

Brandon Select Board Meeting May 22, 2017

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

Board Members In Attendance: Doug Bailey, Seth Hopkins, Brian Coolidge, Tracy Wyman

Others In Attendance: Dave Atherton, Bernie Carr, Richard Baker, Arlen Bloodworth, Steve Bissette, Ray Jobst, Norm Milot, Sue Gage, Lee Kahrs, Dick Kirby, Jeff Stewart

1. Call to order

The meeting was called to order by Seth Hopkins – Chair at 7:00PM.

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

2. Approval of Minutes

a) May 8, 2017 – Select Board Meeting Minutes

Motion by Tracy Wyman/Brian Coolidge to approve the Select Board minutes of May 8, 2017. **The motion passed unanimously.**

3. Town Manager's Report

Dave Atherton reported the Town has received a preliminary construction schedule from Casella. They will start mobilization June 6th. A segment plan and schedule was provided. There will be a pre-construction meeting on May 23rd with engineers, Casella and VTrans at 11AM in the Town Hall basement meeting room. The overflow culvert has been completed and the road has been paved. Green Park is currently being put back together and will include installation of all the bricks. There are a few miscellaneous items to tie up on the headwall of the culvert. Mr. Atherton attended the Vermont Town and City Management Association Spring Conference in Manchester on May 18th and 19th. The Town has received the 1st quarter 1% local option tax revenue for \$34,321.42. Currently the delinquent taxes for FY16/17 are \$271,063.13. The Town has been reviewing the current delinquent payment plans and letters were sent out on May 19th requesting payment. The prior year's delinquent taxes are \$84,000.00 and delinquent sewer payments are \$90,729.46. The Brandon Rec is collaborating with Rutland Northeast Supervisory Union to provide an all-day option (in the absence of the Boys and Girls Club) for parents in the summer. On Mondays, Tuesdays and Wednesdays starting July 10th there will be a rotating enrichment summer camp that will be held at Branbury Beach, the Compass Center and various other sites in downtown Brandon. Activities will include swimming lessons, music lessons, photography, arts projects, jewelry, hiking, biking, cooking and STEM, as well as a special service-learning project. To sign up, visit the Town's website,

www.townofbrandon.com/recreation-department. The kick-off to the Summer Brandon Rec/Brandon Area Toy Project Carnival will be an amazing event. Registration for the 1k Xfinity Fun Run is open online. Participants will receive a race lanyard, t-shirt and a voucher for an all-you-can-ride bracelet. Registration will close June 2nd. The Brandon Rec and Otter Valley hosted 54 kids for the MLB Pitch, Hit and Run sectionals. Thanks to Fred Pockette, Varsity Coach Mike Howe and his players for turning it into a great event.

Doug Bailey questioned if the Rec Department's summer program collaboration with RNESU will be funded with any taxpayer money and Mr. Atherton stated it would not. Brian Coolidge thanked the Town Manager for his efforts in the tax collection. Seth Hopkins expressed thanks for the Segment 6 event that was held yesterday. Mr. Atherton reported there were more than 200 people attending the event. Norm Milot thanked the people involved in the Segment 6 information event. Mr. Milot stated the Police Department is failing on traffic control, as it is out of control from the Brandon Library to the Green Mountain Garage, particularly the trucks, and asked for assistance in this matter. Dick Kirby asked if the bridge railings are going to be the same near Blue Moon as those on Bridge 114. Dave Atherton stated the railings for Bridge 114 are federally mandated. He stated the design of the railings near Blue Moon will not be the same as Bridge 114, but will be decorative railings and will match the Kennedy and Green Park railings. Mr. Bailey thanked the Town employees, Markowski and Bernie Carr for the wonderful job they did with the overflow culvert project. Mr. Bailey stated Mr. Carr did a great job of informing people about the project and assisting with communications. Mr. Carr will assist in this effort with Segment 6.

4. Comments for Items Not on the Agenda

Tracy Wyman stated VAST would like to coordinate with the Town when doing the Churchill Bridge to pull out the other bridge while the crane is there. Dave Atherton stated the Town can work with VAST and questioned who the contact would be. Tracy Wyman stated Doug Mohan would be the person to contact.

Sue Gage stated the Town has more data relating to the local options tax and can back into sales that are generated to see if businesses are heavily affected by the construction. It was noted the first local option check received for October through December was \$38,000.00.

5. Grant Anticipation Note Series 2017A – Cash Flow Financing for Route 7

Sue Gage stated this is a cash flow note for the Route 7 project. This has been discussed over the last year that it would be needed as the grant is a reimbursement grant and the Town has to pay upfront. Daryl Burlett had advised the State had indicated \$2 million would be the recommended cash flow loan to float through the construction project and is likely a seasonal line of credit. Ms. Gage stated it is a short-term financing and a rolling line of credit that will likely be renewed next June 1st. It is the intent to be at a zero balance at the end of the construction season and four months without a balance. This is a grant anticipation loan because the money is coming from the State and Federal government in the form of a reimbursement. Once approved, it will get set up and ready to go by the beginning of construction. Doug Bailey stated this year interest was not budgeted, but suggested possibly it should be worked into future budgets.

Motion by Doug Bailey/Tracy Wyman to approve the grant anticipation note for Segment 6 for \$2 million @ 1.49% interest rate. **The motion passed unanimously.**

6. Resolution: Bond Anticipation Note for the Overflow Culvert and Route 7 Utilities

Sue Gage stated this was a bond anticipation note obtained a year ago for potential funding that was not needed as the project was floated with funds that were earmarked for Route 7. This bond will expire as of June 30th and the Town needs to float the \$500,000.00 for a little while for the overflow culvert and \$200,000.00 for Route 7 utilities that may not be happening this summer. When this was done, the Town did not know the timing of the Route 7 utilities. This is a not to exceed amount and is a cash flow item until the bond is in hand. Ms. Gage stated the Town starts June square for the Route 7 project and the only loan was a short-term loan for Cobb Hill that was a FEMA project, which the State has paid the Town for and FEMA will repay the State.

Motion by Tracy Wyman/Brian Coolidge to approve the bond anticipation note for the overflow culvert and Route 7 utilities for an amount not to exceed \$700,000.00 @ 1.62% interest rate. **The motion passed unanimously.**

7. Resolution: Grant Anticipation Note Construction Line of Credit for Route 7 Utilities

Sue Gage stated this is a grant anticipation note for the Route 7 utilities project that will potentially be done this summer. This is a reimbursement and if the Town needs a cash flow boost, it will assure the Town has it. Doug Bailey stated with Casella's schedule and anticipation of the utilities, it looks like something happening between August and November and then out to May of next year. Dave Atherton stated the Town will have a better idea after tomorrow's meeting. Ms. Gage stated this is only for the underground utilities and is again a renewal. There are pieces that were approved last year that are not being renewed. This note is current with a zero balance.

Motion by Doug Bailey/Brian Coolidge to approve the grant anticipation note for the Route 7 utilities in the amount of \$413,242.00 @ 1.62% interest rate. **The motion passed unanimously.**

Mr. Atherton noted the Union Street sidewalk work will be done, but will likely be done the spring of 2018. The Town had to apply for another grant so that the expired grant does not have to be paid back.

8. Resolution: Tax/Revenue Anticipation Note

Sue Gage stated this tax/revenue anticipation note is for cash flow for bills that are going out before tax dollars come in. It is not used if it is not needed and has not been used in the past three years. This is related to government operations and tax revenues. This is a renewal of an existing note.

Motion by Doug Bailey/Tracy Wyman to approve the tax revenue/anticipation note from the National Bank of Middlebury for \$500,000.00 @ 1.62% interest rate. **The motion passed unanimously.**

Doug Bailey noted the amount of loans approved this evening equal the total annual budget.

9. Homestead Declaration – Late Filing Penalties for Fiscal Year ending June 30, 2018

Dave Atherton stated this is something that comes to the Select Board every year to choose whether to assess or not assess a penalty for late Homestead Declaration filings. The penalty has been assessed in the past.

Motion by Doug Bailey/Tracy Wyman to continue to assess the Homestead Declaration late filing penalties for the fiscal year ending June 30, 2018. **The motion passed unanimously.**

10. Financial Management Questionnaire

Sue Gage stated this is another annual item that is a set of questions regarding internal controls to insure that the Town has different people doing different tasks. This document comes from the State and has to be completed and presented to the Select Board to assure that the Select Board is aware that there are internal controls in place. The auditors also require this form to be completed every year. Ms. Gage stated the Select Board is required to sign the document verifying they have received this information. Ms. Gage will then record it in the Town Office.

11. Fiscal

a) General Fund Warrant – May 22, 2017 - \$1,073,349.29

Motion by Tracy Wyman/Brian Coolidge to approve the warrants of May 22, 2017 in the amount of \$1,073,349.29. **The motion passed unanimously.**

Doug Bailey questioned the WJEN remote broadcast invoice. Dave Atherton reported this is for the Brandon Carnival and he will question Mr. Moore about the funding. Sue Gage stated there have been several corporate donations that have been received for this event. Seth Hopkins advised that \$968,000.00 of the warrant is the school tax.

Mr. Bailey stated with regard to the budget information provided by Ms. Gage, he noted the rental code compliance was budgeted for \$6,000.00 and have received \$9,400.00. He also noted part of Mr. Burlett's salary is the MPM for the Route 7 project that will be reimbursed at 95%. Mr. Bailey questioned how the year-end balance is looking. Sue Gage stated the Town is in good shape. There were a number of grant match amounts that have been paid because of a healthy fund balance.

The projected \$500,000.00 already has items attached to it and there may be a slight shortfall. The 1% options tax is a separate fund. Ms. Gage noted the Boys and Girls Club funds will need to be re-appropriated and it was suggested it go towards the sidewalk project match.

The Board recessed at 7:47PM to convene as the Board of Liquor Commissioners.

The Board reconvened at 8:02PM.

Motion by Doug Bailey/Tracy Wyman to enter into executive session at 8:02PM pursuant to 1VSA 313(a)(3) regarding the appointment or employment or evaluation of a public officer or employee. **The motion passed unanimously.**

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

The Board came out of Executive Session at 8:33PM.

Motion by Tracy Wyman/Brian Coolidge to direct Seth Hopkins and Devon Fuller to meet with the Town Manager on behalf of the Board. **The motion passed unanimously.**

13. Adjournment

Motion by Brian Coolidge/Doug Bailey to adjourn the Select Board meeting at 8:35PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary