

Brandon Select Board Meeting March 26, 2018

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, Tracy Wyman, Brian Coolidge

Others In Attendance: Dave Atherton, Bernie Carr, Richard Baker, Mike Frankiewicz, Lee Kahrs, Jeff Stewart, Arlen Bloodworth, Bill Moore, Steve Bissette

1. Call to order

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

The 8th winner of the Even Better Brandon drawing was Sue Markowski.

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

2. Approval of Minutes

a) Approval of Minutes – March 12, 2018 - Select Board Meeting

Motion by Tracy Wyman/Brian Coolidge to approve the March 12, 2018 Select Board minutes. **The motion passed unanimously.**

3. Town Manager's Report

Dave Atherton reported the contractor has conducted initial mobilization of equipment for Segment 6 for the next phase. Construction has been initiated in preparation of the installation of Storm Water Treatment Structure #3, which is located just south of the US Post Office parking area. Within the upcoming two weeks, it is anticipated to restart improvements to Segment B, the Central Park area, which is to include sewer, water, underground electrical, and storm water drainage. The survey control will be placed with Segments E and F, approximately from Crescent Park North to the project-end. There is a pre-construction meeting scheduled for next Tuesday, April 3rd at 6:30PM at the Town Hall. A pre-construction meeting will be held on March 27th for Bridge 114 with VTrans and Alpine Construction. The Town is tentatively planning to post the advertisement to bid on the Churchill Road Bridge by the end of the month. There will be a conference call with Federal Highway to go over some loose ends. Mr. Atherton received confirmation from Hazard Mitigation that the three properties; Harrison, Lee and Swan submitted for buyouts were approved and he has notified the property owners. The next submission to Hazard Mitigation will be on April 30th. Mr. Atherton attended the Rutland Regional Planning Commission's meeting on March 20th for the Conti Solar presentation. Mr.

Atherton has updated the Local Emergency Operations Plan that will be discussed later in the meeting. The current amount of delinquent taxes sent to the attorney for tax sale is \$60,405.70 and \$41,330.27 for the delinquent sewer bills. The VLCT will be hosting a series of listening sessions, with one scheduled to be held in Orwell this Thursday at 6:00PM at the Fire House. Mr. Atherton thought it would be worthwhile if one of the board members could attend the session, as they want to hear what is going on in the towns.

Devon Fuller stated now that Segment 6 is starting up again, anyone is interested in purchasing bricks for Central Park can do so through polarengraving.com/brandonalliance.

Steve Bisette questioned whether there has been any action with regard to Barlow Avenue and Mr. Atherton advised that the Town is unable to get into the river yet and will be doing limited repairs in that area until permission is granted.

4. Zoning Administrator's Report

Seth Hopkins advised Mrs. Scheck has submitted a written report and is available for questions in between meetings.

5. Comments for Items Not on the Agenda

Devon Fuller noted at the last Select Board meeting there was discussion of requesting party status for the Conti Solar Project and asked if the Select Board is in a position to do that. Dave Atherton advised the Town could file on April 12th after the 45-day waiting period, as the application number is required, but the Select Board could prepare for the submission.

Motion by Devon Fuller/Doug Bailey to authorize the Town Manager acquire party status for the Town of Brandon and Brandon Planning Commission for the Conti Solar Project at the intersection of Park Street and Country Club Road. **The motion passed unanimously.**

Doug Bailey suggested the Public Works Department review the river near the area around Blue Moon as it looks like some stone has come down this winter. He is aware that the Town cannot get into the river yet. Bernie Carr noted that the area has been like that since Irene, as a massive piece of granite broke away from the area. He stated perhaps more has come down, but what was there for generations is now gone.

Bill Moore reported the Rec Department completed a successful series of Quiz Nights, which was a collaboration with Molly Kennedy and the Brandon Library. There are plans to hold this event again next fall. An upcoming trip from June 15th through the 17th to Gettysburg is being offered in cooperation with Middlebury and Pittsford Rec Departments. Kevin Thornton will host the trip. Information about this trip is available on the Town's website under the Rec Department section. Devon Fuller stated a trip like this is exactly what people have asked for, as it is not just for the youth but for everyone. Mr. Fuller noted Bill Moore is doing a very good job as Brandon's Rec Director.

6. Consider Tax Stabilization for Briggs

Bill Moore advised Catherine Briggs of Briggs Lane, Brandon LLC has submitted a request for tax stabilization for the Briggs Lane properties. The Town has the ability to offer tax stabilization if someone improves their commercial property and provides invoices of the improvements. Catherine Briggs is the owner of the Chamberlain building and over the course of two to three years has done property improvements totaling \$216,764.00 to bring the properties to use again. Using the policy as a guide, it would be 6 years of stabilization totaling \$62,200.00. These were dilapidated properties and the Chamberlain property will open as commercial and livable space. The tax stabilization would be on the municipal portion only. Dave Atherton stated after tropical storm Irene, the Chamberlain building was seriously damaged and the owners have done a wonderful job in bringing the property back.

Motion by Devon Fuller/Tracy Wyman to approve the tax stabilization for Briggs Lane, Brandon LLC for 6 years. **The motion passed unanimously.**

Mr. Moore advised he would be bringing another request to the Select Board at the April meeting.

7. Consider Request from BAG to Install 4 Quilt Boards on Their Building at 7 Center Street

Jeff Stewart advised the Brandon Artist Guild (BAG) has launched a Quilt Trail of Brandon Vermont project that are contemporary quilt patterns painted on 4' x 4' boards. The entire community is engaged in this project and the BAG thinks it will be good for the Town. The quilt boards will be placed around the Town and the project is intended to run up to two years through the course of Segment 6. Mr. Stewart reported the state language considers the boards as murals, which requires approval by the local select board. The intention of the BAG is to affix four of the quilt boards along the north wall of their building for viewing from the north and from Café Provence. The timeline for the project is for installation by mid-April.

Motion by Doug Bailey/Tracy Wyman to approve the Brandon Artist Guilds' request to install 4 quilt boards on the outside of their building at 7 Center Street.

Doug Bailey asked if the adjoining landowner has been contacted and it was noted that Café Provence does not have an issue with the quilts. The BAG will be asking business owners if other quilts can be placed in their windows. Mr. Bailey noted there had been concern with safety issues in that area and asked if this could possibly be a safety concern. Mr. Atherton advised there would be a crosswalk placed in the area of discussion as part of Segment 6.

Devon Fuller appreciated the BAG coming to the Select Board to make them aware of this change; however, he did not think the quilt boards are either a sign or mural and did not think the Select Board has authority over them.

Bernie Carr noted previous BAG projects have been a tremendous draw for the Town. Dave Atherton advised the Sign Ordinance has an exemption for signs for artistic purpose so the quilt boards had already been exempt from permits.

The motion passed unanimously.

8. Approve Sale of real Estate

a) Tax Map 06-01-52

Motion by Devon Fuller/Tracy Wyman to approve the sale of the town property with a location on the tax map 06-01-52 to Julie and Barry Delphia for \$1,000.00. **The motion passed unanimously.**

Dave Atherton reported this is another one of the swamp lots that is landlocked that the Delphias would like to purchase for hunting purposes. They are working with other landowners to get the properties they have purchased to be contiguous. Mr. Atherton had a prepared Purchase and Sales agreement and the 1061 notice for submission in The Reporter available for the Select Board's signature. He noted this is the best the Town can get for this property.

b) Tax Maps 10-01-33 and 10-01-34

Motion by Tracy Wyman/Brian Coolidge to approve the sale of the town property with locations on the tax maps 10-01-33 and 10-01-34 to Benny and Julie Lonergan for \$2,000.00. **The motion passed unanimously.**

Dave Atherton reported this is landlocked town property on the corner of Union Street and Florence Road. The lot is wet and part of it is ledge and the Lonergan's surround the parcel on three sides. This is the best the Town can get for this property.

9. Approve Audit

Dave Atherton stated that in the past, the auditors have attended a Select Board meeting to provide an overview of the audit. Mr. Atherton advised that the Town Clerk has reached out to the auditors to discuss the possibility of providing a presentation at a subsequent meeting. Mr. Atherton recommended postponing the approval of the audit until a presentation is provided. The Select Board agreed. Mr. Hopkins noted concern with the representation letter of the audit, as he did not believe the Select Board is qualified to sign the letter and thought it should be the responsibility of the Town Treasurer. Mr. Atherton noted the letter would need to be adjusted as it also has school district language included in it. Mr. Hopkins suggested the Town Treasurer, Town Manager and the Auditors work on adjusting the letter and scheduling a presentation.

Motion by Doug Bailey/Devon Fuller to table the approval of the audit to a subsequent meeting. **The motion passed unanimously.**

10. Adopt Local Emergency Operations Plan

a) Town of Brandon Emergency Management Ordinance

Seth Hopkins stated the Emergency Management Ordinance was adopted in 1993 and a suggested revision was provided to the Select Board for discussion. Dave Atherton does an annual Emergency Operations Plan update and the Regional Planning Commission provides suggested documents to be include in the plan. Mr. Atherton noted the ordinance is old and suggested keeping it update as the Town receives new documents for inclusion in the ordinance. Mr. Hopkins had concerns with the proposal where it designates the Town Selectmen as the officers for emergency management because the Town Manager has been the Emergency Town Director in the past. He did not think having an entire board is the best way to handle an emergency. On the 3rd page, there is the reference to a Town Emergency Management Coordinator and in the current plan the Town has only a director and it seems the Town Manager has been able to handle the tasks. Mr. Hopkins suggested going with the new ordinance with naming the Town Manager as the local Emergency Management Director. Doug Bailey stated the Board has not acted previously and the practice had been the Town Manager and the Police Chief were in charge. Mr. Atherton did not think a coordinator is necessary if there is a director. Mr. Atherton advised that this document does not have to go into the Emergency Management Plan to adopt it. Doug Bailey suggested Mr. Hopkins and Mr. Atherton make the changes in accordance with how business is currently done and bring the ordinance back to the Select board for approval at a subsequent meeting.

Motion by Devon Fuller/Tracy Wyman to table approval of the Town of Brandon Emergency Management Ordinance and request Mr. Hopkins and Mr. Atherton revise the document and bring it back to the Select Board for action. **The motion passed unanimously.**

b) Local Emergency Management Plan

Dave Atherton reported the Local Emergency Management Plan is all of the contacts and criteria that should be followed that has been updated. It includes the Hazard Mitigation Plan.

Motion Devon Fuller/Tracy Wyman to adopt the updated Local Emergency Management Plan. **The motion passed unanimously.**

11. Fiscal

a) General Fund Warrant – March 26, 2018 - \$41,231.59

Motion by Doug Bailey/Tracy Wyman to approve the warrants of March 26, 2018 in the amount of \$41,231.59. **The motion passed unanimously.**

b) Route 7 Construction Warrant – March 26, 2018 - \$31,876.15

Motion by Tracy Wyman/Brian Coolidge to approve the Route 7 Construction warrant in the amount of \$31,876.15. **The motion passed unanimously.**

12. Project Tracker Report

A copy of the Project Tracker report was provided to the Select Board. Seth Hopkins questioned how often the Select Board would like the report provided. Devon Fuller suggested the Select Board receive the report on a quarterly basis and all were in agreement.

Motion by Devon Fuller/Tracy Wyman to request the Town Manager provide the Select Board a quarter Project Tracker report. **The motion passed unanimously.**

13. Adjournment

Motion by Brian Coolidge/Tracy Wyman to adjourn the Select Board meeting at 7:44PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary