

Brandon Select Board Meeting January 24, 2022

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

Board Members in Attendance: Seth Hopkins, Brian Coolidge, Tim Guiles, Tracy Wyman, Michael Markowski

Others in Attendance: Dave Atherton, Bill Moore, Jessica Saceric

Other In Attendance Via Zoom: Keith Whitcomb, Adam Murach, Jack Schneider, David Kachajian

1. Call to order

The meeting was called to order by Seth Hopkins - Chair at 7:02PM.

a) Agenda Adoption

Motion by Tracy Wyman/Michael Markowski to adopt the agenda as posted. **The motion passed unanimously.**

2. Approval of Minutes

a) Select Board Meeting – January 10, 2022

Motion by Tracy Wyman/Brian Coolidge to approve the minutes of the January 10, 2022, Select Board meeting. **The motion passed unanimously.**

3. Town Manager's Report

Dave Atherton provided a report through January 21, 2022:

Mr. Atherton sent the letter of support to Joan Allen for the sale of the Stone property to VT Fish & Wildlife.

Steve Cijka, Tim Kingston, and Mr. Atherton had a meeting with Aldrich & Elliott to discuss the Preliminary Engineering Report for the replacement of the Newton Road pump station.

Mr. Atherton attended a VLCT/PACIF diversity, equity, and inclusion training on January 20th. This was a three-hour training that also included a presentation by two consultants from Workplace Matters. He is hoping to incorporate this training into the Town's own DEI policy.

Last year Mr. Atherton started working with New England Woodcraft and Nanci McGuire of NRCS to help them with the 3-acre impervious land compliance ruling. This project was identified within the Lake Champlain Basin Program Funded Report entitled "*Public-Private Partnership for Stormwater Management*", and has been selected to receive funding in conjunction with the American Rescue Plan Act (ARPA) Three-Acre Stormwater Program. Based on cost information made available to the Department, the project has been approved for an award of up to \$354,738.00 of ARPA funds. The final award amount will be based upon determination of actual eligible costs for the project. The American Rescue Plan Act specifies that the grant funds must be encumbered by 12/31/2024 and that the grant funds must be expended by 12/31/2026. This will cover the entire project from preliminary through construction completion. Mr. Atherton stated New England Woodcraft is the only private property in Town that has the impervious area.

Mr. Atherton has been working with three Newton Road homeowners on the rest of the documentation needed for the FRCF buyout grant. He is trying to get one more in before the 31st deadline.

Rec Department News:

Hopefully by the time this report is read, the ice rink at Neshobe Golf Course will be open. Taking advantage of the extremely cold temps, we are simply flooding the parking lot, ¼ inch at a time.

Winter Carnival will be back on the weekend of February 5/6. Working with the Neshobe PTO, Brandon Free Public Library and the Brandon Area Toy Project for a day (perhaps 2) of winter fun at the golf course. They have been grooming trails for skiing and keeping the lot clear for people to park for sledding and skating (*fingers crossed).

Winter Cornhole is moving from Sundays to Thursday evenings at the Town Hall.

4. Public Comment and Participation

Dave Atherton stated the new police chief is at the meeting via zoom. David Kachajian stated he is looking forward to attending Select Board meetings to learn about the Select Board procedures. He has been here for about two weeks and has found the Police Department has a phenomenal staff who have been helpful to him in transitioning to the new position. Seth Hopkins welcomed Mr. Kachajian in his new position and appreciated him being present at the Board meeting.

Bill Moore reported he has received more information concerning the Otter Creek Communication District since the last meeting. From Act 71, there is \$160 million allocated for communication districts that will be divided to underserved addresses and the Otter Creek Communication has applied for \$4.65 million. They are also going to ask the towns in the Communication district to provide a match of ARPA funds for the process. They are asking for \$56,952.72 from Brandon and they will match that to bring it to \$112,000. Mr. Moore was not

making the request at this point, but in applying for Act 71 funds, each town's ask has been based on underserved addresses. Mr. Moore stated the \$4.65 million is the Communication District's funding and they are looking for additional ARPA funds from the towns. There is an additional \$16 million and that is being put out for a possible match. Tim Guiles is interested in being involved with the District from the Select Board. Mr. Moore advised their meetings are the 3rd Wednesday of each month and Mr. Moore will provide Mr. Guiles with information on the District. The towns in the Otter Creek Communication district are Brandon, Pittsford, Benson, Castleton, Chittenden, Fair Haven, Goshen, Hubbardton, West Rutland, Rutland Town, Sudbury, Poultney, Mendon and Pawlet. Mr. Guiles questioned if there is a target amount that the District is trying to raise. Mr. Moore does not know what the total will be as they are getting ready to send out an RFP for developing the system, but the figure will be determined once the costing is received. There are also preconstruction grants that they can go after.

5. Revolving Loan Fund

Jessica Saceric was present for discussion of a request for a loan from the Brandon Revolving Loan Fund.

Bill Moore read a letter regarding the request (See attached).

Seth Hopkins thanked Mr. Moore and Ms. Saceric for attending the meeting to present this request.

Motion by Tracy Wyman/Michael Markowski to approve the Revolving Loan Fund request that has been approved by the Revolving Loan Fund Committee. **The motion passed unanimously.**

6. Approve Warning for February 28, 2022 Town Meeting and March 1, 2022 Ballot

Seth Hopkins noted the Town Meeting informational meeting will be held on February 28th with voting on March 1st. Sue Gage stated this is a straightforward warning but wanted to remind people that the school ballot will not be mailed and if people would like a mailed ballot from the school it will need to be requested or they can place their votes on voting day. Mr. Hopkins reiterated that the Town's ballots will be mailed and if anyone would like a school ballot mailed to them, they must request it or come to the polls on voting day to submit their ballot for the school. Mr. Hopkins noted the warning includes the election of officers, town budget and fund request articles. Mr. Hopkins thanked the Town Manager, Town Clerk and Treasurer, Bookkeeper, Board and Budget Committee for all the work that has been done on this process.

Motion by Tracy Wyman/Michael Markowski to approve the warning as presented. **The motion passed unanimously.**

7. Review Quotes for Tandem Dump Truck

Dave Atherton noted the Board made a prior motion to obtain quotes to replace the International truck. A bid packet was sent out and only one company, Charlebois, responded with a bid that includes the accessories. The only things not included in the price are the extended warranty

menu. Shawn has suggested the engine warranty and 100,000-mile truck coverage and towing would be good add-ons. Mr. Atherton noted there is not a lot of difference between the trucks but it is thought a benefit of the Western Star is the rear wiring harness that does away with potential electrical issues and also has a better trade-in value.

Tracy Wyman noted he would like to have seen other bids, but stated Western Star is definitely a better truck and the wiring harness is a plus as he knows of electrical issues the Town has had in the past that have cost a lot to fix. Mr. Atherton advised this would be a municipal lease. The grader will be paid off soon and the payment will be rolled over. This is operating budget money and is not adding to the budget but continuing a current obligation. Mr. Atherton also noted the Mack will be paid off the end of next year. Mr. Wyman asked why the transmission warranty is not being considered. Mr. Atherton stated the engine warranty is two years, the truck warranty is one year but the transmission warranty is three years and the add-ons would start after those warranties end. Mike Markowski stated Western Star has always had better quality and have been known as the Cadillac of trucks.

Motion by Tracy Wyman/Michael Markowski to approve the purchase the Western Star truck and the first four and last add-on of the Extended Warranty menu. **The motion passed unanimously.**

Tim Guiles asked how many times towing has been required. Mr. Atherton advised it has been several times and Tracy Wyman noted that two tows would pay for the add-on. Mr. Atherton noted the grader will be paid off earlier than expected and the dump truck was paid off in January and two other capital leases have another couple of years. Mr. Atherton advised that they did ask about electric options, but they are not running them on the road yet and are used mostly in quarries.

8. Discuss Newton Road Pump Station Upgrade

Dave Atherton reported Steve Cijka, Tim Kingston and he met with Wayne and Jeff from Aldrich and Elliott regarding cost estimates for ARPA funds for the Newton Road pump station. There were a couple of versions offered for either an above-ground or a submersible pump. The alternative with the submersible pump was thought to be the better fit as the capital costs are less, the system doesn't need priming and it is quieter. There will be a lift for the pumps. Steve and Tim both thought that this is the way to go and is the less expensive route as well. The submersible pump is \$400,000 and the above ground is \$500,000, but supplies and materials will need to be determined, so it may be closer to \$500,000 for the submersible. Steve and Tim would rather have the submersible pump and would like a certain brand pump that is more durable. Mike Markowski asked the size of the valve pit and it was noted that it is five feet in diameter. Mr. Markowski noted it would just require another manhole near the other one. Seth Hopkins asked what the ARAP allotment will be and Mr. Atherton advised it would be about half. Mr. Hopkins asked about the fire district option for the grant. Mr. Atherton stated the projects for consideration have been connecting Fire District 1 and 2, the Newton Road pump station, running a sewer line to the town garage property and possibly doing the rest of Union Street. Tim Guiles noted the Energy Committee is also looking for a small amount of ARPA funds. Mr. Atherton reported he is invited to the Fire District's annual meeting in February and he will

know more following that meeting. Mr. Hopkins suggested discussing the list of projects at the next meeting. Mr. Atherton advised this is information for a future discussion and is hoping to have the cost for the town garage sewer connection soon. Mr. Atherton requested the Board consider which option is preferred for the pump station to be able to move forward with the rest of the design.

Motion by Tim Guiles/Tracy Wyman to approve the Alternative 4 option and move forward with the design process with funding to be determined. **The motion passed unanimously.**

Seth Hopkins would like to know what the design costs will be and Mr. Atherton advised he can get a better number for the Board. Mr. Atherton noted that the design will need to be determined, even if ARPA funds are not used in its entirety. Clean Water funding could also be used for this type of a project. Mr. Hopkins noted there was a preliminary discussion of funding the design. Mr. Atherton has been getting numbers for the projects for use of the ARPA funds and this is part of that information. Tim Guiles asked if there is another layer of design. Mr. Atherton stated this is the preliminary engineering report with the options and once the Town chooses an option, they then fine-tune to what the Town needs. The current information would not be sufficient for a bid packet for construction. Mike Markowski stated this would be the actuals for what materials will be used and actual set-up prints. Mr. Hopkins asked whether it would be ARPA funds or Town funds to be spent for the design work. Tracy Wyman suggested moving forward with the next step of going through the design of the project. Mr. Atherton advised that this information is useful for determining what is to be done with ARPA funds, but to move forward it would be easier to have a final design. The exact cost will not be known until it goes out to bid, but for the ARPA discussion, this will suffice as long as it is known that alternative 4 will be used. Dave Atherton encouraged ARPA fund discussions move forward as there is a deadline of 2024 for encumbering the funds for the projects with completion of the projects by 2026.

Sue Gage reported the ballot for the March vote also needs approval by the Select Board.

Motion by Tracy Wyman/Brian Coolidge to approve the ballot as presented. **The motion passed unanimously.**

9. Fiscal

a) Warrant – January 27, 2021 - \$162,712.36

Motion by Mike Markowski/Brian Coolidge to approve the warrant of January 24, 2021, in the amount of \$162,172.36. **The motion passed unanimously.**

Bill Moore reported the Lego League Robotics Team had their first meet that had to be a Zoom competition due to Covid. This program is a collaboration between the Rec Department at Tech Ed and OVUHS. They spent the last three months on this project. Mr. Moore wanted to acknowledge their work and hopes it will be a growing program at OVUHS and the Rec Department.

The Select Board recessed at 7:54PM.

The Select Board reconvened at 8:00PM.

Motion by Tracy Wyman/Brian Coolidge to enter into executive session at 8:00PM 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 8:20PM.

There was no action required.

Motion by Brian Coolidge/Tracy Wyman to enter into executive session at 8:21PM 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) to include the Town Manager. **The motion passed unanimously.**

11. Executive Session

The Board came out of executive session at 8:50PM.

There was no action required.

12. Adjournment

Motion by Brian Coolidge/Tracy Wyman to adjourn the Select Board meeting at 8:51PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary