

Brandon Select Board Meeting January 22, 2018

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

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

Others In Attendance: Dave Atherton, Arlen Bloodworth, Richard Baker, Bernie Carr, Jeff Stewart, Steve Bissette, Chris Brickell, Dick Kirby, Ed Bove, Helyn Anderson

1. Call to order

The meeting was called to order by Seth Hopkins – Chair at 7:24PM.

a) Agenda Adoption

Motion by Tracy Wyman/Brian Coolidge to adopt the agenda as amended. **The motion passed unanimously.**

Addition of Item 10b Fiscal - Segment 6 Warrant in the amount of \$481,479.06

2. Approval of Minutes

a) January 8, 2018 – Select Board Meeting Minutes

Motion by Tracy Wyman/Brian Coolidge to approve the minutes of the January 8, 2018 Select Board meeting. **The motion passed unanimously.**

3. Town Manager's Report

Dave Atherton reported Casella is shut down for the rest of the winter for the Segment 6 project, but utility pole work continues. Bridge 114 project went out to bid on January 5th, with bids to be reviewed on February 18th. An RFQ was sent out for the inspection/construction engineering for this project with a due date of February 5th. The bids for the Churchill Road Bridge project are scheduled to be sent out this week. There will be a conference call on Thursday with the Federal Highway, VTrans and engineers for this project. There have been some issues with the sidewalk plow and it has been out for repair a couple of times, which has caused delays in sidewalk clean up. Mr. Atherton met with Tom Whittaker to discuss the future of the Brandon Industrial Corporation (BIC) and Mr. Atherton will keep the Select Board informed of any updates. For anyone interested, the BIC Board has a couple of vacancies, with only two people on the board currently. There has been some interest in the remaining lots. One option would be for the Town to take over the BIC, but additional discussions will be held. In the Rec Department, dance classes with Middlebury College will begin February 17th. This is a collaboration with the Middlebury College Dance Program to introduce area youth to the many different disciplines.

Winter Carnival will be held February 3rd from 11AM to 3PM at the Neshobe Golf Course and is sponsored by The Neshobe Golf Course, Brandon Area Toy Project, National Bank of Middlebury, Brandon Motor Lodge and Furnace Brook Church. There will be sledding, outdoor demonstrations, skiing, kids' Bingo and indoor crafts. The restaurant will also be open. The movie, Groundhog Day will be shown at the Brandon Town Hall on February 2nd at 7PM. Family Karaoke Night will be held at the Brandon Town Hall on February 3rd at 6:30PM. Doug Bailey requested clarification on the sidewalk plow. Mr. Atherton advised the plow takes a lot of abuse and was in need of repair. In researching the cost of replacing the plow, it was determined that it will be quite expensive to replace. Mr. Bailey had heard the Town's computers were down and questioned the status. Mr. Atherton reported there had been a virus on Friday, which had also happened in a couple of other towns. The issue is fixed and the firewall is being checked out and steps will be taken to assure that the protection is better going forward. Tracy Wyman asked for clarification of the BIC Board. Mr. Atherton reported there are only two members currently on the board, plus the Town Manager. Mr. Atherton advised there are only three lots remaining with two that are buildable, but it would be good to continue to market the area.

4. Zoning Administrator's Report

Seth Hopkins advised that the Zoning Administrator had asked if attendance at the meeting was needed. Mr. Hopkins did not think attendance at the Select Board meetings is required as the Board is provided a detailed report and if there are questions that arise from the report, the Board could get in touch with the Zoning Administrator following the meeting. Mr. Hopkins stated some department heads provide written reports only and some periodically attend the meetings and he thought that what is received from the Zoning Administrator is sufficient.

5. Park Street Update

Dave Atherton reported there will be an informational meeting tomorrow night at 5PM for the Park Street project. Aldrich & Elliott and representatives from the State Revolving Loan fund will be in attendance to answer questions on the project. There will need to be two meetings held, with one to be warned for town meeting. This is similar to the process for the pump station bond. Helyn Anderson asked for specifics about the Park Street project. Mr. Atherton advised this project has been discussed for quite some time and will continue from where the Segment 6 project ends. The Town received a \$308,000.00 storm water grant. The State would like to complete the roads with topcoat at the end of the Segment 6 project and it was decided to complete the storm water, water and sewer lines when the road is being resurfaced. There will be a new base and topcoat and the road will be brought down to grade. Mr. Hopkins stated the project will be from Marble Street to where Segment 6 ends, replacing all water and sewer lines and doing a new base and topcoat on the road.

6. Comments for Items not on the Agenda

Ed Bove, Executive Director of the Rutland Regional Planning Commission (RRPC), reported the RRPC works with 27 towns in the region and has done a lot of with the Town regarding transportation, emergency management and town planning. They have also been working with the Brandon Planning Commission with behind the scenes assistance. Mr. Bove advised their

website reaches a large region and encouraged the Town to contact their Communication Department to advertise. In hearing about the BIC, Mr. Bove suggested perhaps REDC could assist with that effort. The RRPC also has grant funding available. Mr. Bove stated Anna Scheck has been representing Brandon at the RRPC meetings.

Doug Bailey requested an update on the Newton Road buyouts and comments from the last storm. Dave Atherton reported there were three applications submitted to FEMA for buyouts, but there has been no word on the applications yet. From the last storm, the storage area seemed to work and did catch a lot of rock and allowed the river to flow. The Town has done some clean-up of the area after the storm. Mr. Atherton noted in one year, it has worked twice already. Mr. Atherton advised that he has followed-up with FEMA; however, they are currently busy with Franklin County.

Helyn Anderson expressed concern with the driveway between the Brandon Artist Guild and Café Provence, noting she has witnessed a dozen near accidents because there is no stop sign or mirror. Ms. Anderson asked if it is possible to install a stop sign for customers exiting due to the sidewalk. Seth Hopkins stated this is a tricky spot and it is possibly too dangerous to allow a left hand turn. This is the Town's parking lot and the Town's driveway. Dave Atherton will look into this area, but noted this will be corrected with the Segment 6 project. Bernie Carr suggested a sign, "Caution Pedestrians" be placed at the end of the driveway.

Dick Kirby would like to commend the snowplow drivers for the work they do. He realizes there is a lot of work and coordination involved in running a snowplow and he wanted to give them credit for the good work that they do. He would also like to offer his welding services at no charge if the Town has parts that need welding. Seth Hopkins thanked Mr. Kirby for his offer. Dave Atherton stated the Town has received many compliments on snow clean up this year. Doug Bailey noted he has also heard compliments regarding the job the snowplow drivers are doing. Mr. Atherton stated a friendly reminder will be sent to the residents reminding the distance that mailboxes should be from the center of the road to allow for plowing.

7. Approve Purchase and Sale Contract for Real Estate Conveyance

Dave Atherton reported the property is one of the landlocked parcels that is not too far from the last parcel this party purchased from the Town. The Town has not done anything with the property and is one of the swamp lots. The parcel is a 20-acre lot of landlocked land going out Route 73 and sits northwest of the previous parcel sold. It was the Town Manager's recommendation to sell the parcel.

Motion by Tracy Wyman/Doug Bailey to enter into a Purchase and Sales contract for real estate conveyance with Barry and Julie Delphia, to include publishing the 1061a Notice. **The motion passed unanimously.**

Doug Bailey confirmed there is no value to the property, however, once the sale is completed, there will be a value placed on the Grand List for tax purposes.

8. Park Street Bond Resolution Certificate

Dave Atherton advised the Town is following the process that was given to the Town for the bond on the Park Street project. The Town has to follow the process for a positive bond vote for the State Revolving Loan Fund. The Town Treasurer advised Mr. Hopkins that his questions regarding the documents are due to typos. This vote will happen during the annual town meeting and will not be a separate meeting. It was suggested to remove the word "Special" and the voting location changed to the Brandon Town Hall, not Neshobe School. Mr. Atherton suggested postponing approval of the certificate to tomorrow night's meeting, as it is uncertain if this is the correct dollar amount because it includes the Fire District's portion. The State Revolving Loan Fund has indicated the Fire District may need their own certificate. Mr. Hopkins requested the Town Treasurer adjust the document tomorrow to include the suggested changes made at this meeting.

Motion by Doug Bailey/Tracy Wyman to table this item for discussion at tomorrow's meeting. **The motion passed unanimously.**

9. Champlain Street Pump Station Bond

Dave Atherton reported this is the resolution for the Champlain Street Pump Station bond through the USDA. The Town Treasurer needs signatures by all or the majority of the Select Board, as the attorney advises on the first page. This bond is for the replacement of the pump station on Champlain Street that had been approved in 2016, but had not gone out to bond sale yet. Doug Bailey stated the Town is asking for \$499,000.00 and the original motion had been for a bond not to exceed a much larger figure. Mr. Atherton advised the funding process of the project was to use grant funds, followed by the use of a loan and then a bond. There are a few add-ons from the original bid that will be able to be accomplished. Mr. Bailey requested the Public Works Director provide specifics on the current numbers, in the event the Board is questioned about it. Richard Baker stated this bond will put in place the 30-year financing and will replace the revolving loan that had already been approved.

Motion by Doug Bailey/Tracy Wyman to approve the execution of the Champlain Street Pump Station bond documents. **The motion passed unanimously.**

10. Authorize Roadway Use of Brandon Roadways for Vermont Gran Fondo

Seth Hopkins advised the Town has received a request to use Route 53 coming from Leicester and over Route 73 through Forest Dale for the Vermont Gran Fondo. Chris Brickell stated there have been no problems in the past, but he had not heard from them for this year. Mr. Hopkins stated the event would be Saturday, June 30th and the event will have support from the local Sheriff's Department and Vermont State Police for the major intersections.

Motion by Doug Bailey/Brian Coolidge to authorize the use of Brandon roadways for the Vermont Gran Fondo event on Saturday, June 30th for Routes 53 and 73. **The motion passed unanimously.**

10. Fiscal

a) Warrant – January 22, 2018 - \$91,023.47

Motion by Doug Bailey/Tracy Wyman to approve the January 2, 2018 warrant in the amount of \$91,023.47. **The motion passed unanimously.**

Doug Bailey questioned the warrant for Legacy Glass and Mr. Brickell reported it was a replacement of a police cruiser windshield that was not covered by insurance due to the \$1,000.00 deductible. Mr. Bailey also questioned the warrant for the VT Department of Public Safety and Mr. Brickell advised it was for the incident-based recording system for the Police Department that is part of the contracted budget line items.

b) Segment 6 Warrant – January 22, 2018 - 481,479.06

Motion by Brian Coolidge/Doug Bailey to approve the Segment 6 warrant in the amount of \$481,479.06. **The motion passed with one abstention – Tracy Wyman.**

The Select Board recessed to convene as the Board of Liquor Commissioners meeting at 8:14PM.

The Select Board reconvened at 8:18PM.

Motion by Tracy Wyman/Brian Coolidge to enter into Executive session at 8:20PM Pursuant to 1V.S.A. 313(a)(3) – 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 1V.S.A. 313(a)(3) – The Appointment or Employment or Evaluation of a Public Officer or Employee

Motion by Tracy Wyman/Brian Coolidge to come out of executive session at 8:45PM. **The motion passed unanimously.**

There were no actions required.

Motion by Tracy Wyman/Brian Coolidge to find that premature general public knowledge of upcoming Union negotiations will clearly place the Town at a substantial disadvantage by disclosing its negotiation strategies. **The motion passed unanimously.**

Motion by Tracy Wyman/Brian Coolidge to enter into executive session at 8:46PM to discuss the Union contract under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes with the session to include the Town Manager. **The motion passed unanimously.**

12. Executive Session Pursuant to 1V.S.A. 313(a)(1) of the Vermont Statutes

Motion by Doug Bailey/Tracy Wyman to come out of executive session at 9:20PM. **The motion passed unanimously.**

Motion by Doug Bailey/Tracy Wyman to include the full Select Board on the Union Contract Negotiation Committee and to approve the meeting dates of 1/31/18, 2/7/18, 2/21/18 and 3/14/18. **The motion passed unanimously.**

12. Adjournment

Motion by Brian Coolidge/Tracy Wyman to adjourn the Select Board meeting at 9:30PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary