

**Brandon Select Board Meeting
November 25, 2019**

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

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

Others In Attendance: Dave Atherton, Brent Buehler, Barry Varian, Jeff Stewart, Bill Moore, Steve Bissette, Janet Coolidge, Lee Kahrs, Chris Brickell, Jackie Savela, Mary Falcon, Alison Walter, Margaret Kahrs, Barbara Quenneville

The meeting was called to order by Seth Hopkins – Chair at 7:00PM.

1. Call to order

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

Move Item 5 – Revolving Loan Fund Request – Safer Society to precede Item 3 - Town Manager’s Report.

2. Approval of Minutes

a) November 11, 2019 – Select Board Meeting

Motion by Tracy Wyman/Brian Coolidge to approve the minutes of the November 11th Select Board meeting. **The motion passed with one abstention – Doug Bailey.**

5. Revolving Loan Fund Request – Safer Society

Bill Moore, Economic Development Director, read the following letter:

“Selectboard Members,

On October 29th, the Brandon Revolving Loan Fund committee met to consider a loan request from Mary Falcon, executive director of the Safer Society Foundation, Inc.

As the publisher/distributor of books for the prevention of sexual and social violence, the foundation has been operating in Brandon since 1995. The organization is looking to grow their business and have been presented with a unique opportunity to absorb their main competitor in a niche, but captive market.

The members present voted unanimously to approve a \$28,250 loan for the Safer Society Foundation, Inc.

The terms of the loan: A 60-month loan (with the first 6 months being interest only payments) amortized at a 3.00 % rate. Collateral would be security interest the assets and equipment associated with the business and specifically 1st security interest the book inventory.”

Seth Hopkins stated the Safer Society has been in Town for 20+ years and has moved to Park Street. Mr. Hopkins noted all paperwork was complete and in the Board packet.

Motion by Doug Bailey/Tracy Wyman to approve the recommendation from the Revolving Loan Fund Committee. **The motion passed unanimously.**

Mary Falcon noted that the Safer Society is trying to get more involved in Brandon and will be sponsoring a mixer in the spring to get to know more community members.

3. Town Manager’s Report

Dave Atherton provided a report for the weeks of November 11th and 18th.

Segment 6:

Anticipated Up-Coming Work:

- . Forming and installation of stairways to residential and other locations.
- . Installation of connecting walkways to both residential and commercial properties as applicable.
- . Sewer and storm water structures cleaning and sealing. Tree and landscape plantings, weather dependent.
- . Railing installation both hand rails and guard rail, (Briggs building). O Addressing preliminary punch list items, (Project wide).

Union Street Sidewalk:

- . This project has shut down until spring due to the weather.

Other happenings:

- . The buildings at 449 and 419 Newton Road have been demolished and the land has been leveled. 57 and 31 Newton Road are in the process of demolition and should be completed this week.

. Mr. Atherton attended the RRPC meeting on Nov 19 to represent the Town for the Energy Plan approval and was approved. Also stayed for the Commissioners meeting. There was a presentation on mapping and its usefulness with projects and statistics.

. Mr. Atherton also attended the TAC meeting on Nov 21. There was a presentation by VTrans on public transit and how it is will be changing with electric and automated vehicles. There was also discussion on how communities can promote public transit use.

. We picked up the new Ford F-550 and it is has already seen much use with winter cleanup.

Rec News:

. On November 19th and 20th we held our Otter Community Collaborations 3rd - 6th grade basketball camp at Otter Valley, a partnership with the Otter Valley Varsity basketball teams and the Pittsford Rec. There were 8 boys and 15 girls from the Brandon Rec attended and worked with the high school teams to get ready for their upcoming season. Our UI 2 registration deadline is November 24th. The U-10 registration opens on December 2nd.

. Our Brandon Rec youth cross country team participated in the Middlebury Turkey Trot 5K. This is our 4th year of having a youth cross country team and thanks to the efforts of coaches Sam Stone and Bruce Perlow; 10 youth racers were given a great introduction to this lifelong sport.

. Working with Sue Hoxie of Maple Run Marketing and Neshobe Golf Course Manager, Matt Wilson, the inaugural Neshobe Pie Gobbler 5k fun run/stroll/walk is a go for Thanksgiving morning, November 28th. It's not too late to join the fun and register for this race. Visit our website for registration information. The first place male and female finishers will get a freshly baked pie and as an added bonus, every 10th finisher also gets a pie! Registration and sign-in begins at 7:00am with the race starting at 8:00am. This off-road course is on the cart paths of the beautiful Neshobe golf course.

. Only 8 tickets remain for the Boston Celtics bus trip scheduled for March 27, 2020. Join the Brandon, Pittsford and Middlebury Rec Departments as we head to Beantown to see the 17 time world champs take on the Portland Trail Blazers. Contact your rec director today!

. The full slate of offerings for the Brandon Town Hall winter session will be available in print and online starting December 2nd. Theatrical Performances, Music Concerts, Movies Brandon Idol and more will have nearly every weekend from December 21st - May 2nd booked with fun for all. This is in addition to the adult ping-pong (Mondays) and Cornhole (Wednesdays) nights that will be held on the regular starting the week of January 13th.

Doug Bailey advised he had a couple of people talk to him about the downtown parking. Dave Atherton advised that the Town will be getting the word out to the residents of the Aubuchon building to park in a lot; noting some have been parking in the lot behind Café Provence. Mr. Bailey stated the downtown lights look great and asked who is maintaining them. Mr. Atherton advised there were a lot of them being reset due to car lights and people are asked to notify the Town if there are any issues noticed, as this is an item still on the punch list. Mr. Bailey asked

now that the Town has taken ownership of the lots on Newton Road whether the Town will be taking ideas of what to do with the lots, such as providing public access to the river. Mr. Atherton stated it becomes tricky with the Town providing access to the State's waterways and noted there is consideration of doing a ballfield on this land, as the Town will be obtaining the last lot as well. He stated it could be a nice park area and could help promote building a sidewalk in that area as well. Mr. Atherton reported he was asked to sit on the State's ERAF Board as they are trying to revamp it. There are some towns that did not want to do buy-outs as they did not want their grand list to be reduced, but he is glad the Town has done this to assist the homeowners.

4. Public Comment and Participation

Seth Hopkins reported there has been a letter received regarding trucks on the Town Farm Road. Barbara Quenneville of Town Farm Road was also present to discuss the subject. Mrs. Quenneville questioned the status of this subject; noting she has gone to the Town Office regarding the truck issue, but there has been nothing done. Mr. Hopkins stated this item has been discussed at previous Select Board meetings. Dave Atherton stated the Town has requested a traffic study be done and once the results are compiled, the information will be shared on what the types and number of vehicles are going down the road. Mr. Hopkins stated the Board has talked about reducing the speed limit and did prohibit trucks for a certain amount of time. He noted the citizens' concerns are noted at the Board level and the Board is awaiting the information from the traffic study. Mrs. Quenneville advised she has the names of all the trucking companies travelling on the road and noted that some are from other towns. Mrs. Quenneville stated the road is deep in mud and the trucks run people off the road. Chief Brickell did not have any new information and suggested the wisest thing to do is to wait to hear from the traffic study until making a decision of what to do. Mr. Atherton stated Leicester sent a letter to the trucking companies and also did a traffic study. The Leicester Town Clerk advised that they can share the information with the Town. Seth Hopkins asked if there is any benefit for the Leicester Select Board and Brandon Select Board to hold a joint meeting concerning this subject. Mr. Atherton noted no matter where the truck traffic is moved, the current route is the shortest distance out of Town and there are multiple pits on the road. Mr. Atherton noted there has been discussion of this subject and stated the Police Department has not received any complaints concerning this subject. Tracy Wyman stated one of the complaints happened in Leicester and not in Brandon. Mrs. Quenneville thought that there are also overweight trucks. Mr. Atherton advised that many of the trucking companies have come to the Town to obtain over-weight permits. Doug Bailey asked Mrs. Quenneville if there has been a significant increase recently and she thought the traffic was worse due to the construction in Town. Mrs. Quenneville suggested the trucks could go across Richmond Road, as it is a more direct route to Route 7. Mr. Hopkins noted this road is posted due to some of the unsafe corners on the road. Mr. Hopkins thanked Mrs. Quenneville for coming to express her concerns and the Board will take this into consideration when the traffic study is received. Tim Guiles suggested obtaining the truck license numbers if there is a concern and reporting them to the police. Mr. Wyman stated there are 25 houses from the Leicester line to the pits, however, if the trucks were to travel the paved route through Forestdale, there are 150+ houses and a lot of pedestrian traffic. Mr. Hopkins advised an agenda item will be added to a future meeting agenda regarding discussion of the traffic study and notifications of the meeting will be posted in the regular posting locations.

Seth Hopkins reported the Select Board has received a letter from Margaret Kahrs regarding animal control. Mr. Hopkins confirmed that there is currently no animal control officer in the area. Ms. Kahrs advised she has done this type of work in the past and has enjoyed the work, however, noted concern about the pay for this type of position in Town. Mr. Hopkins thanked Ms. Kahrs for her interest and suggested she speak with Mr. Atherton concerning what she sees the position entailing, so that the Board has information about what would be required to do the position when discussing the next budget cycle. Ms. Kahrs noted it would be a position that should be on-call 24/7. Mr. Atherton advised Mr. Cram's term ended and currently the Police Chief and his staff have taken over the duties. Chief Brickell reported since Mr. Cram left there have been 27 animal complaints since July and some are time-consuming.

Brent Buehler asked about the State Revolving Loan Funds and how the checks and balances are done with these funds. Seth Hopkins advised that one is related to the water, which belongs to the Fire District. The Town had to apply for the loan that included the costs associated for the funds, which would be dispersed to the Fire District. The State approved the amount for the project that had been sent out to bid. There was a competitive bid process completed and the project was awarded. There have been items in the regular warrant to pay the engineers and construction contractor and because this project is not on the Federal Prompt Pay process, the warrants will be in the regular bill paying process. The warrants will come to the Board as routine invoice process and approval will be provided prior to the checks being issued. Mr. Buehler also asked when the public parking lot is going to be started. Mr. Atherton reported the Town had applied for grants for an electric charging station and there has been discussion of doing some type of paving in April. Mr. Atherton noted the owner of the property is waiting for the construction project to be completed prior to starting the Dunkin Donuts.

6. Approve Use of Local Option Tax Funds

Dave Atherton advised the Town Treasurer has requested transferring some of the funds from the Local Option Tax Fund to the Segment 6 Project Fund for the Town's matching funds with the project nearing its end. The Board's policy is to expend from the dedicated reserve fund for local facility maintenance. The Board's consensus was to meet the match for Segment 6 and the Treasurer is asking to make the first disbursement from the Local Option Tax Fund to avoid incurring interest by borrowing money.

Motion by Doug Bailey/Brian Coolidge to transfer \$150,000.00 from the Local Option Tax Fund to the Segment 6 Matching Fund. **The motion passed unanimously.**

Doug Bailey asked what the current balance was for the Local Option Tax Fund and Mr. Atherton reported it is currently \$530,000.00. Mr. Bailey noted the Town has also been trying to use some of the municipal project management reimbursement. Mr. Atherton advised that the Treasurer reported the \$137,000 received for the municipal project management reimbursement has been expended. She has been moving those funds quarterly to the Segment 6 account and has offset the Town's match by \$137,000. Mr. Bailey stated by using the MPM money, it has covered \$2.7 million of the project and he is very comfortable in putting the \$150,000 into the account. Seth Hopkins thanked Mr. Atherton, Ms. Gage and all of the Town's staff for the way

they have handled this funding, as the Town is in the best position for a project that was approved bonding for in 2006 and has had many changes and increased costs of materials. He appreciates all the Town Manager does in keeping the Board informed.

7. Fiscal

a) Warrant – November 25, 2019 - \$193,665.64

Motion by Brian Coolidge/Doug Bailey to approve the November 25, 2019 warrant in the amount of \$193,665.64. **The motion passed with one abstention – Tracy Wyman.**

Tim Guiles questioned why there is no date or check number for the first truck payment and Dave Atherton advised the payment will be made tomorrow through an automated payment and no check will be issued.

b) Route 7 Construction Warrant – November 25, 2019 - \$437,591.60

Motion by Brian Coolidge/Doug Bailey to approve the November 25, 2019 Route 7 Construction warrant in the amount of \$437,591.60. **The motion passed with one abstention – Tracy Wyman.**

Dave Atherton confirmed that the Casella warrant was in order. Mr. Atherton advised Bernie Carr's last day of PIO is December 1st and all new calls will be directed to the Town Manager.

The Select Board recessed at 7:52PM.

The Select Board reconvened at 7:59PM.

Motion by Brian Coolidge/Tim Guiles to find that premature general public knowledge of the confidential attorney-client communications made for the purpose of providing legal services to the public body will clearly place the Town at a substantial disadvantage. **The motion passed unanimously.**

Motion by Brian Coolidge/Tracy Wyman to enter into executive session at 8:00PM to discuss confidential attorney-client communications made for the purpose of providing legal services to the public body, under 1 V.S.A. paragraph 313(a)(1) of the Vermont Statutes. **The motion passed unanimously.**

8. Executive Session

Motion by Brian Coolidge/Tim Guiles to come out of executive session at 8:06PM. **The motion passed unanimously.**

There were no actions required.

9. Adjournment

Motion by Brian Coolidge/Tracy Wyman to adjourn the Select Board meeting at 8:07PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary