs that:

- 1 When the town's fund balance exceeds 25% of its annual operating budget, the difference will be returned to the taxpayers by reducing the amount to be raised by taxes in the next proposed budget. Such action will be made transparent by the inclusion of a separate line item in the budget so stating.
- 2 When the fund balance falls below 15%, the Select Board should ask the town to raise the difference with a line item in its next proposed budget or an appropriation request on the next annual or special town meeting warrant.
- 3 A statement of the town's unrestricted reserve fund balance will be prepared by the town treasurer and included in the annual town report.

Adopted by the Select Board, March 27, 2017:

Doug Bailey

Brian Coolidge

Devon Fuller

Seth Hopkins

Tracy Wyman

NOTICE

Pursuant to Title 19, Vermont Statutes Annotated, Sections 1109 – 1110, the State Transportation Board has made and promulgated the following rule, now administered by the Agency of Transportation, in accordance with Section 12 of Act No. 246 of 1990:

In order to prevent the abuse of any highway, or portion thereof, posted under the provisions of these Sections from November 15 to December 31 and from January 1 to May 15, inclusive, in each year, or until adoption and announcement of any modifications of said rules, no vehicle having a weight, including vehicle and load, in excess of the weights specified below, shall be operated on any part of the following classes of highways which are posted under the provisions of these Sections:

	<u>State Highways</u>	<u>Town Highways (Class 1, 2 and 3 highways)</u>
Two-axle trucks	20,000 lbs	15,000 lbs
Three-axle trucks	30,000 lbs	18,000 lbs
Tractor-trailer units	40,000 lbs	20,000 lbs

By Order of the Agency of Transportation
Secretary of Transportation

The following roads have been posted in accordance to Title 19, Section 1109-1110 in the Town of Brandon.

<u>HWY #</u>	<u>NAME</u>	<u>CLASS</u>	<u>FROM</u>	<u>TO</u>
4	Pearl Street & Long Swamp Road	2	Corona Street	Sudbury Town Line
5	Union Street & Florence Road	3	Maple Street	Pittsford Town Line
6	North Street	2	Forest Dale Road	Leicester Town Line
7	Arnold District Road	2	Grove Street	Leicester Town Line
8	McConnell Road	2	Franklin Street	Forest Dale Road
9	High Pond Road	2	Union Street	Sudbury Town Line
11/13	Hollow Road	3	Champlain Street	Arnold District Road
15	Wheeler Road	3	Forest Dale Road	Leicester Town Line
16	Lover's Lane	3	Grove Street	Wheeler Road
18	Town Farm Road	3	Forest Dale Road	Leicester Town Line
20	Stone Mill Dam Road	3	Forest Dale Road	Wheeler Road
21	Newton Road	3	North Street	Town Farm Road
24	Wagner Road	3	Forest Dale Road	End
27	Paint Works Road	3	Forest Dale Road	McConnell Road
29	Basin Road	3	McConnell Road	End
30	Van Cortland Road	3	McConnell Road	End
31	Country Club Road	3	Franklin Street	Forest Dale Road
33	Park Street (portion)	3	Marble Street	Country Club Road
34	Smalley Road	3	Country Club Road	McConnell Road
35	Wood Lane	3	Franklin Street	McConnell Road
36	Birch Hill Road	3	McConnell Road	Pittsford Town Line
37	North Birch Hill Road	3	McConnell Road	Birch Hill Road
39	Marshall Phillips Road & Hack's Sawmill Road	3	High Pond Road	Sudbury Town Line
47	Prospect Street	3	Conant Square	End
61	Walnut Street/Cedar Street	3	Highland Avenue	Prospect Street
66/69	West Seminary Street	3	Center Street	Highland Avenue
82	Deer Run Road	3	Fox Road	End
84	Fox Road	3	North Street	Deer Run Road

SELECT BOARD, TOWN OF BRANDON

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 62818 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 03/13/17 To 03/13/17

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310630	MASTERCARD	02/28/17	master card interest	8.81	0.00	8.81	43449 03/13/17
310630	MASTERCARD	11874	Pre-stamped envelope	1187.75	0.00	1187.75	43449 03/13/17
310630	MASTERCARD	11875	Cell case/charging stand	23.98	0.00	23.98	43449 03/13/17
310630	MASTERCARD	11876	pendaflex desktop file	51.45	0.00	51.45	43449 03/13/17
310630	MASTERCARD	11877	Cell case	9.99	0.00	9.99	43449 03/13/17
310630	MASTERCARD	11878	cell case	11.99	0.00	11.99	43449 03/13/17
310630	MASTERCARD	11879	cell case	14.89	0.00	14.89	43449 03/13/17
310630	MASTERCARD	11880	postage-certified	6.59	0.00	6.59	43449 03/13/17
310630	MASTERCARD	11881	postage- reimb to Montpe	7.20	0.00	7.20	43449 03/13/17
310630	MASTERCARD	11882	corn-hole bags	84.95	0.00	84.95	43449 03/13/17
310630	MASTERCARD	11883	Cell protector case	34.89	0.00	34.89	43449 03/13/17
100949	MITCHELL TEES & SIGNS, INC	4467	signs-overflow culvert	250.00	0.00	250.00	43450 03/13/17
100149	MODERN CLEANERS & TAILORS, INC	FEB2017	uniform maintenance	72.50	0.00	72.50	43451 03/13/17
100788	NEW ENGLAND MUNICIPAL RESOURCE	39106	MARCH ASSESSMENT	1416.66	0.00	1416.66	43452 03/13/17
310682	PEAK SOFTWARE SYSTEMS, INC	017714	software	2400.00	0.00	2400.00	43453 03/13/17
300028	PETERSON, LAURA	1-7-17	POLLS	20.00	0.00	20.00	43454 03/13/17
300315	PREMIER COACH CO., INC	P/39615	bus trip	2085.00	0.00	2085.00	43455 03/13/17
300710	RIDEOUT, LAURA	3-7-17	POLLS	20.00	0.00	20.00	43456 03/13/17
300661	RIDEOUT, SCOTT	1-7-17	POLLS	20.00	0.00	20.00	43457 03/13/17
100743	RON'S PLUMBING & HEATING INC	10066	repairs	72.73	0.00	72.73	43458 03/13/17
100005	RUTLAND COUNTY SOLID WASTE DIS	23501	FEB RECYCLING	95.75	0.00	95.75	43459 03/13/17
100005	RUTLAND COUNTY SOLID WASTE DIS	23557	FEB SURCHARGE	482.28	0.00	482.28	43459 03/13/17
300895	RUTLAND PRINTING COMPANY, INC.	25091	TOWN REPORTS	2460.00	0.00	2460.00	43460 03/13/17
301003	SALEM FARM SUPPLY, INC	WK37607	repairs to snow blower	741.60	0.00	741.60	43461 03/13/17
310397	SOUTHWORTH-MILTON, INC.	INV0893067	hinge, spring	130.07	0.00	130.07	43462 03/13/17
310133	STATE OF VERMONT	03-01-2017	Pump Station-Work Permit	100.00	0.00	100.00	43412 03/01/17
300219	SUNSHINE FILTERS OF PINELLAS I	126317	air filters	146.83	0.00	146.83	43463 03/13/17
300247	SURPASS CHEMICAL CO INC	306133	sodium hypochlorite	574.56	0.00	574.56	43464 03/13/17
200277	THUNDER TOWING & AUTO RECOVERY	4493	lube, oil, filters	48.49	0.00	48.49	43465 03/13/17
200277	THUNDER TOWING & AUTO RECOVERY	4503	lube, oil, filter, nozzl	76.51	0.00	76.51	43465 03/13/17
200277	THUNDER TOWING & AUTO RECOVERY	4524	shop time re: radio	25.00	0.00	25.00	43465 03/13/17
330348	VERIZON WIRELESS	9780814989	Service Jan 23 - Feb 22	240.06	0.00	240.06	43466 03/13/17
300024	VERMONT DIGITAL	22324	assist @ Wastewater	110.00	0.00	110.00	43467 03/13/17
310011	VERMONT ELEVATOR INSPECTION SE	19871	re-inspect TH elevator	100.00	0.00	100.00	43468 03/13/17
300877	VERMONT PEST CONTROL	E863	MARCH SERVICE	85.00	0.00	85.00	43469 03/13/17
300382	VLCT EMPLOYMENT RESOURCE AND B	22038-Q2	Unemployment Q2-2017	341.00	0.00	341.00	43470 03/13/17
100146	VLCT PACIF	APRIL 2017	Liability & W/C Q2-2017	48129.25	0.00	48129.25	43471 03/13/17
310046	W.B. MASON CO INC	I41864280	batteries	19.18	0.00	19.18	43472 03/13/17
310046	W.B. MASON CO INC	I42231804	pens, envelopes	98.15	0.00	98.15	43472 03/13/17
310570	WHOLESALE DISTRIBUTORS	B18331	hand cleaner	34.00	0.00	34.00	43473 03/13/17
100577	WILK PAVING, INC	WP16-521	cold patch	894.60	0.00	894.60	43474 03/13/17

03/10/2017
01:58 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 62818 Current Prior Next FY Invoices
All Invoices For Check Acct 01 (10 General Fund) 03/13/17 To 03/13/17

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			453,542.81	0.00	453,542.81		

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 \$ ***453,542.81
Let this be your order for the payments of these amounts.
