

Brandon Select Board Budget Workshop
August 11, 2014
6:00 p.m.

The Brandon Select Board will meet Monday, August 11, 2014 at 6:00 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) FY 14-15 Budget Workshop
- 3) Adjournment

Brandon Select Board Meeting
August 11, 2014
7:00 p.m.

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- 1) Call to Order
 - a) Agenda Adoption
- 2) Consent Agenda
 - a) Select Board Meeting Minutes – July 28, 2014
- 3) Public Comments for Items not on the Agenda
- 4) Town Managers Report
- 5) FY 14-15 Budget
- 6) Town Meeting and Informational Meeting Warning
- 7) Gymkhana Resolution
- 8) Annual Audit Contract
- 9) Zoning / LHO / Rental Code Vacancy
- 10) Town Office Project
- 11) Segment 6 / Bridge 114 Project
 - a) VSE Contract
- 12) Other Business
- 13) Fiscal
 - a) FY 14/15 Postage Warrant – August 5, 2014 - \$1,000.00
 - b) FY 13/14 General Fund Warrant – August 11, 2014 - \$5,014.92
 - c) FY 14/15 General Fund Warrant – August 11, 2014 - \$16,794.33
 - d) Wastewater Fund Warrant – August 11, 2014 - \$1,230.82
 - e) Consider P.O. 51755 to Markowski Excavating, Inc. for Gravel - not to exceed \$25,000.00
 - f) Consider P.O. 51756 to Florence Crushed Stone for Winter Sand - \$12,500.00
 - g) Consider P.O. 51757 to Markowski Excavating, Inc. for Winter Sand - \$11,360.00
- 14) Executive Session - 1 V.S.A. § 313(a)(1) – Personnel
- 15) Adjournment

**Brandon Select Board Meeting
July 28, 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, Joe Ammatuna, Cindy Bell, Chris Brickell, Richard Baker, Doug Bailey, Dawn Bailey, Delores Furnari, Lois Acinapura, Del Cook, Sally Cook, Christy Gahaghan, Lee Kahrs, Debbie Kirby, Dick Kirby, Tim Mitchell, Bruce Edwards, Sue Gage, Tecari Shuman, Lou Faivre, Arlun Bloodworth, Nancy Leary, Brian Coolidge, Gene Pagano, Kelly Coolidge, Nancy Fisher, Jon Andrews, Jim Leary, Jane Coolidge, Bob Gearwar, Jeff Stewart, Priscilla Mckeighan, Anna Scheck, Gary Meffe, Pete Smith, Patty Smith, Jack Fillioe, Katie Little, Lori Brown, Sarah LaRoque, Audrey Hathaway, William Rounds, Deborah King, Elaine Reynolds, Roman Wdoviak, Barry Varian, Gayle Pilat, Laura Abel, Susan Stone, Tom Kane, Art Doty, Donna Doty, Susan Boswell, Mike Waters, Heidi Young, Molly Kennedy, Jason Mitchell, Bill Moore, Mei Mei Brown, Robert Kinchen, Vince Campbell, Penny Conlin, Richard Jewett, Rhoda Delancey, John Wilson, Lynn Wilson, Steph Chena, Kjell Thompson, Linda Thompson, Dennis Reisenweaver, Norm Milot, Limond Garry, Anthony Peduto, Bob Clark, Mary Bagley, Bill Clausen, Julie Bordeaux, Christine Seymour, Erin Gallivan, Karen Kane, Harvey Smith

1. Call to order

The meeting was called to order by Maria Ammatuna at 7:02PM.

a) Agenda Adoption – Motion by Blaine Cliver/Ethan Swift to adopt the agenda with an addition of Item 17f - Fiscal for an FY13/14 warrant in the amount of \$45,282.16. **The motion passed unanimously – 4 to zero.**

2. Consent Agenda

a) Select Board Meeting Minutes – July 7, 2014

Motion by Dave Atherton/Devon Fuller to approve the minutes of the July 7, 2014 Select Board meeting. **The motion passed unanimously – 4 to zero.**

b) Select Board Meeting Minutes – July 15, 2014

Motion by Blaine Cliver/Dave Atherton to approve the minutes of the July 15, 2014 Select Board meeting. **The motion passed unanimously – 4 to zero.**

3. Public Comments for Items not on the Agenda

There was no discussion held.

4. Town Manager's Report

Robin Bennett stated the waterline project is complete and the town is waiting for the final paperwork and drawings to close out of the project. The grading has been done on Lover's Lane, Richmond Road, Long and Short Swamp Roads, Marshall Phillips Road, Hacks Sawmill Road, Hawk View Road and Rydon Road. The next roads to be graded will be Birch Hill Road, Country Club Road and Old Brandon Road. The Newton Road rock pile has been about two-thirds removed. The Middle Road sewer repair has been completed; there were several tree roots, breaks and bends found in the pipe. There is a sink hole near the sludge tank at the wastewater treatment plant. The area has been backfilled and top soil has been added. The State was contacted as it was an action item from their 2014 Reconnaissance Inspection and they were satisfied with the results. The town received \$30,000.00 grant funding with no match to explore the feasibility of future HMPG applications for Brandon. Ms. Bennett and the DPW gathered information for the grant that will include two generators and flood mitigation for the treatment plant and Bridge 23 located on Wheeler Road. Ethan Swift asked if this covers the current HMPG applications and Ms. Bennett noted it does not.

5. Audrey Hathaway - Gymkhana

Audrey Hathaway stated they have been running Gymkhana on McConnell Road for the past three years. It was in Florence for 30 years prior to that and there was never a problem with the neighbors. This is a family affair and there are many children competing at all ages. During the first year there was a complaint about the noise and the P.A. system was shut off at 10PM. A couple of weeks ago they had a large participation and it ran after 10PM. The house in question is 1000 feet away and they have now cut the P.A. to 50 decibels. She noted this is a non-profit event and is the only place that children can compete in the area. They feel that they are contributing to the best interest of the children and it is difficult to complete the competition before 10PM. The owners were advised there could be a town variance from the Select Board. They have been told the next time the police have to visit, they will be given a citation. An extension of time for the event is being requested. Christine Seymour stated the event takes place on Friday night and is not run throughout the week and is similar to other sports that the children can participate in. The police have advised that it is a well-run event. Devon Fuller asked if it takes three hours to run the event. Ms. Hathaway stated there were 33 riders and they go through 6 events and it does take more than 3 hours. They do not want to turn children away and when turning the P.A. system off, it causes mass confusion. Friday night was chosen because many people have things to do on Saturday and there are other rodeos that they would be in competition with. This program was started back in 1979 in Clarendon and it is not a money-making effort. The P.A. was turned down and if they can keep it at the level they are at, this would work. The event starts at 7PM as earlier would create a hardship for people. There are families that come from New York and several other towns in Vermont. Mr. Fuller stated

with a policy of not turning people away the program will continue to grow and may be a hardship to the neighbors. Ms. Hathaway stated no one has complained and this has been the first person to complain. Everything has been done to work with the neighbor who is complaining and they do not want the police to visit again.

Kelly Coolidge stated she is the neighbor who has been complaining, but she is not the only complainant. There are nine property owners who also have been quietly dealing with this situation. The ordinance states 70 decibels during the day and 60 decibels during the night. She is all for the Gymkhana as she has taught some of the children who participate. She stated her children indicate they cannot sleep due to the loud noise. She has never called the police department until it is after 10PM. Ms. Coolidge questioned how this can take place in a residential area. She chose her home because it sits back from the road and she likes the quietness and they like to use their deck; noting on Friday evenings they cannot carry on conversations on their deck. She would love to see the event happen Saturday or Sunday afternoon. Ms. Coolidge stated it is every Friday night from June 1st through August 30th. If this were a one-time event, such as the 4th of July, she would understand and not complain. She has spoken with people from the Gymkhana and has had one uncomfortable conversation. She stated this is something that has been going on for three years. She feels that 10PM is a reasonable time for the event to be completed and that she is already compromising, as the state statute indicates sun up to sun down and 10PM is an exception. There are people as far as Van Cortland Road who can hear the noise.

Maria Ammatuna stated there is nothing that specifies nighttime hours and the Select Board will have to take this under consideration. Ethan Swift stated Section 608 indicates 60 decibels at the property level. Ms. Hathaway stated after the adjustment to the P.A. system, it was brought down to 50 decibels. It was noted if Brandon truly cares about their youth, this is something that should be allowed, as this is a healthy event for the children. Ms. Ammatuna asked Mr. Andrews what type of permit would be required for an event like the Blue Grass Festival and he noted there is no permit required.

A neighbor living 1 ½ miles from the Gymkhana thinks it is a great event, but she would like to see it close down earlier so that it is not a disturbance to the neighbors. She stated one of the riders is a young man that she cares about and she is all for the event, but 10PM should be the limit. Ethan Swift asked if the police have measured the sound levels and Chief Brickell indicated they do not have equipment to measure sound. Doug Bailey stated he lives right next to the Blue Grass Festival and they have always shut down at 10PM every night that they perform so it is not a good comparison. It was suggested the event use smaller speakers that are lower to the ground rather than a P.A. system to avoid an issue with the sound.

6. FY 14/15 Budget

Maria Ammatuna requested comments from the public on the budget prior to the Board's discussion.

Erin Gallivan thanked the board for all of their hard work. Ms. Gallivan asked the appropriate way to get answers about the budget. Maria Ammatuna stated they could be addressed by email and questions could be asked during the meeting. Ms. Gallivan stated there is a lot of misinformation and it is important to try a different way to get information to people like an open house. Ms. Gallivan asked how many positions are included in the Police Department budget \$855,565.00. Ethan Swift stated this figure was for total expenses that includes personnel and benefits. The salary and benefits figure represents 8 full-time officers that include the Police Chief and the current vacancy. There is also one Resource Officer and two part-time certified officer; one which only fills in on vacations and training times and works approximately 60 hours throughout the year and the other has a full-time job but occasionally fills a shift.

Bill Clausen questioned what type of accounting system is used and it was noted the town uses a modified accrual system.

Maria Ammatuna stated the Select Board has an updated version of the budget from the town administration that includes the actuals for FY13/14 as of July 25th and there are minimal entries remaining. The financials are unaudited and prior to compilation. There will be a request to hire Glenna Pound to do the compilation prior to sending it to the audit firm. Mr. Cliver has provided a series of recommendations after some grass roots meetings. Devon Fuller stated the budget last time was as fair as it will get, with funding taken from the DPW and Police Department and he does not know moneywise where the town is going to go with it. He has spoken to several people and it is no longer logical, it is emotional. Mr. Swift stated it seems with his interactions that there is no one consensus and it appears there are four areas where cuts should be made; the 8th Police Officer position, the full-time Public Works Director position, the full-time Rec Director position and Town Administration. Mr. Swift does not see that anything more can be cut from it, other than cutting positions and he sees things that are not in the budget that need to be added in, such as the site assessment for the former town office and cost-share assistance for the FEMA grant projects. Dave Atherton has been approached by several people concerned about what they are getting, as opposed to the actual increase. He stated the administration side is a big issue. He agrees that some of the cuts made should be added back and he is not comfortable with any more cuts. Blaine Cliver agreed with his colleagues, but after listening to the recommendations made at the meetings that were held, a proposed budget was done eliminating the 8th police officer position, cutting the Public Works Department by one position rather than one and one-half and reducing the Public Works Superintendent position to half time. With these reductions, it would bring the percentage increase from 7% down to a 2.6% increase. This is below a bare-bones budget and is foolish to not have a full time police force, but the Select Board needs to listen to the rest of the town. Mr. Cliver stated Brandon is the only town in Vermont that does not have a budget and it is time to compromise and come up with a budget. Maria Ammatuna stated there are several very active special interests in town. The Board is tasked with building a budget and be sure that the town runs for all 4000+ people.

Julie Bordeaux, a former Vermont Tubbs worker, stated the town needs the buildings to be filled with workers. She noted she is the Treasurer of Forest Brook Development and has never had a problem collecting the taxes. She questioned how are the town is going to fill the factories when the taxes are so high and what is the town going to do about collecting the delinquencies. There should be cuts made from the top in cutting the Town Manager's mileage or bonus. Ms. Ammatuna explained the Town Manager receives a mileage allotment to go to meetings outside the town. It has been determined that an allotment versus mileage is a savings to the town. Ms. Ammatuna stated the Nexus building is being occupied by a furniture factory and the Tubbs building is being used for the Woodchuck Cider inventory. Dave Atherton stated the town tried to get Woodchuck Cider to move into Brandon, but Middlebury gave a better rate on water. With regard to collecting taxes, there have been some monies received and the process will be followed through to tax sale. Devon Fuller stated Ms. Bennett created the plan for collecting the delinquent taxes and the taxes going forward. Mr. Fuller stated the town waited five years before collecting and the monies are accounted for in the audit as though they have been collected. It was noted that water cannot be shut off, as the town does not have control over it. Efforts are being made to coordinate with the Water Department.

Karen Kane addressed the group, noting she is one of the delinquent tax payers. Ms. Kane stated Robin Bennett and Sue Gage have done a great job in reaching out and she appreciates that they were tenacious in helping her see the reality of the situation, but not in a condemning way. Ms. Kane is working with the town administrators for the better of the town. Ms. Kane feels that Ms. Bennett, Sue Gage and the Board are working hard to help the town.

Doug Bailey stated one budget ago, there was discussion of limiting hours, but the union had said no. He would like to think the town is in a position of cutting some hours off the hourly employees, rather than cutting a complete position. He has been told the snow plow drivers are driving 60 – 70 hours because the union won't allow part-time drivers. Maria Ammatuna stated there is a clause about laying off the most junior personnel and there has been discussion of an early retirement program, but the union said no. Typically part-time drivers have been doing overnight shifts and the daytime shifts are the full-time people. Robin Bennett stated from 6PM to midnight, the part-time people are driving. It is possible for the full-time staff to have 60 hours in a week during that time. Mr. Bailey stated from everyone he has talked to, they would vote positive if the police department is cut. He does not agree with this, since the town has paid for the training and has not advised the person. Ms. Ammatuna noted the 8th officer has not entered the Police Academy yet and was given a conditional offer based on a passed budget.

Janet Mondlak, a Library Board Trustee, stated there is a proposed 10% cut in the Brandon Library and the Senior Center funding. These are two organizations that serve the overall community, with a minimum of 1,000 people per week that use the services. The town is fortunate that they do not own the library and noted it is self-funding 50% of their expenses. Ms. Mondlak requested the Board consider a 5% budget cut, rather

than the proposed 10%, but asked they consider level funding, as any more would have to come with a decrease in services.

The question was raised where the funding comes from for the retirement package and Ms. Bennett noted it is built into the budget. There has been no provision in the contract for early retirement. With regard to the people who have not paid their taxes, it was questioned whether this is due to people protesting their taxes, and if so, those amounts should be under escrow and what is the penalty. Ms. Bennett has not had anyone say they are protesting their taxes and the penalty is 8%, plus 1% per month. It was also questioned how many unoccupied town-owned properties there are and whether the town office could be moved to a vacant building rather than paying rent. It was noted that currently the insurance claim is paying for the rent. The town manager negotiated with the insurance company for a specific amount of time for renting and the next step is working on a grant for the old town office, however, there is an issue due to a leaking storage tank. Ms. Bennett stated the town office site has been resolved; however, the town hall building had been included in this issue, which had a more compromising issue. Ms. Ammatuna noted there are only two town-owned buildings and the remainder of the properties are land. There was a question of why the Neshobe School gym could not be used for the Rec Department. Bill Moore stated the Neshobe School has been wonderful in allowing the Rec Department to use the building, but he does not have a recreation facility available to create programs to charge admission. Mr. Moore has been tasked with making this position self-funded and if he had building that he could do events, it would help in this effort. He also noted the students are active in fund-raising activities.

Maria Ammatuna stated a determination for the informational meeting and election date needs to be set and whether the Board is prepared to come up with a budget figure. Mr. Cliver provided an overview of some of the changes he proposed that included cutting \$5,500.00 for Economic Development, \$750.00 from Professional Development, \$5,000.00 from the Police, \$500.00 from Personnel Recruitment, \$70,000.00 for the Police Officer vacancy, \$50,000.00 from the DPW to cut the Supervisor's position to ½ time and the elimination of all mowing funds. There would be a change in the DPW to eliminate one position, rather than one and one-half. It was asked how this affects the Workers Compensation and Ms. Bennett stated that would stay the same for about 3 years. Dave Atherton noted the Select Board is looking in the wrong areas when town is now not going to mow the parks. Ethan Swift stated if the town office is going to move out of the Markowski building, the Phase 1 and 2 assessments costing \$8,000.00 and the Economic Development proposal need to be included. There is easily \$20,000.00 that could be added back into the budget. Blaine Cliver stated there has been discussion of someone working part time in Economic Development. Dave Atherton stated there is also a person who has been doing the Zoning Administrator position on an interim basis and that will need to be acted on.

There was a question of what type of legal ramifications would be required for volunteers to help out. A resident of Basin Road indicated he used to trim the trees in one of the parks, however, when Mr. Sanderson started, he was required to get a letter

of release for liability and a letter of intent. He has no problem helping the town out, however, there is a lot of street talk concerning items such as the number of town staff, but those individuals are not coming forth to speak to that subject. He stated the Public Works and the Police Department should not be the things cut.

Devon Fuller stated the Board has cut back and there is nothing left that is extraneous other than the Rec Department. Part of what they are trying to do is look at what is needed to entice people and businesses to come to Brandon. The budget is down to bare bones and to make any difference it has to be staffing.

Gary Meffe questioned whether people knew what the increase would have been on the last defeated budget. For a medium priced home of \$179,000.00, it would have gone up 50 cents per day and for a home of \$200,000.00 it would have increased 70 cents per day. It would be less than a dollar per day for most Brandon residents and the increase would be even less with the income sensitivity.

Harvey Smith stated what he is hearing from people is concerning what they are getting for their money. The roads and sidewalks in town are a disgrace and it is difficult to walk anywhere and there are times when sidewalks do not get plowed for 3 days. There are people that end up walking in the road, which is unsafe. It comes down to what the Select Board is going to show people they are getting for their money.

Erin Gallivan stated the Select Board needs to be do something different and think outside the box. They will have to cut something as the town does not support the budget this high. The people that are coming to vote are saying "no" and they have to do something big or different. She agrees that it is great to have a Class "A" Police Department, but it is a huge amount of money for a town of this size. The town does not have a problem with crime and Ms. Gallivan thinks that two people should be cut. She also agrees with the idea of keeping funds in the budget to move the town forward.

Mei Mei Brown wants a budget passed and wants her town back. Ms. Brown stated Brandon has been her community since 1975. In December the next year's budget will need to be developed and the current budget is still not passed. She has heard from people that they want the Police Department reduced even further. She was a State Police Dispatcher for 14 years and she noted the State Police do not have 24-hour shifts and if the Police Department is cut back to four people; it will put the police officers in danger. She stated it is time to do what is right and pass the budget. This is costing the town money every time there is a vote.

Christy Gahagan spoke on behalf of the Chamber Board. Ms. Gahagan's business was vandalized this summer and there is concern about the drugs in the community. Brandon Cares, a group that addresses issues with the opiate addiction, has been formed. She noted the City of Rutland received a grant to address this issue. Brandon will be unable to address this problem without a full Police Department. There is concern that the property values will go down if the crime rate goes up. Ms. Gahagan did not think four police officers will protect her business or families from crime.

Priscilla Mckeighan asked why the corrections people do not mow the parks. It was noted that Corrections has been mowing the parks, but they are paid for this service to cover the cost of the mowers and gas.

Bob Clark thinks the population needs to see a significant cut, but it is not a good idea to cut the police, however, there may not be a choice. Mr. Clark thought a cut of \$75,000.00 to \$100,000.00 needs to be done.

Devon Fuller stated there needs to be consideration that there are no matching funds for grants. He applauded Mr. Cliver for all his work, but he thinks that the cuts have gone too far. He does not see think the budget would pass with the 8th police officer, but it is not something that he would like to do. Chris Brickell and Mr. Pulsifer have developed a Police Department that is second to none in the state and the town owes Chief Brickell and the candidate an answer. There are more cuts than he would like to see made, but he would be in favor of cutting the 8th police officer. Mr. Fuller did not think that an exact number could be determined tonight. Blaine Cliver stated as far as matching funds, there is insurance money available, but no other matching money. There is a heroine epidemic in town and it does not make sense to cut an officer.

Chris Brickell stated the 8th officer allows fully fund and fully manned 24-hour police protection. The officers are doing it on their own volition now and they are working shifts that are not safe for them; but are doing it as a stop gap measure. The 8th position was grant funded for 8 years. Mr. Brickell stated he has a difficult time maintaining good officers, as he loses them to other positions. If this position is cut, it will impact how the town is protected, as it is unreasonable for the officers to assume the risk. Maria Ammatuna stated Allen Doaner had asked the Sheriff's Department what the cost of 24/7 coverage would be and was advised it would be around \$684,000.00. Mr. Brickell stated this is not an apples to apples comparison, as this would be an agency of part-time officers and traffic duty officers. They could revenue generate with traffic tickets, but they would not be able to research crimes. The state now has three tiers of training for part-time officers with Level 1 handling traffic only, Levels 2 and 3 could handle misdemeanors, but not felonies. Anything over a misdemeanor would require a full-time officer. The Sheriff's Department has 4 to 5 full-time officers and the comparison isn't realistic. Mr. Brickell guarantees this service will not satisfy this community and they will not have the knowledge that his officers have.

Mei Mei Brown stated the Sheriff's Department had already been researched a few years ago. The same officers would not be working in Brandon which would make it difficult to solve crimes. The town would not have the quality of officers that it has now.

Blaine Cliver stated if the Police Officer position is put back in the budget the percentage of increase would be 5.9%.

Doug Bailey stated in 2003 and 2004 the Police Department was in bad shape and the town was considering going out of town for police protection. A committee was formed

and much time was spent researching the Sheriff's Department. They were advised that the Sheriff's Department could not give 24/7 coverage and if an active crime was happening, people would wait perhaps up to 45 minutes. The Vermont State Police would only be in town 2 hours a day and would respond to calls from different areas of the state. The town was provided the information and it was a resounding positive decision to leave the Police Department intact. Mr. Bailey thinks the town could get by with 7 officers, but no further reduction.

Devon Fuller agreed the town could probably be alright with 7 officers, but 8 officers would be better. There was a reduction of the police cruiser and potentially a police officer. If the budget is built with these reductions, the Board needs to build the next budget holding the existing department. The Police Department has been covering shifts that they should not be covering and it is time for the town to quit relying on volunteer service.

Erin Gallivan appreciates all the work the police do, but there has not been major crime in the area and the viewpoints are not being supported by the people that are voting. She noted if the Police Department needs 8 officers, then more information provided about the need would be helpful.

Mary Bagley stated the town needs a full Police Department. She lives on a dead end road and has been broken into twice. She noted that cars are seen driving up and down her road, likely casing out houses of people who are out of town.

Ethan Swift stated with elimination of the 8th officer position, it would affect the code enforcement and health officer duties. Mr. Swift questioned the status of the Zoning Administrator position as this position is required by statute. Robin Bennett advised the position's funding is in Code. Mr. Swift also questioned the place holder for the Economic Development Officer and Ms. Bennett noted it is in Admin. Ethan Swift stated the economic development proposal should also be discussed during Old/Other Business.

Motion by Ethan Swift/Dave Atherton to approve the reduction of the Public Work's Director position to half-time and the reduction in the Recreation Director position to $\frac{3}{4}$ time and the addition of $\frac{1}{4}$ Economic Development to that position.

Robin Bennett stated there was a reserve of \$10,000.00 and 20 hours per week budgeted for economic development. Mr. Cliver's budget version cuts out anything beyond manpower. Mr. Cliver stated the budget he developed has seven police officers, not eight. Devon Fuller did not feel that any budget is going to pass without removing the 8th officer.

With the Rec Director/Economic Development position, the full-time status would be left intact, but duties would be split appropriately depending on the time of year, as there will be greater demands on recreation depending on the time of the year. Bill Moore stated when he started; there was nothing in the way of accountability or programming. The Recreation budget was not reflected in the General Fund and Recreation was

losing \$7,000.00 per year above salary. He has been the full-time Recreation Director for about a year and the program is back in line with 29 programs running and systems in place to make them happen. He does a lot of administrative work and there is software that would automate some of the data entry and on-line registration. There are ways to increase productivity in that role. Ethan Swift stated they are looking at certain cuts and these are areas where reductions are necessary. Dave Atherton stated there needs to be a presence in the economic development area.

The motion passed with one no vote – Devon Fuller.

Motion by Blaine Cliver to approve a total budget of \$2,998,199.00 with an amount to be raised by taxes of \$2,393,524.00, which is a 2.9% increase in municipal taxes and includes seven, rather than eight police officers and a change in the cuts to the Senior Center and Library to 5%, plus various smaller reductions.

The motion was not seconded and failed.

7. Current Expense Note Update

Sue Gage reported that \$250,000.00 has been drawn down for expenses, which would usually be done with a tax anticipation note. The interest is 1.75% on what has been borrowed and she is only borrowing when she absolutely has to.

8. Current Spending

As noted in Item 7.

9. Town Meeting

a. Information Meeting and Election Date

It was the consensus of the Board to hold the voting during the primary voting scheduled for August 26th. It was recommended to do the informational meeting a week earlier than the voting.

Motion by Blaine Cliver/Devon Fuller to set the date for the next vote to August 26th, with the information session to be held on August 18th. **The motion passed unanimously - 4 to zero.**

10. Interim Tax Rate Approval

Maria Ammatuna stated the Board had interim tax rate information provided for their approval. Sue Gage stated there will need to be two tax billings and the interim tax bill will be differentiated by using a goldenrod-colored paper. Once the budget passes, a final tax bill will be sent out. The interim figure will be based on the last budget that did not pass, reduced by where it is thought the budget end up.

Motion by Devon Fuller/Dave Atherton to set the interim tax rate at \$.8646. **The motion passed unanimously – 4 to zero.**

11. Penalty for Late Homestead Filers

Robin Bennett stated the Board needs to decide if there will be a penalty for late homestead exemption filers in order to do the tax billing. Ms. Gage stated most towns waive this penalty, but the town does have the right to incur a penalty.

Motion by Ethan Swift/Dave Atherton to waive the penalty for late homestead filers. **The motion passed unanimously – 4 to zero.**

12. Delinquent Tax Update

Robin Bennett reported there have been some collections made. Ms. Bennett is exploring some avenues of collecting the taxes and has a couple options that she is checking into for additional help. There has been \$37,000.00 of prepaid tax credits collected, \$46,365.20 of delinquent taxes have been paid and \$15,901.90 of delinquent sewer taxes have been paid.

13. Compilation and Audit Proposal

Robin Bennett had thought she would have both the auditor's and Glenna Pound's proposal available for consideration, however, to date she only has Ms. Pound's proposal.

Motion by Devon Fuller/Ethan Swift to accept Glenna Pound's contract, not to exceed \$8,750.00.

Cindy Bell did not understand why an auditing firm can tell the town who to close the books when there is someone in-house that is capable of closing the books. Sue Gage stated time is an issue and a lot of it is doing things that she has not done before. Ms. Gage is agreeable to going through the process with Ms. Pound, which could allow her to do this in the future. Ms. Gage stated the people in the Town Office start at 7AM in the morning and some do not take lunch and the staff goes straight out all day. She stated the issues are broad and there is not a lot of flexibility. She does not think that this year is the time to make this change. Ms. Bell understands that Ms. Gage is out straight; however, she noted the person that is being considered does not get the information to the town timely. Devon Fuller stated the auditing firm noted that Glenna Pound helps in reducing the auditing costs. Anna Scheck stated there is an estimated end date of October for Ms. Pound and it then goes to the auditing firm. Ms. Scheck stated the auditing firm named Glenna Pound; however, it could be another CPA.

The motion passed with one abstention – Dave Atherton and one “no” vote – Maria Ammatuna.

14. Town Office Project

Robin Bennett reported there will be a meeting tomorrow between Robert Black, Blaine Cliver, Devon Fuller and Ms. Bennett in an effort to move this project forward. Ethan Swift stated the Phase 1 and 2 assessments need to be done to meet the state standards. There has been something drawn up, but it would need approval. Ms. Bennett stated the KAS assessment does not talk with the HUD assessment and the town may have to work through Steve LaRosa who is working through VDAT, as they do not want to see the town have to do this twice. Robin Bennett stated the proposal would be covered under the Petroleum Act, but she has been trying to satisfy all of the HUD requirements. Ethan Swift will call in for the 11AM meeting.

15. Waterline/Segment 6/Bridge 114 Projects

The town will be closing out the Waterline project. Ms. Bennett is working on moving forward the paperwork for the appraisals for Segment 6. There will be meetings with several property owners concerning design changes. The letter has not gone out to the total population. Blaine Cliver asked if VTrans concurs with the letter from Bill Burke. Ms. Bennett will ask for concurrence in writing. Regarding Bridge 114, Ms. Bennett will follow-up on the feedback that Mr. Cliver had emailed her.

16. Other Business

Dave Atherton questioned the status of union negotiations. Robin Bennett has not received a response back from the union and she will follow-up. A letter requesting the negotiations be open had been sent.

Ethan Swift asked whether the Board is going to approve the economic development proposal, as it may be time sensitive and could become null and void. Devon Fuller stated the money had been encumbered for this purpose.

Motion by Ethan Swift/Devon Fuller to approve the proposal from DarWin Dynamic Solutions LLC. **The motion passed with one no vote – Maria Ammatuna.**

Ethan Swift stated FEMA will be doing another tour through Vermont and he was asked whether Brandon would be interested in having them tour. Mr. Swift confirmed with them that Brandon would be interested.

17. Fiscal

a) FY 13/14 Warrant – June 30, 2014 - \$9,922.31

Motion by Devon Fuller/Blaine Cliver to approve the warrant of June 30, 2014 in the amount of \$9,922.31. **The motion passed unanimously – 4 to zero.**

b) FY 13/14 Wastewater Warrant – June 23, 2014 - \$9,707.93

Motion by Ethan Swift/Devon Fuller to approve the wastewater warrant of June 30, 2014 in the amount of \$9,707.93. **The motion passed unanimously – 4 to zero.**

c) FY14/15 Postage – July 3, 2014 - \$500.00

Motion by Blaine Cliver/Ethan Swift to approve the warrant in the amount of \$500.00 for postage. **The motion passed unanimously – 4 to zero.**

c) FY14/15 General Fund Warrant – July 28, 2014 - \$15,594.12

Motion by Devon Fuller/Ethan Swift to approve the FY14/15 General Fund warrant in the amount of \$15,594.12. **The motion passed unanimously – 4 to zero.**

d) FY 14/15 Warrant Wastewater Fund Warrant – July 28, 2014 - \$16,119.34

Motion by Devon Fuller/Dave Atherton to approve the FY14/15 Wastewater Fund warrant in the amount of \$16,119.34. **The motion passed unanimously – 4 to zero.**

e) Consider P.O. 23248 to Advanced Emergency Products for Speed Cart Trailer – \$5,845.00

Motion by Devon Fuller/Ethan Swift to approve P.O. 23248 to Advanced Emergency Products for a speed cart trailer in the amount of \$5,845.00. **The motion passed unanimously – 4 to zero.**

This will be at net zero cost to the town due to a \$5,000.00 grant from the Governor's Highway Safety Program and the balance of \$845.00 is covered through the forfeiture of line item 10-5-14-10640.

f. Approve FY 13/14 Warrant - \$45,282.16.

Motion by Dave Atherton/Blaine Cliver to approve the FY13/14 warrant in the amount of \$45,282.16 for the waterline project. **The motion passed unanimously – 4 to zero.**

Richard Baker asked if there is still an eight-man Police Department and Maria Ammatuna noted at the moment, there is still an eight-man Police Department. Blaine Cliver will complete a draft budget to be distributed to the Select Board for consideration. Dave Atherton asked if the town is still in the red and Robin Bennett stated as far as budget to actual, there will not be a deficit for last year. Where the potential problem lies is in the delinquent taxes. If the auditors see those as more of a liability, it could place the town in a deficit position. There was also an accounting error from two fiscal years ago with the small FEMA grants that may also play a part. The town is trying to be as conservative as possible and it appears that the budget is just over \$150,000.00. Ms. Bennett stated it will not be known for sure until the audit is

complete. Mr. Atherton has a hard time approving the economic development contract when it is not known if there is a deficit or not.

Motion by Devon Fuller/Ethan Swift to enter into executive session at 10:27PM for a contract discussion. **The motion passed unanimously – 4 to zero.**

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

Motion by Ethan Swift/Devon Fuller to come out of executive session at 10:40PM. **The motion passed unanimously – 4 to zero.** There were no actions required.

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

19. Executive Session 1 V.S.A.313 (a) (1) - Personnel

Motion by Ethan Swift/Dave Atherton to come out of executive session at 11:45PM. **The motion passed unanimously – 4 to zero.** There were no actions required.

20. Adjournment

Motion by Maria Ammatuna/Blaine Cliver to adjourn the Select Board meeting at 11:46PM. **The motion passed unanimously - 4 to zero.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Mudgett
Jennett &
Krogh-Wisner, P.C.
Certified Public Accountants

July 28, 2014

The Select Board
Town of Brandon
2417 Franklin Street
Brandon, VT 05733

Dear Members of the Board:

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of the Town of Brandon (the Town), which comprise the Town's governmental activities, business-type activities, each major fund, the aggregate remaining fund information, and the budgetary comparison, as of and for the year ended June 30, 2014, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), *Government Auditing Standards* issued by the Comptroller General of the United States (GAS), the provisions of the Single Audit Act, OMB Circular A-133, and OMB's Compliance Supplement. Those standards, circulars and supplements require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, the *Government Auditing Standards* do not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in

John H. Mudgett, CPA
Raymond C. Jennett, CPA
Leslie Krogh-Wisner, CPA

Phone (802) 229-9193
Fax (802) 223-0424
email@mjk-cpa.com

141 Main Street, Suite 2
Post Office Box 937
Montpelier, VT 05601-0937

the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Select Board (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

The funds maintained by the Town and that are to be included as part of our audit have not significantly changed from those included in the financial statement audit for the year ended June 30, 2013.

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circulars identified above. Our reports on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts, and any state or federal grant, entitlement, or loan program questioned costs of which we become aware, consistent with requirements of the standards identified above.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management acknowledges and understands that they have the responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- c. For establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
- d. For (a) making us aware of significant vendor relationships where the vendor is responsible for program compliance, (b) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings, and a corrective action plan, and (c) report distribution including submitting the reporting package; and

e. To provide us with:

- (1) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
- (2) Additional information that we may request from management for the purpose of the audit;
- (3) Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence;
- (4) When applicable, a summary schedule of prior audit findings for inclusion in the single audit reporting package; and
- (5) If applicable, responses to any findings reported on the schedule of findings and questioned costs.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit including among other items:

- a. That management has fulfilled its responsibilities as set out in the terms of this letter; and
- b. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that the Town complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse or suspected fraud or abuse affecting the entity received in communications from employees, former employees, analysts, regulators, or others.

Management is responsible for the preparation of the supplementary information in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and that indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

The Select Board is responsible for informing us of its views about the risks of fraud or abuse within the Town, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the Town.

The Town agrees that our report on the financial statements will not to be included in an official statement or other document involved with the sale of debt instruments without our prior consent. Additionally, if the Town intends to publish or otherwise reproduce the financial statements and/or make reference to us or our audit, management will provide us with printers' proofs or a master for our review and consent before reproduction and/or release occurs. Management will also provide us with a copy of the final reproduced material for our consent before it is distributed or released.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The Town of Brandon hereby indemnifies Mudgett, Jennett & Krogh-Wisner, P.C. and its principals and employees and holds them harmless from all claims, liabilities, losses and costs arising in circumstances where there has been a known misrepresentation by a member of the Town's management, regardless of whether such person was acting in the Town's interest. This indemnification will survive termination of this letter.

The Town's Records and Assistance

If circumstances arise relating to the condition of your records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets which in our professional judgment prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawal from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Town's books and records. The Town will determine that all such data, if necessary, will be so reflected. Accordingly, the Town will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by your personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with Town management. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

In connection with our audit, you may request us to perform certain non-audit services necessary for the preparation of the financial statements, including assistance in drafting the financial statements. The independence standards of the *Government Auditing Standards* issued by the Comptroller General of the United States (GAS) require that the auditor maintain independence so that opinions, findings, conclusions, judgments, and recommendations will be impartial and viewed as impartial by reasonable and informed third parties. Before we agree to provide a non-audit service to the Town, we will determine whether providing such a service would create a significant threat to our independence for GAS audit purposes, either by itself or in aggregate with other non-audit services provided. A critical

component of our determination is consideration of management's ability to effectively oversee the non-audit service to be performed. The Town has agreed that Glenna Pound, CPA, hired by the Town as an independent contractor, possesses suitable skill, knowledge, or experience and that Glenna Pound understands the financial statement drafting services to be performed sufficiently to oversee them. Accordingly, the management of the Town of Brandon agrees to the following:

- a. The Town has designated Glenna Pound, CPA, who possesses suitable skill, knowledge and experience, to oversee the services.
- b. Glenna Pound, CPA will assume all management responsibilities for subject matter and scope of the drafting of the Town's financial statements for the year ended June 30, 2014.
- c. The Town will evaluate the adequacy and results of the services performed.
- d. The Town accepts responsibility for the results and ultimate use of the services.

GAS further requires we establish an understanding with the management (and those charged with governance) of the Town of Brandon of the objectives of the non-audit service, the services to be performed, the Town's acceptance of its responsibilities, the auditor's responsibilities, and any limitations of the non-audit service. We believe this letter documents that understanding.

Other Relevant Information

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

In accordance with *Government Auditing Standards*, a copy of our most recent peer review report is enclosed for your information.

Fees, Costs, and Access to Workpapers

Our fees are based on time required by the individuals assigned to the engagement, plus direct expenses. Individual hourly rates vary according to the degree of responsibility involved and the skill required. Interim billings will be submitted as work progresses and as expenses are incurred. Bills are due when rendered. Balances unpaid within 30 days will have a FINANCE CHARGE assessed, computed at a periodic rate of 1.5% per month which is an ANNUAL PERCENTAGE RATE of 18%. Our fees for the audit services described in this letter will be as shown below unless the scope of the engagement is changed, the assistance which the Town has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment.

| | <u>Not-to-Exceed Fee</u> |
|---|--------------------------|
| Audit services (excluding single audit) | \$23,000 |
| Audit under OMB Circular A-133, if required | <u>4,000</u> |
| Total | <u>\$27,000</u> |

If additional services beyond the audit are required, we will either estimate fees per project or charge hourly rates, which could be expected to be in the range of \$80 - \$150 per hour, depending on the professional providing the service.

In the event we are requested or authorized by the Town or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Town, the Town will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Mudgett, Jennett & Krogh-Wisner, P.C. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, and other government audit staffs, and the U.S. Government Accountability Office or peer review teams, shall have access to the audit documentation upon their request; and that we shall maintain the audit documentation for a period of at least five years after the date of the reports, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested audit documentation will be provided under the supervision of Mudgett, Jennett & Krogh-Wisner P.C. audit personnel and at a location designated by the firm.

Claim Resolution

The Town of Brandon and Mudgett, Jennett & Krogh-Wisner, P.C. agree that no claim arising out of services rendered pursuant to this agreement shall be filed more than two years after the date of the audit report issued by Mudgett, Jennett & Krogh-Wisner, P.C. or the date of this arrangement letter if no report has been issued. The Town waives any claim for punitive damages. Mudgett, Jennett & Krogh-Wisner, P.C.'s liability for all claims, damages and costs of the Town of Brandon arising from this engagement is limited to the amount of fees paid by the Town of Brandon to Mudgett, Jennett & Krogh-Wisner, P.C. for the services rendered under this arrangement letter.

Reporting

We will issue a written report upon completion of our audit of the Town's financial statements. Our report will be addressed to the Select Board of the Town of Brandon. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on the Town's financial statements, we will also issue the following type of report:

Report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.

Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal controls.

Town of Brandon
July 28, 2014
Page 7

Reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a material effect, as defined by OMB Circular No. A-133, on each major program.

A schedule of findings and questioned costs.

This letter constitutes the complete and exclusive statement of agreement between Mudgett, Jennett & Krogh-Wisner, P.C. and the Town of Brandon, superseding all proposals, oral or written, and all other communication, with respect to the terms of the engagement between the parties.

If this letter defines the arrangements as the Town understands them, please sign and date the enclosed copy and return it to us. We appreciate your business.

Very truly yours,



Leslie Krogh-Wisner, CPA
Manager

Confirmed on behalf of the addressee:

Date: _____



System Review Report

June 11, 2013

To the Principals of
Mudgett, Jennett & Krogh-Wisner, P.C.
and the Peer Review Committee of
New England Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of Mudgett, Jennett & Krogh-Wisner, P.C. (the firm) in effect for the year ended October 31, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Mudgett, Jennett & Krogh-Wisner, P.C. in effect for the year ended October 31, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Mudgett, Jennett & Krogh-Wisner, P.C. has received a peer review rating of *pass*.

Love, Cody & Company, CPAs, P.C.

115 Elm Street • P.O. Box 319 • Bennington, Vermont 05201-0319
(802) 442-5552 • (800) 894-5511
Facsimile: (802) 442-7314 • e-mail: mail@lovecody.com
www.lovecody.com



FOR OFFICE USE ONLY
 Beginning Date: _____
 Expiration Date: _____
 Resignation Date: _____
 Entered: _____

Town Health Officer Recommendation Form

Recommendation for: Health Officer Deputy Health Officer

This is a: New Appointment Re-appointment

Is a resignation letter needed from previous Town Health Officer? Yes No

Start Date: _____ Town/Municipality: Town of Brandon

County: Rutland Full Name: Anna Scheck

Home Delivery Address: 996 Forest Dale Rd Brandon VT 05733
 (DO NOT USE the Town Clerk Office or a Business for your Home Address)

Street Address for UPS Deliveries: Same

Email Address: ascheck@townofbrandon.com

Telephone(s): W: 802-247-3635 H: 802-247-3650 Cell: _____

Education: High School College _____ Other (list) _____

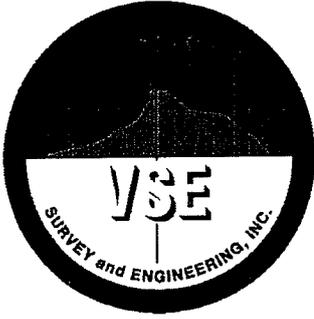
Professional Degree: _____ (e.g. MD, RN, DVM, DDS) Occupation: _____

Please give a brief statement noting why the select board believes the recommended individual will make a good Health Officer:

Signed: _____
 Chair of the Select Board Date

Print Name: _____

Return completed recommendation form to:
 VT Department of Health / Environmental Health
 108 Cherry Street • PO Box 70
 Burlington, VT 05402



VERMONT SURVEY and ENGINEERING, INC.

SURVEYORS and CIVIL ENGINEERS

79 RIVER STREET, SUITE 201 • MONTPELIER, VERMONT 05602
(802) 229-9138 • FAX (802) 229-9130 • E-mail: Info@VermontSurvey.com

July 16, 2014

Page 1 of 2

Re: **Brandon NH 019-3 (496)**
Segment 6 Title Updates & Easement Document Revisions

Scope of Work

Segment 6 Title Updates

Title updates will be completed for approximately 150 parcels to current VTrans Right of Way standards, as outlined in the VAOT 2012 Right of Way Manual and as approved by the FHWA on June 13, 2012.

VSE provided two boxes of title abstracts to the Town of Brandon and Tom Schmelzenbach on September 22, 2010 for parcels 6001-6150. We assume that these abstracts are available for VSE to retrieve, and that their current condition is similar to the condition of the files when they left our office.

VSE originally created these abstract files in 2005/2006. Following this, VSE updated the abstracts in 2009/2010 at the direction of the Town, searching only those titles that needed to be updated according to the Town's spreadsheet. As VSE will now be taking responsibility for the accuracy and completeness of these titles, it will be necessary to search all parcels not updated in 2009/2010 back to their creation date of 2005/2006.

VSE will be available to coordinate with the Town attorney on any questions relating to the abstracts.

Segment 6 Easement Document Revisions

After the title abstracts have been updated, VSE will revise opening paragraphs and signature blocks in the CLD easement documents for those parcels that have changed ownership. VSE will apprise CLD of any name changes to these documents and deliver the revised documents back to CLD.

Manhour Estimate

| TASK | AOT TECH VI ROW AGENT | TOTAL |
|---------------------------------------|-----------------------------|------------|
| Segment 6 Title Updates | 80 | 80 |
| Segment 6 Easement Document Revisions | 20 | 20 |
| TOTAL | 100 | 100 |

Cost Estimate

| Direct Labor | | | | |
|-----------------------------|--|---------|-----------------------|-------------------|
| Classification | Hours | Rate | Total | |
| AOT Technician VI ROW Agent | 100 | \$30.00 | \$3,000.00 | |
| | | | Total Direct Labor | \$3,000.00 |
| | | | Overhead @ 127.83% | \$3,834.90 |
| | | | Fixed Fee | \$683.49 |
| Direct Expenses | | | | |
| Expense | Amount | Rate | Total | |
| Mileage | 1,120 mi. | \$0.56 | \$627.20 | |
| Town Clerk Fees | No charge to VSE for vault time and copies | | | |
| | | | Total Direct Expenses | \$627.20 |
| | | | Total Estimate | \$8,154.59 |

NAME Postage
DATE 08/05/2014
INVOICE# _____
VENDOR# _____
AMOUNT \$1,000
FISCAL YEAR 13-14
ORG/OBJ 10510/30132

Funds added to the postage machine via telephone line. Entry only Board signature required.

| | DR | CR |
|-------------|---------|---------|
| 10100/01110 | | 1000.00 |
| 10510/30132 | 1000.00 | |

08/08/14
03:00 pm

TOWN OF BRANDON Accounts Payable

Check Warrant Report # Prior FY Invoices For Fund (10 General Fund)
All Invoices For Check Acct 01(10 General Fund) 08/08/14 To 08/11/14 & Fund 10

Luanne

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------------|--------------|---|--|-------------|--------------|------------|
| 100280 | 06/17/14 | BRANDON LUMBER & MILLWORK concrete mix 479538/3 | 10-5-18-60070 Estabrook Fundraising | 95.78 | 39102 | 08/11/14 |
| 100280 | 06/20/14 | BRANDON LUMBER & MILLWORK links & shackles 479675/3 | 10-5-18-60070 Estabrook Fundraising | 29.88 | 39102 | 08/11/14 |
| 300725 | 07/16/14 | CENTRAL VERMONT TRUCK REP repairs to trk #4 111268 | 10-5-15-41180 Outside Maint. - Vehicles | 889.26 | 39107 | 08/11/14 |
| 100493 | 06/30/14 | RUTLAND REGIONAL PLANNING Grant Funds Culvert Inv. 2668 | 10-5-15-46130 Culverts | 4000.00 | 39142 | 08/11/14 |
| Report Total | | | | 5014.92 | | |

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 \$ *****5,014.92
Let this be your order for the payments of these amounts.

08/08/14
03:00 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # Current FY Invoices For Fund (10 General Fund)
All Invoices For Check Acct 01(10 General Fund) 08/08/14 To 08/11/14 & Fund 10

Page 1 of 3
Luanne

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------|--------------|---|--|-------------|--------------|------------|
| 100598 | 08/07/14 | AUBUCHON CO - BRANDON - S paint & brushes baseball 467963 | 10-5-18-30070 Little League Expenses | 58.71 | 39100 | 08/11/14 |
| 100598 | 08/07/14 | AUBUCHON CO - BRANDON - S paint & brushes baseball 467963 | 10-5-18-60020 Movies Expense | 6.98 | 39100 | 08/11/14 |
| 310386 | 08/08/14 | BELL, CINDY BOA AND POLLS JULY JULY 2014 | 10-5-13-10100 Board of Civil Authority | 80.00 | 39101 | 08/11/14 |
| 100280 | 07/24/14 | BRANDON LUMBER & MILLWORK trash bags 481030/3 | 10-5-15-43160 Maint. Supplies - General | 14.99 | 39102 | 08/11/14 |
| 310440 | 08/04/14 | BRIGGS, KATHARINE R refund of damage deposit E-267 | 10-2-00-02710 Deposits Payable | 300.00 | 39103 | 08/11/14 |
| 310439 | 08/04/14 | BRUCE, PAMELA refund of damage deposit E-268 | 10-2-00-02710 Deposits Payable | 300.00 | 39104 | 08/11/14 |
| 101046 | 08/04/14 | BUTTERFIELD, DAVID refund of damage deposit E-266 | 10-2-00-02710 Deposits Payable | 300.00 | 39105 | 08/11/14 |
| 310395 | 08/08/14 | BUTTERFIELD, PAULA CLEANING SUPPLIES JULY 2014 | 10-5-22-42140 Maint. supplies-Bldgs. | 24.33 | 39106 | 08/11/14 |
| 100592 | 07/31/14 | CHAMPLAIN OIL COMPANY INC gas CL148322 | 10-5-15-41130 Fuel - Vehicles | 296.42 | 39108 | 08/11/14 |
| 100592 | 07/31/14 | CHAMPLAIN OIL COMPANY INC gas CL148323 | 10-5-14-41130 Fuel - Vehicles | 1750.22 | 39108 | 08/11/14 |
| 100425 | 08/08/14 | CLIFFORD, SETH R BOA JULY 16 7-16-14 | 10-5-13-10100 Board of Civil Authority | 20.00 | 39109 | 08/11/14 |
| 310097 | 08/07/14 | COMCAST AUGUST PHONE HIGHWAY HW 7-27-14 | 10-5-15-30131 Telephone Expenses | 73.45 | 39110 | 08/11/14 |
| 310097 | 08/07/14 | COMCAST PD august phones PD 7-27-14 | 10-5-14-30130 Service Contracts | 258.17 | 39111 | 08/11/14 |
| 100567 | 08/08/14 | COOLIDGE, BERTRAM JULY REVOTE 7-22-14 | 10-5-13-10100 Board of Civil Authority | 130.00 | 39113 | 08/11/14 |
| 310177 | 08/08/14 | COTT SYSTEMS, INC. august host fee 73522 | 10-5-13-30123 Records Preservation | 200.00 | 39114 | 08/11/14 |
| 330426 | 08/08/14 | CVC PAGING pagers august hw HW10296864 | 10-5-15-30131 Telephone Expenses | 11.95 | 39115 | 08/11/14 |
| 300466 | 08/08/14 | DUNDON PLUMBING & HEATING JULY PORTALET RENTAL JULY 2014 | 10-5-18-30070 Little League Expenses | 75.00 | 39116 | 08/11/14 |
| 300965 | 08/08/14 | FAIVRE, LOUIS BCA AND POLLS JULY | 10-5-13-10100 Board of Civil Authority | 100.00 | 39119 | 08/11/14 |
| 300187 | 07/27/14 | FLORENCE CRUSHED STONE stone 220054 | 10-5-15-46140 Gravel | 192.87 | 39120 | 08/11/14 |
| 100925 | 07/22/14 | FOLEY SERVICES INC uniforms 468640 | 10-5-15-10320 Clothing Allowance | 50.92 | 39121 | 08/11/14 |
| 100925 | 07/29/14 | FOLEY SERVICES INC uniforms 469997 | 10-5-15-10320 Clothing Allowance | 50.92 | 39121 | 08/11/14 |
| 100650 | 07/15/14 | GALLS, AN ARAMARK COMPANY boots 002187662 | 10-5-14-10320 Clothing Allowance | 135.00 | 39122 | 08/11/14 |
| 300974 | 08/08/14 | GRAPH-X INCORPORATED OTTER COMM T SHIRTS 3131 | 10-5-18-60030 Otter Comm. Colaborations | 246.50 | 39123 | 08/11/14 |
| 310158 | 07/18/14 | GREEN MOUNTAIN ELECTRIC S batteries S2474300.001 | 10-5-14-30110 Office Supplies | 23.55 | 39124 | 08/11/14 |
| 100725 | 07/30/14 | GREEN MOUNTAIN GARAGE shut off for fountain 056018 | 10-5-22-43160 Parks Maint. | 2.14 | 39125 | 08/11/14 |

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------|--------------|--|--|-------------|--------------|------------|
| 100810 | 08/08/14 | IBF SOLUTIONS, INC 5000 window envelopes 49338 | 10-5-10-30110 Office Supplies | 279.45 | 39126 | 08/11/14 |
| 100810 | 08/08/14 | IBF SOLUTIONS, INC 2000 reg envelopes 49339 | 10-5-10-30110 Office Supplies | 111.80 | 39126 | 08/11/14 |
| 100805 | 08/08/14 | ICMA MEMBERSHIP RENEWAL 2015 JULY 2014 | 10-5-10-10330 Dues & Subscriptions | 680.00 | 39127 | 08/11/14 |
| 310401 | 08/08/14 | JOHNSON, KATHLEEN BOA 7/9 & 7/16 JULY 2014 | 10-5-13-10100 Board of Civil Authority | 30.00 | 39128 | 08/11/14 |
| 100873 | 08/08/14 | LHS ASSOCIATES INC coding voting machine 44565 | 10-5-13-10100 Board of Civil Authority | 1849.00 | 39129 | 08/11/14 |
| 310441 | 08/08/14 | LORENTZ, LORENTZ & HARNET OVER PAID RECORDING FEES ULTRAVISION | 10-4-13-04510 Land Records | 36.00 | 39130 | 08/11/14 |
| 310441 | 08/08/14 | LORENTZ, LORENTZ & HARNET OVER PAID RECORDING FEES ULTRAVISION | 10-4-13-04580 Records Preservation | 4.00 | 39130 | 08/11/14 |
| 300880 | 08/08/14 | MARBLE VALLEY REGIONAL TR 7/1/14-6/30/15 0715015 | 10-5-10-95000 Public Transportation | 3500.00 | 39131 | 08/11/14 |
| 100588 | 07/31/14 | MARKOWSKI EXCAVATING, INC gravel V-14573 | 10-5-15-46140 Gravel | 223.65 | 39132 | 08/11/14 |
| 100588 | 07/31/14 | MARKOWSKI EXCAVATING, INC gravel V-14610 | 10-5-15-46140 Gravel | 149.10 | 39132 | 08/11/14 |
| 310304 | 07/22/14 | MIKE'S FUELS, LLC diesel fuel @ HWY 254487 | 10-5-15-41130 Fuel - Vehicles | 1614.21 | 39133 | 08/11/14 |
| 310304 | 08/05/14 | MIKE'S FUELS, LLC diesel fuel @ HWY 254659 | 10-5-15-41130 Fuel - Vehicles | 426.41 | 39133 | 08/11/14 |
| 100149 | 07/30/14 | MODERN CLEANERS & TAILORS uniform maintenance JULY2014 | 10-5-14-10320 Clothing Allowance | 9.50 | 39134 | 08/11/14 |
| 300966 | 08/08/14 | MUNGER, MARJORIE boa and polls July JULY 2014 | 10-5-13-10100 Board of Civil Authority | 30.00 | 39135 | 08/11/14 |
| 100788 | 08/08/14 | NEW ENGLAND MUNICIPAL RES AUGUST ASSESSMENT 32818 | 10-5-11-22140 Property Assessor | 1333.33 | 39136 | 08/11/14 |
| 300028 | 08/08/14 | PETERSON, LAURA boa and polls July JULY 2014 | 10-5-13-10100 Board of Civil Authority | 50.00 | 39137 | 08/11/14 |
| 100261 | 08/08/14 | PETTY CASH - POLICE DEPT POSTAGE AUGUST 2014 | 10-5-14-30132 Postage Expenses | 49.34 | 39138 | 08/11/14 |
| 100908 | 07/18/14 | PITTSFORD SMALL ENGINE RE repair of spark plug boot 45287 | 10-5-15-41110 New Equipment-Misc. Tools | 30.00 | 39139 | 08/11/14 |
| 300710 | 08/08/14 | RIDEOUT, LAURA polls 7-22-14 JULY 2014 | 10-5-13-10100 Board of Civil Authority | 20.00 | 39140 | 08/11/14 |
| 300661 | 08/08/14 | RIDEOUT, SCOTT polls 7-22-14 7-22-14 | 10-5-13-10100 Board of Civil Authority | 20.00 | 39141 | 08/11/14 |
| 310161 | 08/05/14 | SANDERSON, BRIAN mileage AUGUST2014 | 10-5-15-10310 Travel & Expenses | 16.80 | 39143 | 08/11/14 |
| 100508 | 07/21/14 | SIRCHIE FINGERPRINT LABOR drug testing kits 0172529-IN | 10-5-14-30120 Professional Supplies | 62.93 | 39144 | 08/11/14 |
| 100443 | 08/08/14 | THOMAS, JOAN boa and polls July JULY 2014 | 10-5-13-10100 Board of Civil Authority | 160.00 | 39145 | 08/11/14 |
| 330348 | 07/22/14 | VERIZON WIRELESS 9729117938 | 10-5-14-20233 Portable Radios | 160.04 | 39146 | 08/11/14 |
| 310045 | 08/08/14 | VERMONT DEPARTMENT OF HEA certificate paper JULY 31 2014 | 10-5-13-30120 Professional Supplies | 5.00 | 39147 | 08/11/14 |

08/08/14
03:00 pm

TOWN OF BRANDON Accounts Payable

Check Warrant Report # Current FY Invoices For Fund (10 General Fund)
All Invoices For Check Acct 01(10 General Fund) 08/08/14 To 08/11/14 & Fund 10

Luanne

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------------|--------------|---|---|-------------|--------------|------------|
| 300024 | 08/08/14 | VERMONT DIGITAL ROBINS LAPTOP WORK 8114V | 10-5-10-30210 Office Equipment | 110.00 | 39148 | 08/11/14 |
| 300194 | 07/29/14 | VERMONT POLICE ACADEMY firing range class 140710428 | 10-5-14-10340 Continuing Education | 15.00 | 39149 | 08/11/14 |
| 100048 | 08/08/14 | WHITE, RICHARD boa and polls July JULY 2014 | 10-5-13-10100 Board of Civil Authority | 140.00 | 39151 | 08/11/14 |
| 300714 | 08/04/14 | WHITTAKER, TOM S. refund of access fee A-299 | 10-4-15-04320 Access Permit Revenue | 50.00 | 39152 | 08/11/14 |
| 300714 | 08/04/14 | WHITTAKER, TOM S. refund of access fee A-299 | 10-4-13-04510 Land Records | 9.00 | 39152 | 08/11/14 |
| 300714 | 08/04/14 | WHITTAKER, TOM S. refund of access fee A-299 | 10-4-13-04580 Records Preservation | 1.00 | 39152 | 08/11/14 |
| 100577 | 07/24/14 | WILK PAVING, INC cold patch 5-31-3136 | 10-5-15-46120 Cold Patching | 916.65 | 39153 | 08/11/14 |
| Report Total | | | | 16794.33 | | |

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 \$ ****16,794.33
Let this be your order for the payments of these amounts.

08/08/14
03:10 pm

TOWN OF BRANDON Accounts Payable

Check Warrant Report # Current FY Invoices For Fund (20 Sewer Fund)
All Invoices For Check Acct 01(10 General Fund) 08/11/14 To 08/11/14 & Fund 20

Luanne

| Vendor | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------------|--------------|--|--|-------------|--------------|------------|
| 100015 | 07/31/14 | ALLEN ENGINEERING & CHEMI chlorine 11150337001 | 20-5-55-50120 Chlorine | 523.05 | 39099 | 08/11/14 |
| 310097 | 08/07/14 | COMCAST ww phone August WW 7-21-14 | 20-5-55-30131 Telephone Expenses | 113.26 | 39112 | 08/11/14 |
| 330426 | 08/08/14 | CVC PAGING august pagers w water WW10296864 | 20-5-55-30131 Telephone Expenses | 11.95 | 39115 | 08/11/14 |
| 100494 | 07/29/14 | ENDYNE INC testing 151127 | 20-5-55-22120 Testing | 22.00 | 39117 | 08/11/14 |
| 100494 | 08/04/14 | ENDYNE INC testing 151658 | 20-5-55-22120 Testing | 22.00 | 39117 | 08/11/14 |
| 100547 | 07/28/14 | ENVIRONMENTAL RESOURCE AS turbidity test 729736 | 20-5-55-30120 Professional Supplies | 125.24 | 39118 | 08/11/14 |
| 100925 | 07/29/14 | FOLEY SERVICES INC uniforms 469996 | 20-5-55-10320 Clothing Allowance | 18.57 | 39121 | 08/11/14 |
| 100925 | 08/05/14 | FOLEY SERVICES INC uniforms 471353 | 20-5-55-10320 Clothing Allowance | 18.57 | 39121 | 08/11/14 |
| 100725 | 07/30/14 | GREEN MOUNTAIN GARAGE shop towels 056045 | 20-5-55-43160 Maint. Supplies - General | 12.99 | 39125 | 08/11/14 |
| 310304 | 07/22/14 | MIKE'S FUELS, LLC diesel fuel @ WW 254468 | 20-5-55-41130 Fuel - Vehicles | 272.44 | 39133 | 08/11/14 |
| 300905 | 07/22/14 | WELLS COMMUNICATION SERVI repaired base radio 159725 | 20-5-55-43180 Outside Maint. | 90.75 | 39150 | 08/11/14 |
| Report Total | | | | 1230.82 | | |

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 \$ *****1,230.82
Let this be your order for the payments of these amounts.

MEMO

To: Robin Bennett/ Select Board
From: Brian Sanderson
Date: July 11, 2014
Subject: Crushed gravel RFP bid results

Please note that the 2014/2015 budgeted line item for "Gravel" is \$30,000. This line item is for gravel as well as different sizes of stone needed for road repairs, ditch stabilization and drainage swales. I would like to keep approximately \$5,000 set aside for material needs other than road gravel, thus allocating an amount of \$25,000 for gravel.

The Town received 3 bids for furnishing/delivering crushed gravel. Please find the following results from the crushed gravel (c.g.) RFP received on Friday, June 27, 2014. All prices are per cubic yard (cy):

1. Florence Crushed Stone (18 miles round trip from garage) –
 - a. 1 ½" c.g. at pit - \$10.20/cy
1 ½" c.g. delivered - \$14.70/cy
 - b. ¾" c.g. at pit - \$8.85/cy
¾" c.g. delivered - \$13.35/cy
2. Markowski Excavating (9.4 miles round trip) –
 - a. 1 ½" c.g. at pit - \$10.45/cy
1 ½" c.g. delivered - \$13.11/cy
 - b. ¾" c.g. at pit - \$10.65/cy
¾" c.g. delivered - \$13.31/cy
3. Champlain Construction (31.4 miles round trip) –
 - a. 1 ½" c.g. at pit - \$12.00/cy
1 ½" c.g. delivered - \$15.00/cy
 - b. ¾" c.g. at pit - \$13.13/cy
¾" c.g. delivered - \$15.72/cy

The apparent low bidder for gravel, to be picked up at the pit, was Florence Crushed Stone. In FY 2012-2013, The Town experimented with using this gravel, in addition to gravel from Markowski Excavating, to determine if the road surfaces would hold up/last for longer durations. The determination was that the gravel from Florence Crushed Stone did not bind any better than Markowski's gravel. In fact, the gravel separated quicker causing the larger aggregate stone to be scattered to the road edges.

Therefore, I would like to purchase approximately 2,350 cy of gravel from Markowski Excavating. Markowski Excavating was the next lowest price for pick-up at the pit, and their close proximity, availability for material (after-hours and in emergencies) and over-all quality of material make them an ideal choice.

I recommend that you approve P.O. #51755, not to exceed the amount of \$25,000, to Markowski Excavating for supplying the Town of Brandon with approximately 2,350 cy of crushed gravel for the FY2014-2015 period. Thank you

MEMO

To: Robin Bennett/Select Board
From: Brian Sanderson
Date: July 11, 2014
Subject: Winter Sand

The Town received 2 bids for "Furnishing and Delivering Winter Sand" per bid request dated June 16, 2014. Please find the following:

1. Markowski Excavating - \$11.36/cy
2. Florence Crushed Stone - \$12.50/cy

For FY 2014/2015, I would like to purchase sand from both bidders in order to have the Highway Department mix it on site to allow for better application patterns that are more visible and adhere to the roads better. This would result in 50% of winter sand budget to be purchased from Florence Crushed Stone and 50% from Markowski Excavating.

The budgeted amount for winter sand for FY2014/2015 is \$25,000, based on a need of approximately 2,000 cy (based on past pricing of sand). Therefore, I recommend that the Select Board approve P.O. #51756 (in the amount of \$12,500.00) to Florence Crushed Stone and P.O. #51757 (in the amount of \$11,360.00) to Markowski Excavating, for furnishing and delivering winter sand.

Thank you.

Brian Sanderson - Public Works Director
Town of Brandon
Brandon, VT 05733
802-247-3635 x211
Cell: 802-236-4925
bsanderson@townofbrandon.com



Natural Resources Board
District Environmental Commission #1 & 8
440 Asa Bloomer State Office Building
Rutland, VT 05701

June 24, 2014

Robin M. Bennett
Town Manager
Town of Brandon
49 Center Street
Brandon, VT 05733

RECEIVED
JUN 25 2014
TOWN OF BRANDON

Re: Proposed Design Changes, Reconstruction of Segment 6 of the Brandon Downtown Realignment
-Act 250 Permit Series 1R0925

Dear Robin:

I write in response to your letter request dated June 6, 2014 in which you inquired as to whether or not certain proposed changes to the previously-permitted segment 6 of the downtown Brandon realignment project would require an Act 250 permit amendment.

Having reviewed your letter and the information forwarded therein, I write to confirm that the six changes described in your letter do not rise to the level of material changes under the Act 250 permitted project.

Accordingly, no Act 250 permit amendment is required and the changes may be implemented without further Act 250 permitting action.

The "closest call" was with regard to the proposed elimination of 16 parking spaces at the Village Green, but you have produced information sufficient for me to conclude that the elimination of those spaces will not have the potential for significant adverse impacts under the Criteria of Act 250 largely because additional nearby municipal parking has been created since the date of original permitting.

I hope this letter serves your needs. If you desire a more formal published opinion, or if you have any further questions, please don't hesitate to contact me at 786-5923.

Sincerely yours,

William Burke
District Coordinator

Cc: cs

27 COLANT SQ
BRANDON, VT 05733
AUGUST 1, 2014

MANAGER
TOWN OF BRANDON
BRANDON, VT 05733

DEAR ROBIN BENNETT:
WITH REGRET I HEREBY AND
HEREON TENDER MY RESIGNATION AS
A MEMBER OF THE BRANDON DEVELOPMENT
REVIEW BOARD, EFFECTIVE THIS DAY.

SINCERELY,
AWAN M. LEAVITT