

Brandon Select Board Meeting
June 22, 2015
7:00 p.m.

The Brandon Select Board will meet Monday, June 22, 2015 at 7:00 p.m. at the Brandon Town Hall located at 1 Conant Square expecting to consider the items noted on this agenda. Agendas shall be posted on the community bulletin board located in the front window of the Town Office at 49 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) Approval of Minutes
 - a) Select Board Minutes – June 8, 2015
- 3) Town Managers Report
- 4) Comments for Items not on the Agenda
- 5) Approval of Tax Anticipation Note
- 6) Presentation of Financial Management Questionnaire
- 7) Churchill Road Signs
- 8) Zoning Fees
- 9) FEMA Projects
- 10) Segment 6
- 11) Town Office Project
- 12) Bridge 114
- 13) Fiscal
 - a) General Fund Warrant – June 22, 2015 - \$265,590.10
 - b) Wastewater Fund Warrant – June 22, 2015 - \$66,379.73
 - c) FY 15/16 General Fund Warrant - \$13,548.06
 - d) FY 15/16 Wastewater Fund Warrant - \$3,000.00
 - e) End of Year Reserves / Encumbrances
- 14) Executive Session – 1 VSA § 313(a)(3):
The Appointment or Employment or Evaluation of a Public Officer or Employee / Contracts
- 15) Adjournment

**Brandon Select Board Meeting
June 8, 2015**

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

In Attendance: Doug Bailey, Seth Hopkins, Tracy Wyman, Devon Fuller

Also in Attendance: Dave Atherton, Kathy Rausenberger, Wayne Rausenberger, Richard Baker, Anthony Paduto, Steve Bissette, Lee Kahrs, Arlen Bloodworth, Richard Kirby, Chris Brickell, Steve Cjika, Debbie Boyce, Janet Coolidge

1. Call to order

The meeting was called to order by Doug Bailey - Chair at 7:04PM.

a) Agenda Adoption – Motion by Devon Fuller/Seth Hopkins to adopt the agenda, as amended. **The motion passed unanimously – 3 to zero.**

Add Item 6a – Brandon Independence Day Committee Use of Parks Request

Add Item 7a – Certification of Compliance for Town Road and Bridge Standards and Network Inventory

Add Item 8a – Consider Request for Payment of Union Street Paving

Correction to Item 5 – Reappointment to DRB not Planning Commission

2. Consent Agenda

a) Select Board Meeting Minutes – May 26, 2015

Motion by Tracy Wyman/Seth Hopkins to approve the minutes of the May 26, 2015 Select Board meeting, as amended. **The motion passed with one abstention – Devon Fuller.**

Page 2 – a correction to the spelling of Aldrich and Elliott

Page 4 – a correction to 9 Conant Square property amount from .64 acres to a little more than .464 acres

Page 11 – 1st Paragraph – a correction of sentence to read: They have received a commercial license and can spray on private roads.

b) Select Board Local Options Tax Hearing Minutes – May 26, 2015

Motion by Seth Hopkins/Tracy Wyman to approve the minutes of the May 26, 2015 Select Board Local Options Tax hearing. **The motion passed with one abstention – Devon Fuller.**

3. Town Manager's Report

Dave Atherton reported that proposals were received for the annual audit and Jeff Bradley of Mendon was the low bidder. There is a meeting scheduled with him tomorrow. Grove Street and Champlain Street were paved. Union Street paving is hoped to be done this week and Marble Street and the town hall parking area will be paved by next week. John Capen of Forestdale was hired to fill the Public Works position. The Department was down to two people due to a medical issue of one person who will be out for the year. The Rutland Regional Transportation Counsel hosted a luncheon at the town hall with the topic of discussion concerning in-stream emergency protection measures. There were several road commissions in attendance. There was a Union negotiation meeting on May 28th and the next meeting is scheduled for June 10th. There was a DRB hearing for Green Park on June 4th. Tracy Wyman was asked if the Town could assist with signage for Park Village, noting he did visit the location and it is difficult to find businesses in that area. He was also asked if the signs used to be in the crosswalks could be placed back. Mr. Atherton will look into these requests. Mr. Wyman was also asked if the section of Country Club Road that was asphalt at one point and is now dirt will be paved again and whether it will go back to a four-way stop near the Masonic building. Richard Baker stated to his knowledge, there was not an intention to put it back to tar. Dave Atherton advised the addition of the stop signs would require a traffic study and he will contact the Rutland Regional Transportation Group Counsel to see if they can do the study. Mr. Atherton noted he could obtain a quote for the cost to pave the section of Country Club Road in question. Doug Bailey stated Mr. Burlett has indicated the paving on Champlain Street is only a skim coat, as it is known that it will be dug up again next summer when the water lines go in. This is only half of a repair but it makes it much better than it was. Devon Fuller suggested the Town should host more luncheons similar to the recent Regional Transportation luncheon as there are many of these types of meetings held in the state and it would be good for Brandon to host some of the meetings. It was suggested that the Economic Development Director could look into this. Richard Kirby stated with regard to the stop signs near the Masonic building, there are signs going up and down the hill and the only hazard he sees is the height of the grass in the field that makes it difficult to see traffic. Mr. Wyman also noted that it is difficult coming off Basin Road on to McConnell Road as the foliage is too thick. Mr. Atherton will ask the Public Works Director to look into these items.

4. Public Comments for Items not on the Agenda

Kathy Rausenberger provided the Board and Town Manager a letter from the Friends of the Town Hall requesting the balance of their funds in this fiscal year be held in reserve for the next fiscal year to avoid it being transferred to the General Fund.

Wayne Rausenberger requested a status on the tax collection for this year. Dave Atherton reported letters have been sent regarding delinquent accounts and some people have contacted the Town to set up payment plans. He noted the Town will be more aggressive with delinquencies going forward than in the past. Mr. Rausenberger questioned whether the Town will have a surplus or deficit this year. Mr. Atherton will have a more details at the next Select Board meeting.

Janet Coolidge questioned whether one could view the list of delinquencies. Mr. Atherton advised it had been placed in The Reporter and can also be viewed on the Town's website.

Seth Hopkins requested a discussion concerning the use of a Consent Agenda, as it is designed to handle all non-controversial items such as approval of minutes, appointments and fiscal items. The intent is to approve all items with one motion and if further discussion is needed, an item could be pulled out of the Consent Agenda for discussion. Mr. Hopkins noted if the Consent Agenda is not done in this manner, the Board should consider removing the term and addressing each item as a separate agenda item.

5. Appointments

. Reappoint to the DRB

Motion by Seth Hopkins/Tracy Wyman to reappoint Bob Clark to the Development Review Board (DRB) with a term ending June 30, 2018. **The motion passed unanimously – 3 to zero.**

6. Brandon Independence Day Celebration Committee – Road Closure Request

6a) Brandon Independence Day Committee Use of Parks Request

Debbie Boyce, representing the Brandon Independence Day Celebration Committee, was present to request the road closure in front of the Congregational Church and park for the Independence Day celebration. She noted the Fire District has all information of when to install and take down the signs. This year there will be additional family activities behind the Brandon Inn and there will be many people crossing from the park to the Inn and it was suggested that either cones or barrels could be placed in this area to slow traffic going through town on that day. Ms. Boyce advised there will be parking available at the American Legion and transportation provided into town, however, there is limited handicap accessible parking for the event and it was suggested four additional handicap parking spaces near Ben Lawton's building could be noted with signage. Brandon Lumber will be allowing traffic to move around their building and the Committee is working with the Brandon Police Department to get people diverted around town to assist with traffic flow. Chris Brickell stated there is a routine done every year, however, staffing is an issue and it is uncertain if a part-time person will be available. He does not have someone to do crosswalks, but he will speak with Daryl Burlett about setting out cones. With regard to handicap signs, he will also talk with Mr. Burlett to figure out an option for those signs. Debbie Boyce will also speak with ADA to determine if they can provide signs for the handicap parking. There will also be enforcement of no smoking during the dance for the safety of the children. Doug Bailey stated in the past the Town had provided permission for the Brandon Independence Day Celebration Committee to use the park, as well as the road closure. It was noted all requests are outlined in the letter.

Motion by Devon Fuller/Seth Hopkins to approve the letter of request from the Brandon Independence Day Celebration Committee concerning the road closure and use of the parks as described in the letter. **The motion passed unanimously – 3 to zero.**

7. Route 73 Speed Limit

Dave Atherton reported the town had sent a request to the state concerning a change in the speed limit on Route 73 East beyond Route 53. The Agency of Transportation (AOT) has recommended the 35 mph sign be moved up hill .12 miles. The AOT will bring this request to the Vermont Traffic Committee on 6/26/15 for approval.

7a) Certification of Compliance for Town Road and Bridge Standards and Network Inventory

Motion by Seth Hopkins/Devon Fuller to sign the Certificate of Compliance for Town Road and Bridge Standards and Network Inventory. **The motion passed unanimously - 3 to zero.**

8. Approve Request for Reimbursement for Union Street Culverts

Motion by Devon Fuller/Seth Hopkins to approve the request for reimbursement for the Union Street culverts. **The motion passed unanimously – 3 to zero.**

8a) Request for Payment of Union Street Paving

Motion by Seth Hopkins/Tracy Wyman to approve the request for payment of the Union Street paving. **The motion passed unanimously – 3 to zero.**

Devon Fuller asked if the work is complete and approved by the municipality. It was noted the request could be approved this evening and released once the work is complete and approved.

9. Purchasing Policy

Dave Atherton reported he has made the changes to the document from input received from the Board members. It was noted there are a lot of purchases that require Select Board approval and the policy was changed to provide more spending authority for day to day items. The Departments are authorized for incidental purchases from \$1,000.00 to \$3,000.00, regular purchases from \$3,000.00 to \$10,000.00 would require the signature of the Department Head and approval from the Town Manager and purchases greater than \$10,000.00 would require a bidding process and approval by the Select Board. Mr. Atherton stated the Town would like to have the ability to waive the bid process, with Board approval, as there may be instances when sending an item out to bid may not be the most cost-effective process. Mr. Atherton noted there was discussion of possibly waiving the bid process to the end of the construction season this year for the Public Works Department. This year the Town is in a situation where there are many vendors in town and if work can be done while they are here, it would avoid travel expense. The Public Works Director would still obtain proposals from other companies prior to awarding jobs. Seth Hopkins noted concern with Exception #3 and he would prefer to approve the policy without that section. Mr. Atherton noted that a sentence was added to this section that indicates the Select Board would have the discretion of determining whether a request for proposal process would either be required or whether to forego the process. Devon Fuller noted concern that with professional services, with a bidding process the town would have to go with the lowest bidder, which may not be the best service provider. The Town is trying to be more proactive in hiring a people who will provide a higher quality of work. Mr. Fuller stated the final sentence does clarify the situation, as it is sometimes to the town's advantage to use or not use the bidding

process. Mr. Atherton stated the Town has strong Department Heads and a Town Manager who is thrifty and the Board needs to be comfortable with the recommendations of whether to go out to bid or not. He stated there may be instances when there is no time to request bids. Seth Hopkins suggested striking the words "that are characterized by a high degree of professional judgment and discretion including" and replacing it with "such as". The Board was in agreement with the change.

Motion by Seth Hopkins/Devon Fuller to adopt the Purchasing Policy, with an amendment to Exception #3 as noted above. **The motion passed unanimously – 3 to zero.**

Dave Atherton suggested the Board could wait until after the special town meeting to waive the bidding for Public Works, as it will be known where the Town stands financially with the constructions projects. Seth Hopkins stated perhaps it should be waived through the end of this fiscal year to allow the Public Works Director the ability to best leverage that Department's funds for the Town.

Motion by Seth Hopkins/Tracy Wyman, pursuant to the new purchasing policy, to waive the formal bid process for the Public Works Department through the end of the fiscal year ending June 30, 2015. **The motion passed unanimously - 3 to zero.**

10. Tax Stabilization Policy

Dave Atherton stated Mr. Windham provided a proposed Tax Stabilization policy for the Board's consideration to adopt for future economic development. Seth Hopkins stated there had been prior discussion regarding residential apartment complexes and his understanding was that in the designated downtown the Town would allow for residential apartment buildings. Dave Atherton stated he did not believe any changes were made. Doug Bailey stated there was a discussion that renovating the old school and the Aubuchon building for rentals would be a plus for the town. It was suggested to change the wording in Section 4, second sentence: Residential enterprises, such as apartment complexes and other ventures that are residential in nature, will not be considered eligible, except in the designated downtown. Dave Atherton noted the Town is trying to establish two more village areas and questioned if this exception could be considered for Park Village and Forestdale Village as well. Devon Fuller was in agreement as it offers the opportunity to take dilapidated buildings and make improvements to them. Seth Hopkins stated he would not be opposed to the wording "applicable enterprises". Mr. Fuller stated this should be a living document that is easy to use and understand, and it may require some tweaking. He thinks it is a good document and he does recall talking about apartments in the downtown. Mr. Fuller stated in Section 5 it should be noted that the stabilization does not include school or fire district tax and a clarification that it is a stabilization of 100% of the incremental improvements, but the current tax would be assessed. Seth Hopkins stated there is no definition of tax stabilization and should be noted. On the final page, Seth Hopkins noted concern with the sentence, "The Select Board shall only do the latter in rare instances; all efforts shall be made by the Town Administration and its Elected Officials to move TSAs forward in a timely manner", as he does not like to bind future select boards. Mr. Hopkins thought the sentence after the semi-colon is all that is needed to be said and omitting the wording from the beginning of the sentence to the semi colon. Devon Fuller questioned in the same paragraph the wording "Town Assessor" and Mr. Atherton

suggested using "Economic Development Director rather than Town Assessor. It was recommended that the Town Manager make the suggested changes and bring the document before the Board at the next meeting. Mr. Atherton advised he will be bringing many policies for the Board's consideration after he reviews the town policies and brings them up to current standards.

11. Darwin Dynamic Solutions

Dave Atherton reported Mr. Windham will be in town on Thursday, June 11th for most of the day and any Select Board members who wish to speak to him can contact the town office. The Economic Development Plan was due on June 15th; however, it is likely that it will not be received until June 30th.

12. FEMA Projects

Dave Atherton stated there was a DRB hearing on Green Park, but the results have not been received to date. The DRB hearing was held due to concern from the state's flood plain manager regarding the amount of fill to be used because the park is in a flood plain. The temporary fix will actually be using more wrap and a retainer wall rather than fill. The DRB is in a position to make a decision and they are aware that the Town is not changing the scope. Mr. Atherton stated the Town needs to do this right and this is one of the required steps. The contractor is ready to go and Mr. Atherton is sure that everything will be acceptable. Devon Fuller is hopeful that the DRB will be in the Town's favor and it was noted that there were no objections made at the hearing. Mr. Atherton stated this is a good learning experience since the flood as there are a lot of steps, and projects will require more planning going forward. Doug Bailey questioned the status of Newton Road. Mr. Atherton has talked with Ray Dougherty at the state regarding Newton Road and was advised that this project is on the HMGP list. Mr. Atherton suggested a letter from the Select Board addressing safety would possibly help move this project along. The landowner has spoken with another state department regarding the possibility of a fishing access in this area. Mr. Swift had previously indicated a foundation from one of the buildings could cause a backup in the river. Seth Hopkins asked about the grant extension on the Cobb Hill project. Mr. Atherton stated more paperwork has to be submitted, but it was strongly recommended to push this project out.

13. Segment 6

Dave Atherton provided the Board an amendment to the VHB contract and recommended approval of the contract. VTrans was in town today and Scott Robertson has reviewed the contract and is in agreement with it. Seth Hopkins asked if there are any substantive changes compared to the prior contract and Mr. Atherton advised that all accounting has been added to the document and this amendment will bring the project up to the construction phase. Mr. Atherton stated this project is too far along to make a change in vendors and the project needs to get done. There have been many changes made and every time there are changes, it costs the town money. The Town is in contact with CLD, VHB and VTrans daily and Scott Robertson has indicated the Town should not change the firm at this point.

Motion by Devon Fuller/Seth Hopkins to approve the VHB contract dated 6/4/2015 for an amount not to exceed \$366,295.12.

Doug Bailey asked if this is more cost to the town. Dave Atherton stated this is paying 5% of the project and there will be something owed by the Town. This contract is only for pre-construction engineering. Mr. Bailey stated CLD was going to talk with VTrans to determine if there are additional funds. It was noted that was a separate contract. Mr. Atherton stated only the itemized accounting that was requested has been added and Items 1 through 22 have no changes. Mr. Atherton stated if the Town wants to get this project done it is going to cost more money. This has been changed and redesigned and costs have increased and every time there is a meeting or additional engineering work done, it is going to cost the Town more money. Mr. Atherton recommended the Board approve the contract to enable moving forward with the bid process. Seth Hopkins questioned the conflicting figures for contract advertisements and the funds for preliminary engineering and right of way. Mr. Atherton advised work has been done on the figures and a proposal has been sent to the state for review. It has been requested to take out the right of way portion. Mr. Atherton stated the Town needs to come up with the cost for the preliminary engineering portion, as that is where they were overrunning. It was noted that once one phase is complete, other funds apply to the project. Richard Baker suggested that Scott Robertson is likely talking about an amendment to the Cooperative Agreement, which will increase the amount of funding. If there is the assumption that the state is going to amend the Cooperative Agreement that will change the funding of the project. Mr. Baker stated it is likely a Cooperative Agreement change will not be received until August. Mr. Atherton stated Mr. Robertson from VTrans was pleased with the numbers on this contract. Devon Fuller stated the decision was made to go with VHB and the Board needs to trust the Town Manager and VTrans that they will be looking out for the Town's best interest. The project is at a point where another option would cost the Town more money and the project needs to move forward. Seth Hopkins asked if there is an informal agreement from VTrans that will cover this change and it was noted that they will cover 95% of it.

The motion passed unanimously – 3 to zero.

Doug Bailey thanked the Town Manager for providing more information. Mr. Atherton stated the Town will need to give VHB some direction to keep them on track.

14. Town Office Project

Devon Fuller reported as of June 4th all grant requirements have been submitted to the state and will now be reviewed by the Environmental Review Officer. The Town received a draft agreement from the state that has also been sent back. There have been meetings to work out the details on the heating and mechanical items. The spec sheet is looking good, but the bids cannot go out until receipt of the environmental review approval. After receipt of the approval there is a 15-day public comment period and the state will then have another 15 days to review the public comments. This project will not have to go through the DRB. The grant agreement indicates completion by November 2015 and the project will likely go to bid sometime in July. The state computer system is currently being upgraded over the next two weeks and this has put the project

on hold. The Board Chair thanked Blaine Cliver, Robert Black, Devon Fuller and Wayne Rausenberger for the time and effort they have spent on this project.

15. Bridge 114

a) CLD Contract

Dave Atherton reported it was a very good meeting with VTrans and CLD regarding the railing design for Bridge 114. Historic Preservation will provide design information to VTrans for crash testing. Mr. Atherton provided the Board CLD's contract for engineering services for this project.

Motion by Devon Fuller/Seth Hopkins to approve the contract between the Town of Brandon and CLD dated 5/26/2015 for engineering services for the Bridge 114 scoping study.

It was noted the total revised contract is for \$184,021.00. Seth Hopkins asked if it is customary that the maximum liability for a project of this size is \$250,000.00, as it seems low. Dave Atherton noted CLD will be hiring another firm to do the testing, who will likely have a much higher liability insurance. Mr. Hopkins noted concern that the town continues to sign contracts that are created by the vendors and questioned if this had been passed by legal counsel. Devon Fuller suggested during the next budget session that more funds are added for legal services to allow the town to have its attorney draft future contracts. Dave Atherton advised these vendors have to be approved with VTrans and they are not going to hire a firm that is not qualified. Mr. Atherton will update the Board on the rail design at the next meeting.

The motion passed unanimously – 3 to zero.

16. Fiscal

a) General Fund Warrant – June 8, 2015 - \$130,020.56

Motion by Devon Fuller/Seth Hopkins to approve the General Fund warrant of June 8, 2015 in the amount of \$130,020.56. **The motion passed unanimously – 3 to zero.**

Doug Bailey questioned the \$125.00 expense for the Barn Raising and it was noted that this was a payment to Robert Black for supplies. Dave Atherton will request a correction in the coding of the invoice. Mr. Bailey requested clarification of the three invoices for Thunder Towing and it was noted that the charges were repairs to Police Department vehicles.

b) Wastewater Fund Warrant – June 8, 2015 - \$6,056.20

Motion by Devon Fuller/Tracy Wyman to approve the Wastewater Fund warrant of June 8, 2015 in the amount of \$6,056.20. **The motion passed unanimously – 3 to zero.**

Motion by Seth Hopkins/Devon Fuller to recess the Select Board to reconvene as the Board of Sewer Commissioners at 8:50PM. **The motion passed unanimously – 3 to zero.**

The Select Board reconvened at 9:04PM.

Motion by Seth Hopkins/Devon Fuller to enter into executive session at 9:05PM for the purpose of discussing the appointment or employment or evaluation of a public officer or employee/labor relations agreements with employees in accordance with 1VSA313(a)(3). **The motion passed unanimously – 3 to zero.**

17. Executive Session

Motion by Seth Hopkins/Devon Fuller to come out of Executive session at 9:31PM. **The motion passed unanimously – 3 to zero.**

There were no actions required.

18. Adjournment

Motion by Seth Hopkins/Devon Fuller to adjourn the Select Board meeting at 9:32PM. **The motion passed unanimously - 3 to zero.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Town Manager Report for the weeks of June 8th and June 15th , 2015

Met with Jeff Bradley, new auditor, to discuss timeline for audit. We are looking at have a completed audit by November 1, 2015.

Marble Street and the Town Hall parking area have been paved. We are now getting cost estimates for resurfacing the asphalt sidewalks.

Union negotiation meeting on June 10th. Next meeting June 24th.

Kennedy Park concrete retaining wall by the staircase has been repaired. Work continues on the stairs and decking.

Met with Darren Windham on June 11th to discuss the status on his report and recommendations.

Met with Jaime Stewart from REDC to see what they have to offer for us and how we should proceed with Economic Development.

Met with Susan Schriebman at RRPC to help us recover the Maple/Union Street sidewalk grant.

Met with Dave Conger on June 18th to discuss to Overflow Culvert.

Tax Sales were today. Only seven properties were left to go to sale.

Other items will be covered in the agenda items.

RESOLUTION

TAX ANTICIPATION NOTE – National Bank of Middlebury

On the 22nd day of June, 2015 at a duly warned meeting of the Select Board of the Town of Brandon in the County of Rutland and State of Vermont the following action was taken:

Upon Motion duly made and seconded, it was approved that the Town of Brandon borrow an amount not to exceed \$600,000.00 from the National Bank of Middlebury, with its main office at the Town of Middlebury, County of Addison and State of Vermont. It was further resolved that said borrowing shall be for the purpose of funding Town Services cash flow short-falls that may occur during fiscal year ending June 30, 2015. The loan will be at an interest rate of .95%, and will be structured as a draw-down note with amounts being drawn as cash flow is needed.

It was further resolved that the Treasurer and at least a majority of the legislative body of the Select Board shall have the authority to act on behalf of the Town of Brandon in executing any notes or other documents as may be required to consummate the loan transaction contemplated by this resolution. It was further resolved that the Town of Brandon shall be bound by the terms and conditions of such Notes or other documents.

The Board authorized Susan Gage, Treasurer to borrow on this loan on behalf of the Select Board.

Select Board, Town of Brandon

By all or a Majority Thereof:

Doug Bailey

Seth Hopkins

Devon Fuller

Ethan Swift

Tracy Wyman

Sue Gage

From: Christopher Carpenter <cjcarpenter@NBMVT.COM>
Sent: Friday, June 05, 2015 1:41 PM
To: 'Sue Gage'
Subject: RE: Tax Anticipation Note, Town of Brandon

Hi Sue,

Thank you for the inquiry regarding Brandon's TAN for 2015/2016.

Our bid for the \$600,000 line is ~~9.5%~~ - no fees.

We will need the attested minutes from the Select Board approving the \$600,000 TAN borrowing and a copy of the town's audited financials to move the loan request to approval.

Please let me know if you have any questions.

Best Always,

Chris.

Christopher J. Carpenter
NMLS #491709
Assistant Vice President
National Bank of Middlebury
P.O. Box 189
Middlebury, VT 05753
Phone #802-247-8513
Fax #802-247-8512
Email: cjcarpenter@nbmvt.com

From: Sue Gage [mailto:sgage@townofbrandon.com]
Sent: Friday, June 05, 2015 12:34 PM
To: Christopher Carpenter
Subject: Tax Anticipation Note, Town of Brandon

Good Afternoon Chris,

We are seeking bids on a Tax Anticipation Note for 2015/2016. I have attached a statement of cash flow. I am hoping to present these bids to the Selectboard on June 22, with a TAN in place by July 1st. If you are interested, please let me know the particulars by Thursday, June 18th. Again, the Note would need to be available by July 1.

Thank you,

Susan Gage

RESOLUTION

TAX ANTICIPATION NOTE – Merchants Bank

On the 22nd day of June, 2015 at a duly warned meeting of the Select Board of the Town of Brandon in the County of Rutland and State of Vermont the following action was taken:

Upon Motion duly made and seconded, it was approved that the Town of Brandon borrow an amount not to exceed \$600,000.00 from the Lake Sunapee Bank, with its main office in Newport, New Hampshire. It was further resolved that ~~said borrowing shall be for the purpose of funding Town Services cash flow short-falls that may occur during fiscal year ending June 30, 2016.~~ The loan will be at an interest rate of 1.30%, and will be structured as a draw-down note with amounts being drawn as cash flow is needed.

It was further resolved that ~~the Treasurer and at least a majority of the legislative body of the Select Board shall have~~ the authority to act on behalf of the Town of Brandon in executing any notes or other documents as may be required to consummate the loan transaction contemplated by this resolution. It was further resolved that the Town of Brandon shall be bound by the terms and conditions of such Notes or other documents.

The Board authorized Susan Gage, Treasurer to borrow on this loan on behalf of the Select Board.

Select Board, Town of Brandon

By all or a Majority Thereof:

Doug Bailey

Seth Hopkins

Devon Fuller

Ethan Swift

Tracy Wyman



275 Kennedy Drive
South Burlington, VT 05403

June 18, 2015

Susan Gage, Treasurer
Town of Brandon
46 Center St
Brandon, VT 05733

RE: Tax Anticipation Note

Dear Ms. Gage:

Thank you for the opportunity to bid on your request for a Tax Anticipation Note in the amount of \$600,000.00. This bid is submitted as per your request dated June 5, 2015.

- ❖ *ISSUE DATE:* The note will be issued on or about July 1, 2015.
- ❖ *MATURITY DATE:* All principal and interest on the loan will be repaid on or before June 30, 2016.
- ❖ *INTEREST RATE:* The rate of interest on the note on an "as needed" basis based on an actual/365 day year will be 1.30%.
- ❖ *DENOMINATION OF NOTE:* There will be one note issued in the denomination of \$600,000.00.
- ❖ *PREPAYMENT PROVISION:* The note may be prepaid at any time without penalty.
- ❖ *CONFIRMATIONS:* The Town must confirm in writing that:
 - The total indebtedness issued by the Town in calendar year 2015 will not exceed \$5,000,000;
 - The Town will comply with all aspects of the Internal Revenue Code of 1986, as amended, including all provisions relating to arbitrage and rebate. This bid is subject to confirmation by the Bank that the note represents a valid and binding general obligation

of the issuer, and further that the note is a "qualified tax exempt obligation" for the purposes of Section 265(b)(3) of the Code;

- All public bid, procurement and request for proposals statutes, ordinances and regulations have been complied with; and
- All federal informational returns with respect to this borrowing will be filed in a timely manner.
- ❖ *DOCUMENTATION:* The Bank will prepare the loan documents for execution by the Town Council at a duly convened public meeting.
- ❖ *SUBMISSION OF FINANCIAL STATEMENTS:* The Town will submit the most recent past three years' financial statements and a Cash Flow Statement for the term of the note prior to closing.
- ❖ *LEGAL OPINION:* This bid is subject to a legal opinion from bond counsel acceptable to the Bank, the cost of which will be borne by the Bank. The opinion must include a statement that the Note represents a valid and binding general obligation of the issuer, that it is lawfully authorized and issued, and that the interest paid thereon is exempt from federal incomes taxes.

This bid shall expire by 5:00 p.m. on June 23, 2015 and is subject to withdrawal if any adverse information relating to the issuer's affairs is discovered prior to closing. Five (5) business days shall be required to prepare for a closing, unless other arrangements are made with the Bank.

Sincerely,

Hope Crifo

Erika Baldasaro

Hope Crifo, CFA
Municipal Lender
Vice President
Government Banking
(802) 476-1658

Erika Baldasaro
Assistant Vice President
Government Banking
(802) 652-2035 or (802) 922-2536

SEEN AND AGREED TO ON BEHALF OF THE TOWN:

By: _____
Its Duly Authorized Agent

RESOLUTION

TAX ANTICIPATION NOTE – LAKE SUNAPEE BANK

On the 22nd day of June, 2015 at a duly warned meeting of the Select Board of the Town of Brandon in the County of Rutland and State of Vermont the following action was taken:

Upon Motion duly made and seconded, it was approved that the Town of Brandon borrow an amount not to exceed \$600,000.00 from the Lake Sunapee Bank, with its main office in Newport, New Hampshire. It was further resolved that ~~said borrowing shall be for the purpose of funding Town Services cash flow short-falls that may occur during fiscal year~~ ending June 30, 2016. The loan will be at an interest rate of 1.60%, and will be structured as a draw-down note with amounts being drawn as cash flow is needed.

~~It was further resolved that the Treasurer and at least a majority of the legislative body of the Select Board shall have~~ the authority to act on behalf of the Town of Brandon in executing any notes or other documents as may be required to consummate the loan transaction contemplated by this resolution. It was further resolved that the Town of Brandon shall be bound by the terms and conditions of such Notes or other documents.

The Board authorized Susan Gage, Treasurer to borrow on this loan on behalf of the Select Board.

Select Board, Town of Brandon

By all or a Majority Thereof:

Doug Bailey

Seth Hopkins

Devon Fuller

Ethan Swift

Tracy Wyman

Sue Gage

From: Karen Lynch <KLynch@lakesunbank.com>
Sent: Monday, June 08, 2015 9:47 AM
To: Sue Gage
Subject: RE: Tax Anticipation Note, Town of Brandon

Sue,

Thank you for reaching out to Lake Sunapee Bank.

We do have an interest in providing a bid. Our bid would be 1.60% for fiscal year 2015/2016 Tax Anticipation Note in the amount of \$600,000. The loan would be available as a line of credit for the Town to draw upon, with accrued interest payable at maturity. ~~There are no Bank fees associated with the transaction.~~

If Lake Sunapee is the successful bidder, then we would require a loan application, the latest audited Town Report, and copy of the minutes authorizing the borrowing, along with authorized signer(s) on behalf of the Town.

Should you have any other questions, please feel free to contact me.

Thank you.

Karen D. Lynch, Sr. Vice President
Regional Commercial Credit & Lending Officer
Lake Sunapee Bank, fsb
2 Park Street, Brandon, VT 05733
802-247-3506 – Direct Line
klynch@lakesunbank.com

From: Sue Gage [mailto:sgage@townofbrandon.com]
Sent: Friday, June 05, 2015 12:44 PM
To: Karen Lynch
Subject: FW: Tax Anticipation Note, Town of Brandon

Good Afternoon Karen,

We are seeking bids on a Tax Anticipation Note for 2015/2016. I have attached a statement of cash flow. I am hoping to present these bids to the Selectboard on June 22, with a TAN in place by July 1st. If you are interested, please let me know the particulars by Thursday, June 18th. Again, the Note would need to be available by July 1.

Thank you,

Susan Gage
Brandon Town Clerk and Treasurer
sgage@townofbrandon.com

Financial Management Questionnaire – Towns and Cities

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

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) Susan Gage (printed name) Susan Gage Title: Treasurer Date: June 16, 2015

Reviewed by Select Board (signature): _____ on (date): _____

**TOWN OF BRANDON
49 CENTER STREET
BRANDON, VERMONT 05733
(802) 247-3635 ext. 202**

Current

LAND USE

APPLICATIONS & FEES

Primary/Commercial	\$ 98.00	Change of Use	\$ 68.00
Primary/Residential	\$ 68.00	Razing structure/over 500 sq. ft.	\$ 48.00
Primary/Addition	\$ 48.00	Accessory Structures	\$ 48.00
Lot line adjustment	\$ 68.00	Home Occupations	\$ 48.00
Minor Subdivisions (per lot)	\$ 60.00	Fence over 6'	\$ 48.00
(add \$10.00 filling fee to total)		Signs (3 maximum same use)	\$ 48.00

DEVELOPMENT REVIEW BOARD

HEARINGS & FEES

Minor amendment	\$ 55.00
Variance	\$ 134.00
Conditional Use	\$ 134.00
Appeal (refundable)	\$ 134.00
Major Subdivision/PUD	\$ 60.00/lot
(plus \$10.00/page filling fee)	

PUBLIC WORKS

APPLICATIONS & FEES

Access/driveway review	\$ 60.00
Access/driveway deposit*	\$ 300.00
Excavation/review	\$ 60.00
Excavation/refund deposit *	\$ 300.00
Resurfacing bid price*	varies
Sewer Review	\$ 60.00
Sewer Tap/refundable deposit*	\$ 250.00
Sewer Capacity/per gallon *	\$ 2.79

- Application fees include a fee of \$10.00 a page to record permits in the Land Records.
- Application fees are not refundable if a permit is withdrawn or denied.
- Proof of Federal Non-Profit status must be provided for exemption of application fees.
- Applications marked * are not exempt from payment of fees.
- Fee is doubled* for "after the fact" permits

Please Note:

For information concerning public works permits please call:
the Brandon Public Works Director at (802) 247-3635 ext. 211

For information concerning municipal water permits please call:
the Brandon Fire District #1 at (802) 247-3311

For information about State permits please call:
the Vermont Department of Environmental Conservation at (802) 786-5907
the Vermont Department of Labor & Industry at (802) 786-5867
the Regional Act 250 Review Board at (802) 786-5923

**TOWN OF BRANDON
49 CENTER STREET
BRANDON, VERMONT 05733
(802) 247-3635**

Proposed

LAND USE

APPLICATIONS & FEES

Subdivision 0-3 lots	\$75.00 per lot
4+	\$100.00 per lot
Boundary Line Adjustment	\$150.00
Construction, alteration, reconstruction, relocation, conversion, structural alteration, relocation, or enlargement of any building or structure	\$110.00 commercial \$100.00 residential \$60.00 addition
Landfill, mining, excavation operations	\$100.00
Home occupation	\$60.00
Private swimming pools	\$40.00
Fences (more than 6'1")	\$40.00
Accessory Structures	\$60.00
Substantial change in the nature or intensity of the current use building, structure or land	\$60.00
Interior renovations to residential structures that increase the number of dwellings or bedrooms	\$60.00
Interior renovations to non-residential primary structure done in contemplation of a change of Use or change in intensity of use	\$60.00
Razing any structure (over 500 square feet or any structure in the Central Business District)	\$40.00
Signage	\$60.00
Development in Hazard Areas	\$60.00
Certificate of Occupancy (Hazard Areas only)	\$60.00

**DEVELOPMENT REVIEW BOARD
HEARINGS & FEES**

Appeals	\$250.00
Variance	\$250.00
Conditional Use	\$250.00
Waiver	\$250.00
Act 250 Local Hearing	\$250.00

**PUBLIC WORKS
APPLICATIONS & FEES**

Access/driveway review	\$ 60.00
Access/driveway deposit*	\$ 300.00
Excavation/review	\$ 60.00
Excavation/refund deposit *	\$ 300.00
Resurfacing bid price*	varies
Sewer Review	\$ 60.00
Sewer Tap/refundable deposit*	\$ 250.00
Sewer Capacity/per gallon *	\$ 2.79

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Please Note:

For information concerning public works permits please call:
the Brandon Public Works Director at 802-236-4925

For information concerning municipal water permits please call:
the Brandon Fire District #1 at 802-247-3311

For information about State permits please call:
the Vermont Department of Environmental Conservation at 802-282-6488
the Vermont Department of Labor & Industry at 802-786-5867
the Regional Act 250 Review Board at 802-786-5923
the Vermont Division of Fire & Safety 888-786-5872 (Rutland Office)

To Be adjusted

<u>Project</u>	<u>FEMA Funding Amount</u>	<u>Town 5% Match</u>
Kennedy Park Sewer	\$133,721.80	\$6,686.00
Kennedy Park Retaining Wall	\$47,000	\$2,350.00
Briggs Lane	\$25,000	\$1,250.00
Green Park	\$98,000	\$4,900.00
Cobb Hill	\$405,000	\$20,250.00
Total FEMA 5% Match Required:		\$35,436.00

<u>Completed Projects</u>	<u>Remaining Funds</u>
Union Street remaining funds	\$96,125
Kennedy Park Retaining Wall	\$16,200
Total Available:	\$112,325
FEMA 5% Match	(35,436)
Parking Lot Purchase	(40,000)
Total Remaining:	\$36,889

03:05 pm

Check Warrant Report # 61431 Current Prior FY Invoices

Luanne

Manually Selected For Check Acct 01(10 General Fund) 06/22/2015 To 06/22/2015

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
100900	ALDERMAN, LISA	0078-1226/15 TAX OVER PAYMENT	102.00	0.00	102.00	40593	06/22/15
200263	ALDRICH & ELLIOTT, PC	75447 FEMA General Engineering	717.57	0.00	717.57	40594	06/22/15
200263	ALDRICH & ELLIOTT, PC	75602 FEMA General Engineering	10035.54	0.00	10035.54	40594	06/22/15
100401	ALL STATES ASPHALT INC	1062232 liquid calcium	4185.00	0.00	4185.00	40595	06/22/15
100401	ALL STATES ASPHALT INC	1062287 liquid calcium	4092.00	0.00	4092.00	40595	06/22/15
100598	AUBUCHON CO - BRANDON - STORE	469503 KEY/LIGHT BULBS/HOSE KIT	29.94	0.00	29.94	40674	06/22/15
100900	BARRAL, ROBERT & LINE	0044-0016 TAX OVER PAYMENT	161.12	0.00	161.12	40598	06/22/15
310498	BERGEVIN, JOHN & ANDREA	A-306 refund of damage deposit	300.00	0.00	300.00	40599	06/22/15
100190	BLUE SEAL FEEDS	329-1884GF trash bags	65.10	0.00	65.10	40600	06/22/15
100280	BRANDON LUMBER & MILLWORK CO.	492814/3 a/c filter	1.49	0.00	1.49	40601	06/22/15
100280	BRANDON LUMBER & MILLWORK CO.	492818/3 light bulbs	44.91	0.00	44.91	40601	06/22/15
100280	BRANDON LUMBER & MILLWORK CO.	493225/3 5 gallon gas cans	39.98	0.00	39.98	40601	06/22/15
200218	BRANDON REPORTER	5-31-15 ads for may	250.25	0.00	250.25	40602	06/22/15
100900	BRISCOE, MARIE L	0045-0009 TAX OVER PAYMENT	824.58	0.00	824.58	40603	06/22/15
100900	BROOKS, WILLIAM	0093-0025E TAX OVER PAYMENT	25.00	0.00	25.00	40604	06/22/15
100900	BRUCE, RONALD & TRACY	0085-0137 TAX OVER PAYMENT	133.40	0.00	133.40	40605	06/22/15
310395	BUTTERFIELD, PAULA	5-26-15 CLEANING SUPPLIES	7.92	0.00	7.92	40606	06/22/15
310503	BYRNE'S TRUCK STORE, INC	12314 aluminum truck body	3300.00	0.00	3300.00	40607	06/22/15
100900	CARRIS PROPERTIES VT LLC	0083-2009 TAX OVER PAYMENT	661.71	0.00	661.71	40608	06/22/15
301043	CIVES CORPORATION, DBA	4463318 replace bearings - trk #	474.85	0.00	474.85	40609	06/22/15
100900	CLIVER, E BLAINE & MARY S	0030-0049 TAX OVER PAYMENT	143.80	0.00	143.80	40610	06/22/15
200243	COLBURN, FRED	6-6-15 BOOT REIMBURS	100.00	0.00	100.00	40611	06/22/15
310097	COMCAST	5-27-15 JUNE PD PHONE	214.11	0.00	214.11	40612	06/22/15
310097	COMCAST	HW 5-27-15 JUNE PORTION PHONE	94.23	0.00	94.23	40613	06/22/15
310177	COFT SYSTEMS, INC.	103974 JUNE HOST FEE	200.00	0.00	200.00	40616	06/22/15
100900	CRAM, BERNARD	0039-0022 TAX OVER PAYMENT	7.20	0.00	7.20	40617	06/22/15
300466	DUNDON PLUMBING & HEATING INC	24135 portalet 6/17-6/30	37.50	0.00	37.50	40618	06/22/15
100860	ENGLISH, CARROLL & BOE, P.C.	27753 OLD BRANDON RD	76.00	0.00	76.00	40620	06/22/15
100860	ENGLISH, CARROLL & BOE, P.C.	27768 FDALE MOBILE HOME PARK	293.18	0.00	293.18	40620	06/22/15
310037	FAIRPOINT COMMUNICATIONS	6-6-2015 PD PHONE SERVICE	43.91	0.00	43.91	40621	06/22/15
330422	FERGUSON WATERWORKS #590	0380509 risers	200.00	0.00	200.00	40622	06/22/15
330422	FERGUSON WATERWORKS #590	0380561 risers	762.50	0.00	762.50	40622	06/22/15
330422	FERGUSON WATERWORKS #590	0381073 culvert/Long Swamp Road	4440.00	0.00	4440.00	40622	06/22/15
330422	FERGUSON WATERWORKS #590	0381125 riser	162.50	0.00	162.50	40622	06/22/15
100925	FOLEY SERVICES INC	31501 uniforms	42.05	0.00	42.05	40624	06/22/15
100925	FOLEY SERVICES INC	32824 uniforms	42.05	0.00	42.05	40624	06/22/15
100650	GALLS, AN ARAMARK COMPANY	003600344 alco-sensor mouthpieces	64.00	0.00	64.00	40625	06/22/15
100690	GIDDINGS MANUFACTURING CO INC	63675 culverts	345.20	0.00	345.20	40626	06/22/15
300974	GRAPH-X INCORPORATED	3294 baseball jersies	67.00	0.00	67.00	40628	06/22/15
310455	GRAZIANO, LINDA	JUNE2015 reimbursement for order	974.62	0.00	974.62	40629	06/22/15
310158	GREEN MOUNTAIN ELECTRIC SUPPLY	S2617858.001 batteries	63.58	0.00	63.58	40630	06/22/15
310233	GREEN MOUNTAIN POWER	JUNE 2015 electric June	4428.04	0.00	4428.04	40632	06/22/15
100215	HADEKA STONE CORP.	23400/23407 Baseball infield dirt mi	312.00	0.00	312.00	40634	06/22/15
100900	HANSON, PATRICIA L	0046-0049A TAX OVER PAYMENT	54.00	0.00	54.00	40635	06/22/15
100900	HEATH, DUSTIN & ASHLEY	0005-0104/15 TAX OVER PAYMENT	760.70	0.00	760.70	40636	06/22/15
100900	JORDAN, JAMES L	0081-1783/15 TAX OVER PAYMENT	115.29	0.00	115.29	40672	06/22/15
310259	KOFIIE PRESERVATION INC	213432 INDEX FOR RECORD BOOK	93.33	0.00	93.33	40638	06/22/15
100900	LERETA	0073-1851 TAX OVER PAYMENT	738.31	0.00	738.31	40639	06/22/15
100900	MACK, CHRISTOPHER & KATHLEEN	0073-1423/15 TAX OVER PAYMENT	562.18	0.00	562.18	40673	06/22/15
100588	MARKOWSKI EXCAVATING, INC.	V-15642 gravel	1192.80	0.00	1192.80	40641	06/22/15

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 61431 Current Prior FY Invoices
Manually Selected For Check Acct 01(10 General Fund) 06/22/2015 To 06/22/2015

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
100588	MARKOWSKI EXCAVATING, INC. V-15679	gravel	969.15	0.00	969.15	40641	06/22/15
310304	MIKE'S FUELS, LLC 382695	diesel fuel @ HWY	419.25	0.00	419.25	40644	06/22/15
100030	MINER CONSTRUCTION, INC. 15018	Richmond Road Culvert	1232.35	0.00	1232.35	40645	06/22/15
100030	MINER CONSTRUCTION, INC. 15019	Long Swamp Road Culvert	2130.00	0.00	2130.00	40645	06/22/15
100149	MODERN CLEANERS & TAILORS, INC MAY2015	uniform maintenance	77.50	0.00	77.50	40646	06/22/15
310502	PAQUETTE EQUIPEMENT LLC 522	40' Container C4027	2000.00	0.00	2000.00	40648	06/22/15
100274	PETTY CASH - TOWN OFFICE 6-18-15	postage and batteries	23.28	0.00	23.28	40649	06/22/15
100283	PIKE INDUSTRIES, INC 807036	3/4" ledge pak	864.61	0.00	864.61	40650	06/22/15
100141	PINEWOOD GARDENS, INC. 061715	flowers for parks	196.40	0.00	196.40	40651	06/22/15
100005	RUTLAND COUNTY SOLID WASTE DIS 21783	may surcharge	643.51	0.00	643.51	40655	06/22/15
100005	RUTLAND COUNTY SOLID WASTE DIS M1076	MAY RECYCLING	213.60	0.00	213.60	40655	06/22/15
100714	SCHECK, ANNA 062215	Mileage reimbursement	158.71	0.00	158.71	40656	06/22/15
200055	SHERWIN WILLIAMS 8808-7	striping tip	34.29	0.00	34.29	40657	06/22/15
310232	SMARTPOWER, LLC 511	repairs to floodlights	426.42	0.00	426.42	40658	06/22/15
100900	STEINBERG, DAVID & KATHLEEN 0080-0659	TAX OVER PAYMENT	802.26	0.00	802.26	40659	06/22/15
200277	THUNDER TOWING & AUTO RECOVERY 3650	repair serv battery ligh	71.92	0.00	71.92	40661	06/22/15
200277	THUNDER TOWING & AUTO RECOVERY 3665	tire change over	40.00	0.00	40.00	40661	06/22/15
300024	VERMONT DIGITAL 6105V	multiple computer jobs	205.00	0.00	205.00	40664	06/22/15
300024	VERMONT DIGITAL 6127T	Seagate computer drives	944.00	0.00	944.00	40664	06/22/15
300581	VERMONT OFFENDER WORK PROGRAMS 083397	Mulcahy Drive signs	113.60	0.00	113.60	40666	06/22/15
300581	VERMONT OFFENDER WORK PROGRAMS 83017GF	mowing	900.00	0.00	900.00	40666	06/22/15
100067	VLCT 2015-16392	ZONING WORKSHOP	60.00	0.00	60.00	40668	06/22/15
310046	W.B. MASON CO INC I26049949	paper	153.86	0.00	153.86	40669	06/22/15
310046	W.B. MASON CO INC I26057818	toner	137.98	0.00	137.98	40669	06/22/15
310046	W.B. MASON CO INC I26181719	DVD's, paper, envelopes	107.56	0.00	107.56	40669	06/22/15
310046	W.B. MASON CO INC I26183515	notes, add rolls	29.48	0.00	29.48	40669	06/22/15
310046	W.B. MASON CO INC I26209085	pens, paper, toner, drum	270.94	0.00	270.94	40669	06/22/15
310046	W.B. MASON CO INC I26237223	drum	79.99	0.00	79.99	40669	06/22/15
301026	WATCHGUARD VIDEO ADVREP057547	transceiver	170.00	0.00	170.00	40670	06/22/15
301026	WATCHGUARD VIDEO INV0004483	damper	32.00	0.00	32.00	40670	06/22/15
100577	WILK PAVING, INC 5-30-3404	Union St Paving	210000.00	0.00	210000.00	40671	06/22/15

06/19/2015
03:05 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 61431 Current Prior FY Invoices
Manually Selected For Check Acct 01(10 General Fund) 06/22/2015 To 06/22/2015

Page 3 of 3
Luanne

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			265,590.10	0.00	265,590.10		

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 \$ ***265,590.10
Let this be your order for the payments of these amounts.

06/19/15
02:21 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 61423 Current Prior FY Invoices For Fund (20 Sewer Fund)
For Check Acct 01(10 General Fund) All check #s 06/22/15 To 06/22/15 & Fund 20

Page 1 of 2
Luanne

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100015	06/04/15	ALLEN ENGINEERING & CHEMI chlorine 11250106101	20-5-55-50120 Chlorine	523.05	40596	06/22/15
100598	06/19/15	AUBUCHON CO - BRANDON - S ww supplies 469468	20-5-55-43160 Maint. Supplies - General	39.46	40674	06/22/15
100190	06/09/15	BLUE SEAL FEEDS weed killer 329-1884WW	20-5-55-43160 Maint. Supplies - General	5.99	40600	06/22/15
300466	06/17/15	DUNDON PLUMBING & HEATING pumped MH @ Kennedy Park 24108	20-5-55-51320 Outside Contractor	360.00	40618	06/22/15
100494	06/10/15	ENDYNE INC testing 174455	20-5-55-22120 Testing	123.50	40619	06/22/15
100615	06/05/15	FISHER SCIENTIFIC COMPANY lab supplies 3873772	20-5-55-30120 Professional Supplies	164.14	40623	06/22/15
100925	06/09/15	FOLEY SERVICES INC uniforms 32823	20-5-55-10320 Clothing Allowance	18.57	40624	06/22/15
100925	06/16/15	FOLEY SERVICES INC uniforms 34443	20-5-55-10320 Clothing Allowance	18.57	40624	06/22/15
100835	05/21/15	GMWEA INC meeting registration 052115	20-5-55-10310 Travel & Expenses	55.00	40627	06/22/15
100725	06/17/15	GREEN MOUNTAIN GARAGE repair of trailer lights 071074	20-5-55-43160 Maint. Supplies - General	41.74	40631	06/22/15
100725	06/17/15	GREEN MOUNTAIN GARAGE repair of trailer lights 071074	20-5-55-41180 Maintenance-Vehicles	75.00	40631	06/22/15
100725	06/18/15	GREEN MOUNTAIN GARAGE shop towels 071183	20-5-55-43160 Maint. Supplies - General	17.49	40631	06/22/15
310233	06/19/15	GREEN MOUNTAIN POWER ww electric June WW JUNE 15	20-5-55-42130 Electric	4382.63	40632	06/22/15
100559	06/04/15	HACH COMPANY chlorine testing supplies 9405834	20-5-55-30120 Professional Supplies	109.17	40633	06/22/15
100900	06/19/15	HILL, RICHARD & ANNE SEWER OVER PAYMENT 1102	20-2-00-02120 Sewer Fee Credits	50.01	40637	06/22/15
310322	06/05/15	MIKE HANCE TRUCKING INC May trucking of sludge 0184	20-5-55-50160 Sludge Disposal	1930.50	40643	06/22/15
300463	06/18/15	NATIONAL BANK OF MIDDLEBU WASTE WATER LOAN 66976	20-2-00-02528 Middlebury WW LOC 2014	52234.76	40647	06/22/15
300463	06/18/15	NATIONAL BANK OF MIDDLEBU WASTE WATER LOAN 66976	20-5-55-60100 Interest Exp - Short Term	952.92	40647	06/22/15
100035	04/23/15	R C ALLEN COMMUNICATIONS install radio in Dodge 16152	20-5-55-41180 Maintenance-Vehicles	193.00	40652	06/22/15
200179	06/04/15	ROOTX root killer 43005	20-5-55-51310 Collection Systems	469.00	40653	06/22/15
300375	06/15/15	RUTLAND CITY May sludge processing 14432SLUDG	20-5-55-50160 Sludge Disposal	4095.00	40654	06/22/15
100900	06/19/15	STEWART, JEFFREY & SANDRA SEWER OVER PAYMENT 0368	20-2-00-02120 Sewer Fee Credits	26.25	40660	06/22/15
300581	05/31/15	VERMONT OFFENDER WORK PRO mowing 83017WW	20-5-55-42150 Outside Maint. - Bldgs	375.00	40666	06/22/15
100776	06/04/15	VERMONT RURAL WATER ASSOC training sessions JUNE2015	20-5-55-10310 Travel & Expenses	35.00	40667	06/22/15
310046	06/02/15	W.B. MASON CO INC ink I26029406	20-5-55-30110 Office Supplies	83.98	40669	06/22/15

06/19/15
02:21 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 61423 Current Prior FY Invoices For Fund (20 Sewer Fund)
For Check Acct 01(10 General Fund) All check #s 06/22/15 To 06/22/15 & Fund 20

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Luanne

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				66379.73		

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 \$ ****66,379.73
Let this be your order for the payments of these amounts.

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 61428 Next FY Invoices
Manually Selected For Check Acct 01(10 General Fund) 06/22/2015 To 06/22/2015

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310097	COMCAST	HW JULY 2015 JULY PORTION PHONE BILL	10.44	0.00	10.44	40614	06/22/15
310097	COMCAST	JULY 2015 JULY PORTION PD PHONE	23.77	0.00	23.77	40615	06/22/15
300466	DUNDON PLUMBING & HEATING INC	24135 JULY portalet 7/1-7/16	37.50	0.00	37.50	40618	06/22/15
330461	MARKOWSKI, GREG	JULY 2015 JULY RENT	2100.00	0.00	2100.00	40642	06/22/15
100487	TREASURER, COUNTY OF RUTLAND	JULY 2015 COUNTY TAX	11326.35	0.00	11326.35	40663	06/22/15
100649	VERMONT GEOA	JUNE 2015 ANNUAL MEMBERSHIP	50.00	0.00	50.00	40665	06/22/15
Report Total			13,548.06	0.00	13,548.06		

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 \$ ****13,548.06
Let this be your order for the payments of these amounts.

06/19/15
02:01 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 61419 Next FY Invoices For Fund (20 Sewer Fund)
All Invoices For Check Acct 01(10 General Fund) 06/22/15 To 06/22/15 & Fund 20

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Luanne

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100017	06/03/15	LILLY'S INSTRUMENTATION service contract 26863-07-15	20-5-55-20240 Contractors	3000.00	40640	06/22/15
Will post as prepaid expense to: 10-1-00-01510 until next year						
Report Total				3000.00		

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 \$ *****3,000.00
Let this be your order for the payments of these amounts.

