

**Brandon Select Board Meeting
April 24, 2017**

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

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

Others In Attendance: Dave Atherton, Arlen Bloodworth, Richard Baker, Steve Bissette, Steven Zorn, Bill Moore, Jeff Stewart, Lee Kahrs, Dick Kirby, Bernie Carr, Sue Gage, Brent Buehler, Charles Powell, Mike Norris

1. Call to order

The meeting was called to order by Seth Hopkins – Chair at 7:02PM.

a) Agenda Adoption – Motion by Doug Bailey/Brian Coolidge to adopt the agenda. **The motion passed unanimously.**

Addition of a second Executive Session in accordance with 1V.S.A. 313(a)(3) – The Appointment or Employment or Evaluation of a Public Officer or Employee

2. Approval of Minutes

- a) March 31, 2017 – Special Select Board Meeting Minutes*
- b) April 10, 2017 – Public Hearing Minutes*
- c) April 10, 2017 – Select Board Meeting Minutes*

Motion by Doug Bailey/Brian Coolidge to approve the Special Select Board minutes of March 31, 2017. **The motion passed unanimously.**

Motion by Doug Bailey/Seth Hopkins to approve the Public Hearing minutes of April 10, 2017. **The motion passed unanimously.**

Motion by Brian Coolidge/Doug Bailey to approve the Select Board minutes of April 10, 2017 as amended. **The motion passed unanimously.**

Page 6, Item 11 – a correction to the spelling of Kennedy Park

3. Town Manager's Report

Dave Atherton reported VTrans has made the decision not to split the CI and CCM roles for Segment 6. In his previous reported he stated that Dubois and King was going to perform both. This has since changed and the Town will be taking on the CCM role. Construction bids were opened on April 20th for Segment 6 and Casella was the low bidder at \$20,815,781.19. The other bids were Kubricky Corp. Construction at \$22,619,914.40 and J. A. McDonald, Inc. at

\$23,089,181.00. The remaining footings have been poured and the rest of the culvert pieces will be delivered this week for installation for the overflow culvert. A Markowski report was provided to the Select Board. The Town has entered into an agreement with the Rutland Regional Planning Commission to create a road inventory and capital budget planning/implementation. This is being funded by a Better Back Roads/VTrans grant. Mr. Atherton noted he was on vacation from April 17th through April 21st.

Doug Bailey requested further clarification of the CI and CCM roles. Dave Atherton reported Daryl Burlett and his time will be spent with the construction management and the CI are the inspections that will be done by Dubois and King. This is separate from the local project manager position. Mr. Atherton stated there was a lot of overlap and VTrans realized that there were too many hands in the project. There is no in-kind money that could be used for the Town's match.

4. Comments for Items Not on the Agent

Sue Gage reported she received a call from someone who indicated that Brandon is in the USA Today regarding the culvert project. Ms. Gage advised that Brandon Cares will be hosting a forum this Thursday at 7:00PM at the Brandon Inn. Rick Rosen PhD, will be present at the meeting. Mr. Rosen grew up in Whiting and has worked in opiate abuse disorder. There will also be representatives from the Senators' offices. Ms. Gage noted she has provided the Board a report on financials. Seth Hopkins stated with regard to the Fund Balance policy, the Board could provide input. He noted the Fund Balance policy put forward is for unreserved and unrestricted fund balance and he knows that has always been much smaller. Ms. Gage stated it is an important policy and there will have to be a review to encumber money at the end of the year. Seth Hopkins asked where the fund balance exists in the financials that includes the restrictions. Ms. Gage advised after she meets with the Town Manager and goes through the projections, she will provide that information to the Select Board. She knows what the restrictions are and will be able to ball park it. Mr. Hopkins stated the Board will have a firm number at the beginning of the next fiscal year that will enable the Board to have information during the budget discussions. Ms. Gage hopes to have firm numbers before the end of the fiscal year.

Bill Moore stated this Sunday the Major League Pitch, Hit and Run event will be held. The Varsity Baseball Team will be participating in the May 6th Green Up Day. Jim Leary is the Green Up Day Coordinator. Safety Day will be held May 7th at the Brandon Fire Station, with helmets being provided to the participants that have been donated by Omya. The Brandon Carnival is scheduled for June 8th, 9th, 10th and 11th. There is a Red Sox trip scheduled for August 6th that includes a Premier Bus ride and ticket to the game. The cost is \$117.00.

Steve Bisette advised he was cleaning near his house and there is another chunk of the bank that has been lost near the culvert. Dave Atherton will ask Mr. Burlett to look into this item. Mr. Bisette stated it is on the end toward the wastewater plant and is right over the culvert.

5. Proclaim June 16, 2017, as Helen Memoe Claridge Day in Brandon in Honor of Her 100th Birthday

Sue Gage stated a letter was received from a woman whose mother was born in Brandon and is about to turn 100. A celebration is scheduled and a request was made for the Town to acknowledge her birthday. Ms. Gage advised that a birthday card is being circulated and a request is being made of the Select Board to proclaim June 16th as Helen Memoe Claridge Day in her honor. The Town will also be sending one of the history books of Brandon. Seth Hopkins read the following resolution that will be signed by the Select Board:

“Whereas Helen Irene Memoe was born in Brandon on June 16, 1917, and Whereas her birth was attended by Brandon’s first Dr. Estabrook, and Whereas Helen now resides on a farm near Rapid City, Manitoba, Canada, with her daughter, and Whereas she is to be congratulated on the accomplishments of a long life on the occasion of her One Hundredth Birthday, Now, Therefore, Be it resolved that the Brandon Select Board, on behalf of the town, make public our sincere congratulations to a faraway daughter of Brandon, Helen Memoe Claridge, and Be it further resolved that the Brandon Select Board proclaims Friday, the 16th of June, 2017, as Helen Memoe Claridge Day in Brandon, Vermont, and Be it further resolved that the Brandon Select Board extend to Helen Memoe Claridge our best wishes for her continued good health and happiness”

Motion by Devon Fuller/Doug Bailey to proclaim June 16, 2017 as Helen Memoe Claridge Day. **The motion passed unanimously.**

6. Norris Brothers Solar Development

Mike Norris reported that he and his brother, Pete, have been working in the solar business for the last 2 years in Addison and Rutland County doing commercial ground-mounted projects from 150kw to 500kw. They are requesting a joint letter of support to the Public Service Board that the proposed project is a preferred site. They have constructed two other sites in Addison County in Whiting and in Pittsford near Winslow Tree Farm. Their approach is to work with adjoining property owners, towns and regional planning commissions to implement a project that is not visible from any roads. Pete Norris owns Norris Landscaping and Nursery that provides them the ability to implement elaborate screening. The proposed site is near the former Smoke Rise Quarry that is owned by Kurt Thomas and Tracy Holden. Mr. Norris provided a write up of the assessment of the site and noted they hope to start the project this fall with a completion date by the end of the year. They will be retiring the renewable energy credits to Green Mountain Power. Mr. Norris confirmed with Green Mountain Power that the recs would be retained within the state that would contribute to the renewable energy portfolio. It was noted the Governor has signed a bill that disallows renewable energy credits to be sold outside the state. Seth Hopkins asked if the Rutland Regional Planning Commission acted on the project and Mr. Norris stated they thought it was a favorable site, but they have not signed a letter of support. Before starting the formal process, Mr. Norris wanted to provide a preview to the Town and Regional Planning Commission. There will be a fence surrounding the project that is mandatory and it will be accessed from Route 7. Bill Moore requested clarification of retiring credits to Green Mountain Power. Mr. Norris stated to retire credits means they are giving them to the utility. It was noted this project would not be seen from the road and would not have an adverse effect on the view.

Motion by Devon Fuller/Doug Bailey to direct the Board Chair to sign a letter of support for the Norris Brother Solar project. **The motion passed unanimously.**

Doug Bailey suggested the Select Board request party status for the project. Lee Kahrs questioned the size of the project. Mr. Norris advised it is a 500kw array with 2016 panels over 3.75 acres.

7. Adoption of Resolution to Increase Record Preservation Fees

Sue Gage stated these fees were built into the budget. Most of the current fees are going for the land record digitized system, which is using up most of the Town's record preservation funds.

Motion by Devon Fuller/Brian Coolidge to adopt the resolution to increase record preservation fees. **The motion passed unanimously.**

8. Approval of Letter of Authorization re: Route 7 Segment 6 Invoice Payments

Dave Atherton stated it was brought to the Town's attention when sending payments to contractors that they will be doing pay recs that may not coincide with Select Board meetings. It was suggested the Select Board authorize the Municipal Project Manager to pay invoices on the off weeks, with the Select Board approving payments at the next meeting. Seth Hopkins questioned the Board's authority to delegate this action, as it was his understanding the Board can authorize a member or members of the Select Board to sign orders, but he did not see in the 24 VSA 1623 where a non-elected Select Board member could sign orders on behalf of the town. Mr. Atherton will research this item further and bring it back to the Board.

Motion by Devon Fuller/Doug Bailey to table the Letter of Authorization regarding Route 7 Segment 6 invoice payments. **The motion passed unanimously.**

Doug Bailey suggested a flow chart be developed to show how the incoming bills will be handled. Mr. Bailey stated the Select Board has a responsibility to the taxpayers that the monies are spent correctly, which is the reason for the warrants. Devon Fuller noted the Select Board will be viewing the warrants every two weeks. Mr. Bailey agreed that the quicker the bills are paid, the faster they are going to the State for reimbursement. Dave Atherton stated the invoices would be received from the contractor and they have to follow federal wage standards, after which the CI and Mr. Burlett would need to approve them. They would then go to the Town Manager and Jackie to forward to the State. Mr. Bailey suggested outlining this information showing the process for the Select Board to review. Mr. Atherton will develop an outline for the next meeting.

9. Fiscal

a) General Fund Warrant – April 24, 2017 - \$104,684.93

Motion by Doug Bailey/Brian Coolidge to approve the warrants of April 24, 2017 in the amount of \$104,684.93. **The motion passed unanimously.**

Doug Bailey asked about the Creative Competitions, Inc. invoice. Bill Moore stated there is an Odyssey of the Mind event that is a competition that has been in existence for 30 years. The

Brandon Rec team won the state competition and they are going to the Worlds competition in Michigan. The invoice is to fund the trip to the competition, which will be reimbursed through the fundraising efforts. Seth Hopkins asked if the CLD invoice was for Bridge 114 and it was confirmed the invoice was for that bridge.

The Board recessed at 7:50PM to convene as the Board of Liquor Commissioners.

The Board reconvened at 8:02PM.

Motion by Brian Coolidge/Doug Bailey to enter into executive session at 8:03PM 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.**

10. Executive Session Pursuant to 1V.S.A. 313(a)(3) – The Appointment or Employment or Evaluation of a Public Officer or Employee

Motion by Brian Coolidge/Doug Bailey to come out of executive session at 8:26PM. **The motion passed unanimously.**

There was no action required.

Motion by Brian Coolidge/Doug Bailey to enter into executive session at 8:26PM 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.**

11. Executive Session Pursuant to 1V.S.A. 313(a)(3) – The Appointment or Employment or Evaluation of a Public Officer or Employee

Motion by Brian Coolidge/Doug Bailey to come out of executive session at 9:32PM. **The motion passed unanimously.**

There was no action required.

12. Adjournment

Motion by Doug Bailey/Brian Coolidge to adjourn the Select Board meeting at 9:32PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary