

**Brandon Select Board Meeting  
July 15, 2014**

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

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

**Also in Attendance:** Robin Bennett, Wayne Rausenberger, Kathy Rausenberger, Joe Ammatuna, Cindy Bell, Linda Stewart, Jeff Stewart, Joanie Pidgeon, Joanne Nichols, Chris Brickell, Brian Sanderson, Anne Bransfield, Richard Baker, Judi Pulsifer, Steve Bisette, Tina Wiles, Arlun Bloodworth, Bruce Edwards, Sue Gage, Nancy Jakiela, Charles Jakiela, Robert Kinchen, Vince Campbell, William Moore, Anna Scheck, Carol Bett, Karen Emerson, Lisa Kenyon, Donna Doty, Susan Benedict, Arthur Doty, Dolores Furnari, Joe Whalen, Terrie Whalen, Thelma Miner, Jane Aines, David Aines, Doug Bailey, Dawn Bailey, Richard White, Becky Mitchell

**1. Call to order**

The meeting was called to order by Maria Ammatuna at 6:00PM.

**a) Agenda Adoption – Motion** by Ethan Swift/Devon Fuller to adopt the agenda as presented. **The motion passed unanimously – 4 to zero.**

**2. Consent Agenda**

**a) Select Board Meeting Minutes – June 26, 2014**

**Motion** by Devon Fuller/Ethan Swift to approve the minutes of the June 26, 2014 Select Board meeting. **The motion passed unanimously – 4 to zero.**

**b) Select Board Meeting Minutes – June 30, 2014**

**Motion** by Devon Fuller/Ethan Swift to approve the minutes of the June 30, 2014 Select Board meeting. **The motion passed unanimously – 4 to zero.**

**3. Public Comments for Items not on the Agenda**

There was no discussion held.

**4. Town Manager's Report**

Robin Bennett reported the waterline project is complete and the engineers are doing the final drawings and closing out the project. Maria Ammatuna stated the \$79,000.00 A & E agreement is for the design and construction engineering. It was noted that some of

this has been reimbursed. Ethan Swift stated while it does acknowledge partial payment, the basis of compensation was pending approval of all projects. There has been funding received for the small projects and Mr. Swift asked if it needs to be explicit and not an expectation that the town is providing compensation. Robin Bennett stated there needs to be some work done up front and there needs to be a plan for Kennedy Park. Ethan Swift stated the town has received \$47,000.00 for Kennedy Park and that satisfies the post-appeal for reimbursement and what has now been obligated is for parts of the project that have not been done. Mr. Swift asked if the engineering analysis for Cobb Hill and Briggs Lane is realistic. Robin Bennett has spoken with FEMA and extensions will be granted if necessary. Mr. Swift stated the report for the work described for Green Park does not include any surveying. Ms. Bennett stated this agreement is needed to move the project along and is a high priority. It was noted that approximately \$8,000.00 has been received for the small projects. Ethan Swift stated the recent letter to the Vermont Emergency Management was received and there will be funding provided. There are four projects that have been designated out of the 29 projects. Out of the original list, there was \$20,000.00 that was unfunded. There is nothing that can be removed and there will need to be a review of the engineering line in Public Works. This will be monies that will have to be reserved for the 5% match of the total cost. The projects that can be done will be Briggs Lane, Cobb Hill and Kennedy Park. The other two projects will have to be resubmitted and it is known that several of the projects will go into the next fiscal year, but some of the engineering will be done in this fiscal year. This is a not-to-exceed number and the design portion of all the projects will have to be done. The contract indicates that the town has received \$47,000.00 towards Kennedy Park. Briggs Lane is approximately \$17,000.00 and Cobb Hill is around \$18,000.00. Tina Wiles asked whether these are the FEMA projects, as she is unsure what the 20% is. She noted the \$20,000.00 is the town's portion of all projects and the \$80,000.00 is what the town is reimbursed for. The town was trying to get secondary engineering before going into the construction phase and the town's share was 5%, the state's share was 5% and federal share is 90%. Ms. Wiles also questioned whether all services are reimbursable under the FEMA funding as the town needs to be cautious about that. Ethan Swift stated the town has received around \$82,000.00. Tina Wiles stated each project had specific amounts and without looking at the document she cannot speak to this subject. Ms. Wiles does not think that any of the projects should be pushed aside. Robin Bennett stated there is some funding that can come from the Sewer Department. Mr. Swift stated the town is only paying 5% of the total construction cost and some will be reimbursable and some will not. Mr. Swift asked if the draft contract has been compared with the scope of work that was outlined by FEMA. Ms. Bennett confirmed this was done. It was noted the cost for Briggs Lane is to restore the road only and does not include the sewer. Ethan Swift stated there was a question of how the Segment 6 design for the sewer would work with Kennedy Park and asked if this is addressed. Ms. Bennett stated there will need to be a correction done.

**Motion** by Devon Fuller/Dave Atherton to accept the contract from Aldrich and Elliott for an amount not to exceed \$79,000.00. **The motion passed with one no vote.**

## **6. Economic Development Contract**

It was noted that the Town Manager had been given authorization to sign a contract with DarWin Dynamic Solutions, however, with the potential of a deficit, it was questioned how this contract would be affected. Ms. Bennett stated this amount has been reserved and advised it will not be known if there will be a deficit until after the books are audited, which will be several months before that is known.

**Motion** by Devon Fuller/Ethan Swift to approve the economic development contract with Darren Winham of DarWin Dynamic Solutions LLC for the purpose of discussion.

Dave Atherton stated at this time, he does not agree that approval of the contract is a wise decision. Ethan Swift stated it seems like it is a good benefit based on the costs and services provided. This is looking long-term in getting economic development in the town and can be implemented over the course of years. Robin Bennett stated the town funds through the grand list and this contract will be to actively seek increasing the grand list. Maria Ammatuna stated the VDAT Plan is something the town owns and can also use. Devon Fuller stated there is no one in the town office that can work on that project and Ms. Ammatuna suggested other adhoc groups such as the Downtown Business Alliance could work with this Plan. Mr. Fuller stated VDAT does specific contacts, but the town will need someone that will do specific action items. Mr. Fuller stated when the budget passes; the Select Board needs to keep in mind the big picture to make Brandon a better place. The Select Board wants to see more jobs and the town needs a viable downtown and community. In putting this money aside for this item, it is looking towards the future. Blaine Cliver agreed that it is important, but thought it should be tabled to the next meeting.

A friendly amendment was made to postpone the motion to the next Select Board meeting. **The motion passed with one no vote.**

## **7. Town Office Project**

This item was postponed to a subsequent meeting.

## **8. Waterline/Segment 6/Bridge 114 Projects**

Discussion was held during the Town Manager's Report.

## **9. Other Business**

It was questioned whether the road grading is continuing. Brian Sanderson reported Public Works continues to work on the road grading and will be working on Rydon Acres and Birch Hill. Roads completed include Richmond Road, Wheeler Road and Lover's Lane.

## **10. Fiscal**

**a) FY 13/14 Warrant – June 30, 2014 - \$52,915.85**

**Motion** by Ethan Swift/Devon Fuller to approve the warrant of June 30, 2014 in the amount of \$52,915.86. **The motion passed unanimously – 4 to zero.**

Dave Atherton questioned if the tractor rental for roadside mowing is due to the town not owning one and it was confirmed that the town does not have one. Ethan Swift questioned whether the invoice for the Route 7 Water Project was the final one. Robin Bennett stated there was a minor amendment due to the additional ledge work.

**b) FY 14/15 Warrant (Revised) – June 23, 2014 - \$17,784.56**

**Motion** by Devon Fuller/Blaine Cliver to approve the wastewater warrant of June 23, 2014 in the amount of \$17,784.56. **The motion passed unanimously – 4 to zero.**

Maria Ammatuna asked who is responsible for keeping track of the total dollars against the note. Robin Bennett advised it will be the responsibility of the Town Treasurer.

**c) FY14/15 General Fund Warrant – July 14, 2014 - \$95,173.38**

**Motion** by Devon Fuller/Dave Atherton to approve the FY14/15 General Fund warrant in the amount of \$95,173.38. **The motion passed unanimously – 4 to zero.**

**d) FY 14/15 Warrant Wastewater Fund Warrant – July 14, 2014 - \$8,701.58**

**Motion** by Devon Fuller/Dave Atherton to approve the FY14/15 Wastewater Fund warrant in the amount of \$8,701.58. **The motion passed unanimously – 4 to zero.**

Ethan Swift questioned the invoice for Vellano Corporation. Brian Sanderson reported the invoice was for moving the sewer manhole on the Middle Road and Getcha Brothers will hopefully be starting the project tomorrow.

**e) Consider P.O. 51423 to Mike's Fuels for diesel fuel – not to exceed \$43,300.00**

**Motion** by Devon Fuller/Ethan Swift to approve P.O. 51423 to Mike's Fuels for the purchase of diesel fuel, not to exceed \$43,300.00. **The motion passed unanimously – 4 to zero.**

This invoice is for the Department of Public Works for the year. Ethan Swift stated there were only two bids received and the town will be billed for only what is used. Brian Sanderson stated when this was put out to bid, it was only for 30 days and the prices could change after that time, which will be 4 days from now. Maria Ammatuna reported that she spoke with Mike's Fuels concerning the zoning violations. Ms. Ammatuna has invited the vendor to attend the next Select Board meeting to discuss this issue. Devon Fuller stated the amount on the purchase order is the amount that is estimated for the

year. Dave Atherton noted he has a hard time approving anything without a budget. Ethan Swift stated if the town can only pay bills for 90 days according to the current note; the town will only be buying as much as it can afford. Maria Ammatuna questioned the rate per gallon and Mr. Swift noted the town is currently paying \$3.60 per gallon.

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

**Motion** by Devon Fuller/Ethan Swift to approve P.O. 51424 to Mike's Fuels for the purchase of #2 heating fuel, not to exceed \$23,750.00. **The motion passed unanimously – 4 to zero.**

There was only one bid received. Brian Sanderson stated deliveries will not be taken until the heating season approaches.

## **11. Adjournment**

**Motion** by Devon Fuller/Dave Atherton to adjourn the Select Board meeting at 6:49PM. **The motion passed unanimously - 4 to zero.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary