

**Brandon Select Board Meeting
June 23, 2014**

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

In Attendance: Devon Fuller, Blaine Cliver, Dave Atherton, Maria Ammatuna

Also in Attendance: Robin Bennett, Lee Kahrs, Richard Baker, Cindy Bell, Brian Sanderson, Wayne Rausenberger, Kathy Rausenberger, Bruce Edwards, Phyllis Reed, Nancy Fisher, Joe Ammatuna, Sue Gage, Arlund Bloodworth, Linda Stewart, Jeff Stewart

1. Call to order

The meeting was called to order by Maria Ammatuna at 6:17PM.

a) Agenda Adoption – Motion by Dave Atherton/Devon Fuller to adopt the agenda, as amended. **The motion passed unanimously – 3 to zero.**

Addition of agenda Item 9(f) Fiscal to consider payment to Swanstone Millinery LLC for \$40,000.00.

2. Consent Agenda

a) Select Board Meeting Minutes – June 9, 2014

Motion by Dave Atherton/Blaine Cliver to approve the minutes of the June 9, 2014 Select Board meeting. **The motion passed unanimously – 3 to zero.**

b) Special Select Board Meeting Minutes – June 12, 2014

Motion by Devon Fuller/Dave Atherton to approve the minutes of the June 12, 2014 Special Select Board meeting. **The motion passed unanimously – 3 to zero. Maria Ammatuna abstained from voting.**

c) Select Board Meeting Minutes – June 16, 2014

Motion by Devon Fuller/Dave Atherton to approve the minutes of the June 16, 2014 Select Board meeting. **The motion passed unanimously – 3 to zero.**

3. Public Comments for Items not on the Agenda

Linda Stewart asked, on behalf of the Planning Commission, why the Select Board would vote on a sign ordinance when there is an interim zoning administrator who could have signed. Devon Fuller stated the Select Board only approved the protruding sign, which they have done in the past and were requested to do so by the interim zoning administrator.

4. Town Manager's Report

Robin Bennett reported the waterline project continues to go well and they anticipate paving tomorrow and Wednesday, with a projected completion date of next week. There will be a walk-through at the weekly construction meeting. It is not anticipated there will be many punch list items as they have been taking care of issues as the project has moved along. Maria Ammatuna asked if the residents or commercial businesses affected in the rights of way will participate in the walk-through. Ms. Bennett advised they have been made aware of the walk-through but have not been specifically invited. Ms. Ammatuna asked for an invitation to be extended to those people. Cindy Bell stated the completion date was supposed to be June 20th and asked if there will be a penalty for not completing on time. Ms. Bennett reported they were given an extension as part of a change order for the additional work regarding the ledge. The additional cost relating to the ledge work was just shy of \$20,000.00. There was also an invoice approved for around \$6,000.00 due to an oversight by ANR and a smaller third invoice will bring the total price to just over \$1.1 million. The money will come out of the amount that was bonded several years ago for Segment 6.

The mobile radios have been installed in the police cruisers from funding that came from a grant written by Chief Brickell.

There have been improvements made to Estabrook Park with the addition of wood chips, the repainting of the sign and the pruning of tree limbs. The bulletin board at the Post Office in Forestdale has been replaced. The drain line was extended at the wastewater treatment plant, as requested by the state. A more in-depth report will be provided to the Board of what the state requirements are from the inspection of the wastewater treatment plant. Brian Sanderson reported that materials have been ordered for the repair that will arrive in about 1 to 2 weeks. Gecha Brothers will be contacted to do the repairs in a timely fashion.

5. Financial Management Questionnaire

Robin Bennett advised the Financial Management Questionnaire has been completed by the Town Treasurer and the document requires approval by the Board to submit by the fiscal year end to the State Treasury. Sue Gage reported the document has not been done before, but is something that should be filed as it follows protocol and provides information on the internal controls for the Town.

Motion by Devon Fuller/Dave Atherton to authorize the Board Chair to sign the Financial Management Questionnaire – Towns and Cities, with the correction that the Select Board members do attend financial training. **The motion passed unanimously – 3 to zero.**

6. FY13/14 TAN

Robin Bennett stated the Town needs to pay off the loan that was secured earlier this year. The \$100,000.00 was drawn down and will be paid back at a total amount of \$101,129.53,

which includes the interest incurred of \$904.53.

Motion by Devon Fuller/Dave Atherton to approve payment of the FY13/14 tax anticipation note in the amount of \$101,129.53. **The motion passed unanimously.**

7. Bike Path Grant

Maria Ammatuna asked for more clarification regarding the grant. Jeff Stewart stated from the Senior Center to Neshobe School the sidewalk is not 5 feet wide and it drops down and is in very bad condition. From Neshobe School out to Forestdale, there is a dangerous corner and this option would provide a way for pedestrians to safely walk around this corner. The grant would be for a scoping study and there is \$4.2 million available in grant funding. There have been eight letters of support received for the application and the deadline for submitting the application to Montpelier is June 28th. It was noted the letter should be addressed to a specific entity and the typos fixed prior to submission.

Motion by Devon Fuller/Dave Atherton to approve the Bike Path Grant application and authorize the Board Chair to sign the letter on behalf of the Town and to authorize the Town Manager to sign the grant application. **The motion passed unanimously – 3 to zero.**

8. Other Business

Devon Fuller asked about the rock pile on Newton Road. The Town Manager will follow up on this item. Maria Ammatuna asked Brian Sanderson whether the Town has another location to store the rock and Mr. Sanderson noted that the Town does not have a piece of property to move the rocks to. Mr. Sanderson will look into the status of this item.

Blaine Cliver stated as far as the town office building, there needs to be estimates provided for the two possibilities discussed.

Motion by Blaine Cliver/Devon Fuller to direct the Town Manager to contact Tom Barden to provide an estimate for both approaches for repair of the town office. A friendly amendment was added to include “pending funding determination of a funding source, with a maximum of \$5,000.00”. **The motion passed unanimously – 3 to zero.**

Maria Ammatuna asked if there is any money in reserve for this request. Blaine Cliver stated the insurance money could be used and there are also funds available from the Historic Preservation grant. Robin Bennett advised the Preservation grant has been spoken for, but a bill has not been received.

Maria Ammatuna asked for an update on the FEMA engineer for the 29 projects. The Town Manager stated the project engineer was on vacation last week and information was not received, but will likely be received next week.

9. Fiscal

a) General Fund Warrant – June 23, 2014 - \$241,988.57

Motion by Dave Atherton/Devon Fuller to approve the warrant of June 23, 2014 in the amount of \$241,988.57. **The motion passed unanimously – 3 to zero.**

It was noted the General Fund warrant included the \$101,000.00 tax anticipation note payoff, an invoice from J. A. MacDonald for \$58,000.00 for the waterline project and \$20,000.00 for Aldrich and Elliot for the water line project. The Town Manager stated the Town will be reimbursed 95% of the costs for the water line project.

b) Wastewater Fund Warrant – June 23, 2014 - \$12,928.48

Motion by Devon Fuller/Blaine Cliver to approve the wastewater warrant of June 23, 2014 in the amount of \$12,928.48. **The motion passed unanimously – 3 to zero.**

c) FY14/15 Warrant in the amount of \$45,158.10

Motion by Blaine Cliver/Devon Fuller to approve the FY14/15 warrant in the amount of 45,158.10.

Ms. Bennett reported these are prepaid items that are being paid for the next fiscal year and will show up in next year's audit report. Ms. Ammatuna questioned if there is money in the General Fund to pay for the items and suggested Mr. Cliver reconsider his prior motion for further discussion.

Motion by Blaine Cliver/Dave Atherton to reconsider the prior motion. **The motion passed unanimously – 3 to zero.**

Robin Bennett reported this warrant is for prepaid expenses that are for items due to be paid now that would be accounted for in next year's budget. Ms. Bennett stated the statute does not provide a lot of guidance as far as the prepaid items. Devon Fuller stated 24VSA talks about general obligations. Sue Gage stated she is preparing for a cash flow shortage. She contacted Paul Giuliani to discuss doing an expense note. Ms. Gage noted the preference is to push out issuing the tax bills, as NEMRC does not do reissuing well. Ms. Gage is working on different options in the event the budget does not pass.

Motion by Devon Fuller/Dave Atherton to table the approval of the warrant until after the budget vote. **The motion passed unanimously – 3 to zero.**

d) Consider P.O. 51423 to Mike's Fuels for Diesel Fuel – not to exceed \$43,300.00

Motion by Devon Fuller/Dave Atherton to approve P.O. 51423 to Mike's Fuels for diesel fuel for an amount not to exceed \$43,300.00.

Linda Stewart stated on the property the vendor was supposed to have purchased for a fuel depot, there is a large tank sitting on the property and another piece of metal that has been there for 4 years and Ms. Stewart is not sure if they own the property. The mobile

home that was to be the office is being used as a residential unit and she is unsure this had been approved. Ms. Stewart noted the vendor is not being a good community citizen and the town should not be doing business with one who does not come into compliance.

Motion by Blaine Cliver/Devon Fuller to table the motion until after the budget vote and to request Ms. Stewart check on the zoning issues and advise the Town Manager and the Select Board if there are issues. **The motion passed unanimously – 3 to zero.**

The Town Manager stated two bids were received and Mike's Fuels were the lowest bid. Brian Sanderson confirmed very few bids were received this year and the other bidder came in after the deadline and was a higher bid. Maria Ammatuna questioned if a full tanker can be delivered for cost-savings and Mr. Sanderson reported the deliveries are full tankers and are split up over multiple locations. Ms. Ammatuna also questioned whether there have been discussions of coordinating with other groups, such as the schools for best pricing and it was noted this has not taken place. Linda Stewart noted she had brought up the issue with Mike's Fuels the last time the Town contracted with him. Ms. Ammatuna advised the Board has not received any information regarding violations with this vendor in the past.

e) Consider P.O. 51424 to Mike's Fuels for #2 Heating Fuel – not to exceed \$23,750.00

Motion by Devon Fuller/Blaine Cliver to table the approval of P.O. 51424 until after the budget vote. **The motion passed unanimously – 3 to zero.**

f. Consider payment to Swanstone Millinery LLC for \$40,000.00

Motion by Devon Fuller/Dave Atherton to approve payment to Swanstone Millinery LLC in the amount of \$40,000.00. **The motion passed unanimously – 3 to zero.**

10. Adjournment

Motion by Dave Atherton/Devon Fuller to adjourn the Select Board meeting at 6:54PM. **The motion passed unanimously - 3 to zero.**

Respectfully submitted,

Charlene Bryant
Recording Secretary