

**Brandon Select Board Special Meeting
October 20, 2014**

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

In Attendance: Devon Fuller, Ethan Swift, Dave Atherton

Also in Attendance: Robin Bennett, Richard Baker, Dennis Reisenweaver, Jeff Stewart, Linda Stewart, Jim Leary, Blaine Cliver

1. Call to order

The meeting was called to order by Dave Atherton at 6:33PM.

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

2. Public Hearing for CDBG-DR Application

Dave Atherton opened the hearing for public comment at 6:35PM.

Robin Bennett reported the town is applying for a CDBG-DR disaster relief grant for \$500,000.00 to rehab the town office because of Hurricane Irene. The application is to be submitted by November 11th. There have been two environmental studies done on the location with lead and asbestos testing done on Wednesday. Part of the HUD requirement is to obtain public input or concerns regarding the application and the minutes will be submitted with the application. The grant match is 10% and the town has insurance money and in-kind services that can be considered. The architect work and the volunteer clean-up of the building could possibly be used. A response from the Phase 2 assessment for lead and asbestos is anticipated to be reasonably fast. The Phase 2 report is complete with final edits to be received soon. Stephanie Francis and Steve LaRosa of the VDAT Team have been working with Robin Bennett in doing the edits. With regard to the architectural design, Ethan Swift stated from the meeting of the 14th, there was a list of alternatives to add to the grant and he asked if the design elements have been included in the project costs. Blaine Cliver stated there have been estimates received and most everything is in the information. Ethan Swift questioned how much of the flood mitigation measures have been incorporated in the architectural design, particularly since the response to the overflow structure grant has not been received. Blaine Cliver stated everything has been incorporated, which includes the resin floor and putting the stainless steel grill over the window. If there funds available, doing work underneath the building could be considered. Mr. Cliver stated one side is in very good condition and the other side close to the street is fairly open and it might be better to fill with concrete. Mr. Cliver assumes the flow restriction is the lintel at either end and if it was covered over at that level, it would not restrict the river any more. There was another level that was ripped out in 1921

when they rebuilt the floor and this is something that could be considered in the future. Ms. Bennett reported all items are noted in the grant and there have been items identified that would be delayed if full funding is not received.

Dave Atherton asked if there will be an elevator or handicap lift and Ms. Bennett advised that a lift has been what was considered from the beginning. Linda Stewart asked what the expectation is once the application is submitted. Ms. Bennett advised they will review the applications and will be holding a meeting 30 days later and there should be notification shortly after the meeting. It was questioned whether the right of way access for the shared portion of the building with the Leary's has been clarified. Jim Leary stated they are in agreement with whatever the town needs to do. Before he drafts an agreement, Mr. Leary would like to obtain requirements from the town so that he knows what the town needs. Blaine Cliver stated one consideration is for the Leary's to quit claim to the town or the other way around. For the purposes of the grant applicant, it was asked if this needs to be resolved. Robin Bennett stated this would not interfere with the grant. Devon Fuller asked Mr. Leary if this could be completed prior to November 11th and Mr. Leary advised it could be confirmed prior to that time. Mr. Leary stated the lift will be a benefit to both parties and they are more than happy to do what needs to be done to accommodate the town.

Ethan Swift asked if there needs to be a cost benefit analysis completed prior to submission of the application. Robin Bennett stated there were different processes addressed prior to coming to the conclusion to renovate the building and this was incorporated into the grant. She stated this is the option that is embraced by the community and would be the most cost effective way to go. Mr. Swift stated in addition to the Leary's interest, there is an issue with the parcel line on the north side of the building. Ms. Bennett stated this does not need to be resolved. She is working with Mr. Read and she is currently awaiting action from him. Blaine Cliver stated putting in the lift will alleviate this issue of requiring a second exit. Mr. Cliver provided an overview of the blueprints associated with the project.

Dennis Reisenweaver thought there needs to be two exits. Blaine Cliver stated occupancy dictates the number of exits required and currently one is required. If there is enough money, an additional exit and sprinklers will be considered. It was questioned what the basis for the \$500,000.00 figure was. Blaine Cliver stated this was the amount estimated for the total repairs. Robin Bennett stated there is a strong chance the town will receive funding, but the amount is to be determined. Dave Atherton question if the grant application requires a public vote and it was confirmed this is not a requirement. Mr. Atherton stated the town had made a decision the building would be repaired up to the point of occupancy and questioned if the grant requires that the town utilize the building as the town office. Ms. Bennett stated the grant indicates that the town office will be rehabbed, but it does not have a time constraint as to how long it would have to remain the town office. Devon Fuller thought the town office should be moved back into this building based on the type of funding that will be received. Mr. Atherton wanted to be sure the message will be relayed properly. Ethan Swift stated there could potentially be changes based on the response to the culvert grant. Robin Bennett has heard that the culvert grant is looking favorable; however, the projected date for a response to

this grant is January. Dennis Reisenweaver stated when reviewing the grant application process, it appeared the governmental infrastructure option appeared to be the one that fit and he did not read anything about commercial use. Ms. Bennett confirmed the governmental infrastructure option was the one that the town is applying for.

The hearing was closed at 7:00PM.

3. Bridge 114 S.O.W.

Robin Bennett stated there had been a discussion about the scope of work for Bridge 114 and she provided the Board the response that she received from CLD and asked if there were any concerns in proceeding. Ethan Swift stated it seems that it is at a point where the town can move forward.

Robin Bennett read the following email from John Byatt of CLD regarding the Project Limits and Slabs Plan:

“1) Upstream slab: Our original understanding of the project is that it should focus on the bridge only. I do not believe what we are calling the upstream slab (see attached plan) is an integral part of the bridge which is why the intersection of Route 7 and West Seminary road so any defects in these areas will be addressed. For instance, there is a big hole at the joint between the roadway slab and the upstream slab (see attached picture) which includes deterioration of part of the upstream slab. This will be addressed. It appears on the north arch barrel that the upstream slab may sit on the bridge. Anything directly above the stone arches is included in the scope. However, the remainder of upstream slab and its supporting beams and walls, is not included in the current scope.

We would be more than happy to add an evaluation of the upstream slab and supports but I think you should discuss this with VTrans first. I think it was their intent to only evaluate the bridge.

2) Fee Type: The amount quoted in the fee proposal is a not-to-exceed amount. The fee would not be exceeded without the Town and VTrans’ prior approval. Reasons for exceeding the fee, and thus requiring an approved amendment, would only be for any unforeseen work that is not included in the scope or requests for extra work from the Town.”

Motion by Devon Fuller/Ethan Swift to approve CLD’s contract for an amount not to exceed \$36,996.00. **The motion passed unanimously – 3 to zero.**

Blaine Cliver stated it would be worthwhile for the engineers to be looking at the whole structure. Devon Fuller stated they will be reviewing the entire structure, but this contract will get things moving along. Ethan Swift stated their main focus is to look at the bridge itself and it is something that can be reviewed when further investigation is done. Mr. Fuller requested Robin Bennett contact VHB and VTrans to advise them of this. Ms. Bennett has contacted

VTrans and VHB about this item and they are aware; they do not believe it is part of the scope of this project. Mr. Fuller stated it will likely be part of Segment 6. Dave Atherton asked why VTrans is involved with this part of Route 7 since the town owns it and Robin Bennett advised the federal funding comes through VTrans.

Dennis Reisenweaver asked what type of contract this will be and Ms. Bennett advised it is a cost plus fixed fee contract, unless things are added. Mr. Reisenweaver does not think this benefits the town since the higher fee is paid even if they can reduce the number of hours and there could be additional fees. Mr. Reisenweaver suggested someone from the town should go to a class on how to write proposals.

4. Adjournment

Motion by Ethan Swift/Devon Fuller to adjourn the Select Board Special meeting at 7:10PM.
The motion passed unanimously - 3 to zero.

Respectfully submitted,

Charlene Bryant
Recording Secretary