

**Brandon Select Board Meeting
July 22, 2024
7:00 p.m.**

The Brandon Select Board will meet Monday, July 22, 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) 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 Shirley Markland.

- 3) Recurring Matters**
 - a) Select Board Meeting Minutes – July 8, 2024**
 - b) FY 2023/2024 Warrant – July 21, 2024 - \$65,803.70**
 - c) FY 2024/2025 Warrant – July 22, 2024 - \$111,364.42**

- 4) Town Manager’s Report**

- 5) Rec Director’s Report**

- 6) Appointment to Historic Preservation Commission for Indefinite Term:
Shirley Markland**

- 7) Public Comment and Participation**

- 8) Adjournment**

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



Position Applying for	HISTORICAL PRESERVATION COMMISSION		
Your name	SHIRLEY MARKLAND		
Physical address	15 UNION ST	Mailing if different	
Best telephone	802-247-8504	Alternate telephone	
Email address	smarkland49@gmail.com		
You understand that your application for this position will be made public:	<input checked="" type="checkbox"/>	YES	initials SM
You are a legal resident of the Town of Brandon, Vermont	<input checked="" type="checkbox"/>	YES	initials _____

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:  Date: 7/16/24

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.

**Brandon Select Board Meeting
July 8, 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, Brian Coolidge, Ralph Ethier

Others In Attendance: Seth Hopkins, Bill Moore, Janet Coolidge, Steven Jupiter, Stephen Cijka, Susan Benedict, Jack Schneider, Linda Gebhard, Billy Bullock, Sandy Mayo

Others by Zoom: Sue Gage, Bruce Jenson

1. Call to Order

The meeting was called to order at 7:15PM by Doug Bailey – Board Chair.

a. Agenda Adoption

Motion by Heather Nelson/Ralph Ethier to approve the agenda. **The motion passed unanimously.**

2. Recurring Matters

a. Approval of Select Board Meeting Minutes – June 24, 2024

Motion by Brian Coolidge/Heather Nelson to approve the Select Board minutes of June 24, 2024. **The motion passed with one abstention – Ralph Ethier.**

b. FY 2023/2024 Warrant – July 7, 2024 - \$279,479.25 and FY 2025/2025 Warrant – July 8, 2024 - \$78,346.58

Seth Hopkins advised there is a warrant for the prior fiscal year and a warrant for the current fiscal year.

Motion by Heather Nelson/Ralph Ethier to approve the warrant of July 7, 2024, in the amount of \$279,479.25 and the warrant of July 8, 2024, in the amount of \$78,346.58. **The motion passed unanimously.**

Ralph Ethier questioned the \$7200 invoice for drinking fountains for the dog park. Bill Moore reported that the Brandon Fire District will be paying for one of the two fountains and this was the least expense cost found. There are 4 different spaces on each of the fountains with a water bottle filler, an ADA accessible fountain, a regular one and a lower fountain for filling dog dishes. There are donations currently in the amount of \$2500 to pay for the Town's portion. One of the fountains will be located between the playground and ball court and the other will be at the other end of the park. The Brandon Fire District will assist with raising the water and Buildings and Grounds will lay the pipe. The project will be a high priority project this summer with the new Buildings and Grounds person now on board.

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 highlighted additional information about the ERAF (Emergency Relief and Assistance Fund) funding for repairs from the 2023 flood for Newton Road, Birch Hill, Wagner, Kennedy Park, and the wastewater treatment. The Town has received funds from FEMA and Mr. Hopkins inquired to the State what to do about obtaining the ERAF portion. FEMA's funding is 75% and ERAF funding is 17.5%. Mr. Hopkins was advised that the Town just needs to wait for the process to go through as the State is waiting to see if the FEMA funding will be considered at 90% rather than 75%, which is

the minimum for FEMA. The State has all the paperwork and they are just waiting for the final determination from FEMA. Mr. Hopkins stated related to the finances, for the FY24 budget it is 102.91% on the revenue side and FY24 expenses are at 102.67%. At the November 2022 budget workshop, the Board determined \$100,000 could be used for tax relief. The difference is the \$100,000 as it appears the fund balance will be \$94,000. There will be more entries and bills coming in. On the revenue side, Sue Gage advised it is not just the delinquent tax payments in July but is for July and August for FY24. The current year tax sale is in its earliest stages and it was not known if the attorney had sent out the letters yet.

Susan Benedict asked how long the Town waits before sending the delinquent taxes to the attorney and after the attorney sends the notice, what happens. Seth Hopkins advised the Town does not send a property for tax sale if the delinquent amount is less than \$500.00. The Town has previously done a tax sale every year but suspended it during the pandemic and one has not been done for 4 years and is why the amount of delinquent taxes is high with 70 properties being sent to the attorney. There are several weeks where the attorney does deed research after which notices are sent certified mail. Property owners do have an opportunity to enter into a payment plan with the Town with the parameters that a payment plan created should satisfy the entire amount and the additional fees within a year. If one is several years behind it could be a large amount. Mr. Hopkins noted there was a decision during the pandemic to not go to tax sale and turn someone out of their house. Mr. Hopkins has had conversations with some taxpayers that are several years in arrears and the Town tried a number of venues during the pandemic to try to emphasize that there was pandemic relief available and several did avail themselves of that help. He stated there were some that were not able to devote the time and attention to get the help available at the time, but that window is closed. Heather Nelson asked if the Town Manager needs help connecting people with more resources. Mr. Hopkins noted the State has been proactive with towns and the Town Treasurer has done a lot of independent research for all possibilities that could help homeowners. Linda Gebhard asked if it is the same situation for the wastewater. Mr. Hopkins advised wastewater is treated the same but the drinking water is different as the Fire District can't go to tax sale but can shut water off.

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:

"A busy weekend in Brandon with the Independence Day celebration. Many thanks to the members of the BIDCC committee and volunteers for their hard work. Planning for 2025 begins this week! If you are interested in helping, please reach out to me. A reconciliation of the fundraising efforts is being done and he will have better answers once completed.

Thanks to the efforts of Brent Wilbur, a weekly pick-up soccer scrimmage group will be happening at Estabrook for kids (grades 7 and up) and adults. Will run 6:00PM – 7:30PM on Mondays through the summer.

Brandon Rec is partnering with Otter Valley Varsity Cheerleading Coach, Kass Bruley, to offer a 4-day cheering camp on July 18, 19, 25, 26 from 6:00PM to 8:00PM at the OV gym. Participants in grades 3 and up will receive instruction, a cheering shirt, and the opportunity to participate in a halftime routine at an OV varsity football game!

The Brandon Carnival is right around the corner. July 25th – July 28th at Estabrook. Entertainment includes: the Brandon Idol singers, PAC wrestling, Camp Broadway performance, Wildlife Encounters, and the Vermont State Trivial championships."

Bill Moore reported a youth work program was helping the Buildings and Grounds department and do fantastic work at no cost to the Town.

Doug Bailey reported he received comments that the parade was very good and also noted he did get to see the students working and it was some good free service for the Town. Mr. Moore stated the Youth Works Program is a great program and they were very helpful with the Town down one staff member in Building and Grounds during June. Mr. Bailey stated they painted and sealed all picnic tables and cleaned all of the town office windows. Heather Nelson also noted the events over the weekend were great. Bill Moore stated there is an article in the Rutland Herald and it was the 8th consecutive year for the

winner of the Swiss Roll eating contest. Mr. Moore noted the volunteer effort for the many events is great and the day would not be successful without all the efforts of the many volunteers and their families. Billy Bullock also thanked Bill Moore for all his efforts over the weekend and noted it was the first time he participated in the event and it was a really good time.

5. Blanket Payroll Authorization for FY25

Seth Hopkins reported the blanket payroll authorization is submitted to put everyone's payroll in the current budget year with the hiring Ian Buckley as a third wastewater system operator, and hiring of Kyle Leedom to Building and Grounds to replace Nate McKeighan and changing Ethan Kelleher to fulltime now that he has graduated from the Police Academy.

Motion by Heather Nelson/Ralph Ethier to approve the Blanket Payroll Authorization for FY25. **The motion passed unanimously.**

6. Appointment of Zoning Administrator 7/15/24 – 7/14/27: Larry Stevens

Seth Hopkins reported the current Zoning Administrator, Jeff Biasuzzi, had a 3-year term that ends July 14th. Concurrently with approval of the budget, expanded time in the Zoning Department is needed but Mr. Biasuzzi does not have the capacity to do additional time. The position was posted internally and there is an internal candidate who is the Rental Housing Coordinator and Health Officer. Mr. Hopkins advised this is a Planning Commission nomination and they have advanced Mr. Stevens' name as the nominee. The Zoning position has been expanded to 3 days and the Rental Housing Coordinator and Health Officer positions are ad hoc with the available time to be used for zoning. Mr. Biasuzzi has offered to provide training.

Motion by Brian Coolidge/Ralph Ethier to appoint Larry Stevens as the Brandon Zoning Administrator for a term of 7/15/24 – 7/14/27 and his continuation as Rental Code Coordinator and Health Officer. **The motion passed unanimously.**

7. Condition and Plan for Neshobe Upper Falls Dam

Seth Hopkins stated the waterfall behind Blue Moon used to be an even waterfall but over the years the south end has failed and created a heavy flow on that end. Mr. Hopkins has had discussion with people from the State and the Zoning Administrator. The options available for the dam would be to do nothing and the dam will eventually fail. The insurance company has advised if no improvements are made, insurance would not be provided after 2026, however, the risk is not great due to the overflow culvert. The second option is to restore the appearance of it in taking the stones out and realigning them across the top, and the third option would be to have an engineering study done to repair the wall and restore the dam. Doug Bailey suggested the Town needs to at least do option 2 to get the dam level across the top. He also suggested determining the cost of option 3. Mr. Bailey noted the waterfall is a draw for Brandon and the Town was going to have it looked at last year prior to the flood. He is in favor of getting option 2 done soon and possibly doing a study on the dam. Brian Coolidge asked if permission is needed to get in the water. Mr. Hopkins advised it is possible at certain times of the year and is an allowable job to replace the stones as the dam belongs to the Town. Heather Nelson asked about downstream damage in the immediate vicinity. Mr. Hopkins stated if the overflow culvert was not there, there could be damage. Mr. Coolidge agreed with Mr. Bailey's suggestions. Susan Benedict noted concern with the water rising on the Neshobe River up to the blacktop on River Street and the Town needs to be aware that people further up the river are preparing for the river to become higher. Mr. Bailey did not have an issue with the dam being lower. Mr. Hopkins advised one person at the State had indicated there might be some funding if the Town wanted to remove it, but there are no funds for the Town to raise it. The Town had contacted a firm recommended by the State but they declined. Markowski reviewed it and are agreeable to doing the job. Mr. Bailey suggested obtaining a quote from Markowski. Sandy Mayo suggested doing option 2 in preparation of doing option 3 for the safety and security of the Town as even with the overflow culvert, the storms are getting larger. Mr. Bailey thought doing option 2 to make the dam look more appropriate and potentially lowering it could help.

Motion by Doug Bailey/Heather Nelson to look at option 2 in replacing some of the stones and determine how sound the dam is and determine what the cost would be for option 3. **The motion passed unanimously.**

8. Annual Financial Plan – Town Highways

Seth Hopkins advised the State requires the Select Board to certify the annual financial plan that commits \$300/mile for each mile of Class 1, 2 and 3 roads. Mr. Hopkins noted the Town has been awarded a grant for the North Street work that was not expected money, but the Town was not approved for High Pond Road or Union Street. Mr. Hopkins noted it makes sense to do the portion of Union Street below Dean's Bridge with the funds that were going to be used for North Street, plus a couple of other projects. It was confirmed that the Town would still be spending the allotted paving funds and the grant awarded was in the \$38,000 range.

Motion by Brian Coolidge/Heather Nelson to endorse the Annual Financial Plan for Town Highways. **The motion passed unanimously.**

9. Financial Management Questionnaire

Seth Hopkins advised the Town Treasurer has completed the questionnaire and is required to bring it before the Select Board for review and acknowledgement. Heather Nelson stated this is to assure that the Town has policies and procedures in place for financial controls and it carries forward into the audit.

10. Late Homestead Penalty

Seth Hopkins advised this is an annual decision for the Select Board to consider whether the Town will access a late homestead penalty. It is the recommendation of the Town Treasurer that a penalty is not accessed. Sue Gaged stated it is an 8% penalty on the education tax and hits small business owners who may have to file for an extension, and if filed late they would not get a homestead and it is a very large penalty.

Motion by Heather Nelson/Ralph Ethier to accept the Town Treasurer's recommendation to not charge a late homestead penalty. **The motion passed unanimously.**

11. Public Comment and Participation

Doug Bailey stated there has been a lot of discussion in the last 3 or 4 board meetings regarding the Brandon Industrial Corporation (BIC) and he wanted to inform the public that BIC has the following new officers: Jim Leary - President, Tom Whittaker – Vice-President, Devon Fuller - Secretary, Pat Wood – Treasurer, and Seth Hopkins - Agent. Going forward all questions about BIC should be addressed to that board. On the item of Mr. Hopkins being the Agent, the Select Board does not feel there is any conflict. It was investigated back to August 1988 and the request is for the Town Manager, whomever they are, to act as the Agent for BIC and this has been recertified many times with the Town Manager being the Agent for 35 years. The solar project was being proposed and the developer asked for the Town Select Board to provide a letter of approval, which is what the Select Board did, and is the only thing the Select Board had to do with BIC. The RRPC will also be providing a letter of support. Mr. Bailey wanted to clarify who the officers are and noted that Mr. Fuller is in the process of sending the paperwork to the State.

Sue Gage advised the tax bills will be going out late and should be mailed the first week of August due to the late school budget approval, with a due date of September 15th. Ms. Gage also noted the Vermont primary election is scheduled for August 13th.

13. Adjournment

Motion by Brian Coolidge/Ralph Ethier to adjourn the Select Board meeting at 8:09PM. **The motion passed unanimously.**

Respectfully submitted,
Charlene Bryant
Recording Secretary

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63778 Prior FY Invoices
All Invoices For Check Acct 01(10 General Fund) 07/21/24 To 07/21/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
100406	06/27/24	ADDISON INDEPENDENT Independence events ad 120566	10-5-18-10330 Advertising/Recruitment	160.00	1810	07/22/24
200263	07/01/24	ALDRICH & ELLIOTT, PC WWTP Upgrade Step III 82320	40-5-20-20120 Engineering	1781.04	1811	07/22/24
311015	07/01/24	BEN'S UNIFORMS pants 30918	10-5-14-10320 Clothing Allowance	726.00	1812	07/22/24
310189	06/29/24	BISSETTE, STEVEN flooring 948809	10-5-22-43090 PD Bldg Maint.	110.99	1813	07/22/24
310189	06/29/24	BISSETTE, STEVEN repaired door 948813	10-5-14-40430 Community Police	96.25	1813	07/22/24
200218	06/05/24	BRANDON REPORTER public works job posting 120151	10-5-10-30310 Legal Advertising	39.00	1814	07/22/24
200218	06/26/24	BRANDON REPORTER Act 250 repeal notice 120609	10-5-12-30310 Legal Advertising	74.75	1814	07/22/24
100860	06/30/24	CARROLL, BOE, PELL & KITE re: abandoned property 38874	10-5-14-21110 Legal Services	135.00	1815	07/22/24
100462	06/29/24	CASELLA WASTE MANAGEMENT June trucking of sludge 3027466	20-5-55-50170 Trucking	1980.00	1816	07/22/24
310703	07/03/24	CITY HALL SYSTEMS, INC. June credit card charges 20403	10-5-18-30000 Swim Lesson Expense	111.27	1817	07/22/24
310037	07/06/24	CONSOLIDATED COMMUNICATIO service: Jun 6 - Jul 5 HWY 07/06/24	10-5-15-42100 HW Telephone	129.94	1818	07/22/24
310037	07/06/24	CONSOLIDATED COMMUNICATIO service: Jun 6 - Jul 5 PD 07/06/24	10-5-14-42100 PD Telephone Service	55.33	1818	07/22/24
310733	07/01/24	DENTON & SON June dumpster fee JUN 2024	20-5-55-50160 Sludge Disposal	460.00	1819	07/22/24
100756	07/01/24	F.W. WEBB COMPANY culvert 86294172	10-5-15-46130 Culverts	4083.20	1820	07/22/24
300187	06/30/24	FLORENCE CRUSHED STONE gravel, stone 234803	10-5-15-46140 Gravel	1516.72	1821	07/22/24
100009	06/28/24	FRANKLIN PAINT CO., INC. paint 184585	10-5-15-45130 Line Painting	1638.19	1822	07/22/24
310158	06/26/24	GREEN MOUNTAIN ELECTRIC S fuses S4897158.001	20-5-55-43160 Maint. Supplies - General	92.08	1823	07/22/24
310233	07/03/24	GREEN MOUNTAIN POWER 7 Conant Sq lighting 07/24 047828	10-5-22-42130 Bldgs & Grounds Electric	37.80	1824	07/22/24
310233	07/08/24	GREEN MOUNTAIN POWER WWTP 480 volt service 07/24 079168	20-5-55-42130 Electric	3410.98	1824	07/22/24
310233	07/05/24	GREEN MOUNTAIN POWER Central Pk/traffic lights 07/24 170028	10-5-22-42130 Bldgs & Grounds Electric	637.52	1824	07/22/24
310233	07/05/24	GREEN MOUNTAIN POWER Estabrook Park 07/24 240302	10-5-22-42130 Bldgs & Grounds Electric	74.02	1824	07/22/24
310233	07/05/24	GREEN MOUNTAIN POWER Carver St pump station 07/24 290502	20-5-55-42130 Electric	46.39	1824	07/22/24
310233	07/05/24	GREEN MOUNTAIN POWER Green Park 07/24 317702	10-5-22-42130 Bldgs & Grounds Electric	23.86	1824	07/22/24
310233	07/05/24	GREEN MOUNTAIN POWER Country Club pump station 07/24 338602	20-5-55-42130 Electric	29.23	1824	07/22/24
310233	07/03/24	GREEN MOUNTAIN POWER 7 Conant Sq car chargers 07/24 339840	10-5-22-42500 Electric EV Car Stations	184.86	1824	07/22/24

07/18/24
04:40 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63778 Prior FY Invoices
All Invoices For Check Acct 01(10 General Fund) 07/21/24 To 07/21/24

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Jacolyn

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310233	07/09/24	Town Hall 07/24 451302	10-5-22-42130 Bldgs & Grounds Electric	238.83	1824	07/22/24
310233	07/05/24	Brookdale pump station 07/24 467702	20-5-55-42130 Electric	33.02	1824	07/22/24
310233	07/03/24	Crescent Park 07/24 737937	10-5-22-42130 Bldgs & Grounds Electric	240.43	1824	07/22/24
310233	07/09/24	Police Station 07/24 822212	10-5-22-42130 Bldgs & Grounds Electric	65.36	1824	07/22/24
310233	07/05/24	street lights 07/24 851302	10-5-22-42130 Bldgs & Grounds Electric	3052.64	1824	07/22/24
310233	07/05/24	WWTP security light 07/24 860302	20-5-55-42130 Electric	27.16	1824	07/22/24
310233	07/09/24	Champlain St pump station 07/24 867202	20-5-55-42130 Electric	36.54	1824	07/22/24
101153	07/01/24	removal windows-TO 0701-37	70-5-00-06080 TO Window replacement	4200.00	1869	07/22/24
101156	06/21/24	contract for copiers 532073079	10-5-10-30130 Service Contracts	284.78	1826	07/22/24
311176	07/03/24	cleaning 070324A	10-5-22-10130 Admin Custodian	52.50	1827	07/22/24
311059	06/30/24	FICA - 2Q 2024 06/30/24	10-5-22-10211 FiCA	616.17	1828	07/22/24
311101	06/24/24	mileage reimbursement 06/24/24	10-5-14-10310 Travel & Expenses	411.80	1829	07/22/24
310630	06/30/24	cocaine tests 12114	10-5-14-30120 Professional Supplies	20.46	1830	07/22/24
310630	06/30/24	Stamped envelopes 12201	10-5-10-30132 Postage Expenses	4080.00	1830	07/22/24
310630	06/30/24	Stamped envelopes 12201	10-5-10-30110 Office Supplies	851.20	1830	07/22/24
310630	06/30/24	lyr-Sched/Timeclock prog 12202	10-5-10-30130 Service Contracts	939.60	1830	07/22/24
310630	06/30/24	chair,paper supplies,weed 12203	10-5-22-43160 Parks Maint.	62.36	1830	07/22/24
310630	06/30/24	chair,paper supplies,weed 12203	10-5-13-10340 Professional Development	10.00	1830	07/22/24
310630	06/30/24	chair,paper supplies,weed 12203	10-5-22-43180 Maint. Supplies Bldgs.	296.70	1830	07/22/24
310630	06/30/24	chair,paper supplies,weed 12203	10-5-13-20010 Elections	60.38	1830	07/22/24
310630	06/30/24	chair,paper supplies,weed 12203	10-5-10-30210 Office Equipment	129.96	1830	07/22/24
310630	06/30/24	batter,cable,hard hat,fla 12204	10-5-18-30070 Little League Expenses	152.82	1830	07/22/24
310630	06/30/24	batter,cable,hard hat,fla 12204	10-5-22-43170 Trash costs-Supplies	14.97	1830	07/22/24
310630	06/30/24	batter,cable,hard hat,fla 12204	10-5-22-43150 Town Hall Repair/Maint.	25.61	1830	07/22/24
310630	06/30/24	batter,cable,hard hat,fla 12204	10-5-10-30110 Office Supplies	7.10	1830	07/22/24

07/18/24
04:40 pm

TOWN OF BRANDON Accounts Payable
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All Invoices For Check Acct 01(10 General Fund) 07/21/24 To 07/21/24

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Jacolyn

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310630	MASTERCARD	06/30/24 batter, cable, hard hat, fla 12204	10-5-18-60900 July 4th Celebration	112.10	1830	07/22/24
310630	MASTERCARD	06/30/24 batter, cable, hard hat, fla 12204	10-5-22-43180 Maint. Supplies Bldgs.	43.98	1830	07/22/24
310630	MASTERCARD	06/30/24 batter, cable, hard hat, fla 12204	56-5-21-10100 Tree Project-Material/Ser	113.94	1830	07/22/24
310630	MASTERCARD	06/30/24 batter, cable, hard hat, fla 12204	10-5-22-43150 Town Hall Repair/Maint.	49.98	1830	07/22/24
310630	MASTERCARD	06/30/24 batter, cable, hard hat, fla 12204	20-5-55-41120 Safety Equipment	28.62	1830	07/22/24
310630	MASTERCARD	06/30/24 PD flooring-ins, door 12205	10-5-22-43180 Maint. Supplies Bldgs.	437.63	1830	07/22/24
310630	MASTERCARD	06/30/24 PD flooring-ins, door 12205	10-5-22-10500 B&G Insurance Claims	3047.22	1830	07/22/24
310906	MODERN CLEANERS & TAILORS	06/21/24 alterations 992319	10-5-14-10320 Clothing Allowance	204.00	1831	07/22/24
100478	ROYAL GROUP, INC.	07/10/24 final pymt-new windows 713111	70-5-00-06080 TO Window replacement	5205.00	1832	07/22/24
100478	ROYAL GROUP, INC.	07/10/24 reframe windows-extra 713112	10-5-22-43100 Town Office	2290.12	1832	07/22/24
300375	RUTLAND CITY	07/17/24 June sludge processing 36020SLUDG	20-5-55-50160 Sludge Disposal	6300.00	1833	07/22/24
100729	TREASURY OPERATIONS DIVIS	07/08/24 marriages April - June JULY 2024	10-2-00-02113 Marriage Lic. Fees to Sta	195.00	1834	07/22/24
310208	VANASSE HANGEN BRUSTLIN,	06/17/24 survey 5/12/24 to 6/8/24 0445185	56-5-21-20100 Hist Preser Grant-Engineer	11625.00	1835	07/22/24
330348	VERIZON WIRELESS	06/23/24 service: May 24 - Jun 23 9967329868	10-5-14-20233 MDT/Aircards	320.28	1836	07/22/24
311070	WEX BANK	06/30/24 fuel cards - June 98068807	10-5-14-41130 Fuel - Vehicles	1993.81	1837	07/22/24
311070	WEX BANK	06/30/24 fuel cards - June 98068807	10-5-15-41130 Fuel - Vehicles HW	292.21	1837	07/22/24

07/18/24
04:40 pm

TOWN OF BRANDON Accounts Payable
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All Invoices For Check Acct 01(10 General Fund) 07/21/24 To 07/21/24

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Jacolyn

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
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		Report Total		65803.70		
				=====		

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 \$ ****65,803.70
Let this be your order for the payments of these amounts.

FY 2023 - 2024

07/18/24
03:20 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63775 Current FY Invoices
All Invoices For Check Acct 01(10 General Fund) 07/22/24 To 07/22/24

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Jacolyn

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
330390	07/08/24	service contract AR70602	10-5-14-30130 Service Contracts	550.00	1838	07/22/24
311126	07/12/24	decals 18226	10-5-14-41110 New Equipment - Vehicles	1148.20	1839	07/22/24
310699	08/01/24	solar electric 211B	10-5-22-42130 Bldgs & Grounds Electric	2365.00	1840	07/22/24
310699	08/01/24	solar electric 211B	20-5-55-42130 Electric	1935.00	1840	07/22/24
100280	07/01/24	keys 44647/3	10-5-22-43160 Parks Maint.	11.97	1841	07/22/24
100280	07/05/24	sledge hammer 45338/3	10-5-22-43160 Parks Maint.	35.99	1841	07/22/24
100280	07/09/24	rope 46042/3	20-5-55-43160 Maint. Supplies - General	22.99	1841	07/22/24
100280	07/10/24	tarp, screws 46168/3	10-5-22-43090 PD Bldg Maint.	27.99	1841	07/22/24
100280	07/11/24	wipes, wasp/hornet spray 46309/3	20-5-55-43160 Maint. Supplies - General	14.98	1841	07/22/24
100280	07/15/24	drill bit, fasteners 46965/3	10-5-22-43160 Parks Maint.	9.09	1841	07/22/24
100280	07/16/24	bit holder, fasteners 47120/3	10-5-22-43160 Parks Maint.	9.69	1841	07/22/24
300604	06/30/24	sand BRANJUNE2024	10-5-15-47120 Winter Sand	6158.77	1842	07/22/24
301503	07/02/24	diesel fuel 535244	10-5-15-41130 Fuel - Vehicles HW	886.21	1843	07/22/24
301503	07/10/24	diesel fuel 536014	10-5-15-41130 Fuel - Vehicles HW	542.92	1843	07/22/24
310097	06/27/24	service: Jul 4 to Aug 3 PD 06/27/24	10-5-14-42100 PD Telephone Service	440.38	1844	07/22/24
310097	07/09/24	service: Jul 16 to Aug 15 TH 07/09/24	10-5-10-42100 Telephone Exp. Admin.	96.18	1845	07/22/24
310097	07/27/24	service: Jul 04 to Aug 03 TO 06/27/24	10-5-10-42100 Telephone Exp. Admin.	631.01	1846	07/22/24
310819	07/21/24	Carnival-7/21-29 RV sites R000005155	10-5-18-61050 Brandon Carnival	1680.00	1809	07/17/24
100470	07/17/24	string, oil 0071993	10-5-22-43120 Municipal Mowing-maint	72.22	1847	07/22/24
301505	07/09/24	lightbar 918107	10-5-14-41110 New Equipment - Vehicles	537.00	1848	07/22/24
311080	07/09/24	carpet cleaning (J Blake) 2118	10-5-15-20240 Contractors	472.28	1849	07/22/24
300466	07/01/24	portable toilet 90806	10-5-18-30070 Little League Expenses	135.00	1850	07/22/24
300466	07/01/24	portable toilets 90807	10-5-18-43130 Estabrook	130.00	1850	07/22/24
300466	07/01/24	portable toilets 90807	10-5-18-60100 Seminary Hill	130.00	1850	07/22/24
300466	07/09/24	portable toilet @ Neshobe 90983	10-5-18-30070 Little League Expenses	135.00	1850	07/22/24

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100494	ENDYNE INC	07/03/24 testing 494310	20-5-55-22120 Testing	25.00	1851	07/22/24
100494	ENDYNE INC	07/17/24 testing 495643	20-5-55-22120 Testing	130.00	1851	07/22/24
100494	ENDYNE INC	07/18/24 testing 495876	20-5-55-22120 Testing	230.00	1851	07/22/24
310455	GRAZIANO, LINDA	07/10/24 mileage reimbursement 07/10/24	10-5-14-10310 Travel & Expenses	19.02	1852	07/22/24
311128	GREEN MOUNTAIN GARAGE	07/15/24 oil filter 216339	10-5-22-43120 Municipal Mowing-maint	23.08	1853	07/22/24
311128	GREEN MOUNTAIN GARAGE	07/16/24 reducer sleeve 216401	20-5-55-41180 Maintenance-Vehicles	23.99	1853	07/22/24
311128	GREEN MOUNTAIN GARAGE	07/16/24 batteries, cable 216402	10-5-15-41160 HW Maint. Supplies-Vehicl	528.96	1853	07/22/24
100559	HACH COMPANY	07/17/24 gel probe 14111202	20-5-55-30120 Professional Supplies	444.20	1854	07/22/24
100155	KEN MOHAN SERVICE CENTER	07/07/24 torch set 0000809	10-5-15-41110 New Equipment-Misc. Tools	380.00	1855	07/22/24
311176	LILY WHITE CLEANING SERVI	07/03/24 cleaning 070324B	10-5-22-10120 PD Custodian	87.50	1856	07/22/24
311176	LILY WHITE CLEANING SERVI	07/03/24 cleaning 070324B	10-5-22-10130 Admin Custodian	122.50	1856	07/22/24
311176	LILY WHITE CLEANING SERVI	07/17/24 cleaning 071724	10-5-22-10120 PD Custodian	175.00	1856	07/22/24
311176	LILY WHITE CLEANING SERVI	07/17/24 cleaning 071724	10-5-22-10130 Admin Custodian	323.75	1856	07/22/24
300880	MARBLE VALLEY REGIONAL TR	07/08/24 7/1/24 thru 6/30/25 701001	10-5-17-71460 Public Transit	3500.00	1857	07/22/24
301033	MOMAR INC	07/11/24 degreaser PSI569321	20-5-55-51230 Outside Equip. - Pump St.	4168.98	1858	07/22/24
311230	NUCAR FORD OF LEBANON	07/09/24 24 Ford F-350 SRW 16449	20-5-55-90100 Capital/New Equipment	72114.00	1803	07/15/24
		WW truck, no trade in				
310736	POCKETTE PEST CONTROL	07/08/24 pest control: Police Dept 35673	10-5-22-43090 PD Bldg Maint.	65.00	1859	07/22/24
310736	POCKETTE PEST CONTROL	07/12/24 pest control: Town Hall 35801	10-5-22-43150 Town Hall Repair/Maint.	40.00	1859	07/22/24
310736	POCKETTE PEST CONTROL	07/12/24 pest control: Town Office 35802	10-5-22-43100 Town Office	70.00	1859	07/22/24
310736	POCKETTE PEST CONTROL	07/12/24 pest control: storage 35803	10-5-18-20500 Storage Unit Supply/Maint	50.00	1859	07/22/24
310842	RHR SMITH & COMPANY	07/02/24 field work 2024-1964	10-5-10-22110 Auditors	6300.00	1860	07/22/24
310605	SAVELA, JACOLYN	07/13/24 postage reimbursement 07/13/24	10-5-10-30132 Postage Expenses	868.00	1861	07/22/24
300592	SUBURBAN PROPANE, L.P.	07/03/24 propane/WW supply garage 545203	20-5-55-42110 LP Gas - Bldgs	2.30	1862	07/22/24
300592	SUBURBAN PROPANE, L.P.	07/03/24 propane/WW chem bldg 545204	20-5-55-42110 LP Gas - Bldgs	58.91	1862	07/22/24
300592	SUBURBAN PROPANE, L.P.	07/03/24 propane/WW lab bldg 545205	20-5-55-42110 LP Gas - Bldgs	354.20	1862	07/22/24

07/18/24
03:20 pm

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Jacolyn

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300592	07/03/24	SUBURBAN PROPANE, L.P. propane/WW gen bldg 545206	20-5-55-42110 LP Gas - Bldgs	82.01	1862	07/22/24
200277	07/03/24	THUNDER TOWING & AUTO REC repairs 7624	10-5-14-41180 PD Vehicle Maintenance	990.96	1863	07/22/24
301145	07/03/24	TKJ PLUMBING AND HEATING fountain repair 4357	10-5-22-43150 Town Hall Repair/Maint.	150.00	1864	07/22/24
330447	07/08/24	TMDE CALIBRATION LABS, IN calibration 51257	10-5-14-30130 Service Contracts	444.00	1865	07/22/24
101157	07/10/24	VERMONT DEPT OF HUMAN RES VT public manager course 20005468	10-5-10-10340 Professional Development	1150.00	1866	07/22/24
310046	07/10/24	W.B. MASON CO INC soap 247708236	10-5-22-43180 Maint. Supplies Bldgs.	24.19	1867	07/22/24
310186	07/11/24	WYMAN'S TIMBER HARVESTING dumpster 1022	10-5-18-60900 July 4th Celebration	241.00	1868	07/22/24
Report Total				111364.42		

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 \$ ***111,364.42
Let this be your order for the payments of these amounts.

FY 2024- 2025

FOLLOW-UP ITEMS FROM PREVIOUS MEETINGS

The Town issued invitations to bid our FY25 sidewalk paving and road paving projects; these were mailed directly to several area contractors, published on the Town website, the VLCT Classifieds, and the State of Vermont bid registry. Bids will be considered at the August 12th selectboard.

I attended the Historic Preservation Commission (HPC) meeting warned for July 9th. The meeting was not able to convene due to lack of quorum. There are now two vacancies on this commission. One applicant has stepped forward to fill one of the vacancies. The commission will attempt to schedule a meeting when at least one of the vacancies is filled by the selectboard. The commission has received the final report from VHB on the historic assets in Brandon outside the designated historic district. This report is quite interesting and is published on the Town website on the Historic Preservation Commission page. Community members with suggestions, additions, or corrections based on their own knowledge, photographs, or documents, are invited to provide those to the town manager for inclusion in future efforts by the HPC.

Bill Moore worked with Brian Sanderson who expects the Town will be cleared to proceed with the McConnell Road culvert later this summer after environmental, historical, and archaeological review by VTrans.

Larry Stevens began work as zoning administrator this week, and Jeff Biasuzzi is assisting with orientation training for several days.

The replacement truck for wastewater was delivered and put into service. The 2015 Diesel truck is being evaluated for repairs before it is transferred to Highway. When that is back in service, we will look to divest the 2012 HWY truck through public offering locally and/or Muncibid.

Tax sale: The provisions of Act 106 of 2024 were enacted as of 13 May 2024, and amend 32 VSA § 5252 governing tax sales. The Town's attorneys recommend pausing our tax sale process while they modify all the legal notices used for this process to ensure compliance with the statute as just amended. The pre-tax sale letter from the attorney falls into this category. Until such time, no correspondence will be issued to property owners regarding tax sale. The attorneys are preparing guidance for all the Towns they serve.

FOCUS AREAS DURING REPORTING PERIOD

With assistance of Tim Kingston, I spent considerable time working to meet annual requirements for inspection and reporting of functionality of various Segment 6 stormwater structures. This remains in progress.

Flood Resilient Communities Funding (FRCF), which is the identified voluntary buyout funding for some Newton Road properties, is "still waiting on new funding" per a July 12th message from the hazard mitigation grants manager. Additional owners are interested in buyouts and in non-buyout hazard mitigation (remaining in place but protecting their homes through authorized means).

We activated the Town's opt-in emergency text alert system for the failure of water service to the Prospect Street and Mt Pleasant area due to firefighting the afternoon of July 15th.

I had many meetings with town officers, staff, townspeople, and responded to a number of requests for information from various parties. Public works matters were the most frequent topics.

FINANCIAL SNAPSHOT	
FY24 Revenue Budget \$3,488,880 Actual \$3,586,085	102.79%
FY24 Expense Budget \$3,588,880 Actual \$3,715,030	103.52%
Revenue Minus Expense / Net Gain or (Loss)	Budgeted* (\$100,000) Actual (\$128,945)
*FY24 budget planned \$100,000 in tax relief; actual needed to balance books is \$28,945 more	
Further adjusting entries by Town Bookkeeper and Treasurer remain possible	
FY25 Budget Operating Expenses	7.78% thru funds /8.3% thru year
Unrestricted / Unassigned Fund Balance	\$431,605
1% (Local Option) Tax Fund Available / Undesignated [\$100,000 board-reserved paving not included at right]	\$174,765
Known Grant Matches Not Yet Designated	UNION STREET
Delinquent property taxes (prior years)	\$543,959 (was \$549,028)
Delinquent wastewater (prior years ['over 120 days'])	\$198,038 (was \$199,086)
Tax Sale Status — PAUSED due to Legislated changes	70 accounts at attorney for letters

FOR AWARENESS OF THE SELECTBOARD

Chief Kachajian has secured a grant of \$1,725 from the Governor’s Highway Safety Program which allows the Brandon Police Department to replace a radar unit.

Chief Kachajian reports that State of Vermont data indicates a 29% drop in automobile crashes in Brandon year over year. He attributes this success to our officers’ concentration on getting drunk drivers off the road and in general to a department focus on traffic safety enforcement.

The State Environmental Analyst who oversees the Town’s monitoring of the closed landfill has amended our requirement by removing well #1 and #3 from the additional PFAS testing; well #2 and #5 will still be monitored for PFAS twice yearly by a qualified professional.

The Town has been advised that its FY24 “true up” from Green Lantern for the 2016 solar installation on Town-owned land at the Brandon Industrial Park will be \$23,127 and is the largest yet. Last year’s true-up was \$9,846. This true-up is applied to FY25 B&G and WW revenue.

A public hearing is scheduled for 6:30PM on August 12th ahead of the regular selectboard meeting. This hearing relates to the accessibility grant for the Brandon Library. Notice is scheduled to appear in *The Reporter* on July 24th.

A real estate closing is scheduled for Wednesday 24 July on a Newton Road voluntary buyout that Bill Moore has been steering.

Respectfully submitted,





TOWN of
BRANDON
VERMONT
RECREATION

July 22, 2024

Summer is nearly over, in the rec world and we are planning on our fall offerings to be available for registration starting **July 29th**

New for this year – The Vermont Principal’s Association made the decision for middle school football to transition from strictly padded flag to tackle. The Brandon Rec 7/8 football program will likely be playing a hybrid schedule that sees our team playing both.

We are partnering with Pittsford Rec to host a Saturday morning soccer league where we will invite teams to play 3/4 level games at Estabrook and 5/6 level games at the Pittsford Recreation Area.

Fall cheer is back, thanks to coaches **Robin Douglas and Lexi Duby**.

SolarFest and **Otter Valley’s Tech Ed program** are teaming up to have a group of students perform the work to add solar panels to the **Phoenix Feeds** courtesy golf cart. That work will commence in September.

A couple of donors have stepped forward to help with our October drive-in movie series. Titles and dates to be announced at a later date.

Punkstock is scheduled for **August 3rd at Estabrook**. We are partnering with a **Ex Mortis Management** to sponsor; our sponsorship extends to allowing them to use the facilities and equipment we have at Estabrook. They have their own insurance and there is no money changing hands between the Town of Brandon and the organizers. I performed a site visit with them to talk about how they should orient their sound set-up, and discuss the limits of the facility power, the parking, requirements for safety and the need for them to not charge admission to the park.

Held a meeting with a group of volunteers interested in helping with the multi-use court upgrade at Estabrook. The discussion centered around future uses and funding sources for the proposed amenities.

Respectfully Submitted,



Bill Moore