

Brandon Select Board Meeting
June 10, 2024
7:00 p.m.

The Brandon Select Board will meet Monday, June 10, 2024 at 7:00 p.m. at the Brandon Town Hall 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 27, 2024**
 - b) Approval of Warrant - June 10, 2024 - \$60,680.54**
- 3) Presentation by Vermont Council on Rural Development on Community Visit Program**
- 4) Town Manager's Report**
- 5) Rec Director's Report**
- 6) Appointments**
 - a) Development Review Board (3-year term ending June 30, 2027)**
 - b) Planning Commission (1-year term ending June 30, 2025)**
 - c) Revolving Loan Fund Committee - 2 seats (3-year terms ending June 30, 2027)**
 - d) Revolving Loan Fund Committee Alternate (1-year term ending June 30, 2025)**
 - e) Revolving Loan Fund Committee Alternate (3-year term ending June 30, 2027)**
 - f) Rutland Regional Planning Commission (1-year term ending June 30, 2025)**
- 7) Select Fuel Suppliers for FY2024-2025 Based on Quotes Received**
- 8) Request for Scouting Salute to Veterans Parade Nov 9**
- 9) Letter of support for private solar array Robert Wood Drive with Town as oftaker**
- 10) Repeal of Act 250 Jurisdiction Ordinance Requiring One-Acre Review**
- 11) Consider Changes to Holiday List in Personnel Policy**
- 12) Public Comment and Participation**
- 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 27, 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, Dorothea Langevin, Bernie Carr, Mickey Peluso, Lisa Peluso, Karen Farwell, Karen Rhodes, Ray Marcoux, Sandy Mayo, Steven Jupiter, Chris Conlin, Vicki Disorda

Others by Zoom: Neil Silins, Claire Astone, Brandi

1. Call to Order

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

a. Agenda Adoption

Motion by Heather Nelson/Tim Guiles to approve the agenda. **The motion passed unanimously.**

2. Recurring Matters

a. Approval of Select Board Meeting Minutes – May 13, 2024

Motion by Brian Coolidge/Heather Nelson to approve the Select Board minutes of May 13, 2024. **The motion passed unanimously.**

b. Approval of Warrant – May 27, 2024 - \$1,367,717.67

Motion by Tim Guiles/Heather Nelson to approve the warrant of May 27, 2024, in the amount of \$1,367,717.67. **The motion passed unanimously.**

Karen Farwell noted concern with the \$200 warrant for Green Leave Design. She stated the swales were not taken care of and this is about transparency and being accurate about facts. There was a meeting held with this company that was not warned as she was told by the Town Manager that it is not a town initiative, but now the town is using taxpayer money for something that is a citizen initiative. Heather Nelson stated there were many discussions last year about the bioswales. They are the type of gardens that people are not accustomed to taking care of. Last summer it was decided to try it for one year with volunteers taking care of them to see if that was sufficient and if so, it would continue, but due to the type of garden it is supposed to be, it cannot be just ornamental. Ms. Farwell noted her discussions with Mr. Hopkins started in July with regard to the volunteer gardens and noted they are a necessary infrastructure of the Town. She stated volunteers save money, but we should be allowing everyone to work on the projects and it should be publicly announced. She noted there are conflicting emails that have been sent by Sarah Patis, Wendy Fjeld, and the Town Manager. In an email from Mr. Hopkins, he indicated there is no public body involved and it is a grassroots initiative, however, if it is not a Town initiative, she does not want to spend \$200 to pay a company to assist as the Town should not be covering an expense that is a volunteer effort. Doug Bailey stated this was announced on Front Porch Forum at least two times for people to attend.

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.

Mr. Hopkins reported the FEMA recovery transition meeting was held and was successful. They have turned over the administration of the grant received for the July 2023 flood response and the Town will now be working with the State partners. Mr. Hopkins noted the Memorial Day parade was a success and the Town appreciates the participation of the high school and elementary school bands and all the volunteers. Doug Bailey thanked the town crew for the work done in making the Town look good.

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:

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's Dance spring recital was a smashing success. This program has grown each year and would not be possible without 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 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 and Building & Grounds 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.

Heather Nelson thanked Mr. Moore for a great dance recital.

5. Wheeler Road Bridge and Culvert Study – Grant Acceptance

Bill Moore reported the Town was awarded a grant that had been initiated from the former town manager, Dave Atherton, to provide a scoping study to review an undersized culvert at the beginning of Wheeler Road. This will be moving along with the same scope and work during the FEMA buy-out and will provide a scoping study to replace the bridge and the culvert. The grant is \$75,000 and will require a \$25,000 match from the Town that will include a \$5,000 match from the Vermont Emergency grant. Currently the Town does not have engineering plans for this project and will be passed over if federal grants become available if the Town does not have engineering plans. Completion of the grant is required by the end of 2026. Heather Nelson confirmed that the study is to have plans that will then be ready when federal funding becomes available. Bill Moore noted Brandon is looked at as a shining star with their hazard mitigation projects that include the culverts and Newton Road problem spot.

Motion by Tim Guiles/Heather Nelson to accept the grant for the Wheeler Road Bridge and Culvert Study. **The motion passed unanimously.**

Mr. Hopkins requested the Select Board take action on designating the Town's match source.

Motion by Heather Nelson/Tim Guiles to approve the 1% Fund as the match source. **The motion passed unanimously.**

Mr. Hopkins advised Sue Gage will provide the Select Board with a transfer order when the funds are needed, with the monies remaining in the Fund until that time.

6. Repeal of Act 250 Jurisdiction Ordinance Requiring One-Acre Review

Seth Hopkins advised during the second regular meeting in April, per the Board's practice, he has not received any further comments and is ready for the Board to consider repealing. Brian Coolidge requested tabling this vote as he would like to get more information. Mr. Hopkins requested what additional information would be required. Mr. Hopkins noted the Town has the BLUO and also subdivision regulations. In Vermont, if a developer has plans on a lot of 10 acres or more, they have to satisfy local zoning and local subdivision regulations, and then Act 250 review. The State gave the towns the option to move from a 10-acre to a 1-acre regulation and currently in Brandon, if one has a lot that is 2 acres, you have to comply with the BLUO, with subdivision regulations and also the Act 250 review process. Act 250 is good, but it does mean an investment of time and money to go through it. There was prior concerns with the school's ability to serve students and concerns with services if there was over development. The Town is looking to do development and if the Board were to repeal the one-acre review, any development would still have to meet the requirements of the BLUO and the subdivision regulations. The only difference is the Act 250 process would be for more than 10 acres, rather than smaller parcels. It was noted that Act 250 can be a deterrent and there are some people that have had potential projects slated for Brandon but when realizing the Act 250 review was for less than 10 acres, they decided not to invest in a business in Brandon. Tim Guiles stated this is an important step in fostering affordable housing in Town and it is smart to go back to the 10-acre minimum. Mr. Hopkins stated residential development is limited to certain criteria through Act 250. Ralph Ethier stated this can be good, but he sees some negatives with regard to businesses and asked if Act 250 protects neighbors. Bill Moore stated the BLUO protects neighbors and dictates what happens in Brandon and abutters could trigger a process. Mr. Moore noted from an economic development perspective, this has been a problem. An example was the purchase of land for the installation of a miniature golf course and it is going on for two years with this process as it has to go through Act 250. Mr. Hopkins noted that this does not have to be an immediate decision. Karen Farwell asked if a repeal process is initiated would there be fees incurred. Mr. Hopkins stated it would require publishing in the Reporter. Sandy Mayo asked if people could get a copy of how Act 250 is changing by the Legislature. Mr. Hopkins advised Act 250 is 50 years old and the Legislature did make some changes to it and the changes could be reviewed under the Legislature's information. Mr. Hopkins stated Act 250 will still stay in place but what is being considered is when it comes into play at either 1-acre or 10-acre. Vicki Disorda asked if the community members are going to be polled. Action on this item was postponed to a subsequent meeting.

7. Designate Name for Private Road off Birch Hill Road

Seth Hopkins advised the Board has received the memo, map and street naming ordinance. The E911 group wants to create a road name to a road and solicited suggested names from the abutting landowners that were reviewed. The private road name recommendation is Spike Horn Lane that came with one of the landowners or Star Light Drive and both are dissimilar to any other road names in Brandon.

Motion by Heather Nelson/Tim Guiles to approve the name for the private road off Birch Hill Road as Spike Horn Lane. The motion passed unanimously.

8. Sbardella Updated Quote

Seth Hopkins stated the updated proposal is in the board packet and the additional information relates to the schedule and chimney. They are committing to do it either themselves or as a subcontractor and can rebuild the northwest chimney that was damaged by the wind. The other piece of information is that there is an 8-to-12-week lead time and the materials will be ordered when the Select Board is ready to sign the proposal. Mr. Hopkins suggested proceeding with the revised proposal and any average could be funded from the 1% Fund.

Motion by Tim Guiles/Doug Bailey to accept the proposal by Sbardella.

Mr. Hopkins noted he did not have the exact number from the Town Clerk but it would be the balance that was not expended from the solar proposal, plus the amount the Select Board had set aside. Brian Coolidge was not in favor of the proposal and

noted a local roofer did not think it needed to be done. He also did not think there would be enough oversight and would likely cost more than what is anticipated. Mr. Hopkins advised he and Tracy Wyman met with the local roofer and at the end of a thorough review, he noted the things that are laid out in the quote is a reasonable quote for what is to be done. Mr. Coolidge is not sure what percent of slate will be saved. Heather Nelson stated the roof will eventually need to be replaced. Doug Bailey stated there was insurance money left over from a claim and Mr. Hopkins noted the settlement was \$40,000 and \$15,000 was spent with \$25,000 remaining. There was \$226,500 from ARPA and \$50,000 from the solar array. Karen Farwell stated that was an overestimation and the outstanding invoice was not received which leaves upwards of \$55,000. Heather Nelson felt comfortable moving ahead and noted there is pressure to get this done due to the weather that is happening. Mr. Hopkins stated the contractor would like to do the job this season but would not want to start it late in the season. The estimate is \$294,800 and Mr. Hopkins stated the proposal is for a full replacement of the roof and if there is slate that can be reused, the Town will be credited. If the deck needs replacing it would be \$36,800 and would be the entire deck.

The motion passed with one no vote – Brian Coolidge.

9. Review Select Board Rules of Procedure Regarding Public Comment

Tim Guiles advised that VLCT suggested it can be useful to have reasonable time limits on public input to allow meetings to be efficient and allow the public to have input. He would like to see an update to include a 2-minute time limit on public comment. Heather Nelson stated on the one hand, she needs to hear from members of the public who are not part of the Board on opinions that matters. That said, the tone of conversations in Town over the past few months has been criticisms rather than specific suggestions and she is struggling with the number of these types of public comments heard. It is difficult to move forward with the agenda when there are these types of comments being made. If something does not change, she does not see how anyone can stay on the board for very long. Doug Bailey reviewed the Select Board Rules of Procedures for the Board to consider any changes. It was noted that Items 1 through 7 had no changes. Items A through D were reviewed and it was decided that no changes were needed. There was a suggestion to place a 2-minute time limit that could be waived at the discretion of the Board Chair under Item 2.

Motion by Tim Guiles/Doug Bailey to limit the public comment to a 2-minute time limit per person with additional time allowed at the discretion of the Board Chair to be added under Item 2.

Tim Guiles stated the concept of participating in a board meeting is profound. As a board member, he talks to people and gets information together and makes it so that there is preparation for a meaningful discussion. Mr. Guiles suggested it would be productive if a member of the public were to meet with a Select Board member or the Town Manager to get support for an idea. This is the most productive way for the meetings to be fruitful. It is unlikely that someone would have a profound change at a meeting but would require discussion prior to the meeting and 2 minutes would be sufficient when bringing it to the Board. Brian Coolidge thought that people should have the opportunity to speak and the Board should not hurry people out. Heather Nelson stated the past practice was public comment at the end of the meeting and she thinks that most recently there were people present for an agenda item and they had to wait for an extensive public comment and suggested having it at the end of the meeting would be better. Mr. Bailey stated in the past a time limit did not seem necessary, but this year it should not take more than 2 minutes to make a statement, and if it is a subject that needs more time, the Chair can waive the time limit.

Karen Farwell stated many towns have a limit in their rules and protocols with 2 minutes at the lower end, and 2 to 5 minutes could be considered. She stated that emotional comments have fallen within a contentious budget period and as people engaged in this budget process, the one good thing that has happened is people have gotten involved in the Town. The Select Board has been moving in a good direction. Mr. Hopkins asked if the intent was for per person and it was noted that was the case. Bernie Carr stated when he was moderator at town meetings, it would be 2 minutes per question with a short follow-up question for clarity but it would not allow for a new question. These last few Select Board meetings have been open for discussion throughout the meeting and he does not remember that happening in the past as there is plenty of time for public comment.

Sandy Mayo read the following: *"At the last selectboard meeting, I listened to a man tell lies about me and slander my name. Why I do not know, it had nothing to do with the agenda. If he did it for his wife's sake that was also inappropriate. Nobody*

on the selectboard said this is inappropriate or you need to stop. When you are looking at public comment and procedure be sure and include yourself, yes you need to protect yourself, you also need to protect the audience. We come to these meetings thinking we are in a safe place. Let's actually make that true. The next time reporters post my comments in their newspapers please tell the truth. I'm not here for your entertainment. I've come to a meeting to offer my opinion on issues pertaining to our community. If you do not like what I say you do not need to report it in a way that is offensive to me and my family. I'm not your whipping post. Be fair."

The motion failed – 3 to 2.

Heather Nelson would like to revisit this in a few meetings after the budget season and would be more comfortable with a possible change at a time. She thinks it would be prudent to give this subject a few weeks and Mr. Ethier agreed, noting some people have trouble expressing their comments in two minutes.

Seth Hopkins suggested making a revision to Item E. This is intended to be adopted every year and the rules are to apply to the body. This is the VLCT policy that the Brandon Board adopted as best practice. Mr. Hopkins suggested adding - This shall also apply to all other elected bodies of the Town that have not adopted their own rules and procedures.

Motion by Heather Nelson/Brian Coolidge to readopt the Rules and Procedures with the additional sentence recommended by the Town Manager to include other elected bodies of the Town. **The motion passed unanimously.**

Seth Hopkins stated for the Board's information, there is an MOU between the Town and the Brandon Chamber, and the next board meeting of June 10th conflicts with the Chamber's use of this space. The rules call for the Select Board to meet at the town hall and asked where the Select Board would like to meet in June. The Library expects to be turning the large room back to the Select Board in October. Mr. Hopkins inquired about other meeting spaces and there is the Senior Center, Rescue Squad, or the room downstairs in the Town Hall.

Claire Astone stated there is difficulty hearing what is being said when participating on Zoom.

Motion by Brian Coolidge/Ralph Ethier to move the Select Board meetings back to the downstairs of the Town Hall. **The motion passed unanimously.**

10. Public Comment and Participation

Claire Astone asked why the Select Board is having a meeting on a federal holiday when it is an opportunity for working families to gather together. She felt this is disrespectful to what most of the country does and asked why business has to be above family. Doug Bailey advised the Select Board has always met on Memorial Day and Labor Day in the past. There are members that have meetings on other nights of the week and this allows for a quorum. Ms. Astone suggested considering not doing that in the future. Mr. Bailey also noted that the Select Board needs to approve the payment of bills. Heather Nelson stated she receives an extra day with her family and did not see it as a problem with having the meeting in the evening.

The Board recessed at 8:23PM.

The Board reconvened at 8:31PM.

Motion by Tim Guiles/Heather Nelson to enter into executive session at 8:31PM 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.**

11. Executive Session

The Board came out of executive session at 8:36PM.

12. Planning Commission Appointment for Term July 1, 2024 – June 30, 2027

Motion by Heather Nelson/Tim Guiles to appoint Lisa Peluso to the Planning Commission for a term of July 1, 2024, through June 30, 2027. **The motion passed unanimously.**

Motion by Heather Nelson/Ralph Ethier to move 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. **The motion passed unanimously.**

Motion by Heather Nelson/Ralph Ethier to enter into executive session at 8:37PM to discuss the Town's pending labor relation agreement with New England Police Benevolent Association Local 422 per 1VSA 313(a)(1)(b) for labor relations agreements with employees, with the session to include the Town Manager. **The motion passed unanimously.**

13. Executive Session

The Board came out of executive session at 8:51PM. No action was required.

14. Adjournment

Motion Brian Coolidge/Ralph Ethier to adjourn the Select Board meeting at 8:51PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63769 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 06/10/24 To 06/10/24

| Vendor | Invoice Date | Invoice Description | Account | Amount Paid | Check Number | Check Date |
|--------|--------------|--|--|-------------|--------------|------------|
| 310590 | 05/31/24 | AMERICAN WINDOW CLEANING windows 5/29/24 8104 | 10-5-22-43100 Town Office | 60.00 | 1650 | 06/10/24 |
| 311126 | 05/30/24 | AWESOME GRAPHICS, INC vehicle inspection 17905 | 10-5-14-41180 PD Vehicle Maintenance | 60.00 | 1651 | 06/10/24 |
| 100255 | 06/03/24 | BRANDON FIRE DISTRICT #1 May portion of payments 6/3/24 | 90-5-15-90600 Paid To BFD No 1 | 27743.37 | 1652 | 06/10/24 |
| 100275 | 05/31/24 | BRANDON FREE PUBLIC LIBRA appropriation JUNE 2024 | 10-5-25-70470 Brandon Library | 7666.63 | 1653 | 06/10/24 |
| 100280 | 05/20/24 | BRANDON LUMBER & MILLWORK safety glasses 36659/3 | 10-5-15-41120 Safety Equipment | 33.99 | 1654 | 06/10/24 |
| 100280 | 05/23/24 | BRANDON LUMBER & MILLWORK outdoor padlocks w/keys 37465/3 | 10-5-22-43160 Parks Maint. | 27.99 | 1654 | 06/10/24 |
| 100280 | 05/28/24 | BRANDON LUMBER & MILLWORK screws, bit 38285/3 | 10-5-22-43080 Highway Bldg Maint | 10.19 | 1654 | 06/10/24 |
| 100280 | 05/28/24 | BRANDON LUMBER & MILLWORK nuts & lock washers 38294/3 | 20-5-55-43160 Maint. Supplies - General | 1.02 | 1654 | 06/10/24 |
| 100280 | 05/29/24 | BRANDON LUMBER & MILLWORK keys for flag pole 38488/3 | 10-5-22-43160 Parks Maint. | 19.95 | 1654 | 06/10/24 |
| 100280 | 06/04/24 | BRANDON LUMBER & MILLWORK supply line 39812/3 | 20-5-55-43160 Maint. Supplies - General | 7.96 | 1654 | 06/10/24 |
| 100280 | 06/04/24 | BRANDON LUMBER & MILLWORK utility slip hook 39813/3 | 20-5-55-43160 Maint. Supplies - General | 11.99 | 1654 | 06/10/24 |
| 100280 | 06/05/24 | BRANDON LUMBER & MILLWORK paint for signs 40084/3 | 10-5-18-60900 July 4th Celebration | 59.34 | 1654 | 06/10/24 |
| 100280 | 06/05/24 | BRANDON LUMBER & MILLWORK parts to hook up sink 40121/3 | 10-5-22-43150 Town Hall Repair/Maint. | 51.14 | 1654 | 06/10/24 |
| 100280 | 06/06/24 | BRANDON LUMBER & MILLWORK sprayer 40189/3 | 10-5-22-43160 Parks Maint. | 23.99 | 1654 | 06/10/24 |
| 100280 | 06/06/24 | BRANDON LUMBER & MILLWORK 5 gallon gas can 40266/3 | 20-5-55-41120 Safety Equipment | 38.99 | 1654 | 06/10/24 |
| 100280 | 06/01/24 | BRANDON LUMBER & MILLWORK signs O23624/1 | 10-5-18-60900 July 4th Celebration | 193.02 | 1654 | 06/10/24 |
| 100310 | 05/31/24 | BRANDON SENIOR CITIZENS C appropriation JUNE 2024 | 10-5-25-70480 Senior Citizen Center | 1125.00 | 1656 | 06/10/24 |
| 300604 | 05/31/24 | CHAMPLAIN CONSTRUCTION CO sand BRANMAY2024 | 10-5-15-47120 Winter Sand | 3231.23 | 1657 | 06/10/24 |
| 301503 | 05/22/24 | CHAMPLAIN VALLEY FUELS diesel fuel 531840 | 10-5-15-41130 Fuel - Vehicles HW | 948.27 | 1658 | 06/10/24 |
| 301503 | 05/29/24 | CHAMPLAIN VALLEY FUELS diesel fuel 533043 | 10-5-15-41130 Fuel - Vehicles HW | 334.11 | 1658 | 06/10/24 |
| 310097 | 05/27/24 | COMCAST service: Jun 04 to Jul 03 PD 05/27/24 | 10-5-14-42100 PD Telephone Service | 440.38 | 1659 | 06/10/24 |
| 310097 | 05/27/24 | COMCAST service: Jun 04 - Jul 03 TO 05/27/24 | 10-5-10-42100 Telephone Exp. Admin. | 631.01 | 1660 | 06/10/24 |
| 310097 | 05/21/24 | COMCAST service: May 28 to Jun 27 WW 05/21/24 | 20-5-55-42100 Wastewater Telephone | 205.15 | 1661 | 06/10/24 |
| 100470 | 05/30/24 | CROSBY'S SALES & SERVICE 60" blade kit 0071433 | 10-5-22-43120 Municipal Mowing-maint | 69.00 | 1662 | 06/10/24 |
| 330426 | 05/25/24 | CVC PAGING pagers: 6/1/24 to 8/31/24 235-16883 | 20-5-55-42100 Wastewater Telephone | 39.00 | 1663 | 06/10/24 |

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63769 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 06/10/24 To 06/10/24

| Vendor | Invoice Date | Invoice Description | Account | Amount Paid | Check Number | Check Date |
|--------|---------------------------|------------------------------------|---------------------------|-------------|--------------|------------|
| 310733 | DENTON & SON | 05/31/24 rubbish removal | 20-5-55-50160 | 460.00 | 1664 | 06/10/24 |
| | | MAY 2024 | Sludge Disposal | | | |
| 100494 | ENDYNE INC | 05/24/24 testing | 20-5-55-22120 | 45.00 | 1665 | 06/10/24 |
| | | 488721 | Testing | | | |
| 100494 | ENDYNE INC | 05/31/24 testing | 20-5-55-22120 | 45.00 | 1665 | 06/10/24 |
| | | 489280 | Testing | | | |
| 300187 | FLORENCE CRUSHED STONE | 05/18/24 3/4 minus, dolomite, sand | 10-5-15-46140 | 4189.64 | 1666 | 06/10/24 |
| | | 234576 | Gravel | | | |
| 300187 | FLORENCE CRUSHED STONE | 05/18/24 3/4 minus, dolomite, sand | 10-5-15-47120 | 214.14 | 1666 | 06/10/24 |
| | | 234576 | Winter Sand | | | |
| 300974 | GRAPH-X INCORPORATED | 05/29/24 shirts | 10-5-18-30070 | 64.00 | 1667 | 06/10/24 |
| | | 4933 | Little League Expenses | | | |
| 310158 | GREEN MOUNTAIN ELECTRIC S | 05/30/24 clothes dryer cord | 20-5-55-43160 | 32.40 | 1668 | 06/10/24 |
| | | S4859808.001 | Maint. Supplies - General | | | |
| 311128 | GREEN MOUNTAIN GARAGE | 05/20/24 connectors | 10-5-15-41160 | 35.69 | 1669 | 06/10/24 |
| | | 213930 | HW Maint. Supplies-Vehicl | | | |
| 311128 | GREEN MOUNTAIN GARAGE | 05/28/24 antenna, blister pack | 10-5-15-41160 | 45.38 | 1669 | 06/10/24 |
| | | 214263 | HW Maint. Supplies-Vehicl | | | |
| 311128 | GREEN MOUNTAIN GARAGE | 05/29/24 screws, nuts, washers | 10-5-15-41160 | 14.60 | 1669 | 06/10/24 |
| | | 214373 | HW Maint. Supplies-Vehicl | | | |
| 311128 | GREEN MOUNTAIN GARAGE | 05/30/24 reducer sleeve | 10-5-15-41160 | 23.99 | 1669 | 06/10/24 |
| | | 214409 | HW Maint. Supplies-Vehicl | | | |
| 301025 | IMPACT FIRE SERVICES LLC | 05/23/24 fire extinguisher maint | 10-5-22-43150 | 150.00 | 1670 | 06/10/24 |
| | | 25031415 | Town Hall Repair/Maint. | | | |
| 301025 | IMPACT FIRE SERVICES LLC | 05/23/24 fire extinguisher maint | 10-5-22-43100 | 150.00 | 1670 | 06/10/24 |
| | | 25031421 | Town Office | | | |
| 301025 | IMPACT FIRE SERVICES LLC | 05/23/24 fire extinguisher maint | 20-5-55-42150 | 175.00 | 1670 | 06/10/24 |
| | | 25031427 | Outside Maint. - Bldgs | | | |
| 310731 | LAPORTE, HEATHER | 06/05/24 reimb tournament fee | 10-5-18-40050 | 200.00 | 1671 | 06/10/24 |
| | | 02/02/24 | Youth Basketball | | | |
| 311176 | LILY WHITE CLEANING SERVI | 06/05/24 cleaning | 10-5-22-10120 | 140.00 | 1672 | 06/10/24 |
| | | 060524 | PD Custodian | | | |
| 311176 | LILY WHITE CLEANING SERVI | 06/05/24 cleaning | 10-5-22-10130 | 358.75 | 1672 | 06/10/24 |
| | | 060524 | Admin Custodian | | | |
| 101145 | MASON, SARA | 05/13/24 swim lessons canceled | 10-5-18-30000 | 49.00 | 1673 | 06/10/24 |
| | | 823642 | Swim Lesson Expense | | | |
| 100949 | MITCHELL TEES & SIGNS, IN | 05/27/24 shirts | 10-5-14-10320 | 51.00 | 1674 | 06/10/24 |
| | | 40615 | Clothing Allowance | | | |
| 310720 | NELSON, HEATHER | 06/03/24 swim lessons canceled | 10-5-18-30000 | 40.00 | 1675 | 06/10/24 |
| | | 823721 | Swim Lesson Expense | | | |
| 300375 | RUTLAND CITY | 06/03/24 April sludge processing | 20-5-55-50160 | 6300.00 | 1676 | 06/10/24 |
| | | 35767 SLUDG | Sludge Disposal | | | |
| 101136 | SCHICK, MICHAEL | 05/30/24 E-Mower event-reimb | 56-5-86-20500 | 200.00 | 1677 | 06/10/24 |
| | | 5/30/24 | Energy Comm-MERP | | | |
| 310418 | SILLOWAY NETWORKS INC | 06/01/24 monthly service & support | 10-5-10-30134 | 804.25 | 1678 | 06/10/24 |
| | | 42221545 | Technical Support | | | |
| 300592 | SUBURBAN PROPANE, L.P. | 05/20/24 propane @ Town Hall | 10-5-22-42100 | 180.25 | 1679 | 06/10/24 |
| | | 22720544718 | Heating - Propane | | | |
| 200083 | SYMQUEST GROUP INC | 04/22/24 Printer/copier contract | 10-5-10-30130 | 599.03 | 1680 | 06/10/24 |
| | | 527740385 | Service Contracts | | | |

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63769 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 06/10/24 To 06/10/24

| Vendor | | Invoice Date | Invoice Description Invoice Number | Account | Amount Paid | Check Number | Check Date |
|--------------|---------------------------|--------------|---|---|----------------------------|--------------|------------|
| 200083 | SYMQUEST GROUP INC | 05/22/24 | printer/copier contract 529809766 | 10-5-10-30130 Service Contracts | 340.94 | 1680 | 06/10/24 |
| 330348 | VERIZON WIRELESS | 05/13/24 | service: Apr 14 - May 13 9964146468 | 10-5-14-42100 PD Telephone Service | 40.38 | 1681 | 06/10/24 |
| 330348 | VERIZON WIRELESS | 05/13/24 | service: Apr 14 - May 13 9964146468 | 10-5-15-42100 HW Telephone | 40.38 | 1681 | 06/10/24 |
| 330348 | VERIZON WIRELESS | 05/13/24 | service: Apr 14 - May 13 9964146468 | 20-5-55-42100 Wastewater Telephone | 40.38 | 1681 | 06/10/24 |
| 330348 | VERIZON WIRELESS | 05/13/24 | service: Apr 14 - May 13 9964146468 | 10-5-18-42100 Recreation Telephone | 43.11 | 1681 | 06/10/24 |
| 330348 | VERIZON WIRELESS | 05/13/24 | service: Apr 14 - May 13 9964146468 | 10-5-21-10310 Travel & Expenses | 43.11 | 1681 | 06/10/24 |
| 330348 | VERIZON WIRELESS | 05/23/24 | service: Apr 24 - May 23 9964880050 | 10-5-14-20233 MDT/Aircards | 320.22 | 1681 | 06/10/24 |
| 300075 | VERMONT AGENCY OF NATURAL | 03/31/24 | Wastewater Operating Fee 3-1196 4/24 | 20-5-55-20530 Licenses & Fees | 2100.00 | 1682 | 06/10/24 |
| 100067 | VLCT | 10/11/23 | TG-Plan & Zone Fall23 3440 | 10-5-10-10340 Professional Development | 10.00 | 1683 | 06/10/24 |
| 100067 | VLCT | 03/10/24 | HN-SB Essentials 5736 | 10-5-10-10340 Professional Development | 25.00 | 1683 | 06/10/24 |
| 310046 | W.B. MASON CO INC | 05/22/24 | envelopes, binder clips 246738025 | 10-5-10-30110 Office Supplies | 70.19 | 1684 | 06/10/24 |
| 310046 | W.B. MASON CO INC | 05/23/24 | binder clips 249761973 | 10-5-10-30110 Office Supplies | 6.99 | 1684 | 06/10/24 |
| Report Total | | | | | ----- 60680.54 ===== | | |

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 \$ ****60,680.54
Let this be your order for the payments of these amounts.



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)

JOB POSTING: GROUNDS & HIGHWAY CREW (appears in Reporter, Front Porch Forum, VLCT)
www.townofbrandon.com/job-posting-grounds-crew/

FOLLOW-UP ITEMS FROM PREVIOUS MEETINGS

The Town Crew has installed signage to direct motorists to the Town parking lots behind the Café Provence block on Center Street and behind the Dunkin' Donuts on Conant Square.

I participated in the May 28th Project Development training with VLCT which is the second of their three-part series on Grant Writing and Management.

I followed up with Sbardella Slate regarding the selectboard's acceptance of their proposal for the Town Hall roof replacement. They are ordering samples for the Town's approval.

Through the efforts of Bill Moore, the Town has been awarded a structures grant for the McConnell Road culvert. This will replace a deficient drainage structure on a well-traveled road.

Mr Ian Buckley of Brandon is scheduled to begin work as assistant wastewater system operator on Monday 10 June. He already holds a Class 1 wastewater system operator license and a CDL. The Town is in a very favorable position with its staffing of this importation operation.

Jackie has sent the tax sale roster to the attorneys. Seventy property owners who are more than \$500 delinquent in taxes will be sent a letter from the attorney to provide an opportunity to catch up before the formal process of tax sale with its associated costs begins.

Bruce Meacham has paved Newton Road and placed the final culverts. He continues rebuilding shoulders. The Town has its FEMA funding in-hand. Funding for our July 2023 flood response:

| Project | Federal Share | Project Cost | Received from FEMA | Due from VT ERAF 17½% | Town Share 7½% |
|---------------------------------|---------------|----------------------|----------------------|-----------------------|---------------------|
| Wastewater | 100% | \$ 11,102.90 | \$ 11,102.90 | \$ 0.00 | \$ 0.00 |
| Neshobe River Debris Removal | 100% | \$ 6,757.50 | \$ 6,757.50 | \$ 0.00 | \$ 0.00 |
| Wagner & Birch Hill Roads | 75% | \$ 4,516.91 | \$ 3,387.68 | \$ 790.46 | \$ 338.77 |
| Newton Road | 75% | \$ 206,966.10 | \$ 155,224.58 | \$ 36,219.07 | \$ 15,522.45 |
| July 2023 Flood Response | | \$ 229,343.41 | \$ 176,472.66 | \$ 37,009.53 | \$ 15,861.22 |

FOCUS AREAS DURING REPORTING PERIOD

I worked with the Jon and Tracy Wyman to advance the 10-year transfer station renewal process.

I issued several itinerant vendor permits (food trucks, etc.) as the summer season is upon us.

In Economic Development, I met with a developer and provided a letter of support for adaptive reuse of a large building in Park Village to create much-needed housing.

I obtained from the Secretary of State's office a positive determination on our May 21 election.

I worked with Vermont floodplain managers regarding the FEMA mapping of the Downtown in regards to the benefit provided by the overflow relief structure (the big culvert). I began work with Vermont floodplain managers regarding a permit to protect against further scouring of the riverbank near the wastewater treatment facility.

I worked with our emergency planner Maggie O'Brien at RRPC regarding some no-Town-match opportunities for the Town for hazard mitigation grants.

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 | 97.2% thru funds / 95.8% 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] | \$213,507 |
| Known Grant Matches Not Yet Designated | UNION STREET |
| Delinquent property taxes (prior years [On May 15 all unpaid FY24 taxes became delinquent (\$275,912)]) | \$568,965 (was \$611,491) |
| Delinquent wastewater (prior years ['over 120 days']) | \$199,943 (was \$200,486) |
| Tax Sale Status | 70 accounts sent to attorney for letters |

FOR AWARENESS OF THE SELECTBOARD

The Brandon Police have had two successful collaborations with our public schools recently. Officers Mannino and Alnwick along with K9 Guinness participated in Kindness Day at Neshobe School, and students at Otter Valley made a sign to replace the one above the front door to the police station. Chief Kachajian advises the students took pride in their work and they did a phenomenal job.



Last June's goal-setting meeting was useful in focusing the management of the Town, and I request the selectboard convene another open-to-the-public goal-setting meeting for the upcoming year.

TOWN MANAGER'S RECOMMENDATIONS FOR ITEMS ON THIS AGENDA

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

Respectfully submitted,



Town Manager

FROM THE TOWN TREASURER REGARDING SCHEDULE OF TAX BILLS AND DUE DATES

EFFECT OF LATE EDUCATION VOTE

If Budget Passes on Tuesday, June 11 – Tax Bills will be DELAYED

- Must wait for 30 days before election can be certified, July 11
- Must wait 14 days for Dept of Ed to issue a Homestead Tax Rate, July 25
- Tax Bills will be going out week of August 5 – 9 with due dates of 9/15, 11/15, 2/15 and 5/15
- School Taxes will be delayed until tax bill due date of 9/15.

If Budget Fails on Tuesday, June 11 – Tax Bills will NOT be delayed, but will require two separate billings, Interim Billing and Supplemental Billing

- Will be able to bill any Non-residential properties without a supplemental billing
- Homestead properties will receive an estimated bill, where we estimate the school budget based on the prior year. A TAX BILL WILL STILL BE ISSUED AND NEED TO GET PAID
- We will pay the school an estimated share after the August 15 due date, per normal.
- Once a budget passes, 30 days pass for certification, and 14 days for Dept of Ed to revise the tax rate, and we will then do a Supplemental Bill to all homesteads.

Susan M Gage
Treasurer of Brandon



TOWN of
BRANDON
EST. 1763 VERMONT
RECREATION

May 27, 2024

The 2024 Baseball/Softball season is ending. A big thank you to our sponsors and coaches:

| Coach | Sponsor |
|----------------------|-------------------------|
| Scott Quenneville | Mountainside Flooring |
| Darcie Heitmann | Mae's Place |
| Robin Douglas | Graph-X |
| Justin Martelle | Pockette Pest Control |
| Chad Disorda | McCullough Bros |
| Justin McKeighan | Shady J's BBQ |
| Justin Martelle | Black Diamond Builders |
| Paul Quesnel | McCullough Bros |
| Megan & TJ Dickinson | Townline Equipment |
| Meghan & Bill Rose | Carter Insurance Agency |
| Colton Leno | Brandon Masons |
| Kayla Griswold | Stone Motors |
| Lexi Duby | Black Diamond Builders |
| Noah O'Connor | McCullough Bros |

Banner Sponsors for 2024 – Brandon Masons, Stone Motors and Townline Equipment

Summer Softball practice starts this week with coaches Thomas Hobbs and Adam Parker.

We will be partnering with SolarFest and the Brandon Area Chamber of Commerce to apply for a Transformational Tourism, Events, and Regional Marketing (T-TERM) Grant. This program requires no match and is designed to create destination Tourism Events. This creates Funding for existing events and new events that will generate out-of-state attendance, increase visitor spending, and generate community revenue. This grant is due June 17th. The concept in Brandon would fold our Davenport Celebration into the SolarFest relaunch for a 10 day long multi-location event that would take place in mid July with weekend bookends being the end of the Chamber/Auction and Basin Bluegrass Festival and SolarFest's event on their Steinberg Road property in 2025.

Respectfully submitted,



Bill Moore

**To: Seth Hopkins, Town Manager
Select Board Members**

Re: Appointments

Date: June 7, 2024

The following positions have terms ending June 30th. All incumbents are interested in reappointment.

Development Review Board (3-year term ending June 30, 2027)

- Robert Clark

Planning Commission (1-year term ending June 30, 2025)

- Neil Silins

Revolving Loan Fund Committee - 2 seats (3-year terms ending June 30, 2027)

- Frank Spezzano
- Tom Whittaker

Revolving Loan Fund Committee Alternate (1-year term ending June 30, 2025)

- Judy Bunde

Revolving Loan Fund Committee Alternate (3-year term ending June 30, 2027)

- Jack Schneider

Rutland Regional Planning Commission (1-year term ending June 30, 2025)

- Jack Schneider

Elaine S. Smith
Town of Brandon
49 Center Street
Brandon, VT 05733
(802) 247-3635 ext. 201
esmith@townofbrandon.com

TOWN OF BRANDON APPOINTED OFFICIALS

| Name | Position | Date Appointed | Term Ending Date |
|---------------------|------------------------------------|----------------|------------------|
| Tim Kingston | Animal Control Officer | 03/22/2021 | Indefinite |
| Doug Bailey | Budget Committee | 10/09/2023 | Indefinite |
| Janet Coolidge | Budget Committee | 10/09/2023 | Indefinite |
| Neil Silins | Budget Committee | 10/09/2023 | Indefinite |
| Barry Varian | Budget Committee | 10/09/2023 | Indefinite |
| Tricia Welch | Budget Committee | 10/09/2023 | Indefinite |
| Peter Werner | Budget Committee | 10/09/2023 | Indefinite |
| VACANT | Constable | | |
| Robert Clark | Development Review Board | 06/28/2021 | 06/30/2024 |
| Jim Des Marais | Development Review Board | 06/26/2023 | 06/30/2026 |
| John Peterson | Development Review Board | 06/13/2022 | 06/30/2025 |
| Jack Schneider | Development Review Board | 06/13/2022 | 06/30/2025 |
| Samantha Stone | Development Review Board | 06/26/2023 | 06/30/2026 |
| Ralph Ethier | Development Review Board Alt. | 07/10/2023 | 06/30/2026 |
| VACANT | Development Review Board Alt. | | 06/30/2024 |
| Thomas Kilpeck | E-911 Coordinator | 07/23/2018 | Indefinite |
| Seth Hopkins | Emergency Management Director | 02/03/2023 | Indefinite |
| Tim Guiles | Emergency Management Director Alt. | 02/03/2023 | Indefinite |
| Erin Ballantine | Energy Committee | 05/23/2022 | Indefinite |
| Eve Beglarian | Energy Committee | 10/10/2022 | Indefinite |
| Robert Black | Energy Committee | 09/13/2021 | Indefinite |
| Jim Emerson | Energy Committee | 06/28/2021 | Indefinite |
| Jeff Haylon | Energy Committee | 03/28/2022 | Indefinite |
| David Martin | Energy Committee | 02/12/2024 | Indefinite |
| Jack Schneider | Energy Committee | 05/29/2018 | Indefinite |
| Olya Hopkins | Fence Viewer | 03/11/2024 | March 2025 |
| Jon Wyman | Fence Viewer | 03/11/2024 | March 2025 |
| Tracy Wyman | Fence Viewer | 03/11/2024 | March 2025 |
| Linwood Bovey | Fire Warden | 06/24/2019 | 06/30/2024 |
| VACANT | Deputy Fire Warden | | 06/30/2024 |
| James Leary | Green-up Day Coordinator | 03/11/2024 | March 2025 |
| Larry Stevens | Health Officer | 04/17/2023 | 04/30/2026 |
| VACANT | Deputy Health Officer | | |
| Frank Bump | Historic Preservation Commission | 06/25/2018 | Indefinite |
| Karen Farwell | Historic Preservation Commission | 04/08/2024 | Indefinite |
| Roy Murdock | Historic Preservation Commission | 03/14/2022 | Indefinite |
| John Peterson | Historic Preservation Commission | 12/18/2018 | Indefinite |
| Dennis Reisenweaver | Historic Preservation Commission | 03/14/2022 | Indefinite |
| VACANT | Historic Preservation Commission | | Indefinite |

TOWN OF BRANDON APPOINTED OFFICIALS

| Name | Position | Date Appointed | Term Ending Date |
|---------------------|--|----------------|------------------|
| Bob Kilpeck | Inspector of Lumber, Shingles and Wood | 03/11/2024 | March 2025 |
| Peter Werner | Otter Creek Communications Union Dist. Rep. | 03/11/2024 | 03/31/2025 |
| Bill Moore | Otter Creek Communications Union Dist. Alt. | 03/11/2024 | 03/31/2025 |
| Sharon Stearns | Otter Creek Watershed Insect Control District Rep. | 03/11/2024 | March 2025 |
| VACANT | Otter Creek Watershed Insect Control District Rep. | | March 2025 |
| VACANT | Otter Creek Watershed Insect Control District Alt. | | March 2025 |
| Lisa Pelusp | Planning Commission | 05/27/2024 | 06/30/2027 |
| Jack Schneider | Planning Commission | 06/13/2022 | 06/30/2025 |
| Neil Silins | Planning Commission | 01/08/2024 | 06/30/2024 |
| Natalie Steen | Planning Commission | 03/13/2023 | 06/30/2025 |
| Sara Stevens | Planning Commission | 06/12/2023 | 06/30/2026 |
| Wendy Bizzarro | Revolving Loan Fund Committee | 06/26/2023 | 06/30/2026 |
| Stephanie Jerome | Revolving Loan Fund Committee | 06/13/2022 | 06/30/2025 |
| Karen Lynch | Revolving Loan Fund Committee | 06/13/2022 | 06/30/2025 |
| Frank Spezzano | Revolving Loan Fund Committee | 06/28/2021 | 06/30/2024 |
| Catherine Wall | Revolving Loan Fund Committee | 06/26/2023 | 06/30/2026 |
| Tom Whittaker | Revolving Loan Fund Committee | 06/28/2021 | 06/30/2024 |
| Judy Bunde | Revolving Loan Fund Committee Alt. | 06/26/2023 | 06/30/2024 |
| Jack Schneider | Revolving Loan Fund Committee Alt. | 06/28/2021 | 06/30/2024 |
| Gabe McGuigan | Rutland County Solid Waste Dist. Rep. | 03/11/2024 | March 2025 |
| Tracy Wyman | Rutland County Solid Waste Dist. Alt. | 03/11/2024 | March 2025 |
| Seth Hopkins | Rutland Emergency Management Committee Rep. | 09/11/2023 | 09/30/2024 |
| Tom Kilpeck | Rutland Emergency Management Committee Rep. | 09/11/2023 | 09/30/2024 |
| Dan Snow | Rutland Region Transportation Council Rep. | 03/25/2024 | 06/30/2025 |
| Jeremy Disorda | Rutland Region Transportation Council Alt. | 03/25/2024 | 06/30/2025 |
| Jack Schneider | Rutland Regional Planning Commission Rep. | 06/26/2023 | 06/30/2024 |
| VACANT | Rutland Regional Planning Commission Alt. | | 06/30/2024 |
| Neil Silins | Tree Warden | 03/11/2024 | March 2025 |
| Lou Faivre | Weigher of Coal | 03/11/2024 | March 2025 |
| Olya Hopkins | Weigher of Coal | 03/11/2024 | March 2025 |
| Jeffrey M. Biasuzzi | Zoning Administrator | 07/12/2021 | 07/14/2024 |

TO Selectboard
FROM Town Manager
DATE 6 June 2024
RE Fuel Bids

Requests for quotes were sent by the Town on 9 May 2024 to eight suppliers for diesel and #2 fuel oil, and to six suppliers for propane. Quotes were accepted through Monday 3 June 2024 at 1PM.

Our current suppliers provided the lowest price in each case:

On-Road Diesel:

Champlain Valley Fuels, Middlebury

FY24 quote: 15¢ over Valero Rutland Rack (2 June net = \$2.7785)

FY25 quote: 15¢ over Valero Rutland Rack (1 June net = \$2.7312)

#2 Fuel Oil:

Champlain Valley Fuels, Middlebury

FY24 quote: 15¢ over Valero Rutland Rack (2 June net = \$2.572) OR
Fixed price of \$2.75/gal + 02¢ tax = \$2.77/gal

FY25 quote: 10¢ over Valero Rutland Rack (1 June net = \$2.608) OR
Fixed price of \$2.85/gal + 02¢ tax = \$2.87/gal

(In FY24, the Selectboard chose the fixed-price option)

Propane:

Suburban Propane, Rutland

FY24 quote: \$1.46 per gallon

FY25 quote: \$1.535 per gallon

As our current suppliers provided the lowest price, and because changing suppliers has implications regarding transfer of equipment, account credits, and so forth, I recommend the selectboard accept the quotes provided by Suburban Propane for the propane, and by Champlain Valley Fuels for the on-road diesel and #2 fuel oil. The selectboard will need to advise whether it prefers fixed-pricing as last year or the floating-over-rack pricing. Thank you for your consideration.

Respectfully submitted,



Mr. Doug Bailey
Select Board Chair
Town of Brandon
42 Center Street
Brandon, VT 05733

June 6, 2024

Doug,

On the evening of June 3rd, Jim Emerson, Chair, reviewed the completed renewable energy developer questionnaire submitted by Alex Bravakis of Novus Energy, based in Montpelier, with the members of the Energy Committee.

This is our standard procedure as outlined in the Town Plan's Enhanced Energy section. The Energy Committee reviews these questionnaires and determines whether a recommendation should be passed along to the Planning Commission.

The proposed 150kW array would be sited in the Brandon Industrial Corporation's property near to the Green Lantern array. Novus will enter into a lease with the BIC for the location which had previously been selected as the site for the proposed town-owned solar array. It meets all the criteria for a medium-sized solar development and there are no neighbors to be affected. The site is not visible in any direction, including Arnold District Road.

Electricity generated by the array will be net metered into the grid and the Town of Brandon will receive credits on its GMP electric bills at a 15% discount.

I have attached the completed questionnaire.

The Planning Commission agrees with the Energy Committee recommendation and requests the Select Board submit a letter of town support to the state's Public Utility Commission. The Select Board most recently provided such a letter in support of the SolarFest project off Champlain Street

Regards,

Jack Schneider
Planning Commission Chair

Renewable Energy Developer Questionnaire:

Novus Brandon Solar, LLC -150kW Ground Mounted Net Metered Solar Array

1. Owner Information

Name: Novus Brandon Solar, LLC C/O Novus Energy Development, LLC

Address: 250 Main Street, Montpelier VT 05602

Email: alex@novusenergydev.com

Telephone: (347) 891-0296

- A. Owner intends to construct a 150 AC kW solar array.
- B. This site is on: Private land owned by the Brandon Industrial Corporation ("BIC").
- C. Commercial installation – Net metered to the Town of Brandon
- D. The site has existing road access and power in close proximity to the site which the project will utilize. The 1.5-acre area will need to be cleared of the small trees and shrubs that are currently growing there and a small turnaround will be constructed. Novus will be responsible for any necessary local or state permits to clear and build the array, including any necessary construction storm water permits, etc. Additionally, this project will be subject to receiving a Certificate of Public Good permit from the Vermont Public Utilities Commission.
- E. Yes – Novus has signed into a Lease Option with the BIC and is currently working to sign a full Lease Agreement for the site.
- F. This project will pay a start of construction payment and annual lease payments for the use of the land to the BIC. Additionally, the Town of Brandon will receive annual electrical savings from this project for 25+ years.
- G. This project will be a net metered installation
- H. The Town of Brandon
- I. A 7' fence will surround the project, which is required per electrical codes. Novus will give the Town and emergency personnel access to the site if needed.
- J. The RECs will go Green Mountain Power to be used as part of their renewable energy requirements.

2. Known and Possible Constraints:

A. There are state and regional constraints on locating renewable energy installations. Please confirm this site does not conflict with these known or possible constraints.

- 1. Novus will work with our environmental consultants to conduct a thorough site visit and review in order to confirm that there are no environmental constraints that the project will interfere with. However, according to ANR's mapping system, the site is currently free of vernal pools;

DEC river Corridors; FEMA floodways; State significant Natural Communities and Rare, Threatened and Endangered species areas; National Wilderness Areas; Class 1 and Class 2 wetlands.

2. The Site does not appear to conflict with FEMA Special Flood Hazard Areas; Protected lands (state fee lands and private conservation lands); Act 250 Agricultural Soil Mitigation Areas; Deer wintering areas; ANR's Vermont Conservation Design Highest Priority Forest Blocks; Hydric soils. However, there may be some statewide agricultural soils present. These soils will not be affected by the project and Novus will work with the Agency of Natural Resources to mitigate any potential issues of building in this area during the Certificate of Public Good process. Please see attached ANR map.

B. Please see attached Site Plan.

3. Project Details

- A. Solar
- B. 225,000 +/- kWh annually
- C. The Project plans to submit a full CPG permit to the PUC by July 1st, with estimated construction starting by mid October (depending on how long it takes for the PUC to issue the CPG).
- D. No
- E. N/A
- F. N/A
- G. October 15th 2024 (TBD depending on CPG approval)
- H. January 1st 2025
- I. Novus Energy Development will maintain the site. Novus will monitor the site remotely and fix any issues if they arise with the array. The site will be mowed two to three times a growing season.
- J. The Project's CPG permit will stipulate the Project's decommissioning plan. A project of this size does not require decommissioning funds or bond.

KREBS & LANSING
 114 Main Street, Suite 201 | F. RICH FIELDS
 Colchester, Vermont 05445 | www.krebslansing.com

NOVUS ENERGY DEVELOPMENT LLC
 ENERGY WITH A BRIGHT FUTURE
 2 Spring Street
 Brandon, Vermont 05562 | www.novusenergy.com

LEGEND

- PROJECT PROPERTY LINES
- WETLAND
- PROPOSED PERIMETER FENCE
- PROPOSED SOLAR MODULES

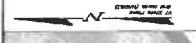
0 50' 100'
 GRAPHIC SCALE: 1" = 100'

NOVUS BRANDON SOLAR
 Robert Wood Drive
 Brandon, VT

| | |
|-------------|-----------|
| DRAWN BY: | SKG |
| PROJECT NO: | 22115 |
| DATE: | 04/17/24 |
| REVISED: | |
| SCALE: | 1" = 100' |

SKETCH PLAN

- NOTES:**
- ASPECTS OF PLAN ARE APPROXIMATE AND DERIVED FROM AERIAL PHOTOGRAPHY.
 - THE HORIZONTAL COORDINATE SYSTEM IS BASED ON NAD83 MAINE STATE PLANE 4400 (US SURVEY FEET).
 - UTILITIES ARE NOT WARRANTED OR ACCURATE. CONTRACTOR SHALL CONTACT DIG SAFE BEFORE BEGINNING ANY EXCAVATION.
 - THIS IS IN NO WAY A BOUNDARY SURVEY. PROPERTY LINES FOR PROPERTY ARE FROM TAX MAP INFORMATION PROVIDED BY THE TOWN.
 - THIS IS A PRELIMINARY DESIGN PLAN. FINAL DESIGN WILL BE MODIFIED TO MATCH FIELD CONDITIONS AND POSSIBLE PERMIT CONSTRAINTS REVEALED DURING PROJECTS REVIEW.



TO Selectboard
FROM Town Manager
DATE 4 June 2024
RE Updating Holiday List in Personnel Policy

During summer 2023 personnel policy working group sessions, there was consensus to recommend the board replace the Christmas Eve “floating holiday” by observing Juneteenth. At the time, Juneteenth was a commemorative day but not a state holiday in Vermont.

The working group eventually decided against a wholesale revision of the personnel policy and instead recommended only two isolated changes to the existing personnel policy (section 20 and section 21). The update to the holiday list (section 19) was left off the recommendations from the working group. I believe this was an oversight.

On May 30, 2024, Governor Phil Scott signed S.206 which updated Vermont’s State holiday statute [1 VSA §371(a)] by designating Juneteenth (June 19) as a State holiday in place of its status as a “commemorative day” which had been observed on the third Saturday in June.

The Town’s personnel policy *largely* mirrors State of Vermont holidays. There are two exceptions. The Town has not customarily observed Town Meeting Day (first Tuesday in March) as a paid holiday, because it is winter and the road crew is often called upon, and because it is election day so the town clerk is always working. The Town has also not customarily observed Bennington Battle Day (August 16) for reasons not known to me.

To encourage the efforts of the Town of Brandon to better (if still not entirely) conform to the State of Vermont legal holiday list; to encourage the efforts of the Town of Brandon to support diversity and inclusion; to foster sufficient staffing during the most demanding weather season (winter); and to maintain the same number of paid holidays for the staff rather than add one, I recommend the board consider making the following changes to the personnel policy in section 19:

- 1 Add Juneteenth (June 19) as a paid holiday in keeping with State statute
- 2 Re-name Columbus Day as Indigenous Peoples Day in keeping with State statute
- 3 Clarify that the day after Thanksgiving is the Friday after the fourth Thursday in November (not the fourth Friday in November — for instance, this year (2024), November starts on a Friday, Thanksgiving [the fourth Thursday] is the 28th; the fourth Friday is the 22nd, which is not the intent of this holiday; the Friday after the fourth Thursday is the 29th which is the intent)
- 4 Remove “Day Before Christmas (floating holiday)” to balance the addition of Juneteenth

Juneteenth ... is a federal holiday in the United States. It is celebrated annually on June 19 to commemorate the ending of slavery ... on June 19, 1865, ... the final enforcement of the Emancipation Proclamation in Texas at the end of the American Civil War — Wikipedia
Juneteenth marks our country’s second independence day. Although it has long [been] celebrated in the African American community, this monumental event remains largely unknown to most Americans. The historical legacy of Juneteenth shows the value of never giving up hope in uncertain times.

— National Museum of African American History and Culture

Respectfully submitted,



Existing Page 13 (Holiday Leave Section)

An employee who is eligible for coverage under the STD Plan may utilize accrued sick or other accrued paid leave to make up the difference between the disability payment and the employee's regular base wages.

The TOWN shall continue to provide group long term disability ("LTD") insurance for full time employees. The LTD Plan shall have a 180 day elimination period.

*Section 18 updated and approved by the Selectboard on 9/14/20.

Section 19: HOLIDAY LEAVE

Full- and part-time employees will receive the following paid holiday leave:

- New Year's Day (January 1)
- Martin Luther King Jr. 's Birthday (3rd Monday in January)
- Presidents Day (3rd Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Day After Thanksgiving (4th Friday in November)
- Day Before Christmas (December 24) floating holiday
- Christmas Day (December 25)

Employees will receive holiday leave pay for the number of hours in the employee's typical work day on which the holiday falls, at the employee's regular rate of pay. Part-time employees will receive prorated holiday leave pay based on the number of hours the employee is regularly scheduled to work. Holiday leave that is not actually worked by an employee will not be included in calculating overtime for that employee.

Holidays falling on a Saturday will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

Holidays that fall during an employee's vacation leave will not be charged as vacation leave.

PROPOSED CHANGES IN RED

An employee who is eligible for coverage under the STD Plan may utilize accrued sick or other accrued paid leave to make up the difference between the disability payment and the employee's regular base wages.

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- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- ~~Columbus Day (second Monday in October)~~
Indigenous Peoples Day (2nd Monday in October)
- Veterans' Day (November 11)
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(Friday after the 4th Thursday in November)
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S.206

Introduced by Senators Wrenner, Chittenden, Gulick, Lyons, Vyhovsky and
White

Referred to Committee on Government Operations

Date: January 3, 2024

Subject: General provisions; legal holidays; Juneteenth

Statement of purpose of bill as introduced: This bill proposes to designate
Juneteenth as a legal holiday and to repeal its designation as a commemorative
day.

An act relating to designating Juneteenth as a legal holiday

It is hereby enacted by the General Assembly of the State of Vermont:

Sec. 1. 1 V.S.A. § 371(a) is amended to read:

(a) The following shall be legal holidays:

- (1) New Year's Day, January 1;
- (2) Martin Luther King, Jr.'s Birthday, the third Monday in January;
- (3) Presidents' Day, the third Monday in February;
- (4) Town Meeting Day, the first Tuesday in March;
- (5) Memorial Day, the last Monday in May;
- (6) Juneteenth, June 19;

- 1 ~~(6)~~(7) Independence Day, July 4;
2 ~~(7)~~(8) Bennington Battle Day, August 16;
3 ~~(8)~~(9) Labor Day, the first Monday in September;
4 ~~(9)~~(10) Indigenous Peoples' Day, the second Monday in October;
5 ~~(10)~~(11) Veterans' Day, November 11;
6 ~~(11)~~(12) Thanksgiving Day, the fourth Thursday in November;
7 ~~(12)~~(13) Christmas Day, December 25.

8 Sec. 2. REPEAL

9 1 V.S.A. § 375 (designating Juneteenth as a commemorative day) is
10 repealed.

11 Sec. 3. EFFECTIVE DATE

12 This act shall take effect on passage.