

Brandon Select Board Meeting
January 13, 2025
7:00 p.m.

The Brandon Select Board will meet Monday, January 13, 2025 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) Executive Session

Regarding the appointment or employment or evaluation of a public officer or employee to include Kerry White per 1 V.S.A. § 313(3)(a)(3) to include the Town Management Team
- 3) Select Board Members' Remarks
- 4) Recurring Matters
 - a) Select Board Special Meeting Minutes – December 30, 2024
 - b) Warrant – January 13, 2025 - \$189,386.48
- 5) Town Manager's Report
- 6) Community Development Report
- 7) Update Employee Blanket Payroll Authorization
- 8) New Statewide Ethics Requirements
- 9) Approve 2025 Certificate of Highway Mileage
- 10) Downtown Vibrancy Fund Letter of Attestation
- 11) Set Date for Public Budget Presentation
- 12) Follow-up on Parking Committee Progress
- 13) Possible Appointment to Vacancy on Otter Creek Watershed Insect Control District
- 14) Otter Creek Watershed Insect Control District Position re: Salisbury Assessment
- 15) Public Comment and Participation
- 16) 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
- 17) Adjournment

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



Position Applying for	Board Member OCW Insect Control		
Your name	Kerry White		
Physical address	3 Rossiter st	Mailing if different	
Best telephone	802-342-3665	Alternate telephone	
Email address	deltaambrose@hotmail.com		
You understand that your application for this position will be made public:	<input checked="" type="checkbox"/>	YES	Initials <u>KbW</u>
You are a legal resident of the Town of Brandon, Vermont	<input checked="" type="checkbox"/>	YES	Initials <u>KbW</u>

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:

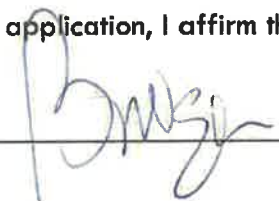
- Attend at least one meeting of that board before applying to be seated on it
- Provide the information requested on this cover sheet to the town manager (shopkins@townofbrandon.com)

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: 1/9/25

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.

From: Kerry White <kwhite@vtlegalaid.org>

Subject: Application for OCW Insect Control District Board

Date: January 9, 2025 at 5:22:16 PM EST

To: "shopkins@townofbrandon.com" <shopkins@townofbrandon.com>

Good Evening Seth,

Attached please find an application for board member for OCW. I have spoken with Wayne Rausenberger about this. I do not intend to be employed by the district next year, I have worked for them for 8 seasons so far. I may be able to provide some insight to the board.

I am sending this from my work email as a convenience, but my personal email is: deltaambrose@hotmail.com

Respectfully,

Kerry White

**Brandon Select Board Meeting
December 30, 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, Bill Moore, Ray Marcoux

Others by Zoom: Jack Schneider, Keith Whitcomb, Tom Kilpeck

1. Call to Order

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

a. Agenda Adoption

Motion by Heather Nelson/Tim Guiles to adopt the agenda as written. **The motion passed with one abstention – Brian Coolidge.**

Brian Coolidge stated he did not receive the Board packet in time to review the information for this evening’s meeting.

2. Select Board Remarks

Tim Guiles stated the Select Board tries to ensure the Board is acting responsibly in how the Town’s money is spent in operating the Town. He learned that the Rec Department’s garage is heated and is troublesome to him and has requested the heat be turned off and questioned when it is not going to be heated. He would like to have an inventory by tomorrow evening of what is in the Rec garage and what needs to be heated and why the equipment can’t be kept in the highway building. Bill Moore stated he has been tasked with taking care of the equipment that would require heat.

Motion by Tim Guiles/Doug Bailey to direct management to turn off the heater in the Rec garage.

Mr. Guiles stated he has previously asked management to empty the garage and discontinue heating it, but it is still being heated. Mr. Moore advised the garage is heated to 48 degrees. Mr. Guiles stated this is a garage and is not fully insulated. Mr. Moore reiterated he was tasked with taking care of all the Rec equipment and has spent money to support the programs. There are balls that need to be kept warm as cold degrades and cracks them. He appreciates Mr. Guiles’ concern but he has taken care of the equipment as there is limited space available at the Neshobe school. Heather Nelson stated this is micro-management and she does not know what is in the garage or how it is supposed to be kept and she does not agree with the motion. Mr. Guiles noted we all have sports equipment and these are not expensive things that are going to freeze and break. Doug Bailey noted he sees both Mr. Guiles and Mr. Moore’s sides and asked Mr. Moore to update the Board on this situation at the next meeting on storing the equipment differently. Mr. Moore will report back to the Select Board at the next meeting.

This motion was not voted on.

3. Recurring Matters

a. Approval of Select Board Meeting Minutes – December 9, 2024

b. Select Board Public Hearing Minutes – December 16, 2024

c. Select Board & Budget Advisory Committee Minutes – December 16, 2024

Motion by Tim Guiles/Heather Nelson to approve the minutes of the Select Board December 9th meeting, the Select Board December 16th public hearing and the Select Board & Budget Advisory Committee December 16th meeting, with the amendment to the December 16th hearing. **The motion passed with one abstention – Brian Coolidge.**

Brandon Select Board Meeting

December 30, 2024

pg. 1

In the Select Board Public Hearing minutes, Page 1, second from the last paragraph, a correction of the designated village acreage from .25 to .125.

d. Warrant – December 30, 2024 - \$109,995.25

Motion by Tim Guiles/Heather Nelson to approve the warrant of December 30, 2024, in the amount of \$109,995.25. **The motion passed with one abstention – Brian Coolidge.**

Doug Bailey questioned the warrant for body armor carrier. Seth Hopkins advised this is the bullet proof vest for the police department that was partially grant-funded from VLCT for 1/3 of the amount and the rest will be under professional supplies and will not be an over expenditure. Mr. Bailey questioned the warrant for Miller Hill Farm trees. Mr. Hopkins advised this is the shrubbery for the stormwater system rain gardens and it seemed the best place to address it as there is not a stormwater system line item. Seth Hopkins clarified this happened earlier in the fall and the Town is just getting the billing.

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 advised things have been quiet around the holidays and had nothing more to add since he prepared the report.

Doug Bailey requested clarification in the information about plowing concerning the statement that Brandon does not have a Bare Road policy. Seth Hopkins stated the Town has a Safe Roads and Safe Speeds policy. When it snows during the daytime, there are going to be times when roads will accumulate snow faster than can be cleared due to the number of operators and equipment. It was noted this is the Winter Operation’s policy.

5. Community Development Report

Bill Moore reported there will be a concert on January 4th in the Town Hall. The Town has been given permission and has officially started the project on 110 Newton Road. The Code Enforcement Officer’s decision was appealed to the DRB and the DRB has since issued a finding that sided with the Town’s Code Enforcement Officer and the 30-day period has passed. An extension was received from FEMA and demotion will begin.

6. Selling Town Assets via Muncibid

Seth Hopkins stated the use of Muncibid was previously allowed last summer and he outlined the process to the Select Board. Mr. Hopkins asked the Board to find that using Muncibid for items such as the four vehicles that are to be sold would satisfy the provisions of the Town’s policy. He is trying to enter into the Muncibid auction and approve the winning bidders, and then approve at the next Select Board meeting. Tim Guiles advised he was involved with drafting this policy and he thought that Muncibid satisfies the transparency issue and would not require the delay of the sale.

Motion by Tim Guiles/Heather Nelson to add a line to the policy as Item #6 indicating the use of Muncibid satisfies the transparency process and avoids the delay of a sale. **The motion passed with one abstention – Brian Coolidge.**

Doug Bailey asked if the bid is too low whether the Town would have to accept it. Seth Hopkins advised the Town could put a reserve on the item to avoid a bid that is too low. Tim Guiles stated Mr. Hopkins assured that even going with Muncibid, the Town Manger will still post items for sale in the Reporter, Front Porch Forum and on the Town’s website to make items for sale available to everyone. Heather Nelson stated kudos to Chief Kilpeck for advising the Town of this option.

7. Adopt Revisions to the Brandon Land Use Ordinance (Zoning)

Motion by Tim Guiles/Heather Nelson to adopt the revisions to the Brandon Land Use Ordinance. **The motion passed unanimously.**

Heather Nelson thanked the Planning Commission for their work on the revisions to the BLUO.

8. Ratify Proposed FY26 Budget Produced by Workshop Series

Doug Bailey stated the Select Board voted on the budget already during the last budget committee meeting and the Town is against a timeline of getting it into the annual report. He has not heard of any suggested changes. Seth Hopkins stated no changes have come to his attention. Heather Nelson noted it is the same as the December 16th workshop budget that has a 2.58% increase. Ms. Nelson felt comfortable voting on this. She noted everyone can relate to not getting everything they wanted but it is a budget that was developed and shook out. The budget is fair, everyone was heard, and she is comfortable moving forward. Tim Guiles advised there is a printing imperative in ratifying this. Mr. Hopkins noted he will have to proceed with the printing if the Board does not vote on it tonight with the assumption there will not be changes. It was noted Sue Gage also would like to get the tax estimator available. Mr. Bailey felt the Board needs to vote on the budget at this meeting.

Motion by Heather Nelson/Ralph Ethier to ratify the FY26 budget that was produced by the budget workshop series in the amount of \$3,403,965 with an amount to be raised by taxes of \$2,876,645 that has an increase of 2.58% to be raised by taxes. **The motion passed with one no vote – Brian Coolidge.**

Motion by Heather Nelson/Ralph Ethier to place on the ballot a \$50,000 appropriation for capital funding. **The motion passed with one no vote – Brian Coolidge.**

Heather Nelson thanked the budget committee for their work. Brian Coolidge stated the Town had a chance to have a lower municipal budget with what is coming from the State and schools. The State is going up by over 9% and the school is increasing 5%. Ms. Nelson asked what items Mr. Coolidge did not agree with as she had not heard him indicate any issues previously. Mr. Coolidge noted that the Select Board had the choice to reduce the police force spending and some other excessive spending. Ms. Nelson noted she did not see any excessive spending in the budget. Mr. Coolidge stated he was in favor of lowering the police department by one person.

9. Public Comment and Participation

Ray Marcoux asked if the police budget is before or after losing two officers. Doug Bailey stated the Board only knows of one officer that will be leaving. Heather Nelson stated the budget is not replacing the officer that is known to be leaving. Mr. Bailey stated there will be part-time officers without benefits. Mr. Marcoux suggested eliminating the entire police department and subcontracting for services. Mr. Bailey advised this option had been previously discussed but the Sheriff's Department does not respond to crimes and can only do things like speeding tickets, and the State Police does not have the manpower and would only be on-call and would not have an immediate response time. The idea of having one or two part-time officers that work on an hourly basis would be used to round out the schedule.

Heather Nelson stated in conversation with a medical professional, the Town was complimented on having Narcan available for mitigating drug overdoses. Ms. Nelson noted it is free and is available at the town office. The person she was speaking to indicated they have given it to people who have needed it. Bill Moore thanked the Town Clerk and Treasurer, Sue Gage, for her work in obtaining this and having it available for pick up at the town office.

10. Adjournment

Motion by Tim Guiles/Brian Coolidge to adjourn the Select Board meeting at 7:01PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

01/09/25
04:07 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63822 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 01/13/25 To 01/13/25

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
100015 ALLEN ENGINEERING & CHEMI	12/26/24	chlorine 11250579301	20-5-55-50120 Sodium Hypochorite	4139.00	2555	01/13/25
310709 BMI	01/02/25	annual fee 1/1 - 12/31/25 57177369	10-5-18-43140 Town Hall	446.00	2556	01/13/25
100255 BRANDON FIRE DISTRICT #1	01/02/25	December water payments 01/02/25	90-5-15-90600 Paid To BFD No 1	118581.14	2557	01/13/25
100275 BRANDON FREE PUBLIC LIBRA	01/07/25	appropriation JAN 2025	10-5-25-70470 Brandon Library	7666.67	2558	01/13/25
100280 BRANDON LUMBER & MILLWORK	01/02/25	fasteners 74105/3	10-5-15-41160 HW Maint. Supplies-Vehicl	35.84	2559	01/13/25
100280 BRANDON LUMBER & MILLWORK	01/03/25	Wd-40, catalyst, tape 74243/3	20-5-55-43160 Maint. Supplies - General	39.57	2559	01/13/25
100280 BRANDON LUMBER & MILLWORK	01/06/25	pliers 74632/3	20-5-55-41110 New Equipment-Misc Tools	19.99	2559	01/13/25
100310 BRANDON SENIOR CITIZENS C	01/07/25	appropriation JAN 2025	10-5-25-70480 Senior Citizen Center	1291.67	2560	01/13/25
310390 BTS, INC	12/31/24	mover phone lines- TO 15810	10-5-10-30130 Service Contracts	85.00	2561	01/13/25
100198 CARGILL, INCORPORATED	12/23/24	salt 2910387328	10-5-15-47110 Road Salt	1925.61	2562	01/13/25
100198 CARGILL, INCORPORATED	12/24/24	salt 2910389443	10-5-15-47110 Road Salt	1921.25	2562	01/13/25
100198 CARGILL, INCORPORATED	12/26/24	salt 2910393931	10-5-15-47110 Road Salt	2929.86	2562	01/13/25
100198 CARGILL, INCORPORATED	12/27/24	salt 2910398157	10-5-15-47110 Road Salt	5481.92	2562	01/13/25
100198 CARGILL, INCORPORATED	12/30/24	salt 2910405678	10-5-15-47110 Road Salt	1938.70	2562	01/13/25
300286 CASELLA CONSTRUCTION INC	12/31/24	cold patch 100001-40329	10-5-15-46120 Cold Patching	474.60	2563	01/13/25
301503 CHAMPLAIN VALLEY FUELS	12/31/24	diesel fuel 549537	10-5-15-41130 Fuel - Vehicles HW	1125.54	2564	01/13/25
301503 CHAMPLAIN VALLEY FUELS	01/02/25	diesel fuel 551668	10-5-15-41130 Fuel - Vehicles HW	1684.61	2564	01/13/25
311166 CHAPPELL TRACTOR SALES LL	12/08/24	high visibilty jackets P55370	10-5-15-10320 Clothing Allowance	242.16	2565	01/13/25
310097 COMCAST	12/27/24	service: Jan 04 to Feb 03 PD 12/27/24	10-5-14-42100 PD Telephone Service	451.91	2566	01/13/25
310097 COMCAST	12/27/24	service: Jan 04 to Feb 03 TO 12/27/24	10-5-10-42100 Telephone Exp. Admin.	637.93	2567	01/13/25
310097 COMCAST	12/21/24	service: Dec 28 to Jan 27 WW 12/21/24	20-5-55-42100 Wastewater Telephone	209.80	2568	01/13/25
310733 DENTON & SON	12/31/24	Dec dumpster DEC 2024	20-5-55-50160 Sludge Disposal	115.00	2569	01/13/25
101007 EARLE'S TRUCK REPAIR, INC	08/09/24	15Ram-Def pump,NOX,Turbo 44620	10-5-15-41180 HW Outside Maint. - Vehic	6291.40	2570	01/13/25
101007 EARLE'S TRUCK REPAIR, INC	10/31/24	17Mack-VSI,EGR tube,gaske 46069	10-5-15-41180 HW Outside Maint. - Vehic	2174.45	2570	01/13/25
101007 EARLE'S TRUCK REPAIR, INC	01/02/25	new sensor, gaskets 46923	10-5-15-41180 HW Outside Maint. - Vehic	1411.49	2570	01/13/25

01/09/25
04:07 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63822 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 01/13/25 To 01/13/25

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
301021	12/30/24	Euthanasia for PD Case	10-5-14-21110	136.00	2571	01/13/25
		793627	Legal Services			
310613	01/06/25	fuel filter for trk #7	10-5-15-41160	26.79	2572	01/13/25
		122501994	HW Maint. Supplies-Vehicl			
100650	12/18/24	boots	10-5-14-10320	214.94	2573	01/13/25
		029962259	Clothing Allowance			
100650	12/31/24	boots	10-5-14-10320	404.89	2573	01/13/25
		030054791	Clothing Allowance			
300829	01/06/25	ring kit, hand guard	10-5-15-44130	44.98	2574	01/13/25
		114791	Tree Removal/Planting			
311156	12/23/24	service call	10-5-22-43080	505.00	2575	01/13/25
		12/23/24	Highway Bldg Maint			
311128	12/23/24	nipple, tee, toggle	10-5-15-41160	11.77	2576	01/13/25
		222834	HW Maint. Supplies-Vehicl			
311128	12/23/24	connectors	10-5-15-41160	5.97	2576	01/13/25
		222845	HW Maint. Supplies-Vehicl			
311128	12/24/24	fittings, hose	10-5-15-41160	77.95	2576	01/13/25
		222881	HW Maint. Supplies-Vehicl			
311128	12/31/24	multi-purpose grease	10-5-15-41160	84.90	2576	01/13/25
		223066	HW Maint. Supplies-Vehicl			
311128	12/31/24	heatlight bulbs	10-5-15-41160	20.42	2576	01/13/25
		223084	HW Maint. Supplies-Vehicl			
311128	01/06/25	fuel filter for trk #7	10-5-15-41160	49.99	2576	01/13/25
		223293	HW Maint. Supplies-Vehicl			
300600	12/31/24	sodium bisulfite	20-5-55-50140	2595.70	2577	01/13/25
		PI-31032	Sodium Bisulfite			
310552	01/06/25	696 Magic Minus Zero	10-5-15-46150	8776.25	2578	01/13/25
		PS-INV006791	Chloride			
100155	12/24/24	plow guides	10-5-15-41160	120.00	2579	01/13/25
		0000871	HW Maint. Supplies-Vehicl			
101156	12/22/24	contract for copiers	10-5-10-30130	284.42	2580	01/13/25
		545202178	Service Contracts			
311246	01/07/25	refund of check #1157	10-4-14-40460	45.00	2581	01/13/25
		REFUND	DOCUMENT REIM. REQ. PD			
311176	01/08/25	cleaning	10-5-22-10120	87.50	2582	01/13/25
		010825	PD Custodian			
311176	01/08/25	cleaning	10-5-22-10130	201.25	2582	01/13/25
		010825	Admin Custodian			
311176	12/31/24	cleaning	10-5-22-10120	140.00	2582	01/13/25
		123124	PD Custodian			
311176	12/31/24	cleaning	10-5-22-10130	122.50	2582	01/13/25
		123124	Admin Custodian			
101152	12/16/24	dog food	10-5-14-40440	75.00	2583	01/13/25
		392243	Police Dog Expenses			
310679	12/01/24	annual software fee	10-5-18-20210	3295.00	2584	01/13/25
		032175865	Registration Software			
101092	01/09/25	Fall 2024 dance lessons	10-5-18-50070	4178.15	2585	01/13/25
		01/09/25	Dance Lessons			
301088	12/18/24	tires	10-5-14-41110	534.44	2586	01/13/25
		026436	New Equipment - Vehicles			

01/09/25
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311125	01/06/25	POULTNEY POOLS INC chlorine tabs, strainer S-INV047344	10-5-22-43160 Parks Maint.	174.94	2587	01/13/25
100478	12/04/24	ROYAL GROUP, INC. key-card system 717655	10-5-22-43090 PD Bldg Maint.	194.00	2588	01/13/25
310418	12/31/24	SILLOWAY NETWORKS INC computer - ES 29753052	10-5-10-30210 Office Equipment	785.65	2589	01/13/25
310418	01/01/25	SILLOWAY NETWORKS INC support-admin computer 29753120	10-5-10-30134 Technical Support	637.50	2589	01/13/25
310418	01/01/25	SILLOWAY NETWORKS INC monthly service & support 29753293	10-5-10-30134 Technical Support	814.65	2589	01/13/25
310921	01/07/25	STEARNS SERVICES LLC Consulting- Q4, EOY, W2 1272	10-5-10-30130 Service Contracts	315.00	2590	01/13/25
300592	12/28/24	SUBURBAN PROPANE, L.P. propane @ Town Hall 547378	10-5-22-42100 Heating - Propane	462.96	2591	01/13/25
300592	12/28/24	SUBURBAN PROPANE, L.P. propane @ Town Office 547379	10-5-22-42100 Heating - Propane	211.83	2591	01/13/25
100729	01/07/25	TREASURY OPERATIONS DIVIS oct 1-dec 31licenses JAN 2025	10-2-00-02113 Marriage Lic. Fees to Sta	260.00	2592	01/13/25
100630	12/20/24	U.S. POSTAL SERVICE renewal of permit #9 12/20/24	10-5-10-30132 Postage Expenses	350.00	2593	01/13/25
330348	12/23/24	VERIZON WIRELESS service: Nov 24 - Dec 23 6101857303	10-5-14-20233 MDT/Aircards	320.16	2594	01/13/25
100317	01/07/25	VERMONT STATE TREASURER-D licences 9/1-12/31 JAN 2025	10-5-13-20250 Dog License Expense	45.00	2595	01/13/25
310046	12/17/24	W.B. MASON CO INC calendars 251160892	10-5-14-30110 Office Supplies	27.96	2596	01/13/25
311070	12/31/24	WEX BANK fuel cards - Dec 2024 101940477	10-5-14-41130 Fuel - Vehicles	1185.20	2597	01/13/25
311070	12/31/24	WEX BANK fuel cards - Dec 2024 101940477	20-5-55-41130 Fuel - Vehicles	76.71	2597	01/13/25
330427	12/18/24	WINNING IMAGE GRAPHIX "Spikehorn" sign 22229	10-5-15-45120 Signs & Posts	165.00	2598	01/13/25

01/09/25
04:07 pm

TOWN OF BRANDON Accounts Payable
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All Invoices For Check Acct 01(10 General Fund) 01/13/25 To 01/13/25

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
Report Total				189386.48		

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 \$ ***189,386.48
Let this be your order for the payments of these amounts.

FOR THE AWARENESS OF THE COMMUNITY:

The FY26 Budget Proposal is before you for consideration ahead of Town Meeting Day voting. A two-page summary budget, a 23-page line-by-line detail budget, and a link to the FY26 Tax Estimator are at <https://www.townofbrandon.com/fy26-proposed-town-budget/> or visit www.brandonvermont.gov and click the link in the red stripe at the top of the page.

A significant amount of my time this reporting period was spent on working on the town report book. Our goal with the town report is to provide the citizens/taxpayers a fairly comprehensive resource so they may build a solid understanding of what their tax dollars pay for, and engage with their local government at a meaningful level.

Our dedicated Highway crew has been out a lot with small-accumulation, long-duration snowfalls in the Town's efforts to keep the roads safe for commerce, education, convenience, and emergency services. Time and materials costs are being called upon in amounts proportionate to duration, not accumulation.

Novus Brandon Solar has filed for a certificate of public good to enable their installation of a proposed solar array on land owned by Brandon Industrial Corporation in the industrial park on Robert Wood Drive. The Town, specifically the Wastewater Treatment Department, expects to be the principal offtaker of solar credits generated by the array. Related to this, I attended the Brandon Fire District prudential committee meeting on 9 January, and they voted to accept solar credits from the existing (2016) Green Lantern array for their main production well; the wastewater treatment facility GMP account will be transferred to the Novus array.

In accordance with action taken by the Selectboard on 30 December, I have posted the Town's four surplus vehicles on municibid.com (search under "VERMONT" on the left side), and have placed notice in The Reporter, on Front Porch Forum, and on the Town website. Results should be reported at the 27 January selectboard meeting.

The Town also posted for a full-time position as a wastewater treatment system operator in The Reporter, on Front Porch Forum, on VLCT, and on the Town website.

The current budget status by department is provided; winter operations are starting to call upon budgeted HWY overtime.

I had many meetings with town officers, staff, townspeople, a journalist, and filled a number of requests for information.

FINANCIAL SNAPSHOT	
Unrestricted / Unassigned Fund Balance	\$482,043
1% (Local Option) Tax Fund Available / Undesignated	\$250,223
Known Grant Matches Not Yet Designated	UNION STREET
Delinquent property taxes (prior years)	\$497,405 (was \$497,863)
Delinquent wastewater (prior years ['over 120 days'])	\$211,722 (was \$210,917)

Respectfully submitted,



Account	Budget	Actual	% of Budget
10-4-09 Tax Revenues	3,185,442.00	3,218,937.88	101.05%
10-4-10 Town Administration Reven	1,750.00	1,550.75	88.61%
10-4-11 Assessor Revenues	2,000.00	0.00	0.00%
10-4-12 Code Enforcement Revenues	15,500.00	3,865.00	24.94%
10-4-13 Clerk/Treasurer Revenues	181,170.00	120,849.50	66.71%
10-4-14 Police Dept. Revenues	9,500.00	13,216.41	139.12%
10-4-15 Highway Dept Revenues	181,450.00	174,300.33	96.06%
10-4-17 Intergovernmental Revenue	0.00	7,718.00	100.00%
10-4-18 Recreation Revenues	76,500.00	72,381.30	94.62%
10-4-22 Bldg. & Grounds	11,800.00	32,883.28	278.67%
Total Revenues	3,665,112.00	3,645,702.45	99.47%
10-5-09 Tax Expenditures	5,000.00	0.00	0.00%
10-5-10 Town Administration 10	415,005.00	229,374.52	55.27%
10-5-11 Assessor	41,190.00	17,249.68	41.88%
10-5-12 Code Enforcement 12	52,565.00	28,800.53	54.79%
10-5-13 Town Clerk 13	226,580.00	112,424.79	49.62%
10-5-14 Police Dept 14	856,400.00	542,750.51	63.38%
10-5-15 Highway 15	755,155.00	480,195.40	63.59%
10-5-17 Intergovernmental 17	255,235.00	164,666.07	64.52%
10-5-18 Recreation	186,088.20	127,967.82	68.77%
10-5-19 Debt Service 19	231,350.00	207,614.21	89.74%
10-5-21 Economic Develop. 21	50,341.00	19,907.54	39.55%
10-5-22 Bldgs. & Grounds	253,972.00	106,706.96	42.02%
Total Expenditures	3,328,881.20	2,037,658.03	61.21%
Total 10 General Fund	336,230.80	1,608,044.42	
Total All Funds	336,230.80	1,608,044.42	



January 10, 2025

Due to the popularity of the classes, we have added the 3rd day of B-Rec Dance classes with Miss Michaela. Wednesdays will host an additional mini and intermediate hip-hop dance classes. The registration for adult dance class will remain open through the end of January, since there is no end of the year recital for that adult class.

The Sweatin' to the Oldies adult fitness group meets on Thursday nights upstairs at the town hall. Re-experience this 90's fitness craze on the big screen while working out with friends!

The town hall will play host to the one-off Winter at the Riverbend 2025! The Brandon Area Chamber of Commerce Summer Concert series experienced some weather related cancellations in 2024. They will be making them up with 3 winter concerts at 3 indoor venues this winter. On Saturday, January 25 from 6PM to 8PM Deb Brisson and the Hay Burners (rootsy, soulful and bluesy, rockin' alt country) will kick it all off. Red Clover will be on hand with beer for sale and there will be space for sitting and dancing! Free thanks to the generous summer sponsors. The town hall will be the rain-location for the summer series going forward (hence the one-off nature of Winter at the Riverbend)

We are forming an ad-hoc committee to help with programming for the town hall. If you have any interest, please reach out to me.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Bill Moore", followed by a long horizontal line extending across the page.

Bill Moore



Revision 13 January 2025: Update Vermont Minimum Wage to \$14.01; Remove Aidan Alnwick, police officer (resigned); Remove Karen Folger, assessor's assistant (resigned).

SELECTBOARD

BLANKET PAYROLL AUTHORIZATION FOR FISCAL YEAR ENDING 30 JUNE 2025

Pursuant to 24 VSA §1623 (a) (2), the Selectboard of the Town of Brandon authorizes the Treasurer of the Town of Brandon to make payroll payments to the following individuals at the rates approved and set forth below. This authorization is effective through the close of the current fiscal year on 30 June 2025 unless earlier modified or revoked by vote of the Selectboard.

SALARIED STAFF: Annual amounts to be paid in 26 installments

Table with 6 columns: Name, Salary, Name, Salary, Name, Salary. Rows include Gage, Susan (\$81,600), Hopkins, Seth (\$78,000), Kachajian, David (\$96,535), Moore, William III (\$72,800), Wright, Colleen (\$22,498).

HOURLY STAFF: Regular hourly wage for permanent full- and part-time employees

Table with 6 columns: Name, Hourly Rate, Name, Hourly Rate, Name, Hourly Rate. Rows include Buckley, Ian (\$25.00), Cijka, Stephen (\$36.25), Danforth, Susan (\$15.00), Disorda, Jeremy (\$34.32), Forbes, Winston (\$26.00), Graziano, Linda (\$26.46), Kelleher, Ethan (\$27.45), Kilpeck, Brian (\$28.35), Kilpeck, Thomas (\$25.00), Kingston, Timothy (\$34.07), Leedom, Kyle (\$23.00), Mannino, Joseph (\$28.56), Merkert, Luanne (\$26.61), Rimmer, Kevin (\$27.45), Savela, Jacolyn (\$27.30), Smith, Elaine (\$27.16), Stendardo, Nicholas (\$28.56), Stevens, Lawrence (\$26.00), VonSchleusingen, Michael (\$30.58), Wyman, Jonathan (\$20.00).

OCCASIONAL STAFF: Non-contracted; elected/appointed/seasonal

Table with 4 columns: Description, Rate, Description, Rate. Rows include Board of Civil Authority (12) \$14.01 per hour, Knapp, Hillary \$110 per hearing/\$50 per decision, Selectboard members (5) \$1,200 each per year in 3 payments of \$400 each in March, July, and November, Summer camp staff (8) \$15 per hour, Bryant, Charlene \$150 per meeting. Ends with ###

The Town of Brandon Personnel Policy and the Collective Bargaining Agreements with the New England Police Benevolent Association terms apply; the American Federation of State, County and Municipal Employees is currently without members in this bargaining unit and has advised they will commence the process of withdrawing representation from Brandon.

ADOPTED this 13th day of January 2025.

SIGNATURES of SELECTBOARD:

Five horizontal lines for signatures.



Vermont State Ethics Commission
Quick Summary: Municipal Code of Ethics
for Municipal Officers

Parties subject to the Municipal Code of Ethics: The Municipal Code of Ethics applies to “municipal officers.” Municipal officers is defined as: members of municipal legislative bodies, members of municipal quasi-judicial bodies, advisory budget committee members, auditors, building inspectors, cemetery commissioners, chief administrative officers, tax collectors, department heads, first constables, listers, assessors, town clerks, treasurers, mayors, department heads, moderators, planning commission members, road commissioners, town or city managers, village or town trustees, trustees of public funds, and water commissioners.

Core provisions of the Municipal Code of Ethics:

The purpose of the proposed Municipal Code of Ethics is to set minimum, common statewide governmental ethics standards.

Summary of Sections (in order of substance):

1. **Recusal and disclosure for conflicts of interest:** Municipal officers faced with a conflict of interest, or the appearance of a conflict of interest, shall publicly recuse themselves from the matter in question. A public recusal can be accomplished by informing a supervisor or other relevant party, or by making a statement during a public meeting. If the municipal officer believes they may proceed with the matter despite the conflict, they must disclose the nature of the conflict and the reason for the non-recusal in writing.¹ If a municipal official first becomes aware of a potential conflict during a public

¹ Reasons why a municipal officer may proceed with the matter include: the matter is de minimis in nature; the municipal officer’s action on the matter is ministerial or clerical; the action will not benefit the municipal officer any more than others who are generally affected by the outcome of the matter; the conflict is amorphous, intangible, or speculative; or, the matter cannot be legally or practically delegated to another person.

meeting and decides to proceed, the written non-recusal statement may be filed after the meeting. Confidential information need not be disclosed.

2. No directing others to act unethically: Municipal officers cannot direct others to do what they cannot ethically do themselves.
3. No participation after recusal due to a conflict: Once a municipal officer recuses because of a conflict, that recusal is full and complete.
4. Avoiding appearance of unethical conduct: Municipal officers should reasonably try to avoid even the appearance of ethical impropriety.
5. No improper preferential treatment: Municipal officers should not show any favoritism or prejudice to anyone in carrying out municipal work, unless permitted by law and written policy or rule.
6. No using municipal position for improper personal or financial gain: Municipal officers may not use their positions for improper personal gain.
7. No using municipal information for improper financial gain: Municipal officers may not use nonpublic information for improper personal gain.
8. No using municipal resources for improper financial gain: Municipal officers must use municipal equipment and resources only for their intended public purpose, unless expressly permitted by law or written policy or rule.
9. Limitations on gifts to municipal officers: Municipal officers may not solicit or accept gifts when the intent of the gift is to influence the municipal officer's official actions.
10. No making unauthorized commitments on behalf of the municipality: Municipal officers may not make any commitments for the municipality, or any of its resources, unless authorized to do so.
11. No benefitting from contracts: Municipal officers cannot personally benefit from municipal contracts executed as part of their official duties, unless the benefit is no greater than that of others generally affected by the contract, the contract is an employment contract with the municipality, the contract is valued at less than \$2,000 or the contract is awarded through an open and public process of competitive bidding.

Other Provisions:

Ethics training and education: Requires Municipal Code of Ethics training for members of legislative bodies or quasi-judicial bodies, or a chief administrative officer, mayor, town or city manager. The municipal officer and the municipality are responsible for tracking and enforcing the training requirement in accordance with the municipality's own policies and procedures.

Ethics liaison officers: Requires municipalities to designate an ethics liaison, who is an existing municipal employee or selectboard member, to serve as the point of contact for communications with the Ethics Commission. Ethics liaisons also receive ethics complaints referred by the Ethics Commission.

Ethics complaints: Requires municipalities to establish rules and procedures for the receipt and investigation of ethics complaints. Municipalities must keep a record of complaints received, and the disposition of the complaints.

Supplemental ethics policies: The Municipal Code of Ethics sets minimum, common statewide standards. The bill allows municipalities to adopt ethics policies that supplement or exceed the requirements of the Municipal Code of Ethics.

Role of the Ethics Commission:

Allows the Commission to provide the following services:

- Advice: Upon request, provide confidential ethics advice to municipal officers regarding the officer's own conduct as it relates to the Municipal Code of Ethics.
- Complaints: Accept confidential complaints from any source, review complaints for sufficiency, and refer complaints to the municipality's designated representative for further action by the municipality in accordance with the municipality's own policies and procedures. The Ethics Commission does not prosecute or enforce complaints against municipal officers.
- Training: The Commission will develop, approve, and provide free training to municipal officers on the Municipal Code of Ethics.
 - If municipalities do not want to use the Commission's free training resources, they may provide training on the Municipal Code of Ethics themselves. However, the portions of the training that are specific to the Municipal Code of Ethics needs to be approved in advance by the Ethics Commission to ensure accuracy and consistency.

In light of the new role of the Ethics Commission with respect to municipalities, the Commission's membership will expand from five members to seven: the two new members must be former municipal officials, appointed by the Speaker of the House and the Senate Committee on Committees.

Ethics and Conflicts of Interest



2024 Ethics and Conflicts of Interest Changes: The Statewide

Municipal Code of Ethics - Act 171

Act 171 became law on June 10, 2024 and drastically changes the ethical regulatory landscape for municipalities. It removes municipal authority to enact conflict of interest prohibitions tailored to address the specific needs, concerns, size, and values of their municipalities and replaces that authority with a new, top-down, one size fits all, statewide Municipal Code of Ethics.

Deadlines:

All provisions of Act 171 take effect January 1, 2025 with two exceptions:

1. The repeal of existing municipal ethics statutes (24 V.S.A. §§ 1984 and 2291(20)) took effect upon passage June 10, 2024.
2. New ethics training requirements take effect September 30, 2025

New Contact for Guidance and Advisory Opinions: Vermont State Ethics Commission

Since the legislature gave the State Ethics Commission the authority to provide guidance and advice (including advisory opinions) to municipalities, we are directing all municipal officers to contact the States Ethics Commission regarding any ethics questions they may have.



Guidance

Municipal officers subject to the statewide Municipal Code of Ethics may request ethics guidance from the Executive Director as it relates to that person's duties. Guidance is non-binding and confidential unless the recipient chooses to disclose it. 3 V.S.A. § 1225(a). The State Ethics Commission can be reached at 802-828-7187 or ethicscommission@vermont.gov.

Advisory Opinions

Municipal officers subject to the statewide Code of Ethics may request an advisory opinion from the Executive Director regarding the requester's ongoing or prospective conduct.

Advisory opinions are in writing, do not contain any individual's personally identifying information, and are posted on the Commission's website within 30 days of issuance. In preparing an advisory opinion, the Executive Director may seek comment from parties interested in the subject under consideration. To request an advisory opinion, complete the request form on the State Ethics Commission's website (see upper left) and return it to ethicscommission@vermont.gov.

New Municipal Ethics Requirements

Please review the following new ethics requirements carefully and direct questions and comments to the Vermont State Ethics Commission.

[Municipal Ethics Code Posting](#)



Municipalities must post the **Municipal Code of Ethics** on their websites or make such information available upon request if the municipality has no website. The posting must include the following:

1. A copy of the Municipal Code of Ethics. You can find Word and PDF versions of the Municipal Code of Ethics for download on the State of Vermont's Ethics Commission's Municipal Ethics (upper left)
2. Procedures adopted by the municipality for the investigation and enforcement of complaints that allege a municipal officer has violated the Municipal Code of Ethics
3. Any supplemental or additional ordinances, rules, and personnel policies regarding ethics adopted by a municipality.

Municipal Whistleblower Protection Required Posting

Every agency, department, and office of a municipality must post and display notices of protected employee whistleblower protection in a prominent and accessible location in the workplace. VLCT has developed a Whistleblower Protection Posting (also posted below) that municipalities may use to comply with this requirement.

Staff & Officer Designees

Required designees:

1. Each municipality's legislative body (e.g. selectboard, city council, village trustees, etc.) must designate either an employee or one of its own members to serve as its ethics liaison to the State Ethics Commission (within 30 days of January 1, 2025).
2. Assign a municipal officer or body (i.e. "Designated Complaint Recipient") to receive complaints alleging violations of the Municipal Code of Ethics.

Municipal Officer & Board Training



Initial ethics training requirement:

- Requires current specified officers* to complete State Ethics Commission approved ethics training on or before September 30, 2025.
- Requires new officers* to complete State Ethics Commission approved ethics training within 120 days of their election or appointment.
- The State Ethics Commission has posted an online training ethics video to satisfy the training requirement on its website: [Municipal Ethics Training](#)

Continuing ethics training requirements:

Requires all specified officers below to retake training **every three years** after their initial training.

List of Officers Required to Take Training:

- Chief Administrative Officers
- Town or City Managers
- Mayors
- Legislative bodies (all members)
- Quasi-judicial body members (Boards of Civil Authority, Boards of Abatement, Development Review Boards, etc.).

Records & Retention

Municipalities must:

- Record and retain complaints received, and the disposition of each complaint made against a municipal officer for the duration of their service (plus a minimum of five years after service has ended).



- Promptly provide the State Ethics Commission with a summary of complaints received and the outcome of each upon request, excluding any personally identifiable information (PII).
- Create and maintain records of municipal officers who have taken ethics training.

Sample Complaint and Training Tracking Forms

Municipalities may use the following resources as reference or templates for their own tracking forms.

- Vermont Ethics Commission sample complaint and training tracking sheets are available on the Ethics Commission website (Upper left)
- VLCT Model Ethics Complaint created a form for use by municipalities to assist with processing and retaining complaints (below)

Create Investigation & Enforcement Process

Requires every municipality to create processes for investigation and enforcement of alleged violations by ordinance, personnel policy, or rule. VLCT MAC has developed a model ethics ordinance to assist municipalities in creating this process (below).

Additional Highlights of Act 171

Ethics Commission Authority & Whistleblower Protections

- Authorizes the Executive Director of the State Ethics Commission to provide advisory opinions and guidance, upon written request, to municipal officers related to governmental ethics.
- Requires the Executive Director of the State Ethics Commission to refer any ethics complaints received about municipal officers to the municipality's designated ethics



liaison for investigation and enforcement by the municipality.

- Creates a new whistleblower protection for municipal employees that is nearly identical to that which protects state employees. See VLCT's sample Whistleblower Protection Posting.

Notes on Conflicts in Municipal Purchasing & Contracting

- Federal regulations require that real or apparent conflicts of interest which may arise in the context of municipal purchases and contracting are addressed.
- If the municipality does not already have a separate conflict of interest policy, it should be addressed in the body of a purchasing policy. See the VLCT Model Purchasing Policy (below).

Scroll down to see and access these and other VLCT resources. Links to other resources are also available in the upper left-hand corner of this page.

Disclaimer: This resource is only intended to provide information and it does **NOT** constitute legal advice. Readers with specific legal questions are encouraged to contact an attorney. The use or downloading of this resource does **NOT** create an attorney-client relationship and will not be treated in a confidential manner.

If you have additional questions please use the ask a question button to submit them.

Ask a Question



District 3
Certcode 1102-0

**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2025**

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2024 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

We, the members of the legislative body of BRANDON in RUTLAND County on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305, added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	2.214			2.214	0.000
Class 2	16.010			16.010	0.000
Class 3	40.24			40.24	0.000
State Highway	12.678			12.678	0.000
Total	71.142			71.142	0.000
* Class 1 Lane	0.000				
* Class 4	7.82			7.82	0.000
* Legal Trail	3.70			3.70	

* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

1. NEW HIGHWAYS: Please attach Selectmen's "Certificate of Completion and Opening".

2. DISCONTINUED: Please attach SIGNED copy of proceedings (minutes of meeting).

3. RECLASSIFIED/REMEASURED: Please attach SIGNED copy of proceedings (minutes of meeting).

4. SCENIC HIGHWAYS: Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES RECORDED THIS YEAR: Place an X in the box and sign below.

PART III - SIGNATURES - PLEASE SIGN.

Signatures of Selectmen/ Aldermen/ Trustees:

Signature of T/C/V Clerk:

Date Filed:

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED:

Representative, Agency of Transportation

DATE:

may result in suspension of services to that town and suspension of the voting rights of that town's representatives until payment is made.

On Friday, 20 December, 2024 the OCW Executive Committee met via Zoom to discuss this situation and immediately concluded that the entire Board of Trustees must be part of the decision on how best to respond.

The Executive Committee identified and discussed 3 ideas.

1. Accept Salisbury's \$7572 as payment in full for their FY 2024 assessment, noting that there would be no adult mosquito control done in Salisbury in the spring of 2025. Depending on the Town's decision at Town Meeting Day next March, adulticide spraying might resume 1 July 2025.
2. Notify the Town of Salisbury that they have a balance due of \$17,868 and, until that balance is paid, Salisbury will receive no adult mosquito control services. Additionally, the voting privileges of Salisbury's representatives on the OCW Board of Trustees could be suspended.
3. Notify the Town of Salisbury that they have a delinquent balance due of \$17,868 and, if full payment is not received by (date), the OCW will pursue legal action to obtain the money owed.

The Executive Committee made no decisions and is not making a recommendation regarding the three ideas they discussed. They also realize other Trustees may present additional ideas for the full Board to consider.

The purpose of the Special Meeting will be to discuss the OCW Board of Trustees' options regarding a member town Select Board's decision to change their adulticide service decision halfway through their fiscal year.