

**Brandon Select Board Meeting
October 10, 2016**

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

In Attendance: Doug Bailey, Seth Hopkins, Devon Fuller, Brian Coolidge

Others In Attendance: Dave Atherton, Richard Baker, Bernie Carr, Dick Kirby, Steve Bissette, Jeff Stewart, Sue Gage, Donna Taylor

1. Call to order

The meeting was called to order by Doug Bailey – Chair @ 7:00PM.

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

2. Approval of Minutes

a) Select Board Minutes – September 26, 2016

Motion by Devon Fuller/Seth Hopkins to approve the September 26, 2016 Select Board meeting minutes as submitted. **The motion passed unanimously.**

3. Town Manager's Report

Dave Atherton reported the Newton Road pre-bid walk through was done on October 6th and bids will be open on October 14th @ 4PM for the demolition of the buildings. The Town solar project on Robert Wood Road is moving along. All of the footings and frames have been installed and the panels are currently being installed. All of the Segment 6 easement files are at the attorney's office for review in preparation of a certification of completion. Mr. Atherton received a draft for the condemnation and a few more people are off that list. The Town has received final plans for Segment 6. They are currently being reviewed by VTrans. The total estimated construction cost is \$17 million. Resident engineering cost will be an additional 15 to 20% of the construction cost. The Town is currently financially prepared for \$15 million. Mr. Atherton stated the Town is on the hook for 5% and the Town is looking okay and will be discussing this during the budget season. The Town is now required to conduct a bat study on Bridge 114. The study will not be completed until May 2017 and should not hold up construction. We are a habitat for one of the two in the state. The Cobb Hill culvert is completed and a walk through was done with FEMA to start the closeout process. There was a ceremony last Sunday for a stone bench at Kennedy Park that was completed by seven kids in two weeks and is quite impressive. There will be a town-wide site visit with Mary Andres from FEMA on October 20th to closeout all outstanding projects. The Overflow Culvert project has begun. The river has been bagged and the Town has permission from the State to permanently shore up the Blue Moon building. Utilities will be relocated on Wednesday and no power interruptions are

anticipated. There will be seven parking spaces blocked during the relocation on Wednesday. Green Park will be closed this week and will remain closed for the rest of the year due to the construction on the culvert. Since September 9th, the Town has received \$97,646.63 in delinquent taxes and sewer fees. The remaining delinquent accounts have been sent to the attorney to proceed with the tax sale process. In the Recreation Department; the most successful NFL Pass, Punt and Kick competition was held at OV's Markowski Field on September 25th. A special thanks to organizer, Fred Pockette and parent volunteers – Jonah Bassett, Tricia Depoy, Mr. Notte, Scott Malbon, Duke Whitney, as well as helpers Jessie, Joseph, Noah and the Whitney children. Bill Moore attended the Vermont Recreation and Parks Association meeting on September 29th at Lake Morey Resort and had discussion with the people from MyRec concerning updating the Town online registration system and webpage. The 5th "Brandon Barn Raising" had discussions about trails that included the development of a Trails Committee to assist in coordinating efforts around trail access, mapping, maintenance and advocacy in a sustainable manner. On Sunday, October 9th, the Harvest Festival was held at Estabrook Park. Thanks to the efforts of Patty Moore and Liz Alvarado of the Neshobe PTO and the businesses and volunteers: Jump Fore Fun, Brandon Fire Department, Mae's Place, Brandon American Legion Post 55, Lazy Acres, Molly Lincoln, Amanda Bryant, Tonya LaRouche, Cody and Jacob O'Connell and Molly Kennedy for the help in making this event possible through donations of goods, services and time. On October 21st the Brandon Rec's 3rd and 4th grade football team will have their annual scrimmage under the lights at halftime at the OV/Mt. Abe Varsity football game. On October 22nd, the 3rd Annual Fall Ball and Fundraiser Costumer Party will be held at the Brandon Legion Post 55. All proceeds will benefit the Brandon Area Toy Project and Estabrook Park Improvement Fund. Thanks to this year's sponsors; Black Diamond Builders, American Legion Post 55 and Jam Man Entertainment. Tickets are available at Carr's Florist and the Town Office. The Rec Department is looking for volunteers for basketball, cheerleading and the Lego Club.

Devon Fuller asked how many bids have been received for Newton Road. Dave Atherton advised there have been no bids submitted yet, but there were 13 contractors who did the walk through. Doug Bailey asked if there will be an announcement when the solar project has been completed. Mr. Atherton stated this project will take 15% off the utility costs and the Town will see revenues from leasing the lot and tax revenues. Mr. Atherton stated there can be an announcement made.

4. Comments for Items not on the Agenda

Sue Gage provided the Select Board financial information and advised she has sent the June 30th report to the auditors. There may be some adjustments, but they will be minimal. She encouraged the Select Board to review and contact her if they have any questions. Ms. Gage also provided the Board information on the first quarter of this fiscal year. Seth Hopkins thanked Ms. Gage for providing this information to the Board and noted he finds it encouraging that last year's fund balance was as healthy as it was in terms of collecting taxes, and that the town manager and department heads kept the spending down. There is currently a fund balance emergency reserve of around 20%. Ms. Gage commented that a healthy fund balance of 15 – 20% is fiscally responsible, as projects can come in higher and match money is needed. Devon Fuller suggested discussing this information during budget season with the Budget Committee to

development and come up with a plan. Dave Atherton asked if the Select Board would like an agenda item for budget discussion for future meetings to start the discussion. The Select Board was in agreement. Doug Bailey stated the Board has not had the opportunity to review all the information, but he was pleased with the positive information. Mr. Bailey stated the dates for the budget meetings will be November 1st, November 15th, December 7th and December 21st beginning at 6:00PM in the upstairs Conference Room of the Brandon Town Office. It was noted there may be a need for additional meetings after that. The Budget Committee is the same as last year: Doug Sawyer, Carol Bertrand, Janet Coolidge, Anthony Paduto and Maria Ammatuna from the Brandon Planning Commission.

Richard Baker stated the Gigi Corsones uniform has been located, as it had been previously removed due to the leaf person being attached to a state sign.

Doug Bailey stated one of the road construction signs in front of Sunapee Bank should be moved as it is directly under a flag. Mr. Bailey advised that the Town Manager and he have had a discussion about reviewing one policy a month starting with the next meeting. The first policy to be reviewed will be the Purchasing Policy. Some policies are no longer necessary and the review process will be a new agenda item going forward after this meeting.

Seth Hopkins stated he is a member of the Masons and they have a request to place a sign near Woods Market and Park Village, as one of the signs has disappeared and they would like to replace it. Mr. Hopkins asked if the Town would give permission to mount a round sign on one of the posts on the Welcome to Brandon sign. Bernie Carr suggested a free-standing sign, as the Chamber would prefer additional signs are not placed on the Welcome to Brandon sign. It was noted that a request will be made to remove the Rotary sign. Dave Atherton will check whether they can be put where Route 7 starts as the Town may be able to put those signs in the Town's right of way.

5. Segment 6/Bridge 114/Overflow Culvert

Dave Atherton stated these items were discussed in the Town Manager's report. Bernie Carr stated the "Barn Raising #6" will be only Segment 6 discussion, but a date has not been set at this point, but it is hoped to be scheduled before Thanksgiving. Mr. Carr stated the discussion will be more about the proactive work that can be done. Mr. Atherton summarized that the Town is waiting for the letters from the attorney for Segment 6, Bridge 114 has the bat study that is being dealt with and the overflow culvert work has begun.

6. Fiscal

a) P.O. 51994 to Cargill, Inc. for Road Salt - \$56,132.60

Motion by Devon Fuller/Brian Coolidge to approve P.O. 51994 to Cargill, Inc. for road salt in the amount of \$56,132.60. **The motion passed unanimously.**

a) FY2016/17 Warrant – October 10, 2016 – \$722,711.43

Motion by Devon Fuller/Seth Hopkins to approve the FY2016/17 warrant of October 10, 2016 in the amount of \$722,711.43. **The motion passed unanimously.**

Seth Hopkins asked why the document indicates Current/Prior/Next Fiscal Year. Dave Atherton stated all items are for the current year. Mr. Hopkins asked if the \$6,000.00 in the warrants is separate from the Cargill purchase order for \$56,000.00 or if that is included in the P.O. Dave Atherton advised there are two different versions of salt, with one being for the road and the other for the sidewalks. Doug Bailey stated the major portion of the warrant is due to \$110,000.00 for the Cobb Hill Culvert, \$66,000.00 for the roadside mower and the bond payment of \$226,000.00, as well as appropriations money that was approved by the voters.

Doug Bailey advised there is also a report from the Zoning Administrator for the Select Board's review.

Motion by Devon Fuller/Seth Hopkins to recess the Select Board meeting to convene as the Board of Liquor Commissioners at 7:36PM. **The motion passed unanimously.**

The Select Board reconvened at 7:41PM.

Motion by Devon Fuller/Seth Hopkins to enter into executive session at 7:42PM pursuant to 1VSA(313)(a)(3) regarding the appointment or employment or evaluation of a public officer or employee to include the Town Manager. **The motion passed unanimously.**

7. Executive Session Pursuant to 1VSA(313)(a)(3): The appointment or employment or evaluation of a public officer or employee.

Motion by Seth Hopkins/Devon Fuller to come out of executive session at 7:50PM. **The motion passed unanimously.**

Motion by Seth Hopkins/Brian Coolidge to pay the Town Manager ½ of an annual bonus in the amount of \$2,500.00, to be paid out of the approved FY16/17 budget. **The motion passed unanimously.**

11. Adjournment

Motion by Seth Hopkins/Devon Fuller to adjourn the Select Board meeting at 7:52PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary