

**Brandon Select Board Meeting  
August 8, 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

**Others in Attendance:** Dave Atherton, Bernie Carr, Wayne Rausenberger, Marielle Blais, Neil Silins, David Roberts, Mat Clouser, Ralph Ethier, Jeff Haylon, Cecil Reniche-Smith

**Other In Attendance Via Zoom:** Richard Jamros, Keith Whitcomb, Bruce Jenson

**1. Call to order**

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

***a) Agenda Adoption***

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

Add Item 4a: Consider Letter of Interest for VLCT Welcoming and Engaging Communities Cohort

**2. Approval of Minutes**

***a) Select Board Meeting Minutes – July 25, 2022***

**Motion** by Tim Guiles/Tracy Wyman to approve the July 25<sup>th</sup> Select Board meeting minutes as submitted. **The motion passed unanimously.**

**3. Town Manager's Report**

Dave Atherton provided the following report:

The Local Hazard Mitigation Team has met on August 2<sup>nd</sup> and August 4<sup>th</sup> to continue work on the new Hazard Mitigation Plan. It was decided to wait until the August 22<sup>nd</sup> Select Board meeting for a presentation to the Select Board.

The pre-construction meeting for the Wastewater Treatment Plant upgrades was held on August 2<sup>nd</sup>. The contractor has started ordering materials and supplies in anticipation of a September 20<sup>th</sup> start date.

A bid opening meeting was held for the 389 Newton Road demolition on July 28<sup>th</sup>. The project was awarded to Above the Best, LLC in the amount of \$8,945.00 (this is not a typo). The demo will be scheduled once the asbestos survey report is received.

The three FRCF funded Newton Road property buyouts are moving forward. The scheduling of closings for 301 and 337 Newton Road is in process. The 17 Burke Park property appraisal was completed and accepted by the owner.

VLCT completed the rest of the property inspections on July 23<sup>rd</sup>. They will be sending the results/recommendations soon.

Mr. Atherton attended the RRPC Hot Topic meeting on July 26<sup>th</sup>. The Town's new LHO Abigail Spiegelman was the presenter and the topic was planning for hot weather in our communities.

Mr. Atherton attended the July 28<sup>th</sup> Rutland Region Transportation Advisory Committee meeting. There was a VTrans

presentation on Transportation Equity, which looks at the need for creating better transportation needs in areas that are currently not well connected due to income limits or voids in public transportation and pedestrian accessibility. Mr. Atherton noted the recent Amtrak route going to Burlington was brought up and the void in Brandon was discussed and there may be consideration in requesting a whistle stop in Brandon again.

#### **Rec. News:**

A fantastic 4-day Carnival was enjoyed by the throngs of folks that made their way to Estabrook Park over the weekend ending July 31. Attendance was so good that our amusement company has already committed for the last week in July of 2023. A huge thanks to our sponsors, RRMC, OMYA, Carter Insurance Agency, and Country Village Campground. Super volunteers include Patty Moore, Sue Danforth, Dallas & Jeff Ladd, and Kas Singh. Special thanks to the volunteer efforts of the Brandon Fire Department in providing a light truck to help create a safe parking area.

Pre-season football and soccer camp registrations have opened. Middle school flag football starts August 22<sup>nd</sup>. More offerings including flag football for grades 1-6 and Youth Soccer for grades PreK-6 will be opening soon as their seasons start after the first day of the new school year.

The Brandon Town Hall is playing host to not one, but two different martial arts classes. Sensei Wade Davis will lead folks through a summer and fall session of Aikido and David Belanger will be teaching Jiu-Jitsu.

Mini Cheering camp for grades 1-6 is firing up the week of August 3<sup>rd</sup> with B-Rec Cheer Commissioner, Sarah Whitney. This 4-day camp will prep these participants for a fall season.

Seth Hopkins asked if the Town is nearing the end of the flood resilience applications. Mr. Atherton advised that people could apply for FEMA anytime as long as it is in the flood plain and the Flood Resilience Community Fund is for people outside the flood plain. There will be applications accepted in the fall and in the spring again.

#### **4. Public Comments and Participation**

Brian Coolidge stated the blinking stop lights are a step in the right direction. Dave Atherton advised that the lights cannot remain blinking due to the crosswalks and the reason it is currently blinking is due to being hit by lightning and the parts will be in soon to repair it.

##### ***a) Consider Letter of Interest for VLCT Welcoming and Engaging Communities Cohort***

Dave Atherton reported the VLCT is choosing 16 municipalities to participate in this cohort that will include DEI training. The cohort will address diversity and equity as it is recognized that towns need to create items in a fair and equitable fashion. Currently Bill Moore, Sue Gage and he are on the Town's DEI Board and Mr. Atherton recommended Mr. Moore and Ms. Gage be the representatives for the Town in this effort. The Town is allowed two representatives and the VLCT's preference is for the representatives to have continuity in their positions with some distance of service. Tim Guiles was pleased the Town is going to apply to be part of this cohort and noted he has done some training on racial equity and would like to be involved in the cohort. He noted that he is on a three-year election cycle and his term is beyond 2023.

**Motion** by Tracy Wyman/Brian Coolidge to approve the draft letter of interest to be submitted with the application and recommend Bill Moore and Sue Gage to be the Town's representatives to participate in the VLCT's Welcoming and Engaging Cohort. **The motion passed unanimously.**

It was noted that the application, to be signed by municipal officers, is due by the end of August and requires a letter of interest also be submitted by the Select Board. Mr. Guiles noted that he would like to be involved in the cohort but was sure that Mr. Moore and Ms. Gage would do a good job. Mr. Hopkins asked the Town Manager to thank Mr. Moore and Ms. Gage for their participation in this effort.

#### **5. Consider Bond Anticipation Note Approval to Increase Loan from \$1,000,000 to \$3,780,000 per USDA Requirements**

Dave Atherton advised the line of credit needs to be increased by \$2.7 million as it has to reflect what is being borrowed for construction. This is a technical adjustment to fulfill the requirements of the granting agent.

**Motion** by Brian Coolidge/Tracy Wyman to approve the increase in the Bond Anticipation Note Loan from \$1,000,000 to \$3,780,000 per USDA requirements. **The motion passed unanimously.**

## **6. Consider Letter of Authorization for WWTF Upgrade Invoice Payments**

Seth Hopkins advised a letter to authorize prompt pay has been drafted for the invoices and pay requisitions for the WWTP upgrade. Dave Atherton reported prompt pay has to meet federal guidelines and is similar to what was done during Segment 6. Aldrich and Elliott, the construction engineers, will be reviewing the invoices that will then be forwarded to the Town Manager for review and to Jackie Savela for payment, with the invoices ultimately provided to the Select Board for approval. Neil Silins noted rapid payment is usually 30 days. Mr. Atherton advised subcontractors have to be paid promptly and there are federal guidelines that the contractors are audited for, to assure that subcontractors are paid.

**Motion** by Tracy Wyman/Brian Coolidge to approve the letter of authorization for the WWTF upgrade invoice payments. **The motion passed unanimously.**

## **5. Fiscal**

### **a) Warrant FY 2022/2023 – August 8, 2022 - \$198,425.13**

**Motion** by Brian Coolidge/Tracy Wyman to approve the 2022/2023 warrant in the amount of \$198,425.13. **The motion passed unanimously.**

Seth Hopkins read the following Notice of Closure for the Arnold District Road: The Arnold District Road will be closed to through traffic starting Monday, September 5, 2022, for the installation of a box culvert over the Arnold Brook. The Road will be closed at the intersection of Adams Road to approximately 500 north of said intersection. Vehicles are to use Cram Road in Leicester as the detour. The anticipated completion date is September 30, 2022, at which time the road will be re-opened for through traffic. Dave Atherton advised the box culvert has to be installed. He has sent notices to all landowners near Adams Road north and to the towns of Leicester and Whiting. This project is funded with a VTrans Class 2 Structures grant and the match will be funded with the Local Options Tax fund and the Town has a paving grant to do the paving next spring.

Seth Hopkins reported Michael Markowski has submitted his resignation from the Select Board. Mr. Hopkins noted the Board appreciates his terms of service and the Board will solicit letters of interest from Brandon citizens to fill this vacancy until March 2023. The letters of interest will be due by the next Select Board meeting and can be submitted to the Town Manager or any of the Select Board members.

Mr. Atherton stated Sue Gage wanted to remind all that the Primary will be held at the Brandon American Legion tomorrow from 10AM to 7PM.

The Select Board recessed at 7:26PM.

The Select Board reconvened at 7:34PM.

**Motion** by Seth Hopkins/Tracy Wyman to find that premature general public knowledge of the proposed modification of the ratified collective bargaining agreement with the New England Police Benevolent Association Local 422 would place the Town, the Select Board, or a person involved at a substantial disadvantage. **The motion passed unanimously.**

**Motion** by Tracy Wyman/Seth Hopkins to enter into executive session at 7:35PM to consider a side letter to the Police Union contract under the provisions of 1 V.S.A. 313(3)(a)(1) to include the Town Manager. **The motion passed unanimously.**

## **6. Executive Session**

The Board came out of executive session at 8:05PM.

There were no actions required.

## **11. Adjournment**

**Motion** by Brian Coolidge/Tracy Wyman to adjourn the Select Board meeting at 8:05PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary