

Brandon Select Board Meeting January 13, 2020

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, Chris Brickell, Steve Bissette, Lee Kahrs, Jeff Stewart, Michael Shank, Stephanie Jerome, Bob Foley, Dan Foley, Patrick Foley, Bill Moore, Anthony Peduto

The meeting was called to order by Seth Hopkins – Chair at 7:01PM.

1. Call to order

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

Addition of an Executive Session for the appointment or employment or evaluation of a public officer or employee under the provisions of Title 1 V.S.A. 313 (3)(a)(3).

2. Approval of Minutes

a) Select Board Meeting – December 23, 2019

b) Select Board Budget Workshop – January 7, 2020

Motion by Brian Coolidge/Tim Guiles to approve the minutes of the December 23rd Select Board meeting. **The motion passed unanimously.**

3. Town Manager's Report

Dave Atherton provided a report for the weeks of December 30th and January 6th.

Segment 6:

Handrails are currently being installed at various locations downtown. This will be ongoing for the next two weeks. The Town will be meeting with Casella and Dubois & King to go over the bridge slab plans. The anticipated start date is March and completion by June 30th.

Park Street:

Surveyors from MEI have been on site to confirm elevations. The Town is looking at a tentative start date of April 1st and completion in October.

Other happenings:

Mr. Atherton has pulled the current tax sale for the Conway Terrace mobile homes and is working with the new park owner to take care of the delinquencies. The employee evaluations have been completed. Most of the Town Manager's time in the two weeks has been spent on the new budget and prepping the Town Report.

Dave Atherton received a notice from the Health Officer, Tom Kilpeck and read the following: "The 2020 Annual Statement of Compliance for rental housing in Brandon was sent out over this past weekend. Letters and self-inspection forms were sent to 150 property owners for the 470 rental housing units in town. In addition, 25 of these also received a Delinquent Notice for their 2019 filing."

Rec News:

The winter is off to a hot start for the Brandon Rec. We are in the midst of changing over the registration software and are traveling back in time to 2016 when we last had to process paper registrations. Our new system is slated to be operational in the first week of February, in time for skiing and indoor soccer registration. Our Town Hall programming begins tonight with our weekly Table-tennis upstairs from 7-9PM. Free offering. Indoor cornhole starts on Wednesday, January 15th and will run 7-9PM. This year's format is different in that you can show up as a single. Commissioner Meloney Gee will be having folks blind draw for partners each night. Brandon Idol 2020 opening concert will be held on Saturday, January 18th at 7PM. Tickets are \$5 at the door. Fan favorite, new judges, new talent same prize! The first concert is singer's choice. Judges will determine the folks that move on to the subsequent live band and themed concerts in February, March, April and May. The finals are held at the Brandon Carnival. There are talented folks registered and it is a great and affordable way to spend a cold night! January 25th the Brandon Town Hall will host its "Moonlighting in Vermont: An Evening of Show Tunes and Jazz Standards." Kristen Carr and Jess Crossman star with some featured guests singing showtunes with piano accompaniment. Tickets are available at 802tix.

Doug Bailey asked if there will be a Park Street meeting, similar to the Segment 6 meetings prior to the construction. Dave Atherton stated it is no different than what has been done on Union Street and the project will be discussed at the Select Board meetings. People are welcome to contact the Town Manager with any questions about the project.

4. Public Comment and Participation

Brent Buehler thanked the Select Board for their service, stating they are not compensated for all their time and energy. Mr. Buehler noted the Board has a unique skill set that benefits the Town.

Stephane Jerome reported the legislative session has begun and noted people can contact her via email, Facebook or on the Statehouse phone. Ms. Jerome is serving on the Economic

Development Committee and will keep the Select Board aware of any issues. Ms. Jerome is holding a meeting at the Brandon Library this Saturday.

5. Foley Taco & Bean

Bill Moore, Economic Development Officer read the letter submitted to the Select Board concerning the Revolving Loan Fund application for Foley Brothers Taco & Bean. (See Attached Letter) The Foleys were present to answer any questions. Tim Guiles thought the presentation was good. Doug Bailey thanked Mr. Moore for getting the information to the Select Board in advance of the meeting.

Motion by Tim Guiles/Doug Bailey to approve the Revolving Loan Fund application for Foley Taco & Bean in the amount of \$30,000.00. **The motion passed unanimously.**

Seth Hopkins advised that he has a business relationship with a family member.

6. Tax Equalization Study Results

Dave Atherton reported this study is received every year and provides information on the CLA (common level of appraisal) and COD (coefficient of dispersion) that triggers whether the Town needs a reappraisal. The Town is at 98.77 CLA and 13.9 COD. The COD needs to go over 20% before it triggers a reappraisal. Mr. Atherton noted this was for the Board's information. Mr. Atherton advised that the Town has started a reappraisal over the last two years, and it is anticipated the reappraisal process will probably be another year, as there will be grievances that will have to be resolved. Doug Bailey stated it is good to have a reappraisal to get everyone on the same page.

7. RRPC Public Works Emergency Mutual Aid Agreement

Dave Atherton advised this agreement has previously been discussed with the Planning Commission. Mr. Atherton does the Emergency Management Plan every year, however this would provide for mutual aid to assist towns that have limited resources and provides a list of inventories that the towns have, in the event another town needs a piece of equipment. Mr. Atherton noted the Town has been subject to disasters at different times and it is good to help neighboring towns. The Town currently has a short version in the Management Plan, but this is a fine-tuned document. Seth Hopkins stated this is a sensible way to share public works equipment in the event of a disaster.

Motion by Seth Hopkins/Tracy Wyman to approve the RRPC Public Works Emergency Mutual Aid agreement as presented. **The motion passed unanimously.**

8. Stormwater Mitigation Grant

Dave Atherton reported this is a grant that he applied for late fall and is a 100% funding for \$74,000.00 for engineering and construction. From the stormwater review that was done, there were two projects chosen; the parking lot behind Café Provence and Pearl Street that has similar

run off issues like Park Street. The timetable for having the projects completed is November 2021. Seth Hopkins thanked the Town Manager for his work in obtaining this grant.

Jeff Stewart questioned if there will be a reduction in parking spaces, as Chef Robert is concerned that his patrons are losing spaces. Dave Atherton reported the work will be by the river and should not reduce any parking spaces. Mr. Atherton reported there will be another parking area for use behind the Mobil station that will be paved.

9. Discussion & Approval of FY2020/2021 Budget

Seth Hopkins reported the Select Board has met five times with the Budget Committee and also met with Department Heads. At the January 7th meeting, there was consensus of the Budget Committee and Select Board on the proposed budget to be presented. Mr. Hopkins thanked Tony Peduto, Jan Coolidge, Barry Varian and Cindy Bell for their work as the Budget Committee.

Motion by Doug Bailey/Tracy Wyman to approve the Town budget in the amount of \$3,266,303 for municipal expenditures, with \$2,718,353 to be raised by taxes that is an increase of \$65,098 from prior year or a 2.48% increase. **The motion passed unanimously.**

Other items discussed were Public Works related Articles. Dave Atherton stated with regard to the articles, there was discussions about sidewalks, an excavator and additional paving outside the budget. After talking with Shawn Erickson, it was decided the Town could lease an excavator when needed rather than purchasing one. The sidewalks were hoped to put in the budget, once the Union Street and Park Street projects are completed. Mr. Atherton noted this would be a good use of the Option tax. With regard to paving, Mr. Erickson has come up with some areas to do shim and overlay that include Park Street Extension, the paved portion of Country Club Road and Corona Street. The projects total about \$144,000 and there is \$50,000 in the budget. Mr. Atherton requested consideration of a \$100,000 paving appropriation to cover the remainder of the paving. The shim and overlay would provide more longevity to avoid them getting into worse shape. The Town can also look at rebuilding Town Farm Road, Pearl Street to Sanderson Bridge with the Town applying for Class 2 grant money. Mr. Atherton noted that Class 2 funding is a percentage of what is spent for highway funds and the Town would be eligible in a couple of years. Mr. Atherton noted similar to Union Street, the Town would also like to apply for a structures grant to look at the Arnold District box culvert. Mr. Hopkins noted the Budget Committee had looked at the paving appropriation. It appears that when the Town receives Class 2 grant funding, it can get by with \$50,000 and other years \$100,000 is needed, so this article would not be out of the normal pattern. Mr. Atherton stated it would be good to get caught up with the paving. Tim Guiles asked about the sidewalk as there was a discussion of an appropriation for the sidewalks. Mr. Atherton stated there are the Option tax funds, but until the bonds are settled for Segment 6, it is suggested the sidewalks not be added back into the budget. After next year, there will not be the interest for Segment 6 and it would be good to add some match money into the budget, but the Option tax would cover the sidewalks going forward. It is not thought there will be time to do extra sidewalks this year. Union Street needs new sidewalks, but that will be a complete redo and not a shim.

Motion by Doug Bailey/Tracy Wyman to add an appropriation for paving for \$100,000 for Park Street, Country Club Road and Corona Street projects, with any remaining funds to do other paving projects as needed. **The motion passed unanimously.**

Tracy Wyman would like to see asphalt put back into the budget if it is feasible, as the Town needs to look at including this in the budget. Brian Coolidge agreed the asphalt should be in the budget in the near future and not an appropriation. Seth Hopkins stated this has been a past discussion and it is a goal in the near term once other obligations are taken care of to add this back to the budget. Mr. Wyman asked if there are any sidewalks that could be done with any excess funds. Mr. Atherton stated if there are funds remaining from the projects in the appropriation, the Town could use it for sidewalks. Mr. Bailey agreed, but noted it is difficult to add it back in once it has been taken out. He noted the current increase of 2.4% in the budget would be more like a 4% increase if that were added back and would make it difficult for passing a budget with too high an increase. Mr. Bailey would like to see this added back into the budget, but thought the Town is a year away from that, though there may always be a need for some appropriations. Tim Guiles stated an appropriation should be exceptional spending and things needed for the Town should be in the budget. It was noted many people like these types of articles as it shows what the appropriation is being spent for. Mr. Atherton stated all of the roads deteriorate every year and a mile of paving every year is not sufficient. The Town is almost turning the corner for all the projects that were required and if the 1% Option tax continues to grow, it will provide leverage to obtain more grants. It was noted the Town has done a good job with spending around appropriation funding.

10. Fiscal

a) Warrant – January 13, 2020 - \$302,816.55

Motion by Brian Coolidge/Doug Bailey to approve the January 13, 2020 warrant in the amount of \$302,816.55. **The motion passed with one abstention – Tracy Wyman.**

Doug Bailey questioned whether the Markowski invoice for the Union Street sidewalk project was the complete project. Dave Atherton advised there are still some drainage and retainer wall work to be done. There are still some sidewalks to do that could not be completed due to the temperature.

b) Route 7 Construction Warrant – January 13, 2020 - \$985,863.49

Motion by Doug Bailey/Tracy Wyman to approve the January 13, 2020 Route 7 Construction warrant in the amount of \$985,863.49. **The motion passed unanimously.**

Dave Atherton confirmed that the Casella warrant was in order.

The Select Board recessed at 7:40PM.

The Select Board reconvened at 8:07PM.

Motion by Tracy Wyman/Doug Bailey to enter into executive session at 8:08PM, with the session to include the Town Manager, to discuss the appointment or employment or evaluation of a public officer or employee under the provisions of Title 1 V.S.A. 313 (3)(a)(3) of the Vermont State Statutes. **The motion passed unanimously.**

10. Executive Session

The Board came out of executive session at 8:57PM. There was no action required.

11. Adjournment

Motion by Brian Coolidge/Tracy Wyman to adjourn the Select Board meeting at 8:58PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary