

**Brandon Select Board Meeting
April 11, 2016**

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

In Attendance: Devon Fuller, Doug Bailey, Seth Hopkins, Tracy Wyman

Others In Attendance: Dave Atherton, Dick Kirby, Lee Kahrs, Arlen Bloodworth, Bernie Carr, Richard Baker, Steve Bissette, Jeff Stewart, Roman Wdowiak, Daryl Burlett, Chris Brickell

1. Call to order

The meeting was called to order by Doug Bailey, Chair at 7:03PM.

a) Agenda Adoption – Motion by Tracy Wyman/Devon Fuller to adopt the agenda as presented. **The motion passed unanimously.**

2. Approval of Minutes

Motion by Devon Fuller/Seth Hopkins to approve the minutes of the March 28, 2016 meeting. **The motion passed unanimously.**

3. Town Manager's Report

Dave Atherton reported the Town has been approved for the USDA preliminary engineering and environmental report portion of the wastewater system for the Champlain Street upgrades. Davenport Solar, LLC has submitted their 45-day notification letter in preparation for their petition for a Certificate of Public Good. The sub-grant application has been granted for the Bridge 114 project, with the total estimated project cost at \$1,585,000.00. That grant came back today with Chris Coles' signature. Mr. Atherton reported Ethan Swift assisted Daryl Burlett in doing a Clean Water Initiative Grant for the Park Street rehabilitation. The Town Offices are now moved back to 49 Center Street and all are happy to be back. Doug Bailey commended the Town Manager on the open house and stated it was a fantastic event. Mr. Atherton reported Butch Shaw brought in a letter regarding the Town Office project that will be framed for the office. Tours are still being given to people visiting the office. The staff is still going through files that are not needed in the office. The temporary office has cleaned out. Devon Fuller asked if the Wastewater project will be a phased in project. Mr. Atherton stated the engineering had already been done and Wayne Elliott had considered that a large portion can be covered through the USDA.

4. Comments for Items not on the Agenda

There was no discussion held.

5. Local Emergency Operation Plan Adoption

Dave Atherton stated this is a new version of the Emergency Operation Plan for the Board's review and adoption. There were a few changes needed for language on mobile home parks and their designation for high density. This document is available for public review at the town office. Mr. Atherton stated some of the maps were outdated and these were also updated. Once the Board approves it, the Plan has to be sent to Rutland Regional Planning Commission. Mr. Wdowiak requested a copy of the updated Plan to be kept at the Fire Department. Mr. Atherton will provide a copy to the Fire Department and it was suggested that a copy also be provided to the Police Department.

Motion by Devon Fuller/Tracy Wyman to adopt the Local Emergency Operation Plan as presented. **The motion passed unanimously.**

6. Revised Annual Financial Plan – Town Highways

Dave Atherton stated there were some revisions done since the last meeting and Daryl Burlett was present to answer any questions the Board had. Mr. Burlett stated the financial plan is for emergency funding. Devon Fuller stated the Plan approved at the last meeting was \$923,000.00 and this Plan is now \$771,000.00. The Plan had not been sent to the state yet and this is the correct version to be submitted to the state. Seth Hopkins stated it appears the change is balancing the income with the expenses.

Motion by Seth Hopkins/Devon Fuller to approve the revised TA60 Annual Financial Plan for Town Highways as presented. **The motion passed unanimously.**

7. Revised VTrans TA65 Request for Reimbursement – Wood Lane

Motion by Devon Fuller/Tracy Wyman to approve the revised VTrans TA65 Request for Reimbursement for the Wood Lane Culvert Project as presented. **The motion passed unanimously.**

8. FEMA Projects/Segment 6/Bridge 114/Overflow Culvert

Dave Atherton stated Cobb Hill bids will be open on Wednesday to get the project started and this is the last of the FEMA projects. With regard to Segment 6, Mr. Atherton will be having a conference call with Scott at VTrans to discuss getting the right of way agents to town to clean up the remaining parcels. The process is still ahead of schedule and they would like to keep it that way. The Bridge 114 sub-grant agreement was approved. Dave Conger from DuBois and King and the hazard mitigation people have been working closely on the overflow culvert. Mr. Atherton will touch base with them tomorrow and hopefully FEMA will turn this around fast to start this year. With regard to the Newton Road project, it is between attorneys. The title search has been done and the purchase and sales agreement has been signed. The

long part of the process is done and the Town will acquire the land and put it out to bid. It is expected to have this project finished this summer. The timeline on Bridge 114 will happen in conjunction with Segment 6. A new version of the Project Tracker was provided to the Select Board. Doug Bailey questioned the \$300,000.00 sidewalk grant noted on the Project Tracker. Daryl Burlett stated the \$300,000.00 grant was applied for, but the Town did not receive the grant. Mr. Burlett stated the Town has been guaranteed the Maple/Union Street grant. Doug Bailey asked if the Town is moving forward with the bonding that had been approved. Mr. Atherton advised that this cannot be done until July 1st.

9. Town Office Project

Dave Atherton reported the project is complete. The office exterior will be painted this summer and some landscaping done. There is a punch list for the remaining items. Doug Bailey asked when the lift will operational. Mr. Atherton stated there has to be a variance hearing with the state and it should be operational on April 24th.

Motion by Seth Hopkins/Doug Bailey to take the Town Office Project off the agenda and repeat thanks to Mr. Fuller, Mr. Stewart, Mr. Cliver, Mr. Rausenberger and Mr. Black. **The motion passed unanimously.**

10. Fiscal

a) General Fund Warrant – April 11, 2016 - \$83,965.53

Motion by Devon Fuller/Tracy Wyman to approve the warrants of April 11, 2016 in the amount of \$83,965.53. **The motion passed unanimously.**

It was questioned if the bond payment in the General Fund warrant is the wastewater bond payment and Dave Atherton confirmed that it is the old wastewater bond payment. Mr. Atherton stated in-house it is easier to keep the general fund invoices and wastewater invoices combined. At the next meeting, Sue Gage will be invited to discuss how the accounts are handled. It was also confirmed that the purchase of a mower is to do the public mowing in-house rather than contracting it out.

b) Wastewater Fund Warrant – April 11, 2016 - \$13,361.23

Motion by Devon Fuller/Tracy Wyman to approve the Wastewater warrant of April 11, 2016 in the amount of \$13,361.23. **The motion passed unanimously.**

Motion by Seth Hopkins/Tracy Wyman to enter into executive session at 7:25PM pursuant to 1VSA SS 313(a)(3) for an appointment or employment or evaluation of a public officer or employee. **The motion passed unanimously.**

11. Executive Session – Pursuant to 1VSA SS 313(a)(3) – Appointment or Employment or Evaluation of a Public Officer or Employee

The Board came out of executive session at 7:35PM. There were no actions required.

12. Adjournment

Motion by Devon Fuller/Tracy Wyman to adjourn the Select Board meeting at 7:36PM.
The motion passed unanimously.

Respectfully submitted,

Charlene Bryant
Recording Secretary