

Brandon Select Board Meeting
June 9, 2014
7:00 p.m.

The Brandon Select Board will meet Monday, June 9, 2014 at 7:00 p.m. at the Brandon Town Hall located at 1 Conant Square expecting to consider the items noted on this agenda. Agendas shall be posted on the community bulletin board located next to the Town Office on Center Street, on the community bulletin board located between Dave's Grocery and the Forest Dale Post Office and the bulletin board at Lake Sunapee Bank. The Select Board reserves the right to add additional items, if necessary, at the beginning of the meeting.

- 1) Call to Order
 - a) Agenda Adoption
- 2) Consent Agenda
 - a) Select Board Meeting Minutes – May 19, 2014
 - b) Select Board Meeting Minutes – May 27, 2014
- 3) Public Comments for Items not on the Agenda
- 4) Town Managers Report
- 5) Brandon Independence Day Celebration
- 6) Revolving Loan Fund Application – Swan & Stone Millinery
- 7) Recreation – Background Check Policy
- 8) FY 14-15 Budget
- 9) Town Meeting June 23rd and 24th
- 10) June 23 Select Board Meeting
- 11) Town Office Project
- 12) Waterline / Segment 6 / Bridge 114 Project
- 13) Other Business
- 14) Fiscal
 - a) General Fund Warrant – June 9, 2014 - \$214,796.48
 - b) Wastewater Fund Warrant – June 9, 2014 - \$5,621.59
- 15) Executive Session - 1 V.S.A. § 313(a)(1) - Personnel
- 16) Executive Session - 1 V.S.A. § 313(a)(1) - Personnel
- 17) Adjournment

**Brandon Select Board Meeting
May 19, 2014**

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

In Attendance: Devon Fuller, Blaine Cliver, Ethan Swift, Dave Atherton, Maria Ammatuna

Also in Attendance: Anna Scheck, , Richard Baker, Cindy Bell, Robin Bennett, Jeff Stewart, Jack Fillioe, Dick Kirby, Lee Kahrs, Michael J. Balch, Janet Coolidge, Phyllis Reed, Sue Gage, Joe Ammatuna, Judy Bunde, Stephen Cijka, Doug Bailey, Dawn Bailey, Brian Sanderson, Kathy Rausenberger & Wayne Rausenberger and Jack Fillioe.

1. Call to order

The meeting was called to order by Maria Ammatuna at 7:03PM.

Agenda Adoption – Blaine Cliver/David Atherton made a motion to approve the agenda.

Motion by Maria Ammatuna to move item #5, Executive Session –Personnel to #6, and Executive Session #6, Contracts to item #5. **The motion passed unanimously – 4 to zero.**

2. Town Plan Adoption

Ethan Swift made a motion to adopt the Town Plan as presented. Blaine Cliver seconded the motion. **The motion passed unanimously – 4 to zero**

3. FY 14/15 Budget

Maria stated that Citizens comments/concerns are not shown on the agenda as this is not the regularly scheduled meeting. The public should feel free to ask any questions they may have. She stated that they may need to answer any questions at the next regular meeting to be held next week on Tuesday rather than Monday because of the holiday.

Maria asked that the Board review and discuss the information that the Board had requested regarding the budget. Included in the packets for review of the Board were copies of the trial balance as of May 19th, a copy of the current year budget and a fund balance sheet.

Anna Scheck stated that the fund balance sheet was not updated after June 30, 2014 due to a timing issue. She stated that this sheet is normally given to the Board at the last meeting of the fiscal year but was updated twice a year.

Maria stated that she would like to see the current balances at the next Selectboard meeting as the public has asked questions on the details of these funds. She stated that the Board did not get information on the smaller items last year in time to review and note whether these items could be returned to the fund balance at year end. She asked that the Board receive these balances on a quarterly basis in the future.

Maria stated that the Board was trying to determine whether the \$20,000 Devon Fuller had represented as opportunity funds in the budget was needed. She said that these funds could be used as match money for grants if needed.

Maria also stated that funds for capital improvement were removed for the second vote and added back in for the upcoming vote. She said that she is trying to determine where we were going to land at year end and therefore is asking for a list of outstanding purchase orders, etc. She said that the Board is trying to determine if we will be spending into the deficit and if so they will need to address the issue. She stated that if we will end up with a surplus the Board would like to know that also.

Devon Fuller asked to see an estimated cost for road grading this year.

4. Segment 6

Robin stated we are working a draft letter to go to Bill Burke regarding the Act 250 determination and also working with O & K to finalize the contract for appraisal services. She stated that we should have both of these by the end of the week. Robin said that these would be included in the Board packets for next Tuesday.

Maria asked if the Board could changes some of the items on the fly if they wanted something different included in the Act 250 letter.

Robin stated that she could, depending on how the Board authorized the signature on the letter.

Ethan stated that one question Bill Burke had was jurisdiction on the parking spaces at Central Park and sidewalks in front of the Post Office.

Robin stated that these were the major changes. She said that they did plan on discussing the street light and the parking spaces at the Stephen Douglas House. Robin said that they would not be pursuing the Act 250 items at this time.

Ethan Swift stated that we should not pursue major changes to the Act 250 permit if we wanted to keep the current timetable.

He stated that some items such as street lights and sidewalks in front of the post office could be pursued as separate amendments and would not re-open the Act 250 permit.

Blaine Cliver stated that the main focus should be on the street light issue as it was no longer necessary.

Robin stated that she would ask to get this in writing from Bill Burke.

Wayne Rausenberger requested that the Selectboard meet with the residents regarding Bridge #114. He said that there was discussion of this project three years ago and nothing has happened yet. He said that he was told that VTrans wanted the Bridge and Segment 6 done at the same time. He stated that Segment 6 has now more important than the Bridge. He said that if Segment 6 is completed first then it would need to be dug up again for the Bridge and that doesn't make sense.

Robin stated that we are expecting the scope of work on Thursday from CLD and this is because we are contracting with them to review alternatives. She is hoping to have those in the Board packets for next week. She said this proposal would be submitted to VHB for review and expected CLD to provide at least 5 alternatives to review. She said there would be at least one meeting with the public to discuss the alternatives.

5. Executive Session – 1 V.S.A. 313(a) (1) – Contract

Devon Fuller/David Atherton made a motion to go into executive session at 7:15 PM to discuss a contract issue and invited Sue Gage, Michael Balch and the Town Manager to remain for the session. Devon Fuller/David Atherton made a motion to come out of executive session at 7:45PM. The motion passed unanimously – 5-0 **No action was taken.**

6. Executive Session – 1 V.S.A. 313(a) (1) – Personnel

Devon Fuller/Ethan Swift made a motion to go into executive session at 7:47PM to discuss a personnel issue with Dina Atwood. The motion passed unanimously-5-0. Ethan Swift made a motion to come out of executive session at 8:44 PM. The motion passed unanimously 5-0. **No action was taken.**

7. Adjournment

Motion by Ethan Swift/Blaine Cliver to adjourn the Select Board meeting at 8:45PM.
The motion passed unanimously-
5 - 0.

Respectfully submitted,

Anna Scheck
Recording Secretary

**Brandon Select Board Meeting
May 27, 2014**

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

In Attendance: Devon Fuller, Blaine Cliver, Ethan Swift, Dave Atherton, Maria Ammatuna

Also in Attendance: Robin Bennett, Tracy Wyman, Richard Baker, Cindy Bell, Linda Stewart, Jeff Stewart, Allan Leavitt, Arlyn Bloodworth, Jack Fillioe, Dick Kirby, Lee Kahrs, Steve Bisette, Bernie Carr, Phyllis Reed, Chris Brickell, Nancy Fisher, Wayne Rausenberger, Kathy Rausenberger, Norm Milot, Bill Moore, Nancy Jakiela, Charles Jakiela, Doug Bailey, Bruce Edwards, Judy Bunde, Sarah Carrara

1. Call to order

The meeting was called to order by Maria Ammatuna at 7:03PM.

a) Agenda Adoption – Motion by Blaine Cliver/Dave Atherton to adopt the agenda, as amended. **The motion passed unanimously – 3 to zero.**

It was requested to reverse Items 15 and 17 and add Item 18 as a 4th executive session to discuss personnel.

2. Consent Agenda

a) Select Board Meeting Minutes – May 12, 2014

Motion by Blaine Cliver/Ethan Swift to approve the minutes of the May 12, 2014 Select Board meeting. **The motion passed unanimously – 3 to zero.**

b) Select Board Town Plan Re-adoption Hearing Minutes – May 12, 2014

Motion by Dave Atherton/Ethan Swift to approve the minutes of the May 12, 2014 Town Plan Re-adoption Hearing. **The motion passed unanimously – 4 to zero.**

c) Select Board Meeting Minutes – May 19, 2014

This item was postponed for approval at the next Select Board meeting.

3. Public Comments for Items not on the Agenda

Residents of Steinberg Road requested the Select Board consider reducing the speed limit on their road to 25mph, as they are concerned for the safety of their children. A petition was submitted to the Select Board signed by residents of Steinberg Road. It

was also recommended to place a speed bump at the beginning of the road. Ethan Swift asked Chief Brickell if he is aware of complaints concerning this issue and he was not aware of any complaints. He noted there is an issue with one individual that operates a motorcycle on this road. Chief Brickell also noted there is a state requirement that a Traffic and Engineering study would need to be done to reduce the current 35mph speed to 25mph. It was noted that part of the road is seasonal, which causes part of the problem where recreational vehicles come down the road illegally or trucks that come down the road to unload recreational vehicles. The issue is mostly related to ATV, motorcycle and recreational vehicles. A "Children at Play" sign is posted on the road, but it is quite old. Maria Ammatuna asked the Town Manager to look into whether the town has a "Children at Play" sign available. Ms. Ammatuna stated there could also be cones placed on the lawns to note the houses that have children. Ethan Swift advised Mr. Sanderson had made recommendations regarding Class 4 roads and the more a road is improved, the more use it gets and Mr. Swift is not sure what recommendations Mr. Sanderson has made regarding this road. It was noted there is a section where the potholes are very deep and if that portion could be put into a speed bump, it would take care of the speeders coming down the road with recreational vehicles. Ms. Ammatuna suggested Ms. Bennett look into the possibility of the path being chained off at the end of the season. It was noted the issue is not as severe in the winter months, but it is quite busy in hunting season. Mr. Swift stated traffic is a concern, as there is a salvage yard request for this road, which will be discussed later in the agenda.

Sarah Carrara asked when it was the proper time to discuss the sewer rate increase and Ms. Ammatuna advised this will be discussed during the Sewer Commissioners' meeting, immediately following the Select Board meeting.

Steve Bissette, resident of Barlow Avenue, questioned why the Town was paying extra to do a job that should have been completed last year. He has a trench near his driveway and was advised by Mr. Sanderson a month ago that it was going to be fixed. Ms. Ammatuna suggested for future reference, when someone has an issue with a member of the Town's staff, the Town Manager should be the first point of contact and if a resolution has not been reached, the Select Board should be advised. Ethan Swift stated the reason this contractor was chosen was due to the specialized equipment required and additional storm water work that needed to be done. Ms. Ammatuna requested Mr. Bissette provide this information to Ms. Bennett and she will work with Mr. Sanderson. Mr. Bissette also noted the budget has gotten way out of hand and the increased sewer rates topped it off.

Allan Leavitt stated the road vibration on Conant Square still persists.

Jeff Stewart stated VTrans has a Bicycle and Pedestrian Program that has \$4 million in grants and the town could be an eligible applicant. Mr. Stewart and Anne Bransfield attended the required training and were advised that the grant is available for scoping or design construction. It was noted that funds could potentially be available through the Safe Routes to School Program. A meeting is scheduled for Thursday at 7:00PM at

Stephen A. Douglas House to get the ball rolling. The deadline to apply for this program is June 27th. The intent would be to apply for a scoping grant, which normally costs around \$20,000.00 to \$35,000.00 and if awarded the grant, the Town would need to pay the 10% match of \$2,000.00 to \$3,500.00 around September. Currently, Anne Bransfield, Blaine Cliver and Debbie Boyce will be attending the meeting and Mr. Stewart encouraged anyone who is interested in this subject to attend.

4. Town Manager's Report

Robin Bennett stated some spring maintenance has been done in the downtown area and beyond. The retired police cruiser has been advertised on Craig's List. The culvert inventory will be completed by June 6th and the data will be used in the project scheduling. Dave Atherton reported there is a hole in the water fountain in Central Park. Ethan Swift asked if there are additional grading plans and Ms. Bennett reported there is a schedule being developed for more grading and all roads will get some attention. A suggestion was made to post the schedule on the Public Works section of the web site and to provide updates in The Reporter.

5. FY 14/15 Budget

Wayne Rausenberger stated the Board should give thought to adding the cost of rent for the town office since the insurance money will run out at the end of the year and it does not appear that there will be enough time to get the project completed.

Doug Bailey thought it is questionable to increase the budget from the last time. He stated the Town has not moved forward with regard to health insurance costs and he questioned why consideration has not been given to reducing a person. He noted that no business now funds health insurance benefits 100%.

Steve Bisette asked if the Town would be in as much trouble if the Hannaford project and the other project north of Brandon had been approved. If the projects had gone through, it would have increased the grand list. Mr. Bisette stated that it would have also provided more jobs and he has not heard of anything more coming into this town and is concerned the town is dying. The town used to support itself and many now go to Rutland to shop. Ethan Swift stated the Brandon plaza project was not approved, but the grocery store was approved. Maria Ammatuna stated Hannaford's purchased their building at a higher than assessed value that did increase the list. Mr. Swift stated the plaza would likely have brought new clients, but there are still empty store fronts downtown and he does not believe the project would have changed the economic position that the town is in. Devon Fuller stated the former economic development coordinator was instrumental in bringing Chef Robert to town and changes in the economy are going to be piecemeal. The jobs that are created in small communities are usually started by people in the community. The infrastructure has to be solid to create, grow and sustain businesses. The Town needs to support the businesses that are here by providing the services the businesses are looking for. Judy Bunde stated one of the critical reasons the owner of the new bookstore chose Brandon was the grocery store

downtown. She stated missing the grand list was one thing, but there are other people paying taxes in town that would not have wanted it. Maria Ammatuna stated people need to make a commitment to shop in their town in order for their town to grow business.

Tracy Wyman asked if the Board has given thought to what they are going to do if this budget does not pass. Maria Ammatuna stated the \$70,000.00 is still being discussed and the Board has not chosen a date to vote. If there is not an approved budget by June 30th, there has to be a determination of what services are the priorities. Mr. Wyman asked if other alternatives have been considered. All board members have met with individuals to discuss the budget. Mr. Fuller stated the majority of the people he has spoken to have been supportive of the last budget, but it is important to educate the public about the budget. Mr. Fuller does not see lowering it any further than the last time it was voted and raising it might have been a mistake. He has been working on budgets over the last 2 budget cycles and there needs to be a certain budget to keep the amenities that the people want. Phyllis Reed was glad to hear that the \$70,000.00 increase is being reconsidered, as she thought this was absurd, as the majority of the people do not want the increase. Ms. Reed thought the Select Board would have a better chance of the budget passing at the same rate.

Jack Fillioe echoed Ms. Reed's sentiments. Mr. Fillioe thought as a result of the legislative session, the school taxes will come down dramatically and with this reduction, the total taxes will likely be around \$138/\$100k, rather than the proposed \$184/\$100k. Mr. Fillioe believes the same budget presented with a lower final tax rate would have a better chance of passing. Ms. Ammatuna noted the presentation had included all components of Brandon's tax bill; however, the information from the state was not available at the time. Mr. Fuller noted the Town's portion is less than the schools. The health insurance cost will not be known until union negotiations are completed, which will include wages, working hours and benefits. The Select Board will also look into contracting out grading. Doug Bailey stated he has brought up the issue of health insurance several times and it has not been addressed; and this needs to be addressed across the board for both the municipality and the schools. Mr. Bailey does not like to see the road crew being reduced and the police department has been developed into an excellent department. Blaine Cliver suggested the Chair request the Town Clerk/Treasurer work up a new sheet outlining what the voters will be paying for discussion at the next meeting. Cindy Bell felt the budget was too low because it would not fund the services that are now being received. Nancy Jakiela asked if it would be possible to vote separately on the additional items to allow people to vote on the basic budget and decide if they also want the additional funding. Bernie Carr stated the revenue shortfall is the beast in the budget and with economic development officer gone, he thinks it is important to stay on top of economic development. He advised Kevin Elnicki is prepared to do something with the Aubuchon Block, which could be an increase to the grand list. Mr. Elnicki is looking for some tax stabilization and if this is something that could be offered, it could potentially improve this building for additional uses. In protecting the process, the true shame of the Hannaford's process was it took so long for something to come from the state and the developer had to go too long to

get something done. Hannaford's was actually the ones who backed out of the project and whether one was for or against it, something should have been said to the state, as this delay should not have happened. Mr. Carr stated the Town needs to protect the process all the way through for businesses to want to come to town.

Maria Ammatuna stated funds will be reviewed to determine if non-active areas could be placed back into the General Fund. Mr. Fuller stated it appears there are some wages from economic development, zoning administration and the part-time code enforcement position that could be brought back into the General Fund. Robin Bennett stated the goal is to hire a zoning administrator as soon as possible and as far as economic development fund, it is not anticipated to have a lot of money left in that area. There has been significant overtime in the zoning administration line and Public Works was known that it would go over budget, but having a respite with the zoning administrator salary will assist in that area. Maria Ammatuna would like to determine the accounting format that the Board would like to see going forward. The Board would like a management summary and Ms. Bennett stated she can provide a one-page summary. Ms. Bennett will work with Mr. Cliver on the type of format the Select Board would like and Mr. Cliver requested the Board provide him with details of what they would like to see on the report.

Maria Ammatuna noted the Friends of the Town Hall have requested an encumbrance of \$8,657.19 for the FY15 budget.

Motion by Blaine Cliver/Devon Fuller to encumber \$8,657.19 for the Friends of the Town Hall into the FY15 budget. **The motion passed unanimously – 4 to zero.**

Ms. Ammatuna stated there are two board members who are not comfortable with the additional \$70,000.00. Devon Fuller questioned whether the matching funds for the bike path scoping work would be due in the next fiscal year and Mr. Stewart advised if the grant was applied for and approved, the funds would be due in FY15. Mr. Fuller noted the Town needs matching funds for projects like this one. A scoping project had been considered two years ago and the grant had not been applied for because there were no funds. Maria Ammatuna asked if there is a way to have a portion of the budget to be restricted for matching funds. Robin Bennett advised the Board could designate money to go into a reserve for matching grants. Ms. Ammatuna asked if a reserve fund could be included as a separate article for voting purposes. Ms. Ammatuna questioned if this year's budget will be a break-even or if there is potential for a deficit. Ms. Bennett stated there is potential for a deficit, but everything is being done to break even. Mr. Fillioe stated according to statute, if there is a deficit, the Town automatically will have to tax an additional 5% until the deficit is cleared. Ms. Ammatuna asked if the rule would apply if there is not an approved budget and Mr. Cliver did not think that it would apply. Ms. Ammatuna stated the Select Board wants to mitigate the possibility of a deficit. Robin Bennett stated it is not known that there is a true deficit until well into the next fiscal year. The fund balance budgeted for this year was not completely there and she does not want to end in a deficit situation, but the risk is more in the non-operating issues which are related to the FEMA projects. She stated the operating budget is close. If

there was a deficit, it would be quite small. Ms. Bennett stated there will be a good idea as far as operations, but it will not be known until the audit is done. Mr. Fuller asked if money has to be borrowed to pay down a deficit and Ms. Bennett stated a small amount could be made up over time. The budget that was voted down at the last vote was a bottom line budget with no frills. Ethan Swift stated the Board also does not know what the anticipated revenues will be and strategies could help mitigate this situation. Dave Atherton asked if the Town is going to be having a similar discussion next year. Ms. Bennett stated the current budget gives solid revenue projections and a solid operating budget. Ms. Bennett stated there is an obligation to accurately fund the services.

The Board made a recommendation to go forth with a budget the same as the last vote and to add three additional articles that would include a \$20,000.00 Grant-opportunity Matching Reserve Fund to be restricted for matching grants, a \$15,000.00 Emergency Fund and a \$25,000.00 Capital Improvement Fund. It was noted the budget is as minimal as possible, without losing services. Devon Fuller stated a Capital Improvement Plan has been discussed for years. Ethan Swift stated some grant funding programs are based on towns having a Capital Improvement Plan in place and this Plan has been part of the Select Board's matrix. Mr. Fuller stated the Select Board had asked the town manager to develop a Capital Improvement Plan and this will be a good way to start the funding for it.

Bernie Carr liked the idea of breaking out the additional budget items and encouraged the Select Board vote by machine, rather than paper ballot.

Robin Bennett proposed setting the Town Meeting for June 23rd and the voting for June 24th, which should provide enough time to have the ballots printed.

6. Town Meeting Warning

Motion by Devon Fuller/Blaine Cliver to put forth a budget in the amount of \$3,218,670.00, with an amount to be raised by taxes of \$2,613,995.00. **The motion passed unanimously.**

Motion by Devon Fuller/Dave Atherton to add three separate Articles to be voted on; 1) a \$20,000.00 Grant-opportunity Matching Reserve Fund, 2) a \$15,000.00 Emergency Fund and 3) a \$25,000.000 Capital Improvement Fund. **The motion passed unanimously – 4 to zero.**

Motion Blaine Cliver/Devon Fuller to hold a town meeting on June 23, 2014, followed by voting on June 24, 2014. **The motion passed unanimously.**

7. Recreation Background Check Policy

The Board will receive a draft policy on background checks in the next Board packet, as it had been inadvertently omitted.

Motion Devon Fuller/Blaine Cliver to table this item for discussion at the next Select Board meeting. **The motion passed unanimously – 4 to zero.**

8. Glebe/Lease Lands

Robin Bennett reported the Town has interest in Glebe/Lease lands and the Select Board has received a request from a property owner for the Town to release the property to enable the property owner to obtain mortgage insurance. The town can release the property through a quit claim deed or a regular release of the real estate. The Town's attorney has reviewed this document and is agreeable to either Option 1 or Option 2, with the condition that the Town would be reimbursed the attorney's fee for reviewing the information. The property owner's attorney stated he is not aware of any towns collecting lease payments for decades because the amounts were so small and was outweighed by the cost of administering the funds. Most towns are moving towards cleaning up these title issues. It was noted there was a Supreme Court decision that a town could not spend the money collected in perpetuity; only the interested earned on the money paid in could be spent. Title insurance companies do not want to insure over these. Ethan Swift expressed concern that the Town has an ordinance indicating a hearing is required for any land the Town conveys. It was noted that the Town would not be conveying the property; it would just be taking the Town off the deed so that the property is owned outright by the owners.

Motion by Devon Fuller/Dave Atherton to approve Option 2 presented, after it has been clarified that a hearing is not required. **The motion passed unanimously.**

Robin Bennett will review the town ordinance tomorrow and will execute the document if a hearing is not required.

9. Certificate of Approval for Location of a Salvage Yard

It was noted there are no current zoning violations. Tracy Wyman stated Mr. DeWitt has sold parts from this area for many years. Linda Stewart asked why this application came to the Select Board rather than to the DRB, as she is not sure what the zoning is there. Ethan Swift stated this is for a reauthorization from the state and is required to be acted upon by the Select Board. There had been some prior violations on Paint Works Road and the recommendation is that any approval be in compliance with current zoning regulations.

Motion by Dave Atherton/Devon Fuller to approve the Certificate of Approval for Thunder Towing, based on the information provided and with the condition that they comply with the zoning regulations regarding a salvage yard. **The motion passed unanimously – 4 to zero.**

Motion by Dave Atherton/Ethan Swift to approve the Certificate of Approval for the salvage yard at 393 Steinberg Road with the same condition that they are in compliance

with zoning regulations regarding a salvage yard and comply with the speed regulation.
The motion passed unanimously – 4 to zero.

Mr. Swift stated there was concern raised during the Public Forum concerning the traffic issues on Steinberg Road.

10. Rutland Regional Planning Commission Appointment

Motion by Devon Fuller/Ethan Swift to approve the appointment of Dave Atherton as Brandon's Regional Planning Commission Representative and Richard Baker as the Brandon's Alternate Representative. **The motion passed unanimously – 4 to zero.**

11. Town Office Project

Robin Bennett has spoken with the state regarding the oil tank issues. The gentleman who will be making the decision will review this information to assure that Brandon complies with the grant that is being applied for. Steve Carr has been asked to have a discussion with the person at the Environmental Agency. Ms. Bennett will be doing her portion of the grant application this week and will follow-up with Mr. Carr as to whether he has contacted the Environmental Agency. The Town has to do testing for the clean-up project and if it comes back acceptable, that project will be considered closed. It is known that the town hall will be an ongoing issue. Devon Fuller asked if the two projects are being separated; Ms. Bennett stated as of right now they are not, but it is known that there needs to be clarification between the two projects.

12. Waterline/Segment 6/Bridge 114 Projects

Robin Bennett reported she received a draft contract and a revised letter from O & K clarifying the per hour charge.

Motion by Devon Fuller/Dave Atherton to accept the contract from O &K as presented.
The motion passed unanimously – 4 to zero.

Blaine Cliver stated it is a much better contract that has limits. Devon Fuller requested clarification of properties for complete appraisals and Ms. Bennett advised they have identified the likely suspects. Ms. Bennett advised she also received a draft letter from Mr. Burke regarding the jurisdictional determination. Blaine Cliver stated the letter looks good and he proposed that Robert Black and he review the document with the intent of mailing it by Friday. Maria Ammatuna stated some of the items eliminated from the determination include the Stephen A. Douglas area, the sidewalk near the post office, and the LED lighting. Ethan Swift stated the letter does not clarify the amendment process. Ms. Bennett stated these are just the non-Act 250 amendment items. Blaine Cliver stated the curve line adjustment (Item #11) was not going to be included, however, Ms. Bennett noted it was included. The removal of the Park Street traffic light is being struck and the Town would have to proceed with an Act 250 amendment for this. The amendment would only speak to that issue and the Town would have the

opportunity to withdraw any recommended amendment. Mr. Cliver stated all of the data suggests that the traffic light is not required and he suggested that once this document is through the process that an Act 250 amendment could be submitted for it. Ms. Ammatuna stated the Town is trying to understand all elements of the project that will not reopen Act 250 hearings. The Town has committed with the agencies and all partners that this will be the next step and will provide a jurisdictional determination in writing.

Motion by Blaine Cliver/Devon Fuller to approve the jurisdictional option and for Mr. Cliver to submit additional information and drawings by Friday, after review with Robert Black and Robin Bennett. **The motion passed unanimously – 4 to zero.**

Regarding Bridge 114, Ms. Bennett reported the scope of work was received, but it was not what was anticipated and the Town will go back for a revision and to obtain feedback from VTrans. Blaine Cliver stated we want to investigate all of the structure, but not open it up. Ms. Bennett stated it was thought they provided too many alternatives, specifically regarding the sidewalks. VTrans has not weighed in yet on this subject.

13. Other Business

Dave Atherton did not understand why there are two sets of utility poles on North Street and suggested it would be good to remove the first set of poles. Ms. Bennett will look into this situation. He noted the Newton Road rock pile is slowly being removed.

Blaine Cliver stated there are still logs in the river by the Watershed Tavern and suggested having them removed when the water goes down.

Ethan Swift stated there had been discussion of talking with the Fire District about a joint project for the Wheeler Road area. Ms. Bennett will add this to the list of items for discussion.

Devon Fuller asked if there is a chance Green Park will be operational by July 4th. Ms. Bennett stated it is probable, but not likely. The engineering is still holding up the project. Ms. Ammatuna stated Francis Murray cleaned up around this area and the Town is very appreciative of his efforts.

Devon Fuller advised that on June 10th, there will be a showing of the movie, The Hungary Heart, which is about prescription drug addiction. Following the movie there will be a question and answer segment. On June 11th from 6:00PM to 8:00PM at Fellowship Hall, there will be a forum to continue discussion on this subject, with a goal of developing an action plan for the community.

Maria Ammatuna requested a resolution from the Select Board be written and submitted to the state regarding the condition of Route 73 and to inquiry as to how to get on the priority list for repairs.

14. Fiscal

a) General Fund Warrant – May 27, 2014 - \$1,470,198.65

Motion by Dave Atherton/Devon Fuller to approve the warrant of May 27, 2014 in the amount of \$1,470,198.65. **The motion passed unanimously – 4 to zero.**

The large warrant is due to the obligations paid to the schools, Fire District, water line project, Brandon Library and Senior Center.

Devon Fuller questioned whether the electric bill included the streetlights and Ms. Bennett reported the streetlights are billed separately.

b) Wastewater Fund Warrant – May 27, 2014 - \$69,947.03

Motion by Dave Atherton /Ethan Swift to approve the wastewater warrant of May 27, 2014 in the amount of \$69,947.03. **The motion passed unanimously – 4 to zero.**

Motion by Devon Fuller/Dave Atherton to recess the Select Board to convene as the Board of Sewer Commissioners at 9:46PM. **The motion passed unanimously – 4 to zero.**

The Select Board reconvened at 10:17PM.

Motion by Devon Fuller/Dave Atherton to enter into executive session at 10:17PM for a contract discussion. **The motion passed unanimously – 4 to zero.**

15. Executive Session 1 V.S.A.313 (a) (1)

Motion by Devon Fuller/Blaine Cliver to come out of executive session at 10:41PM. **The motion passed unanimously – 4 to zero. There was no action required.**

Motion by Dave Atherton/Ethan Swift to enter into executive session at 10:43PM for a personnel discussion. **The motion passed unanimously – 4 to zero.**

16. Executive Session 1 V.S.A.313 (a) (1)

Motion by Dave Atherton/Ethan Swift to come out of executive session at 11:00PM. **The motion passed unanimously – 4 to zero. There was no action required.**

Motion by Dave Atherton/Ethan Swift to enter into executive session at 11:01PM for a personnel discussion. **The motion passed unanimously – 4 to zero.**

17. Executive Session 1 V.S.A.313 (a) (1)

Motion by Dave Atherton/Ethan Swift to come out of executive session at 11:04PM.
The motion passed unanimously – 4 to zero. There was no action required.

Motion by Devon Fuller/Dave Atherton to enter into executive session at 11:05PM for a personnel discussion. **The motion passed unanimously – 4 to zero.**

18. Executive Session 1 V.S.A.313 (a) (1)

Motion by Dave Atherton/Ethan Swift to come out of executive session at 11:07PM.
The motion passed unanimously – 4 to zero. There was no action required.

19. Adjournment

Motion by Dave Atherton/Devon Fuller to adjourn the Select Board meeting at 11:07PM. **The motion passed unanimously - 4 to zero.**

Respectfully submitted,
Charlene Bryant
Recording Secretary

Robin Bennett

From: Debbie Boyce [debbieboyce09@yahoo.com]
Sent: Thursday, June 05, 2014 5:26 PM
To: rbennett@townofbrandon.com
Cc: BIDCC@yahoo.com; 'Sarah-Lynne Carrara'; 'Maria Ammatuna'
Subject: agenda item for Select board Mtg.

Hello Robin,

On behalf of the Brandon Independence Day Celebration Committee, I am requesting to be on the Brandon Select Board agenda for June 9th. The topic to be discussed - Closing the section of road in front of the Congregational Church and the Center Park from 4pm - 10:30 pm July 4th for the Street Dance. And July 5th from 8am to 3:30 pm for Independence Day events.

Thank you in advance
Debbie Boyce
Chair of BIDCC

Memo

To: Select Board
From: Robin M. Bennett
cc:
Date: June 6, 2014
Re: RLF Application: Swan & Stone Millinery

The Revolving Loan Fund Committee met on May 29, 2014 to hear a presentation from Swan and Stone Millinery on their application for \$40,000 from the Revolving Loan Fund. Only two members of the Committee were present so a quorum was not on hand for the discussion. The members present felt the applicant had a strong application and recommend approval of the application to the Select Board.

It should be noted that the applicant has not inquired about traditional means of financing. The applicant was advised to look into the Vermont Community Loan Fund and it was felt by committee members that the applicant would be a suitable candidate for financing from a commercial lender.

If approved, the terms of the loan document should include the applicant paying for all associated closing costs of the loan.

**Town of Brandon, Vermont
Revolvoing Loan Fund
Application Attachment A**

Name of Applicant: _____ Date: _____

Address of Applicant: _____

Business Address: _____

Telephone Number: _____ E-Mail Address: _____

To make application for the Brandon Revolving Loan Fund please respond to the following questions and forward a completed document and supporting information to the Loan Coordinator at the Brandon Town Office.

1. Will you be the owner(s) of the business or the principal developer who plans to create, or upgrade space for a small business in the Town of Brandon? _____
2. Will the business development site be located in the Town of Brandon? _____
3. Will your business fall within the definitional thresholds set by the U.S. Small Business Administration? _____
4. Provide documentation by applicable legal and tax return information to substantiate ownership of the business.
5. For a start-up business, the owner must demonstrate past or present enrollment in a legitimate business series, provide evidence of business counseling through small business development centers or have documented proof of five (5) years experience in a successful or similar business.
6. Provide evidence that personal and real estate taxes on any property owned by a principal or corporate interest and any and all municipal charges involved in the application project are current.

Application Continued

7. Are at least 51% of the jobs created or retained to be provided to low-moderate income individuals who meet HUD/Vermont Community Development Program (VCDP) median income guidelines. Submit income certification forms from new and/or retained employees as evidence of compliance with this requirement;
8. A Business Plan, to include current Balance Sheet and Income Statement (for new construction or major rehabilitation, a total development cost breakdown) and a Cash Flow Pro Forma Prospectus of a minimum of three years, and a detailed description of the proposed activity, For development projects, this description shall be for all phases of the project and shall include a preliminary site plan, scope of work, space to be made available and proposed rent structure, and any other supporting information deemed necessary and appropriate to completely evaluate the proposed project;
9. Total Project Budget, which shall enumerate and detail all sources of funding, respective amounts and specific uses shall be submitted;
- ~~10. The applicant shall provide documentation that the amount of loan requested is matched by 25% of other funding sources also specifically committed to the proposed activity, to include participation by a state-licensed financial institution such as a bank, credit union or regional development corporation. Other Sources previously committed or spent for eligible activities within the previous 90 days may be used as the required match at the discretion of the Loan Review Committee.~~
11. The applicant shall sufficiently demonstrate that without RLFP assistance, a financing gap exists for the proposed activity. This gap must be so documented and as such represents an insurmountable obstacle that without RLFP assistance would render the project financially prohibitive;
12. Any proposed activity shall be and remain in compliance with all applicable local and state regulations and codes;

Signature of Applicant

BRANDON REVOLVING LOAN FUND

Grant Evaluation Criteria

Criteria	Score**
<p>1. Promotes commercial development that is consistent with the size and character of the community.</p> <ul style="list-style-type: none"> a. provides incentives for new business development; b. assists existing small business / including agriculture; c. assists in the promotion of local business; d. creates / protects local employment opportunities; e. attracts public / private investment f. encourages the use of indigenous, renewable raw materials. 	
<p>2. Encourages projects that will preserve and enhance the quality of life in Brandon while maintaining the rural character of the town.</p> <ul style="list-style-type: none"> a. preserves and reuses historic and important buildings; b. enhances recreational opportunities; c. protects / enhances the environment; d. provides local amenities and communities; e. provides residential infrastructure improvements for low-income residents; f. provides land conservation, including farmland. 	
<p>3. Improve community infrastructure, facilities and services.</p> <ul style="list-style-type: none"> a. supports local civic and community service organizations and groups— concentrating on those that address the needs of children, adolescents, the handicapped or the elderly; b. supports public works projects in the town and villages. 	
<p>4. Emergency Health Hazards</p> <ul style="list-style-type: none"> a. mitigates pollution; b. provides flood or fire recovery assistance; c. provides emergency water / wastewater assistance; d. provides emergency health assistance. 	

- **Scoring:
- 0 - Does not meet criteria.
 - 1 - Meets minimum level of criteria.
 - 2 - Meets adequate level of criteria.
 - 3 - Meets high level of criteria.

**Town of Brandon, Vermont
Revolving Loan Fund
Policies and Procedures**

A. POLICIES

- I. Purpose:** The Brandon Revolving Loan Fund ("BRLF") is established as a funding resource to foster economic development in the Town of Brandon, the construction or expansion of public facilities, the enhancement of public services and by providing financial assistance for small businesses through low interest loans.

Eligible Activities: Those activities for which the BRLF is designed to provide a funding resource include those economic development projects that will (1) result in direct benefit to persons of low and moderate income, (2) eliminate slums or blight, or (3) address urgent needs in the Brandon area.

Small Business Assistance: The BRLF is intended to be used when conventional sources of funding for start-up or expansion of existing businesses are largely inaccessible to an undercapitalized or new business owner. In these instances the BRLF may provide a source of funds through low-interest loans for economic development of projects that require a leveraged subsidy. Small Business Assistance under the BRLF may be available for the following purposes:

- a) To help a prospective or existing business owner(s) start a new successful business in Brandon or expand an existing business which have a demonstrable gap in a loan-financing package with commercial lenders;
- b) To assist an economic development project that will provide new or renovated space in Brandon to be made available at or below market value for the start-up, expansion or relocation of the type of businesses described in (a) above, and which also demonstrate a financing gap;
- c) To create permanent full-time jobs in Brandon;
- d) To provide low and moderate income jobs to individuals; or
- e) To diversify and strengthen Brandon's economic base through financial assistance..

- II. Governing Policy:** BRLF funds shall be made available to applicants who, based on the loan committee's review and recommendation, meet program eligibility and lending requirements and criteria on a first come, first served basis. Upon recommendation by the loan committee, the Brandon SelectBoard will determine whether an applicant meets eligibility requirements and whether to approve any loan requests by an applicant. The SelectBoard's determination shall be final. Loan commitments and disbursements shall be contingent upon the availability of sufficient funds in the BRLF as determined by the SelectBoard.

III. BRLF Eligibility Requirements: In order for a new or existing business or development project to be eligible for BRLF assistance, an applicant must meet the following eligibility requirements:

- a) The loan applicant shall be either the owner(s) of a business located within the Town of Brandon or the owner of property located in the Town of Brandon who has plans to create or upgrade commercial space for small businesses in the Town of Brandon;
- b) The business or development must have a committed business location within the Town of Brandon;
- c) As a basic guideline, eligible businesses are those that fall within the definitional thresholds for a small business set by the U.S. Small Business Administration;
- d) Ownership of the business must be documented by applicable legal and tax documentation;
- e) For a start-up business, the owner must demonstrate past or present enrollment in a legitimate educational business program, provide evidence of business counseling through small business development centers or have documented proof of 5 years experience in a similar business;
- f) The applicant must provide evidence that personal and real estate taxes and all other Municipal charges on any property owned by the applicant and/or the principal owner(s) of the applicant are current;
- g) If the project is facilitated with funds derived, in whole or in part, from the Community Development Block Grant Program, at least 51% of the jobs created or retained must be provided to low-moderate income individuals who meet HUD/Vermont Community Development Program (VCDP) median income guidelines. The applicant must submit income certification forms from employees as evidence of compliance with this requirement at the time of application and periodically thereafter as required by VCDP or the conditions of the loan approval;

IV. Eligible Activities/Expenses: Activities eligible for assistance through the BRLF are listed below:

- a) Equipment costs directly related to the functioning of a business;
- b) Activities directly associated with remodeling the physical interior of a place of business;

- c) Activities directly related to the refurbishing or construction of a business' storefront facade and signage. For those businesses that are located in buildings or structures which are listed on any registry of historic buildings, refurbishment and signage must meet all applicable standards and guidelines including those established by the United States Secretary of the Interior and shall further be in conformance with applicable local, state and federal land use regulations. The project shall also be in keeping with the architectural character of the structure and neighborhood;
- d) Activities directly related to the improvement of infrastructure/utilities that will bring the place of business up to local and state code compliance or industry standards. In exceptional cases, this might include the complete or partial demolition of a structure to meet the intent of this section;
- e) Acquisition of property for the purpose of business development;

V. Ineligible Activities/Expenses: RLFP funds shall not be used for:

- a) Payment of back taxes;
- b) Payment of debt service;
- c) Reimbursement of Small Business Assistance Program (SBAP) eligible expenses already incurred;
- d) Goodwill, covenants not to compete, and other intangible assets having no tangible value as collateral;
- e) Any other expenses not specifically authorized or eligible in section IV above.

VI. Lending Criteria: In addition to complying with the eligibility requirements set forth above, financial assistance shall be offered based upon the following lending criteria:

- a) The number and quality of permanent jobs anticipated to be created and/or retained;
- b) A review of the project plan, which shall be submitted with the application, which shall provide a detailed description of the proposed activity for which the loan funds are being sought. For development projects, this description shall detail all phases of the project and shall include a preliminary site plan, scope of work, space(s) to be made available and proposed rent structure, and any other supporting information deemed necessary and appropriate to completely evaluate the proposed project;
- c) A review of the project budget, which shall be part of the application, which shall enumerate all expected or anticipated costs of the project income. It shall also detail all sources of funding, and the specific uses of all available funding;

- d) A review of the business plan, which shall be part of the application which shall include current balance sheet and income statement (for new construction or major rehabilitation, a total development cost breakdown) and a cash flow pro forma prospectus of a minimum of three years;
- e) The applicant shall provide documentation that the loan amount requested is matched by other funding sources which are specifically committed to the proposed activity and which comprise at least 25% of the project resources. These sources may include participation by a licensed financial institution such as a bank, credit union or regional development corporation. Other sources previously committed or spent for eligible activities within the previous 90 days may be used as the required match at the discretion of the Loan Review Committee.
- f) The applicant shall sufficiently demonstrate that without BRLF assistance, a financing gap exists for the proposed activity. This financing gap must be demonstrated by documentation that without BRLF assistance the project is financially unfeasible;
- g) Any proposed activity or project shall be and remain in compliance with all applicable local and state regulations and codes;
- h) If the project is funded with Program Income, and the construction or rehabilitation costs exceed \$2,000, the property owner must ensure that "Davis-Bacon" wage rates are paid in accordance with VCDP guidelines;
- i) If the project is funded with Program Income, and the project involves major ground-disturbing activities, the property owner must conduct an environmental review in accordance with VCDP guidelines.

VII. **Loan Amount and Terms:** The following may be considered in determining loan amounts and terms and conditions:

- a) A loan amount from \$5,000 up to \$80,000 may be applied for;
- b) The terms of a loan will be established by the SelectBoard at the time of approval. In general, all loans will be due in full no later than five (5) years from the date of closing;
- c) Loan interest rates shall be set at two points below the Prime lending rate, as reported in the Wall Street Journal at the time of the closing of the loan;
- d) A loan agreement, promissory note, mortgage deed, Security Agreement and UCC financing statement and such other security instruments as may be required shall be executed and duly filed, as applicable, on the day of closing;
- e) Any individual owning 20 percent or more of any entity seeking BRLF loan proceeds shall

co-sign the promissory note or, at the discretion of the Selectboard, shall sign a personal guarantee;

- f) Life/disability insurance covering the amount of the note with the Town of Brandon listed as beneficiary.
- g) Such other terms as the SelectBoard may deem appropriate.

VIII. **Loan Review Committee:** The Committee shall have a minimum of five regular members and two (2) alternates appointed by the Brandon SelectBoard. Members shall serve initial terms as follows. Two (2) members shall serve three (3) year terms, two (2) members shall serve (2) year terms; and one (1) member shall serve a one (1) year term. Alternates are appointed and serve for three (3) year terms. Thereafter, all appointed members of the Loan Review Committee shall serve for terms of three (3) years.

All applicants will be considered, but priority will go to individuals with demonstrated experience in the career fields of banking, specifically in the area of commercial loans, real estate management and development, and business entrepreneurship and consulting. One member of the Committee shall, at all times, be designated as the Loan Coordinator who shall facilitate and oversee loan applications and servicing. The Loan Review Committee shall review loan applications and make decisions regarding their eligibility and funding. The Loan Review Committee will then make recommendations to the SelectBoard for their final action.

B. PROCEDURES

I. Application and Application Review Procedures:

A complete application package containing all materials listed in Attachment A, shall be submitted to the BRLF Loan Coordinator, accompanied by an application processing fee of \$110.00. The package will be reviewed for eligibility and completeness. The applicant will be notified of the status of the application as soon as possible from the receipt of the application. If the application is incomplete for any reason, the applicant shall have two weeks from notice to address any deficiency (ies). Failure to meet this deadline shall result in a forfeiture of application position and require a resubmission. The Loan Review Committee may grant extensions of the two-week deadline, due to extenuating circumstances. Upon satisfactory review of an application, the Loan Coordinator shall submit the application package, accompanied by an application summary, to the Loan Review Committee.

II. Loan Review Committee Review of Applications:

- a) The Loan Review Committee shall meet as needed to review and act on loan applications. A quorum shall consist of a majority of the duly appointed members. It is required that the applicant or his/her agent attends the meeting;
- b) If the Loan Review Committee deems that additional information is required before acting on an application, this information shall be requested from the applicant and submitted to the Loan Review Committee;
- c) During its review, the Loan Review Committee may recommend adjustments to the loan amount being requested by the applicant and it shall establish terms of any proposed loan in its recommendation to the SelectBoard. The applicant will be notified by the Loan Coordinator of any recommended adjustments;
- d) Upon completion of its review, the Loan Review Committee shall vote whether or not to approve the loan request or to table the loan pending further information. If the loan request is approved, the Committee shall submit a recommendation to the SelectBoard for its action. If not approved, no recommendation will be forwarded to the SelectBoard.
- e) In accordance with IV.S.A. § 313 review of loan applications by the SelectBoard will be conducted in executive session. After thorough review the SelectBoard shall approve, approve with conditions, or disapprove all applications brought before it.
- f) The applicant shall be notified in writing of the Loan Review Committee's decision.

III. Selectboard Action:

- a) A loan application shall be scheduled for and considered at the next SelectBoard meeting following receipt of the Loan Review Committee's recommendation subject to the discretion of the SelectBoard Chair. It is required that the applicant or his/her agent attend the meeting;
- b) The applicant shall be notified in writing by the Loan Coordinator of the SelectBoard's decision.

IV. Closing of the Loan and Disbursement of funds:

- a) If the loan application is approved by the SelectBoard, a date for closing shall be set by the Loan Coordinator and the applicant. No closing shall take place until all conditions contingent to closing have been complied with;
- b) Loan documents to be executed and duly filed at closing shall include a loan agreement, promissory note, mortgage deed, UCC financing statements, other security instruments, title insurance and proof of life insurance, and any other documents required by the

SelectBoard;

- c) Loan fund disbursement shall be made consistent with the loan approval and the approved Loan Agreement but may include a controlled account;
- d) False or misleading information shall be considered a default of the loan agreement, and may cause the Town to seek remedies as stated in the loan agreement.

V. **Right of Appeal:** An applicant whose request for BRLF funds has not been approved by the Loan Review Committee may appeal for reconsideration in writing to the Loan Review Committee no later than one week after notification.

VI. **Monitoring:** The Town reserves the right to require, as a condition of the loan, that the applicant submit post disbursement documentation and to monitor the project as needed. Upon completion of the project, the applicant must submit a letter to the Loan Coordinator confirming that project goals as stated in the loan application have been met.

Adopted by the Brandon SelectBoard on the ^{22ND} ^{November} day of 2004.

Gerald W. Hatch, Chair

Bruce Brown, Vice Chair

Richard Baker

Steve Carr

Kellie Patten

[Handwritten signatures of Gerald W. Hatch, Bruce Brown, Richard Baker, Steve Carr, and Kellie Patten over horizontal lines]

A true record made this 29th day of Nov., A.D. 2004

Attest:

[Handwritten signature of Town Clerk]
Town Clerk



Volunteer / Part-time Position Background Check Guidelines

PURPOSE

The Town of Brandon recognizes the importance of providing quality service to the community by offering a wide variety of facilities and programs. Volunteers are integral to the provision of safe, fun and enjoyable activities for the community. Due to the high level of direct public contact with program participants, the Recreation Department will complete mandatory background checks on volunteers and part-time applicants.

GUIDELINES ON DISQUALIFIERS

A disqualifying offense shall include instances when an applicant has been found guilty, entered a plea of guilty or no contest, regardless of the adjudication. Any person convicted of a felony, sex offense, drug distribution, child abuse or any violent crime shall be prohibited from participation as a volunteer coach in leagues or programs sponsored by the of Town of Brandon Recreation Department. Only unusual circumstances involving an offense with an extenuating situation may be reviewed for consideration as a volunteer by the Town Manager. Any person convicted of a misdemeanor, illegal use of drugs or alcohol related crimes may be considered for volunteer participation after additional screening is completed.

For the purpose of this policy, violent crimes are defined as homicide, rape, sexual assault, assault and battery, and robbery.

WHO MUST HAVE A BACKGROUND CHECK

1. All volunteers, 18 years and older, in Recreation Department programs and leagues must have a background check.
2. All background checks must be completed before any person is offered an ongoing position as a volunteer in our organization.
3. Short-term volunteers for special events are excluded from background checks. Short term shall mean (3) days or less of volunteer service.

HOW BACKGROUND CHECKS ARE PROCESSED

1. A background check will be completed on all new volunteers through a screening system upon selection and may be checked annually if volunteer service is terminated during the year. Returning volunteers will be checked periodically.
2. The volunteer will be required to complete and sign an authorization / release for the procurement of an investigative report form.
3. The signed authorization and release form is submitted to the Recreation Director or given to a Departmental representative.


TOWN of
BRANDON
EST. 1761 VERMONT
RECREATION

4. The Director of the Recreation Department and/or the Town Manager are the only people who conduct the background check through the Vermont Criminal Information Center (VCIC) maintained by the Vermont State Police and will be the sole reviewer of the history.
5. If deemed necessary, a meeting will be held between the volunteer and the necessary representatives of the Town of Brandon to decide on a course of action.
6. The of Town of Brandon reserves the right to prohibit a volunteer from serving based upon the results of the background check.
7. A copy of this policy shall be included with each volunteer application.

BACKGROUND CHECK AFTER BECOMING A VOLUNTEER or P/T EMPLOYEE...

A volunteer or P/T employee shall report any criminal conviction to the Recreation Director during the period of time the person is volunteering / employed for the Town of Brandon Recreation Department. The Town Manager shall determine what additional background check is necessary and if the criminal conviction disqualifies the volunteer/employee from further service to the Town of Brandon Recreation Department.

Applicant: _____ Date: _____

Approved: _____ Date: _____
Director of Recreation

Approved: _____ Date: _____
Town Manager

Manually Selected For Check Acct 01(10 General Fund) 06/09/2014 To 06/09/2014

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310297	ATLANTIC BROOM SERVICE, INC 228792	brooms for sweepster	270.00	0.00	270.00	38801	06/09/14
330389	BGS FED SURPLUS PRPRTY (43663) 72002291	sand bags	160.00	0.00	160.00	38802	06/09/14
100275	BRANDON FREE PUBLIC LIBRARY JUNE 2014	APPORIATION	7500.00	0.00	7500.00	38803	06/09/14
100280	BRANDON LUMBER & MILLWORK CO. 478616/3	paint	6.49	0.00	6.49	38804	06/09/14
200218	BRANDON REPORTER 04-30-14	APRIL ADS	1124.50	0.00	1124.50	38805	06/09/14
100310	BRANDON SENIOR CITIZENS CENTER JUNE 2014	APPROPRIATION	1125.00	0.00	1125.00	38806	06/09/14
330435	BRICKELL, CHRISTOPHER MAY2014	lodging for conference	217.92	0.00	217.92	38807	06/09/14
310417	BRITE VSUAL PRODUCTS, INC. I3008064	corkboard message center	465.49	0.00	465.49	38808	06/09/14
100592	CHAMPLAIN OIL COMPANY INC CL145654	gas	370.52	0.00	370.52	38809	06/09/14
200243	COLBURN, FRED MAY2014	mileage	22.40	0.00	22.40	38810	06/09/14
310097	COMCAST PD052714		227.90	0.00	227.90	38811	06/09/14
310097	COMCAST T/O 5-15-14	2417 FRANKLIN JUNE	518.92	0.00	518.92	38812	06/09/14
330426	CVC PAGING 10294589	HW PAGES JUNE	11.95	0.00	11.95	38813	06/09/14
100900	DICIANCIA, BRIAN 0026-1280	r.e. tax refund	104.13	0.00	104.13	38814	06/09/14
100900	DUTIL, JACQUELINE 0063-0694	tax over payment	73.38	0.00	73.38	38816	06/09/14
300187	FLORENCE CRUSHED STONE 219720	stone	247.46	0.00	247.46	38818	06/09/14
100925	FOLEY SERVICES INC 457718	uniforms	50.92	0.00	50.92	38819	06/09/14
100925	FOLEY SERVICES INC 459069	uniforms	50.92	0.00	50.92	38819	06/09/14
100009	FRANKLIN PAINT CO., INC. 126266	gaskets	18.60	0.00	18.60	38820	06/09/14
310212	GAGE, SUE 5-29-14	GFOA MEMBERSHIP/BOOK	302.00	0.00	302.00	38821	06/09/14
100650	GALLS, AN ARAMARK COMPANY 001967183	trousers	48.14	0.00	48.14	38822	06/09/14
300974	GRAPH-X INCORPORATED 3095	t ball shirts etc	883.50	0.00	883.50	38823	06/09/14
100725	GREEN MOUNTAIN GARAGE 053011	filters	99.72	0.00	99.72	38824	06/09/14
100725	GREEN MOUNTAIN GARAGE 053015	brake repair trk #5	195.69	0.00	195.69	38824	06/09/14
100725	GREEN MOUNTAIN GARAGE 053029	adapter	11.49	0.00	11.49	38824	06/09/14
300359	HOME DEPOT CREDIT SERVICES 9971098	connectors, trash bags	54.64	0.00	54.64	38826	06/09/14
100900	HOPE, ROBERT & SYLVIA 0038-0045	r.e. tax over payment	9.00	0.00	9.00	38827	06/09/14
100900	HYLAND, BRIAN & LESLIE 0024-0390	r.e. tax refund	444.96	0.00	444.96	38828	06/09/14
330393	INTOXIMETERS INC 467359	regulator, dry gas	206.00	0.00	206.00	38829	06/09/14
100900	ISRAEL, DONALD & KAREN TA0087-0039	r.e. tax refund	10.23	0.00	10.23	38830	06/09/14
310166	J.A. MCDONALD, INC. REQUEST #4	WATERLINE PROJECT	182192.72	0.00	182192.72	38831	06/09/14
100900	JEROME PROPERTIES LLC 0037-0001	r.e. tax refund	200.00	0.00	200.00	38832	06/09/14
310294	KENT, STACY 6-3-14	umpire 5/20/14	35.00	0.00	35.00	38833	06/09/14
100900	LAMICA, ROBERT & LINDA 0082-0251	r.e. tax refund	84.64	0.00	84.64	38834	06/09/14
100900	LEARY, JAMES & NANCY 0068-1321	r.e. tax refund	1646.00	0.00	1646.00	38835	06/09/14
310406	LINSTAR 62328	ID cards	38.40	0.00	38.40	38836	06/09/14
300491	MAILFINANCE 3-17-14	POSTAGE METER LEASE	34.00	0.00	34.00	38837	06/09/14
300491	MAILFINANCE N4560363	LEASE POSTAGE METER	148.01	0.00	148.01	38837	06/09/14
100971	MALLORY'S AUTOMOTIVE INC 8614	lube, oil, filter	93.13	0.00	93.13	38838	06/09/14
100971	MALLORY'S AUTOMOTIVE INC 8640	lube, oil, filter	37.43	0.00	37.43	38838	06/09/14
100588	MARKOWSKI EXCAVATING, INC. V-14247	gravel	521.85	0.00	521.85	38839	06/09/14
310304	MIKE'S FUELS, LLC 219587	diesel fuel @ HWY	596.71	0.00	596.71	38841	06/09/14
100149	MODERN CLEANERS & TAILORS, INC MAY2014	uniform maintenance	9.00	0.00	9.00	38842	06/09/14
100788	NEW ENGLAND MUNICIPAL RESOURCE 32476	2 BAR CODE READERS	100.00	0.00	100.00	38843	06/09/14
100900	OBERKIRCH, FREDERICK JR & DEBO 0005-0946	tax over payment	37.01	0.00	37.01	38844	06/09/14
100900	PARKER, BRENDA TA0107-0058	r.e. tax refund	152.72	0.00	152.72	38845	06/09/14
100900	QUENNEVILLE, SCOTT & ALICIA 0082-2559	r.e. tax refund	529.01	0.00	529.01	38846	06/09/14
100900	RAYMOND, DOREEN TA0083-1731	tax overpayment	480.41	0.00	480.41	38847	06/09/14
100900	REYNOLDS, LISA TA0125-0033	r.e. tax refund	447.08	0.00	447.08	38848	06/09/14
100900	RODDA, DOROTHEA 0096-0029	r.e. tax refund	939.29	0.00	939.29	38849	06/09/14

TOWN OF BRANDON Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices
Manually Selected For Check Acct 01(10 General Fund) 06/09/2014 To 06/09/2014

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
300502	ROUSE TIRE SALES INC 10160891	tires	498.00	0.00	498.00	38850	06/09/14
100900	ROWE, RICHARD & DARCY . 0038-0015	r.e. tax refund	2.65	0.00	2.65	38851	06/09/14
300528	RUTLAND RECREATION & PARKS JUNE 2014	town share of league	115.00	0.00	115.00	38852	06/09/14
100900	SANDERSON, BILL G 0068-1485	r.e. tax credit	33.19	0.00	33.19	38853	06/09/14
100900	SMITH, FLORENCE 0074-0818	TAX OVER PAYMENT	3.00	0.00	3.00	38854	06/09/14
100900	SMITH, HEATHER 0113-1421	r.e. tax refund	15.16	0.00	15.16	38855	06/09/14
310423	TWO RIVERS-OTTAUGUECHEE REGION 05-14	HMGP WHEELER RD	8768.90	0.00	8768.90	38856	06/09/14
100900	VARIAN, BARRY & KRISTEN 0050-0001	r.e. tax refund	40.06	0.00	40.06	38857	06/09/14
330348	VERIZON WIRELESS 9725697405		160.04	0.00	160.04	38858	06/09/14
310045	VERMONT DEPARTMENT OF HEALTH 5-27-14	ENGRAVED PAPER	6.00	0.00	6.00	38859	06/09/14
300024	VERMONT DIGITAL 5232T	service 6/2/14	95.00	0.00	95.00	38860	06/09/14
300024	VERMONT DIGITAL 5867M	FEB-MAY CONTRACT	933.50	0.00	933.50	38860	06/09/14
300581	VERMONT OFFENDER WORK PROGRAMS 077497	signs and posts	717.86	0.00	717.86	38861	06/09/14
300877	VERMONT PEST CONTROL B1871	may pest control	85.00	0.00	85.00	38862	06/09/14
310046	W.B. MASON CO INC I18231918	paper, clips	101.24	0.00	101.24	38863	06/09/14
100900	WHITE, DOROTHY J 0029-0007	TAX OVER PAYMENT	6.00	0.00	6.00	38864	06/09/14
310425	WILSON, CRAIG M. JUNE2014	mileage	61.60	0.00	61.60	38865	06/09/14
Report Total			214,796.48	0.00	214,796.48		

Selectboard

To the Treasurer of TOWN OF BRANDON, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ***214,796.48
Let this be your order for the payments of these amounts.

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100015	05/30/14	ALLEN ENGINEERING & CHEMI chlorine 11150277601	20-5-55-50120 Chlorine	539.55	38800	06/09/14
200218	06/06/14	BRANDON REPORTER MANHOLE AD WW 4-30-14	20-5-55-10330 Dues & Subscriptions	24.00	38805	06/09/14
330426	06/06/14	CVC PAGING WW PAGES JUNE WW 10294589	20-5-55-30131 Telephone Expenses	11.95	38813	06/09/14
300466	05/27/14	DUNDON PLUMBING & HEATING pumped out wet well 18475	20-5-55-51230 Outside Equip. - Pump St.	450.00	38815	06/09/14
100494	05/23/14	ENDYNE INC testing 145579	20-5-55-22120 Testing	68.00	38817	06/09/14
100494	05/23/14	ENDYNE INC testing 145595	20-5-55-22120 Testing	101.00	38817	06/09/14
100494	05/27/14	ENDYNE INC testing 145760	20-5-55-22120 Testing	22.00	38817	06/09/14
100494	06/02/14	ENDYNE INC testing 146241	20-5-55-22120 Testing	22.00	38817	06/09/14
100925	05/27/14	FOLEY SERVICES INC uniforms 457717	20-5-55-10320 Clothing Allowance	18.57	38819	06/09/14
100925	06/03/14	FOLEY SERVICES INC uniforms 459068	20-5-55-10320 Clothing Allowance	18.57	38819	06/09/14
100725	05/29/14	GREEN MOUNTAIN GARAGE replaced tie rod 052683	20-5-55-41180 Outside Maint. - Vehicles	120.00	38824	06/09/14
100725	05/29/14	GREEN MOUNTAIN GARAGE replaced tie rod 052683	20-5-55-41160 Maint. Supplies-Vehicles	228.27	38824	06/09/14
100725	05/30/14	GREEN MOUNTAIN GARAGE towing 052722	20-5-55-41160 Maint. Supplies-Vehicles	47.97	38824	06/09/14
100725	06/03/14	GREEN MOUNTAIN GARAGE gasket material 052957	20-5-55-51220 Maint. Supplies - Pump St	14.24	38824	06/09/14
100725	06/04/14	GREEN MOUNTAIN GARAGE wire ties 053045	20-5-55-43160 Maint. Supplies - General	11.63	38824	06/09/14
300600	06/04/14	HOLLAND COMPANY INC sodium bisulfite 91744	20-5-55-50140 Sodium Meta Bisulfite	1831.83	38825	06/09/14
310322	06/03/14	MIKE HANCE TRUCKING INC May trucking of sludge 132	20-5-55-50160 Sludge Disposal	1930.50	38840	06/09/14
310304	05/27/14	MIKE'S FUELS, LLC diesel fuel @ WW 219588	20-5-55-41130 Fuel - Vehicles	100.53	38841	06/09/14
310046	05/22/14	W.B. MASON CO INC ink I18315183	20-5-55-30110 Office Supplies	60.98	38863	06/09/14

06/06/14
02:12 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # Current Prior Next FY Invoices For Fund (20 Sewer Fund)
All Invoices For Check Acct 01(10 General Fund) 06/09/14 To 06/09/14 & Fund 20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
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Report Total

5621.59

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To the Treasurer of TOWN OF BRANDON, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****5,621.59
Let this be your order for the payments of these amounts.

Robin Bennett

From: Brian Sanderson [bsanderson@townofbrandon.com]
Sent: Friday, June 06, 2014 2:08 PM
To: Robin Bennett
Subject: Steinberg Road "speeding" issue

Robin,

Per your request, please find the following bullet points regarding Steinberg Road:

- The road is a Class 3 road for a distance of approximately .4 miles.
- The road becomes a Class 4 road for an additional .48 miles where it connects to Hollow Road. This portion of the road is not maintained by the Highway Department.
- The road has a posted speed of 35 MPH.
- "Children at Play" and "Watch For Children" signs are no longer considered legal signs as they are not supported by the Federal Manual on Uniform Traffic Control Devices (MUTCD) and legal advice from the Vermont League of Cities and Towns (VLCT) advises against using these signs.
- Children should be encouraged to play **out** of the road, not **in** it.
- Speed bumps are not a solution as they would complicate winter operations and proper storm-water discharge.
- Chaining off/blocking the end of the road is not an option as the road is a "public right-of-way" and is used by hunters and for agricultural/farm related activities.
- Changing the posted speed limit to 25 MPH would require an engineered traffic study at the expense of the Town.
- Speed limit signs (or any signs) are only as effective as drivers are attentive and responsible. Unfortunately, we have no control over the actions of drivers.

It is my recommendation that the speed limit remain at 35 MPH and that the concerned property owners attempt to educate their children about the hazards of playing in/near the road and try to prevent them from doing so. Thank you.
Brian

Brian Sanderson
Public Works Director
49 Center Street
Brandon, VT 05733
802-247-3635 x211
(c) 802-236-4925
bsanderson@townofbrandon.com