

Brandon Select Board Meeting
September 8, 2014
8:00 a.m.

The Brandon Select Board will meet Monday, September 8, 2014 at 8:00 a.m. at the temporary Brandon Town Office located at 2417 Franklin Street expecting to consider the items noted on this agenda. Agendas shall be posted on the community bulletin board located next to the Town Office on Center Street, on the community bulletin board located between Dave's Grocery and the Forest Dale Post Office and the bulletin board at Lake Sunapee Bank. The Select Board reserves the right to add additional items, if necessary, at the beginning of the meeting.

- 1) Call to Order
 - a) Agenda Adoption
- 2) Executive Session - 1 V.S.A. § 313(a)(1) – Personnel: Town Manager
- 3) Adjournment

Brandon Select Board Meeting
September 8, 2014
7:00 p.m.

The Brandon Select Board will meet Monday, September 8, 2014 at 7:00 p.m. at the Brandon Town Hall located at 1 Conant Square expecting to consider the items noted on this agenda. Agendas shall be posted on the community bulletin board located next to the Town Office on Center Street, on the community bulletin board located between Dave's Grocery and the Forest Dale Post Office and the bulletin board at Lake Sunapee Bank. The Select Board reserves the right to add additional items, if necessary, at the beginning of the meeting.

- 1) Call to Order
 - a) Agenda Adoption
- 2) Consent Agenda
 - a) Select Board Meeting Minutes – August 25, 2014
 - b) Select Board Meeting Minutes – August 27, 2014
- 3) Public Comments for Items not on the Agenda
- 4) Town Managers Report
- 5) Set FY 14-15 Tax Rate
- 6) Interim Zoning Administrator Appointment
- 7) Cell Tower Permit
- 8) October 13, 2014 Meeting
- 9) Town Office Project
- 10) Segment 6 / Bridge 114 Project
 - a) VSE Contract
- 11) Other Business
- 12) Fiscal
 - a) Postage Warrant – September 5, 2014
 - b) Mosquito Control District Warrant – September 8, 2014 - \$7,375.00
 - c) General Fund Warrant – September 8, 2014 - \$1,070,426.61
 - d) Wastewater Fund Warrant – September 8, 2014 - \$4,367.03
- 13) Adjournment

**Brandon Select Board Meeting
August 25, 2014**

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

In Attendance: Devon Fuller, Ethan Swift, Maria Ammatuna, Blaine Cliver

Also in Attendance: Robin Bennett, Kathy Rausenberger, Wayne Rausenberger, Bernie Carr, Lee Kahrs, Chris Brickell, Anna Scheck, Richard Baker, Janet Coolidge, Jeff Stewart, John Wilson, Lynn Wilson, Wayne Giard, Arlun Bloodworth, Tracy Wyman, Richard Kirby, Doug Bailey

1. Call to order

The meeting was called to order by Maria Ammatuna at 7:01PM.

a) Agenda Adoption – Motion by Blaine Cliver/Ethan Swift to adopt the agenda as presented. **The motion passed unanimously – 3 to zero.**

2. Consent Agenda

a) Select Board Meeting Minutes – August 11, 2014

Motion by Devon Fuller/Blaine Cliver to approve the minutes of the August 11, 2014 Select Board meeting. **The motion passed unanimously – 3 to zero.**

3. Public Comments for Items not on the Agenda

Wayne Giard questioned whether the “No Parking” signs will be put up again on Prospect Street as cars are being parked along both sides of the road. Robin Bennett will discuss this item with the Public Works Director.

4. Town Manager’s Report

Robin Bennett reported the current expense note has been drawn down by \$350,000.00 to date. The final notice for delinquent sewer and property taxes will be mailed out this week and will be the final time to pay delinquent bills prior to the 15% penalty being assessed. Ms. Bennett strongly urged people to contact the town office regarding their delinquent taxes. To date there has been \$103,963.24 or 14.4% collected on delinquent taxes and \$48,316.37 or 12.3% collected on delinquent sewer fees. A listing of all delinquent accounts will be posted on the municipal web site. The final report for Phase 1 of the environmental study will be sent to KAS to conduct Phase 2 of the study and could be complete in 3 weeks. The town is unable to submit the application until all items are completed. There will be a public hearing scheduled as part of the application process. Ms. Bennett reported the Recreation Department received a FUNdamental

Devon Fuller asked if they will be responsible for maintaining the signs. Bernie Carr requested the signs be placed inside the bridge to maintain the original appearance of the bridge. Ms. Bennett stated she will include these requests in her letter to the Vermont Covered Bridge Society.

7. VLCT Voting Delegate

Maria Ammatuna stated the town will need a voting delegate for the VLCT annual meeting to be held October 9th at 2PM. Robin Bennett advised she will be attending the meeting and volunteered to be the delegate.

Motion by Blaine Cliver/Devon Fuller to appoint the Town Manager as the voting delegate for the VLCT annual meeting. **The motion passed unanimously – 3 to zero.**

8. Town Office Project

Robin Bennett reported a conference call was held concerning this project and the grant is about two-thirds complete, with a couple of items still outstanding. The goal is to have it complete within three weeks. The town is still awaiting receipt of the environmental report.

9. Segment 6/Bridge 114 Projects

Robin Bennett reported she has gone back to VSE to negotiate a better rate for the right of ways, but has not heard back from them. The issue is that the overhead seems high. Blaine Cliver asked if CLD had responded regarding the examination of the bridge and the area off to the side. Ms. Bennett has not received an update and will follow-up.

Wayne Rausenberger asked if the Town Manager is going to start receiving a report from VHB every two weeks on what is going on with the bridge, as he would like to see them keep the town up-to-date. Devon Fuller agreed with this request unless it is going to incur more cost to the town, as he is concerned about VHB charging on an hourly rate. Robin Bennett will speak to VHB, noting it is something they likely will comply with. Ethan Swift asked if there is a timeframe from CLD with regard to the design of the bridge. Robin Bennett stated there were timelines in the scope of work in the agreement.

10. Other Business

Ethan Swift reported there was a kick-off meeting last week for the Vermont Resiliency Initiative. The Agency of Community Development has hired consultants to assist in this initiative. Brandon was chosen as one of the towns where there will be an in-depth analysis completed to learn ways that different resources can be brought in to help businesses recover in the event of another disaster. The Initiative will also assist with building flood resiliency plans. There will be a public meeting to provide information to

Motion by Maria Ammatuna/Ethan Swift to enter into executive session at 7:39PM for a contract discussion. **The motion passed unanimously – 3 to zero.**

13. Executive Session 1 V.S.A.313 (a) (1) –Contract

Motion by Devon Fuller/Ethan Swift to come out of executive session at 7:46PM. **The motion passed unanimously – 3 to zero.** There was no action required.

Motion by Devon Fuller/Ethan Swift to enter into executive session at 7:47PM for a personnel discussion. **The motion passed unanimously – 3 to zero.**

14. Executive Session 1 V.S.A.313 (a) (1) –Personnel

Motion by Ethan Swift/Blaine Cliver to come out of executive session at 8:10PM. **The motion passed unanimously – 3 to zero.** There was no action required.

Motion by Devon Fuller/Blaine Cliver to enter into executive session at 8:11PM for a personnel discussion. **The motion passed unanimously – 3 to zero.**

15. Executive Session 1 V.S.A.313 (a) (1) –Personnel

Motion by Devon Fuller/Blaine Cliver to come out of executive session at 8:14PM. **The motion passed unanimously – 3 to zero.** There was no action required.

16. Adjournment

Motion by Blaine Cliver/Ethan Swift to adjourn the Select Board meeting at 8:15PM. **The motion passed unanimously - 3 to zero.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Brandon Select Board

August 27, 2014

In Attendance: Devon Fuller, Maria Ammatuna, Blaine Cliver and David Atherton.

Also In attendance: Robin Bennett.

The meeting was called to order at 6:20 p.m. by Chair Maria Ammatuna.

1. Call to Order
 - a. Agenda Adoption – Motion Atherton/Fuller to adopt the agenda as presented. The motion passed unanimously – 4 to 0.

2. Executive Session – 1 V.S.A. §313(a)(1) - Personnel:
Motion Fuller/Cliver to go into Executive Session with the Town Manager at 6:21 p.m. The motion passed unanimously 4-0. Motion Fuller/Cliver to come out of Executive Session at 7:05 p.m. The motion passed unanimously 4-0. Motion Duller/Atherton to allow the Town Manager to carry over 18 vacation days into the next year. The motion passed unanimously 4-0.

3. Adjournment
Motion by Cliver/Fuller to adjourn the Select Board meeting at 7:06 p.m. The motion passed unanimously – 4-0.

EXECUTIVE SUMMARY

Weston & Sampson was contracted on behalf of the Town of Brandon, Vermont to perform a Phase I Environmental Site Assessment (ESA) of the municipally owned Town Office building located at 49 Center Street (the Target Property) in the Town of Brandon, Vermont. This ESA was performed in accordance with ASTM Standard E1527-13, and to meet EPA's All Appropriate Inquiry (AAI) requirements.

The Phase I ESA has identified the following Recognized Environmental Condition (REC):

- 1.) The Target Property is listed in the Vermont Department of Environmental Conservation (VTDEC) hazardous waste site database as an active hazardous Site and closed Spill Site related to an overfill of #2 heating oil. Petroleum contaminated soil was encountered during the closure/removal of a 500-gallon heating oil UST. The VTDEC has requested further investigation. Weston & Sampson is of the opinion that the documented contamination has the potential to pose a threat to the subsurface conditions of the Target Property and as such is considered an REC.
- 2.) A Vapor Encroachment Condition (VEC) cannot be ruled out at the Target Property due to the presence of subsurface petroleum contamination documented beneath the Site.

Additional findings of the Phase I ESA are as follows:

- The Target Property consists of one parcel containing the Brandon Town Office Building and Police Station.
- Historic records research, photographs, and local interviews with those knowledgeable about the Target Property, indicate the onsite building was first built in 1828 and has undergone minimal changes during that time. Historic uses include; a grocery store, office space, and a bank. The property has been owned and used as office space for the Town of Brandon since 1955.
- The adjoining property located at 37 Center Street (Former Cummings Property) is listed as a closed spill site on the VTDEC Spill database related to a residential heating oil release in the basement. Following cleanup, follow up investigations revealed no further impact to the nearby surface water and a Notice to the Land Record was filed with the Town documenting the presence of residual soil contamination beneath the building. No further work was required by the regulatory authority. The property is not likely to pose a threat to the subsurface conditions of the Target Property based upon the current regulatory status of the Site, the characteristics of the contaminants present, and subsurface migration of the identified contaminants towards the Target Property is impeded by hydrogeologic connectivity/gradient. As such this property does not rise to the level of an REC.
- The Brandon Town Hall property located at 1 Conant Square in the vicinity of the Target Property is listed as an active VTDEC hazardous site. This property was listed related to petroleum contamination discovered during the removal of a 500 gallon heating oil UST. The full extent of contamination has not been determined and additional investigative work to define limits of contamination has been requested by the VTDEC. This work may be combined with the investigative work needed at the Target Property. The property is not likely to pose a threat to the subsurface conditions of the Target Property based upon the current

NAME Postage
DATE September 5, 2014
INVOICE# Req. #4
VENDOR# _____
AMOUNT \$1,000.
FISCAL YEAR 14-15
ORG/OBJ 10510/30132

Funds added to the postage machine via telephone line. Entry only Board signature required.

	DR	CR
10100/01110		1000.00
10510/30132	1000.00	

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
300541	08/29/14	ASSOCIATION FOR RETARDED	APPROPRIATION	10-5-25-70330	875.00	39188	09/08/14
			AUGUST 2014	ARC of Rutland			
310320	08/26/14	ATWOOD, STEPHEN A.	refund access deposit	10-2-00-02710	300.00	39189	09/08/14
			A-300	Deposits Payable			
310320	08/26/14	ATWOOD, STEPHEN A.	refund excavation deposit	10-2-00-02710	300.00	39189	09/08/14
			E-262	Deposits Payable			
100598	08/29/14	AUBUCHON CO - BRANDON - S	PAINT	10-5-18-40040	5.99	39190	09/08/14
			468054	After School Activity			
100598	08/29/14	AUBUCHON CO - BRANDON - S	PAINT	10-5-22-42140	7.94	39190	09/08/14
			468054	Maint. supplies-Bldgs.			
100598	08/29/14	AUBUCHON CO - BRANDON - S	HORNET SPRAY	10-5-22-42140	6.49	39191	09/08/14
			468140	Maint. supplies-Bldgs.			
100190	08/28/14	BLUE SEAL FEEDS	bags/nozzle	10-5-22-43170	13.98	39193	09/08/14
			329-2561	Trash costs-Transfer Stat			
100190	08/28/14	BLUE SEAL FEEDS	bags/nozzle	10-5-15-43160	7.99	39193	09/08/14
			329-2561	Maint. Supplies - General			
100245	08/29/14	BRANDON AREA CHAMBER OF C	APPROPRIATION	10-5-25-70140	250.00	39194	09/08/14
			AUGUST 2014	Chamber of Commerce			
100305	08/29/14	BRANDON AREA RESCUE SQUAD	APPROPRIATION	10-5-25-70130	5183.75	39195	09/08/14
			AUGUST 2014	Brandon Rescue Squad			
100255	08/28/14	BRANDON FIRE DISTRICT #1	estabrook water	10-5-22-43160	32.57	39196	09/08/14
			EST 9-15-14	Parks Maint.			
100255	08/28/14	BRANDON FIRE DISTRICT #1	highway water	10-5-22-42150	56.00	39196	09/08/14
			HW 9-15-14	Bldg. Repairs			
100255	08/28/14	BRANDON FIRE DISTRICT #1	police dept water	10-5-14-42130	39.66	39196	09/08/14
			PD 9-15-14	Utilities-PD Building			
100255	08/29/14	BRANDON FIRE DISTRICT #1	APPROPRIATION	10-2-00-02136	58607.75	39196	09/08/14
			SEPT 2014	Fire District Payable			
100255	08/28/14	BRANDON FIRE DISTRICT #1	town hall water	10-5-10-42120	39.22	39196	09/08/14
			T H 9-15-14	Water			
100255	08/28/14	BRANDON FIRE DISTRICT #1	49 center water	10-5-22-42150	28.00	39196	09/08/14
			TO WATER	Bldg. Repairs			
100275	08/29/14	BRANDON FREE PUBLIC LIBRA	APPROPRIATION JULY-SEPT	10-5-17-71400	21250.02	39197	09/08/14
			SEPT 2014	Brandon Library			
100625	08/29/14	BRANDON INDEPENDENCE DAY	APPROPRIATION	10-5-25-70110	1500.00	39198	09/08/14
			AUGUST 2014	BIDCC -4th of July Com.			
100270	09/05/14	BRANDON INN	Pool Rental	10-5-18-30000	200.00	39199	09/08/14
			2014	Swim Lesson Expense			
100280	09/03/14	BRANDON LUMBER & MILLWORK	bags	10-5-22-43170	23.52	39200	09/08/14
			482680/3	Trash costs-Transfer Stat			
200218	08/29/14	BRANDON REPORTER	SAMPLE BALLOT/JULY	10-5-10-30310	153.00	39201	09/08/14
			7-31-14	Legal Advertising			
100310	08/29/14	BRANDON SENIOR CITIZENS C	APPROPRIATION JULY-SEPT	10-5-17-71450	3206.25	39202	09/08/14
			SEPT 2014	Senior Citizen Center			
100315	08/29/14	BRANDON TOWN SCHOOL DISTR	QUARTERLY ED TAX	10-2-00-02137	525641.47	39203	09/08/14
			SEPT 2015	Property Tax School Share			
100051	08/29/14	CARR, BERNIE	POLLS COUNTER 8-26-14	10-5-13-10100	20.00	39204	09/08/14
			8-26-14	Board of Civil Authority			
310376	08/28/14	CATERPILLAR FINANCIAL SER	lease wheel loader	10-5-15-90400	7056.21	39205	09/08/14
			15889615	Leased Equipment			

09/05/14
02:51 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # Current Prior FY Invoices For Fund (10 General Fund)
For Check Acct 01(10 General Fund) All check #s 09/08/14 To 09/08/14

Page 3 of 4
Anna

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100691	08/29/14	OTTER VALLEY UNION HIGH S QUARTERLY ED TAX AUGUST 2014	10-2-00-02137 Property Tax School Share	425229.48	39233	09/08/14
300028	08/29/14	PETERSON, LAURA POLLS 8-26-14 8-26-14	10-5-13-10100 Board of Civil Authority	20.00	39234	09/08/14
100261	09/05/14	PETTY CASH - POLICE DEPT Petty Cash PD 08-14	10-5-14-30110 Office Supplies	50.00	39235	09/08/14
100261	09/05/14	PETTY CASH - POLICE DEPT Petty Cash PD 08-14	10-5-14-30132 Postage Expenses	8.86	39235	09/08/14
100261	09/05/14	PETTY CASH - POLICE DEPT Petty Cash PD 08-14	10-5-14-30120 Professional Supplies	13.77	39235	09/08/14
100261	09/05/14	PETTY CASH - POLICE DEPT Petty Cash PD 08-14	10-5-14-41160 Maint. Supplies-Vehicles	10.00	39235	09/08/14
100479	09/05/14	RSVP Yrly. Approp. 14/15	10-5-25-70150 RSVP	406.00	39236	09/08/14
100485	08/29/14	RUTLAND AREA VISITING NUR APPROPRIATION AUGUST 2014	10-5-25-70200 RAVNA	2550.00	39237	09/08/14
100492	08/29/14	RUTLAND MENTAL HEALTH SER APPROPRIATION AUGUST 2014	10-5-25-70210 Rutland Mental Health	1656.00	39238	09/08/14
100006	08/29/14	SOUTHWESTERN VT COUNCIL O APPROPRIATION AUGUST 2014	10-5-25-70190 SW VT Council on Aging	600.00	39239	09/08/14
100443	08/29/14	THOMAS, JOAN POLLS 8-26-14 8-26-14	10-5-13-10100 Board of Civil Authority	130.00	39240	09/08/14
330348	08/22/14	VERIZON WIRELESS 9730826479	10-5-14-20233 Portable Radios	160.04	39241	09/08/14
310446	08/29/14	VERMONT HUMAN RIGHTS COMM EMPLOYEE TRAINING 01	10-5-10-10340 Continuing Education	100.00	39242	09/08/14
100317	08/30/14	VERMONT STATE TREASUER-DO dogs may-aug 2014 AUGUST 2014	10-5-13-20250 Dog License Expense	132.00	39243	09/08/14
200284	08/29/14	VMCTA MEETING 9-15-14 SEPT 2014	10-5-13-10310 Travel & Expenses	65.00	39244	09/08/14
200298	08/28/14	VRPA CONFERENCE 9/24-25 SEPT	10-5-18-10320 Dues & Subscriptions	80.00	39245	09/08/14
100648	08/29/14	VTCMA OCT CONFERENCE SEPT 2014	10-5-10-10341 Conferences	350.00	39246	09/08/14
100048	08/29/14	WHITE, RICHARD POLLS 8-26-14 8-26-14	10-5-13-10100 Board of Civil Authority	130.00	39247	09/08/14
100710	07/30/14	WINMILL EQUIPMENT COMPANY cutting edges 14474	10-5-15-41160 Maint. Supplies-Vehicles	137.20	39248	09/08/14

09/05/14
02:51 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # Current Prior FY Invoices For Fund (53 Sewer Capital Account)
For Check Acct 01(10 General Fund) All check #s 09/08/14 To 09/08/14

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
310320	08/26/14	refund sewer tap/capacity C-292	53-4-00-04320 Capacity Fees	781.20	39189	09/08/14
Report Total				781.20		

Selectboard

To the Treasurer of TOWN OF BRANDON, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****781.20
Let this be your order for the payments of these amounts.

09/05/14
02:51 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # Current Prior FY Invoices For Fund (20 Sewer Fund)
For Check Acct 01(10 General Fund) All check #s 09/08/14 To 09/08/14

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
310320	08/26/14	refund sewer tap/capacity	20-2-00-02710	250.00	39189	09/08/14
		C-292	Deposits Payable			
100598	08/29/14	WW BATTERIES	20-5-55-43160	6.99	39192	09/08/14
		WW 468154	Maint. Supplies - General			
100255	08/28/14	waste water	20-5-55-42150	1853.50	39196	09/08/14
		WW 0-15-14	Outside Maint. - Bldgs			
100592	08/31/14	gas	20-5-55-41130	29.19	39206	09/08/14
		CL150200	Fuel - Vehicles			
310097	08/29/14	WW PHONE SEPT	20-5-55-30131	113.26	39208	09/08/14
		WW 8-21-14	Telephone Expenses			
330426	08/28/14	ww pagers Sept	20-5-55-30131	11.95	39212	09/08/14
		WW PAGERS	Telephone Expenses			
100494	08/22/14	testing	20-5-55-22120	90.50	39214	09/08/14
		153257	Testing			
100494	08/25/14	testing	20-5-55-22120	22.00	39214	09/08/14
		153310	Testing			
100494	09/03/14	testing	20-5-55-22120	22.00	39214	09/08/14
		154030	Testing			
100925	08/26/14	uniforms	20-5-55-10320	18.57	39216	09/08/14
		475445	Clothing Allowance			
100925	09/02/14	uniforms	20-5-55-10320	18.57	39216	09/08/14
		476808	Clothing Allowance			
310322	09/06/14	trucking of sludge	20-5-55-50160	1930.50	39229	09/08/14
		0145	Sludge Disposal			
Report Total				4367.03		

Selectboard

To the Treasurer of TOWN OF BRANDON, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****4,367.03
Let this be your order for the payments of these amounts.

