

Brandon Select Board Meeting
September 23, 2024
7:00 p.m.

The Brandon Select Board will meet Monday, September 23, 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
Zoom Link	https://zoom.us/j/2532794161
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) **Select Board Members' Remarks**
- 3) **Recurring Matters**
 - a) **Select Board Meeting Minutes – September 9, 2024**
 - b) **Budget Workshop Minutes – September 16, 2024**
 - c) **Warrant – September 23, 2024 - \$1,533,983.35**
- 4) **Town Manager's Report**
- 5) **Community Development Report**
- 6) **Award Bid for Demolition of FEMA Buyout at 110 Newton Road**
- 7) **Consider Purchase Order 45041 to Cargill, Inc. for Deicing Salt - \$87,250.**
- 8) **Public Comment and Participation**
- 9) **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 the Town Management Team
- 10) **Adjournment**

**Brandon Select Board Meeting
September 9, 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, David Kachajian, Jan Coolidge, Karen Rhodes, Sandy Mayo, Barry Varian, Tricia Welch, Bill Moore, Steven Jupiter, Barbara Scribner, Billy Bullock, Nita Hanson, Cecil Reniche-Smith, Nancy Leary, Liz Ross, Tessa Cattermole, Tom White, Judy Bunde, Helyn Anderson, Stephanie Jerome, Ethan Nelson, Britta Nelson, Leif Nelson, Tori Jones, Ryan Fay

Others by Zoom: Sue Gage, Kelly Coolidge, Wendy Fjeld, Jon Allen, Bruce Jensen

1. Call to Order

The meeting was called to order at 6:30PM by Doug Bailey – Board Chair.

a. Agenda Adoption

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

Motion by Brian Coolidge/Heather Nelson to enter into executive session at 6:30PM regarding the appointment or employment or evaluation of a public officer or employee per 1 V.S.A.313(3)(a)(3) to include the Town Manager, Deputy Town Manager and Chief of Police. **The motion passed unanimously.**

2. Executive Session

The Board came out of executive session at 6:55PM. There was no action required.

3. Select Board Remarks

Doug Bailey wished to remind all in attendance that we are all friends and neighbors and it is asked that everyone is treated with respect.

Heather Nelson thanked Mr. Bailey for the reminder of how things should be.

Ms. Nelson read the following:

"I would like to comment on something that happened a couple of weeks ago and didn't follow those guidelines.

The following statement of equity was ratified by the town and is intended to apply toward everyone in town, whether they be town officials, selectboard members, residents, or simply visitors:

The Town of Brandon, a Vermont municipality, recognizes that the individuals that make up the community it serves, are diverse in experiences. Age, race, ethnicity, gender, religion, disabilities, socio-economic status sexual orientation, gender identity and national origin are all factors that contribute to this diversity. It is vital that the Town, its employees, its elected officials, and its volunteers embrace this diversity in our service to the community. Service to our community through work with the Town requires a commitment to respecting and dignifying our differences. Creating opportunities for all in fair and equitable fashion fosters a culture of inclusion.

During our last selectboard meeting, I received an email suggesting that I request table skirts from a former constituent, who had previously told the selectboard chair that I needed to be taught to "sit like a lady". For the record, I was one of three

selectboard members wearing long pants that evening. I have never before received a comment about how I sit in my personal or professional life, and I would love to say that meant that this comment did not get under my skin... But the next day I found myself questioning, and I even asked my husband if I really did sit funny and just hadn't ever known it.

While this comment may seem benign when taken in isolation, or because it was given as "girl to girl" tip. This type of comment deteriorates one's confidence so that they will stop standing up for themselves and for things they believe are right. They are meant to undermine one's positive feelings about oneself.

This is me, standing up to stop this type of treatment.

I was elected to do the work of the selectboard, and this type of disrespectful comment is a distraction from that work. When people are disrespectful in our political discourse, it hinders the ability of people to have a thoughtful conversation about an issue. It also hinders the effectiveness of the board because it changes the discussion from the issues at hand to things of a personal nature which have no bearing.

Selectboard members, town officials, and town office staff have been receiving emails, comments, and messages about their character appearance, and gender, that are absolutely inappropriate and have no place in polite political discourse. These comments often violate our statement of equity. Comments of this nature are counter-productive to the work of the selectboard."

4. Recurring Matters

a. Approval of Select Board Meeting Minutes – August 26, 2024

Motion by Heather Nelson/Ralph Ethier to approve the Select Board minutes of August 26, 2024. **The motion passed unanimously.**

b. FY2023/2024 Warrant – September 9, 2024 - \$7,908.75

c. FY2024/2025 Warrant – September 9, 2024 - \$194,119.73

Motion by Tim Guiles/Brian Coolidge to approve the warrants of September 9, 2024, in the amount of \$7,908.75 and \$194,119.73. **The motion passed unanimously.**

Doug Bailey advised that the smaller warrant was for appropriation payments and there was a FEMA buyout in the larger warrant. Heather Nelson noted that the FEMA buyout is from the federal government and is a pass through.

5. 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 stated for anyone interested in reviewing the four comprehensive energy audits for key buildings in Town relating to the Municipal Energy Resilience Program, they can be viewed on the Town's website. The Energy Committee is working on grants to implement recommendations made.

Mr. Hopkins reviewed the meetings for the remainder of September that included the Budget Committee meeting next Monday, the second regular Select Board meeting on the 23rd, and the second Budget Committee meeting on the 30th.

Last Friday Mr. Hopkins met with Tom Markowski and Mr. Moore regarding the waterfall. Mr. Hopkins advised the options for the waterfall would be: 1. Removal of the dam leaving natural ledge that is potential for State funding, 2. Restore the appearance of the waterfall and remove the vegetation, and 3. Repair of the dam and removing the silt to restore its ability to work.

On Saturday Mr. Hopkins met with Morton Building in Castleton regarding the highway barn. There will be choices for procurement and whether the Town wants to specify a Morton building. The .gov pilot modules are functioning and there has been some use. Mr. Hopkins plans to announce all three on FPF and add to Town's Facebook page. The three modules are: Report of Concern that is on the Contact Us menu to alert the Town of matters that need attention and is location based. Examples could be an issue with a sidewalk, or low hanging branches. The submissions will come to the Town and will be addressed when the budget allows. The second is the land use application that is on the Zoning/Planning page. This will be for residents who want to make a change like an addition, change of use, etc. of a property. It is a comprehensive form for the Town. One feature is to put the address in and much of the information populates and if there is something missing, the form will not be submitted until it is complete. The third module is a rental housing registration. Landlords have to comply to the rental housing codes and are required to submit an application annually. Mr. Hopkins noted that Larry Stevens is the Rental Housing Administrator, Health Officer, and Zoning Administrator for the Town.

Barry Varian asked if the repair to the upper falls was due to it being in disrepair. Seth Hopkins stated the dam is in poor condition but is not an issue and the restoration would be for aesthetics. Mr. Varian stated the waterfall is a value to the Town. Mr. Hopkins stated the Select Board will determine what they would like to do about the waterfall but the only option for State funding is removing the dam. Sue Gage stated the insurance is cancelling coverage for any damage of the dam failing.

Jan Coolidge stated in reviewing the Energy Committee's information on the town hall, she saw many inaccuracies and their data for heating and cooling will not be correct as the usage is way off. Mr. Hopkins advised there was a meeting with the RRPC regarding their recommendations for improvements and for the town hall, they suggested tightening the windows. For heat and ventilation, they suggested moving towards battery-backup and solar and there is potential at the wastewater plant. Progress is continuing in making the buildings accessible through ADA compliance.

Stephane Jerome asked if the rental registry included short-term rentals. Mr. Hopkins advised that it does not include short-term rentals and is more for occupancy. The Select Board could consider a short-term rental policy but currently there is not one.

Mr. Hopkins reported the Select Board have new email addresses that are first initial, last name @brandonvermont.gov. The staff have position-based emails per the list that was provided in the board packet. The old addresses will continue to work for a couple of years.

6. Rec Director's Report

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

The 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.

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

The cultural celebration, Eagle PowWow will be held at Estabrook on September 20 – 22, a Native American powwow gathering. All are welcome. There will be sacred fire vendors, dancers, story tellers, drums, and flute players. All welcome as 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 13th and October 6 – The Shining.

Mr. Moore noted he has a lot of roles, having been Rec Director for 12 years and he is making a move towards community development. Mr. Moore reported there has been a public concern meeting regarding the Forest Dale connector scoping

study. There is a website that has the presentation from Dubois and King, community@brandonvermont.gov, and additional comments can be provided. Thanks to all who participated in the meeting. Additional meetings will be held.

There was a demolition prebid meeting for 110 Newton Road with bids to close Friday. The Select Board will choose the vendor on Monday. A Parking Committee meeting was held to identify and provide ideas about parking concerns. Additional comments can be provided to the Committee.

Mr. Moore, as Municipal Project Manager, provided an update on the Union Street project as requested by the Select Board. VTrans is currently reviewing the project with the hopes that approval will be received soon. The right-of-way negotiations for residents could take four months. The final plan specifications should be delivered February 2025 with the bid phase to be completed by May 2025 and construction to take place July to November 2025.

Heather Nelson noted soccer is off to a strong start. Mr. Moore stated it is due to the work of the volunteers.

Doug Bailey stated it is good to see people visiting Brandon and it is nice that the Town is a destination for visitors. Mr. Moore noted our volunteer gardeners and the Buildings and Grounds crew are doing a wonderful job of making the Town beautiful.

7. Letter of Support for Two Swamp Lots to be added to Brandon Swamp WMA

Seth Hopkins advised that Joan Allen, conservation consultant, was present to discuss permanent conservation of some lots. Ms. Allen stated Robert and Carol Parker own two lots that they would like to sell to the Vermont Department of Fish and Wildlife that are part of properties that they had purchased through a tax sale. They are ready to sell them and have accepted the Fish and Wildlife Department's offer. The first is a 13-acre lot on the north side of Route 73 and is abutting several lots recently purchased by the Fish and Wildlife Department. It does not have public access or deeded access that is typical of some swamp lots they have purchased. The other parcel is 12.7 acres on the south side of the creek along the Sudbury town line. There is confusion about the size and configuration of this lot as one map shows it is 12.7 acres, but the tax map indicates it is 17.5 acres and a much different configuration which will have to be clarified prior to closing. Currently the assumption is the lot is 12.7 acres. Like previous purchases, the lots will remain on the tax roll and will be managed by the Fish and Wildlife Department. They will be open to the public for various uses like birding and hunting.

Motion by Tim Guiles/Heather Nelson to provide a letter of support for the request of the two lots to be added to the Brandon swamp. **The motion passed unanimously.**

Doug Bailey noted the Town has done many of these requests in the past and are pieces of land that cannot be built on and are only for the public's use. These parcels are off Route 73 between Brandon and Sudbury in the middle of the swamp.

8. Public Comment and Participation

Doug Bailey reported the first budget meeting will be next Monday that will be a discussion with the police Department and Town Management. There will not be a spreadsheet, just verbal discussion. A Zoom option will be available for the meeting.

Heather Nelson reported she received an email from a Brandon resident with concern about the intersection between Park Street and Marble Street. The resident indicated they have recently moved to that end of town and is concerned with the intersection having only a 3-way stop and the speed limit variations. Tim Guiles noted it is a state road. Seth Hopkins suggested he could ask VTrans about another study noting there had been a traffic study done and the State did not recommend a 4th stop sign and some people thought that it would create more noise. He will also speak to the Police Chief about the speed limits as there might be more success with the speed limit inconsistencies. Ms. Nelson appreciated another inquiry to VTrans.

Sue Gage noted Luanne Merkert is in her 24th year of employment with the Town and thanked Luanne for her service. Ms. Gage stated the Secretary of State's office has pulled the mailing list for the general election ballots and people should be

receiving them by the end of September/first part of October. Anyone who has not received one by that time can contact Ms. Gage. The election is scheduled for November 5th.

Cecil Reniche-Smith stated with regard to the Park/Marble intersection, in going out of Town on Park Street, the stop sign is obscured by vegetation and she has seen more than one vehicle go through the stop sign. She also noted there is a sign on Route 7 when coming south from Middlebury where the sign indicates the speed will go down to 40mph, but the next sign indicates 35mph. Barry Varian stated with the 3-way stop sign issue, if there are limitations with what is allowable, the Town has to strive to do what is responsible and it needs to be fixed. Heather Nelson suggested with the recent changes in the traffic patterns in Town that another traffic study may be warranted. Steven Jupiter noted he lives at the intersection and echoed the sentiments. He has seen only one accident at the intersection, but many near accidents. He stated that people coming from Park Street may not see the sign about the 3-way stop and suggested making the sign bigger that indicates there is no stop sign coming from the east and possibly another sign could be added on Park Street. Judy Bunde stated the last time the Town had this discussion there was no signage indicating a 3-way stop. The Town installed the 3-way stop sign and subsequently they put in the signs that have more information that she thinks is helpful. Seth Hopkins advised Marble Street is owned by the Town but the stop signs have to be placed in compliance with the Federal Highway's MUTCD (manual on uniform traffic control devices) to be enforceable. Mr. Hopkins will inquire to VTrans on this subject.

Tricia Welch was appalled by the email that Ms. Nelson received and apologized to her as a resident of the Town. She hoped that the Town will not need an inclusion statement in the future and this was inexcusable.

The Select Board recessed at 7:52PM.

The Select Board reconvened at 8:00PM.

Motion by Tim Guiles/Brian Coolidge to enter into executive session at 8:01PM regarding the appointment or employment or evaluation of a public officer or employee per 1 V.S.A.313(3)(a)(3) to include the Town Manager. **The motion passed unanimously.**

8. Executive Session

The Board came out of executive session at 9:05PM. There was no action required.

9. Adjournment

Motion by Brian Coolidge/Heather Nelson to adjourn the Select Board meeting at 9:05PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Minutes of Joint Meeting of Brandon Selectboard and Budget Advisory Committee
16 September 2024, Brandon Town Hall

Attendance Selectboard present: Doug Bailey, Heather Nelson, Ralph Ethier, Brian Coolidge, Tim Guiles.
Budget committee present: Janet Coolidge, Gabe McGuigan, Karen Rhodes, Barry Varian, Tricia Welch. Public present: Seth Hopkins, Bill Moore, David Kachajian, Jeff Cohen, Dorothea Langevin, Faith Daya, Steven Jupiter, Sue Gage, Neil Silins, Tom Kilpeck

Selectboard Chair Doug Bailey called the meeting to order at 7PM. Item 3 of the agenda was deleted at the request of management. On motion of Heather Nelson and second by Tim Guiles, the amended agenda was adopted by the selectboard 5-0.

Selectboard Remarks Doug Bailey offered remarks on the goal of initiating and completing a budget process everyone will feel is fair. Heather Nelson facilitated individual introductions of the selectboard, budget committee, and town management team.

Police Chief Remarks Doug Bailey introduced the FY26 conceptual discussion of the police department, which represents about one-third of all Town expenditures. David Kachajian, Chief of Police since January 2022, had been requested to provide a brief state of the department. He stated the department is at its full authorized staff of six officers plus the Chief and an administrative assistant, and is one of a very small number of departments in Vermont which are fully staffed. Since 1 July 2024, the department has been on a 24-hour on-duty schedule, with no on-call schedule. He cited success of the K9 program and reported over \$100,000 in drugs seized in the past quarter, as well as a 29% reduction in car crashes in Brandon year-over-year. Call numbers are increasing and he has a goal of officers becoming certified as trainers in various fields to provide in-house training.

Budget Committee and Selectboard members asked questions about stressors on the officers, the capital needs of the department, a drug recognition expert possibility, and use of drones.

Police: Positives Doug Bailey led a discussion on what the meeting perceived to be the positive aspects of the department. Meeting participants cited 24 hour on-duty coverage, a strong push to remove drugs from the community, education/prevention/protection over ticketing, and communications received from townspeople who have had interactions our the police department. David Kachajian highlighted several comparison statistics for various metrics across several years, all indicating greatly increased activity. He stated morale has been improved by the 24 hour on-duty schedule as it enhances the officers' quality of life (predictable scheduling, uninterrupted sleep, etc.).

Police: Negatives Doug Bailey then led a discussion on what the meeting perceived to be negative aspects of the department or areas where improvement is needed. Meeting participants noted a desire for a written capital plan and getting control of labor costs, particularly overtime. Selectman Tim Guiles offered consideration of the level of policing in our community as something the community can choose based on its own cost benefit assessment, similar to choosing among various levels of insurance and insurance premiums. He would like to see reducing the demand for drugs addressed as energetically as limiting the supply. David Kachajian agreed and relayed that all officers would like to see availability of more robust mental health services. He briefly shared the evolution of policing from simple law enforcement to a broader concept of public safety to

today's view of police acting as problem solvers. In response to Doug Bailey's question regarding any pitfalls of the 24 hour on-duty coverage schedule, he agreed that the overtime costs have been excessive and were not forecast to have been this high. Seth Hopkins advised that US Department of Labor regulations do require overtime at time-and-a-half be paid for all hours beyond forty in one seven-day workweek. We are not able to average the hours (48 hours in the first week and 36 hours in the second week of the pay period) for purposes of overtime calculation.

Police:
Two-tier
Funding
Proposal

Discussion turned to the possibility of a base level of funding for policing within the Town's general operating budget with a one-year, one-time article asking voters whether they supported 24-hour on-duty coverage at an additional stated cost, with such cost to become part of future budgets if the question is voted affirmatively (meaning, no plans for a yearly article which could result in highly unstable police funding). This would provide a very clear indication of the will of the voters on this topic, even more so than the advisory question posed in March 2024 and would likely be seen as their definitive view for a time.

Town
Clerk

At the conclusion of the discussion on police matters, Town Clerk Sue Gage recommended from her position as Town Treasurer that the Town consider not just a 5-year capital budget but forecasting a 5-year operating budget.

The town manager was directed to work with the chief on cruiser leases and capital plan for the October 7th meeting.

Meeting
Schedule

Future joint meetings of the Selectboard and Budget Advisory Committee will be held at the Brandon Town Hall from 7 - 9 PM on Mondays, September 30th, October 7th, and October 21st.

On motion of Brian Coolidge seconded by Heather Nelson and voted 5-0, the meeting adjourned at 8:56PM.

Respectfully submitted,



Seth M Hopkins, town manager

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63793 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 09/23/24 To 09/23/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
310707	08/30/24	testing supplies		20-5-55-30120	297.30	2101	09/23/24
			36978	Professional Supplies			
100015	09/05/24	chlorine		20-5-55-50120	2517.00	2102	09/23/24
			11250547801	Sodium Hypochorite			
100015	09/05/24	potassium permanganate		20-5-55-50150	399.99	2102	09/23/24
			11450144001	Sodium Aluminate			
310251	09/04/24	sketching software		10-5-11-30210	260.00	2103	09/23/24
			328194	Office Equipment			
300341	09/19/24	Celtics tickets/Dec 19th		10-5-18-60010	3300.00	2104	09/23/24
			12/19/24	Bus Trips			
100255	09/12/24	appropriation		10-2-00-02136	84400.00	2105	09/23/24
			AUGUST 2024	Fire District Payable			
310699	10/01/24	monthly solar		20-5-55-42130	1935.00	2106	09/23/24
			213B	Electric			
310699	10/01/24	monthly solar		10-5-22-42130	2365.00	2106	09/23/24
			213B	Bldgs & Grounds Electric			
100280	09/08/24	wood clothes pins		10-5-18-50090	19.98	2107	09/23/24
			55893/3	Adult Activities			
100280	09/09/24	hoe, trowels, coating		20-5-55-43160	140.93	2107	09/23/24
			56038/3	Maint. Supplies - General			
100280	09/09/24	combination padlock		10-5-18-40000	14.99	2107	09/23/24
			56122/3	Youth Soccer			
100280	09/10/24	bolt snaps, sealant		20-5-55-43160	94.92	2107	09/23/24
			56129/3	Maint. Supplies - General			
100280	09/10/24	PVC, ada[ter, cement		10-5-22-43080	26.85	2107	09/23/24
			56235/3	Highway Bldg Maint			
100280	09/12/24	keys		10-5-18-40000	7.98	2107	09/23/24
			56671/3	Youth Soccer			
100280	09/16/24	varnish, paint brush		20-5-55-43160	10.58	2107	09/23/24
			57195/3	Maint. Supplies - General			
100280	09/16/24	graffiti remover		10-5-15-45120	12.99	2107	09/23/24
			57201/3	Signs & Posts			
100280	09/16/24	nut setter, fasteners		20-5-55-43160	11.23	2107	09/23/24
			57231/3	Maint. Supplies - General			
100280	09/16/24	glue, tape rule		10-5-22-43080	19.98	2107	09/23/24
			57248/3	Highway Bldg Maint			
100280	09/16/24	thinner, light bulbs		10-5-22-43080	76.97	2107	09/23/24
			57286/3	Highway Bldg Maint			
100280	09/17/24	synthetic rubber caulk		10-5-22-43150	129.90	2107	09/23/24
			57423/3	Town Hall Repair/Maint.			
100280	09/18/24	fasteners		10-5-22-43080	2.60	2107	09/23/24
			57581/3	Highway Bldg Maint			
100280	09/18/24	padlocks		20-5-55-43160	31.99	2107	09/23/24
			57585/3	Maint. Supplies - General			
301063	09/02/24	webgis 12/01 - 11/30		10-5-11-20110	3000.00	2109	09/23/24
			20548	Mapping			
100462	09/01/24	August trucking of sludge		20-5-55-50170	1935.00	2110	09/23/24
			3053393	Trucking			
301071	09/17/24	regional marketing		10-5-21-75500	1250.00	2111	09/23/24
			2826	Killington Valley			

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63793 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 09/23/24 To 09/23/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
301503	09/04/24	diesel fuel 539398	10-5-15-41130 Fuel - Vehicles HW	604.97	2112	09/23/24
301503	09/12/24	diesel fuel 539963	10-5-15-41130 Fuel - Vehicles HW	571.00	2112	09/23/24
310703	09/11/24	CC charges- Aug 2024 20588	10-5-18-40010 Middle School Football	184.48	2113	09/23/24
310703	09/11/24	CC charges- Aug 2024 20588	10-5-18-40000 Youth Soccer	184.48	2113	09/23/24
310097	09/02/24	service: Sep 9 to Oct 8 EST 09/02/24	10-5-18-42100 Recreation Telephone	154.55	2114	09/23/24
310097	08/27/24	service: Sep 4 - Oct 3 PD 08/27/24	10-5-14-42100 PD Telephone Service	442.22	2115	09/23/24
310097	09/09/24	service: Sep 16 to Oct 15 TH 09/09/24	10-5-10-42100 Telephone Exp. Admin.	96.48	2116	09/23/24
310037	09/06/24	service: Aug 6 to Sep 5 HWY 09/06/24	10-5-15-42100 HW Telephone	134.54	2117	09/23/24
310037	09/06/24	service: Aug 6 to Sep 05 PD 09/06/24	10-5-14-42100 PD Telephone Service	55.33	2117	09/23/24
301505	08/26/24	interior lightbar 925628	10-5-14-41110 New Equipment - Vehicles	537.00	2118	09/23/24
301505	08/29/24	warning ligjhts 926548	10-5-14-41110 New Equipment - Vehicles	851.80	2118	09/23/24
101168	10/03/24	equipment rental 10.3.24	10-5-18-60020 Movies Expense	2250.00	2119	09/23/24
310733	09/01/24	August rubbish removal AUG 2024	20-5-55-50160 Sludge Disposal	460.00	2120	09/23/24
300466	09/04/24	portable toilet @ Neshobe 92776	10-5-18-40000 Youth Soccer	135.00	2121	09/23/24
300466	09/05/24	use of septic truck 92894	20-5-55-20240 Contractors	682.50	2121	09/23/24
100494	09/12/24	testing 504037	20-5-55-22120 Testing	270.00	2122	09/23/24
100756	09/11/24	rubber hose 87270560	10-5-15-41110 New Equipment-Misc. Tools	78.41	2123	09/23/24
300187	08/31/24	sand 235094	10-5-15-47120 Winter Sand	1502.32	2124	09/23/24
310212	09/18/24	mileage and conference SEPT 2024	10-5-13-10340 Professional Development	55.17	2125	09/23/24
310212	09/18/24	mileage and conference SEPT 2024	10-5-13-10310 Travel & Expenses	80.13	2125	09/23/24
100650	08/25/24	boots for Rimmer 028884275	10-5-14-10320 Clothing Allowance	197.99	2126	09/23/24
100650	08/27/24	boots for Alnwick 028904158	10-5-14-10320 Clothing Allowance	238.94	2126	09/23/24
100650	08/28/24	refills for intoximeters 028915908	10-5-14-30120 Professional Supplies	115.99	2126	09/23/24
310455	09/16/24	mileage reimbursement 09/16/24	10-5-14-10310 Travel & Expenses	44.49	2127	09/23/24
311128	09/05/24	oil filters for mower 218545	10-5-22-43120 Municipal Mowing-maint	138.48	2128	09/23/24

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
310233	GREEN MOUNTAIN POWER	09/03/24 7 Conant Sq lighting	10-5-22-42130	42.71	2129	09/23/24
		09/24 047828	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	09/06/24 WWTF 480 volt service	20-5-55-42130	3056.88	2129	09/23/24
		09/24 079168	Electric			
310233	GREEN MOUNTAIN POWER	09/05/24 Central Pk/traffic lights	10-5-22-42130	707.03	2129	09/23/24
		09/24 170028	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	09/05/24 Estabrook Park	10-5-22-42130	66.20	2129	09/23/24
		09/24 240302	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	09/05/24 Carver St pump station	20-5-55-42130	45.55	2129	09/23/24
		09/24 290502	Electric			
310233	GREEN MOUNTAIN POWER	09/05/24 Green Park	10-5-22-42130	23.86	2129	09/23/24
		09/24 317702	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	09/05/24 Country Club pump station	20-5-55-42130	28.38	2129	09/23/24
		09/24 338602	Electric			
310233	GREEN MOUNTAIN POWER	09/03/24 7 Conant Sq car chargers	10-5-22-42500	145.19	2129	09/23/24
		09/24 339840	Electric EV Car Stations			
310233	GREEN MOUNTAIN POWER	09/04/24 Town Hall	10-5-22-42130	134.34	2129	09/23/24
		09/24 451302	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	09/05/24 Brookdale pump station	20-5-55-42130	32.38	2129	09/23/24
		09/24 467702	Electric			
310233	GREEN MOUNTAIN POWER	09/03/24 Crescent Park	10-5-22-42130	257.80	2129	09/23/24
		09/24 737937	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	09/04/24 Police Station	10-5-22-42130	107.08	2129	09/23/24
		09/24 822212	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	09/05/24 street lights	10-5-22-42130	3052.64	2129	09/23/24
		09/24 851302	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	09/05/24 WWTF security light	20-5-55-42130	27.16	2129	09/23/24
		09/24 860302	Electric			
310233	GREEN MOUNTAIN POWER	09/04/24 Champlain St pump station	20-5-55-42130	71.03	2129	09/23/24
		09/24 867202	Electric			
100559	HACH COMPANY	09/12/24 testing supplies	20-5-55-30120	411.55	2131	09/23/24
		14185074	Professional Supplies			
311176	LILY WHITE CLEANING SERVI	09/18/24 cleaning	10-5-22-10130	280.00	2132	09/23/24
		091824	Admin Custodian			
311176	LILY WHITE CLEANING SERVI	09/18/24 cleaning	10-5-22-10120	122.50	2132	09/23/24
		091824	PD Custodian			
310630	MASTERCARD	08/06/24 WW Fundamental book	20-5-55-30120	126.49	2133	09/23/24
		12099	Professional Supplies			
310630	MASTERCARD	08/07/24 Nikon camera	10-5-14-30210	451.43	2133	09/23/24
		12131	Office Equipment			
310630	MASTERCARD	08/15/24 Drug test kits	10-5-14-30120	163.53	2133	09/23/24
		12133	Professional Supplies			
310630	MASTERCARD	08/21/24 annual dues	10-5-14-10330	40.00	2133	09/23/24
		12134	Dues & Subscriptions			
310630	MASTERCARD	08/27/24 Evidence Supplies	10-5-14-30120	33.64	2133	09/23/24
		12138	Professional Supplies			
310630	MASTERCARD	08/28/24 tolls-training	10-5-14-10310	8.72	2133	09/23/24
		12139	Travel & Expenses			
310630	MASTERCARD	08/19/24 tree replacemnt-Franklin	10-5-15-41130	139.95	2133	09/23/24
		12208	Fuel - Vehicles HW			

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63793 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 09/23/24 To 09/23/24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
310630	08/14/24	MASTERCARD Celtics Deposit-12/19game 12209	10-5-18-60010 Bus Trips	200.00	2133	09/23/24
310630	08/06/24	MASTERCARD mat/seat cvr,FB belt,fuse 12210	10-5-18-50090 Adult Activities	59.99	2133	09/23/24
310630	08/06/24	MASTERCARD mat/seat cvr,FB belt,fuse 12210	20-5-55-41150 Other Supplies - Vehicles	464.57	2133	09/23/24
310630	08/06/24	MASTERCARD mat/seat cvr,FB belt,fuse 12210	10-5-22-43150 Town Hall Repair/Maint.	6.99	2133	09/23/24
310630	08/06/24	MASTERCARD mat/seat cvr,FB belt,fuse 12210	10-5-18-40010 Middle School Football	69.90	2133	09/23/24
310630	07/18/24	MASTERCARD flooring return, fridge 12211	10-5-22-43090 PD Bldg Maint.	588.00	2133	09/23/24
310630	07/18/24	MASTERCARD flooring return, fridge 12211	10-5-22-10500 B&G Insurance Claims	-87.22	2133	09/23/24
310630	08/26/24	MASTERCARD K9 food & supplies 12326	10-5-14-40440 Police Dog Expenses	125.94	2133	09/23/24
100374	09/10/24	NORLAB INC liquid powder tracing dye 89087	20-5-55-43160 Maint. Supplies - General	284.00	2134	09/23/24
310617	09/12/24	OTTER VALLEY UNIFIED UNIO school portion of taxes SEPT 2024	10-2-00-02137 Education Tax Payable	1316268.37	2135	09/23/24
310794	09/05/24	PIONEER ATHLETICS striping paint INV-219124	10-5-18-40000 Youth Soccer	584.12	2136	09/23/24
310736	09/05/24	POCKETTE PEST CONTROL pest control: Town Office 37566	10-5-22-43100 Town Office	70.00	2137	09/23/24
310736	09/05/24	POCKETTE PEST CONTROL pest control: Town Hall 37568	10-5-22-43150 Town Hall Repair/Maint.	40.00	2137	09/23/24
310736	09/12/24	POCKETTE PEST CONTROL pest control: storage 37737	10-5-18-20500 Storage Unit Supply/Maint	50.00	2137	09/23/24
310736	09/12/24	POCKETTE PEST CONTROL pest control: Police Dept 37739	10-5-22-43090 PD Bldg Maint.	65.00	2137	09/23/24
300315	09/05/24	PREMIER COACH CO., INC NYC 12/14/24 bus trip P/78273	10-5-18-60010 Bus Trips	10026.00	2138	09/23/24
101122	09/17/24	RIMMER, KEVIN reimbursement of expenses 09/17/24	10-5-14-10310 Travel & Expenses	221.95	2139	09/23/24
311132	09/17/24	STENDARDO, NICHOLAS reimbursement of expenses 09/17/24	10-5-14-10310 Travel & Expenses	224.70	2140	09/23/24
300592	08/27/24	SUBURBAN PROPANE, L.P. propane @ WW small garage 545605	20-5-55-42110 LP Gas - Bldgs	2.60	2141	09/23/24
101167	09/04/24	SWANK MOTION PICTURES, IN movies for drive-in B02298637	10-5-18-60020 Movies Expense	1250.00	2142	09/23/24
200277	07/24/24	THUNDER TOWING & AUTO REC battery 7641	10-5-14-41180 PD Vehicle Maintenance	85.00	2143	09/23/24
200277	08/10/24	THUNDER TOWING & AUTO REC tire change 7660	10-5-14-41180 PD Vehicle Maintenance	65.00	2143	09/23/24
200277	08/27/24	THUNDER TOWING & AUTO REC repairs to 2014 7684	10-5-14-41180 PD Vehicle Maintenance	2107.00	2143	09/23/24
200277	08/20/24	THUNDER TOWING & AUTO REC repairs to 2018 7692	10-5-14-41180 PD Vehicle Maintenance	747.89	2143	09/23/24
311233	09/18/24	TOWN OF BRANDON credit 0084-1017 D Austin 0042-0004	10-2-00-02120 Anticipated Tax Credits	2013.59	2144	09/23/24

09/19/24
03:01 pm

TOWN OF BRANDON Accounts Payable
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All Invoices For Check Acct 01(10 General Fund) 09/23/24 To 09/23/24

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Jacolyn

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
311173	08/29/24	fire hoses INV00468710	20-5-55-43160 Maint. Supplies - General	679.78	2145	09/23/24
311173	09/03/24	buffer, wash bottles INV00471734	20-5-55-30120 Professional Supplies	89.30	2145	09/23/24
311173	09/04/24	bouy, rescue rope INV00473325	20-5-55-41120 Safety Equipment	239.90	2145	09/23/24
311173	09/10/24	fire hose INV00479064	20-5-55-43160 Maint. Supplies - General	679.78	2145	09/23/24
311173	09/11/24	gravity convection oven INV00480014	20-5-55-41110 New Equipment-Misc Tools	825.00	2145	09/23/24
330348	08/23/24	service: Jul 24 - Aug 23 9972160870	10-5-14-20233 MDT/Aircards	320.36	2146	09/23/24
100067	09/18/24	#5520, Larry Stevens 10575	10-5-12-10340 Continuing Education	10.00	2147	09/23/24
300382	08/23/24	2024-Q4 Unemployment Ins REN037486-Q4	10-5-17-61150 Unemployment Insurance	1488.25	2148	09/23/24
300382	08/23/24	2024-Q4 Unemployment Ins REN037486-Q4	20-5-55-61150 WW Unemployment	111.75	2148	09/23/24
100146	08/23/24	2024 Q4 W/C,P&C Ins pymt REN240068-Q4	10-5-17-61110 VLCT Insurance	-1431.40	2149	09/23/24
100146	08/23/24	2024 Q4 W/C,P&C Ins pymt REN240068-Q4	20-5-55-61110 Insurance Expenses	-252.60	2149	09/23/24
100146	08/23/24	2024 Q4 W/C,P&C Ins pymt REN240068-Q4	10-5-17-61160 Worker's Comp Insurance	14854.75	2149	09/23/24
100146	08/23/24	2024 Q4 W/C,P&C Ins pymt REN240068-Q4	20-5-55-61160 WW Workers Comp.	1966.50	2149	09/23/24
100146	08/23/24	2024 Q4 W/C,P&C Ins pymt REN240068-Q4	10-5-17-61110 VLCT Insurance	20296.50	2149	09/23/24
100146	08/23/24	2024 Q4 W/C,P&C Ins pymt REN240068-Q4	20-5-55-61110 Insurance Expenses	3642.00	2149	09/23/24
310046	08/30/24	steno pads 248821155	10-5-10-30110 Office Supplies	16.28	2150	09/23/24
310046	09/04/24	toner 248885209	10-5-10-30110 Office Supplies	69.49	2150	09/23/24
311070	08/31/24	fuel cards- Aug 2024 99366968	20-5-55-41130 Fuel - Vehicles	168.20	2151	09/23/24
311070	08/31/24	fuel cards- Aug 2024 99366968	10-5-14-41130 Fuel - Vehicles	1514.47	2151	09/23/24
311070	08/31/24	fuel cards- Aug 2024 99366968	10-5-22-43120 Municipal Mowing-maint	265.43	2151	09/23/24
311070	08/31/24	fuel cards- Aug 2024 99366968	10-5-15-41130 Fuel - Vehicles HW	64.24	2151	09/23/24
311121	09/04/24	Park St CWSRF pymt #4 9/4/24	20-5-55-61060 Park CWSRF RF1-214 -Int	8840.52	2152	09/23/24
311121	09/04/24	Park St CWSRF pymt #4 9/4/24	20-5-55-61050 Park CWSRF RF1-214- Prin	22087.97	2152	09/23/24

09/19/24
03:01 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63793 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 09/23/24 To 09/23/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				1533983.35		

Selectboard

To the Treasurer of TOWN OF BRANDON, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *1,533,983.35
Let this be your order for the payments of these amounts.

FOLLOW-UP ITEMS FROM PREVIOUS MEETINGS

The State of Vermont sets the speed limit on Route 73 (Forest Dale Road) from the Goshen town line all the way to the end of Wheeler Road at Marble Street. There is a sign there that says "state highway ends", and that's where the Town sets the speed limit. The Town has the speed limit set first at 35MPH coming from the golf course direction toward town, and then 25MPH approaching the four-way intersection / three-way stop. I have reached out to VTrans regarding the request to make this a four-way stop, and will report to you when I hear back from them.

The Community Visit advisory committee has recommended to the Vermont Council on Rural Development (VCRD) board of directors that Brandon be scheduled for a Community Visit by VCRD during 2025. If their recommendation is approved by the full Board, we will work with them regarding the timing of the Community Visit. This is an exciting opportunity for Brandon.

FOCUS AREAS DURING REPORTING PERIOD

The GovPilot Report-a-Concern function has been useful in its early days of availability, as has the land use permit module.

I am working with Town staff and outside research in an effort to solve the perennial and seemingly intractable problem of runaway health insurance premium costs for the Town's professional staff. The prospects for some relief to the taxpayers are real, but a number of arrangements and agreements will have to be made. We are really at the point where we need to recognize that the way the Town has historically provided employee health insurance is not fitting into the new structure of the insurance industry and the legislative and executive actions and incentives that have altered the landscape of how it all works. More information is coming.

Preparatory steps for a townwide reappraisal are underway. In conjunction with this, Sue Gage and I consulted with an outside firm following my meeting with the State's district advisor two weeks ago.

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

One of the car charging stations at the Conant Square Park & Ride was repaired under warranty on Wednesday.

Jeremy Gildrien from Rutland Regional Planning Commission will present an update on the Regional Plan to the selectboard at the 28 October selectboard.

Rutland Northeast Supervisory Union Superintendent of Schools Rene Sanchez will also meet with the selectboard in October for introductions and to hear from the Town's elected leadership.

Brandon was prominently and positively featured in a “What to See, Do and Eat” in Vermont’s *Seven Days* publication this week.

<https://www.sevendaysvt.com/guides/visit-brandon-vermont-what-to-see-do-and-eat-41595745>

Rutland Regional Planning Commission has changed its dues assessment to a more equitable structure (prorated by population) and to bolster its budget by raising more money from the member towns. Brandon can expect an increase from \$1,000 a year to \$4,129 a year beginning 1 July 2025. Basically the change for the FY26 budget is a from a flat fee each town paid regardless of population, to a \$1 per capita fee which will be paid by each Town and create a funding stream more than twice the size of the previous one.

The Treasurer has presented FY24 actuals. Actual expenses across all departments exceeded the budget by ½ of 1% (0.0052), or \$18,859. \$43,262 “of the” \$18,859 was in the police department. All other departments either had a positive variance from projections (cost net less than budgeted) or a variance of less than \$2,000 [code (rental revenue) and recreation].

FY26 BUDGET PROCESS FIRST STEPS

The conceptual / big picture budget hearings for FY26 have begun. Current calendar:

- Mon 30 Sept Budget Committee & Selectboard
Chief of Highway Disorda to attend for Public Works; Bill Moore for Community; Seth Hopkins for town management/administration/finance
- Mon 7 Oct Budget Committee & Selectboard (Seth Hopkins present; Bill Moore not)
This will be a first-pass budget informed by the 9/16 & 9/30 concept meetings
- Mon 14 Oct Regular Selectboard [Indigenous Peoples Day holiday]
- Mon 21 Oct Budget Committee & Selectboard (Bill Moore present; Seth Hopkins not)
- Mon 28 Oct Regular Selectboard

Respectfully submitted,

Seth M. Hopkins

FINANCIAL SNAPSHOT	
FY25 Budget Operating Expenses	24% thru funds /25% thru year
Unrestricted / Unassigned Fund Balance	\$441,406
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)	\$511,128 (was \$524,258)
Delinquent wastewater (prior years [over 120 days])	\$206,912 (was \$214,164)
Tax Sale Status — PAUSED due to Legislated changes	70 accounts at attorney for letters



September 23, 2024

The Powwow organizers donated all of the proceeds to the town of Brandon Recreation department to set-up a scholarship fund for youth that have parents/guardians that are experiencing financial troubles due to illness.

The Vermont BGS recreational facilities grant has been submitted to support the purchase of the land on the southern end of the Seminary Hill lot. December will be when the state announces the lists of projects that have been awarded.

The First Brandon Rec Adult musical was a rousing success. Many thanks to Jeff Hull (Director), Kenny Cifone (Musical Director) and the man volunteers that volunteered to make "Lucky Stiff" a wonderful community collaboration. Next up will be a winter youth play and other smaller productions.

HarvestFest is coming! **October 6th from 1 – 4** there will be leaf (stick) people, wagon rides and many, many vendors for this annual fall rite of passage.

Bootified Brandon house decorating competition registration is open!

The SOLD-OUT three busses to Salem will be heading down on October 3rd. There are still only about 20 tickets left for the NYC trip (2 busses) on December 14th

The annual Celtics bus trip has been scheduled for **December 19th** when the defending 2024 NBA Champs take on the Chicago Bulls. The first 14 kids paid will have a chance to stand in front of the players during the National Anthem. These tickets will go fast.

Respectfully Submitted,



Bill Moore

TOWN OF BRANDON

49 CENTER STREET
 BRANDON, VERMONT 05733
 (802)247-3635
 FAX: (802)247-5481

PURCHASE ORDER NO.

No 45041

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS AND ANY OTHER CORRESPONDENCE RELATED TO THIS ORDER.

TO: CARGILL, INC.
P.O. BOX 415927
BOSTON, MA 02241-5927

SHIP TO: HIGHWAY GARAGE
356 CHAMPLAIN ST.
BRANDON, VT 05733

DATE		DATE REQUIRED	SPECIAL INSTRUCTIONS		VENDOR NUMBER						
9/18/24					100198						
QUANTITY	DESCRIPTION	ACCOUNT NO.		UNIT PRICE	AMOUNT						
		ORG.	OBJ.								
1000	TONS OF BULK DEICING SALT	10515	47110	87.25	\$87,250						
						BUDGET LINE FORECAST @ \$90,000					
						NOTE: THE TOWN OF BRANDON IS EXEMPT FROM STATE & LOCAL TAXES. TAX EXEMPT #26863. PLEASE NOTIFY IMMEDIATELY IF ANY PORTION OF THIS ORDER CANNOT BE SATISFIED BY THE DATE REQUIRED.					TOTAL
						REQUESTED BY <u>Dee M. Hopkins</u>					\$87,250
						APPROVED BY _____					