

Brandon Select Board Meeting
October 12, 2020

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

All in Attendance via Zoom.

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

Others In Attendance: Dave Atherton, Brent Buehler, Bill Moore, Wayne Rausenberger, Shari Vaccarella, Butch Shaw, Chris Brickell, Bernie Carr, Wayne Elliott, Jeff Lewis, Lee Kahrs

The meeting was called to order by Seth Hopkins – Chair at 7:31PM.

Seth Hopkins requested a moment of silence for the passing of Richard Baker. Mr. Baker was a long-time resident of Brandon who had gone on to a career in the federal government and returned to Brandon to give back to the Town that he loved. Mr. Baker loved to talk about 20th century Brandon and Mr. Hopkins noted he learned a lot from him. Mr. Baker was excited about the projects in Brandon and put a lot of energy into the town hall. He served as a Selectman for 7 terms and at one point was the Chair of the Select Board. Mr. Baker was also an interim Town Manager for a period of time. Mr. Baker’s energy did not stop until the very end as he was on the upcoming ballot to be a justice of the peace and was also ready to serve as a BLSG Board member. Ms. Hopkins noted Richard will be missed.

1. Call to order

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

Add Green Fleet Policy presentation following Public Comment.

2. Approval of Minutes

a) Select Board Meeting – September 28, 2020

Seth Hopkins advised that regarding the approval of the minutes, late today there was an interested party with some suggested revisions. The revisions were in keeping with the content of the last meeting and had been added to the minutes and distributed to the board members just prior to the meeting.

Motion by Tim Guiles/Seth Hopkins to approve the minutes of the September 28th Select Board meeting, as revised with changes requested by Shari Vaccarella.

Dave Atherton noted he did send plans to the Vaccarella's on April 15th when they were sent to the Board and he did not think the changes were accurate. Shari Vaccarella noted the one-page sheet was not a full set of construction documents and she was trying to be true to the conversation. Mr. Atherton noted he sent the one-page design of the roof structure, but Ms. Vaccarella was expecting more details of drainage documents. Mr. Atherton noted that the Vaccarella's and he have settled this item and was okay with what the minutes showed. Doug Bailey noted he had not read the amended minutes and would feel more comfortable having an opportunity to compare the two. Tim Guiles withdrew his motion and the minutes were tabled for approval to the next meeting. Mr. Hopkins thanked Ms. Vaccarella and Mr. Atherton for meeting on the site the day after the previous Select Board meeting and working through the concerns and also thanked Ms. Vaccarella for providing the clarification to assure that everyone understands.

3. Town Manager's Report

Dave Atherton provided a report for the weeks of September 28th and October 5th, 2020.

Segment 6:

The steel beams have arrived on site and we are waiting for the bearing pads to be delivered. Once the bearings are here the steel beams will be installed.

Park Street:

Paving started on October 9th and will continue for most of the week, weather permitting.

Other happenings:

The Town received a \$5,000.00 grant from the Center for Tech and Civic Life for reimbursement for election fees as a result of a grant application Sue Gage had submitted.

The Town also received a notice of award for a grant through the Rutland Regional Planning Commission to purchase more equipment as a result of a grant application that Mr. Atherton and Shawn had completed. The equipment to be purchased will be a leaf blower that attaches to a backhoe or other equipment to blow leaves out of the road and blow ditches out.

Mr. Atherton attended the annual VLCT/PACIF/VERB meeting via zoom September 30th.

The new structure at the Highway Department has been installed. We will now be able to keep all of the equipment under cover. Mr. Atherton encouraged the board members to view the structure.

The Town Hall sidewalk roof is completed. We decided to use drain stone on the perimeter of the sidewalk instead of pipe. We added some privacy panels on the west side. We also addressed some voids mortar joints on the portico floor and around the columns that was

allowing water to infiltrate which was causing some shifting in the stone floor tiles. Mr. Atherton also encouraged the board members to take a look at this project as well.

We have had McCullough Tree Services in Town clearing trees around the wastewater treatment plant and the pump stations. The trees are overgrown and have damaged parts of the perimeter fence around the plant and at the Champlain Street pump station.

Rec Department News:

The Brandon Rec will be starting their 3-week kids cornhole and kickball leagues on Friday, October 16th. Estabrook will host cornhole and Neshobe School will host kickball. Sign-up on-line brandonvt.myrec.com

On Wednesday October 14th, the Chamber and Economic Development of the Rutland Region, a new organization that features the merger of the Rutland Regional Chamber of Commerce and Rutland Economic Development Corporation, will be hosting their annual meeting at the Jack McKernon Drive-in at Estabrook Park. The \$25 per car entrance fee will go directly to food coupons to be used with the food vendor of the evening, Otter Valley Union High School's Walking Stick Theatre. There will be a Rutland County movie debuted which features folks from all around the county, including some from Brandon! The food alone is worth the price of admission!

The partnership with the Paramount Theater continues through the month of October with Saturday showings on the big screen. Gates open at 7:00, movie starts at 7:30. Beetlejuice on October 10, Ghostbusters (1984) on October 17, Hocus Pocus on October 24, Halloweentown on October 31. Tickets available online: paramountvt.org.

We have secured an arrangement with the Neshobe Golf Course to host the town skating rink on one of their lots. They will open their lodge on occasion for hot chocolate sales. We are looking for volunteers to help maintain the rink. Contact Bill Moore with any questions!

Working with Assistant Rec Director Colleen Wright we are developing our winter schedule at the town hall in a COVID safe manner. Table Tennis will be starting on Thursday, October 15th at 7:00 pm. Pre-registration and masks are required to participate!

Doug Bailey noted he did view the new building at the highway department and it is a great improvement. Mr. Bailey asked if striping will be done on Park Street this year. Mr. Atherton advised Markowski will be doing temporary center and fog lines, however, with the coming of cold weather, it might not be possible to do permanent striping.

Seth Hopkins congratulated Sue Gage and Mr. Atherton on the grants received and noted it was nice progress done on the town hall roof and the highway department building.

4. Public Comment and Participation

Brent Buehler noted the new town hall roof looks fabulous and the dividing columns and anchor screens are helpful, and he is glad to have it for winter. Mr. Buehler questioned whether the soccer ball cost that came up at the last meeting might be reimbursable from the State. Bill Moore advised the Town is looking into reimbursement around COVID-related items, noting typically with uniforms the Town usually has them returned, however, those provided this year were not. Mr. Buehler also questioned the purpose for the two motions for the executive session. Seth Hopkins advised for certain executive sessions such as contracts, the first motion is required as this is an existing contract the Town is a party to and is a specific item. Mr. Hopkins noted the second motion for executive session is for discussion of a town employee.

Shari Vaccarella thanked Mr. Atherton for meeting with her at the town hall site and noted he was very professional, and she was appreciated that. Ms. Vaccarella also noted she loves the structure and it is nice to have the separation and it complements the town hall structure very nicely. Mr. Hopkins thanked Ms. Vaccarella for working with the Town as the town hall is near neighbors to them.

5. Green Fleet Policy Presentation

Tim Guiles reported he has been working the policy since it was approved. Mr. Guiles shared a five-page report to the attendees (See Attachment) The opening screen showed the numbers to determine the CO2 emissions according to fuel. He then shared information about the Town's equipment that he received from Jackie Savelle. Mr. Guiles shared a spreadsheet that showed start and end mileage and gallons used to calculate the CO2 emissions. Mr. Guiles noted the data he received from the Town also included heating oil and propane usage as it is important information to assist in reducing the carbon footprint. Mr. Guiles' report covered a three-year time period. Mr. Guiles provided a summary of the data that was broken down by department. He noted the propane usage over the last 3 years at the town office has gone down due to the installation of heat pumps. There is an effort in Vermont to try to drive down the CO2 emissions and Mr. Guiles noted Montpelier is trying to become net zero by 2030. Mr. Guiles stated the total emissions from a town municipal standpoint, has been slightly increasing over the last three years. This is a function of how much our equipment is being used and is a number that is good to know. Mr. Guiles advised the report going forward will be a low demand way to keep track of CO2 emissions and the Town may be able to assist in reducing its CO2 emissions. Seth Hopkins appreciated Mr. Guile's work in this area and noted the graphs provide a much easier way to understand it.

5. Consider BLSG Insect Control District Representative Appointments

Seth Hopkins noted there is a letter of interest from Wayne Rausenberger to serve on the BLSG Board and confirmed that Richard Russ is also one the BLSG representatives. The Board has two Brandon seats and an alternate and there are currently two vacancies. Mr. Hopkins thanked Mr. Rausenberger for his willingness to serve on this board again.

a. Representative (remainder of 1-year term ending March 2021)

Motion by Brian Coolidge/Doug Bailey to appoint Wayne Rausenberger as the Representative to the BLSG for the remainder of a 1-year term ending March 2021. **The motion passed unanimously.**

b. Alternate (remainder of 1-year term ending March 2021)

Dave Atherton noted he has been serving as the alternate but has been unable to attend the meetings due to conflicting meeting schedules. Mr. Rausenberger has been attending the meetings. Seth Hopkins stated the Town has good representation on the Board but anyone who would like to serve as the Alternate could contact Mr. Atherton.

6. FY21/22 Budget Meeting Discussion

Dave Atherton requested the Board determine the dates for the upcoming budget meetings. The budget meetings usually start in November and Mr. Atherton suggested coming up with times that are good for everyone. Seth Hopkins stated last year there was a hybrid format of two Tuesday meetings and two Wednesday meetings with the group meeting twice in November and twice in December. Mr. Atherton questioned if the meetings would be in person or via Zoom. Mr. Hopkins suggested confirming this with the Budget Committee with regard to their preference. Mr. Atherton stated the current Committee members are: Jan Coolidge, Barry Varian, and Tony Paduto. It was the consensus of the Board to keep the start time of the meetings to 6:00PM and the Board was agreeable to setting the meetings for Tuesdays and Wednesdays. Mr. Atherton will propose a schedule once he has confirmed it with the Budget Committee members. Mr. Hopkins noted there were the four meetings last year and one in January as a wrap-up meeting to assure that all have had time to get the input that is required in order to meet the deadline for the town report.

7. Town Report Discussion

Dave Atherton noted the Board had previous discussions about the format of the town report and asked if the Board wanted to do something different prior to going to print. Seth Hopkins would like to enhance the town report presentation to make it a useful tool for people. Mr. Hopkins and Mr. Bailey had viewed other town reports and highlighted some changes they would like to make. Mr. Atherton questioned if someone on the Board would like to participate in putting the book together so that it is more of the Select Board's design. Mr. Hopkins and Mr. Bailey will work with Mr. Atherton on this project. Mr. Hopkins noted that relative to the Open Meeting Law, for certain clerical tasks like the town report, the Select Board may have more than two members working together and will not be an issue should that be the case when working on the project.

8. Fiscal

- a) **P. O. 51773 to Cargill, Inc. for Road Salt - \$68,500.00**
- b) **Warrant – October 12, 2020 - \$269,159.42**
- c) **Route 7 Construction Warrant – October 12, 2020 - \$22,995.32**

Dave Atherton reported the salt price went down this year.

Motion by Tracy Wyman/Brian Coolidge to approve P. O. 51773 in the amount of \$68,500.00 to Cargill, Inc. for road salt, the October 12th warrant in the amount of \$269,159.42 and the October 12th Route 7 Construction warrant in the amount of \$22,995.32. **The motion passed unanimously.**

Doug Bailey questioned the invoice for Abanaki for box rentals and questioned how many boxes are rented. Mr. Atherton reported it is the same box that stores the play structure that came from McDonalds. Mr. Bailey also questioned if the invoice for Greg Lussier-Barn Builder was for the town garage structure and Mr. Atherton confirmed that was correct.

Bill Moore reported the date for the Brandon Free Public Library Candidates Forum was moved to Thursday via Zoom. The forum will be moderated and the format is similar to the past and is sponsored by the Brandon Chamber. There will be opening remarks and questions will be sent by way of chat and will given at the beginning of the forum. The topics will be specific to the state representatives and not a referendum on federal politics. All questions will be directed to all candidates. Mr. Moore will post information on the forum on the Town's website and will share it on the Brandon Rec page. Bernie Carr will also include this information in a Brandon Chamber newsletter.

Butch Shaw reported the Legislature has adjourned and thanked Mr. Moore for the information on the Candidate Forum.

The Select Board recessed at 8:22PM.

The Select Board reconvened at 8:24PM.

Motion by Brian Coolidge/Tracy Wyman to find that premature general public knowledge of a contract regarding a Public Works project, to which the public body is or may be a party will clearly place the Town at a substantial disadvantage. **The motion passed unanimously.**

Motion by Tim Guiles/Tracy Wyman to enter executive session at 8:24PM to discuss the current contract regarding a Public Works project under the provisions of 1 V.S.A. Section 313(a)(1) with the Town Manager present.

9) Executive Session

The Board came out of Executive session at 8:44PM. There were no actions required.

Motion by Tim Guiles/Tracy Wyman to enter into executive session at 8:44PM to discuss the appointment or employment or evaluation of a public officer or employee under the provisions of 1 V.S.A. 313(a)(3). **The motion passed unanimously.**

10. Executive Session

The Board came out of Executive session at 9:13PM. There were no actions required.

11. Adjournment

Motion by Brian Coolidge/Doug Bailey to adjourn the Select Board meeting at 9:13PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary