

Brandon Select Board Meeting
May 27, 2024
7:00 p.m.

The Brandon Select Board will meet Monday, May 27, 2024 at 7:00 p.m. at the Brandon Town Hall (*upstairs*) located at 1 Conant Square expecting to consider the items on this agenda.

ZOOM: Meeting ID (253 279 4161)

- 1) Call to Order
 - a) Adopt Agenda (posted or as amended)
- 2) Recurring Matters
 - a) Approval of Select Board Meeting Minutes – May 13, 2024
 - b) Approval of Warrant – May 27, 2024 - \$1,367,717.67
- 3) Town Manager's Report
- 4) Rec Director's Report
- 5) Wheeler Road Bridge and Culvert Study – Grant Acceptance
- 6) Repeal of Act 250 Jurisdiction Ordinance Requiring One-Acre Review
- 7) Designate Name for Private Road Off of Birch Hill Road
- 8) Sbardella Updated Quote
- 9) Review Select Board Rules of Procedure Regarding Public Comment
- 10) Public Comment and Participation
- 11) Executive Session

Regarding the appointment or employment or evaluation of a public officer or employee per 1 V.S.A. § 313(3)(a)(3) to include Lisa Peluso, applicant for the Planning Commission.
- 12) Planning Commission Appointment for Term July 1, 2024 – June 30, 2027
- 13) Executive Session

“I move to find that premature general public knowledge of the pending contract negotiation with New England Police Benevolent Association Local 422 will clearly place the Town of Brandon at a substantial disadvantage by disclosing its negotiation strategy.”

“I move to enter into executive session to discuss the Town's pending labor relation agreement with New England Police Benevolent Association Local 422, per 1 V.S.A. § 313(a)(1)(b) for labor relations agreements with employees, to include the Town Manager.”
- 14) Adjournment

**Brandon Select Board Meeting
May 13, 2024**

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

Board Members in Attendance: Doug Bailey, Heather Nelson, Tim Guiles, Brian Coolidge, Ralph Ethier

Others In Attendance: Seth Hopkins, Bill Moore, Billy Bullock, Karen Rhodes, Pat Wood, Jan Coolidge, Erynn Doaner, Andrew Doaner, Judy Bunde, Ray Marcoux, Vicki Disorda, Brent Buehler, Karen Farwell, Steven Jupiter, Jonathan Fries, Kenneth King, Stephanie Jerome, Tom Kilpeck, Jack Schneider, Pat Wood, Chris Conlin, Arlen Bloodworth

Others by Zoom: Bruce Jensen, Bob Foley

1. Call to Order

The meeting was called to order at 7:03PM by Doug Bailey – Board Chair.

a. Agenda Adoption

Motion by Brian Coolidge/Tim Guiles to approve the agenda. **The motion passed unanimously.**

Add Item 9a – Tree Warden Letter Regarding Tree Removal

Add a second executive session regarding a legal matter!

2. Approval of Minutes

a. Public Hearing Minutes (Vicious Dog Complaint) - April 22, 2024

b. Select Board Meeting Minutes – April 22, 2024

c. Special Select Board Meeting Minutes – May 6, 2024

Motion by Brian Coolidge/Ralph Ethier to approve Public Hearing minutes of April 22, 2024, Select Board minutes of April 22, 2024, and Select Board minutes of May 6, 2024. **The motion passed unanimously.**

3. Town Manager's Report

A Town Manager's report was provided by Seth Hopkins and is available for viewing in the Board packet on the Town's website.

Seth Hopkins reported a meeting regarding the bioswales took place on Saturday. There were 16 people in attendance to learn from the naturalist who designed the rain gardens. There is a plan going forward with support from the Town and the volunteer group for care of the swales. It was noted that the engineering firm indicated this is the way that the swales are usually handled. Mr. Hopkins also reported he took pictures of the guardrail installations and sent them to the Select Board this afternoon and noted these were accepted by the Highway Chief, Jeremy Disorda.

Brian Coolidge requested an update on the ARPA funds from the solar bond. Seth Hopkins advised there is no change from the last update and there will not be a final bill. Mr. Coolidge questioned the comment in the Town Manager's report about running at a 3% deficit. Mr. Hopkins stated the reason the budget expenses do look ahead of the forecast is the operating budget is what is used for expending materials and labor. The reason it looks higher is because of running several non-budgeted expenditures throughout the budget, like the town hall floor, which was not all expenses of the Town, but there are offsetting revenues. Some spending is understated with \$30,000 from ARPA for the Estabrook court resurfacing that has revenue but has not been expended. The Town Treasurer had been working on a projection for May/June that is ready to be

sent to the Select Board. Ms. Gage has the two months projected with notes that will include the funds. Mr. Hopkins stated he includes a snapshot every two weeks to show where the budget stands, rather than once per quarter by the Town Clerk as over the course of the year, it makes more sense to have a pulse on the budget. The projected two months indicate there will not be a deficit, but a small surplus. There are some expenses that were incurred in the year that get billed in July and August. Mr. Coolidge asked how buildings and grounds generates revenue. Mr. Hopkins advised the buildings and grounds would generate revenue for insurance claims, donations from the Friends of the Town Hall for the town hall floor and a small amount of rental fees for town parks and facilities. Mr. Coolidge asked if VTrans has appointed a project manager for the Union Street project. Bill Moore reported VTrans has the easements ready but there was a problem with regard to the railroad and Mr. Moore is currently the project manager, but it is in the hands of VTrans right now.

Doug Bailey thanked Neil Silins, Tree Warden, for the Arbor Day event and Jim Leary, Green-up Day Coordinator, for the Green-Up Day efforts.

Jan Coolidge suggested the Project Tracker could be added to as there are projects that are going to be designated, and if the budget passes the \$100,000 for roads could be added. Seth Hopkins agreed the \$100,000 could be added. Ms. Coolidge will research past minutes as she thought there is also a \$10,000 recurring charge.

4. Rec Director's Report

A Rec Director's report was provided by Bill Moore and is available for viewing in the Board packet on the Town's website.

Mr. Moore reviewed the Rec Director's report submitted:

All 3 sessions of swimming lessons at the Brandon Inn are open for registration - they will run the weeks of June 24th, July 15th, and July 29th.

The popularity of the October 3rd Brandon Rec Bus Trip to Salem cannot be overstated. 2 full buses sold out in less than 48 hours. A waiting list was created and now we have a third bus that is nearly full. These trips are in partnership (in parking lot only) with the Rutland and West Rutland Rec departments.

Safety Day was postponed; we will be reconstituting this event to be a more bike promotional event. Will be working with the Brandon Area Bike Association and other organizations. Stay tuned.

At the last meeting, select person Ethier asked for a breakdown of baseball participants that were not from Brandon. 43 non-resident baseball registrations. We collected \$387 in non-resident fees - an extra \$9 per. The breakdown of residency from the top 3 towns: Leicester (17) Whiting (17) Sudbury (5).

A temporary practice field will be installed at Estabrook - drive-in side - to help alleviate the crowded field space. Nate from Buildings and Grounds (B&G) and I met with Jeff Zangla from Vermont Tennis Court Surfacing at Estabrook last week and a quote is coming for the plastic resurfacing/lining quote (not inclusive of the asphalt).

Met with VABIR about placement of a summer worker experience to help with B&G. This is a work training program for ages 17 - 24.

The Brandon Idol Finale is being held at the Brandon Town Hall on Friday, May 17th. \$5/per person entry. The 2024 winner will be crowned!

Otter Valley is holding their annual volunteer day and some projects we have targeted for their morning of service:

- Site 1: Seminary Hill Park - Spreading Chips at the playground
- Site 2: Downtown mulch spread in parks.
- Site 3: Estabrook Park - Chips Spread/Paint Picnic Tables
- Site 4: WWTP@ 500 Union Street: Paint Building/Possible clean out/organize a building
- Site 5: Neshobe School Ball field- Paint snack shack.

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Doug Bailey questioned if the warning for uniforms was covered in the sponsorships. Bill Moore confirmed that the 14 teams are sponsored and the cost is offset.

5. Public Comment and Participation

Karen Farwell expressed disappointment in everyone with regard to the budget process with regard to the lack of participation by the townspeople and the Select Board not reviewing the budget line-by-line as she thought there is still a lot of fat and waste in the budget. She also noted concern with the proposal of separating the school budget from the town's budget revote to provide the town a better chance to approve a budget. Ms. Farwell noted other disappointments that included the Police Chief's comment of an April 3rd incident and a BYOB party that took place in the Town Hall. Ms. Farwell hoped all would be charged with a fine. Ms. Farwell thinks there is a lack of accountability and a lack of transparency. With regard to Mr. Hopkins' comments regarding the swales, she had brought this to Mr. Hopkins attention several months ago. She is excited about the Town taking care of the swales but noted that the Town has more management overhead than any other town in the state. She is also disappointed in cutting a police car and noted that the Town should not go to an electric police car as the officers are the people that keep the Town safe. Lastly, she is concerned with the Reporter's pro-budget content, noting one Board member had indicated they have been outsold. She apologized to Brian Coolidge as she can relate to him. Ms. Farwell asked the Select Board to postpone the budget vote, go line-by-line, and adopt some of the changes recommended. If the budget passes, she suggested everyone step up and demand accountability and transparency as this fuels what will happen in the future.

Jonathan Fries stated he loves living in this Town and people can disagree with each other. He is sure the Board is trying to do what is right for the Town, and everyone should take credit in working for the benefit of the Town. Mr. Fries thanked the Board for their time and service. He stated many of the services that are seen as bloated could keep some people from drug issues. Regardless of age, he hopes everyone wants more for tomorrow than today, and he wants the town to be stronger and better in the future. Mr. Fries reiterated his gratitude to the Board for all the work they do and thanked the people that have come to speak their minds.

Vicki Disorda stated at the last special Select Board meeting, Doug Bailey said if this is about affordability, the new budget revisions should pass. For some that have been coming to the meetings, rest assured another no vote is a vote of no confidence. Preceding the elections, the Select Board has systemically ignored peoples suggestions that include budget committee members who volunteered their time and effort. The Board has also ignored and blamed Tracy Wyman for the mess that the Town is in. Ms. Disorda read a prior statement made by Mr. Wyman. Ms. Disorda stated the budget has a \$10,000 tracking system for the Town Manager and \$7,000 more for the Assistant Town Manager. Ms. Disorda expressed concern that she has not seen democracy put forth to the public and thought collectively the Select Board has lost voter confidence and she felt that most should be replaced.

Representative Stephanie Jerome reported the Legislature has adjourned and noted it was a difficult session, but the Legislature did a good job getting the bills passed. Two bills that passed specific to Brandon was one bill that merged Fire Districts 1 and 1, as all charter bills have to be passed by the Legislature and signed by the Governor. Bill S310 regarding flood resiliency has changed water and wastewater workers to essential employees. Ms. Jerome advised a bill that she worked on in the Commerce Committee was a data privacy bill that protects sensitive data and provides safeguards. This bill will be the first bill like this in the country regarding data privacy and is the first one where citizens can sue if harm has been done to them. In next week's Reporter, Ms. Jerome will provide a year-end summary and more details of the articles that passed. The Legislature may be returning June 17th and 18th if any of the bills are vetoed by the Governor.

Judy Bunde reported the DBA, the Downtown Business Alliance, who enhances the business district has put out the tables downtown and on Saturday they will be planting 60 flowerpots. They are looking for support from the public to help get the work done. This gives a unified beautiful appearance for the Town. Ms. Bunde noted she has been enjoying the tulips and the flower posts will take over after they are gone. The merchants have all agreed to water and maintain the ones in front of their businesses. This is the 13th year that the DBA has put them out and it makes the Town look like it is one that cooperates and they are also for the enjoyment of the locals as well. Anyone wishing to send financial support to the DBA for this effort, checks can be sent to DBA, P. O. Box 361, Brandon, VT 05733.

Tim Guiles stated this is a public space and when comments are made that are not true there should be responses. He loves living in Brandon and it is a wonderful community. The Select Board is a board of five people and no one has any power by themselves and it is not true to claim that one person is doing something. There was good participation in the budget process and people were allowed to give their points of view. Listening is different than agreeing and is not the way decision-making happens. Mr. Guiles noted concern that the claim that people will lose their homes is harmful as the State has sensitivity and one does not get taxed more than a reasonable amount and is sometimes zero for some households. He noted there is not a lot of fat in this budget and the Town's budget has been below inflation for the last 5 years and he has respect for the boards before him. What people don't realize is that the Town has a risk for raising too little money, and the Town would not succeed. The Board listened to the proposal by the Town Manager that was generated from discussion with the Department Managers. The Road Foreman had indicated that \$300,000 was needed, which is why the Board was convinced but it needed to be cut. At some point the money will have to be raised to support the roads. It is not true that electric cars are not used for police departments as many departments do use them. The Board has not committed to purchasing electric cars but will be at the judgement of the Board. With regard to any aspersions with bloated management, the Board has confidence in the management team and are paying less than the prior management team.

Doug Bailey advised in preparing for tonight's meeting, he noted that the FY25 budget revote is for \$3,328,800 that is \$17,000 less than last year's approved budget and \$13,000 less than the approved budget of two years ago. There is no fat in the budget and he does not understand where people come up with that idea.

Vicki Disorda stated there is a \$10,000 tracking program to help the Town Manger do his job. Tim Guiles stated this program is an enhancement that has been needed for a while. Ms. Disorda requested the details of the appropriation be included in FPF.

Billy Bullock thanked Mr. Fries for his comments about the children, noting he has lost several of his best friends to drugs. The rec center where he grew up did not have a successful team and drugs have a way of tearing towns apart. He also thanked Bill Moore for the work that he does to give children things to do and the work that he does is insurmountable to anything else that gets done. If the young are not taken care of, the Town will fail as he has seen this in prior towns where he has lived. With regard to the Town Manager, he commended Mr. Hopkins for his immediate responses and noted there is no way for him to hide anything. Mr. Bullock thought it ludicrous for anyone to accuse anyone of the Select Board or Town Management of any wrongdoing unless they are willing to put the facts on the table. He hopes the next vote goes well as services need to be maintained.

Karen Rhodes advised she was a parole officer and she has seen people from all walks of life succumb to drugs. Good recreation programs are not the be-all answer as there needs to be active parents and ground rules for children.

6. Consider Certificate of Approval for Location of a Salvage Yard

Doug Bailey advised the request is a renewal of the salvage yard for Thunder Towing on Paint Works Road that has been on the property for many years. Tim Guiles noted the information looked complete in the packet.

Motion by Tim Guiles/Brian Coolidge to approve the Certificate of Approval of a Salvage Yard for Thunder Towing & Auto Recovery. **The motion passed unanimously.**

7. Approve Brandon Revolving Loan Fund – Common Ground, LLC

Bill Moore stated as background, the Town has a revolving loan fund that was established from a USDA development loan to Nexus several years ago. Nexus repaid the loan that went back to the Town and this fund has been used to help business grow in the Town. Mr. Moore read the letter from the Revolving Loan Fund Committee regarding the request by Common Ground, LLC for a revolving loan fund for a custom catering food truck to increase their business in Town. The Doaners were present to answer any questions. Mr. Moore noted this fund is not taxpayer money and is a loan fund for the Town to promote business at a low interest rate and is handled through a Revolving Loan Fund Committee. Tim Guiles stated he is grateful to

the Doaners and to Mr. Moore and the Revolving Loan Fund Committee for using these funds to do good things for the Town.

Motion by Tim Guiles/Ralph Ethier to approve the Brandon Revolving Loan for Common Ground, LLC. **The motion passed unanimously.**

8. Approve Brandon Revolving Loan Fund – 22 Park Eatery

Bill Moore read the letter from the Revolving Loan Fund Committee regarding a request by Kenneth Lee of 22 Park Eatery that would be at the location previously held by Foley Taco and Bean. The Eatery will help provide more options for dining for the community. Kenneth Lee stated he loves Brandon and thanked Mr. Moore for his assistance and noted he looks forward to a great future to help promote the Town. Heather Nelson noted she went to school with Mr. Lee and it is great to see people who grew up here and moved away, to choose to come back. It shows how many opportunities there are for people to work here.

Motion by Heather Nelson/Tim Guiles to approve the Brandon Revolving Loan Fund for 22 Park Eatery. **The motion passed unanimously.**

Stephanie Jerome stated many towns would love to have a revolving loan fund like Brandon's and it is a great thing for jump-starting businesses and there are many towns that would like to replicate this. She noted this money has helped so many businesses and has great success. Bill Moore stated this loan fund exists for people from Brandon and if there are people that have an idea for a business or to expand a business, Mr. Moore encouraged them to contact the Revolving Loan Fund Committee.

9. Receive Results of FY23 Audit

Seth Hopkins reported the Town received the audit report on April 19th and the auditors expressed an unmodified opinion, or a clear audit. There were a couple of comments proposed for actions going forward. Doug Bailey asked if there was work done on the recommendations and Seth Hopkins confirmed the Town Clerk is acting on them. It was noted no action on the Board's part was required and was for the Board's information.

9a. Tree Warden Letter regarding Tree Removal

Seth Hopkins advised the Tree Warden intends to remove two shade trees, one at 115 Steinberg Road and one at 52 Park Street that are in the right-of-way that are deteriorated and have the potential for damage to persons and/or property. If approved by the Select Board, a notice would be posted for 15 days prior to the removal and the trees would not be removed prior to May 29th.

Motion by Brian Coolidge/Ralph Ethier to approve the Tree Warden's request for the removal of the trees noted in letter. **The motion passed unanimously.**

10. Fiscal

a) Warrant – May 13, 2024 - \$299,082.67

Motion by Tim Guiles/Heather Nelson to approve the warrant of May 13, 2024, in the amount of \$299,082.67. **The motion passed unanimously.**

Doug Bailey noted all payments of appropriations that were approved are included in this warrant. Heather Nelson questioned the warrant for a gun holder. Seth Hopkins advised this was a permanent installation of a gun case at the police station.

The Board recessed at 8:16PM.

The Board reconvened at 8:30PM.

Motion by Tim Guiles/Doug Bailey to enter into executive session at 8:30PM for the appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313(3)(a)(3). **The motion passed unanimously.**

12. Executive Session

The Board came out of executive session at 9:19PM. No action was required.

Motion by Tim Guiles/Brian Coolidge to enter into executive session at 9:19PM to discuss the Town's pending legal matter in accordance with 1VSA 313(a)(1)(e) for pending or probable civil litigation to which the public body is or may be a party. **The motion passed unanimously.**

13. Executive Session

The Board came out of executive session at 9:40PM. No action was required.

14. Adjournment

Motion Brian Coolidge/Heather Nelson to adjourn the Select Board meeting at 9:40PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100015	05/08/24	ALLEN ENGINEERING & CHEMI chlorine 11250512301	20-5-55-50120 Sodium Hypochorite	3275.00	1575	05/27/24
100856	05/07/24	APPLIED INDUSTRIAL TECHNO belt, bearings for mower 7029593448	10-5-15-44120 Roadside Mower- Maint	917.73	1576	05/27/24
311044	05/22/24	BERK LINDSEY election counting 5/21/24	10-5-13-10160 Election Workers	30.00	1577	05/27/24
101142	05/22/24	BOW WOW BABYSITTERS, LLC Dog Daycare & Training 000002	10-5-18-50090 Adult Activities	768.00	1578	05/27/24
100245	05/22/24	BRANDON AREA CHAMBER OF C Designated Downtown-funds DEA- MAY 24	10-5-21-75100 Designated Downtown	5518.20	1579	05/27/24
100255	05/21/24	BRANDON FIRE DISTRICT #1 appropriation MAY 2024	10-2-00-02136 Fire District Payable	82312.50	1580	05/27/24
310851	03/22/24	BRANDON FLORIST SHOPPE, L sympathy arrangement 03/22/24	20-5-55-10310 Travel & Expenses	32.00	1581	05/27/24
310699	06/01/24	BRANDON GLC SOLAR, LLC monthly solar electric 209B	10-5-22-42130 Bldgs & Grounds Electric	2365.00	1582	05/27/24
310699	06/01/24	BRANDON GLC SOLAR, LLC monthly solar electric 209B	20-5-55-42130 Electric	1935.00	1582	05/27/24
100280	05/18/24	BRANDON LUMBER & MILLWORK EGO-mower, trimmer, blwer 32086/3	56-5-86-20500 Energy Comm-MERP	1878.97	1583	05/27/24
		MERP Grant Funds for "Lending Library"				
100280	05/24/24	BRANDON LUMBER & MILLWORK EGO-mower/battery 32090/3	56-5-86-20500 Energy Comm-MERP	599.00	1584	05/27/24
		EC MERP Grant - "Lending Library"				
100280	05/13/24	BRANDON LUMBER & MILLWORK thermostats 34406/3	20-5-55-42140 Maint. Supplies - Bldgs	68.97	1585	05/27/24
100280	05/09/24	BRANDON LUMBER & MILLWORK velcro 34645/3	10-5-14-41110 New Equipment - Vehicles	9.98	1585	05/27/24
100280	05/13/24	BRANDON LUMBER & MILLWORK hearing protector headset 35277/3	20-5-55-41120 Safety Equipment	9.59	1585	05/27/24
100280	05/14/24	BRANDON LUMBER & MILLWORK step ladder 35459/3	20-5-55-41110 New Equipment-Misc Tools	189.99	1585	05/27/24
100280	05/14/24	BRANDON LUMBER & MILLWORK propane fuel cylinder 35543/3	10-5-22-43080 Highway Bldg Maint	5.99	1585	05/27/24
100280	05/14/24	BRANDON LUMBER & MILLWORK twine 35649/3	10-5-18-30070 Little League Expenses	5.99	1585	05/27/24
100280	05/17/24	BRANDON LUMBER & MILLWORK painting supplies 35673/3	20-5-55-42140 Maint. Supplies - Bldgs	460.73	1585	05/27/24
100280	05/15/24	BRANDON LUMBER & MILLWORK painting supplies 35677/3	20-5-55-42140 Maint. Supplies - Bldgs	150.65	1585	05/27/24
100280	05/15/24	BRANDON LUMBER & MILLWORK absorbent 35798/3	10-5-18-30070 Little League Expenses	13.18	1585	05/27/24
100280	05/17/24	BRANDON LUMBER & MILLWORK painting supplies, rakes 35999/3	10-5-22-43160 Parks Maint.	400.43	1585	05/27/24
100280	05/17/24	BRANDON LUMBER & MILLWORK tarp 36023/3	10-5-22-43160 Parks Maint.	33.99	1585	05/27/24
100280	05/18/24	BRANDON LUMBER & MILLWORK chain, line trimmer 36218/3	20-5-55-43160 Maint. Supplies - General	25.78	1585	05/27/24
100280	05/18/24	BRANDON LUMBER & MILLWORK padlock 36223/3	10-5-18-43120 Parks Maintenance	31.99	1585	05/27/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
200218	BRANDON REPORTER	04/30/24 budget revote warning	10-5-10-30310	107.25	1587	05/27/24
		119597	Legal Advertising			
300967	BRANDON, TOWN OF	05/21/24 water @ Estabrook Park	10-5-22-42120	66.63	1588	05/27/24
		EST 05/21/24	Bldgs & Grounds Water Fee			
300967	BRANDON, TOWN OF	05/21/24 water @ police station	10-5-22-42120	76.82	1588	05/27/24
		PD 05/21/24	Bldgs & Grounds Water Fee			
300967	BRANDON, TOWN OF	05/21/24 water @ Town Hall	10-5-22-42120	82.96	1588	05/27/24
		TH 05/21/24	Bldgs & Grounds Water Fee			
300967	BRANDON, TOWN OF	05/21/24 water @ Town Office	10-5-22-42120	96.94	1588	05/27/24
		TO 05/21/24	Bldgs & Grounds Water Fee			
300967	BRANDON, TOWN OF	05/21/24 water @ Wastewater	20-5-55-42120	1399.55	1588	05/27/24
		WW 5/21/24	Water			
100051	CARR, BERNIE	05/22/24 election counting	10-5-13-10160	30.00	1589	05/27/24
		5/21/24	Election Workers			
311207	CARRIGAN, JACQUELINE	05/21/24 tax over payment	10-2-00-02120	818.77	1590	05/27/24
		MAY 2024	Anticipated Tax Credits			
100462	CASELLA WASTE MANAGEMENT	05/01/24 April trucking of sludge	20-5-55-50170	1980.00	1591	05/27/24
		3002584	Trucking			
301503	CHAMPLAIN VALLEY FUELS	05/08/24 diesel fuel	10-5-15-41130	761.67	1592	05/27/24
		531043	Fuel - Vehicles HW			
301503	CHAMPLAIN VALLEY FUELS	05/14/24 diesel fuel	10-5-15-41130	337.60	1592	05/27/24
		532495	Fuel - Vehicles HW			
310703	CITY HALL SYSTEMS, INC.	05/09/24 CC charges - April 2024	10-5-18-60010	213.03	1593	05/27/24
		20244	Bus Trips			
310703	CITY HALL SYSTEMS, INC.	05/09/24 CC charges - April 2024	10-5-18-30070	213.04	1593	05/27/24
		20244	Little League Expenses			
310097	COMCAST	05/02/24 service: 05/09 - 06/08	10-5-18-42100	144.55	1594	05/27/24
		EST 05/02/24	Recreation Telephone			
310097	COMCAST	05/09/24 service: May 16 to Jun 15	10-5-10-42100	96.02	1595	05/27/24
		TH 05/09/24	Telephone Exp. Admin.			
310537	COMMON GROUND RESTAURANT	05/21/24 RLF - Grant Proceeds	37-5-10-10110	25000.00	1573	05/21/24
		05/21/24	Grant Administration			
310037	CONSOLIDATED COMMUNICATIO	05/06/24 service: Apr 06 to May 05	10-5-15-42100	129.62	1596	05/27/24
		HWY 05/06/24	HW Telephone			
310037	CONSOLIDATED COMMUNICATIO	05/06/24 service: Apr 06 to May 05	10-5-14-42100	53.13	1596	05/27/24
		PD 05/06/24	PD Telephone Service			
310037	CONSOLIDATED COMMUNICATIO	05/18/24 service: Apr 18 to May 17	10-5-22-43150	83.40	1596	05/27/24
		TH 05/18/24	Town Hall Repair/Maint.			
310817	COOK, DEL	05/22/24 election counting	10-5-13-10160	30.00	1597	05/27/24
		5/21/24	Election Workers			
311213	COOK, SALLY	05/22/24 election counting	10-5-13-10160	30.00	1598	05/27/24
		5/21/24	Election Workers			
100470	CROSBY'S SALES & SERVICE	05/23/24 repairs to lawn mower	20-5-55-43180	87.10	1599	05/27/24
		0071378	Outside Maint.			
310978	DERMATEC DIRECT	05/15/24 gloves	10-5-14-30120	52.84	1600	05/27/24
		1585727	Professional Supplies			
311220	DOUGLAS, DANIEL C JR	05/21/24 over paid taxes	10-2-00-02120	727.07	1601	05/27/24
		MAY 2024	Anticipated Tax Credits			
300466	DUNDON PLUMBING & HEATING	05/07/24 portable toilet fees	10-5-18-60100	130.00	1602	05/27/24
		89127	Seminary Hill			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
300466	05/07/24	portable toilet fees 89127	10-5-18-43130 Estabrook	130.00	1602	05/27/24
300466	05/13/24	portable toilet fee 89334	10-5-18-30070 Little League Expenses	135.00	1602	05/27/24
100494	05/13/24	testing 487579	20-5-55-22120 Testing	75.00	1603	05/27/24
100494	05/14/24	testing 487642	20-5-55-22120 Testing	270.00	1603	05/27/24
100494	05/17/24	testing 487980	20-5-55-22120 Testing	95.00	1603	05/27/24
100494	05/17/24	testing 488107	20-5-55-22120 Testing	45.00	1603	05/27/24
100756	05/15/24	chem tank valves 85406123-2	20-5-55-43160 Maint. Supplies - General	144.60	1604	05/27/24
300187	05/11/24	sand 234524	10-5-15-47120 Winter Sand	755.29	1605	05/27/24
100332	05/14/24	mulch / wood chips 72442	10-5-18-43120 Parks Maintenance	980.00	1606	05/27/24
100332	05/14/24	mulch / wood chips 72442	10-5-22-43160 Parks Maint.	490.00	1606	05/27/24
311221	05/21/24	tax over payment MAY 2024	10-2-00-02120 Anticipated Tax Credits	396.41	1607	05/27/24
310455	05/21/24	mileage, dog food reimb. 5/21/24	10-5-14-10310 Travel & Expenses	34.17	1608	05/27/24
310455	05/21/24	mileage, dog food reimb. 5/21/24	10-5-14-40440 Police Dog Expenses	75.00	1608	05/27/24
310239	05/06/24	backflow device testing 001-2024	20-5-55-42150 Outside Maint. - Bldgs	400.00	1609	05/27/24
310239	05/06/24	backflow device testing 001-2024	10-5-22-43100 Town Office	100.00	1609	05/27/24
311128	05/13/24	inspection - truck #3 213599	10-5-15-41180 HW Outside Maint. - Vehic	114.75	1610	05/27/24
311128	05/13/24	manhole markers 213625	20-5-55-43160 Maint. Supplies - General	21.98	1610	05/27/24
311128	05/14/24	grease 213644	10-5-15-44120 Roadside Mower- Maint	79.90	1610	05/27/24
311128	05/14/24	grease 213644	10-5-15-41160 HW Maint. Supplies-Vehicl	69.90	1610	05/27/24
311128	05/14/24	harness, connector kit 213659	10-5-15-44120 Roadside Mower- Maint	24.20	1610	05/27/24
311128	05/14/24	connector 213671	10-5-15-41160 HW Maint. Supplies-Vehicl	7.23	1610	05/27/24
311128	05/15/24	oil, fuel, air filters 213710	20-5-55-41180 Maintenance-Vehicles	238.10	1610	05/27/24
311128	05/15/24	tie rod ends 213744	10-5-15-41160 HW Maint. Supplies-Vehicl	211.98	1610	05/27/24
311128	05/18/24	diesel exhaust fluid 213891	20-5-55-43160 Maint. Supplies - General	21.99	1610	05/27/24
310233	05/03/24	7 Conant Sq lighting 05/24 047828	10-5-22-42130 Bldgs & Grounds Electric	37.46	1611	05/27/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310233	05/07/24	WWTP 480 volt service 05/24 079168	20-5-55-42130 Electric	3607.61	1611	05/27/24
310233	05/07/24	Newton Rd pump station 05/24 089202	20-5-55-42130 Electric	460.00	1611	05/27/24
310233	05/06/24	Central Pk/traffic lights 05/24 170028	10-5-22-42130 Bldgs & Grounds Electric	593.96	1611	05/27/24
310233	05/06/24	Estabrook Park 05/24 240302	10-5-22-42130 Bldgs & Grounds Electric	63.20	1611	05/27/24
310233	05/06/24	Carver St pump station 05/24 290502	20-5-55-42130 Electric	50.64	1611	05/27/24
310233	05/06/24	Green Park 05/24 317702	10-5-22-42130 Bldgs & Grounds Electric	26.01	1611	05/27/24
310233	05/07/24	Highway garage 05/24 337202	10-5-22-42130 Bldgs & Grounds Electric	33.33	1611	05/27/24
310233	05/06/24	Country Club pump station 05/24 338602	20-5-55-42130 Electric	48.84	1611	05/27/24
310233	05/03/24	7 Conant Sq car chargers 05/24 339840	10-5-22-42500 Electric EV Car Stations	187.48	1611	05/27/24
310233	05/07/24	Town Hall 05/24 451302	10-5-22-42130 Bldgs & Grounds Electric	420.06	1611	05/27/24
310233	05/06/24	Brookdale pump station 05/24 467702	20-5-55-42130 Electric	34.76	1611	05/27/24
310233	05/03/24	Crescent Park 05/24 737937	10-5-22-42130 Bldgs & Grounds Electric	95.98	1611	05/27/24
310233	05/07/24	police station 05/24 822212	10-5-22-42130 Bldgs & Grounds Electric	27.44	1611	05/27/24
310233	05/06/24	street lights 05/24 851302	10-5-22-42130 Bldgs & Grounds Electric	3256.16	1611	05/27/24
310233	05/06/24	WWTP security light 05/24 860302	20-5-55-42130 Electric	28.98	1611	05/27/24
310233	05/07/24	Champlain St pump station 05/24 867202	20-5-55-42130 Electric	109.35	1611	05/27/24
101141	05/16/24	rain garden workshop 5/11 26001-2024	10-5-22-43160 Parks Maint.	200.00	1613	05/27/24
300600	05/23/24	sodium aluminate PI-27443	20-5-55-50150 Sodium Aluminate	10996.47	1614	05/27/24
311219	05/20/24	RLF- Grant proceeds 5/20/24	37-5-10-10110 Grant Administration	48000.00	1572	05/20/24
301025	03/20/24	fire extinguishers 25029218	20-5-55-42150 Outside Maint. - Bldgs	760.00	1615	05/27/24
310033	05/22/24	election counting 5-21-24	10-5-13-10160 Election Workers	30.00	1616	05/27/24
301151	05/13/24	flail axe blades 0409557-IN	10-5-15-44120 Roadside Mower- Maint	1075.20	1617	05/27/24
100022	05/17/24	guardrails 34938	10-5-15-44140 Guardrails	18289.75	1618	05/27/24
100029	05/13/24	parts for roadside mower 33780	10-5-15-44120 Roadside Mower- Maint	32.00	1619	05/27/24
311097	05/21/24	tax over payment MAY 2024	10-2-00-02120 Anticipated Tax Credits	400.00	1620	05/27/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
311176	LILY WHITE CLEANING SERVI 05/22/24	cleaning 052224	10-5-22-10120 PD Custodian	157.50	1621	05/27/24
311176	LILY WHITE CLEANING SERVI 05/22/24	cleaning 052224	10-5-22-10130 Admin Custodian	315.00	1621	05/27/24
310566	LUFKIN, MICHAEL 05/23/24	Ins claim-amount not cove 5/23/24	20-5-55-51310 Collection Systems	187.80	1622	05/27/24
311211	MASTARAM, RAJU 05/22/24	over paid taxes 0026	10-2-00-02120 Anticipated Tax Credits	1174.07	1623	05/27/24
311211	MASTARAM, RAJU 05/22/24	30 union over paid taxes 0030	10-2-00-02120 Anticipated Tax Credits	787.44	1623	05/27/24
311211	MASTARAM, RAJU 05/22/24	over paid taxes 32 union 0032	10-2-00-02120 Anticipated Tax Credits	882.03	1623	05/27/24
311222	MILLS, GARY 05/22/24	over paid taxes 0112-0047	10-2-00-02120 Anticipated Tax Credits	937.49	1624	05/27/24
100201	MONDLAK, JANET 05/22/24	election counting 5/21/24	10-5-13-10160 Election Workers	30.00	1625	05/27/24
100788	NEW ENGLAND MUNICIPAL RES 05/15/24	Brooks-4/22&4/24 GL maint 54995	10-5-11-22140 Property Assessor	1282.50	1626	05/27/24
310617	OTTER VALLEY UNIFIED UNIO 05/21/24	school taxes MAY 2024	10-2-00-02137 Education Tax Payable	1118859.62	1627	05/27/24
311223	PARKER, ASHLIE L 05/22/24	over paid taxes 0058-0007	10-2-00-02120 Anticipated Tax Credits	737.13	1628	05/27/24
310530	PATCH ELECTRIC INC 04/04/24	install floor box @ TH 2659	10-5-22-43150 Town Hall Repair/Maint.	425.00	1629	05/27/24
101143	PELUSO, LISA 05/23/24	refund of fee for class 823684	10-5-18-50090 Adult Activities	60.00	1630	05/27/24
301088	PETE'S TIRE BARNS, INC 05/20/24	alignment - truck #3 042345	10-5-15-41180 HW Outside Maint. - Vehic	110.00	1631	05/27/24
310736	POCKETTE PEST CONTROL 05/10/24	pest control: Town Office 34505	10-5-22-43100 Town Office	70.00	1632	05/27/24
310736	POCKETTE PEST CONTROL 05/10/24	pest control: Town Hall 34506	10-5-22-43150 Town Hall Repair/Maint.	40.00	1632	05/27/24
310736	POCKETTE PEST CONTROL 05/10/24	pest control: storage 34508	10-5-18-20500 Storage Unit Supply/Maint	50.00	1632	05/27/24
310736	POCKETTE PEST CONTROL 05/13/24	pest control: Police Dept 34550	10-5-22-43090 PD Bldg Maint.	65.00	1632	05/27/24
300315	PREMIER COACH CO., INC 05/10/24	bus #3-Salem, MA P/78729	10-5-18-60010 Bus Trips	3209.00	1633	05/27/24
311224	REED, DIANNE C 05/22/24	over paid taxes 0045-0011	10-2-00-02120 Anticipated Tax Credits	49.83	1634	05/27/24
310842	RHR SMITH & COMPANY 05/07/24	FY24 Audit - field work 2024-1438	10-5-10-22110 Auditors	3200.00	1635	05/27/24
pre-paid for FY 24/25						
100977	RIKER, MAUREEN & JOHN 05/22/24	over paid taxes 0023-0025A	10-2-00-02120 Anticipated Tax Credits	2193.01	1636	05/27/24
310486	SCHMID DIANE 05/22/24	over paid taxes MAY 2024	10-2-00-02120 Anticipated Tax Credits	300.00	1637	05/27/24
311206	SHELDRIK FAMILY TRUST 05/21/24	over paid taxes MAY 2024	10-2-00-02120 Anticipated Tax Credits	698.96	1574	05/21/24
310921	STEARNS SERVICES LLC 04/05/24	consult fee-1Q24 report 1235	10-5-10-30130 Service Contracts	135.00	1638	05/27/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310921	05/22/24	consult fee- PR 5/24 1241	10-5-10-30130 Service Contracts	360.00	1638	05/27/24
311225	05/22/24	over paid taxes 0060-0003	10-2-00-02120 Anticipated Tax Credits	1106.05	1639	05/27/24
200277	04/12/24	oil, filter, labor 7487	10-5-14-41180 PD Vehicle Maintenance	120.20	1640	05/27/24
200277	04/16/24	oil, filter, shop time 7488	10-5-14-41180 PD Vehicle Maintenance	92.73	1640	05/27/24
200277	04/18/24	oil, filter 7507	10-5-14-41180 PD Vehicle Maintenance	50.20	1640	05/27/24
200277	04/26/24	exhaust repair 7508	10-5-14-41180 PD Vehicle Maintenance	372.37	1640	05/27/24
200277	05/09/24	shop time 7526	10-5-14-41180 PD Vehicle Maintenance	195.10	1640	05/27/24
311217	05/21/24	may host fee 206502	10-5-13-30123 Records Preservation	295.00	1641	05/27/24
310046	05/02/24	toner 246300779	10-5-14-30110 Office Supplies	264.99	1642	05/27/24
310046	05/02/24	flash drives 246300887	10-5-14-30110 Office Supplies	29.97	1642	05/27/24
310046	05/15/24	envelopes, liners 246574661	10-5-14-30110 Office Supplies	35.56	1642	05/27/24
310046	05/15/24	ink cartridges 246576910	20-5-55-30110 Office Supplies	179.94	1642	05/27/24
330427	05/16/24	parking signs 21686	10-5-15-45120 Signs & Posts	295.00	1643	05/27/24
330427	05/21/24	2 sided election signs 21766	10-5-13-20010 Elections	128.00	1643	05/27/24
310186	05/11/24	Green-up disposal INV1009	10-5-17-71440 Green-Up Day	669.35	1644	05/27/24
Report Total				----- 1367717.67 =====		

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 \$ *1,367,717.67
Let this be your order for the payments of these amounts.



FOR THE AWARENESS OF THE TOWNSPEOPLE: MEMORIAL DAY

Brandon's Memorial Parade steps off from the post office at 10AM on Monday, May 27.
Memorial Exercises at Central Park following.
The American Legion has reminded us that Memorial Day and Independence Day are not the same holiday and are not meant to be observed in the same way.

FOR THE AWARENESS OF TAXPAYERS: ANNUAL PROPERTY TAX GRIEVANCE PERIOD

June 11: Grievance hearings *** June 18: Results of grievance sent
July 2: Tax appeal requests due from taxpayers
July 16: Tax appeal hearings commence (on or before this date)

FOLLOW-UP ITEMS FROM PREVIOUS MEETINGS

Thank you to all who voted on May 21st. The Town now has in place a level-funded FY25 budget, and the voters have also provided funds for road paving.

The assistant wastewater system operator job was posted on Front Porch, the Town website, the statewide VLCT Classifieds, and in The Reporter.

Jackie expects to have the tax sale roster in the hands of the attorneys this week for action.

An updated project and grant tracker is provided to the selectboard with this report.

FOCUS AREAS DURING REPORTING PERIOD

The Town's wastewater system operators and I had the final scheduled monthly meeting with the engineers and contractor for the wastewater treatment upgrade. The \$5.8M project is officially 99% complete. Remaining tasks are of the "punch-list" type except the automatic transfer switch. The first switch was damaged on delivery but could be installed safely and is functioning. The replacement was 16 weeks in arriving and arrived damaged more badly than the original switch. The Town has rejected it. The Town requires an undamaged and intact switch in factory condition be installed and warrantied. This will happen at no additional cost to the Town as soon as one can be procured and delivered.

The Town has received a letter from the State following up on a site visit they conducted at Wastewater on April 2nd. Upon receipt, I provided that to the selectboard. The selectboard will sit as wastewater commissioners at one of the June meetings to consider the FY25 wastewater budget. I am in conversation with the State regarding their letter, and we have our chief system operator's recommendations based on his long experience with our wastewater collection and treatment system and his professional expertise. I will be meeting with the Treasurer to draft and bring to the board a wastewater budget proposal that reflects the results of those discussions.

The Town shook hands with FEMA on Monday the 20th. This was our final in-person meeting (recovery transition) with our federal partners regarding the Town's recovery of funds expended in our response to the July 2023 flooding. **FEMA has thoroughly examined and approved/obligated all four of our projects, including Newton Road reconstruction.** They have handed

the reins to the State who will continue to work with us with a final goal of releasing the FEMA and State of Vermont aid to Brandon. Once that is done, I will provide a project-by-project reimbursement report to the selectboard. Our significant and sustained interactions with FEMA over the past 10 months have been very successful and worthwhile from the Town's point of view. Working with our designated FEMA program delivery manager David Hufton was a pleasure.

Vermont MERP (municipal energy resilience program) assessors were in Brandon this week to help us identify efficiencies that can be achieved at our Town buildings. They conducted site visits at Highway, Wastewater, the Town Hall and the Town Office. Their results will guide how we use our maintenance and capital funds to achieve savings in our ongoing heat and electricity budget lines.

I had many other meetings with town officers, staff, townspeople and journalists, and responded to a number of requests for information from various parties. Various zoning, mapping/assessing, and public works matters were the most frequent topics.

FINANCIAL SNAPSHOT	
Operating Expenses	95% thru funds / 91 ² / ₃ % thru year
Unrestricted / Unassigned Fund Balance	\$560,265
1% (Local Option) Tax Fund Available / Undesignated [\$100,000 board-reserved for paving not included at right]	\$213,125
Known Grant Matches Not Yet Designated	UNION STREET
Delinquent property taxes (prior years [On May 15 all unpaid FY24 taxes became delinquent (\$275,912)])	\$611,491 (was \$332,663)
Delinquent wastewater (prior years ['over 120 days'])	\$200,486 (was \$204,585)
Number of payment plans for delinquent accounts	23 active

FOR AWARENESS OF THE SELECTBOARD

Bruce Meacham is in the final few steps of reconstructing Newton Road. The final culvert will be placed and the road fine-graded this week. Paving is expected the first part of June.

Jenna Koloski from the Vermont Council on Rural Development will introduce the Community Visit concept to the selectboard on June 10th. A primer on the program is provided with this report.

The Spring 2024 monitoring report for the closed landfill was received on Thursday and is posted in full to the Town website under Reports. The executive summary is provided with this report.

The assessors have determined the preliminary FY25 grand list. The grand list value (1% of real value) for FY24 is \$3,480,591, and the preliminary value for FY25 is \$3,516,841. This represents growth of about 1% which in turn will assist in a lower tax rate raising the voted funds.

TOWN MANAGER'S RECOMMENDATIONS FOR ITEMS ON THIS AGENDA

I recommend approval / adoption of all warned items presented tonight.

Respectfully submitted,



Town Manager



OTHER-THAN INFRASTRUCTURE				
Project	Estimate	Outside Funding	Town Match ✓ = set aside; ✗ = not set aside	Status
Bylaw Modernization	\$10,720	\$9,648	\$1,072 (expect forgiveness)	in process w/ RRPC & Brandon PC
Tax Sale				in process w/ Town Staff (Jackie) and Town attorney

CONCEPT ONLY				
CONCEPT ONLY	HWY Barn, Shop & Salt Shed (schematic drawing received from Nancy Leary Design; Morton Buildings to provide initial estimate)			

COMPLETED				
Complete ✓	Arnold District Culvert (reimbursement received \$200,000 structures grant)	Arnold Dist Rebuild & Pave (reimbursement received for \$200,000 paving grant)	Town Hall Auditorium Floor (\$55,227; revenues & expenses reflected in budget)	

NO LONGER ACTIVE				
Grant	For benefit of	Value	Town Match	Status
Electrify Your Fleet	two electric police cruisers	\$5,000	none	Awarded ✓ \$2,500 each x 2 I have advised State we decline these
US Dept of Justice	electric police motorcycle	\$18,000	none	Declined by Selectboard 24 Oct 2023
Town Solar Array	lowering taxes by paying electric bills with solar credits	\$140,565	\$60,000 from ARPA	Rejected by voters 5 March 2024; ca. \$5,000 spent on design & fees

INFRASTRUCTURE				
Project	Estimate	Outside Funding	Town Match	Status
			✓ = set aside; ✗ = not	
Union Street Sidewalk (add Water & WW ⇒ 2025?)	\$600,000 \$1,200,000	\$300,000 VTrans MAB / Transportation Alternatives	\$300,000 ✗ from 1% Fund?	Environmental (NEPA) clearance completed; draft R-o-W plans filed
Estabrook Multi-Use Court	Seeking	None	\$30,000 ✓ from ARPA	Re-pave estimate high; considering alternative resurfacing
New England Woodcraft Stormwater	\$354,738	100% ANR	Not any (light staff time)	Summer 2024 Work Season
Town Hall Roof (see note)	\$350,000+/-	None yet secured	~ \$250,000 ✓ ARPA	Sbardella to advise schedule
Town Hall Wind Damage	est < \$41,433	\$41,433 insurance settlement	\$0 (plus staff time)	Boiler replaced Feb 2024; chimney pending conditions
North Street Bridge Study	\$100,000	\$75,000 BRIC Grant	\$25,000 ✓ from 1% Fund	design alternatives being assessed by DuBois & King
North Street Bridge Rebuild	Results from scoping study	Not yet	Not yet ✗	Not yet
FEMA & FRCF House Buyouts	varies (reimbursements)	100% FRCF and/or FEMA	\$0 (significant staff time)	ongoing
McConnell Rd Culvert	\$260,000	\$210,000 VTrans Structures	\$50,000 ✓ from 1% Fund	Resubmitted for FY25 award season
July 2023 Flood Response	Wastewater inundation + Newton Road + Neshobe River + Wagner & Birch Hill combined = \$200,000+	FEMA/ERAF 92.5%	Expect sufficient "force account" labor and equipment time to cover the 7.5%	All four projects "Obligated" (approved) by FEMA; now with State of Vermont
Wheeler Rd Bridge & Culvert Scoping Study	\$100,000	\$75,000 BRIC Grant	\$25,000 Not yet ✗	Application to selectboard 5/27
Wheeler Rd Bridge & Culvert Construction	??	BRIC 2022:	?? ✗	Application submitted
Forest Dale Connector Path Scoping Study	\$50,000	\$40,000 Transportation Alternatives Grant	\$10,000 ✓ from 1% Fund	Progressing; RRPC manage
Communities Caring for Canopies	public shade tree program	\$10,800	1:1 (in-kind acceptable)	Awarded ✓ \$10,800
VTrans Grants in Aid	HWY: Wheeler & Richmond ditching	\$31,000	in kind \$7,750	now 2024 due to 2023 flood response; need to upgrade 5 segments (2023) + 18 (2024) in 2024 to comply



Community Visit Program

Vermonters know that local action makes our communities vibrant. But local action often needs support from regional, state, and even federal resources to achieve goals for prosperity. The Vermont Council on Rural Development's (VCRD) **Community Visit program** is a way for towns to engage and bring together their residents, set common goals and directions in a neutral and facilitated structure, and access resources that will help them take action on those goals. The program gets citizens engaged in working for their communities and connects them to the resources they need to be successful.

How It Works

The Community Visit program is a three month series of public meetings, bringing together a broad mix of community members with a **Visiting Team**, made up of state, federal, non-profit, and philanthropic experts, to create intensive partnerships and tailored work plans for long-term local success. VCRD provides the structure and neutral facilitation each step of the way. The Visit begins with a series of focus forums (STEP 1) followed by a community wide discussion where residents champion their ideas for the future of their town and choose their priorities (STEP 2). Then, interested citizens join local task forces to work forward on the community goals set through the process (STEP 3). Each task force has a *chairperson* who will manage meetings and keep work moving forward. A local *Community Visit chairperson* ("chair of the chairs") will help to keep the community informed and involved as the program progresses. While the program is provided to towns for free, residents are expected to assist with logistics, outreach, and community meals; and the Town is expected to cover the costs of a community meal and mailed invitation to residents.

"VCRD hosted its first community visit to Bellows Falls, at a time when the community was really at a loss on how to move forward. Ten years later we have an active main street, a strong arts community and a great integration between our industrial park and downtown."

~ Robert McBride, RAMP,
Bellows Falls

"I have been involved in dozens of planning sessions and community forums here in St. Johnsbury over the last 15 years and I can truly say that this event was, by far, the best – and will, without a doubt, result in productive outcomes for St. Johnsbury."

~ Mike Welch, St. Johnsbury
Community Visit Chair

"It is genuinely thrilling to see the different constituencies come together and do good things for our community. The most significant results of the process are the lasting effects in the town around community engagement. The town has been transformed."

~ April Tuck, Cambridge Community
Visit Chair



Roles

Planning Committee: Community members representing diverse interests of the community meet once – a month before Community Visit Day – to brainstorm Forum topics, logistics and outreach strategies.

Community Members: All decisions rest in the hands of the community. Community members participate each step of the way and have the opportunity to join Task Forces to take action on selected priorities.

Community Visit Chair: A community member serves as the local point person and helps to keep the community informed and involved as the program progresses.

Visiting Resource Team: a Visiting Team of state, federal, business, non-profit, and philanthropic leaders attend Community Visit Day and Resource Day and act as listeners, advisors, and resources for the Community. They help Task Forces develop action plans for the best chance of success and are available as resources as the work moves forward.

Vermont Council on Rural Development: VCRD provides the overall structure and neutral facilitation of each meeting, and manages an extensive invitation process to ensure that all members of the community are welcome, encouraged to attend, and are heard.

What Does a Community Visit Produce?

The Community Visit program is built from the priorities that a community decides together, so results vary from town to town. Overall, towns report energized volunteers, better community engagement, and new connections to state, federal, and regional resources. For some towns, the Visit creates community goodwill and celebrations, such as Rutland’s Friday Night Live series; outdoor each summer week with live music, food and shopping opportunities. For others, it is used to leverage funds or planning resources, such as Pownal’s affordable housing project or Johnson’s downtown redesign. For some towns, the Visit provides a mechanism to talk about important issues and begin long term work for the future, as in Killington’s 4-season tourism planning, or Vernon’s village revitalization. And for still others, it is a chance to help the community get healthier; Troy, Westfield, Jay, and Woodstock built and advertised new walking trails and Brighton started a recreation program.

Find out more about the Community Visit program:

<http://vtrural.org/programs/Community-Visits>.

“I have never seen as much activity, excitement, and accomplishment in our town. VCRD is doing meaningful work that will improve the quality of life in Vermont towns for generations to come. I will always be grateful.”

~ Sandy Kilburn, Swanton Resident

“I have been hearing such a great buzz today after all of the fun yesterday. Thanks again for helping our community get reinvigorated. I really believe in the task forces that have been formed and their determination and ability to better serve our community.”

~ Emily Maclure, Craftsbury Community Visit Chair

**Brandon Landfill
31 Corona Street
Brandon, Vermont**

VT DEC Project# RU97-0128
Solid Waste Facility ID# RU080
KAS Job# 609210052

**SPRING 2024 SEMI-ANNUAL WATER QUALITY MONITORING
REPORT**

May 23, 2024

Prepared for:

Town of Brandon
49 Center Street
Brandon, VT 05733



589 Avenue D, Suite 10
PO Box 787
Williston, VT 05495

www.kas-consulting.com

802 383.0486 p
802 383.0490 f



Introduction

KAS, Inc. (KAS) conducted a semi-annual water quality monitoring event on May 7, 2024 at the Brandon Landfill (Site Location Map and Site Map in Appendix A). The spring 2024 groundwater monitoring was conducted in accordance with the current landfill post-closure certification. In addition, as requested by the Vermont Department of Environmental Conservation (VT DEC), the monitoring wells were tested for per-and polyfluoroalkyl substances (PFAS), an emerging group of contaminants, that have been frequently found in landfill leachate.

Background

The 5-acre facility operated as a landfill from 1940 until its closure in 1992, and currently operates as a transfer station. Post-closure groundwater monitoring has been conducted consistently since 2016, although select wells have not been sampled for various reasons (i.e., dry, inaccessible, etc.). Manganese, arsenic, and lead remain at levels above Vermont Groundwater Enforceable Standard (VGES). Other metals that have infrequently exceeded VGES in the past include cadmium and nickel. Volatile organic compounds (VOCs) have generally remained below VGES, with the exception of naphthalene, which was found to be slightly above VGES in June 2022. May 2023 was the first time groundwater was tested for PFAS.

PFAS compounds subject to regulation in Vermont include perfluorooctanoic acid (PFOA), perfluorooctanesulfonic acid (PFOS), perfluorohexanesulfonic acid (PFHxS), perfluoroheptanoic acid (PFHpA), and perfluorononanoic acid (PFNA). The VGES for PFAS is 20 nanograms per liter (ng/L) for the sum of the five regulated PFAS. There are numerous other PFAS compounds that are not regulated in Vermont, some of which are considered replacements for PFAS that have been historically phased out of production and use.

Groundwater is presumed to flow in a south-southwesterly direction, towards Otter Creek, based on the topography of the area and based on the data collected to date. The current monitoring well network consists of four (4) wells: MW-1 (upgradient), MW-3 (cross-gradient), and MW-2C and MW-5 (both of which are downgradient).

Groundwater Sampling & Results

Field measurements

At the time of sample collection, groundwater was field analyzed for temperature, pH, and specific conductance using a properly calibrated YSI® meter. The depth to groundwater was gauged using a Geotech™ water level indicator. Field measurement data is tabulated in Appendix B.

Laboratory Results

A groundwater sample was collected from all monitoring wells (MW-1, MW-2C, MW-3, and MW-5). Low-flow groundwater purging and sampling techniques were used at MW-2C and MW-5. At MW-1 and MW-3, the sample was collected via a disposable bailer due to the depth of groundwater exceeding the capacity of the peristaltic pump (e.g., >30 feet below top of casing). The groundwater samples were analyzed for:

- Total metals (e.g., arsenic, cadmium, chromium, copper, lead, iron, manganese, mercury, nickel, sodium, and zinc) via EPA Method 6010C/6020B;
- Chemical oxygen demand (COD) via Method 410.4;



- Chloride via Method 300.0;
- VOCs via EPA Method 8260C; and,
- PFAS via isotope dilution.

Total arsenic was reported at 0.0171 mg/L in MW-2C, and 0.0147 mg/L in MW-3, both of which exceed the VGES of 0.010 mg/L. Total manganese exceeded VGES (0.3 mg/L) at all sample locations, ranging from 0.42 mg/L (MW-2C) to 1.8 mg/L (MW-1). Total lead was reported at 0.0311 mg/L in MW-3, which exceeds the VGES of 0.015 mg/L. The other metals were either non-detect or at levels below VGES. Sodium, for which there is no applicable VGES, ranged from 28 mg/L (MW-3) to 210 mg/L (MW-2C). Iron, for which there is also no applicable VGES, ranged from 9.0 mg/L (MW-1) to 38 mg/L (MW-3).

Chloride ranged from 42 mg/L to 300 mg/L, the highest concentration being at MW-2C.

COD ranged from 33 mg/L to 130 mg/L, the highest concentration being at MW-2C.

No VOCs were detected above laboratory method detection limits in the samples collected, except for select VOCs at MW-2C, all of which were below VGES.

Total regulated PFAS was reported at 39 ng/L (MW-5) and 145 ng/L (MW-2C), both of which are above the VGES of 20 ng/L.

Current and historical analytical data are provided in tables and graphs in Appendix B. A copy of the laboratory reports is provided in Appendix C.

Quality Assurance/Quality Control

Quality assurance and quality control (QA/QC) samples included a duplicate sample that was analyzed for VOCs, metals, chloride, and COD. The results of the laboratory analysis of the duplicate sample were analyzed using a relative percent difference (RPD) analysis. The RPD is defined as 100 times the difference in reported concentration between sample and duplicate, divided by the mean of the two samples. A small RPD indicates good correlation between sample and duplicate, with 30% being the EPA Region 1 upper guideline value. The absolute RPD values ranged between 0.0 and 9.0%, which indicates good correlation/precision.

A QA/QC sample also included a trip blank for VOC analysis. No VOCs were detected in the trip blank, which indicates that potential contamination from transit, sample bottles, or laboratory conditions was not a concern.

For PFAS analysis, a QA/QC sample included an equipment rinsate blank (ERB) sample. No PFAS was detected in the ERB sample, which indicates that there was no cross contamination of PFAS from the sampler, equipment, field conditions, and/or laboratory conditions. For the MW-2C sample, there is some uncertainty related to the PFOS concentration based on the laboratory's unexpected QA/QC results. Given that PFOS is one of five PFAS regulated compounds (for which there were no data qualifiers) and that the total regulated PFAS is well above VGES, the uncertainty in the PFOS concentration is not considered significant. As such, KAS considers the PFOS data usable for the purpose of PFAS monitoring.

Trends

For field measurement data, the depth to groundwater measurements were generally lower



(meaning higher groundwater elevations) within the range of fluctuation, and were the lowest to date at MW-2C and MW-5. pH levels appear to be exhibiting a slightly increasing trend overall except at MW-2C where the pH remains fairly stable with an average of approximately 6.51. In general, temperature and specific conductivity continue to fluctuate within their respective historical ranges.

Total arsenic continues to exceed VGES at MW-2C and MW-3, at levels above VGES. However, overall, arsenic levels have decreased and appear to be becoming stable since their respective historical peaks at MW-2C, MW-3, and MW-5.

Total manganese continues to exceed VGES at all sample locations. However, overall, manganese levels appear to be stable even at MW-3, which historically exhibited the highest peak levels.

In general, sodium, chloride, and COD appear to have become more stable, except at MW-2C where levels are highest and continue to fluctuate.

For PFAS, spring 2024 was the third sampling event. Nonetheless, it is clear that PFAS levels are highest at MW-2C, followed by MW-5. Overall, it appears that PFAS levels are decreasing and becoming more stable. Additional data is needed to establish a long-term trend.

Based on non-detect to low levels of VOCs, which are limited to MW-2C, VOCs no longer appear to be a notable contaminant of concern.

Trends/graphs are provided in Appendix B.

Drinking Water Sampling

At this time, it is unknown if PFAS has impacted the deeper aquifer. In general, the surrounding residential area is served by municipal water. As shown on the Site Map (Appendix A), there are no private water supply wells downgradient from the landfill in the nearby vicinity. The nearest cross-gradient supply well is approximately 0.16 miles to the west at 806 Pearl Street (shown as WRN# 51 on the Site Map). Based on the distances and locations, the risk of PFAS contamination in the supply wells is considered low at this time. On November 22, 2023, the VT DEC requested that the Town sample the drinking water at this residence to fully rule out the risk. Due to the property owner denying access to the Town, a drinking water sample could not be collected at 806 Pearl Street.

Recommendation

KAS recommends that groundwater monitoring continue in accordance with Brandon Solid Waste Facility Certification – Monitoring Requirements (7), with the next monitoring event to occur in October 2024. Given the preliminary trend in PFAS levels, the persistent nature of PFAS in the environment, and the cost of PFAS analysis, annual monitoring (e.g., every spring) of PFAS is most likely sufficient to track long-term trends. This PFAS sampling approach requires the VT DEC's concurrence.


TOWN of
BRANDON
IN THE VERMONT
RECREATION

May 27, 2024

Confirmed that we will have 2 different **YouthWorks** groups coming in to do some volunteer work. **June 17th, 24th and 25th**. The plan is to have them provide some painting at the **WWTP** and some fence work at **Seminary Hill**.

Our summer wrestling camp will start on **June 4th**. This is a collaboration with the **Otter Valley's Parents of Wrestling** group and will feature instruction from **Vermont State University Castleton Wrestlers**. This is a twice per week offering that will run through **August 1st** in the **OV wrestling room**.

Ms. Michaela Dance spring recital was a smashing success. This program has grown each year and would not be possible with the work of Michaela Newell and her helpers. A semi-silent partner gives the town a great rate on use of a dance rehearsal space and **Otter Valley's Walking Stick Theater** allows us to use the auditorium for the performance. This program is poised to explode with parents already asking about the fall offering!

The NYC Bus Trip scheduled for December 14th is open for registration. History indicates that this will sell out sooner rather than later so register today at BrandonRec.com

Summer plans for improvements to parks include 2 water Fountain installations: one in the dog park and one in the **Seminary Hill** playground. The town will use highway & B&G employees for installation. The Dog Park side will be funded using **Dog Park** funds and the Seminary Hill side will be funded by **Brandon Fire District #1**.

Respectfully submitted,


Bill Moore



TOWN MANAGER

TO Selectboard
FROM Town Manager
DATE 25 April 2024
RE Act 250 One Acre Review

Twenty years ago, Brandon, which had then and has now both permanent zoning and subdivision bylaws, acted per provision of 10 VSA § 6001(3)(A)(iii) by electing to become a “one acre town”. What this means is that since February 2004 in Brandon, any property development on a parcel greater than one acre has required Act 250 Review in addition to achieving Brandon zoning / permitting compliance. The default position in the State of Vermont, in towns that have not elected this provision, is that any property development on a parcel greater than ten acres in a town with zoning and subdivision bylaws will require Act 250 Review.

I attended the planning commission meeting which considered this on April 15th. From an economic development standpoint, Bill Moore advises that this local ordinance has been an actual deterrent to responsible development of properties which otherwise would have appeared to meet local standards and would have been likely to receive Brandon permits. Our zoning administrator Jeff Biasuzzi (who is zoning administrator in several other towns concurrently with Brandon) advises that in his experience, it is an exceptional situation for a town to have local zoning and this one-acre threshold at the same time. Vermont is, as many public officials have stated, in an acute housing shortage right now. At the time the Town adopted this ordinance, it may have been prudent to take a very cautious approach to prevent the risk of overdevelopment. At this time, Brandon can better position itself, still applying community standards through its Town Plan, its Land Use Ordinance, and its permitting and review process, as a leading community in our tier and in our region by becoming a more attractive place to build and grow as a “ten acre town” when it comes to Act 250 review.

I recommend the selectboard consider repealing the local ordinance (which appears to have first been posted to our website in 2014 and remains there; text provided) by laying this introduction over a meeting and proceeding to a vote at a future regular meeting of its choice.

The repeal of an ordinance follows the same procedure as the adoption or amendment of an ordinance. Once the selectboard votes to act, it notifies the public of its intent to make the action effective on a date it specifies, makes official postings including in the newspaper, and informs Brandon citizens of their right to petition for a townwide vote on the matter of the selectboard’s action. Absent a petition with signatures of the sufficient number of voters (5% ≈ 145 voters) within 44 days, the action of the selectboard stands.

Respectfully submitted,

Seth M. Hopkins

Act 250 Jurisdiction Ordinance

Article I Purpose

The purpose of this Ordinance is to designate how commercial and industrial development in the Town of Brandon shall be reviewed under Act 250.

Article II Statutory Authority

This Ordinance is adopted pursuant to the authority granted the Town of Brandon by 10 V.S.A. Sec. 6001(3)(A)(iii) and 24 V.S.A. Sec. 1971 et. seq.

Article III Designation

The Town of Brandon hereby elects to have Act 250 jurisdiction apply to improvements for commercial and industrial purposes involving more than one acre of land pursuant to 10 V.S.A. Sec. 6001(3)(A)(iii).

Adopted by resolution this 22nd day of December 2003.

This Ordinance (the full text of which, is set forth above) was adopted on December 22, 2003. It will take effect on Saturday, February 21, 2004, unless a petition signed by at least five percent of the qualified voters of Brandon Vermont is filed with the Municipal Clerk by, Thursday, February 5, 2004, asking for a vote to disapprove the ordinance. If a petition is received, the Brandon Selectboard will warn a special meeting and the voters may vote on that question. Anyone seeking further information on the Ordinance may contact the Town Manager, Michael Balch at 247-0225.

Adopted: December 22, 2003

Effective: February 21, 2004



TOWN MANAGER

NOTICE OF REQUEST FOR NAMING EXISTING PRIVATE ROAD

To: Landowners of Adjacent Parcels
From: Seth Hopkins, Brandon town manager
Subject: Request received to designate a name for an existing private road
Date: 8 March 2024

Your property is adjacent to the location of a common drive which serves several house lots. The E-911 Coordinator wishes to proactively assign a road name to this private road should any of these lots require emergency services response.

Please respond with your suggestion, if any, for a proposed road name.

Road names must be unique and not be likely to result in confusion by emergency, utility, or postal authorities by sounding too much alike an existing road (for instance, as there is already a Cobb Hill Road in Brandon, Cobble Lane would not be authorized as it is too similar in sound, particularly when spoken over a radio to dispatch emergency response).

Please respond by 31 March 2024 to Seth Hopkins, town manager, at the address in the footer. E-mailed responses are desirable and receipt will be acknowledged by e-mail.

Thank you for your consideration.

Respectfully,

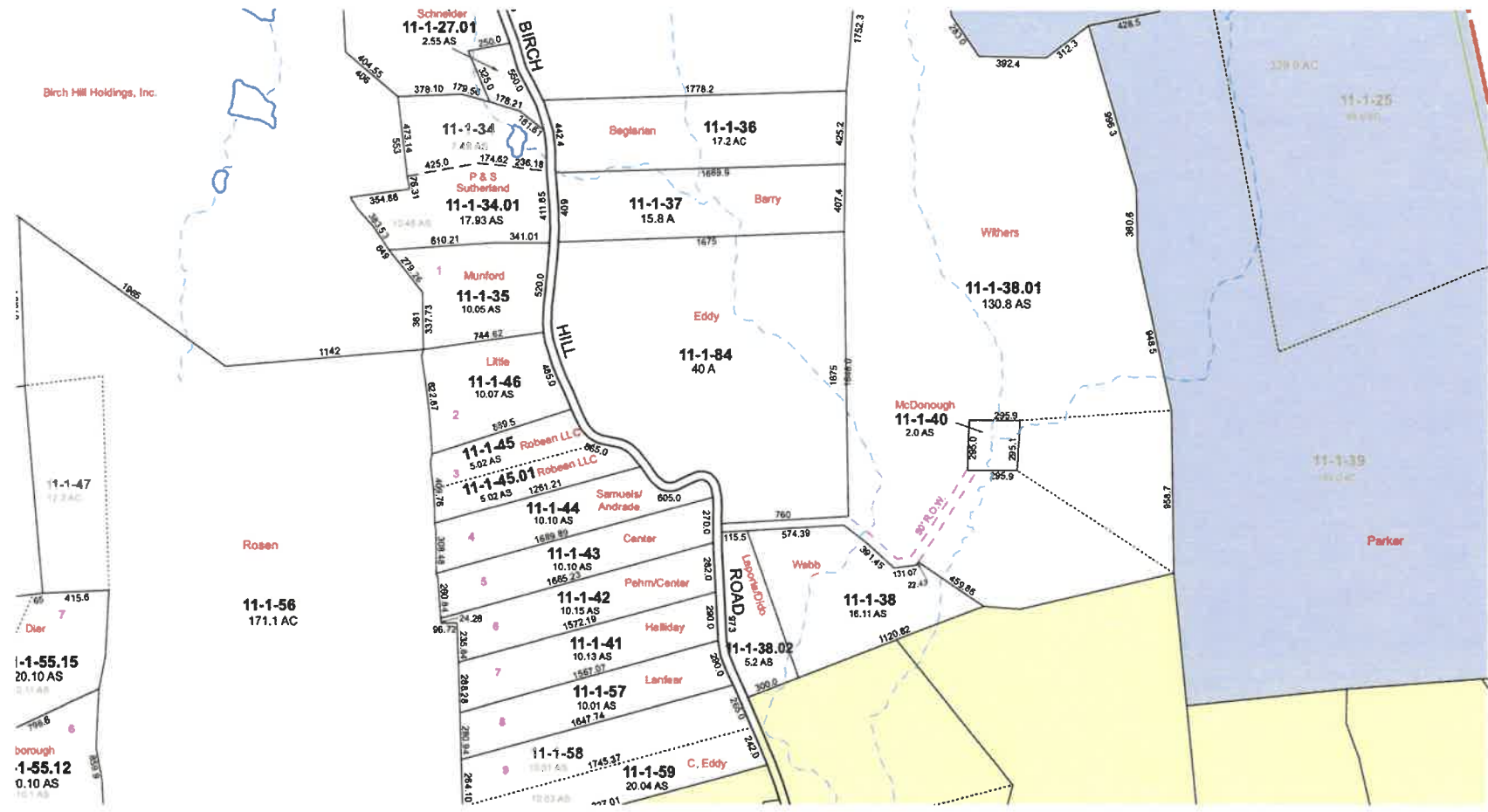
Seth M Hopkins, town manager

Mailed to:

- 1 Katherine Withers, PO Box 205, Marysville PA 17053
- 2 Daniel & Maria McDonough, 396 North Birch Hill Rd, Brandon VT 05733
- 3 Isaiah Webb, 65 West Seminary St, Brandon VT 05733
- 4 Ronald Eddy Jr, 2550 Birch Hill Rd, Brandon VT 05733
- 5 Ryan LaPorte & Gwen Dido, 2898 Birch Hill Rd, Brandon VT 05733

Update to Selectboard 24 May 2024

Responses were received and reviewed by the E-911 Coordinator Tom Kilpeck. The recommended private road name for consideration is **Spikehorn Lane**. An alternate name for consideration is Starlight Drive.



TOWN OF BRANDON
STREET NAMING AND ADDRESSING ORDINANCE

SECTION I. PURPOSE

In accordance with 24 VSA 4421, the Select Board of the Town of Brandon hereby establishes the following ordinance in order to develop a more uniform street naming and street addressing system throughout the Town of Brandon to enable people to locate addresses effectively for providing emergency services and deliveries.

SECTION II. STREET NAMING

The Select Board shall name all streets within the Town. A private road, that is a road giving access to three or more residences, shall be required to bear a name and street sign. The Select Board may change the names of streets within town when necessary to promote public welfare. Each street or road shall be assigned a name that is separate and distinct from any previously assigned name in Brandon. In the future, any new development must comply with this Ordinance.

SECTION III. GENERAL NUMBERING SYSTEM

Outside of the central village, all roads shall be given an official name by the Select Board and shall be measured in segments of 1/1,000th of a mile (5.28 feet) from a designated starting point, usually the end of the road nearest the intersection of a larger road. ODD numbers shall be assigned to the RIGHT side of the road and EVEN numbers to the LEFT side of the road. The first 5.28 foot increment contains numbers 1 and 2, the second 5.28 foot increment numbers 3 and 4, and so on. All numbers shall be established based on the center of the driveway, or if there is no driveway, the center of the building.

SECTION IV. SPECIFIC NUMBERING SYSTEM

Apartment House - A residential building in which the rooms are arranged and rented as apartments. Apartment houses shall be numbered as follows: the Apartment House shall be given one street number, and each individual apartment shall be given an apartment number. *For example, 21 (Name) Street, Apartment 1; 21 (Name) Street, Apartment 2; etc.*

Residential Condominium Complex - A building or buildings with individually owned units. Each condominium road shall be given a street name, and each condominium within the complex shall be given its own street number. *For example, 62 (Name) Street.*

Commercial Complex - A building or buildings used for commercial or industrial use. Each building shall be given its own street number and each unit within that building shall be given its own unit or suite number. *For example, 111 (Name) Street, Suite 1.* Where there are multiple roads in a complex, each road shall be given a street name, and each building shall have its own street number. In the case of commercial condominiums, each unit in a building shall have its own unit number, and further subdivisions shall be given a letter. *For example, 113 (Name) Street, Unit 3; 113 (Name) Street, Unit 3A; etc.*

Combined Commercial and Apartment Complex - A building or buildings used for commercial use in which there may also be apartments. Each building shall be given its own street number; each commercial unit shall be given its respective unit or suite number; and each apartment shall be given its respective apartment number. At no time shall any unit or apartment in the same building be given the same number. *For example, 58 (Name) Street, Unit 1; 58 (Name) Street, Unit 2; 58 (Name) Apartment 3; etc.*

Duplex House - A dwelling consisting of two separate family units which are separated from each other by a wall that extends from ground to floor. Each family unit shall be given its own street number. *For example, 5 (Name) Street; 7 (Name) Street.*

Single Family Dwelling - A detached one family house which shall be given its own street number. *For example, 44 (Name) Street.*

Single Family Dwelling with Apartment - A primary residence with an accessory apartment. The primary residence shall be given a street number, and the accessory apartment shall be given that street number along with an apartment number. *For example, 9 (Name) Street; 9 (Name) Street, Apartment 1.*

SECTION V. SIGNAGE

Street Signs - The Select Board, upon adoption of this Ordinance, shall institute a program for the installation and maintenance of street name signs. All street signs shall conform to the Manual on Uniform Traffic Control Devices for Streets and Highways. All signs on public roads or streets shall be furnished and installed by the Town, at public expense. All signs on private roads shall be furnished and installed by the Town, at the owners' expense.

Street Numbers - All street numbers shall be 4 inches high, of a white or silver reflective material, in block format, mounted on a placard of green or black color. All numbers shall be properly affixed on or near the front entrance of the building, and shall be legible/visible from the street at all times. If a number is not legible/visible from the street, the number shall be installed near the street and be legible/visible at all times. The owner of each building shall be responsible for installing street numbers which shall conform with this Ordinance at their expense.¹

SECTION VI. EFFECTIVE DATE AND ENFORCEMENT

As soon as is practicable after the adoption of this Ordinance, but in no case later than May 1, 1998; all streets shall be named and all buildings shall be numbered in accordance with the provisions of this Ordinance. In the event that an owner of any house or building fails to comply with the provisions of this Ordinance, by affixing the assigned street number in the proper location; and removing any old numbers affixed to such building, which may be confused with the number assigned thereto;² then such owner(s) shall be notified of their non-complaint status, and given a period of sixty (60) days to comply. If the owner refuses to comply with the provisions of this Ordinance within the sixty (60) day period; then the Town may affix the appropriate street numbers and remove any obsolete or confusing numbers, and the owner(s) shall be required to reimburse the Town.

SECTION VII. APPEAL

Notice of appeal regarding any provision or implementation of this Ordinance shall be addressed to the Town Manager. In the event the matter cannot be resolved thereby, then further appeals shall be addressed to the Select Board.

¹ Amended at 2/23/98 Board Meeting.

² Deleted

Proposal



Quality Slate Roofs & Custom Sheet Metal Fabrication
 105 Colvin Road P.O. Box 127
 Fair Haven, VT 05743
 (802) 265-9955 Fax (802) 265-9956
 www.sbardellaslate.com

PROPOSAL SUBMITTED TO Brandon Town Hall	DATE 5/17/2024	PHONE 802-247-5420	ALT PHONE info@brandontownhall.org
ADDRESS P.O. Box 181, 1 Conant Square (US Route 7)		JOB NAME Brandon Town Hall	
CITY, STATE and ZIP Brandon, VT 05733		JOB LOCATION Brandon	

We hereby submit specifications and estimates for: **Roof replacement including front false eave.**

1. OSHA approved scaffold to eaves.
 2. Existing slate roof removed to deck.
 3. Salvaged slate has a value and is considered in this bid.
 4. Any wood repair required will be done on a time and material basis at a rate of \$55.00 per hour per man.
 5. 12' of high temperature ice & water shield at eaves. Titanium roof paper over all other areas.
 6. Copper perimeter flashing at eaves and gable ends (16oz.)
 7. New copper flashings and counter flashings at chimneys (20oz.)
 8. New Vermont slate installed. Size to be 20" X 12". 1/4" - 5/16" Thick. Color to be decided by owner.
 9. Slate fastened with copper nails. Slate laid with a 3" head lap.
 10. Large half round copper ridge cap fabricated and installed with stainless gasket screws.
 11. Four copper air vents evenly spaced along length of building approximately 4' down from ridge.
 12. All debris cleaned up and removed from site.
- Option:** All masonry joints can be cut out of chimneys approximately 1" and re-pointed for an additional charge of **\$11,500.00 per chimney Initial to accept** _____
- Alternate:** 5/8" CDX plywood screwed down over entire roof deck except front false eave **\$36,800.00 Initial to accept** _____

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Two hundred ninety-four thousand eight hundred----- dollars **(\$294,800.00)**)

Payment to be made as follows:
1/3rd Down, 1/3rd at mid-point, balance upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, wind and other necessary insurance.
 Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Karl V Sbardella

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____

Rules of Procedure for Selectboard of the Town of Brandon, Vermont

A. PURPOSE.

The selectboard of Brandon, Vermont, is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the selectboard of Brandon must be open to the public at all times, except as provided in 1 V.S.A. § 313.

B. APPLICATION.

This policy setting forth rules of procedure shall apply to the selectboard of Brandon, which is referred to below as "the body." These rules shall apply to all regular, special, and emergency meetings of the body.

C. ORGANIZATION.

1. The body shall annually elect a chair, a vice-chair, and a clerk. The chair of the body or, in the chair's absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, the clerk shall act as chair for that meeting.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion only after being recognized by the chair. Motions to close or limit debate will be entertained.
7. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
8. Meetings may be recessed to a time and place certain.
9. These rules may be amended by majority vote of the body, and must be readopted annually.

D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda, with each item of business to be considered by the body. Those who wish to be added to the meeting agenda shall contact the town manager to request inclusion on the agenda. The chair shall determine the final content of the agenda.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in or near the municipal office and at the following designated public places in the municipality: town clerk's office; bulletin board in Forest Dale. Additionally, at least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on www.townofbrandon.com. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body.

E. MEETINGS.

1. Regular meetings shall take place on the second and fourth Mondays of the month at 7PM at the Brandon Town Hall, 1 Conant Square (basement meeting room) or by Zoom as authorized by the Legislature.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to an editor, publisher or news director, or radio station serving the area; and to any person who has requested notice of such meetings. In addition, notices shall be posted in the municipal clerk's office and at the following designated places in the municipality: town clerk's office; bulletin board in Forest Dale.
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call.

F. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. An agenda item dedicated to public comment will be part of each meeting.
3. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
4. Members of the public must be acknowledged by the chair before speaking.
5. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
7. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.
 - c. Adjourn the meeting until a time and date certain.
 - d. Order removal of disorderly person(s) from the meeting.

ADOPTED:

John M. Hopkins
[Signature]
[Signature]
Signatures

3/22/2021
Date

A true record made this 29th day of
March 2021 A.D. at 2:31 pm
Attest: [Signature] Brandon Town Clerk

Cover Sheet for Brandon Residents Applying
for Appointment to Town Boards, Commissions,
Committees, and Public Offices



Position Applying for	Town Planning Commission		
Your name	Lisa Peluso		
Physical address	289 Prospect St.	Mailing if different	(Same)
Best telephone	345-0207	Alternate telephone	
Email address	peluso.lisa@gmail.com		
You understand that your application for this position will be made public:	<input checked="" type="checkbox"/>	YES	initials <i>lp</i>
You are a legal resident of the Town of Brandon, Vermont	<input checked="" type="checkbox"/>	YES	initials <i>lp</i>

Thank you for your willingness to serve the Town of Brandon. Applicants interested in serving on a board, commission, or committee of the Town are asked to:

- Attend at least one meeting of that board before applying to be seated on it
- Provide the information requested on this cover sheet to the town manager (shopkins@townofbrandon.com)

Appointees are asked to:

- Attend all regular and special meetings of the board
- Comply with Vermont Open Meeting Law (a handbook will be provided to you by the Town)
- Follow the Town of Brandon Conflict of Interest and Ethical Conduct Policy
 - (published at www.townofbrandon.com under "Resources")
- Contribute to efficient work by reviewing all appropriate material before each meeting
- Advise the town manager immediately should you resign before your term ends

In a brief letter submitted with this cover sheet, please summarize the reasons you are requesting appointment, any skills or qualifications you may bring to the position, and any other information you feel would be relevant and helpful to the selectboard as it makes its selection.

By submitting this application, I affirm that the facts set forth in it are true and complete.

Signature: *lp* Date: 5/14/24

The Town of Brandon is committed to providing equal employment and volunteer opportunities without regard to race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, disability, or any other protected characteristic as outlined by federal, state, or local laws.

Lisa Peluso
289 Prospect St
Brandon, VT 05733
Peluso.lisa@gmail.com
802-345-0207

May 14, 2024

Mr. Seth Hopkins
Town Manager
shopkins@townofbrandon.com

Dear Seth,

Thanks very much for your time via email to explain the open Brandon committee positions. I respectfully request appointment to the Planning Commission, as it aligns with my strength of big picture planning, my commitment to environmental protection and resource management, and my deep love of Brandon.

Although I grew up in Randolph (and was a part-time local over the past 40+ years summering on Lake Dunmore,) my husband and I have chosen Brandon as our home. I want to be a committed part of the community, listen to and learn from others, and participate in short- and long-term planning for Brandon. I am a problem solver, and a relentless optimist—an executive in a global healthcare consultancy, an active member and former Board Member of the Lake Dunmore/Fern Lake Association, a new grandmother and puppy-mom, a bridge-builder and forward-looking thinker.

I'm also realistic and acknowledge our need for deliberate, strategic and thorough planning as we prepare for accelerated climate change, influx of new residents and visitors, and changing needs of our community and indeed, our State. I want to be a part of solutions that take into account our place in the State and beyond, while outlining manageable parameters for sustainable and beneficial growth. The Planning Commission seems like a good place to start.

I would be delighted to serve and connect with the fine people dedicating their time and energy to the important work here in Brandon. Thank you for your consideration.

Sincerely,
Lisa Peluso