

Brandon Select Board Meeting August 13, 2018

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, Devon Fuller

Others In Attendance: Dave Atherton, Steve Bissette, Bernie Carr, Arlen Bloodworth, Dick Kirby, Mickeen Hogan, Chris Brickell, Lee Kahrs, Ray Jobst

1. Call to order

The meeting was called to order by Seth Hopkins at 7:09PM.

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

Addition of Item 8. Fiscal – (f) Change to a Previously Signed Purchase Order

2. Approval of Minutes

a) Approval of Minutes – July 23, 2018 - Select Board Regular Meeting and Hearing

Motion by Brian Coolidge/Tracy Wyman to approve the July 23, 2018 Select Board Meeting minutes. **The motion passed with one abstention – Devon Fuller.**

3. Town Manager's Report

Dave Atherton provided the following update of the Segment 6 Project:

Last Three Weeks:

Installation of sewer main within Grove Street from Crescent Park north.

Installation of sewer services within Grove Street.

Installation of water main within Grove Street from Jiffy Mart south to Crescent Park.

Installation of utilities within Park Street.

Installation of water main adjacent to the Brandon Inn towards Route 7.

Sidewalk grading adjacent to the Hannaford's entrance.

Curb installation within Segment 'B', Central Park area.

Installation of foundation tubing for traffic signals.

Installation of hydrant No. 13 adjacent to Grove Street.

Installation of piping to accommodate fire protection to the Brandon Library.

Installation of lighting and traffic control lighting conduit.

Installation of storm water drainage piping within Park Street.

Roadway box cut and subbase preparation within Park Street. It is hoped to be paved soon than later.

Upcoming Two Weeks:

Continued installation of sewer main Grove Street from Crescent Park north.

Continued installation of water main within Grove Street from Jiffy Mart south to Crescent Park.

Sidewalk grading at various locations.

Sidewalk installation within Segment 'B'.

Roadway box cut, (subbase preparation) within Park Street and adjacent to businesses.

Continued installation of foundations for traffic signals.

Continued installation of storm water drainage piping within Park Street.

Continued installation of utilities between Central Park and adjacent businesses, (Brandon Inn and others).

Initiation of utility installations within West Seminary Street.

Installation of traffic signals and street lighting within Segment 'B'.

Continued installation of curbing.

Initiation of sidewalk installation within Segment 'B'.

Initiation of utility installation within Segment 'A', (south of Town).

Initiation of improvements to the Rite Aid parking area.

Continued mainline roadway preparation/ existing material removal.

Vehicular and pedestrian traffic control at each of the construction activity locations. They are trying to maintain two lanes as much as possible.

Regarding Bridge 114, Alpine Construction is forming the abutment wall No. 2 in front of 4 Conant Square. They will pour the small wall midweek and back-fill it 3 days later. They will then be removing some of the sidewalk in front of front of 4 Conant in preparation of the sidewalk retaining wall to be built on the north end of the bridge. In the park, they have re-mobilized the crane and power supply and will be vibrating in the approved sheeting. That will allow Alpine to begin the excavation for the abutment No. 1 footing without danger of collapse. Once ledge is reached on the park side, that footing will be formed and poured. Stone samples were placed against the arch by Alpine and viewed/accepted by VTrans. Alpine is working to have the stone milled to shape by a contractor off site. There will be a 60/40 mix of grey and beige with a couple of white stones to represent any marble.

Abutments are being poured for the Churchill Road Bridge. This project is moving along as planned.

The Town has received approval from Hazard Mitigation for the two properties on Newton Road submitted in April. Mr. Atherton will be notifying the landowners this week.

Ray Jobst questioned the radius turn in front of Rite Aid, as there is a drain and curb that could not be plowed around. He did not think there is a way to clear the drain and the plow will either pack up the drain or hit the curb. Mr. Atherton will review this area with the contractors.

Seth Hopkins requested a change in the agenda to move Item 7. Consider Revolving Loan Request for the next agenda discussion. All agreed.

7. Consider Revolving Loan Request

Bill Moore, Economic Development Director, read the following letter regarding a loan request from Ann Chartrand:

“On July 31, 2018, the Brandon Revolving Loan Fund Committee met to consider a loan request from Ann Chartrand on behalf of her newly formed company, Brandon Florist Shoppe, LLC for an amount totaling \$25,000.00. Ann presented her application to the committee on two occasions and has worked closely with Brian Declue of the Small Business Development Corporation to fully develop a comprehensive business plan. The committee felt that her own substantial investment and commitment to this conversion of a successful legacy business (formerly Carr's Florist) warranted approval by unanimous decision by the 5 members present.

The terms of the loan: 2.75 % amortized at a 15-year rate with a balloon at 7 years. Collateral would be first security interest in all business assets Brandon Florist Shoppe LLC, and second security interest in the business property owned by Ann Chartrand and located at 38 Grove Street, Brandon VT 05733.

Ann is committed to Brandon and the reopening and expansion of a business that has long served the greater Brandon area. The redevelopment and renovation of a prominent building that serves as the Route 7 southbound gateway to our rebuilt and revitalized downtown will further cement this renaissance our town is currently experiencing.”

Ann Chartrand corrected the property number to be 256 Grove Street, which is the property that Ms. Chartrand owns and would put up for collateral. The location is the former Brandon Auto. It was noted there is a mortgage on the building and this would be a second loan interest in the building.

Tracy Wyman asked if there would be any other businesses in the building. Ms. Chartrand advised that the florist shop would be 1/3 of the building, with the plan to renovate the remainder of the building to be rented to other businesses. Over this winter, the other part of the building will be rented for storage.

Motion by Tracy Wyman/Brian Coolidge to approve loan request of Ann Chartrand on behalf of Brandon Florist LLC for \$25,000.00 through the Revolving Loan Fund that had received the approval of the Loan Committee. **The motion passed unanimously.**

4. Comments for Items Not on the Agenda

Doug Bailey requested information for loan requests for the Revolving Loan Fund be included in the Select Board information packet for review prior to the meetings. Dave Atherton advised Mr. Moore had been on vacation and this request had been put together after his return. The approval process usually includes providing the information to the Select Board prior to the meetings.

Seth Hopkins noted the VLCT business meeting will be held on October 3rd and the Select Board is required to designate a delegate for attendance at the meeting.

Motion by Seth Hopkins/Tracy Wyman to appoint Dave Atherton as Brandon's delegate to the VLCT business meeting on October 3rd. **The motion passed unanimously.**

Devon Fuller reported the Downtown Brandon Alliance and the Chamber have started a promotion, "Meet You in Brandon". The events take place on Friday and offer a free gift to the first 50 people that visit the designated business on that day. This has included creemees from the Brandon House of Pizza, cookies from Gourmet Vermont and this week will be hand-cut fries at May's Place. Future sponsors will be Center Street Bar, Carr's Gifts and the Book & Leaf.

Bill Moore provided the following Rec Report: Brandon hosted a successful car show on July 25th. The event will be moved back a week next year due it conflicting with two other car shows in the area. The timeline for moving the play structure donated by McDonalds changed from October to August. This caused a problem with obtaining contractors' assistance due to their work schedules. Colleen Wright contacted J.M. Woodworking, who along with the assistance of several volunteers, removed the structure and placed it in storage for constructing in the spring. Mr. Moore noted John McClure deserves a round of applause for his efforts. Mr. Moore reported there are some tickets remaining for the Red Sox trip. He also noted sign-up for fall sports is beginning.

Sue Gage noted she was present because it was Lee Kahr's last Select Board meeting. Mr. Hopkins thanked Ms. Kahrs for all the work she has done while in Brandon.

Steve Bisette noted concern that the sidewalk along Route 7 to Steinberg Road is overgrown and people have to walk in the road. Dave Atherton stated a request was put in to Public Works today to trim that area. Mr. Bisette was also concerned with the culvert near the jersey barriers on Barlow Avenue that has brush grown up around it. Mr. Bisette thought that someone may drive into it. Dave Atherton reported this area has been viewed previously and the Public Works Director did not understand how people would drive into it. Mr. Atherton and Mr. Burlett will check out this area again. Mr. Atherton stated there are three public works people covering 80 miles of road and they are doing things as quickly as possible.

5. 2018 Tax Sales

Dave Atherton reported the Town's attorney has agreed to maintain the current tax sale structure for this year, but advised it will need to be changed for next year. Mr. Atherton advised there has been some concern about how the 15% fee is applied to the tax sale properties and noted it needs to be a fair fee across the board. Seth Hopkins stated there are two options; an hourly basis or a flat fee basis. The current fee structure is a flat fee and the proposed fee structure for the 2019 tax sales would be based on an hourly rate. Mr. Atherton stated the recommendation is the way the tax sale attorneys are doing business and he would like the Town to have less exposure to pending litigation. Mr. Atherton noted tax sales cost the Town money, but the penalty and

interest charged should cover the attorney's fees. Mr. Hopkins stated there was discussion of polling other towns. Mr. Atherton reported many towns do not do tax sales annually. Mr. Atherton recommended going with the straight hourly basis and the Town can collect the fees. Mr. Hopkins noted the Town did research for what other attorneys and towns are doing and questioned how the Select Board would like to proceed. Mr. Atherton noted the Town has a very good working relationship with its attorney and they have done a phenomenal job representing the Town. Doug Bailey asked if there are funds in the budget for the legal fees and Mr. Atherton stated the costs could be recouped at tax sale.

Motion by Brian Coolidge/Tracy Wyman to go with a straight hourly basis payment for Carroll, Boe and Pell for tax sale work beginning with the 2018 tax sale. **The motion passed unanimously.**

6. Route 73 Project Update

Dave Atherton reported VTrans will be starting culvert work on Route 73 this fall and will do the reclaim work next spring. Mr. Atherton did reach out to Natalie Boyle, Outreach Coordinator for VTrans, to advise there is truck traffic on that route and recommended they reach out to the local businesses. By the end of next year, all Class 1 roads will be new.

8. Fiscal

A) General Fund Warrant FY2018/2019 – August 13, 2018 - \$94,266.65

Motion by Devon Fuller/Brian Coolidge to approve the FY2018/2019 General Fund warrant of August 13, 2018 in the amount of \$94,266.65. **The motion passed unanimously.**

Mr., Fuller questioned the warrants for Miner Construction. Mr. Atherton reported the warrants were for work on the sewer pit and culvert work. Mr. Fuller questioned the fan purchase from Paris Farms. Mr. Moore advised this was purchased for one of the Rec events and will also be used during football season.

b) General Fund Warrant FY2017/2018 – August 13, 2018 - \$4,095.00

Motion by Tracy Wyman/Doug Bailey to approve the FY2017/2018 General Fund warrant of August 13, 2018 in the amount of \$4,095.00. **The motion passed unanimously.**

c) Route 7 Construction Warrant – August 13, 2018 - \$1,007,200.61

Motion by Doug Bailey/Devon Fuller to approve the Route 7 Construction warrant of August 13, 2018 in the amount of \$1,007,200.61. **The motion passed with one abstention – Tracy Wyman.**

d) Bridge 114 Warrant – August 13, 2018 - \$74,188.73

Motion by Devon Fuller/Doug Bailey to approve the Bridge 114 warrant of August 13, 2018 in the amount of \$74,188.73. **The motion passed unanimously.**

e) Churchill Road Bridge Warrant – August 13, 2018 - \$49,331.71

Motion by Tracy Wyman/Doug Bailey to approve the Churchill Road Bridge warrant of August 13, 2018 in the amount of \$49,331.71. **The motion passed unanimously.**

f) Change to a Previously Signed Purchase Order

Dave Atherton reported the police cruiser that was approved for this fiscal year was \$248.00 more than what had been approved by the Select Board due to tax, title and registration. The previously approved amount was \$31,782.00 and the final cost was \$32,030.00. Chief Brickell advised the equipment from the old cruiser would be transferred to the new cruiser and the new vehicle included lights, speakers and safety features that were previously an additional cost when purchasing a new cruiser.

Motion by Doug Bailey/Tracy Wyman to adjust the previously approved purchase order for the police cruiser by \$248.00 to cover the additional costs. **The motion passed unanimously.**

9. Executive Session: 1V.S.A 313(a)(3)

Dave Atherton advised it would be acceptable to do the executive session at the next meeting.

10. Adjournment

Motion by Brian Coolidge/Devon Fuller to adjourn the Select Board meeting at 7:52PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary