

Meeting Minutes – Friday February 3, 2023

Attendance: Seth Hopkins, Tracy Wyman, Tim Guiles, Ralph Ethier, Brian Coolidge, Bill Moore, Olya Hopkins, Steven Jupiter, Claire Astone, Susan Benedict.

The meeting was called to order at 7:30pm by select board chair, Seth Hopkins.

Agenda item 1 – Seth Hopkins made a motion (seconded by Tracy Wyman) to adopt the agenda as written. The motion passed 5-0

Steven Jupiter had questions about Dave's resignation as the EMD (Emergency Management Director). Susan Benedict had questions about the role of the EMD. Claire Astone asked about what are the qualifications for EMD and she was concerned about overnight shelters being available. Bill Moore answered these concerns. Seth Hopkins spoke about the options of the American Legion hall and the congregational fellowship hall.

At the end of this agenda item, Seth recused himself and offered to leave the room for the next discussion. The people in the room were comfortable with him staying to hear the discussion.

Vice chair, Tracy Wyman took over leading the meeting. There was some discussion about the town manager job posting description. Olya, Claire, and Susan each shared different perspectives about the job posting. Tim Guiles read the job posting. Tracy Wyman explained why he thought the job description was adequate. Tim Guiles talked about when and where the job posting was posted.

Tracy Wyman spoke about the interview committee. Steven Jupiter asked for clarification about the deadline for interested people to apply to be on the interview committee.

Claire raised a concern about including the salary range in the job posting. Tim pointed out that the salary range in the posting was on the lower end of town manager salaries.

The next topic of discussion was the appointment of an Emergency Management Director. Seth announced that he had sent his FEMA student transcript showing the completion of 5 courses to each board member and that he was willing to fill the role of EMD if appointed - - - he then recused himself and left the room.

Tim Guiles said that he also had completed 3 of the FEMA courses in the past when he was a volunteer EMT in Williamstown, VT. Tim stated that he was willing to be an assistant EMD if appointed - - - so he recused himself and left the room.

Brian Coolidge made a motion (seconded by Ralph Ethier) for Seth to be appointed the EMD and for Tim to be the assistant EMD. Some discussion ensued. Steven Jupiter asked about compensation - - - and Brian explained that there is no compensation for the EMD position. Vote was 3-0 for Seth as EMD and Tim as the alternate.

Tim and Seth returned to the meeting. Brian went on to explain that Seth had recently completed the FEMA Diversity Awareness Course(IS00020.22) on December 30, 2022. Claire asked if Brandon is affiliated with the Red Cross. Seth explained that the Red Cross is not directly associated with Brandon.

After completing this agenda item, Tim Guiles spoke about correspondence he had with VLCT concerning the board's recent appointment of Bill Moore as our interim town manager. VLCT confirmed that our appointment was proper because we had made it clear that we expected Bill to operate under Dave's authority during the last few weeks of Dave's employment. VLCT suggested that it might help matters if we called Bill's position an Assistant Town Manager until Dave's employment ended.

At 8:40 the board recessed to enter executive session.

Agenda item 2 – Tracy Wyman made the motion (seconded by Tim Guiles) to enter Executive Session per 1 VSA paragraph 313(3)(a)(3)

The motion passed 4-0

In attendance was Tracy Wyman, Tim Guiles, Brian Coolidge, and Ralph Ethier.

At 9:02 the board returned from executive session.

Brian Coolidge made a motion (seconded by Ralph Ethier) to reclassify Bill Moore as Assistant Town Manager until Dave's employment is complete.

The motion passed 4-0.

A motion to adjourn was made by Brian Coolidge (and seconded by Tim Guiles) at 9:04.

The motion passed 4-0

respectfully submitted,

Brian Coolidge
Town of Brandon Select Board Member (clerk)