

Brandon Select Board Meeting October 23, 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, Bernie Carr, Anna Scheck, Jan Coolidge, Steve Bisette

1. Call to order

The winner of the Even Better Brandon drawing was Steve Carr.

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

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

2. Approval of Minutes

- a) Select Board Workshop Minutes – September 26, 2017*
- b) October 9, 2017 – Select Board Meeting Minutes*
- c) Select Board Workshop Minutes – October 17, 2017*

Motion by Tracy Wyman/Devon Fuller to approve the minutes outline in items (a) through (c). **The motion passed unanimously.**

3. Town Manager's Report

Dave Atherton reported there have been issues with the Segment 6 plans depicting the existing water/sewer lines in the Carver/Union Street areas, which has led to more exploratory excavation than expected. The Town is discussing this with VTrans and the plan design engineers to remedy the situation. Casella's work schedule was provided in the board packet. The Town held a conference call on October 16th with CLD and VTrans for Bridge 114 to discuss some outstanding issues before contract plan submission. Some of the topics were matching the lighting on the bridge, construction schedule, nighttime work and noise restrictions and traffic management during construction. There was nothing to report on the Churchill Bridge. The pump switchover is 80% complete for the Champlain Street pump station. It is hoped to wrap up this project in the next couple of weeks. Mr. Atherton will be in Waterbury tomorrow to submit the Newton Road buyout applications. In the Rec Department, the football and soccer seasons have ended. Thanks to the sponsors: NFP, American Legion Post 55, Brandon House of Pizza, Cattails Restaurant and Café/Gourmet Provence. Thanks to the coaches for soccer: Lily Bixby,

Lance Laraway, Joe Desabrais, Tanner Romano, Kyle Hutchins, Sarah Engle, Gabe McGuggan, Luca Cifone, Corey Thompson, Renee Thompson, Brian Thomas, Adam Calvin, Gus Letourneau, Erin Gallivan and Madison French. Thanks to the coaches for football: Gary Benoit, Corey Thomson, Greg Babcock, Duke Whitney, Greg Whitney, Andy Quenneville, Randy Ryan, Kevin Blier, Gordy McDonough and Justin McKeighan. Mr. Atherton encouraged the public to check out the Crowd Sourced Cinema 2017 project that the Brandon Rec and other area groups collaborated on. A shot for shot remake of Back to the Future will be shown at the Brandon Town Hall on Saturday, October 28th at 1PM. Spooksville is back on October 27th at Estabrook Park. This annual Brandon Area Toy Project collaboration trunk or treat event will run from 5PM to 7PM. Interested businesses and individuals can sign up for a spot by contacting Colleen Wright at 802-282-6548. The Brandon Rec Pre-season Skills and Scrimmaging for 5th/6th grade basketball players starts on October 24th and will run Tuesdays through November 22nd. Mr. Atherton encouraged people interested in trails around Brandon to contact the Rec Department about serving on the soon-to-be-formed trails committee. This committee will be tasked with identifying existing and potential trails around Brandon. An area trail system exists and the committee will be tasked with making connections, acquiring permissions and understanding best uses for the varied needs/desires of the community. Trail development and promotion will result in real economic advantages for the Town.

Devon Fuller questioned if the addition of Carver Street to the Segment 6 project has caused any delays. Dave Atherton reported adding the portion of Carver Street going to Rossiter Street is the major hub and is where the problem is. It has many overlays and it is thought there are some abandoned pipes. There are no delays expected and will be no additional cost to the Town. It is tentatively scheduled to pave the section November 10th.

Mr. Fuller encouraged anyone interested in becoming involved in the football program to contact Bill Moore or Duke Whitney.

Seth Hopkins questioned where the flagpole will be placed that has been removed from the park. Dave Atherton stated it will be going back up, but he did not know where it will be positioned at this point.

Lee Kahrs asked how many Newton Road applications will be taken to Waterbury. Dave Atherton stated almost everyone has submitted an application.

Jan Coolidge questioned if the Town will be replacing the ceiling before the insulation in the Town Hall. Dave Atherton reported the Town Hall will be sealed up, but there is tentatively no plan to do plaster work. The fans have been put in and the chandeliers have been lowered.

Bernie Carr stated residents of Newton Road have indicated the Town Manager has been very helpful in this process.

4. Zoning Administrator's Report

Anna Scheck reported 6 applications had been received and 4 permits were issued. One is waiting documentation regarding flood hazard regulations and one was received last Thursday.

Another 3 applications have just been received. There is another problem with additional junk cars on Newton Road and Ms. Scheck has started a conversation with the property owner. The Maple Street issue is cleaned up and the house will remain. There was also a problem with people living in a camper and the camper has since been removed from the mobile home park. There were some other issues in the park that are being brought up to code. There was a follow-up done on two junk car issues and one issue was cars that are for sale. The Planning Commission did not have a quorum for their meeting. Elizabeth Murray has recently resigned from the Planning Commission. There was discussion about the changes to the sign ordinance. Of the two solar projects, one is being reduced in size from 20 to 15 megawatts. The Rutland Regional Planning Commission as well as the local Planning Commission are reviewing this project. On the rental side, the Town has received all but \$500.00 in rental compliance fees for the year. There have been a couple of rental violations and a septic issue on the health side that Ms. Scheck is working with the owners on. Doug Bailey thanked Ms. Scheck for her work on the Maple Street issue. Mr. Bailey asked if the Town was seeking a replacement for the Planning Commission. Mr. Atherton reported the Town will work on finding a replacement. Seth Hopkins stated the Planning Commission had been changed to a five-member board and with the current resignation; the Commission is down to 4 members. Mr. Hopkins asked if there has been an update on the revisions from the solar company with regard to the Town's agreement. Dave Atherton stated the Town has not received any information from the solar company and he will follow-up with them.

5. Park Street Update

Dave Atherton stated in the Board packet is a scope and fee from Aldrich and Elliot (A & E) that outlines the engineering services for the Park Street storm water improvements. The Board could take action on this item that is being funded by the grant that was received for the storm water engineering services only. This project will be in connection with the storm water master plan. Mr. Atherton will be arranging a time for Jason Booth of A & E to provide information to the Select Board prior to the start of the project.

Motion by Devon Fuller/Doug Bailey to accept the scope and fee for Aldrich and Elliott as presented for the Park Street storm water design.

Doug Bailey asked if there will be a public meeting to provide information on the project. Mr. Atherton stated this project is for the storm water only, but it would be open to the public for comments. Mr. Fuller noted the public will want to know what the final design is going to be. Mr. Atherton stated Mr. Booth will be able to provide illustrations. Mr. Bailey stated it is important for A & E to hear suggestions from the public and to provide clarification of what can be done. Mr. Fuller suggested it would be helpful for people to provide their ideas to either the Public Works Director or Town Manager prior to the public meeting. Mr. Bailey stated there could potentially be suggestions that cannot be done or fit the storm water grant and he would like Mr. Booth to be able to provide clarification.

The motion passed unanimously.

6. Transfer Station Update

Dave Atherton stated the Town has been considering ideas for changes at the transfer station. The vendor has stopped taking batteries and fluorescent lights. The Town Manager and Public Works Director have met with Earth Waste Management. Mr. Atherton reported the State has visited to certify a drop off location for electronics, which the Town will set up again. Through that, the Town has looked at what the Solid Waste Alliance Communities (SWAC) can offer. Municipalities have to belong to one of these associations. Mr. Atherton met with Pam Clapp of SWAC to discuss how they work. It is thought the Town could save money, provide better service and be better for local waste haulers if using SWAC. There is research to do, if the Select Board decides to move to SWAC. It would also require public hearings and a public vote to change from Rutland County Waste to SWAC. The contract with Earth Waste Management is up and the Town is weighing its options to determine which way to go. There are two renewals that can be done with Earth Waste Management. Devon Fuller stated service is very important and the State is going to become more stringent. Mr. Atherton stated the Town wants to go to zero sort and there has to be food waste compost and all options are being considered. Tracy Wyman asked if there was a rate provided. Mr. Atherton advised that it is based on population. Mr. Wyman stated there are 4 or 5 private haulers in town and asked what would be their alternative. Mr. Atherton thought all of the independents are with SWAC. Mr. Atherton noted it is a process to change and Mr. Burlett and he will do the preparations for March, in the event the Select Board decides to move forward. There have been safety concerns, fluctuating hours, and the elimination of weighing trailers at the transfer station. Jan Coolidge asked if the Town has considered curbside pick-up. Mr. Atherton advised this has been discussed but it would be a large cost to the Town as there are 86 miles of roads. Mr. Wyman noted that right now there is not a large cost to the Town. Mr. Atherton reported SWAC unanimously voted for the Town to join. Mr. Atherton will provide more information in the next couple of weeks to the Select Board.

7. Budget Committee

Seth Hopkins requested dates be set for the Budget Committee and Select Board to meet. Doug Bailey thought the committee work started too early last year. Dave Atherton advised some of the insurance information is not available yet. Mr. Hopkins recommended meeting once per week for four weeks to allow time to meet with all department heads. It was noted all members of last year's Budget Committee will be on this year's committee. Mr. Hopkins noted there is a Board of Civil Authority meeting scheduled for November 28th. Sue Gage advised that this meeting may not happen. She also noted the budget is usually approved the first meeting of January, which would be January 8th. It was the consensus of the Board to schedule the budget meetings on Tuesday; November 21st, November 28th, December 5th and December 12th in the town office 2nd floor conference room beginning at 6PM, to include the department heads at specified meetings. Mr. Atherton will notify the Budget Committee members.

8. Comments for Items not on the Agenda

Sue Gage requested the Select Board consider allowing the Town of Brandon to apply for a grant on behalf of the Brandon Cares group that would provide \$10k to \$15 of funds for continued education. The group would like to work with the schools to provide more educational

opportunities and they need a funding mechanism to apply for a grant. There are no associated administrative costs with the grant that has a deadline of November 1st. Ms. Gage advised the group's efforts are usually funded through organizations, however, the Department of Health has made them aware of this grant opportunity. Ms. Gage noted if the Select Board does not approve the request, she will ask the schools. Seth Hopkins expressed concern that this would open up requests from other organizations. Ms. Gage did not think it would preclude other organizations from asking, but the Select Board has the option of saying yes or no. Ms. Gage stated in the past, with the Friends of the Town Hall, the Board would give them an annual amount and the Town would contribute to the maintenance cost. Mr. Atherton stated this is a different scenario because the Town owns the Town Hall building. Bernie Carr stated there was a similar process with the Brandon Chamber when the Brandon Village Partnership turned funds over to the Chamber. There had to be a payback plan that was funneled through the Town. Mr. Carr asked if the Brandon Cares group could become a committee under the Health Department of the Town. He stated this is a good organization and would show the Town's commitment to the opioid issue. Devon Fuller stated this group is small enough for people to be involved, but not time to staff. Ms. Gage stated the Vermont Department of Health will provide funds to 15 communities and efforts will be coordinated through regional prevention partnerships. All applicants have to be not-for-profit. Ms. Gage stated the group needs funds for educational speakers and this funding would go a long way.

Motion by Devon Fuller/Doug Bailey to apply for the Cures Community grant from the Vermont Department of Health.

Seth Hopkins questioned if the process would be that the Town apply, receive and disperse the grant by requests from Brandon Cares, as there would have to be some basic accountability set up. Sue Gage stated this would be a restricted fund and there would be accountability and no risk for the Town. Doug Bailey stated Brandon Cares would need to elect officers as the Town would need to know who can act on behalf of the organization and the requests for funds would have to come from an officer. The Town would be responsible for the money and there would need to be a formal method for requesting the funds. Devon Fuller suggested Brandon Cares develop a more formal committee so that the Town can cut checks to the committee. Ms. Gage stated the Brandon Cares group could develop something more formal. Dave Atherton advised when the Town pays contractors, there is a process that has to be done and suggested the process be similar to the Friends of the Town Hall where the Town would provide the funds to Brandon Cares and they would pay the vendors. The Town is essentially holding the Brandon Cares savings account. Ms. Gage noted she will seek assistance through another avenue. Mr. Hopkins suggested the group possibly approach one of the local churches.

The motion and second was withdrawn.

Lee Kahrs questioned who is on the Budget Committee and it was noted that the committee members are Jan Coolidge, Doug Sawyer, Carol Bertrand, and Tony Paduto.

9. Fiscal

a) Warrant – October 23, 2017 - \$29,504.17

Motion by Tracy Wyman/Brian Coolidge to approve the October 23, 2017 warrant in the amount of \$29,504.17. **The motion passed unanimously.**

Doug Bailey requested clarification of the Champlain Valley Plumbing invoice and Mr. Atherton advised this is the vendor that the Town purchases its fuel from.

b) Route 7 Segment 6 Construction Warrant – October 23, 2017 - \$130,858.64

Motion by Doug Bailey/Brian Coolidge to approve the October 23, 2017 Route 7 Construction warrant in the amount of \$130,858.64. **The motion passed with one abstention – Tracy Wyman.**

The Select Board recessed at 8:00PM.

The Select Board reconvened at 8:04PM.

Motion by Tracy Wyman/Brian Coolidge to enter into executive session at 8:05PM pursuant to 1VSA 313(a)(3) regarding the appointment or employment or evaluation of a public officer or employee to include the Town Manager and the Town Attorney. **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/Tracy Wyman to come out of Executive Session at 8:35PM. **The motion passed unanimously.**

There were no actions required.

Motion by Devon Fuller/Brian Coolidge to find that premature general public knowledge of the Union Contract proposals will clearly place the Town of Brandon at a substantial disadvantage by disclosing its negotiation proposals. **The motion passed unanimously.**

Motion by Doug Bailey/Brian Coolidge to enter into executive session at 8:36PM pursuant to 1VSA 313(a)(1) to discuss the proposed union contact negotiation proposal with the Town Manager in attendance. **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 Doug Bailey/Tracy Wyman to come out of Executive Session at 9:13PM. **The motion passed unanimously.**

There were no actions required.

10. Adjournment

Motion by Devon Fuller/Brian Coolidge to adjourn the Select Board meeting at 9:14PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary