

**Brandon Select Board Meeting  
September 9, 2024  
6:30 p.m.**

**The Brandon Select Board will meet Monday, September 9, 2024 at 6:30 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
Zoom Link	<a href="https://zoom.us/j/2532794161">https://zoom.us/j/2532794161</a>
Dial-in only	(929) 205-6099; Enter Meeting ID 253 279 4161 #; # again

- 1) Call to Order**
  - a) Adopt Agenda (posted or as amended)**
  
- 2) Executive Session 1 V.S.A. § 313(3)(a)(3)**

**Evaluation of a public officer or employee**
  
- 3) Select Board Members' Remarks**
  
- 4) Recurring Matters**
  - a) Select Board Meeting Minutes – August 26, 2024**
  - b) FY 2023/2024 Warrant – September 9, 2024 - \$7,908.75**
  - c) FY 2024/2025 Warrant – September 9, 2024 - \$194,119.73**
  
- 5) Town Manager's Report**
  
- 6) Rec Director's Report**
  
- 7) Letter of Support for Two Swamp Lots to be added to Brandon Swamp WMA**
  
- 8) Public Comment and Participation**
  
- 9) Executive Session 1 V.S.A. § 313(3)(a)(3)**

**Evaluation of a public officer or employee**
  
- 10)Adjournment**

**Brandon Select Board Meeting  
August 26, 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, Tim Guiles

**Others In Attendance:** Seth Hopkins, Dorthea Langevin, Neil Silins, Jeff Cohen, Jan Coolidge, Karen Rhodes, Peter Werner, Sandy Mayo, Vicki Disorda, Gabe McGuigan, Barry Varian, Tricia Welch, Bill Moore, Steven Jupiter, Barbara Scribner, Scott Scribner, Barbara White, Todd Nielsen, Billy Bullock, Linda Gebhard, Karen Farwell, Stephanie Jerome, Ray Marcoux, Chris Conlin

**Others by Zoom:** Keith Whitcomb, Kate Schirmer-Smith, Jessica Doos, Jay Merluzzi, Bruce Jenson, Carrie Lewis, Sue Gage, Nancy Leary, Kelly Coolidge

**1. Call to Order**

The meeting was called to order at 6:00PM by Doug Bailey – Board Chair.

***a. Agenda Adoption***

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

**Motion** by Tim Guiles/Brian Coolidge to enter into executive session at 6:01PM regarding the appointment or employment or evaluation of a public officer or employee per 1 V.S.A.313(3)(a)(3) to include Budget Committee applicants. **The motion passed unanimously.**

Jeff Cohen joined the Executive Session at 6:07PM and left the executive session at 6:12PM.

Jan Coolidge joined the Executive Session at 6:12PM and left the executive session at 6:18PM.

Vicki Disorda joined the Executive Session at 6:18PM and left the executive session at 6:22PM.

Sandy Mayo joined the Executive Session at 6:22PM and left the executive session at 6:27PM.

Gabe McGuigan joined the Executive Session at 6:27PM and left the executive session at 6:33PM.

Karen Rhodes joined the Executive Session at 6:33PM and left the executive session at 6:39PM.

Neil Silins joined the Executive Session at 6:39PM and left the executive session at 6:47PM.

Barry Varian joined the Executive Session at 6:47PM and left the executive session at 6:54PM.

Tricia Welch joined the Executive Session at 6:54PM and left the executive session at 6:59PM.

Peter Werner joined the Executive Session at 6:59PM and left the executive session at 7:05PM.

**2. Executive Session**

The Board came out of executive session at 7:34PM.

Doug Bailey stated we are a group of citizens that care about Brandon and the meetings will work better when all in attendance get along. There will be a change in the order of the agenda to provide the results of the interviews for the Budget Committee.

**Motion** by Tim Guiles/Brian Coolidge to appoint the following members to the Budget Committee: Jan Coolidge, Barry Varian, Gabe McGuigan, Karen Rhodes, and Tricia Welch.

Tim Guiles thanked all who applied for the committee and noted that everyone is welcome to attend the meetings to offer suggestions and share their points of view. Mr. Bailey encouraged all candidates to stay involved and noted that he appreciated the efforts of the Board for their deliberation. It was in the best interest to mix some new people with experienced people and it is hoped there will be a positive budget process. Heather Nelson agreed and encouraged anyone who has input to attend the meetings or email any board or committee member. Mr. Bailey stated budget input is important and is appreciated during the process and before the budget has been published.

**The motion passed unanimously.**

Mr. Bailey reported the first conceptual budget meeting will be held on September 16<sup>th</sup> at 7PM in the town hall. The duration of the meetings will be two hours and the follow-on meetings will be scheduled at the first meeting. Seth Hopkins stated the town office staff has asked for clarification on terms of the appointments.

**Motion** by Heather Nelson/Ralph Ethier to set the term for the Budget Committee appointments to end at the voter approval of the FY26 budget. **The motion passed unanimously.**

### **3. Recurring Matters**

#### *a. Approval of Select Board Meeting Accessibility Modification Hearing Minutes – August 12, 2024*

**Motion** by Tim Guiles/Ralph Ethier to approve the Select Board Accessibility Modification Hearing minutes of August 12, 2024. **The motion passed with one abstention – Heather Nelson.**

#### *a. Approval of Select Board Meeting Minutes – August 12, 2024*

**Motion** by Heather Nelson/Brian Coolidge to approve the Select Board minutes of August 12, 2024. **The motion passed unanimously.**

#### *c. Warrant – August 26, 2024 - \$69,906.05*

**Motion** by Tim Guiles/Heather Nelson to approve the warrant of August 26, 2024, in the amount of \$69,906.05. **The motion passed unanimously.**

### **4. 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 provided some highlights from the report. He prepared and submitted two Vermont Emergency Management grants, one for a buyout on Newton Road and one for a flood plain restoration in the area of Union Street and Pearl Street adjacent to Otter Creek. A third grant application, Mr. Hopkins is working with the RRPC for a grant to delineate a Neighborhood Development Area. He has also been working with the Town's Finance staff regarding the 23% increase in premiums for the health insurance plan. The Town is not eligible for Cigna, with the only options being BlueCross and MVP. This will be a stressor of \$80,000 on the FY26 budget. Mr. Hopkins reached out to the RRPC to ask they consider using a multi-town service agreement with the RRPC becoming a clearing house for towns who want to participate in a larger group, rather than the small group rate, to allow towns to qualify for Cigna. The RRPC is happy to explore this option and it is

within their statutory authority. Mr. Hopkins advised The Bus is seeking a representative from Brandon and anyone interested in this position can obtain background material on the following website: <https://thebus.com/meeting-material/>.

Mr. Hopkins provided additional updates to the Board that included a financial update, noting the FY25 operating expenses are at 16.7%. The unrestricted fund balance has not changed. The local option tax fund has grown through the Board's vote of needing \$35,000 rather than \$100,000 for paving that increased the fund to \$326,173. Delinquent property taxes remain unchanged and delinquent sewer taxes have increased.

Congratulations to Brandon's Barn Opera for hosting our community's iteration of the "Play Every Town." This was a free concert project by UVM Music professor and pianist, David Feurzeig. Josh Collier and Eve Beglarian were featured artists and Brandon's concert was #64 in the series.

On Sunday, Mr. Hopkins attended the Brandon Rec Department and Brandon Museum's hosting of an examination of eugenics in Vermont and the story of Ivor Devino as this is an important story about human rights in the community.

Mr. Hopkins had a conversation with Jeremy Disorda concerning the winning bidder for the sidewalks. It was suggested the best use of the funds would be for West Seminary to reconstruct the sidewalk from the Neshobe House to the center of Town. There are a number of people at that facility that use wheelchairs and the sidewalk is not suitable. Heather Nelson agreed with the recommendation. Mr. Disorda also noted there could possibly be some additional work done with the funds.

Doug Bailey requested an update of the local option fund commitments. Seth Hopkins advised there will be a Union Street update provided at a subsequent meeting and noted there is money being reserved for the Union Street project. The Wastewater Treatment plant is complete. They have taken some recommendations and have cleaned out the 2-bay garage and that will remain a heated storage location and will continue to not heat the 4-bay garage. They have cleaned out material that will be brought to scrap vendors. Ralph Ethier asked if the sewer upgrade will be on budget and Mr. Hopkins reported it will not be over the amount the voters fully authorized but will be over what had been expected. It is at \$5.8 million, with it expected to be \$5.3 million, and the Town had anticipated \$6 million.

## **5. Rec Director's Report**

Bill Moore reported he was out of the office last week. Mr. Moore stated all fall registration is on the website. There are going to be some interesting things planned for October including a movie showing on one of the weekends. Mr. Moore stated at the last meeting Mr. Coolidge asked about the additional costs for the water fountains at the dog park and the Seminar Hill Park. Due to more donations to the Dog Park Fund, the cost to the Town will be less than \$400. There is also a fundraiser planned for October and more people have expressed interest in donating money. Doug Bailey advised that he plans to be in attendance at the Beer Garden event to accept donations for all the parks for improvements and to answer any questions and discuss how he would see the park improvements. Mr. Bailey noted the Seminary Hill Park is a good setup for children, and he saw many parents and grandparents present with their children. Brian Coolidge asked if the other landowner had insurance as he is concerned with liability. Bill Moore stated the liability insurance is on the Town. He does not have a COI from the landowner and noted that most litigation is people going for the party with the largest pockets, which is the Town.

## **6. Appointments to Budget Committee for Term Ending with Voter Approval of FY26 Budget**

Doug Bailey stated a date has been set for the first budget meeting so the people on the Committee can be prepared. There will be a generic discussion of the Highway Department and Town management with a conceptual discussion about where we are, what we like and what might be added or reduced, after which dollars and cents will be assigned. Tricia Welch asked if the Committee members could have a copy of the budget. Mr. Bailey stated the first two meetings will be conceptual conversations, with the first meeting with Public Service and Management, and the second meeting with the Police Department and Rec Department. After those conversations, the Town Manager and the Departments will develop the first pass of the spreadsheet that will be provided to the Committee in advance of the 3<sup>rd</sup> meeting. It is Mr. Bailey's vision to look at where the Town is before assigning numbers, and then look at numbers to see if the numbers are realistic.

## 7. Public Comment and Participation

Chris Conlin asked what the process will be when there is a wish list for the budget, but not the funds. Doug Bailey stated the wish list will help to generate the list of capital expense. There will be a discussion about the highway garage as something that needs to be done, and a discussion of the roads and what funds are available. Mr. Bailey suggested people stay involved and come to the meetings. There is a need to look at what is affordable and what can be achieved, and there will be a separation of needs from wants. Heather Nelson suggested people be involved from the beginning for the Board to take things into consideration. This will provide a structure point and a better look at where we are right now. Neil Silins asked if it was possible to have the documents available to everyone. Seth Hopkins advised all meeting materials will be on the Town website in advance of the meetings.

Stephanie Jermone advised that she is still working on constituent outreach. She is currently working on a project regarding cell towers, noting there was a concern brought to her attention at the polls regarding a dark spot in Forest Dale. She is meeting the new educators and talking about the issues of hiring. She will be working to ease up on some of the regulations to make it easier for professionals to apply for jobs in the State. Representative Jerome noted she is still working for the people and she will be scheduling her next constituent coffee hour. If anyone has concerns in the meantime they can call or email her.

Dorthea Langevin noted that she loves Brandon and due to her green card status, she is not allowed to vote or hold office but has been participating in most of the Select Board meetings. She wished to give kudos to all who come to the meetings and who do the work. Ms. Langevin noted she comes from a democracy that offers some freedoms more than other countries and stated people have a birthright to speak and be heard, and she thanked all for participating.

Wendy Fjeld thanked the Board for the work that they do and apologized that she does not say thank you enough. She noted when she reaches out to Mr. Moore or Mr. Hopkins, they are easy to work with and she appreciates all that they do. She has lived in Town for 40 years and taught school here for 40 years and noted the Town is getting better and better, and there are many things that people can take advantage of.

Vicki Disorda stated she is glad there are fountains in the park, but noted there was discussion of the Town purchasing the dog park and possibly turning it into parking. Bill Moore stated the Town has not moved forward with the discussion of purchasing the land. There was an offer made for the Town to purchase the park, but nothing has been done at this point. The Select Board would need to approve it and a plan developed. He stated that there was no plan to demolish the park and in talking about parking, the current owner had asked about parallel parking on the side of the hill. People park along West Seminar as there is no parking on the east side and there was talk about parking along the road. He stated the thought would be a dog park and green space, and parking along the park. Tim Guiles stated there will be an executive session this evening to discuss this item.

The Select Board recessed at 8:14PM.

The Select Board reconvened at 8:17PM.

**Motion** by Tim Guiles/Heather Nelson to enter into executive session at 8:24PM per 1 V.S.A.313(a)(2) regarding negotiating or securing real estate purchase or lease option. **The motion passed unanimously.**

## 8. Executive Session

The Board came out of executive session at 8:41PM. There was no action required.

**Motion** by Brian Coolidge/Tim Guiles to approve the submission of an application for a \$12,500 matching grant from the Building Community Grants to purchase land at the Seminary Hill Park. **The motion passed unanimously.**

## 9. Adjournment

**Motion** by Brian Coolidge/Tim Guiles to adjourn the Select Board meeting at 8:42PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary

08/29/24  
12:27 pm

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # 63785 Prior FY Invoices  
All Invoices For Check Acct 01(10 General Fund) 09/08/24 To 09/08/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100788	08/21/24	NEW ENGLAND MUNICIPAL RES Lisa- March to June 55481	10-5-11-22140 Property Assessor	7908.75	2019	09/09/24
Report Total				7908.75		

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 \$ \*\*\*\*\*7,908.75  
Let this be your order for the payments of these amounts.

FY 23/24

---

---

---

---

---

---

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
301024	08/16/24	AAA POLICE SUPPLY ammunition 47191	10-5-14-30120 Professional Supplies	480.00	2031	09/09/24
310590	09/03/24	AMERICAN WINDOW CLEANING windows aug 28, 2024 8306	10-5-22-43100 Town Office	65.00	2032	09/09/24
311015	08/21/24	BEN'S UNIFORMS uniform pants 32025	10-5-14-10320 Clothing Allowance	121.00	2033	09/09/24
311015	08/26/24	BEN'S UNIFORMS uniform pants 32041	10-5-14-10320 Clothing Allowance	121.00	2033	09/09/24
311237	09/03/24	BLACK. EDWARD & CAROL permit fee over charged SEPT 2024	10-4-12-04310 Land Use Permit Revenue	33.00	2034	09/09/24
100190	09/01/24	BLUE SEAL FEEDS TK - work shirt, jacket 18-35552	20-5-55-10320 Clothing Allowance	144.48	2035	09/09/24
100255	08/30/24	BRANDON FIRE DISTRICT #1 August water payments 08/30/24	90-5-15-90600 Paid To BFD No 1	13212.25	2036	09/09/24
100275	09/03/24	BRANDON FREE PUBLIC LIBRA appropriation SEPT 2024	10-5-25-70470 Brandon Library	7666.67	2037	09/09/24
100280	08/24/24	BRANDON LUMBER & MILLWORK plastic buckets with lids 53415/3	20-5-55-43160 Maint. Supplies - General	21.16	2038	09/09/24
100280	08/26/24	BRANDON LUMBER & MILLWORK pipe joint compound 53766/3	20-5-55-43160 Maint. Supplies - General	7.99	2038	09/09/24
100280	08/28/24	BRANDON LUMBER & MILLWORK mophead, brush, cleaner 54103/3	20-5-55-43160 Maint. Supplies - General	32.57	2038	09/09/24
100280	09/04/24	BRANDON LUMBER & MILLWORK gas can 55076/3	10-5-15-41120 Safety Equipment	26.99	2038	09/09/24
100310	09/03/24	BRANDON SENIOR CITIZENS C appropriation SEPT 2024	10-5-25-70480 Senior Citizen Center	1291.67	2039	09/09/24
300967	09/03/24	BRANDON, TOWN OF FEMA buyout-317 North St 9/3/24	56-5-06-20200 Newton Rd Flood-Legal	1906.63	2021	09/03/24
300967	08/26/24	BRANDON, TOWN OF water @ Estabrook Park EST 08/26/24	10-5-22-42120 Bldgs & Grounds Water Fee	95.10	2040	09/09/24
300967	08/26/24	BRANDON, TOWN OF water @ Police Dept. PD 08/26/24	10-5-22-42120 Bldgs & Grounds Water Fee	80.49	2040	09/09/24
300967	08/26/24	BRANDON, TOWN OF water @ Town Hall TH 08/26/24	10-5-22-42120 Bldgs & Grounds Water Fee	91.84	2040	09/09/24
300967	08/26/24	BRANDON, TOWN OF water @ Town Office TO 08/26/24	10-5-22-42120 Bldgs & Grounds Water Fee	97.62	2040	09/09/24
300967	08/26/24	BRANDON, TOWN OF water @ Wastewater plant WW 08/26/24	20-5-55-42120 Water	1357.83	2040	09/09/24
310449	08/29/24	BSN SPORTS LLC soccer balls 926632585	10-5-18-40000 Youth Soccer	650.00	2041	09/09/24
311236	09/03/24	BUTLER MARCIA FEMA buyout-317 North St 9/3/24	56-5-06-20200 Newton Rd Flood-Legal	138733.37	2022	09/03/24
100860	09/03/24	CARROLL, BOE, PELL & KITE FEMA buyout-317 North St 9/3/24 - INS	56-5-06-20200 Newton Rd Flood-Legal	577.50	2023	09/03/24
100860	09/03/24	CARROLL, BOE, PELL & KITE FEMA buyout-317 North St 9/3/24-LEGAL	56-5-06-20200 Newton Rd Flood-Legal	1500.00	2024	09/03/24
301503	08/21/24	CHAMPLAIN VALLEY FUELS diesel fuel 537838	10-5-15-41130 Fuel - Vehicles HW	1375.95	2042	09/09/24
301503	08/28/24	CHAMPLAIN VALLEY FUELS diesel fuel 538847	10-5-15-41130 Fuel - Vehicles HW	365.36	2042	09/09/24



Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
300755	08/22/24	drain cleaner 8818382	20-5-55-43160 Maint. Supplies - General	382.90	2043	09/09/24
100411	08/25/24	packing tape 08/25/24	20-5-55-30110 Office Supplies	7.99	2044	09/09/24
310097	08/27/24	service Sep 4 to Oct 3 TO 08/27/24	10-5-10-42100 Telephone Exp. Admin.	633.57	2045	09/09/24
310097	08/21/24	service: Aug 28 to Sep 27 WW 08/21/24	20-5-55-42100 Wastewater Telephone	206.02	2046	09/09/24
301066	08/23/24	pour thru cell kit 0009576	20-5-55-30120 Professional Supplies	459.44	2047	09/09/24
100470	08/29/24	trimmer head 0070714	10-5-22-43120 Municipal Mowing-maint	36.99	2048	09/09/24
100470	09/02/24	tube for mower tire 0070733	10-5-22-43120 Municipal Mowing-maint	44.30	2048	09/09/24
330426	08/25/24	paggers 238-16883	20-5-55-42100 Wastewater Telephone	39.00	2049	09/09/24
101166	08/30/24	refund of football fees 1606137	10-5-18-40010 Middle School Football	55.00	2050	09/09/24
300466	08/26/24	portable toilet 92557	10-5-18-40000 Youth Soccer	135.00	2051	09/09/24
300466	08/26/24	portable toilets 92558	10-5-18-43130 Estabrook	130.00	2051	09/09/24
300466	08/26/24	portable toilets 92558	10-5-18-60100 Seminary Hill	130.00	2051	09/09/24
101007	09/05/24	exhaust repair 2017 Mack 44986	10-5-15-41180 HW Outside Maint. - Vehic	2034.64	2052	09/09/24
100494	08/23/24	testing 500989	20-5-55-22120 Testing	155.00	2053	09/09/24
100494	08/23/24	testing 500990	20-5-55-22120 Testing	45.00	2053	09/09/24
100494	08/30/24	testing 501662	20-5-55-22120 Testing	45.00	2053	09/09/24
100756	08/26/24	drain plugs 87030947	20-5-55-43160 Maint. Supplies - General	97.00	2054	09/09/24
310613	08/27/24	valve 119436880	10-5-15-41160 HW Maint. Supplies-Vehicl	599.14	2055	09/09/24
100650	08/19/24	boots 028828803	10-5-14-10320 Clothing Allowance	192.94	2056	09/09/24
311128	08/26/24	undercoat, inspection 218133	20-5-55-41180 Maintenance-Vehicles	217.84	2057	09/09/24
311128	08/27/24	socket 218148	20-5-55-41110 New Equipment-Misc Tools	8.99	2057	09/09/24
311128	08/28/24	grease, connector 218198	10-5-15-41160 HW Maint. Supplies-Vehicl	103.15	2057	09/09/24
311128	08/29/24	synthetic oil 218280	10-5-22-43120 Municipal Mowing-maint	53.88	2057	09/09/24
100559	08/22/24	reagent set, filter 14159365	20-5-55-30120 Professional Supplies	270.63	2058	09/09/24
300600	08/30/24	sodium bisulfite solution PI-29261	20-5-55-50140 Sodium Bisulfite	2562.29	2059	09/09/24

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # 63788 Current Prior Next FY Invoices  
All Invoices For Check Acct 01(10 General Fund) 09/09/24 To 09/09/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310335	08/08/24	asbestos inspection 307240445-1	56-5-06-20200 Newton Rd Flood-Legal	930.92	2060	09/09/24
101156	08/22/24	copier contract 536448301	10-5-10-30130 Service Contracts	312.86	2061	09/09/24
311085	06/01/24	training 7/1/24 - 6/30/25 PRA11237240	10-5-14-10340 Professional Development	886.86	2062	09/09/24
311176	09/04/24	cleaning 090424	10-5-22-10120 PD Custodian	157.50	2063	09/09/24
311176	09/04/24	cleaning 090424	10-5-22-10130 Admin Custodian	416.75	2063	09/09/24
101092	08/28/24	Dance lessons 8/28/24	10-5-18-50070 Dance Lessons	723.00	2020	08/30/24
310842	05/31/24	FY24 Audit 2024-1659	10-5-10-22110 Auditors	2900.00	2064	09/09/24
300375	08/27/24	July sludge processing 36228SLUDG	20-5-55-50160 Sludge Disposal	7200.00	2065	09/09/24
100493	08/14/24	permit posters 08142024	10-5-12-30120 Professional Supplies	17.50	2066	09/09/24
310582	09/03/24	shredding 8/28/24 466678	10-5-13-30110 Office Supplies	35.00	2067	09/09/24
310921	08/27/24	consulting fee 1255	10-5-10-30130 Service Contracts	540.00	2068	09/09/24
300592	08/15/24	propane @ Police Dept. 580110	10-5-22-42100 Heating - Propane	113.53	2069	09/09/24
311173	08/20/24	BOD bottles 00459502	20-5-55-30120 Professional Supplies	200.03	2070	09/09/24
311217	09/03/24	sept host fee 251768	10-5-13-30123 Records Preservation	295.00	2071	09/09/24
100317	09/03/24	may thru august SEPT 2024	10-2-00-02112 Dog Lic. Fees to State	230.00	2072	09/09/24
310046	08/22/24	paper towels 248659231	10-5-22-43180 Maint. Supplies Bldgs.	272.93	2073	09/09/24
310046	08/27/24	towels, tissue, pads 248738804	10-5-10-30110 Office Supplies	186.67	2073	09/09/24

09/05/24

TOWN OF BRANDON Accounts Payable

11:32 am

Check Warrant Report # 63788 Current Prior Next FY Invoices

LuanneMerkert

All Invoices For Check Acct 01(10 General Fund) 09/09/24 To 09/09/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				194119.73		

Selectboard

To the Treasurer of TOWN OF BRANDON, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*194,119.73  
Let this be your order for the payments of these amounts.

---



---



---



---



---

## FOLLOW-UP ITEMS FROM PREVIOUS MEETINGS

The Town's grant application spearheaded by the Energy Committee to fund a revolving loan fund to assist Brandon residents with weatherization and efficiency projects was not successful; the grant administrators advise such use of funds does not qualify. A second round of applications has been opened and the Energy Committee is working on another concept to secure funding from the Energy Efficiency and Conservation Block Grant Program (EECBG) to benefit Brandon. The new concept is to fund an Energy Navigator such as is successfully implemented in Addison County currently. An Energy Navigator would help homeowners connect with resources to help the homeowners pursue energy audits, weatherization, obtaining efficient heating, cooling, and transportation equipment, and consider generating electricity with solar.

The Town has received and I have posted on the Reports page of the Town website all four of its MERP (Municipal Energy Resilience Program) building audit reports. These were done at no expense to the Town and are thorough energy evaluations of the Town Hall, town office, highway barn, and wastewater treatment facility. Recommendations are included for weatherization, heating/cooling systems, and resilience. Jeremy Gildrien from RRPC met with a team from the Town; he will be assisting the Town with a MERP implementation grant application to try to secure funding for some of the reports' recommendations with the overall goals of reducing our baseline energy use and the ongoing energy costs borne by taxpayers.

## FOCUS AREAS DURING REPORTING PERIOD

The Town completed a buyout of a home at 317 North Street adjacent to the Neshobe River. The Town will now arrange the asbestos inspection and after that enter the demolition bid process.

The Town received a no-asbestos clearance and on Friday 6 September conducted a mandatory site visit with parties interested in bidding that demolition work at the factory building at 110 Newton Road now owned by the Town through the buyout process.

We have implemented new e-addresses for the Town professional staff and selectboard using our more secure domain of brandonvermont.gov . An updated contact list accompanies this report.

Town staff and our NEMRC assessor worked to make significant progress on chronic mapping issues in the assessor's office this week. This will assist property owners making investments in Brandon through our land use / zoning permit process. In conjunction, I met with our state District Advisor for Property Valuation on matters related to reappraisal and other assessing functions.

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

FOR AWARENESS OF THE SELECTBOARD

A box truck was reported to have attempted but failed to cross the Sanderson covered bridge on Wednesday; a board was struck and taken off; the Town crew will be able to make the repair. The Town crew has been focusing on the final roadside mowing of the season and continuing with ditching to bring more segments of our roads into compliance with the municipal roads general permit. The crew is working methodically under the direction of our very able Highway Chief Jeremy Disorda. They are responding to individual matters brought to their attention as well.

Our Wastewater staff has been working with state officials and has made a plan for continuing education to level up licenses for Tim Kingston and Ian Buckley in light of Chief Operator Steve Cijka's upcoming retirement.

FY26 BUDGET PROCESS FIRST STEPS

The conceptual / big picture budget hearings for FY26 are taking shape. Proposed calendar:

- (Mon 9 Sept Regular selectboard meeting)
- Mon 16 Sept Budget Committee & Selectboard topic: Public Safety & Administration / Finance Chief of Police Kachajian to attend for Public Safety; Seth Hopkins & Sue Gage
- (Mon 23 Sept Regular selectboard meeting)
- Mon 30 Sept Budget Committee & Selectboard topic: Public Works & Community Development Chief of Highway Disorda to attend for Public Works; Bill Moore for Community

Respectfully submitted,

*Seth M. Hopkins*

FINANCIAL SNAPSHOT

An FY24 invoice appears for approval tonight; the Town Treasurer continues to make appropriate entries to ensure proper accounting; FY24 should settle out for reporting to the board in September.

FY25 Budget Operating Expenses	19.3% thru funds / 19.2% thru year
Unrestricted / Unassigned Fund Balance	\$435,872
1% (Local Option) Tax Fund Available / Undesignated [\$100,000 board-reserved paving now \$35,000 per board action 12 Aug 2024 not included at right]	\$326,173
Known Grant Matches Not Yet Designated	UNION STREET
Delinquent property taxes (prior years)	\$524,258 (was \$530,491)
Delinquent wastewater (prior years [over 120 days])	\$214,164 (was \$247,861)
Tax Sale Status — PAUSED due to Legislated changes	70 accounts at attorney for letters

All addresses end with @brandonvermont.gov		
Department	E-address	To Reach These Staff Members
Wastewater	wwtf@	Steve Cijka, Tim Kingston, Ian Buckley
Highway	highway@	Jeremy Disorda, Brian Kilpeck, Winston Forbes, Kyle Leedom
Animal Control	animalcontrol@	Tim Kingston (ACO only)
E911	E911@	Tom Kilpeck (E911 only)
Town Manager	manager@	Seth Hopkins
Deputy Town Manager Recreation Director Economic Development Officer	community@	Bill Moore
Assistant to Recreation Director	events@	Colleen Wright
Office Administrator	esmith@	Elaine Smith
Bookkeeper Human Resources Grant Tracking	finance@	Jackie Savela
Assessor's Clerk	assessor@	Karen Folger
Town Clerk & Treasurer	clerktreas@	Sue Gage
Assistant Clerk & Treasurer	asstclerk@	Luanne Merkert
Zoning Administrator Rental Housing Officer Health Officer	code@	Larry Stevens
Selectboard Chair	dbailey@	Doug Bailey
Selectboard Vice-Chair	hnelson@	Heather Nelson
Selectboard Clerk	rethier@	Ralph Ethier
Selectboard Member	tguiles@	Tim Guiles
Selectboard Member	bcoolidge@	Brian Coolidge

The selectboard will retain first-initial-last-name addresses @brandonvermont.gov as it seems prudent to have those accounts inactivated/archived when new selectboard members take office. New members need not inherit their predecessor's old correspondence.



TOWN OF  
BRANDON  
VERMONT  
RECREATION

September 9, 2024

Rec fall season is in full swing. 130+ soccer 67+ football and 11 cheerleaders have started practicing.

First Lego League robotics program starts this week and there is only one spot left unclaimed for the 12 person team that will meet all fall and compete in December.

Miss Michaela Dance has 9 different classes that are open for enrollment including an multi-discipline adult class. Meets at the former Pilar Pilates space on Rossiter Street.

The cultural celebration Eagle Feather PowWow will be held at Estabrook on September 19-22. a Native American powwow gathering. All are welcome sacred fire vendors, dancers, story tellers, drums flute players. All welcome this is a great educational learning experience. This is an outside organization that is using the park area.

More Estabrook News – The Drive-in is being reopened thanks to some fundraising efforts: Titles to be shown: October 4 – Nightmare Before Christmas/Nightmare on Elm Street. October 5 – Hocus Pocus/Friday the 13<sup>th</sup>, October 6 – The Shining.

Respectfully submitted,



Bill Moore

Joan B. Allen  
Conservation Consultant  
Working on Behalf of VT Dept. of Fish and Wildlife  
1953 Davis Road  
S. Randolph, VT 05061  
(802) 728-4830  
*joanbarballen@gmail.com*

August 28, 2024

Seth Hopkins, Town Manager  
Town of Brandon  
49 Center St.  
Brandon, VT 05733

Dear Mr. Hopkins,

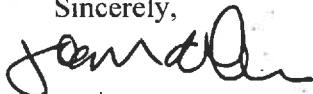
On behalf of the Vermont Department of Fish and Wildlife (DFW), I'm writing to request a letter of support from the Selectboard for DFW's acquisition of a two wetland parcels in Brandon Swamp. Robert and Carol Parker own a 13 acre parcel (ID 0080-3024, Tax Map 6-1-97) on the north side of VT Route 73 adjacent to a previous state purchase and in close proximity to several other parcels acquired since 2021. The second parcel is believed to be 12.7 acres (ID 0080-9999, Tax Map 6-2-7), on the south side of VT Route 73, along the Sudbury town line. This property is shown on the 2023 tax map as 17.5 acres, though the Grand List says 12.7. This lot is adjacent to two holdings that were restored and permanently conserved by the USDA NRCS Wetland Reserve program. Both Parker properties are forested wetlands accessible only on foot, with no development or agricultural value. They will be added to the Brandon Swamp WMA, and in addition to further protecting its ecological and wildlife values, will ensure permanent public access for hunting and fishing.

The Parkers purchased these lots in a tax sale a number of years ago, and would like to support the state's efforts to protect Brandon Swamp's natural and recreational values. They have agreed to sell both parcels to DFW. As with our earlier acquisitions, the property will remain on the town's tax rolls, with the state making a Payment in Lieu of Taxes (PILT) equal to your municipal tax.

It's the state's long-standing policy to ask Selectboards to indicate their support for these acquisitions. We would appreciate receiving a brief letter from the Selectboard confirming their support. Color maps showing the properties are included with this letter.

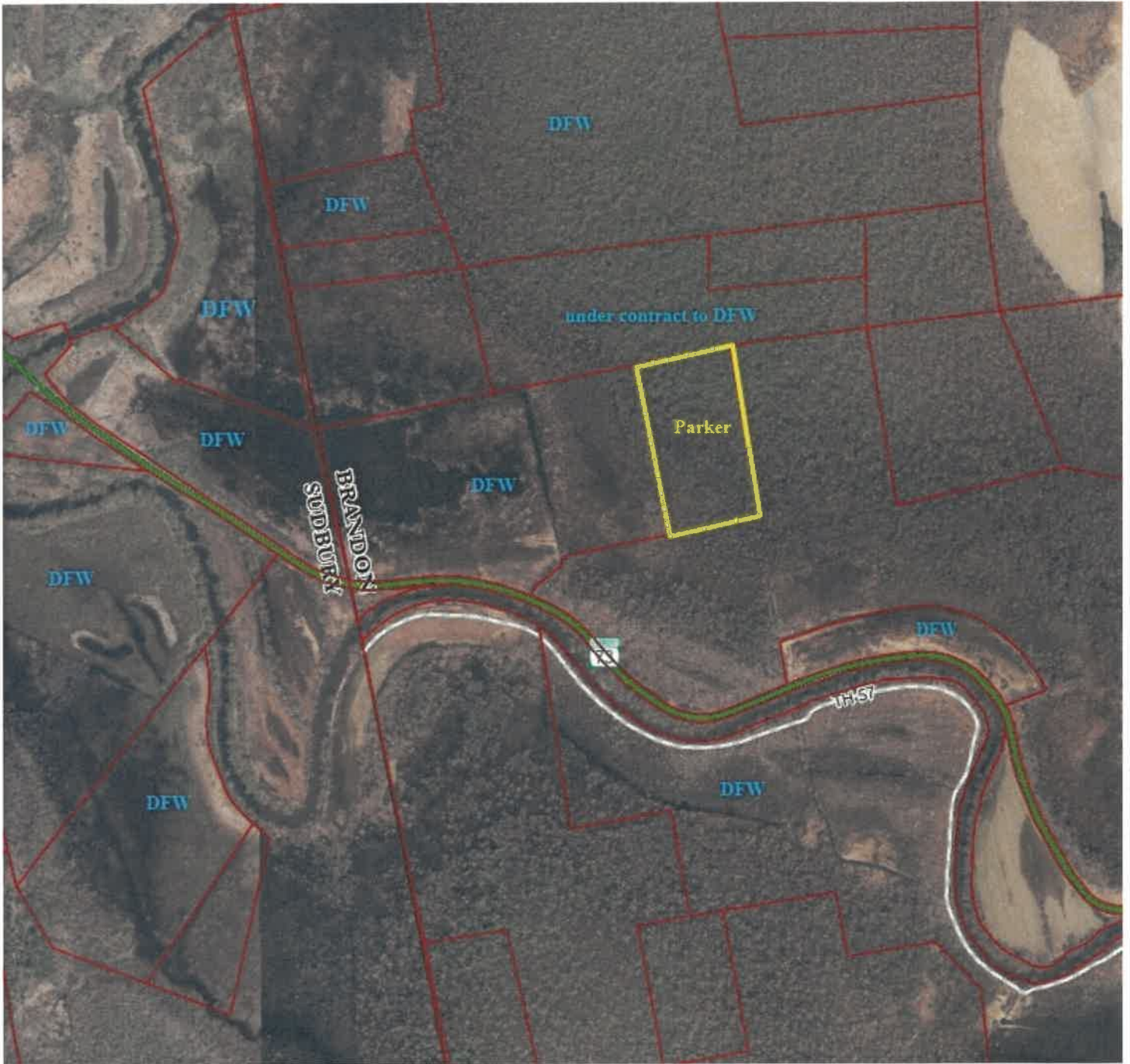
Will Duane, DFW's Land Acquisition Coordinator and I would like to attend the September 9 Selectboard meeting Zoom, if you have room in your agenda, or if not, the September 23 meeting, to discuss this request with you.

Sincerely,



Joan Allen





- LEGEND**
- Parcels (standardized)
  - Roads
    - Interstate
    - US Highway; 1
    - State Highway
    - Town Highway (Class 1)
    - Town Highway (Class 2,3)
    - Town Highway (Class 4)

**NOTES**

Map created using ANR GIS mapping technology.

1: 10,566  
August 28, 2024



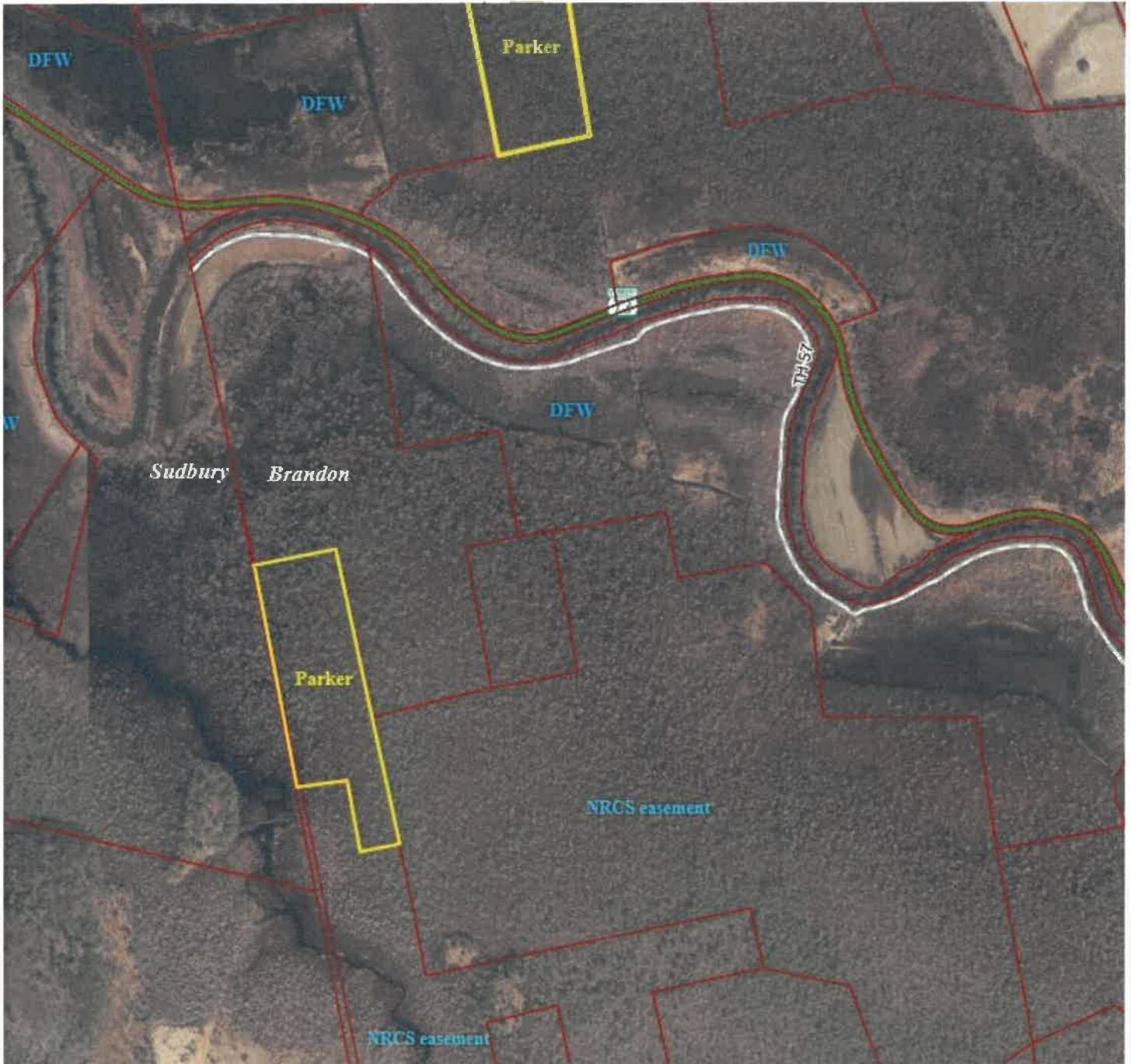
537.0 0 268.00 537.0 Meters

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Vermont Agency of Natural Resources

1" = 880 Ft. 1cm = 106 Meters  
THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.





**LEGEND**

Parcels (standardized)

Roads

- Interstate
- US Highway; 1
- State Highway
- Town Highway (Class 1)
- Town Highway (Class 2,3)
- Town Highway (Class 4)

**NOTES**

Map created using ANR GIS mapping technology.

1: 10,566

August 28, 2024



537.0 0 268.00 537.0 Meters

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Vermont Agency of Natural Resources

1" = 880 Ft. 1cm = 106 Meters  
THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.