

**Brandon Select Board Meeting
June 12, 2023**

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

Board Members In Attendance: Tracy Wyman, Brian Coolidge, Tim Guiles, Cecil Reniche-Smith, Heather Nelson

Others In Attendance: Seth Hopkins, Bill Moore, Stephen Jupiter, Jack Schneider, Bernie Carr, Wayne Rausenberger, Katherine Rausenberger, Jan Coolidge, Brent Buehler, Steve Cijka, Dorthea Langevin, Gail Cordner, Sue Gage, William Mac, Marielle Blais, Neil Silins, Ralph Ethier, Mike Frankiewicz, Dennis Reisenweaver, Sara Stevens, Bruce Ness, Judith Bunde

Others by Zoom: Bruce Jenson

1. Call to order

The meeting was called to order by Tracy Wyman - Board Chair at 7:16PM.

a) Agenda Adoption – Motion by Brian Coolidge/Cecil Reniche-Smith to adopt the agenda. **The motion passed unanimously.**

2. Approval of Minutes

a) Select Board Minutes – May 22, 2023

Motion by Brian Coolidge/Heather Nelson to approve the minutes of the May 22nd Select Board meeting, as amended. **The motion passed with one abstention – Tracy Wyman.**

Page 7 – Fiscal – correction that Cecil Reniche-Smith felt comfortable tabling not approving the one-time asks.

3. Town Manager’s Report

Seth Hopkins provided the following report and submitted the report in advance.

“FOCUS AREAS DURING REPORTING PERIOD:

For public awareness: the Arnold District Road will be closed Monday the 12th, Tuesday the 13th, and possibly Wednesday the 14th to set three cross culverts. Thanks to Naylor and Breen for lending the Town their message board to alert motorists to use an alternate route.

The new tandem truck has been delivered and already put to use by the crew; the old truck is carrying the chloride tank for treating the dirt roads and to serve as a backup. Their major work recently has been ditching the Arnold District Road in preparation for resurfacing, but additional work has been done on Churchill Road, Wheeler Road, and Richmond Road. Crew training from the State required for award of a small grant was also completed. The Town highway crew has been out roadside mowing in several areas to enhance road safety by providing clearer visibility and preventing obstructions to motorists.

After speaking with Angus Cheney of the Homeless Prevention Center, I have provided a suggested response protocol to Town staff who may be called upon to respond to requests for assistance from people experiencing homelessness with the end of funding of the pandemic motel housing program.

The motor for the Town clock could not be installed and has been sent back to the manufacturer for warranty repair.

Bill Moore and I held a site visit with Josh Carvajal of River Management to examine the waterfall/dam behind Kennedy Park. I had further correspondence with Zapata Courage of Wetlands. The work we hope to do to restore

the waterfall appears to be allowable; we have the applications and I have reached out to Wright Construction who was recommended as being capable of this specialty work.

With Tim Guiles, I have completed additional emergency management training. We have also been assisted by Dennis Reisenweaver in modifying select components of our local emergency management plan to conform with best practices. Ongoing work is ahead of us on this and on the community outreach aspect of preparedness.

With Bill Moore, I participated in a state workforce development summit Rep Stephanie Jerome convened here in Brandon. Hand in hand with that, Bill and I met with a facilitator and a group of Brandon residents planning to build homes which will be priced within reach for the local workforce (what the State has termed "missing middle" housing). The Town is working on a three-pronged approach to facilitating this: through collaboration with the planning commission (as the town plan is now open) we recommend expanding the Designated Downtown to include new businesses; with community members we will re-launch the effort to achieve Designated Village Status for Park Village and Forest Dale; with in-house, RRPC, and VT Housing and Community Development planners we will seek a Neighborhood Development Area periphery expansion to broaden the benefits of our Designated Downtown.

I have had in-person and phone meetings with stakeholders and the engineer to try to tie up a Seg6 loose end of accessible parking spots which had been pledged to the Baptist church. Potential solutions are imperfect.

I attended the groundbreaking for the Brandon Free Public Library.

RESIDENTS' CONCERNS

Beavers continue to block a culvert under Old Brandon Road, effectively isolating the houses south of the culvert on this dead-end. Our highway foreman has been in consultation with the Town of Monkton who have had success with Beaver Deceivers. Thanks to the town clerk for this Vermont-based reference. In our situation, the culvert under the railroad is actually more problematic, and our foreman is in communication with the railroad, who have been good to work with and also want to find a long-term solution to the flooding of their infrastructure and ours.

Wood Lane is being addressed again as the property has fallen out of compliance with the Brandon Land Use Ordinance. Our zoning officer and rental health officer are both involved. and have been in communication and the owner said that the occupants will be moving at month's end.

Plans are forming to address parking on Center Street occasionally blocking business entrances.

Rain gardens/ bioswales on Park Street were weeded and cleared last week and the Pearl Street bioswales will be addressed this coming week; those are designed and planted differently.

Several other isolated public works calls were addressed by the road crew.

STAFFING

Officer Kevin Rimmer graduated from the Vermont Police Academy on June 2 and is now in his field training here in Brandon. It is expected that Officer Anna Burtch-Macleod will complete the part-time Academy training later this month, and that Officer Aiden Alnwick will complete the K9 training and return with Guinness on 1 July. All of this will take pressure off the other officers in the coverage schedule to provide police protection to our community.

Nate McKeighan from Buildings & Grounds will be cross-training at Wastewater with a goal of Nate providing one week of on-call and one weekend on-duty (partial days) per month. This will ensure daily required testing is done and remedy the current situation where the Chief Operator has been working three weekends per month on a sustained basis.

A memo regarding "division of labor" and staff structure is provided with this report.

FOR AWARENESS OF SELECTBOARD

The workers' comp audit has been completed for the calendar year 2022, and due to retirement payouts that year, the lookback premium will be \$8700 above forecast budget. The Town's general labor costs are on the order of \$1.465M per year.

The highway foreman is finding knives for our Little & Co. Road Mower are no longer available as the manufacturer has ceased operation. The head will need replacement and it is possible a Diamond rotary mower can be mounted to the existing arm. Also, the foreman recommends purchase of a 20 ton trailer should be on our radar for doing our own hauling of the excavator and backhoe when required.

The selectboard will meet in workshop format at the town office at 7PM on Monday 19 June for goal- setting with the town manager."

Other updates:

The 500-gallon fuel tank and sewer jetter are on Munici-bid and are advertised on FPF, VLCT and the Town's website with a bid on both pieces placed today.

The ADA compliant door openers were installed today and thanks to Ben Wimett and Michael Katchmar. Heather Nelson questioned the parking for the Baptist Church. Mr. Hopkins stated the parking is on the Champlain Street side and could be unsafe partly because the Church has a slate roof and the sidewalk has to be closed during the winter. It is hoped that an agreement can be reached for the Grove Street side.

Tracy Wyman requested clarification regarding the road mower. Mr. Hopkins advised Shawn cannot get blades but can get an arm for the new head. Mr. Wyman asked if the Town has anyone with a Class CDL or how is the 20-ton trailer being moved. Mr. Hopkins advised the Town hires a towing company.

Seth Hopkins stated Wayne Rausenberger had suggested replacing the town office windows at the last meeting. Mr. Hopkins has contacted Royal Glass and they will be providing an estimate. The Town is also waiting for estimates on the Town Hall roof from Spardella. Mr. Hopkins noted the repairs will be done when they come to check the chimneys.

4. Rec Director's Report

Bill Moore provided the following report:

More Electrical work is planned for Estabrook Park with the addition of lights at the top of the poles on the drive-in screen to allow for more lighting in the southern lot during evening events like the Brandon Carnival, Drive-in Movies and Spooksville.

The 2nd Annual Davenport Electric Fest is shaping up nicely with confirmations from cool vendors like Beta Technologies and their electric airplane simulator. July 8th from 12-5 at Otter Valley Union High School. As a centerpiece of event, The Brandon Chamber and Brandon Museum have enticed Dr. Hal Wallace, curator of the Electricity Collections at the Smithsonian's National Museum of Natural History to give a presentation about Brandon's own Thomas Davenport's world-changing invention and the increasingly impactful legacy thereof.

Summer Softball practice begins tonight with 15 girls for a 5-week season of games that start at the end of June. Thank you to coach Joe Desabrais and sponsor Graph-X.

Coach Sarah Whitney is back with a summer cheer mini-camp August 7th -10th.

Red Clover Ale Company has sponsored a summer men's basketball team that will be competing in a league that is hosted in Rutland. Games started this past Sunday.

Summer schedules have impacted the following Brandon Rec Offerings:

- *Aikido with Sensei Wade be taking a couple of weeks off and reevaluating the program*
- *Thursday-night Table Tennis is taking the summer off (resumes in September)*
- *Thursday Night Pick-up basketball is moving from Neshobe to Otter Valley starting June 15th”*

Brian Coolidge expressed concern regarding the lights at Estabrook Park based on previous concerns raised and suggested it would be neighborly to not install them permanently and use temporary lights when needed. Bill Moore stated the Rec Department has only one tower and at one time the Fire Department had a light truck but no longer has it and the Town will have to start renting again. Tim Guiles stated it would be good to have the capacity for use during only special events that would eliminate the need to rent. Mr. Moore advised the gates are closed unless there is a special event and the lights are for visibility for the drive-in side of the property. There are lights on the gravel side, but not on the handicap parking area. It will require renting temporary lighting or installing lights that would be used only during the events. The contractor will be providing a cost for the permanent lights. The cost for the lighting rental is \$600 for each event. Cecil Reniche-Smith stated the goal would be to avoid burning fuel and renting another tower each time. Jan Coolidge asked where the money would come from and Mr. Moore advised there was a donation made to the Town that would be used for this project. Tim Guiles noted that GMP has the ability to shade the lighting so that it does not beam out to neighbors' yards and this could address the neighbors' issues with lighting.

Seth Hopkins stated there was a question asked by the public at a recent meeting about the division of labor when the town manager search process ended. Mr. Hopkins prepared a memo for the Board and a chart of the current staffing for the Town with the main mission focuses that include Public Works and Highway, Wastewater building and grounds, Public Safety - E911 and Police, Community Development, Recreation and Economic Development, and Finance and Administration. In looking at the four main areas, most of the departments are one or two person departments. Mr. Hopkins and Mr. Moore looked at ways of organizing the staff with the recommendation to sit as a management team at the center of the four areas. Mr. Moore will continue to coach Mr. Hopkins in economic development and likewise Mr. Hopkins will share skills and experience for the Town to have well-rounded managers. Their recommendation is to not silo but have a holistic view of the town staff for the management team to most effectively use the whole staff to complete the Select Board's program. The Select Board was in agreement with the concept. Stephen Jupiter asked if there is a formal distinction between the management team. Mr. Hopkins stated all inquiries should start with the Town Manager, with Mr. Moore as a Department Head. Each of the town staff should report to the Town Manager and the public should feel free to access the Town Manager directly. The Deputy Town Manager will be determined where it will make sense for him to be the point person. Mr. Hopkins thanked the Board for allowing them to determine the process and noted it was a helpful exercise to be able to identify each position that falls into the four main areas as this will be helpful for the Board in requiring what the Town needs. Brent Buehler asked what the salaries are for the positions. Mr. Hopkins advised the Town Manager's position is \$75,000 and the Deputy Town Manager's position is \$70,000 which includes Mr. Moore's previous salary. Mr. Hopkins noted this will be a modest saving to the Town overall from the previous staff. There are no additional staff anticipated to be hired.

5. Public Comment and Participation

Cecil Reniche-Smith stated Helyn Anderson asked that it be brought to the Select Board's attention there are a number of children that are riding electric skateboards in the streets and on the sidewalks. Ms. Anderson has talked with the Chief of Police to determine if there is an ordinance and there is not, and her main concern is that they are going fast on the sidewalks and on the streets that could result in injury to themselves or others. Tracy Wyman stated he has also seen them on McConnell Road and Park Street Extension. Judith Bunde stated another concern is they do not wear helmets. Heather Norton stated there is also a concern in the biking community about electric bikes and she is also concerned with the children that are riding these without helmets. Ms. Reniche-Smith stated it is possible the Town could do a helmet ordinance but the traffic is under Vermont statutes. Bill Moore stated the Town has a good helmet program, but the 20 mph skateboards are another issue and it would be difficult to enforce. Mr. Moore suggested the community could do its part in talking to the children or reaching out to the parents. Seth Hopkins stated the sidewalk ordinance was previously repealed by the Select Board. Mr. Hopkins noted in Vermont there are

e-bike regulations and are governed as non-powered bikes and operators are considered vulnerable users. Ms. Nelson stated there are children that do operate the equipment properly and she would be inclined to take this on a case-by-case basis. Mr. Guiles noted it would be good to not allow motorized scooters on the sidewalk when pedestrians are walking on them as we want our Town to be inviting. Mr. Hopkins stated the Select Board can revisit another ordinance and Chief Kachajain would be glad to speak with the Select Board. Heather Nelson expressed concern with bikes going behind cars on the street as putting children on the street is not a good idea. Bernie Carr stated children cannot be in the road due to the diagonal parking and suggested doing some community policing as he thinks the children will pay attention to that. He likes the idea of an ordinance with a walking speed for the bikes. Jan Coolidge suggested an article in The Reporter would bring awareness to parents. Mr. Hopkins will ask the Police Chief to meet with the Select Board at the next meeting.

Bernie Carr noted he sent an email last summer about the loud muffler vehicles as it is an annoyance and indicated Rutland has dealt with the same issue and suggested contacting them to determine some possible solutions. It was noted there could possibly be enforcement as something has to be taken off and added to the vehicles which may not be in compliance. Tim Guiles stated there are also motorcycles and engine-braking vehicles to include in the discussion. Mr. Guiles suggested a sign similar to what he has seen in other communities. Tracy Wyman stated the engine-braking is a safety feature. Heather Nelson stated a modified vehicle versus engine-braking are two different situations. Sara Stevens suggested the Board be cautious as this is a slippery slope and the Town needs to be careful in determining a balance. She noted that they own a Harley motorcycle and she likes that the sound makes people aware and there are legal modifications that can be done to vehicles. Sue Gage suggested contacting Rutland to see what success they have had. Cecil Reniche-Smith noted there was a bill introduced in Vermont legislature to bar modifications of mufflers but it died in committee.

Brian Ness stated as the public parking becomes more prominent there needs to be a crosswalk installed as he has seen too many people having to dodge traffic and the shop owners on the other side of the street need to have attention paid to them. Mr. Ness suggested placing a crosswalk between Dunkin Donuts and the bookstore. Bernie Carr advised the crosswalk location is due to safety as it used to be near the Mobil Station. Mr. Ness stated there is plenty of sight line and it will provide a means for a safer crossing for people in this area. Sue Gage suggested a lower speed limit through downtown during business hours. Tim Guiles noted it is also an issue to get people to use the crosswalks as it makes for a lot of pedestrians mingling with cars. Cecil Reniche-Smith has viewed people crossing near the bookstore and putting a crosswalk there may instill a false sense of security because of way the hills are and she noted concern that people will walk out without checking. Judith Bunde suggested having the barriers in the crosswalks as they are visible. Mr. Hopkins reported the Town has applied for a grant to get the barriers funded. Tracy Wyman advised the Town would have to go through the State regarding this item due to it being a federal highway and this would have to be researched. It was also suggested to install a speed bump that could have an impact on slowing people down. Bernie Carr advised there was a meeting to address some of the businesses concerns and it is thought with Dunkin Donuts opening, this will be a more normal business area. Mr. Moore met with the owners of the new business and they will be creating a sidewalk along the east side of the lot that will be painted lines to get out to the curb as there was not enough room for a legitimate sidewalk. Mr. Carr stated this will be a busier place and it was suggested placing a "You Are Here" sign coming up the business' sidewalk to point to the other sidewalks. It was noted that there will be about 15 parking spaces in the new municipal parking lot.

Wayne Rausenberger asked what the green building is for in the downtown. Bill Moore stated the green building is for selling items for the Independence Day parade. Mr. Rausenberger stated at the last meeting the Select Board discussed the ARPA funds and decided not to vote as the full board was not present. He noted there was a quorum and there should have been a vote since spending time having a discussion and then not doing anything was a waste of time.

6. Historic Preservation Commission Contract (grant-funded)

Dennis Reisenweaver reported in December 2022, the Historic Preservation Commission submitted a grant application for historic preservation. A \$12,000 grant was awarded for a scoping study for priorities for historic preservation. It is a 60/40 split and a request was submitted for the Town to include \$5,000 for next year that was approved. The Historic Preservation Commission received a list of acceptable vendors and of the 12 vendors, 3 are

no longer available and only 2 vendors provided proposals. The Historic Preservation Commission is requesting the Select Board approve VHB's fixed price contract, as it is over \$10,000 and requires Select Board approval. The State has awarded \$12,000 and there will be work in-kind that will be provided by the Preservation Commission.

Motion by Brian Coolidge/Cecil Reniche-Smith to award the bid to VHB for the Historic Preservation Commission contract. **The motion passed unanimously.**

7. Consider Late Homestead Penalty

Sue Gage stated the Select Board can either penalize people who file homestead late or not, but Ms. Gage encouraged the Board to not penalize people. She noted the penalty fee is for the additional work of the Town Clerk, however, Ms. Gage advised this is not a lot of work. Cecil Reniche-Smith stated it also talks about people who have declared a homestead fraudulently. Ms. Gage was not aware of any issues and noted errors are more of an oversight or lack of knowledge. Tim Guiles did not want to punish people who are late if it is not an undue burden on the Town's staff. Sue Gage noted the late penalties are a complicated issue. Cecil Reniche-Smith stated it could be up to 3% of the education tax on a property and other stipulations.

Motion by Tim Guiles/Brian Coolidge for the Board to vote no for the late homestead penalty. **The motion passed unanimously.**

8. Consider Financial Management Questionnaire

Sue Gage advised this is an annual questionnaire that is required by the State. This was developed due to issues with Town Treasurers in some towns. Ms. Gage noted it is a simple questionnaire and the Town's policies are more stringent.

Motion by Tim Guiles/Heather Nelson to recognize the Financial Management Questionnaire. **The motion passed unanimously.**

9. Consider Capital Asset Policy

Sue Gage advised that she rewrote a new Capital Asset policy that she is using as a guide. Cecil Reniche-Smith noted it makes good sense.

Motion by Tim Guiles/Cecil Reniche-Smith to adopt the Capital Asset policy as presented. **The motion passed unanimously.**

10. Use of 1% Tax and ARPA Funds and Chipper (Tabled from May 22nd Meeting)

Cecil Reniche-Smith noted at the last meeting she recused from the Library discussion due to being on the Library Board of Trustees and had knowledge about financial information that is now public and the Town is aware of. Ms. Reniche-Smith disclosed that she has an interest in the outcome of the vote but does not think that she needs to recuse herself. There was no objection raised.

Motion by Tim Guiles/Cecil Reniche-Smith to allocate \$100,000 of ARPA funding to the Brandon Library.

Tracy Wyman requested review of the ARPA funds in general, noting there were some items that were going to be paid out of the local option tax that included the dump truck and the Town Farm Road upgrade. Mr. Wyman suggested approval of the \$100,000 for the Brandon Library and the salt shed for the Highway Department be funded with ARPA money. Mr. Moore advised there was a quote for \$160,000 for the building. Mr. Wyman proposed using the ARPA money to fund \$155,000 for the salt shed, \$157,123 for Town Farm Road, and \$123,103 towards the dump truck. Mr. Wyman's reason for this recommendation is his concern about being over budget and the funds that would be used for the dump truck and culvert would be good to keep for future needs. Tim Guiles preferred to keep with using the local option tax to cover infrastructure as ARPA funds are supposed to be significant unusual items that are one-time expenses. Mr. Wyman noted his concern is that if the Town is overbudgeted, there is a possibility of using the local option tax for that. Cecil Reniche-Smith noted it had been

approved to use the local option tax for the tandem truck that would have to be rescinded. Mr. Guiles would like to use ARPA funds for a solar project that would be a one-time investment. Mr. Wyman did not feel strongly about a solar project and thought the solar company should finance a project. Mr. Guiles noted that Middlebury has had success with a solar project that has provided a reduction in rates.

Cecil Reniche-Smith called for point of order for the Brandon Library motion, followed by a discussion of the remaining items.

The motion passed.

Cecil Reniche-Smith preferred to continue with the original plan for using local option tax for the tandem truck as the local option tax money is a replenishing fund that is spent down and increased with tax monies and the ARPA funds could be used for something the Town cannot afford. Ms. Reniche-Smith would like to use the funds for sidewalks to do a big fix. Tracy Wyman noted the local option tax can also be used for sidewalks. Tim Guiles suggested reviewing the list of items that were suggested for the ARPA funding. Mr. Wyman stated on hearing the Town may be over budget, he would prefer to propose other items be used for the ARPA money. Seth Hopkins reported Jackie Savelle has indicated the Town will be slightly over projection at the end of the fiscal year. Mr. Guiles noted the Town also has a Reserve fund and there is no reason to dip into ARPA for these types of purchases. Brent Buehler asked what will put the Town over the budget. Mr. Hopkins reported there was a higher-than-expected Worker's Comp premium and an overage in the Police and Highway departments. Mr. Buehler noted concern that three months past town meeting there are items being requested. Mr. Hopkins stated this was an unusual budget workshop season and items are coming to light. Sue Gage noted it is helpful to designate the projects to a specific fund.

Motion by Tim Guiles/Cecil Reniche-Smith to allocate \$157,023 from the local option tax to fund the Town Farm Road rebuild from the summer of 2022.

Judith Bunde asked how ongoing infrastructure expenses are in the budget. Seth Hopkins advised the local option tax was advocated by the Select Board to the Town to take pressure off the operating budget. The infrastructure budget is the largest budget in the Town between labor and capital expenses. The local option tax is not restricted to infrastructure but to capital expenses and there are some items that have been discussed such as paving and whether that should be in the budget or the local option tax. In speaking with the Public Works manager, he suggested the Town should be funding \$400,000 for paving, whereas the Town has been funding \$100,000 to \$150,000 per year. Public Works has three people and they do a lot of good work with limited resources. There will need to be a discussion about what the Town will be able to fund long-term. In a discussion with the Police Chief, a cruiser is now \$60,000 and the Town is only fund ¼ of a cruiser in the budget.

The motion passed unanimously.

Seth Hopkin advised the total for the Arnold District culvert is \$207,789 and it is not anticipated more coming in on that project.

Motion by Brian Coolidge/Tracy Wyman to approve the use of ARPA funds in the amount of \$207,789 for the Arnold District culvert.

Tim Guiles did not think this is how APRA funding is meant to be used and was opposed to it being used for the culvert. Seth Hopkin noted the local option tax is at \$402,290 uncommitted and the Board just voted to commit \$157,023. Sue Gage advised around \$60,000 comes in each quarter into this fund. Mr. Hopkins advised that after funding the items noted at the last meeting, the fund would be at \$160,260. Mr. Guiles stated these will be things that will happen in the future. Sue Gage stated the Town Farm Road rebuild, Arnold District culvert and the tandem truck is money already spent and the only items for later are the \$50,000 structures grant and the \$50,000 Alternative grant. The other monies have been borrowed from the Fund balance. Mr. Hopkins advised the computer upgrade was within the town manager's expenditure limit and was reported as an ARPA expenditure. It would be difficult to recategorize it.

The motion failed with 3 no votes – Tim Guiles, Cecil Reniche-Smith, and Heather Nelson.

Motion by Tim Guiles/Cecil Reniche-Smith to allocate from the local option tax the matching funds of \$50,000 to cover the \$210,000 VTrans Structures grant for the McConnell Road culvert. **The motion passed unanimously.**

Motion by Tim Guiles/Cecil Reniche-Smith to allocate \$25,000 from the local option tax to cover matching funds for the \$75,000 BRIC grant for the study of the North Street Bridge. **The motion passed unanimously.**

Motion by Tim Guiles/Cecil Reniche-Smith to allocate \$10,000 from the local option tax to cover matching funds for the Alternatives grant for the connector path.

The Alternatives grant would be used to investigate a connector path between Brandon and Forest Dale. Bill Moore advised this would require a municipal project manager to come up with a scoping study. Tim Guiles advised the Greenways Group is trying to get a path from Neshobe School to Brandon that would be a multi-use path. Mr. Moore stated this study is to determine if a project is feasible and is required for the next step to other grants. It would be a \$40,000 Alternatives grant that requires a \$10,000 match.

The motion passed with one no vote – Brian Coolidge.

Motion by Tim Guiles/Cecil Reniche-Smith to allocate \$223,273.38 from the local option tax to purchase the tandem dump truck as detailed in the request.

Cecil Reniche-Smith stated this is what the Select Board agreed to do in March.

The motion passed unanimously.

Tracy Wyman reported the Town's woodchipper needs work and it would be \$15,000 to purchase a new motor and have the Town staff do the repairs. It was noted that a new chipper would cost \$56,000 and Mr. Wyman thought the equipment is used around 300 hours per year. Tim Guiles suggested renting a chipper and Mr. Wyman stated the 300 hours are spread out throughout the year with the closest rental being Essex. Mr. Wyman noted if it was equipment used more often, he could agree to purchasing a new one.

Motion by Cecil Reniche-Smith/Tim Guiles to approve the expenditure of up to \$20,000 for the purchase of a new motor for the chipper, plus installation. **The motion passed unanimously.**

Motion by Cecil Reniche-Smith/Tim Guiles to allocate \$207,789 from the local option fund to pay for the Arnold District culvert.

Seth Hopkins advised after the transfers the local option tax balance is \$160,260. Heather Nelson suggested doing a split between the local option tax and ARPA for the Arnold District culvert. Sue Gage advised the \$50,000, \$25,000, and \$10,000 matches are not needed immediately and could be taken out in August when the next local option tax is received. Tracy Wyman cautioned the Town is writing checks for monies it doesn't have to cover. Brian Coolidge stated this is a poor precedent to spend money the Town doesn't have. Tim Guiles stated the 1% funding comes in like clockwork and this is a legitimate number of expenses and is the way the Town is supposed to be using this money. Cecil Reniche-Smith stated her vision for the ARPA money is for larger projects but would be comfortable with using a portion towards this project. Mr. Wyman noted he was not comfortable with a compromise as he would like the \$207,000 to be funded with ARPA monies. Mr. Hopkins stated that the project was estimated at \$123,000 but exceeded in cost by \$83,000. Mr. Atherton's recommendation was for the \$123,000 to be paid with ARPA funds.

The motion failed with three no votes – Heather Nelson, Brian Coolidge, and Tracy Wyman.

Motion by Heather Nelson/Tim Guiles to use \$123,935 from the local option tax and \$83,854 from ARPA funds to pay for the Arnold District culvert. **The motion passed with 2 no votes – Tracy Wyman and Brian Coolidge.**

11. Consider RLF – Brandon Bakery & Pizza LLC – dba Café Provence

Bill Moore read the following letter:

“On June 7th, the Brandon Revolving Loan Fund committee met with Matt Lewis to consider a loan request for Brandon Bakery & Pizza LLC - DBA Gourmet Provence. The board was impressed by the presentation and his plan to grow this existing downtown anchor business by adding to the offerings and expanding the hours. The committee members present unanimously approved a loan with the following terms and conditions:

Loan Amount: \$40,000

Terms: 6.25 % interest rate as amortized as a 180-month loan with a balloon payment at 60 months.

Security: Collateral would be second security interest in all business assets of Brandon Bakery & Pizza LLC, and first security interest in equipment purchased using the RLF funds, including but not limited to: a Pizza Oven, Cooler(s), Freezer, Venting Materials, POS Machine, espresso machine and any equipment purchased using the RLF funds - comprehensive list and serial numbers of equipment to be provided to bookkeeper after purchase.

Personal Loan Guarantee signed by all of the principals of Brandon Bakery & Pizza LLC.

The Barral family established a unique business that has served as a draw for Brandon. Matt Lewis and his family have taken up the mantle to provide an expansion to Robert and Line's popular brand with a creative reinvigoration of this legacy business. The select board's approval of this loan is a critical piece in ensuring this succession is successful.”

Tim Guiles thanked the owners for investing in the community. Bernie Carr noted this is Beth's and his 45th year of business in Town and wished the new owners the same.

Motion by Tim Guiles/Heather Nelson to approve the RLF for Brandon Bakery & Pizza LLC – dba Café Provence in the amount of \$40,000. **The motion passed unanimously.**

12. Select Fuel Suppliers for FY2023-2024 Based on Bids Received

Motion by Brian Coolidge/Tracy Wyman to approve Champlain Valley at 15 cents over Rutland Rack as the fuel supplier for the on-road diesel for FY2023-2024. **The motion passed unanimously.**

Tim Guiles contacted the Middlebury Department of Public Works and discussed their use of biodiesel that has been successful with no jelling. They advised that vehicles under warranty cannot use this fuel. It was noted that Shawn is not fond of this idea and Mr. Guiles would not want to force something but would like to suggest considering doing something similar to what Middlebury did in trying a pilot program. They have had good experience and will continue exploring the option. Mr. Guiles suggested Shawn consider a piece of equipment that he could experiment with the B-20 fuel that is 20% bio and is a reduction in the carbon footprint. Cecil Reniche-Smith stated in terms of budgeting and bids, there would be a need to identify the vehicle and determine the amount of biodiesel to purchase. Mr. Guiles suggested a pilot to use some of Middlebury's supply to research on a small scale. Ms. Reniche-Smith stated this would be worth discussing in the future.

Motion by Brian Coolidge/Tracy Wyman to approve Champlain Valley at 15 cents over Rutland Rack as the fuel supplier for the #2 fuel for 5000 gallons for FY2023-2024.

Tracy Wyman suggested it may be better to go with the fixed price of \$2.77. Heather Nelson also noted that she would go with the fixed rate. Seth Hopkins advised the fuel prices are among the lowest of the year and it could be different in the winter. Tim Guiles noted with the new heat pumps, the Town may be using less heating oil this year.

Brian Coolidge/Tim Guiles withdrew their motion.

Motion by Brian Coolidge/Heather Nelson to approve Champlain Valley with a fixed price of \$2.77 as the fuel supplier for #2 fuel for 5000 gallons for FY2023-2024. **The motion passed unanimously.**

Motion by Tracy Wyman/Brian Coolidge to approve Fyles Brothers as the propane supplier for FY2023-2024.

Tracy Wyman would like to go with Fyles as they have been the Town's supplier since 2016 and noted they have provided good service, and it would mean having to switch out the tanks with a change to Suburban. Seth Hopkins advised that Suburban has agreed to swap the tanks at no cost. Mr. Wyman stated Fyles is a local company and reiterated the Town has had good service from them. Tim Guiles stated it is hard to justify not taking the low bid as this is a product the Town is buying. Cecil Reniche-Smith stated she would likely go with the lowest price but knows what it means to have a long-term relationship with a supplier and it may even out in the long run.

The motion failed with three no votes – Cecil Reniche-Smith, Tim Guiles, and Heather Nelson.

Motion by Tim Guiles/Cecil Reniche-Smith to approve Suburban Propane as the propane supplier for FY2023/2024. **The motion passed with two no votes – Brian Coolidge and Tracy Wyman.**

13. Fiscal

a) Warrant – June 12, 2023 - \$635,850.51

Motion by Brian Coolidge/Tim Guiles to approve the warrant of June 12, 2023 in the amount of \$635,850.51. **The motion passed unanimously.**

14. Adjournment

Motion by Brian Coolidge/Tracy Wyman to adjourn the Select Board meeting at 9:50PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary