

Brandon Select Board Meeting
February 24, 2025
7:00 p.m.

The Brandon Select Board will meet Monday, February 24, 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) Select Board Members' Remarks
- 3) Recurring Matters
 - a) Select Board Meeting Minutes – February 10, 2025
 - b) Warrant – February 24, 2025 - \$1,507,924.21
- 4) Town Manager's Report
- 5) Community Development Report
- 6) Consider Appointment of Alternate for OCCUD Board
- 7) Consider BRIC Scoping Grant for Floodplain Restoration Requiring 25% Town Match
- 8) Consider Interim Procedure for Ethics Complaints
- 9) Public Comment and Participation
- 10) Executive Session

"I move to find that premature general public knowledge of the pending contract negotiation with New England Police Benevolent Association Local 422 will clearly place the Town of Brandon at a substantial disadvantage by disclosing its negotiation strategy."

"I move to enter into executive session to discuss the Town's pending labor relation agreement with New England Police Benevolent Association Local 422, per 1 V.S.A. § 313(a)(1)(b) for labor relations agreements with employees, to include the Town Manager."

- 11) Adjournment

**Brandon Select Board Meeting
February 10, 2025**

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, Jan Coolidge, Steven Jupiter, Jeff Haylon, Steve Bisette, Barry Varian, Joseph Bertrand, Karen Rhodes, Billy Bullock, Vicki Disorda, Claire Astone, Isaiah Webb

Others by Zoom: Keith Whitcomb, Neil Silins, Adam Murach, Tricia Welch, Jack Schneider, Bruce Jenson

1. Call to Order

The meeting was called to order at 7:05PM by Doug Bailey – Board Chair.

a. Agenda Adoption

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

Item 9 – strike the word violation and consider the ethics procedures

2. Select Board Remarks

Doug Bailey reminded all to be courteous. He wished to clarify that each time someone wants to speak they are asked to come to the podium that has a microphone for the zoom recording and is then part of the permanent record. As the Board Chair, he will ask the individuals to come to the podium. He noted that at the last meeting he was trying to do that but caused a confusing situation. He wants to have an open meeting and allow people to speak and going forward he will note the names of the people who would like to speak and will call them to the podium. Mr. Bailey took ownership of the issue at the last meeting.

Heather Nelson noted all who attend the meetings want good things for the Town, which may differ between individuals, but she likes to think that everyone has good intentions and hoped that everyone had the same mindset.

3. Recurring Matters

a. Approval of Select Board Meeting Minutes – January 27, 2025

Motion by Brian Coolidge/Ralph Ethier to approve the Select Board minutes of January 27, 2025. **The motion passed unanimously.**

b. Approval of Select Board Budget Advisory Committee Meeting Minutes – January 30, 2025

Motion by Heather Nelson/Tim Guiles to approve the Select Board & Budget Advisory Committee minutes of January 30, 2025. **The motion passed unanimously.**

Doug Bailey thanked all who attended the budget meeting to hear the presentation on the budget and he appreciated everyone's input.

c. Warrant – February 10, 2025 - \$126,660.68

Motion by Tim Guiles/Brian Coolidge to approve the warrants of February 10, 2025, in the amount of \$126,660.68. **The motion passed unanimously.**

4. Town Manager's Report

A Town Manager's report was provided by Seth Hopkins and is available for viewing in the Board packet on the Town's website.

Seth Hopkins provided the following highlights from his report to the Select Board. First, he wished to thank the Select Board, Budget Committee and Town staff in presenting the proposed budget and thanked all members of the community who attended the meeting. It was well received by everyone and a good start for the budget. He also wished to thank the Friends of the Town Hall for the gift of the flagpole in front of the town hall. This is one of the many gifts that the Friends of the Town Hall have provided and is much appreciated. There was no Town staff or funds used for this item and the Friends have purchased the flag and the Town will take care of the flag going forward.

Doug Bailey questioned the percentage of expenses to this point. Mr. Hopkins reported it was 62.5%. Mr. Bailey was surprised in the revenue being up in many areas and exceeding the year's goals early. Mr. Hopkins reported the Town had two additional cars that the sales were completed and tomorrow morning the last of the 4 vehicles will be paid for and picked up. Jackie Savelle has completed an update of the delinquencies for the Town's attorney for the tax collection letter. Mr. Bailey was glad to see buildings and grounds is 3 times what it usually is and is all good news.

Brian Coolidge thanked the Town Manager for the information on the police, noting that during January there were 93 calls, which averages 3 calls per day and the off-duty hours that the State Police are covering was 5 calls. Seth Hopkins was pleased that the State Police did not have to respond many times to Brandon. The winter months are quieter than summer months, but it is a reasonable number and people should feel that there is sufficient protection for life and property.

5. Community Development Report

Bill Moore reviewed his report that is available for viewing in the Board packet on the Town's website.

"Brandon Idol is back with the country music concert this Friday. Doors open at 6:30pm show starts at 7:00. 15 singers backed by the Brandon Idol Band. Drink service by Mae's Place, Concessions by Dallas Ladd. There are some really talented signers.

Bounce House Karaoke, A collaboration with Colleen Wright Events, has been moved to March 1st from 4pm - 6pm. Kids can Sing and Bounce! This is no cost to the Town.

A local theatre group, One Room Theatrics, is using the town hall stage for a stage play called Private Peacefull on February 20, 21 & 22. Tickets are available at the paramountvt.org"

The Rec Department is looking for a replacement for Colleen Wright for the Assistant to the Rec Director. This is a 20-hour per week position and will be posted on Front Porch Forum and on the Town's website.

Mr. Moore reported that the Town received a check from the Water District for their share of the fountain.

Heather Nelson highly recommended Brandon Idol, noting there is a series of concerts that is entertaining for both children and adults.

6. Boundary Line Adjustment – Faivre Circle

Bill Moore noted this is a topic that was discussed during the December meeting. With the planned acquisition of the former Ultravation building, Mei Mei Brown discovered there is a parcel of land that the former owners of Ultravation had kept up. It was at one time planned to have a circular drive where the Compass Center was but was not developed by the Town. Ms. Brown brought it to the Town's attention in purchasing the building and Mr. Moore was requesting the Select Board approve a boundary line adjustment as it is land that the Town does not maintain. Doug Bailey viewed the area and noted it is a piece

of land that is undevelopable and should have been with that building, and the best use of the land would be with the Humane Society. Mr. Bailey was in support of a boundary line adjustment.

Motion by Heather Nelson/Ralph Ethier to adjust the boundary line at Jones Drive/Faivre Circle to square off parcel 6-1-58.11, and to adjust the boundary line for the Rutland County Humane Society parcel 6-1-58.15 to trace the edge of the 50' right of way over the privately maintained portion of Jones Drive which would remain Town-owned. **The motion passed unanimously.**

7. Approve Vermont Gran Fondo Request to use Roadways on Saturday, June 28, 2025

Doug Bailey stated this is a yearly request for a bicycle event that comes down the Brandon Gap and turns north on Route 73. They provide their own security and insurance coverage and no road closings are required for this event. Seth Hopkins noted he has not met these people and his side business is not involved in this event.

Motion by Heather Nelson/Ralph Ethier to approve the Vermont Gran Fondo request for use of the roadways on Saturday, June 28, 2025, as described. **The motion passed unanimously.**

Karen Rhodes noted she was stopped when on a motorcycle to allow the bikes to pass and indicated they need to be more aware that they do not own the road and other people need to get through for certain reasons.

8. Approve Assessor's Certificate – No Appeal or Suit Pending

Seth Hopkins advised this is a statement where the assessors let the Select Board know that they have lodged the certificate and there have been no appeals or suits regarding the grand list.

Motion by Brian Coolidge/Ralph Ethier to approve the Assessor's Certificate as presented. **The motion passed unanimously.**

9. Consider the Ethics Procedures

Doug Bailey reported that the State has a new way of handling code of ethics complaints. They had the Board take a home study course but was not sure if all members have taken the course at this point. The Board chose the full Select Board as the liaison who will receive the complaints and the Board is trying to come up with a procedure. It was considered step one would be once a complaint is received; it would be determined in a public session if the complaint met the State's requirement. If it does not, the complaint would go no further; if it does the Board would go into executive session. In reviewing the code of ethics information, Mr. Bailey advised it only pertains to conflict of interest. It is best to do these types of actions in an open meeting as he does not want the Select Board accused of not being transparent. Heather Nelson thought it a good practice for the Board to review the complaint to determine if it meets the State's criteria, and if a complaint does not, it would not go further. This would allow the Board to be thoughtful of every complaint and if it is done in an open session people would understand why. With each Select Board member responding to the criteria, it seems a transparent and fair way to do things. It was the consensus of the Board to create a working group to create a policy. Ms. Nelson volunteered to be on a committee. Claire Astone asked for clarification of whether there has to be a majority of the Board or if one person's voice is sufficient to move a complaint along. Mr. Bailey noted these details will be considered in creating the policy.

10. Public Comment and Participation

Doug Bailey appreciated the people that came to the budget meeting. He noted the annual school meeting is scheduled for February 26th at 6:30PM in the OV library. There is going to be information about a proposed Valley Community Center that will have a major effect on the town budget in a year. The first step is to obtain 10 acres of land from the school district and only the people that are present at this meeting will be allowed to vote on this item. Mr. Bailey noted there are usually not many people from the public attending the school's meeting and he encouraged people to attend. The proposed building would cost \$12 million and shared by the 7 towns that would be added to the tax bill. Operating expenses are anticipated at

\$300,000 per year, of which they have \$108,000 projected income with the remainder to be paid by the 7 towns. Mr. Bailey noted that OV has worked diligently to reduce their budget and suggested people attend to be informed about their budget.

Jeff Haylon stated the crosswalk near the town office is not used and perhaps it is because no one sees it and suggested placing cones in the area. Seth Hopkins was unsure if there are any cones available as they do not generally last very long. Bill Moore looked into a blinking light but the cost is \$2,500 for each set and the problem with the crosswalk near the town office is that there is no good place to install one. Heather Nelson agreed that it is a scary place to cross and this is not the first time that this crosswalk has been mentioned. Ms. Nelson thought this item is worth revisiting and at the very least the lines repainted. Mr. Hopkins advised there is a budget of \$8,000 for signs and posts with half remaining and suggested purchasing a standing "Yield to Pedestrian" sign.

Tim Guiles noted the southbound speed identification sign has been out for a while and asked if it needs to be repaired. Mr. Hopkins reported the issue is a module that the Town staff can replace. Mr. Guiles stated there is also a stop sign on Nickerson Road that is in disrepair. Bill Moore reported the Town is aware of this sign, noting the sign was damaged by a student on their way to school.

Isaiah Webb suggested moving the crosswalk between the Mobile Station and the town office. He also noted there have been vehicles parked on the bridge for events that could cause an accident as they are in the lane of travel. There is also a stop sign on Walnut and West Seminary that no one comes to a complete stop at and noted concern of a new neighbor that has a 3 and 5-year-old if they go into the road when a car is coming. Doug Bailey stated the Police Chief can be informed of these issues and the areas can be patrolled, but cameras cannot be used for issuing tickets.

Karen Rhodes stated she sees people trying to avoid the light in Town by going through the Brandon Inn parking lot and she is concerned with the traffic in that area. Doug Bailey asked if a "No-Through Traffic" sign could be installed and Mr. Hopkins stated that a sign could be installed. Mr. Webb also noted that he has seen people going in the wrong direction in the area with the "No Left Turn" sign.

Vicki Disorda stated she watched a video on YouTube regarding the ethics policy and the way she understands it is that the complaints would still go to the Vermont Ethics Board and then to the liaison. Seth Hopkins stated that is not how he understood it. Ms. Disorda will send the video to the Select Board and the Town staff. Mr. Hopkins noted the initial contact should be the Select Board and there is a form that needs to be completed. The form can be found on the Town's website under Resources and there is a section on Ethics.

Bill Moore wished to remind people that there is a Brandon Chamber candidate forum scheduled for Thursday at 6:30PM in the town hall.

Claire Astone asked if the Select Board had considered the impacts on the Town as the federal system keeps taking away resources for the most vulnerable. Meals on Wheels has been defunded and she has spoken with Kathy Mathis and there are people that are willing to cook and deliver food. There was also discussion about a solar greenhouse at the Senior Center. We need to get ahead of the curve as many people do not know what is happening and we will be hit hard by the new federal system. She suggested people should be checking in on seniors and families. Doug Bailey was not aware that Meals on Wheels was being defunded.

Vicki Disorda advised the Friend Zone at the Methodist Church provides community lunches on Tuesdays and a community meal is scheduled for the last Friday of the month that is a free will offering.

The Select Board recessed at 7:53PM.

The Select Board reconvened at 7:58PM.

Motion by Heather Nelson/Brian Coolidge to find that premature general public knowledge of the pending contract negotiation with New England Police Benevolent Association Local 422 will clearly place the Town of Brandon at a substantial disadvantage by disclosing its negotiation strategy. **The motion passed unanimously.**

Motion by Heather Nelson/Brian Coolidge to enter into executive session at 7:59PM to discuss the Town's pending labor relation agreement with New England Police Benevolent Association Local 422, per 1 V.S.A. § 313(a)(1)(b) for labor relations agreements with employees to include the Town Manager. **The motion passed unanimously.**

11. Executive Session

The Board came out of executive session at 8:30PM. There were no actions required.

12. Adjournment

Motion by Brian Coolidge/Tim Guiles to adjourn the Select Board meeting at 8:30PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

02/20/25
03:33 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63832 Current FY Invoices
All Invoices For Check Acct 01(10 General Fund) 02/24/25 To 02/24/25

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Jacolyn

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
301005	01/30/25	oxygen & acetylene	10-5-15-41160	184.56	2698	02/24/25
		9157823464	HW Maint. Supplies-Vehicl			
100190	02/02/25	pants for WF	10-5-15-10320	59.49	2699	02/24/25
		40667075	Clothing Allowance			
100245	02/11/25	appropriation	10-5-21-75100	2000.00	2700	02/24/25
		FEB '25	Designated Downtown			
100255	02/11/25	appropriation	10-2-00-02136	84400.00	2701	02/24/25
		FEB 2025	Fire District Payable			
311248	02/07/25	monthly solar:1/3- 2/4/25	20-5-55-42130	54.50	2702	02/24/25
		217B	Electric			
311248	02/07/25	monthly solar:1/3- 2/4/25	10-5-22-42200	1338.00	2702	02/24/25
		217B	Solar Credit Exp-BFD			
311248	02/07/25	monthly solar:1/3- 2/4/25	10-5-22-42130	614.28	2702	02/24/25
		217B	Bldgs & Grounds Electric			
100280	02/11/25	sprayer, cleaner	10-5-22-43080	15.98	2703	02/24/25
		79180/3	Highway Bldg Maint			
100280	02/11/25	bit set, hammer, hole saw	10-5-22-43150	100.35	2703	02/24/25
		79234/3	Town Hall Repair/Maint.			
100280	02/11/25	cap screws	10-5-22-43150	17.52	2703	02/24/25
		79248/3	Town Hall Repair/Maint.			
100280	02/11/25	key	10-5-18-40010	3.99	2703	02/24/25
		79287/3	Middle School Football			
100280	02/12/25	heater	20-5-55-43160	46.99	2703	02/24/25
		79348/3	Maint. Supplies - General			
100280	02/19/25	bolt snap	10-5-22-43160	31.98	2703	02/24/25
		80239/3	Parks Maint.			
100280	02/19/25	weather strip for door	10-5-22-43100	18.99	2703	02/24/25
		80315/3	Town Office			
200218	01/08/25	WW operator job ad	20-5-55-21110	58.50	2704	02/24/25
		123880	Legal Services			
200218	01/08/25	equipment sale ad	10-5-10-30310	22.75	2704	02/24/25
		123881	Legal Advertising			
100198	01/28/25	salt	10-5-15-47110	5703.54	2705	02/24/25
		2910577166	Road Salt			
100198	02/05/25	salt	10-5-15-47110	2593.07	2705	02/24/25
		2910615494	Road Salt			
100198	02/07/25	salt	10-5-15-47110	5503.73	2705	02/24/25
		2910626453	Road Salt			
100462	02/01/25	Jan trucking of sludge	20-5-55-50170	2580.00	2706	02/24/25
		3108903	Trucking			
310376	02/02/25	Grader-pytm #9-final pytm	10-5-15-90400	32408.93	2697	02/19/25
		36501135	Leased Equipment			
301503	02/06/25	diesel fuel	10-5-15-41130	1450.00	2707	02/24/25
		558722	Fuel - Vehicles HW			
301503	02/07/25	heating fuel @ HWY	10-5-22-42110	598.11	2707	02/24/25
		559606	Heating Fuel			
301503	02/11/25	diesel fuel	10-5-15-41130	977.38	2707	02/24/25
		560567	Fuel - Vehicles HW			
310703	02/12/25	Jan credit card charges	10-5-18-40070	83.72	2708	02/24/25
		20948	Youth Wrestling			

TOWN OF BRANDON Accounts Payable
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All Invoices For Check Acct 01(10 General Fund) 02/24/25 To 02/24/25

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
310703	02/12/25	CITY HALL SYSTEMS INC Jan credit card charges	10-5-18-50070	83.72	2708	02/24/25
		20948	Dance Lessons			
301043	02/11/25	CIVES CORPORATION, DBA repair of PTO on truck #2	10-5-15-41180	1272.20	2709	02/24/25
		4540682	HW Outside Maint. - Vehic			
310097	02/02/25	COMCAST service Feb 9 to Mar 8	10-5-18-42100	160.64	2710	02/24/25
		EST 02/02/25	Recreation Telephone			
310097	02/09/25	COMCAST service: Feb 16 to Mar 15	10-5-10-42100	100.20	2711	02/24/25
		TH 02/09/25	Telephone Exp. Admin.			
310037	02/06/25	CONSOLIDATED COMMUNICATIO service: Jan 6 to Feb 5	10-5-15-42100	142.67	2712	02/24/25
		HWY 02/06/25	HW Telephone			
310037	02/06/25	CONSOLIDATED COMMUNICATIO service: Jan 6 to Feb 5	10-5-14-42100	55.50	2712	02/24/25
		PD 02/06/25	PD Telephone Service			
300466	02/17/25	DUNDON PLUMBING & HEATING portable toilets	10-5-18-43130	130.00	2713	02/24/25
		97015	Estabrook			
300466	02/17/25	DUNDON PLUMBING & HEATING portable toilets	10-5-18-60100	130.00	2713	02/24/25
		97015	Seminary Hill			
300187	01/31/25	FLORENCE CRUSHED STONE sand	10-5-15-47120	4103.25	2714	02/24/25
		5020085	Winter Sand			
300187	02/10/25	FLORENCE CRUSHED STONE sand	10-5-15-47120	3717.60	2714	02/24/25
		5020129	Winter Sand			
311128	02/05/25	GREEN MOUNTAIN GARAGE antifreeze	20-5-55-41180	7.98	2715	02/24/25
		224478	Maintenance-Vehicles			
311128	02/06/25	GREEN MOUNTAIN GARAGE glass cleaner	10-5-15-41160	19.47	2715	02/24/25
		224526	HW Maint. Supplies-Vehicl			
311128	02/11/25	GREEN MOUNTAIN GARAGE strobe kit	10-5-15-41160	108.99	2715	02/24/25
		224691	HW Maint. Supplies-Vehicl			
311128	02/11/25	GREEN MOUNTAIN GARAGE bearings/de-icer/cleaner	10-5-15-41160	127.12	2715	02/24/25
		224708	HW Maint. Supplies-Vehicl			
311128	02/11/25	GREEN MOUNTAIN GARAGE link	10-5-15-41160	3.79	2715	02/24/25
		224718	HW Maint. Supplies-Vehicl			
311128	02/18/25	GREEN MOUNTAIN GARAGE toggle switch	10-5-15-41160	12.49	2715	02/24/25
		224963	HW Maint. Supplies-Vehicl			
311128	02/19/25	GREEN MOUNTAIN GARAGE wheel nuts, wheel studs	10-5-15-41160	166.10	2715	02/24/25
		224990	HW Maint. Supplies-Vehicl			
310233	02/03/25	GREEN MOUNTAIN POWER 7 Conant Sq - lighting	10-5-22-42130	47.15	2716	02/24/25
		02/25 047828	Bldgs & Grounds Electric			
310233	02/04/25	GREEN MOUNTAIN POWER WWTF 480 volt service	20-5-55-42130	3856.62	2716	02/24/25
		02/25 079168	Electric			
310233	02/04/25	GREEN MOUNTAIN POWER Newton Road pump station	20-5-55-42130	538.55	2716	02/24/25
		02/25 089202	Electric			
310233	02/05/25	GREEN MOUNTAIN POWER Central Park & lights	10-5-22-42130	527.70	2716	02/24/25
		02/25 170028	Bldgs & Grounds Electric			
310233	02/04/25	GREEN MOUNTAIN POWER Estabrook Park	10-5-22-42130	84.71	2716	02/24/25
		02/25 240302	Bldgs & Grounds Electric			
310233	02/04/25	GREEN MOUNTAIN POWER Carver St pump station	20-5-55-42130	50.37	2716	02/24/25
		02/25 290502	Electric			
310233	02/04/25	GREEN MOUNTAIN POWER Green Park	10-5-22-42130	32.71	2716	02/24/25
		02/25 317702	Bldgs & Grounds Electric			
310233	02/05/25	GREEN MOUNTAIN POWER Highway Garage	10-5-22-42130	304.31	2716	02/24/25
		02/25 337202	Bldgs & Grounds Electric			

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310233	02/04/25	COUNTRY CLUB pump station 02/25 338602	20-5-55-42130 Electric	30.98	2716	02/24/25
310233	02/03/25	7 Conant - car chargers 02/25 339840	10-5-22-42500 Electric EV Car Stations	289.47	2716	02/24/25
310233	02/05/25	Town Hall 02/25 451302	10-5-22-42130 Bldgs & Grounds Electric	1215.02	2716	02/24/25
310233	02/04/25	BROOKDALE pump station 02/25 467702	20-5-55-42130 Electric	36.62	2716	02/24/25
310233	02/03/25	Crescent Park 02/25 737937	10-5-22-42130 Bldgs & Grounds Electric	134.23	2716	02/24/25
310233	02/05/25	Police Station 02/25 822212	10-5-22-42130 Bldgs & Grounds Electric	489.03	2716	02/24/25
310233	02/04/25	street lights 02/25 851302	10-5-22-42130 Bldgs & Grounds Electric	3454.30	2716	02/24/25
310233	02/04/25	WWTF security light 02/25 860302	20-5-55-42130 Electric	30.75	2716	02/24/25
310233	02/05/25	Champlain pump station 02/25 867202	20-5-55-42130 Electric	453.60	2716	02/24/25
310233	02/05/25	Town Office 02/25 941302	10-5-22-42130 Bldgs & Grounds Electric	764.06	2716	02/24/25
300600	02/10/25	sodium bisulfite PI-31618	20-5-55-50140 Sodium Bisulfite	2598.27	2718	02/24/25
300600	02/10/25	sodium aluminate PI-31620	20-5-55-50150 Sodium Aluminate	11051.37	2718	02/24/25
311204	02/12/25	reimbursement 02-12-25	10-5-10-30150 Emergency Management	135.00	2719	02/24/25
100679	02/11/25	salt 301454	10-5-15-47110 Road Salt	4824.40	2720	02/24/25
310259	02/11/25	bks 261 & 262 & paper 019235	10-5-13-30123 Records Preservation	663.25	2721	02/24/25
100873	02/11/25	election coding 83958	10-5-13-20010 Elections	793.00	2722	02/24/25
311176	02/12/25	cleaning 021225	10-5-22-10130 Admin Custodian	157.50	2723	02/24/25
311176	02/12/25	cleaning 021225	10-5-22-10120 PD Custodian	61.25	2723	02/24/25
311176	02/19/25	cleaning 021925	10-5-22-10130 Admin Custodian	236.25	2723	02/24/25
311176	02/19/25	cleaning 021925	10-5-22-10120 PD Custodian	87.50	2723	02/24/25
310766	02/07/25	equipment calibration 1774	20-5-55-20121 Professional Services	1150.00	2724	02/24/25
310630	01/14/25	lockbox, floor jack, tools 12228	10-5-15-41110 New Equipment-Misc. Tools	866.04	2725	02/24/25
310630	01/14/25	lockbox, floor jack, tools 12228	10-5-22-43090 PD Bldg Maint.	36.98	2725	02/24/25
310630	01/24/25	HW/WW radio's 12229	10-5-15-42100 HW Telephone	649.00	2725	02/24/25
310630	01/24/25	HW/WW radio's 12229	20-5-55-42100 Wastewater Telephone	649.00	2725	02/24/25

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Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
310630	01/02/25	MASTERCARD AC contr,WW sup,hose,popc	12230	10-5-22-43150 Town Hall Repair/Maint.	400.97	2725	02/24/25
310630	01/02/25	MASTERCARD AC contr,WW sup,hose,popc	12230	10-5-18-43140 Town Hall	112.98	2725	02/24/25
310630	01/02/25	MASTERCARD AC contr,WW sup,hose,popc	12230	10-5-18-60060 Ice Skating	29.98	2725	02/24/25
310630	01/02/25	MASTERCARD AC contr,WW sup,hose,popc	12230	10-5-15-10310 Travel & Expenses	9.99	2725	02/24/25
310630	01/02/25	MASTERCARD AC contr,WW sup,hose,popc	12230	20-5-55-41110 New Equipment-Misc Tools	372.82	2725	02/24/25
310630	01/02/25	MASTERCARD AC contr,WW sup,hose,popc	12230	10-5-15-41110 New Equipment-Misc. Tools	99.34	2725	02/24/25
310630	01/06/25	MASTERCARD training class	12321	10-5-14-10340 Professional Development	575.00	2725	02/24/25
310630	01/07/25	MASTERCARD notary renewal	12343	10-5-14-10340 Professional Development	30.00	2725	02/24/25
310630	01/07/25	MASTERCARD Nov 24-tolls for training	12345	10-5-14-10310 Travel & Expenses	36.09	2725	02/24/25
310630	01/28/25	MASTERCARD jump starter	12347	10-5-14-41110 New Equipment - Vehicles	133.53	2725	02/24/25
311194	02/09/25	MIDDLEBURY LOCK LLC service call @ TH	4203	10-5-22-43150 Town Hall Repair/Maint.	201.00	2726	02/24/25
100788	02/10/25	NEW ENGLAND MUNICIPAL RES Lisa: Sept - Dec 2024	56707	10-5-11-22140 Property Assessor	2612.50	2727	02/24/25
310617	02/19/25	OTTER VALLEY UNIFIED UNIO education portion	FEB 2025	10-2-00-02137 Education Tax Payable	1294436.12	2728	02/24/25
301088	02/11/25	PETE'S TIRE BARNS, INC tires	026884	10-5-14-41110 New Equipment - Vehicles	518.32	2729	02/24/25
310736	02/19/25	POCKETTE PEST CONTROL LLC pest control: Police Dept	41212	10-5-22-43090 PD Bldg Maint.	65.00	2730	02/24/25
310736	02/19/25	POCKETTE PEST CONTROL LLC pest control @ Town Hall	41213	10-5-22-43150 Town Hall Repair/Maint.	40.00	2730	02/24/25
310736	02/19/25	POCKETTE PEST CONTROL LLC pest control: Town Office	41214	10-5-22-43100 Town Office	70.00	2730	02/24/25
310736	02/19/25	POCKETTE PEST CONTROL LLC pest control: storage	41216	10-5-18-20500 Storage Unit Supply/Maint	50.00	2730	02/24/25
310842	02/07/25	RHR SMITH & COMPANY field work/federal audit	2025-0462	10-5-10-22110 Auditors	5100.00	2731	02/24/25
100478	10/31/24	ROYAL GROUP INC TO - Alarm monitoring	716743	10-5-22-43100 Town Office	224.28	2732	02/24/25
101057	02/19/25	SILINS, NEIL Reimb-Tree Grant supplies	2/19/25	56-5-21-10100 Tree Project-Material/Ser	324.52	2733	02/24/25
310418	02/18/25	SILLOWAY NETWORKS INC External SSD 500 GB	29753759	10-5-14-30210 Office Equipment	96.81	2734	02/24/25
300592	01/30/25	SUBURBAN PROPANE LP propane @ WW Chem bldg	548154	20-5-55-42110 LP Gas - Bldgs	112.52	2735	02/24/25
300592	02/05/25	SUBURBAN PROPANE LP propane @ WW Lab Bldg	548328	20-5-55-42110 LP Gas - Bldgs	716.23	2735	02/24/25
300592	02/06/25	SUBURBAN PROPANE LP propane @ Town Hall	548346	10-5-22-42100 Heating - Propane	518.06	2735	02/24/25

02/20/25
03:33 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63832 Current FY Invoices
All Invoices For Check Acct 01(10 General Fund) 02/24/25 To 02/24/25

Page 5 of 5
Jacolyn

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
300592	02/06/25	propane @ Town Office 548347	10-5-22-42100 Heating - Propane	225.49	2735	02/24/25
301145	02/11/25	heater clerk entry 4601	10-5-22-43100 Town Office	1209.59	2736	02/24/25
300853	02/03/25	Champlain St PS Bond pymt 2/3/25	20-5-55-60610 USDA Bond-Champ. PS-Prin	6750.39 E	20325	02/03/25
300853	02/03/25	Champlain St PS Bond pymt 2/3/25	20-5-55-60600 USDA Bond Champlain PS in	4731.61 E	20325	02/03/25
311217	02/19/25	november host fee 294124	10-5-13-30123 Records Preservation	295.00	2737	02/24/25
311217	02/19/25	dec host fee 315629	10-5-13-30123 Records Preservation	295.00	2737	02/24/25
100776	02/19/25	IB-class: HS discharge 18587	20-5-55-10340 Continuing Education	24.00	2738	02/24/25
Report Total				1507924.21	=====	

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 \$ *1,507,924.21
Let this be your order for the payments of these amounts.

Reminder to all that next Monday night, March 3, is the **Annual Town Meeting** (7PM at the Town Hall, 1 Conant Square, or by Zoom or telephone using meeting info at the Selectboard page of the Town website: <https://www.townofbrandon.com/town-committees/select-board/>). The agenda is limited: the selectboard will present their recommended budget, and there is a floor vote on continued tax exemption for the senior center. **Election** of officers and **voting** on the **budget** and appropriation articles is by Australian ballot on **Tuesday, March 4**, from 7AM to 7PM at the American Legion, 550 Franklin Street.

I had a helpful conversation on Wednesday the 19th with a representative of the police union to advance the Town's goal of retention of current officers and recruitment of additional staff as we rebuild the department. I will report results to the board in executive session as it will entail amending the collective bargaining agreement.

The Town received its net quarterly local option tax in the amount of \$86,153. This is the largest February payment we have ever received (since inception in 2017) and is \$20,000 more than last February's receipt. The local option tax fund is a major source of property tax relief as it shoulders the cost of needed infrastructure improvements, grant matches, and durable equipment.

On February 13th we held the final completion meeting on the upgrade to the wastewater treatment facility. Thanks especially to Sue Gage and Jackie Savela for their careful management of the mosaic of funding. This was a large project supported by the wastewater ratepayers, augmented by significant federal and state grants and loans. It is important to our facility's compliance with environmental regulations and safe operation of our system and safety of our staff. This project spanned three town managers and two chief wastewater treatment system operators. In milder weather, the Town plans to host an open house for community members and leadership to gain an appreciation for the positive impact of their investment.

I assisted Cornerstone Housing Partners with support on a grant application for their apartments at 30 Conant Square. This is a key housing resource in our vibrant Designated Downtown.

Interviews continue with new candidates for the position of wastewater treatment system operator working under our chief operator and assistant chief operator.

My congratulations and sincere appreciation to Tim Guiles and Heather Nelson who are completing their terms of service on the selectboard at this year's Town Meeting.

Respectfully submitted,



FINANCIAL SNAPSHOT	
Unrestricted / Unassigned Fund Balance	\$482,043
1% (Local Option) Tax Fund Available / Undesignated	\$336,376
Known Grant Matches Not Yet Designated	UNION STREET
Delinquent property taxes (prior years)	\$495,405 (was \$498,929)
Delinquent wastewater (prior years ['over 120 days'])	\$220,264 (was \$229,036)

Account	Budget	Actual	% of Budget
10-4-09 Tax Revenues	3,185,442.00	3,239,609.60	101.70%
10-4-10 Town Administration Reven	1,750.00	15,801.65	902.95%
10-4-11 Assessor Revenues	2,000.00	0.00	0.00%
10-4-12 Code Enforcement Revenues	15,500.00	6,366.00	41.07%
10-4-13 Clerk/Treasurer Revenues	181,170.00	141,760.40	78.25%
10-4-14 Police Dept. Revenues	9,500.00	20,964.41	220.68%
10-4-15 Highway Dept Revenues	181,450.00	369,626.33	203.71%
10-4-17 Intergovernmental Revenue	0.00	7,718.00	100.00%
10-4-18 Recreation Revenues	76,500.00	77,346.30	101.11%
10-4-22 Bldg. & Grounds	11,800.00	33,178.60	281.17%
Total Revenues	3,665,112.00	3,912,371.29	106.75%
10-5-09 Tax Expenditures	5,000.00	0.00	0.00%
10-5-10 Town Administration 10	415,005.00	276,088.44	66.53%
10-5-11 Assessor	41,190.00	23,406.68	56.83%
10-5-12 Code Enforcement 12	52,565.00	32,980.65	62.74%
10-5-13 Town Clerk 13	226,580.00	142,851.76	63.05%
10-5-14 Police Dept 14	856,400.00	643,580.23	75.15%
10-5-15 Highway 15	755,155.00	635,695.14	84.18%
10-5-17 Intergovernmental 17	255,235.00	177,533.07	69.56%
10-5-18 Recreation	186,088.20	147,350.01	79.18%
10-5-19 Debt Service 19	231,350.00	207,614.21	89.74%
10-5-21 Economic Develop. 21	50,341.00	27,488.69	54.60%
10-5-22 Bldgs. & Grounds	253,972.00	142,118.72	55.96%
Total Expenditures	3,328,881.20	2,456,707.60	73.80%
Total 10 General Fund	336,230.80	1,455,663.69	
Total All Funds	336,230.80	1,455,663.69	

16/24 = 67%



February 24, 2025

An ongoing Baseball/softball clinic with Otter Valley and Pittsford Rec registration is open. Starting on Sunday, March 30th, youth in grades 3 - 6 will be work on OVUHS varsity players and coaches to prepare for the upcoming seasons.

The next themed Brandon Idol Concert, "Year they were born" will be held on March 14th. Doors open at 6:30 with the show starting at 7pm.

Sunday skating @ Neshobe is an opportunity to roller skate/blade with music. Runs 1:00 – 3:00 and will continue until the 1st week of April.

The Brandon Independence Day Celebration Committee is looking for some volunteer help with vendors, donations and parade support. Please reach out to help with the July 5th celebration.

Wednesday nights 6:00- 8:00 is the indoor disc golf putting league, which is held upstairs in the town hall. Commissioner Cory Barron will oversee this program through the end of March.

The Vermont Council on Rural Development reached out to confirm that they will have approved doing a community visit, likely starting January of 2026. This is a way for towns to engage and bring together residents, set common goals and directions in a neutral and facilitated structure, and access resources that will help them take action on those goals.

Respectfully Submitted,



Bill Moore

Non-Disaster Based Funding

Building Resilient Infrastructure and Communities (BRIC) Grant Program

The Building Resilient Infrastructure and Communities (BRIC) grant program is an annual FEMA funding program for hazard mitigation. BRIC will support states, local communities, and territories, as they undertake hazard mitigation projects to reduce the risk from natural hazards.

Program Details:

- **State application deadline:** Friday, February 28, 2025. All applications must be submitted in FEMA GO, which requires entering a [Unique Entity ID](#) (sign up through [SAM.GOV](#))
- **Eligible Applicants:** State agencies, Regional Planning Commissions, municipalities, and other government entities. The project area must have an approved Local Hazard Mitigation Plan at the time of application submittal and application award.
- **Funding Available for FY24:** There are 3 relevant funding pots for Vermont:
 - \$2 million (federal share) set-aside for Vermont applications for planning and scoping.
 - \$2 million (federal share) set-aside for Vermont applications for "building code plus-ups" (see below).
 - \$451 million (federal share) is available for the national competition for scoping applications (up to \$45.1 million of the total) and mitigation projects.
- **Eligible Projects:**
 - Project Scoping: this funding can be used for a specific structure, like a bridge or culvert, or for a larger area (e.g. floodplain

restoration). Scoping projects typically include an analysis of alternatives, public outreach, designs (up to 100% bid documents), environmental and historic preservation analysis (EHP), cost estimate, scope for final design and construction, and Benefit-Cost Analysis (BCA) for the preferred alternative.

- Local Hazard Mitigation Plan (LHMP) Development/Updates: each year under this program, VEM submits one application for all interested towns to update their LHMPs or develop new LHMPs. If you are interested in being included in this application, please email dps.hazardmitigation@vermont.gov. In addition to LHMPs, you can apply for other planning activities related to mitigation risk in your communities/regions.
- Construction Projects: such as floodplain restoration, culvert upsizing, dam or bridge removal, road relocations, streambank and soil stabilization, utility or municipal floodproofing projects.
- Building Code Plus-Ups: mitigation activities that carry out eligible building code adoption and enforcement activities, such as: evaluating adoption and/or implementation of codes that reduce risk; enhancing existing adopted codes to incorporate more current requirements or higher standards; and developing professional workforce capabilities relating to building codes through technical assistance and training.
- **Management Costs**: 5% of total project costs will be available to sub-applicants for managing the grant award. This portion is 100% federal funded.
- **Cost Share**: 75% federal, 25% local non-federal (cash and/or in-kind); 90% federal share is available for Economically Disadvantaged Rural Communities (EDRCs) and Community Disaster Resilience Zones (CDRZs). If you have questions on whether your community would qualify for 90% cost share, please contact DPS.HazardMitigation@vermont.gov.



TOWN OF BRANDON
MUNICIPAL ETHICS COMPLAINT FORM

To: Town of Brandon Selectboard as Designated Complaint Recipient

Date: _____

State law (24 V.S.A. § 1997) requires municipalities to enact procedures

1) to investigate complaints that allege a municipal officer has violated the Municipal Code of Ethics, and

2) to enforce against substantiated complaints, including developing methods of enforcement and available remedies.

1. Who is this complaint against? Name, and job title or position. Please file a separate complaint for each individual you complain against.

2. Date(s) of the alleged violation(s):

3. How has this person violated the Municipal Code of Ethics? Describe fully. Be specific and provide as much detail as possible. Attach any documentation that supports your claim(s).

4. If you can, please indicate which law, rule, or other legal requirement you believe has been violated. Check the box(es) that indicate which provision(s) of the Municipal Code of Ethics you allege to have been violated. If none apply, you may have a complaint that is not an ethics violation.

- | | |
|--|--|
| <input type="checkbox"/> Conflict of interest [24 VSA §1992] | <input type="checkbox"/> Directing unethical conduct [24 VSA §1993 (a)] |
| <input type="checkbox"/> Preferential treatment [24 VSA §1993 (b)] | <input type="checkbox"/> Misuse of position [24 VSA §1993 (c)] |
| <input type="checkbox"/> Misuse of information [24 VSA §1993 (d)] | <input type="checkbox"/> Misuse of government resources [24 VSA §1993 (e)] |
| <input type="checkbox"/> Gifts [24 VSA §1993 (f)] | <input type="checkbox"/> Unauthorized commitments [24 VSA §1993 (g)] |
| <input type="checkbox"/> Benefit from contracts [24 VSA §1993 (h)] | <input type="checkbox"/> Other law or provision [specify on following line(s)] |

5. Provide the names and contact information for anyone else who may have information regarding this complaint.

6. Has the conduct you describe above been the subject of a prior complaint? If yes, please explain.

7. Is there anything else the Designated Complaint Recipient should know about this complaint?

Attach additional pages as necessary.

Your Contact Information: You may submit a complaint anonymously, but anonymous submitters obviously will not receive any communication as to the outcome of the complaint other than what appears in the public record.

Your name (complaints can be anonymous) _____
Address _____ Town _____ ZIP _____
E-mail _____ Phone (____) _____

I certify that the information provided in this complaint is true, correct, complete, and of my own personal knowledge. I will fully cooperate in the process regarding this complaint.

Signature: _____

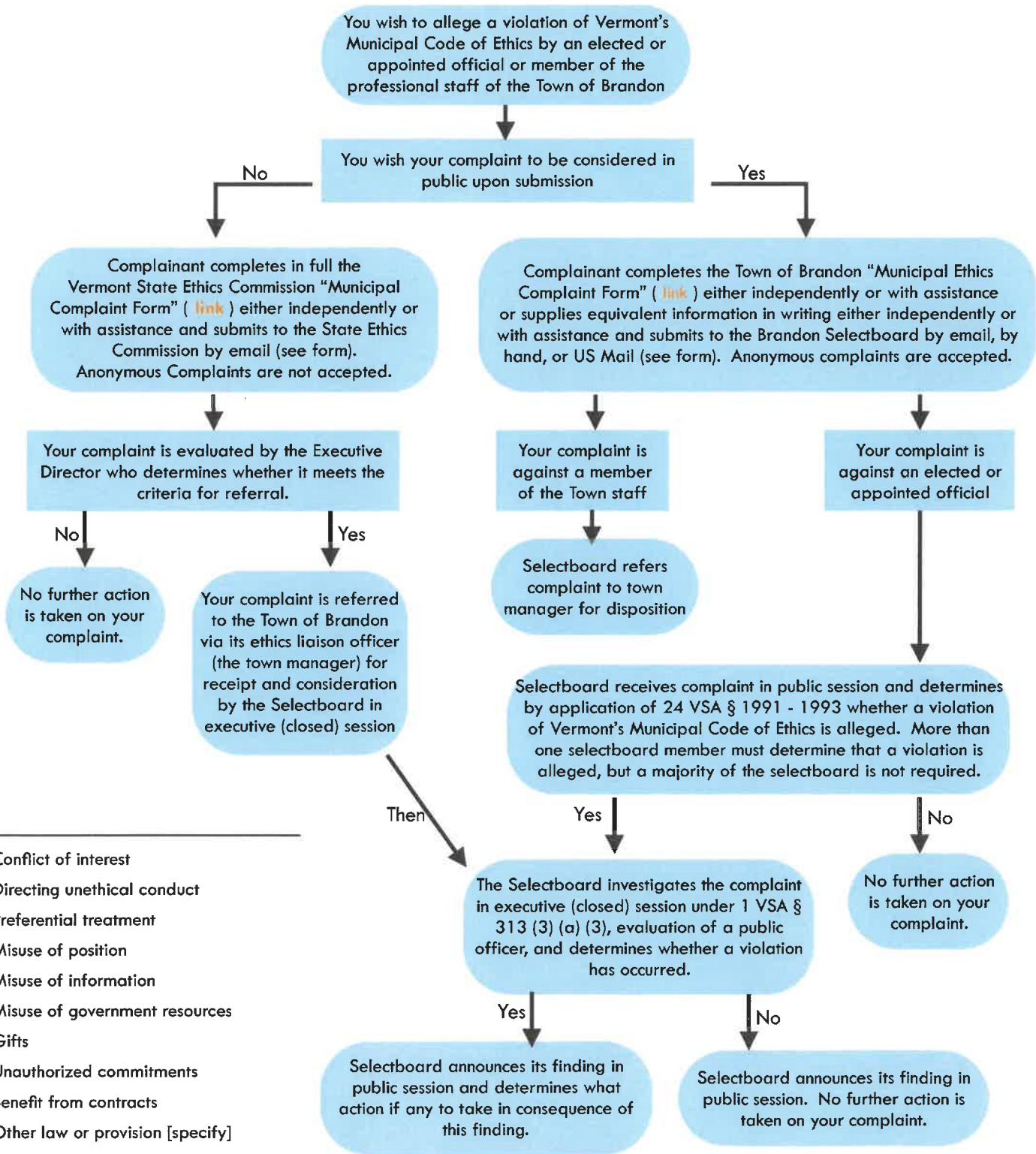
Date: _____

Submit by email to the Selectboard (enter "Complaint" in the subject line):
Current board members' names and contact info appear at this page:
<https://www.townofbrandon.com/town-committees/select-board/>

OR by hand or USPS mail to: Selectboard, Town Office, 49 Center St, Brandon, VT 05733.

Town of Brandon — Proposed Interim Procedure for Receipt, Investigation, and Disposition of Allegations of Municipal Ethics Code Violations

pending official guidance from VLCT (model policy) and/or the Vermont State Ethics Commission



-
- Conflict of interest
 - Directing unethical conduct
 - Preferential treatment
 - Misuse of position
 - Misuse of information
 - Misuse of government resources
 - Gifts
 - Unauthorized commitments
 - Benefit from contracts
 - Other law or provision [specify]

SEE: 24 VSA § 1991 - 1993