

**Brandon Select Board Meeting**  
**June 23, 2014**  
**6:15 p.m.**

The Brandon Select Board will meet Monday, June 23, 2014 at 6:15 p.m. at the Neshobe School located at 17 Neshobe Circle 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 – June 9, 2014
  - b) Special Select Board Meeting Minutes – June 12, 2014
  - c) Select Board Meeting Minutes – June 16, 2014
- 3) Public Comments for Items not on the Agenda
  
- 4) Town Managers Report
  
- 5) Financial Management Questionnaire
  
- 6) FY 13-14 TAN
  
- 7) Bike Path Grant
  
- 8) Other Business
  
- 9) Fiscal
  - a) General Fund Warrant – June 23, 2014 - \$241,988.57
  - b) Wastewater Fund Warrant – June 23, 2014 - \$12,928.48
  - c) FY 14/15 Warrant - \$45,158.10
  - d) Consider P.O. 51423 to Mike's Fuels for Diesel Fuel – not to exceed: \$43,300.00
  - e) Consider P.O. 51424 to Mike's Fuels for #2 Heating Fuel - \$23,750.00
  
- 10) Adjournment

**Town of Brandon Select Board Meeting Minutes**  
**June 9, 2014**  
**DRAFT**

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

**In Attendance:** Devon Fuller, Blaine Cliver, Ethan Swift (7:47 PM), Dave Atherton, and Maria Ammatuna

**Also in Attendance:** Phyllis Reed, Bernie Carr, Steve Bisette, Dick Kirby, Cindy Bell, Wayne Rausenberger, Kathy Rausenberger, Richard Baker, Debbie Boyce, Lee Kahrs, Nora Swan, Sam Stone, Lizbeth Aranado, Allan Leavitt, Arlyn Bloodworth, Chris Brickell (7:05 PM), Bill Moore, Judy Bunde, Tracy Wyman, Joe Ammatuna, Janet Coolidge and Robin Bennett.

**1. Call to order**

The meeting was called to order by Maria Ammatuna at 7:00 PM.

**Agenda Adoption** – Motion by D. Fuller and seconded by B. Cliver to adopt the agenda as stated. D. Atherton made the following amendments: 4 A) Sign Approval for business at 6 Park Street; 17) Executive Session for Contracts; 18) Executive Session for Personnel; 19) Executive Session for Personnel; 20) Adjournment. **Motion passed unanimously 4 – 0.**

**2. Constant Agenda**

a) Select Board Minutes – May 19, 2014 – **Motion to approve by B. Cliver and seconded by D. Atherton. Motion passed unanimously 4 – 0.**

b) Select Board Minutes – May 27, 2014 – **Motion to approve by D. Fuller and seconded by D. Atherton. Motion passed unanimously 4 – 0.**

**3. Public Comments for Items not on the Agenda**

K. Rausenberger inquired the status of the delinquent tax collections. R. Bennett stated that the initial steps have begun and further steps will proceed if necessary.

Steinberg Road residents inquired the status of the speed issue on that road. This item will be included in the Town Manager's Report.

B. Carr inquired the status of the Town Office Project. This item is included on the agenda.

A. Leavitt stated that vibration continues on Conant Square and he is concerned because his home is listed on the National Registry.

B. Carr inquired what the status of the town would be if the upcoming budget vote fails.  
M. Ammatuna explained that the town will operate on the past year's budget.

#### 4. Town Manager's Report

Town Manager Bennett reported on the following items:

- The Police Land Rover has sold for \$3,400. The funds will be used for the Speed Trailer and other necessary Police related equipment items that were not included in the budget
- The Highway Staff has recently attended the Vermont Highway Forum
- The river debris that was in the Neshobe River has been removed.
- The pump station on Champlain Street has had a pump rebuilt and replaced
- North Birch, Basin and VanCourtland Roads will be graded in the next few days.
- Roadside mowing will occur during the weeks of June 16 and June 23.
- Delinquent tax notices have been sent to affected residents. Some payments have been prompted. A more aggressive approach will be taken to resolve the delinquent taxes. D. Atherton inquired if this collection was for property or sewer payments. R. Bennett stated property only. The water and sewer delinquencies were discussed and further discussion will occur in the future with Fire District #1 with regard to collecting the delinquent water accounts. D. Atherton stated that he has spoken with representatives from the Fire District and a meeting will be happening soon.
- A letter has been received from residents on Steinberg Road regarding the speed and posting signs. R. Bennett stated that the signs that are posted are not standard signs and this is a Class 4 road with a posted 35 mph. R. Bennett stated that speed bumps were not an option as they would impede with snow removal and in order to lower the speed limit, an engineering study would need to be conducted. D. Fuller directed the Town Manager to investigate the cost of an engineering study. D. Atherton inquired if signs were available to be placed. There was discussion and it was determined that signs are not necessarily effective.  
Chief Brickell stated that the road is a paved road that turns to dirt and the law states that the dirt portion must be posted at 35 mph and the paved portion must be posted at a minimum of 25 mph. Chief Brickell stated that the Police officers have been patrolling the area, however, have not found anyone to be in violation of the posted speed limit.
- There have been 6 engineering proposals received regarding the 6 FEMA projects. R. Bennett stated that 3 of these proposals were in "good position" and 3 have had previous experience working with the current Town Manager in another community. R. Bennett stated that Aldridge and Elliott "stands out". They have been resident engineers on the water project and assisted with the engineering work following Tropical Storm Irene. B. Cliver inquired who was on

the Panel that reviewed the proposals. R. Bennett stated that the Director of Public Works and she reviewed the proposals. B. Cliver stated that he thought it was the Select Board choice, or at least involved in the choice. There was much discussion concerning the proposals and R. Bennett stated that this was a Request for Qualifications. R. Bennett stated that she has had lengthy meetings recently with FEMA representatives and the scope of the projects could change due to these meetings. The FEMA deadline extension is necessary. There was also discussion concerning the costs for the engineers. R. Bennett stated that Aldridge and Elliott proposed \$95/hour and the other engineers proposed \$125/hour. B. Cliver stated that it would be a good idea to review more data from other firms. M. Ammatuna stated that there is no agreement.

**Motion by D. Fuller and seconded by D. Atherton to engage the services of Aldridge and Elliot for services for FEMA projects as a result of Tropical Storm Irene and not to exceed the FEMA engineering fees. Motion passed 3 – 1 (Cliver).** B. Cliver would like more information. M. Ammatuna inquired if the FEMA extension was applicable now that there is an engineer. R. Bennett stated that this is true.

- Mr. Bissette stated that his road has been repaired.
- M. Ammatuna inquired the status of the hole in the water fountain. R. Bennett stated that she forgot about this item and will follow-up.
- M. Ammatuna inquired if Anna Scheck has been working on the Non-Active Funds. R. Bennett stated she hopes that this is completed prior to the next meeting.
- There has been no response from the utility companies with regard to “ownership of the poles on North Street.
- The Economic Development Proposal was deferred to Executive Session.
- D. Atherton stated that the rock pile is still there.
- A letter has been written to Montpelier with regard to Route 73.

#### **4 A) Sign Request**

M. Ammatuna turned the meeting over to D. Atherton stating that she has a conflict of interest in this topic.

D. Atherton stated that an application has been received to install 1 wall sign and 4 window signs at a business located at 6 Park Street. There would also be a portable sign and a flag that would be brought inside at the close of business daily. The size of the signage would not exceed the 36 square footage that is allowed in the ordinances.

Motion by D. Fuller and seconded by B. Cliver to approve the permit to not exceed the square footage as allowed in the Town Ordinance. Motion passed unanimously 3 – 0 – 1 (Ammatuna).

#### **5. Brandon Independence Day Celebration**

Debbie Boyce, representing the Brandon Independence Day Celebration was present. Ms. Boyce stated that she has met with Chief Brickell regarding Police coverage for the festivities; however, she is looking for confirmation of resources, in the event that the budget fails.

M. Ammatuna inquired the appropriation to the event, to which R. Bennett responded \$6,000. D. Boyce stated that if the Parade Committee were aware of the issues earlier in the year, they would have been doing fundraising to help with the expenses. Chief Brickell stated that the Friday events would require 1 additional person and the day of the parade would require all police officers, with the assistance of Hunter North employees. D. Fuller inquired the cost of Hunter North, which Chief Brickell stated \$250, which has not increased. There was discussion as to other ways to assist with the Police coverage, which Chief Brickell stated that it is not feasible to have other volunteers do the duties as there, is not proper training.

This topic was deferred to the next Select Board meeting.

D. Boyce inquired if the street could still be closed between the Congregational Church and Central Park on July 4 from 4:00 PM – 10:30 PM for the Annual Street Dance, which the DJ has donated services. **Motion by B. Cliver and seconded by D. Atherton to allow this road to be closed at these times.** There was discussion as to the enforcement for this event. D. Boyce stated that the fire trucks are the block for the road and other volunteers will assist, therefore, lessening the need for more than 1 Police Officer. Following discussion, **B. Cliver amended the motion to include “vote dependent”.** **D. Atherton seconded the amendment. Motion passed unanimously 5 – 0.**

## **6. Revolving Loan Fund Application – Swan & Stone Millinery**

Nora Swan and Sam Stone were present to discuss their application to the Revolving Loan Fund. The Swan & Stone Millinery has been an LLC for 2 years and has been in operation for over 4 years. Ms. Stone gave background information on the company and stated that the purpose of the loan was to purchase a felt loom. Currently, they are paying \$18,000 in rental fees per year for a loom and, at the current pay off rate, the proposed purchase would be paid off in approximately 2 years. The remaining funds, if approved, would be utilized to purchase a 500 pound bail of wool. Ms. Stone stated that with the increase in production, there would be the possibility of expanding to the Grainery on Union Street, and the addition of a shop assistant, as well as retaining the 2 part-time stitchers that are currently utilized.

There was much discussion concerning the utilization of outside funding sources.

M. Ammatuna stated that she would not be voting on this topic as she felt it a conflict.

E. Swift inquired who would pay the closing costs. Ms. Stone stated that she was not aware of any closing costs. R. Bennett stated that attorney fees are necessary to close this loan. Ms. Stone stated that the company could pay the closing costs.

D. Fuller inquired available assets. Ms. Stone stated that this information was included in the loan application packet.

M. Ammatuna inquired if there was a funding organization that is affiliated with the felt loom company. Ms. Stone stated that there is no funding organization available.

Ms. Stone stated that most of the hats are sold at Farmer's Markets and galleries. The hope would be to increase to a wholesale and on-line section as well.

Cindy Bell inquired a history of the fund. D. Fuller explained that the fund was originally set up as a CDBG Grant that was loaned to Nexus for start-up funding and when the original loan was paid off, the funds remained in Brandon and are being loaned to businesses as needed.

**Motion by E. Swift and seconded by B. Cliver to accept the recommendation as presented and to grant the loan in the amount of \$40,000 to Swan & Stone Millinery with a committed 10 year re-payment to be paid off in 5 year installments with a balloon payment payable at month 61. Motion passed unanimously 4 – 0 – 1 (Ammatuna).**

D. Atherton inquired if this application had been reviewed by the Economic Development Committee. R. Bennett stated that the board did not have a quorum at the meeting that the application was reviewed.

## **7. Recreation – Background Check Policy**

Recreation Director Bill Moore was present to discuss the proposed Background Check Policy for Recreation Volunteers.

M. Ammatuna inquired if the Chief of Police would be consulted for the checks. Mr. Moore indicated that VCIC checks are available at no cost.

M. Ammatuna inquired if this proposed document was modelled after a VLCT (Vermont League of Cities and Towns) document. Mr. Moore stated that he had found some documents and combined pieces to come up with the proposed policy.

Motion by D. Atherton and seconded by E. Swift to approve the document with minor amendments. Motion passed unanimously 5- 0.

## **8. FY 14 – 15 Budget**

R. Bennett reported that there were no updates on this topic.

## **9. Town Meeting June 23<sup>rd</sup> and 24<sup>th</sup>**

M. Ammatuna stated that there would be an informational meeting on June 23, 2014 and would follow the same format as previously conducted. E. Swift stated that the various articles needed to be clarified at the meeting.

There will be a meeting on June 16 at 5:30 PM at the Town Hall to review the information to be discussed at the meeting.

M. Ammatuna inquired if there were sample ballots. R. Bennett will check with Town Clerk Sue Gage. M. Ammatuna inquired if the ballots would be machine count. R. Bennett stated that the count would be by hand.

## **11. Town Office Project**

R. Bennett stated that there is no update at this time and that the environmental folks are working "behind the scenes" and is on to Phase II.

## **12. Waterline/Segment 6/Bridge 114 Project**

R. Bennett stated that the waterline project is progressing with a proposed completion date of June 20; however, ledge has been an issue. There will be water shut-down for connections, which will occur on West Seminary Street, North Seminary Street, East Seminary Street and River Street. Residents will be notified. There will be another shut-down for residents residing on Park Street and continuing north to McDonalds.

R. Bennett stated that a letter has been sent out regarding the Segment 6 Jurisdiction.

Bridge 114 was discussed and the historical aspect was discussed. There will be future updates on this project.

## **13. Other Business**

E. Swift stated that the Forest Service has researched the Churchill Road Bailey Bridge and determined that the Bailey Bridge works great at a fraction of the cost to replace. M. Ammatuna inquired if there would be grant funds available to replace the bridge. E. Swift stated that it is highly unlikely that any grant funds are available.

## **14. Fiscal**

### **A) General Fund Warrant – June 9, 2014 - \$214,796.48**

**Motion to approve the warrant by D. Fuller and seconded by E. Swift. D. Atherton inquired the expense to Bright Visual Product. R. Bennett stated that**

this was a replacement board at Dave's Grocery, where the Public Notices are posted. **Motion passed unanimously 5 – 0.**

**B) Wastewater Fund Warrant – June 9, 2014 - \$5,621.59**

**Motion to approve the warrant by D. Atherton and seconded by B. Cliver.** M. Ammatuna inquired the expense for a tie rod. R. Bennett stated that this was a "wear and tear" item. **Motion passed unanimously 5 – 0.**

Motion by D. Fuller and seconded by E. Swift to recess the Select Board and convene as the Sewer Commission at 9:16 PM. Motion passed unanimously 5 – 0.  
The Select Board reconvened at 9:18 PM.

**Motion by D. Fuller and seconded by D. Atherton to enter into Executive Session, to include R. Bennett. Motion passed unanimously 5 – 0.**

**15. Executive Session – 1 V.S.A § 313 (a)(1) – Personnel**

Motion by D. Fuller and seconded by E. Swift to enter into Executive Session. Motion passed unanimously 5 – 0.

Motion by D. Atherton and seconded by E. Swift to come out of Executive Session at 10:04 PM. The Select Board exited Executive Session with no action taken. Motion passed unanimously 5 – 0.

**16. Executive Session – 1 V.S.A § 313 (a)(1) – Personnel**

Motion by D. Atherton and seconded by D. Fuller to enter into Executive Session at 10:04 PM. Motion passed unanimously 5 – 0.

Motion by D. Fuller and seconded by D. Atherton to come out of Executive Session at 10:10 PM. The Select Board exited Executive Session with no action taken. Motion passed unanimously 5 – 0.

**17. Executive Session – 1 V.S.A § 313 (a)(1) – Personnel**

Motion by D. Atherton and seconded by E. Swift to enter into Executive Session at 10:11 PM. Motion passed unanimously 5 – 0.

Motion by E. Swift and seconded by D. Atherton to exit Executive Session at 10:19 PM. The Select Board exited Executive Session with no action taken. Motion passed unanimously 5 – 0.

**18. Executive Session – 1 V.S.A § 313 (a)(1) – Personnel**

Motion by D. Atherton and seconded by E. Swift to enter into Executive Session at 10:20 PM. Motion passed unanimously 5 – 0.

Motion by D. Fuller and seconded by E. Swift to exit Executive Session at 10:22 PM. The Select Board exited Executive Session with no action taken. Motion passed unanimously 5 – 0.

**19. Executive Session – 1 V.S.A § 313 (a)(1) – Personnel .**

Motion by D. Atherton and seconded by D. Fuller to enter into Executive Session at 10:23 PM. Motion passed unanimously 5 – 0.

Motion by D. Fuller and seconded by E. Swift to exit Executive Session at 10:25 PM. The Select Board exited Executive Session with no action taken. Motion passed unanimously 5 – 0.

**20. Adjournment**

Motion by E. Swift and seconded by D. Fuller to adjourn at 10:26 PM. Motion passed unanimously 5 – 0.

Respectfully submitted

Kelly Giard  
Recording Secretary

**Brandon Special Select Board Meeting  
June 12, 2014**

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

**In Attendance:** Devon Fuller, David Atherton, and Blaine Cliver.

**Also In attendance:** Robin Bennett and Darren Winham

The meeting was called to order at 4:45 p.m. by Vice-Chair David Atherton.

1. Call to Order
- a. Agenda Adoption – Motion Fuller/Cliver to adopt the agenda as presented. The motion passed unanimously – 3 to 0.
2. Other Business:  
There was no other business to be conducted.
3. Executive Session 1 V.S.A. § 313 (a)(1)-Personnel  
Motion Cliver/Fuller to enter into Executive Session at 4:46 p.m. to discuss a personnel/contractual issue. The motion passed unanimously – 3 to 0.

Motion Fuller/Cliver to come out of Executive Session at 6:05 p.m.

4. Adjournment  
Motion by Fuller/Cliver to adjourn the Select Board meeting at 6:07 p.m. The motion passed unanimously – 3-0.

## Brandon Special Select Board Meeting

June 16, 2014

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

**In Attendance:** Devon Fuller, David Atherton, Maria Ammatuna, Ethan Swift and Blaine Cliver.

**Also In attendance:** Robin Bennett, Richard Baker, Jeff Stewart, Wayne Rausenberger, Kathy Rausenberger, and Deb Boyce.

The meeting was called to order at 5:41 p.m. by Vice-Chair David Atherton.

1. Call to Order
  - a. Agenda Adoption – Motion Fuller/Swift to adopt the agenda as presented. The motion passed unanimously – 4 to 0.
2. Economic Development Proposal: There was discussion concerning the proposal by Darren Winham to provide interim economic development services to Brandon until a permanent person can be hired. The Board expressed the desire to have Mr. Winham help and mentor the person hired. Motion Cliver/Fuller to hire Darren Winham for a contract to not exceed \$10,000 to provide economic development consulting services. The motion passed unanimously – 5-0.
3. Special Town Meeting Preparation: The Board discussed what items to include in the presentation for the Informational Meeting to be held on June 23<sup>rd</sup>. It was suggested to focus on the General Fund and the additional articles on the ballot. A sample article will be included in the power point presentation.
4. Other Business: Cliver recommended that if the Town needs to contract with Glenna Pound for the upcoming audit we should get the contract in place as soon as possible. Swift asked if anyone was contact by a solar company. They would like to talk to the Town about conservation and potential residential projects. Jeff Stewart informed the Select Board that the Board would need to approve the bike path grant application at their meeting on June 23<sup>rd</sup> in order to meeting the application deadline.
5. Adjournment  
Motion by Ammatuna/Fuller to adjourn the Select Board meeting at 6:52 p.m.  
The motion passed unanimously – 5-0.

Financial Management Questionnaire -- Towns and Cities

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?		<input checked="" type="checkbox"/>		
Do you reconcile bank and ledger balances monthly?	<input checked="" type="checkbox"/>			
Are checks always written to specified payees and not to cash?	<input checked="" type="checkbox"/>			
Does the same individual open the mail and deposit checks?	<input checked="" type="checkbox"/>			
Are pre-numbered checks used for all bank accounts?	<input checked="" type="checkbox"/>			
Are unopened bank statements delivered directly to the treasurer as received?	<input checked="" type="checkbox"/>			
Have you borrowed money from the town?		<input checked="" type="checkbox"/>		
Have select board members attended financial trainings?			<input checked="" type="checkbox"/>	
Are bank statements reconciled on a regular basis?	<input checked="" type="checkbox"/>			
Does someone other than the treasurer review bank reconciliations?	<input checked="" type="checkbox"/>			
Have you deposited town monies anywhere other than a town account?		<input checked="" type="checkbox"/>		
Have you deposited any non-town monies into a town account?	<input checked="" type="checkbox"/>			
Is interest in town accounts apportioned to each account?	<input checked="" type="checkbox"/>			
Have there been any changes in authorized signatures during the fiscal year?	<input checked="" type="checkbox"/>			
Has a signature stamp ever been used for any town account	<input checked="" type="checkbox"/>			
Has there ever been a theft, or unauthorized use of town funds or equipment?		<input checked="" type="checkbox"/>		
Are financial records maintained in a computerized system?	<input checked="" type="checkbox"/>			
Does the town have written policies and procedures for financial operations?	<input checked="" type="checkbox"/>			
Does each town official have copies of these policies and procedures?			<input checked="" type="checkbox"/>	
Have you attended trainings on recordkeeping?	<input checked="" type="checkbox"/>			
Are checks written by the same individual who approves payments?		<input checked="" type="checkbox"/>		
Are you a participant in any business which does business with the town?		<input checked="" type="checkbox"/>		
Do you maintain separate pages, columns or running balances for each fund?	<input checked="" type="checkbox"/>			
Do elected town auditors attend financial trainings?				
Are bank accounts and fund balances reconciled on a monthly basis?	<input checked="" type="checkbox"/>			
Does the town loan money to town employees?		<input checked="" type="checkbox"/>		

As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: Brandon, Vermont.

Preparer: (signature) [Signature] (printed name): Susan Gage Title: Town Treasurer

Received by Select Board (signature): \_\_\_\_\_ on (date): \_\_\_\_\_

N/A - No ELECTED AUDITORS

**REQUEST FOR PAYOFF OF FYE 2014 TAX ANTICIPATION**

**PAYOFF NATIONAL BANK OF MIDDLEBURY TAX ANTICIPATION NOTE**

AMOUNT WITHDRAWN & HELD IN SEPARATE NBM A/C	\$100,000.00
INTEREST EARNED ON SAME	<u>\$ 42.48</u>
TOTAL AVAILBLE IN ACCOUNT	<u>\$100,042.48</u>
TRANSFERRED TO GENERAL FUND CHECKING FOR PAYOFF	\$100,041.48

TAX ANTICIPATION NOTE PAYOFF (TUESDAY, JUNE 24, 2014) \$101,129.53

**CHECK REQUEST AMOUNT \$101,129.53**

PRINCIPAL	\$100,225.00
INTEREST	\$ 904.53

Manually Selected For Check Acct 01(10 General Fund) 06/23/2014 To 06/23/2014

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
200263	ALDRICH & ELLIOTT, PC	74737	RT Constr. #220	8940.49	0.00	8940.49	38881 06/23/14
200263	ALDRICH & ELLIOTT, PC	74798	RT 7 WL Constr.	10629.37	0.00	10629.37	38882 06/23/14
200263	ALDRICH & ELLIOTT, PC	74859	RT & 7 Const. #220	5008.65	0.00	5008.65	38883 06/23/14
100598	AUBUCHON CO - BRANDON - STORE	467709	estabrook repais	137.40	0.00	137.40	38884 06/23/14
100598	AUBUCHON CO - BRANDON - STORE	467737	paint, cleaner sprayer s	88.13	0.00	88.13	38885 06/23/14
100125	BARTOL, CURT R PH D	JUNE2014	evaluation	15.00	0.00	15.00	38886 06/23/14
100190	BLUE SEAL FEEDS	329-4235	contractor bags	11.99	0.00	11.99	38887 06/23/14
100280	BRANDON LUMBER & MILLWORK CO.	479044/3	plug/sakrete/trowels	88.34	0.00	88.34	38888 06/23/14
100280	BRANDON LUMBER & MILLWORK CO.	479184/3	sakrete/posts	31.81	0.00	31.81	38888 06/23/14
100280	BRANDON LUMBER & MILLWORK CO.	479312/3	post caps, nails	32.19	0.00	32.19	38888 06/23/14
100280	BRANDON LUMBER & MILLWORK CO.	479352/3	trash bags	29.98	0.00	29.98	38888 06/23/14
100280	BRANDON LUMBER & MILLWORK CO.	479521/3	drill bit	21.99	0.00	21.99	38888 06/23/14
100280	BRANDON LUMBER & MILLWORK CO.	479548/3	trash bags	9.99	0.00	9.99	38888 06/23/14
100280	BRANDON LUMBER & MILLWORK CO.	479616/3	pipe insulation	2.29	0.00	2.29	38888 06/23/14
100280	BRANDON LUMBER & MILLWORK CO.	479617/3	trash bags	14.99	0.00	14.99	38888 06/23/14
200218	BRANDON REPORTER	5-31-14	MAY ADS	201.00	0.00	201.00	38889 06/23/14
100592	CHAMPLAIN OIL COMPANY INC	CL145655	gas	1746.23	0.00	1746.23	38890 06/23/14
300796	CLD CONSULTING ENGINEERS	50826	RT 7 Inv. #220	569.41	0.00	569.41	38891 06/23/14
300796	CLD CONSULTING ENGINEERS	50827	RT 7 Inv. #220	450.51	0.00	450.51	38892 06/23/14
300796	CLD CONSULTING ENGINEERS	50939	RT 7 ASR#7-RT 7 #220	14531.45	0.00	14531.45	38892 06/23/14
310097	COMCAST	JUNE LISTERS	JUNE SERVICE LISTERS	64.26	0.00	64.26	38893 06/23/14
310097	COMCAST	MAY LISTERS	MAY SERVICE LISTERS	113.23	0.00	113.23	38893 06/23/14
300466	DUNDON PLUMBING & HEATING INC	18830	PORTALET RENTAL	40.46	0.00	40.46	38894 06/23/14
300187	FLORENCE CRUSHED STONE	219845	stone	546.36	0.00	546.36	38898 06/23/14
100925	FOLEY SERVICES INC	460442	uniforms	50.92	0.00	50.92	38899 06/23/14
100925	FOLEY SERVICES INC	461813	uniforms	50.92	0.00	50.92	38899 06/23/14
100332	GAGNON LUMBER INC	58134	PLAYGROUND CHIPS	600.00	0.00	600.00	38900 06/23/14
100650	GALLS, AN ARAMARK COMPANY	002039920	defense spray	60.00	0.00	60.00	38901 06/23/14
100480	GOSHEN, TOWN OF	25	winter plowing - Fay Roa	1000.00	0.00	1000.00	38903 06/23/14
100725	GREEN MOUNTAIN GARAGE	053542	bulbs	18.74	0.00	18.74	38904 06/23/14
310233	GREEN MOUNTAIN POWER	JUNE 2014	MAY ELECTRIC	4754.24	0.00	4754.24	38905 06/23/14
310276	INSTALLATION STATION	430	installation of radios	2100.00	0.00	2100.00	38906 06/23/14
310166	J.A. MCDONALD, INC.	REQ. #5	RT 7 Waterline Proj	58274.00	0.00	58274.00	38907 06/23/14
100029	LAWES AGRICULTURAL SERVICE	27312	grass seed	75.00	0.00	75.00	38908 06/23/14
100029	LAWES AGRICULTURAL SERVICE	27366	grass seed	37.50	0.00	37.50	38908 06/23/14
100588	MARKOWSKI EXCAVATING, INC.	V-14309	gravel	521.85	0.00	521.85	38910 06/23/14
100588	MARKOWSKI EXCAVATING, INC.	V-14339	gravel	894.60	0.00	894.60	38910 06/23/14
310304	MIKE'S FUELS, LLC	256114	diesel fuel @ HWY	1046.25	0.00	1046.25	38911 06/23/14
310389	MOBILE MINI, INC	159029262	JUNE PORTION OF RENTAL	183.75	0.00	183.75	38912 06/23/14
310379	MOORE, WILLIAM FV	6-19-14	MISC SUPPLIES	290.38	0.00	290.38	38913 06/23/14
300463	NATIONAL BANK OF MIDDLEBURY	TAN 2014	2013 TAN payoff	101129.53	0.00	101129.53	38914 06/23/14
100788	NEW ENGLAND MUNICIPAL RESOURCE	32528	JUNE ASSESSMENT	1333.33	0.00	1333.33	38915 06/23/14
310141	NEW HORIZON COMMUNICATIONS COR	JUNE2014		52.70	0.00	52.70	38916 06/23/14
100261	PETTY CASH - POLICE DEPT	6-10-14	postage	34.80	0.00	34.80	38917 06/23/14
101050	PRATICO'S LANDSCAPING & FENCE	2715	insurance estimate	150.00	0.00	150.00	38918 06/23/14
310372	PROFESSIONAL LITIGATION & POLY	14-01153	pre-employment screening	250.00	0.00	250.00	38919 06/23/14
310428	QUENNEVILLE, PAMELA J	0030-0545	abatement bca 6-17-14	4804.76	0.00	4804.76	38920 06/23/14
100005	RUTLAND COUNTY SOLID WASTE DIS	20681	may surcharge	768.06	0.00	768.06	38923 06/23/14
300135	RUTLAND NORTHEAST SUPERVISORY	6-9-14	SNOWBOWL	212.73	0.00	212.73	38924 06/23/14
200292	STAPLES CREDIT PLAN	1090813391	DVD's	45.98	0.00	45.98	38925 06/23/14

06/20/14  
03:27 pm

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # Current Prior FY Invoices  
Manually Selected For Check Acct 01(10 General Fund) 06/23/2014 To 06/23/2014

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
200292	STAPLES CREDIT PLAN	1091344491 bubble mailers	16.28	0.00	16.28	38925	06/23/14
200292	STAPLES CREDIT PLAN	4865114003 Desktop PC & software	1241.96	0.00	1241.96	38925	06/23/14
310429	STITZEL, PAGE & FLETCHER, P.C.	23815 personnel matter	508.55	0.00	508.55	38926	06/23/14
310427	TOWN OF LEICESTER	0610 mylar map rack	200.00	0.00	200.00	38927	06/23/14
310208	VANASSE HANGEN BRUSTLIN, INC	0180484 Bridge 114- Inv. #16	4400.54	0.00	4400.54	38928	06/23/14
310208	VANASSE HANGEN BRUSTLIN, INC	180483-27 RT 7 Inv. #220	8934.15	0.00	8934.15	38929	06/23/14
100676	VERMONT DEPT OF MOTOR VEHICLES	327463 LIC PLATES FOR TRAILER	10.00	0.00	10.00	38867	06/13/14
300024	VERMONT DIGITAL	6517-T staples for copier	90.00	0.00	90.00	38930	06/23/14
300581	VERMONT OFFENDER WORK PROGRAMS	77746 May mowing	1700.00	0.00	1700.00	38931	06/23/14
300194	VERMONT POLICE ACADEMY	140610241 Animal Cruelty class	16.50	0.00	16.50	38932	06/23/14
300194	VERMONT POLICE ACADEMY	140610265 Spillman class	16.50	0.00	16.50	38932	06/23/14
300194	VERMONT POLICE ACADEMY	140610287 internet crimes class	16.00	0.00	16.00	38932	06/23/14
300194	VERMONT POLICE ACADEMY	140610293 shot gun class	28.50	0.00	28.50	38932	06/23/14
300194	VERMONT POLICE ACADEMY	140610298 patrol rifle class	17.50	0.00	17.50	38932	06/23/14
100146	VLCT PACIF	18195 VLCT P/R Audit final	492.00	0.00	492.00	38933	06/23/14
100146	VLCT PACIF	6-20-14 DED. GRDRAIL SCHECK	1000.00	0.00	1000.00	38933	06/23/14
200298	VRPA	JUNE 2014 MEMBERSHIP	150.00	0.00	150.00	38934	06/23/14
310046	W.B. MASON CO INC	I18585572 toner, paper	246.42	0.00	246.42	38935	06/23/14
310046	W.B. MASON CO INC	I18634552 folders, duster, soap	76.15	0.00	76.15	38935	06/23/14
310046	W.B. MASON CO INC	I18659702 toner	187.98	0.00	187.98	38935	06/23/14
310046	W.B. MASON CO INC	I18688889 OKI drum and toner	182.98	0.00	182.98	38935	06/23/14
310415	ZALINGER CAMERON & LAMBEK, P.C 2014	Professional Services	391.00	0.00	391.00	38936	06/23/14
Report Total			241,988.57	0.00	241,988.57		

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 \$ \*\*\*241,988.57  
Let this be your order for the payments of these amounts.

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06/20/14  
03:23 pm

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # Current Prior FY Invoices For Fund (20 Sewer Fund)  
All Invoices For Check Acct 01(10 General Fund) 06/23/14 To 06/23/14 & Fund 20

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
100458	06/03/14	seal	2581086/912	20-5-55-51220 Maint. Supplies - Pump St	1177.04	38879	06/23/14
100961	06/17/14	pump & Vactor - Center St	122313	20-5-55-51310 Collection Systems	1000.00	38880	06/23/14
100961	06/17/14	snaked/roto rooted line	122314	20-5-55-51320 Outside Contractor	170.00	38880	06/23/14
100494	06/06/14	testing	146900	20-5-55-22120 Testing	22.00	38895	06/23/14
100494	06/18/14	testing	147715	20-5-55-22120 Testing	22.00	38895	06/23/14
100756	06/04/14	sump pump for Champlain	43151183	20-5-55-51210 New Equipment - Pump Sta	153.36	38896	06/23/14
300492	06/02/14	bolts	VTRUT71966	20-5-55-51220 Maint. Supplies - Pump St	6.32	38897	06/23/14
100925	06/10/14	uniforms	460441	20-5-55-10320 Clothing Allowance	18.57	38899	06/23/14
100925	06/17/14	uniforms	461812	20-5-55-10320 Clothing Allowance	18.57	38899	06/23/14
100835	05/22/14	technical sessions	14-254	20-5-55-10310 Travel & Expenses	55.00	38902	06/23/14
310233	06/20/14	WW MAY ELECTRIC	WW JUNE 14	20-5-55-42130 Electric	5831.22	38905	06/23/14
310304	06/10/14	diesel fuel @ WW	256115	20-5-55-41130 Fuel - Vehicles	79.50	38911	06/23/14
310430	06/19/14	Refund for Sewer Adj.	#0709	20-2-00-02120 Sewer Fee Credits	279.90	38921	06/23/14
300375	06/13/14	May sludge processing	11927SLUDG	20-5-55-50160 Sludge Disposal	4095.00	38922	06/23/14

Report Total

12928.48

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 \$ \*\*\*\*12,928.48  
Let this be your order for the payments of these amounts.

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All Invoices For Check Acct 01 (10 General Fund) 06/23/14 To 06/23/14

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310152	CALFIRST NATIONAL BANK	3075842 Int. Truck Lease Pay	27373.54	0.00	27373.54	38868	06/23/14
310097	COMCAST	JULY LISTERS JULY LISTERS	48.97	0.00	48.97	38869	06/23/14
310177	COTT SYSTEMS, INC.	0073115 JULY HOST FEE	200.00	0.00	200.00	38870	06/23/14
300466	DUNDON PLUMBING & HEATING INC	JULY 18830 PORTALET RENTAL	34.54	0.00	34.54	38871	06/23/14
100017	LILLY'S INSTRUMENTATION	26863-07-14 service contract FY 14/1	3000.00	0.00	3000.00	38872	06/23/14
330461	MARKOWSKI, GREG	JULY 2014 JULY RENT	2000.00	0.00	2000.00	38873	06/23/14
310389	MOBILE MINI, INC	JULY JULY PORTION OR RENT	61.12	0.00	61.12	38874	06/23/14
100788	NEW ENGLAND MUNICIPAL RESOURCE	32618 Disaster Rec. Contract	597.02	0.00	597.02	38875	06/23/14
100788	NEW ENGLAND MUNICIPAL RESOURCE	32630 CAMA Disaster Rec	562.75	0.00	562.75	38875	06/23/14
100487	TREASURER, COUNTY OF RUTLAND	JULY 14 County Tax Pay	11011.35	0.00	11011.35	38876	06/23/14
100019	VERMONT DEPT OF TAXES	14-15 Marshall & Swift 2015	238.81	0.00	238.81	38877	06/23/14
100649	VERMONT GFOA	6-2014 Annual membership	30.00	0.00	30.00	38878	06/23/14
Report Total			45,158.10	0.00	45,158.10		

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 \$ \*\*\*\*45,158.10

Let this be your order for the payments of these amounts.

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FINANCING, short-term until a budget is passed

I have been seeking bids for a short-term Current Expense Note (July – Sept) to allow us to operate until we have passed a budget. I developed a cash flow of expenditures and requested an amount equal to expenditures less any known revenues, which is approximately \$1,500,000. Expenditures include amounts passed in earlier budgets, such as appropriations and school budgets. I requested a “draw down” loan which would allow us to use only what was necessary thereby minimizing interest costs. I also requested that there be no early retirement penalties, should the budget pass.

It would be difficult to issue property tax bills for debt coverage, appropriations and school budgets and then issue a second “amended” tax bill once a municipal budget has passed. I am hopeful that we can pass a budget before something like that would become necessary.

I have been corresponding with Paul Giuliani who handles most of the municipal bonding in Vermont. He has extensive knowledge and experience in municipal borrowing. Mr. Giuliani stated the following:

“ When it issues a general obligation, the Town agrees to levy and collect an unlimited ad valorem tax on all property within the town to ensure that the note and all accrued interest is paid. The law (24 VSA 1764) mandates a tax levy to pay outstanding general obligations even if a budget hasn’t been approved.

The Town has to have the ability to operate without a budget, funding its operations with fully secured general obligations in the form of current expense or tax anticipation notes. If it didn’t have that power, the Town could escape discharging its mandated duties by pointing to a defeated budget. The law will not allow that to happen.”

I have sent bids to four area banks. Once we have an approved budget, we will issue property tax bills and payoff the Current Expense Note.

Thanks.

A handwritten signature in black ink, appearing to read 'Sue Gage', written in a cursive style.

Sue Gage, Treasurer