

## **Brandon Select Board Meeting September 11, 2017**

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

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

**Others In Attendance:** Dave Atherton, Lee Kahrs, Mike Frankiewicz, Charlotte Frankiewicz, Jeff Stewart, Richard Baker, Ray Jobst, Arlen Bloodworth, Mike Harrison, Melissa Harrison, Mike Lee, Kathy Hopperstad, Elden Hopperstad, Darleen Griffin, Bernie Carr, Chris Brickell, Judy Bunde

### **1. Call to order**

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

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

### **2. Approval of Minutes**

*a) August 28, 2017 – Select Board Meeting Minutes*

**Motion** by Brian Coolidge/Tracy Wyman to approve the Select Board minutes of August 28, 2017. **The motion passed unanimously.**

### **3. Town Manager's Report**

Dave Atherton provided a work schedule from Casella's for the Segment 6 project and advised they are coming off Rossiter Street and working down Carver Street currently. Some work in the park was started today and they are moving forward with utility lines. The upper Carver Street closure is anticipated to be around September 20<sup>th</sup>. Emails have been sent to Birch Hill residents advising the road will be closed 8:30AM to 2:30PM on September 14<sup>th</sup>. There was no additional information to report on Bridge 114 at this time. The review is still in progress by the Federal Highway Department for the Churchill Road Bridge. The roof work continues on the Champlain Street pump station. The new pumps have arrived and should be installed by next week. The Town is hoping to have this project completed by the end of October. The Town has received another 1% option tax payment in the amount of \$50,927.75. Payment plans are being set up for delinquent tax and sewer accounts. The current delinquent tax amount is \$256,292.16 and the delinquent sewer amount is \$127,908.94. Another \$42,000.00 was received today, which will reduce the delinquent tax number. The option tax is up from previous amounts of \$32,000.00 and \$38,000.00. The total is around \$120,000.00 and the 4<sup>th</sup> quarter should be a good quarter as it will include foliage season. Doug Bailey asked about the dead tree at the inlet of the overflow

culvert. Mr. Atherton advised Markowski is aware of it and are waiting for their equipment to be back in town. Seth Hopkins stated Blaine Cliver has asked about the pier under the town office and whether it will be done at the same time as Bridge 114. Mr. Atherton stated Mr. Cliver has indicated the town office abutments should be done at the same time, however, the Town needs to obtain an estimate of the project, as it could be quite costly. Mr. Atherton advised Carl Childs did an engineering study on the town office building and Mr. Atherton will review the report to determine if this information is available through that report

#### **4. Newton Road Update**

Dave Atherton reported a meeting scheduled with the Vermont Department of Environmental Conservation on the Newton Road Flooding will be held September 18<sup>th</sup> at 6PM at the town hall. It will elaborate on the information Ethan Swift provided and is open to the public. Hazard Mitigation will be there and many questions will be answered at that meeting. This Wednesday, Daryl Burlett and Mr. Atherton will be meeting with NRCS to see if there is anything to qualify there as well. There has been a meeting with FEMA and they have everything they need from the Town. It is hoped that it will be a fast turnaround. The federal declaration has been made and between FEMA and ERAF, the Town will owe around \$45,000.00. Mike Lee asked if there is anything the residents need to bring to the meeting. Mr. Atherton advised the residents would not need to provide any information. It is not known what Hazard Mitigation is planning to do. In the case of a buyout, the Town ultimately ends up owning the property in the Hazard Mitigation process and the Town does the majority of the legwork. The residents would be required to fill out an application. Ray Jobst asked if FEMA will be redirecting their assistance to other areas in the country. Mr. Atherton stated Vermont has already been approved and Monday's meeting will answer many questions. Mr. Atherton stated with regard to buyouts; that is up to the residents as to what they want to do and is not something they are required to do. Hazard Mitigation will be providing some options and it is up to the landowners to determine what they want to do. Judy Bunde questioned the access for the fields on Newton Road to avoid damage to the road. Mike Lee suggested the Town could install a culvert to assure there is good access to the fields or the equipment will likely break the tar. There has not been a culvert in the past and the ditch needs to be there if the river were to flood again.

Bill Moore wished to commend Tina Wiles and Ethan Swift for their assistance in getting the Town eligible for ERAF reimbursement. Bernie Carr also noted a lot of work was done through the State's Resiliency Department and in doing due diligence this process is going a lot faster than many towns in the State.

#### **5. Park Street Update**

Dave Atherton reported Daryl Burlett and he met on September 7<sup>th</sup> with CLD and VTrans regarding Class 1 paving money for portions of Route 73 that will not be in Segment 6. Discussions included what the project would be and about the storm water plan, water line and sewer line for Park Street. The State will provide the shim and overlay and the Town will have to do the base. It will be curb-to-curb paving. Cold paving will be done on Champlain Street and Marble Street. There was discussion of a bike lane and parking ideas for Park Street. The project is anticipated for late spring or summer of 2019, after Segment 6 is completed. The Statement of Qualifications for the storm water, water and sewer are due September 12<sup>th</sup>. Seth Hopkins asked

if the Town is at a point for interested persons to provide their recommendations. Mr. Atherton stated there is only so much that can be changed with the water and sewer. Judy Bunde asked if CLD is the designer. Mr. Atherton reported CLD was hired by VTrans to survey the paving project at this point. Ms. Bunde stated there are some requirements to reduce the amount of pavement because of state laws in terms of run-off. Mr. Atherton advised it is planned to pave from curb-to-curb, but the Town is looking at other options for storm water. The first step is to choose an engineer and at that point, the design will begin. Ms. Bunde asked what instructions will be given. Mr. Atherton stated rain gardens have been discussed and it is planned to connect to the new storm water project. There will be community meetings to discuss the project. Devon Fuller suggested Ms. Bunde provide her ideas to either a member of the Select Board or Town Manager. Mr. Atherton advised this project will be included on the Select Board agendas and he will be providing information at every Select Board meeting. It has not been figured out how the project is going to be funded at this point. Once the plans are drawn up, they will be available for public review at the town office. Doug Bailey stated Park Street is a pristine street, but the Town cannot have everyone on Park Street telling the Town how to build the road. The Town will look at the desires of the people on Park Street, but also have to take into consideration the desires of the other people in town.

## **6. Personnel Policy Update**

Seth Hopkins advised the Board has received both the current personnel policy adopted in 1988 and a model policy from the VLCT with suggestions that incorporate changes in Vermont and Federal law. Doug Bailey suggested rather than trying to rewrite a 30-year-old policy, the Board would be better served working from the VLCT model and changing it in places that the Board would like to either be more or less generous. Devon Fuller stated he would like to include some items from the current town policy, but VLCT will cover the town's bases better. Mr. Fuller suggested including an item from the current policy that the personnel policy be approved by the Select Board annually. Mr. Bailey suggested the board members do a comparison of the two policies and revise the VLCT policy for adoption sometime in November so that it would take effect the next fiscal year. Mr. Fuller suggested providing recommendations to the Board Chair. Mr. Atherton suggested the Board hold a workshop separate from the Board meetings. A recommendation was made to hold the workshop on Tuesday, September 26<sup>th</sup> at 7PM in the town office conference room.

## **7. Comments for Items not on the Agenda**

Devon Fuller reported the purchasers of the Smith Block were honored by the Governor last week in Montpelier and will be receiving more tax credits for the redevelopment of the Smith Block. Mr. Fuller stated this is due in part to the Designated Downtown Committee and the Economic Development Director.

Bill Moore reminded everyone that the Brandon Firefighters will be hosting their annual Corn Hole Tournament on September 16<sup>th</sup>. The registration starts at 10AM and competition starts at 1PM. Mr. Moore noted this is a great fundraiser.

Doug Bailey questioned if something is going to be done in the area near Blue Moon where there is absence of a barrier, noting he understands it is not the Town's property but is concerned with someone falling in. Dave Atherton reported the property owner is hoping to have his bridge completed by the end of the month. Mr. Atherton will contact the property owner to discuss this matter.

Ray Jobst stated there was a 9/11 memorial service at the Brandon Police Station that takes place every year at 9AM. Mr. Jobst stated the public should be reminded going forward of this event. All attendees of the meeting stood for a moment of silence for the victims of 9/11.

## **8. Fiscal**

### ***a) Warrant – September 11, 2017 - \$280,632.63***

**Motion** by Doug Bailey/Tracy Wyman to approve the September 11, 2017 warrant in the amount of \$280,632.63. **The motion passed unanimously.**

Doug Bailey questioned if bids were obtained for the Long Swamp ditching project. Dave Atherton reported this was a grant that was received last fall and originally was going to be done in-house, but was outsourced to complete this year.

**Motion** by Brian Coolidge/Doug Bailey to eliminate the credit card information from the Board packet. **The motion passed unanimously.**

Mr. Coolidge stated it is a waste of paper and does not provide information. Mr. Bailey agreed that it did not provide sufficient information and suggested a code could be provided on the warrants indicating departments. Mr. Atherton noted the budget analysis Sue Gage provides to the Board would have this information.

### ***b) Route 7 Construction Warrant – September 11, 2017 - \$137,611.12***

**Motion** by Devon Fuller/Brian Coolidge to approve the September 11, 2017 Route 7 Construction warrant in the amount of \$137,611.12. **The motion passed with one abstention – Tracy Wyman.**

The Select Board recessed at 7:57PM to convene as the Board of Liquor Commissioners.

The Select Board reconvened at 8:15PM.

**Motion** by Devon Fuller/Brian Coolidge to enter into executive session at 8:17PM pursuant to 1VSA 313(a)(3) regarding the appointment or employment or evaluation of a public officer or employee with the Town Manager and Economic Development Director in attendance. **The motion passed unanimously.**

## **9. Executive Session**

**Motion** by Devon Fuller/Brian Coolidge to come out of Executive Session at 8:32PM. **The motion passed unanimously.** There were no actions required.

**Motion** by Tracy Wyman/Devon Fuller to enter into executive session at 8:34PM pursuant to 1VSA 313(a)(3) regarding the appointment or employment or evaluation of a public officer or employee. **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 Devon Fuller/Doug Bailey to come out of Executive Session at 9:15PM. **The motion passed unanimously.** There were no actions required.

**11. Adjournment**

**Motion** by Tracy Wyman/Devon Fuller to adjourn the Select Board meeting at 9:16PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary