

Brandon Select Board Meeting
July 28, 2014
7:00 p.m.

The Brandon Select Board will meet Monday, July 28, 2014 at 7:00 p.m. at the Brandon Town Hall located at 1 Conant Square expecting to consider the items noted on this agenda. Agendas shall be posted on the community bulletin board located next to the Town Office on Center Street, on the community bulletin board located between Dave's Grocery and the Forest Dale Post Office and the bulletin board at Lake Sunapee Bank. The Select Board reserves the right to add additional items, if necessary, at the beginning of the meeting.

- 1) Call to Order
 - a) Agenda Adoption
- 2) Consent Agenda
 - a) Select Board Meeting Minutes – July 7, 2014
 - b) Select Board Meeting Minutes – July 15, 2014
- 3) Public Comments for Items not on the Agenda
- 4) Town Managers Report
- 5) Audrey Hathaway: Gymkhana
- 6) FY 14/15 Budget
- 7) Current Expense Note Update
- 8) Current Spending
- 9) Town Meeting
 - a) Informational Meeting
 - b) Election Date
- 10) Interim Tax Rate Approval
- 11) Penalty for Late Homestead Filers
- 12) Delinquent Tax Update
- 13) Audit Proposal
- 14) Town Office Project
- 15) Waterline / Segment 6 / Bridge 114 Project
- 16) Other Business
- 17) Fiscal
 - a) FY 13/14 General Fund Warrant – June 30, 2014 - \$9,922.31
 - b) FY 13/14 Wastewater Fund Warrant – June 30, 2014 - \$9,707.93
 - c) FY 14/15 Postage Warrant – July 3, 2014 - \$500.00
 - d) FY 14/15 General Fund Warrant – July 28, 2014 - \$15,594.12
 - e) FY 14/15 Wastewater Fund Warrant – July 28, 2014 - \$16,119.34
 - f) Consider P.O. 23248 to Advanced Emergency Products for Speed Cart Trailer - \$5,845.00
- 18) Executive Session - 1 V.S.A. § 313(a)(1) - Contracts
- 19) Executive Session - 1 V.S.A. § 313(a)(1) – Personnel
- 20) Adjournment

Town of Brandon Select Board Meeting July 7, 2014 DRAFT

NOTE: These are unapproved minutes, subject to amendment and/or approval at the subsequent board meeting.

In Attendance: Devon Fuller, Blaine Cliver, Ethan Swift, Dave Atherton, and Maria Ammatuna

Also in Attendance: Lee Kahrs, Art Doty, Donna Doty, Bruce Edwards, Kathy Rausenberger, Wayne Rausenberger, Phyllis Aitchison, Janet Coolidge, Kathy Mathis, Priscilla McKeighan, Larry Rogers, Lesa Pratt, Brent Bruehler, Dick Kirby, Dennis Reisenweiver, Frank James III, Mike Harrison, Peter Smith, Patty Smith, Tekar Shuman, Jack Filioe, Tracy Wyman, Wayne Giard, Carol Bertrand, Mike Christopher, Lou Faivre, Richard Baker, Nancy Jakiela, Charles Jakiela, Bill Moore, Helyn Anderson, Sue Gage, Lisa Kenyon, Chris Brickell, and Robin Bennett.

The meeting was called to order by Maria Ammatuna at 7:04 PM.

1. Agenda Adoption – Motion by E. Swift and seconded by B. Cliver to adopt the agenda as stated. B. Cliver made the following amendments: add 5) Contracts for the reason of an audit. With this change noted, the following changes occur: 6) Other Business; 7) Executive Session – 1 V.S.A. § 313 (a)(1) – Contracts; 8) Executive Session -1 V.S.A. § 313 (a)(1) – Personnel; 9) Adjournment . **Motion passed unanimously 5 – 0.**

2. Citizen Discussion – Phyllis Reed

Ms. Reed was not in attendance.

3. Local Health Officer Appointment

R. Bennett reported that Lt. Pulsifer has experience in both Rental Code Enforcement and Health Officer duties. The State of Vermont requires that the Select Board appoint an individual to such positions. Motion by B. Cliver and seconded by E. Swift to appoint Lt. Pulsifer to both positions. Motion passed unanimously 5 – 0.

4. FY 14 – 15 Budget

M. Ammatuna advised that this would be the last “working session” for the upcoming budget vote as time is running out.

R. Bennett reported that the proposed cuts to the capital budget are as follows:

- Police Cruiser - \$38,000
- 1.5 Public Works Employee - \$40,000
- Mowing - \$5,000
- Buildings and Grounds - \$5,000
- Zoning - \$7,750
- Listers - \$2,000

Town of Brandon Select Board Meeting July 7, 2014 DRAFT

- Trees - \$2,000
- Culverts - \$3,000
- Paving - \$2,000

There was discussion that the State will bring in an assistant assessor, if necessary. M. Ammatuna stated that she has spoken with the incumbent in the Listers Assistant position, who will leave at the end of July as the Grand List has not been submitted as yet.

Sue Gage stated that the General Fund Year to Date expense reports were included in the Select Board packet for review.

D. Atherton inquired the status of the Union Contract. R. Bennett stated that there would be no salary increase until the contract is negotiated and accepted. D. Atherton inquired why there was no contract negotiation last year. M. Ammatuna stated that there has been research and there was no Select Board vote on this topic at the time. Legal Council has been contacted and the Council stated that the negotiations were "close" and advised to not "go back" as it would be an illegal change. The Council recommended that the changes occur with the next negotiations. There were no comments from Richard Baker, who was serving as Interim Town Manager.

B. Cliver inquired the difference in the proposed increase vs. insurance deductions paid by employees. R. Bennett stated that the health insurance was more than the 1.7% proposed increase.

B. Cliver asked Sue Gage about the Budget to Actual reports. Ms. Gage explained that the revenues and adjustments are still necessary and, for 60 days, the adjustments would still be considered the current fiscal year. Ms. Gage stated that there is currently a \$48,170 deficit, which would be added to the next tax cycle as there is no reserve to cover this deficit. B. Cliver stated that he appreciates receiving the data on a regular basis so the Select Board can better monitor these items. Ms. Gage stated that abatements or changes in assessments affect the deficit.

D. Atherton stated that the report shows there are \$278,379.17 in delinquent property taxes. D. Atherton stated that he was at the Town Office and the postage machine is running out of postage money, there is a need for thermo paper for the credit card machine so that residents can pay their tax bills on their credit cards, a recorder is necessary for tax appeals, staples are running low and there is a need for paper for the printing of the re-vote ballots.

E. Swift recommended that some duties within the office staff may be combined to assist with the saving of money; lay-offs of non-union staff, Department Heads combine positions, hiring freeze, and cut the DPW Director position to part time. B. Cliver recommended to convert the DPW Director position to a contract administration position. E. Swift stated that grading, for example, is more expensive to contract at \$175 - \$200 per hour.

Town of Brandon Select Board Meeting July 7, 2014 DRAFT

D. Atherton inquired if there was still a bond outstanding for construction projects. Richard Baker stated that the bond was to “catch-up” on projects and the funds are still being repaid.

M. Ammatuna stated that the town is required to plow Class 3 roads, however, not Class 4 roads. B. Cliver stated that the sidewalks should only be plowed downtown and require the homeowner to shovel the sidewalk at their property. D. Fuller inquired if the highway staff could adjust their plowing schedules in the winter. Brian Sanderson stated that plowing on a modified schedule would be based on the various scenario. D. Fuller stated that last year, there had been 3 highway crew staff members and the voters allowed for a 4th member to increase efficiency, however, the budget may not be allowing for this additional position. E. Swift understands the safety in having 2 crew members together, however, not all times is it required to have 2 working together. Mr. Sanderson agreed.

M. Ammatuna asked Mr. Sanderson to prioritize the remaining projects for the DPW. Mr. Sanderson stated there are 8 – 10 roads remaining to be graded; 6 culverts to be replaced (which are in stock and have been inspected for use); bridge work on 3 structures, which VTRANS deemed 1 as being a necessity and stockpiling winter sand. Mr. Sanderson stated that the loader operator can mix the winter sand as the contracted haulers arrive. M. Ammatuna inquired if the town could be part of the state purchase, since the state highway garage was so close in town. Mr. Sanderson stated that he would check. M. Ammatuna inquired if there were any grants for salt shed construction. Mr. Sanderson stated he is not aware of any. M. Ammatuna inquired if there was a possibility of surviving the remaining part of the summer with 2 staff members. Mr. Sanderson stated that the grading was the priority. M. Ammatuna inquired if it was possible for the DPW Director could be a part-time position. Mr. Sanderson stated that he also manages the Wastewater Treatment Facility and public grounds. M. Ammatuna inquired if Mr. Sanderson was working on grants or day to day operations. Mr. Sanderson stated that when he is not working in the office, he is out working with the various departments. Mr. Sanderson explained that Mr. Colburn communicates issues that need attention when necessary.

E. Swift inquired if the culvert money was available in the form of grants. Mr. Sanderson stated that the 15” – 18” culverts are being upgraded to 24” culverts. M. Ammatuna inquired if this was to be in compliance with state regulations. Mr. Sanderson stated that there can be a loss of grant matching funds or FEMA funds, should the situation arise as did with Irene.

E. Swift inquired of Mr. Sanderson if machine could be shared with other towns. Mr. Sanderson explained that some towns share, however, there are legal issues involved, as well as scheduling issues.

M. Ammatuna stated that the budget could be level funded to send a message to the voters.

Town of Brandon Select Board Meeting July 7, 2014 DRAFT

Ms. Gage stated that the delinquencies are an issue. M. Ammatuna stated that she has contacted VLCT and the town is authorized to publish a list of aggregate dollar amounts, landowner name, parcel number as it is public record information and not against state statute. Currently, there are 274 parcels delinquent for sewer in the amount of \$374,754.92 and \$694,486.80 delinquent in property taxes.

D. Fuller stated that winter is an issue for the DPW, however, there would be a possible return of the positions, if necessary.

M. Ammatuna stated that the Wheeler Road appropriation is for engineering, as is Union Street. Mr. Sanderson stated that the project would be contracted to outside contractors.

M. Ammatuna stated that the entire crew out would require a contract, however, is a partial crew is out, there would be no contract.

D. Atherton inquired the cost of a plowing employee. R. Bennett stated that there is no easy way to calculate as there would need to be payment for accrued vacation time and not much of a savings, as the lay-off would be for approximately 3 months.

M. Ammatuna inquired if Mr. Sanderson had any plans for the DPW cuts. Mr. Sanderson stated that the cuts would be dependent on the scenario,

M. Atherton stated that there has been no recommended cuts from Administration; the Police Department has made recommendations for cuts; the Highway Department has no recommended cuts; the Sewer Department is too small for cuts.

D. Atherton stated that the Union related cuts have caused a "great mess" and it is unfortunate to have to cut jobs.

D. Atherton inquired what positions are non-union positions. These positions are the DPW Director; Police Chief; Police Lieutenant; Town Manager; Zoning Administrator; and Economic Development Director. There are hiring freezes on the Zoning Administrator and Economic Development Director.

Priscilla McKeighan inquired if it is possible to sell the former Town Office building to generate cash flow. M. Ammatuna explained that to sell the parcel, there would have to be a taxpayer vote. Ms. McKeighan continued by recommending a tax abatement to attract businesses. Ms. McKeighan stated that the park across from the former town office needs to be fixed as she has heard folks say "it looks like a jail"

E. Swift stated that revenue options are being pursued. Some of these options include sewer connections, offer incentives, however, the issue is the budget short-fall. There were positives noted, such as recent business growth and there are plans to expand other businesses in the area.

Town of Brandon Select Board Meeting July 7, 2014 DRAFT

Nancy Jakiela stated that “want vs. need” should be considered with regard to the Recreation Department. We “need” decent roads and infrastructure maintained.

Dennis Reisenweiver questioned why last year’s budget could not be used, plus the \$50,000 projected deficit and the 1.7% salary increase for the minimum budget.

Mr. Reisenweiver inquired if the DPW employees are required to have a CDL. Mr. Sanderson stated that the full-time employees have the CDL, however, the part-time employees do not have the CDL. Mr. Reisenweiver recommended terminating the non-CDL employees.

Mr. Reisenweiver inquired if there were any existing grants outstanding. M. Ammatuna stated that the Wheeler Road and Union Street grants are still outstanding. Mr. Sanderson stated that there are Better Back Roads grants available. E. Swift stated that there are 15 – 17 FEMA grants that are waiting answers.

M. Ammatuna updated the public that there had been concerns that the Town Office building and the Town Hall were located on the same parcel of land, which the Town Office land is considered toxic as there was a leak in the fuel tank. This issue has been resolved, therefore, answers should be received soon.

M. Ammatuna stated that there is a possibility of selling some town owned land at the upcoming tax sale. D. Atherton stated that this would require a public hearing, and this property would increase the grand list.

Mike Christopher stated that he agrees with Nancy Jakiela and that there is a “need vs. want” situation. Mr. Christopher stated that there should be an expedite on the collections of delinquent taxes.

Brent Bruehler inquired if it was possible to offer a tax “holiday” to see if some of the delinquent taxes could be collected. Ms. Gage stated that the State Statutes do not allow this to happen. Mr. Bruehler also stated that he shovels the snow in front of his business, however, the Department of Public Works plows the road in front of the business and back onto the sidewalk. Kathy Mathis stated that it used to be the business owners responsibility to remove any snow.

Ms. Mathis stated that she feels that the kids that benefit from the Recreation Department could also be some of the folks that owe delinquent taxes.

Ms. Mathis continued by inquiring why the Senior Center was not notified of the decision to remove their allocation from the General Budget and that she had to read it in the local papers. M. Ammatuna stated that the Senior Center is a non-profit organization and they would need to request funds from the voters on the ballot and not on the municipal budget.

Town of Brandon Select Board Meeting July 7, 2014 DRAFT

Brian Sanderson read page 111 of the Select Board Handbook with regard to the merchant snow removal practices.

Tracy Wyman inquired the use of 2000 yard of winter sand and inquired how much was left in the pile. B. Sanderson stated that the amount remaining is unknown. Mr. Wyman inquired if it was possible to not purchase as much sand for the upcoming season. Ms. Bennett stated that there were shortage concerns at the end of last winter season.

Cindy Bell inquired who would be responsible if the business owners remove snow in front of their businesses and someone were to become injured. M. Ammatuna stated that it would be the responsibility of the business owner.

Ms. Bell continued by saying that there is a drug issue in Brandon and without the Recreation Department, the issue would be worse.

M. Ammatuna inquired the possibility of having the delinquent taxes forwarded to a collection agency. Ms. Gage will check into this possibility, however, Ms. Bennett stated that the town has the "power" to hold a tax sale where a collection agency does not have this authority.

E. Swift inquired how long it would take to research the properties that are eligible for tax sale. Ms. Bennett stated that there are lots of parcels to research and anticipates 7 weeks to research.

M. Ammatuna inquired the possibility of holding the Public Hearing for the sale of town parcels in conjunction with the Budget Informational Meeting. E. Swift stated that this was not a good idea. Ms. Gage stated that letters went out last week to property owners who owe delinquent from the past year and the week before to property owners who owe from years past.

There was discussion to reduce the administrative position at the Police Department, which Chief Brickell stated that this position will also be assisting Lt. Pulsifer with his new duties and if the position was reduced, it may be more beneficial to remove the 8th officer.

Janet Coolidge stated that the budget process as a whole recommended cuts as a whole, however, the Select Board needs to explain the cuts and state the facts to the voters.

M. Ammatuna stated that there have been several voters in her store and in discussion, all voting decisions discussed have been emotional reasons. D. Fuller stated that the \$211,000 shortfall that occurred hurt.

Lou Faivre stated that the people thought with arrogance. D. Atherton stated that meetings have been held, however, people don't want to listen. Mr. Faivre stated that

Town of Brandon Select Board Meeting July 7, 2014 DRAFT

there needs to be a tax sale scheduled and the Town Manager's salary needs to be reviewed.

Mr. Rogers inquired the status of the negotiations with the Union. M. Ammatuna stated that there have been talks. E. Swift stated that there is a situation of the rumor mill vs. the truth about town. M. Ammatuna stated that there will be 2 Select Board members and 3 managers on the negotiating team.

Ms. Bell stated that she served on the Budget Committee and they were recommended 10 items to the Select Board and 8 were passed. The Budget Committee was advised that their discussions were not to be discussed with the General Public, which they were, and that they did not work together.

M. Ammatuna inquired of Peter & Patty Smith their opinion on the budget. Ms. Smith stated that it was disrespectful to the taxpayers to put the same number on the budget revote, which failed because it was too high.

Mr. Wyman stated that he would like to see the budget level funded with 1.7% increase, and only have the increase once there is a passing vote.

Ms. Jakiela inquired who the managers represented in the Union discussions. M. Ammatuna stated that they are guided by the Select Board recommendations and the Union represents the employees and the Union does not have the power.

Ms. Bennett recommended to leave the Inter-Governmental number and remove next year. B. Cliver expressed approval to this recommendation.

D. Fuller stated that this would be back to emotional voting.

Motion by D. Atherton and seconded by B, Cliver to calculate the Inter-Governmental number back into the budget. Motion passed unanimously 5 – 0.

Kathy Mathis invited the Select Board members to attend the weekly luncheons at the Senior Center to discuss the budget. Lesa Pratt stated that when they were at these luncheons to explain the cuts.

Motion by D. Fuller and seconded by B. Cliver to propose the budget at \$3,098,670 with \$2,493,995 to be raised by taxes. Motion passed unanimously 5 – 0.

M. Ammatuna directed the Town Manager to prepare a press release on Tuesday morning.

M. Ammatuna stated that she has had discussions with Charles Jakiela with regard to the timing of the Informational Meeting. Ms. Ammatuna stated that Brian from the Secretary of States office stated that the meeting does not need to be held the night before the vote. The Select Board members recommended hosting the Informational

Town of Brandon Select Board Meeting July 7, 2014 DRAFT

Meeting on Tuesday, July 15, 2014 at 6:00 PM at Neshobe School, and moving the regularly scheduled Select Board meeting from July 14 to July 15.

Kathy Rausenberger inquired if the Union negotiations were occurring in the presence of Council. M. Ammatuna stated that Council was being contacted if necessary.

5. Other Business

D. Atherton had a copy of the Burlington Free Press article with regard to the Open Meeting Law. The article stated that some towns are shutting down websites as a result.

B. Cliver inquired of Ms. Bennett the availability of the KAS report with regard to the removal of the oil tank at the Town Office. Ms. Bennett will forward the report to the Select Board members.

6. Executive Session

Motion by E. Swift and seconded by D. Atherton to enter into Executive Session at 9:27 PM to discuss contracts. Motion passed unanimously 5 – 0.

The Select Board exited Executive Session at 9:36 PM. Motion by E. Swift and seconded by D. Atherton to exit Executive Session with no action taken. Motion passed unanimously 5 – 0.

Motion by B. Cliver and seconded by D. Atherton to table Executive Session for Personnel. Motion passed unanimously 5 – 0.

Motion by D. Atherton and seconded by D. Fuller to adjourn at 9:38 PM. Motion passed unanimously 5 – 0.

Respectfully submitted

Kelly Giard
Recording Secretary

**Brandon Select Board Meeting
July 15, 2014**

NOTE: These are unapproved minutes, subject to amendment and/or approval at the subsequent board meeting.

In Attendance: Devon Fuller, Blaine Cliver, Ethan Swift, Dave Atherton, Maria Ammatuna

Also in Attendance: Robin Bennett, Wayne Rausenberger, Kathy Rausenberger, Joe Ammatuna, Cindy Bell, Linda Stewart, Jeff Stewart, Joanie Pidgeon, Joanne Nichols, Chris Brickell, Brian Sanderson, Anne Bransfield, Richard Baker, Judi Pulsifer, Steve Bisette, Tina Wiles, Arlun Bloodworth, Bruce Edwards, Sue Gage, Nancy Jakiela, Charles Jakiela, Robert Kinchen, Vince Campbell, William Moore, Anna Scheck, Carol Bett, Karen Emerson, Lisa Kenyon, Donna Doty, Susan Benedict, Arthur Doty, Dolores Furnari, Joe Whalen, Terrie Whalen, Thelma Miner, Jane Aines, David Aines, Doug Bailey, Dawn Bailey, Richard White, Becky Mitchell

1. Call to order

The meeting was called to order by Maria Ammatuna at 6:00PM.

a) Agenda Adoption – Motion by Ethan Swift/Devon Fuller to adopt the agenda as presented. **The motion passed unanimously – 4 to zero.**

2. Consent Agenda

a) Select Board Meeting Minutes – June 26, 2014

Motion by Devon Fuller/Ethan Swift to approve the minutes of the June 26, 2014 Select Board meeting. **The motion passed unanimously – 4 to zero.**

b) Select Board Meeting Minutes – June 30, 2014

Motion by Devon Fuller/Ethan Swift to approve the minutes of the June 30, 2014 Select Board meeting. **The motion passed unanimously – 4 to zero.**

3. Public Comments for Items not on the Agenda

There was no discussion held.

4. Town Manager's Report

Robin Bennett reported the waterline project is complete and the engineers are doing the final drawings and closing out the project. Maria Ammatuna stated the \$79,000.00 A & E agreement is for the design and construction engineering. It was noted that some of

this has been reimbursed. Ethan Swift stated while it does acknowledge partial payment, the basis of compensation was pending approval of all projects. There has been funding received for the small projects and Mr. Swift asked if it needs to be explicit and not an expectation that the town is providing compensation. Robin Bennett stated there needs to be some work done up front and there needs to be a plan for Kennedy Park. Ethan Swift stated the town has received \$47,000.00 for Kennedy Park and that satisfies the post-appeal for reimbursement and what has now been obligated is for parts of the project that have not been done. Mr. Swift asked if the engineering analysis for Cobb Hill and Briggs Lane is realistic. Robin Bennett has spoken with FEMA and extensions will be granted if necessary. Mr. Swift stated the report for the work described for Green Park does not include any surveying. Ms. Bennett stated this agreement is needed to move the project along and is a high priority. It was noted that approximately \$8,000.00 has been received for the small projects. Ethan Swift stated the recent letter to the Vermont Emergency Management was received and there will be funding provided. There are four projects that have been designated out of the 29 projects. Out of the original list, there was \$20,000.00 that was unfunded. There is nothing that can be removed and there will need to be a review of the engineering line in Public Works. This will be monies that will have to be reserved for the 5% match of the total cost. The projects that can be done will be Briggs Lane, Cobb Hill and Kennedy Park. The other two projects will have to be resubmitted and it is known that several of the projects will go into the next fiscal year, but some of the engineering will be done in this fiscal year. This is a not-to-exceed number and the design portion of all the projects will have to be done. The contract indicates that the town has received \$47,000.00 towards Kennedy Park. Briggs Lane is approximately \$17,000.00 and Cobb Hill is around \$18,000.00. Tina Wiles asked whether these are the FEMA projects, as she is unsure what the 20% is. She noted the \$20,000.00 is the town's portion of all projects and the \$80,000.00 is what the town is reimbursed for. The town was trying to get secondary engineering before going into the construction phase and the town's share was 5%, the state's share was 5% and federal share is 90%. Ms. Wiles also questioned whether all services are reimbursable under the FEMA funding as the town needs to be cautious about that. Ethan Swift stated the town has received around \$82,000.00. Tina Wiles stated each project had specific amounts and without looking at the document she cannot speak to this subject. Ms. Wiles does not think that any of the projects should be pushed aside. Robin Bennett stated there is some funding that can come from the Sewer Department. Mr. Swift stated the town is only paying 5% of the total construction cost and some will be reimbursable and some will not. Mr. Swift asked if the draft contract has been compared with the scope of work that was outlined by FEMA. Ms. Bennett confirmed this was done. It was noted the cost for Briggs Lane is to restore the road only and does not include the sewer. Ethan Swift stated there was a question of how the Segment 6 design for the sewer would work with Kennedy Park and asked if this is addressed. Ms. Bennett stated there will need to be a correction done.

Motion by Devon Fuller/Dave Atherton to accept the contract from Aldrich and Elliott for an amount not to exceed \$79,000.00. **The motion passed with one no vote.**

6. Economic Development Contract

It was noted that the Town Manager had been given authorization to sign a contract with DarWin Dynamic Solutions, however, with the potential of a deficit, it was questioned how this contract would be affected. Ms. Bennett stated this amount has been reserved and advised it will not be known if there will be a deficit until after the books are audited, which will be several months before that is known.

Motion by Devon Fuller/Ethan Swift to approve the economic development contract with Darren Winham of DarWin Dynamic Solutions LLC for the purpose of discussion.

Dave Atherton stated at this time, he does not agree that approval of the contract is a wise decision. Ethan Swift stated it seems like it is a good benefit based on the costs and services provided. This is looking long-term in getting economic development in the town and can be implemented over the course of years. Robin Bennett stated the town funds through the grand list and this contract will be to actively seek increasing the grand list. Maria Ammatuna stated the VDAT Plan is something the town owns and can also use. Devon Fuller stated there is no one in the town office that can work on that project and Ms. Ammatuna suggested other adhoc groups such as the Downtown Business Alliance could work with this Plan. Mr. Fuller stated VDAT does specific contacts, but the town will need someone that will do specific action items. Mr. Fuller stated when the budget passes; the Select Board needs to keep in mind the big picture to make Brandon a better place. The Select Board wants to see more jobs and the town needs a viable downtown and community. In putting this money aside for this item, it is looking towards the future. Blaine Cliver agreed that it is important, but thought it should be tabled to the next meeting.

A friendly amendment was made to postpone the motion to the next Select Board meeting. **The motion passed with one no vote.**

7. Town Office Project

This item was postponed to a subsequent meeting.

8. Waterline/Segment 6/Bridge 114 Projects

Discussion was held during the Town Manager's Report.

9. Other Business

It was questioned whether the road grading is continuing. Brian Sanderson reported Public Works continues to work on the road grading and will be working on Rydon Acres and Birch Hill. Roads completed include Richmond Road, Wheeler Road and Lover's Lane.

10. Fiscal

a) FY 13/14 Warrant – June 30, 2014 - \$52,915.85

Motion by Ethan Swift/Devon Fuller to approve the warrant of June 30, 2014 in the amount of \$52,915.86. **The motion passed unanimously – 4 to zero.**

Dave Atherton questioned if the tractor rental for roadside mowing is due to the town not owning one and it was confirmed that the town does not have one. Ethan Swift questioned whether the invoice for the Route 7 Water Project was the final one. Robin Bennett stated there was a minor amendment due to the additional ledge work.

b) FY 14/15 Warrant (Revised) – June 23, 2014 - \$17,784.56

Motion by Devon Fuller/Blaine Cliver to approve the wastewater warrant of June 23, 2014 in the amount of \$17,784.56. **The motion passed unanimously – 4 to zero.**

Maria Ammatuna asked who is responsible for keeping track of the total dollars against the note. Robin Bennett advised it will be the responsibility of the Town Treasurer.

c) FY14/15 General Fund Warrant – July 14, 2014 - \$95,173.38

Motion by Devon Fuller/Dave Atherton to approve the FY14/15 General Fund warrant in the amount of \$95,173.38. **The motion passed unanimously – 4 to zero.**

d) FY 14/15 Warrant Wastewater Fund Warrant – July 14, 2014 - \$8,701.58

Motion by Devon Fuller/Dave Atherton to approve the FY14/15 Wastewater Fund warrant in the amount of \$8,701.58. **The motion passed unanimously – 4 to zero.**

Ethan Swift questioned the invoice for Vellano Corporation. Brian Sanderson reported the invoice was for moving the sewer manhole on the Middle Road and Getcha Brothers will hopefully be starting the project tomorrow.

e) Consider P.O. 51423 to Mike's Fuels for diesel fuel – not to exceed \$43,300.00

Motion by Devon Fuller/Ethan Swift to approve P.O. 51423 to Mike's Fuels for the purchase of diesel fuel, not to exceed \$43,300.00. **The motion passed unanimously – 4 to zero.**

This invoice is for the Department of Public Works for the year. Ethan Swift stated there were only two bids received and the town will be billed for only what is used. Brian Sanderson stated when this was put out to bid, it was only for 30 days and the prices could change after that time, which will be 4 days from now. Maria Ammatuna reported that she spoke with Mike's Fuels concerning the zoning violations. Ms. Ammatuna has invited the vendor to attend the next Select Board meeting to discuss this issue. Devon Fuller stated the amount on the purchase order is the amount that is estimated for the

year. Dave Atherton noted he has a hard time approving anything without a budget. Ethan Swift stated if the town can only pay bills for 90 days according to the current note; the town will only be buying as much as it can afford. Maria Ammatuna questioned the rate per gallon and Mr. Swift noted the town is currently paying \$3.60 per gallon.

e) Consider P.O. 51424 to Mike's Fuels for #2 heating fuel – not to exceed \$23,750.00

Motion by Devon Fuller/Ethan Swift to approve P.O. 51424 to Mike's Fuels for the purchase of #2 heating fuel, not to exceed \$23,750.00. **The motion passed unanimously – 4 to zero.**

There was only one bid received. Brian Sanderson stated deliveries will not be taken until the heating season approaches.

11. Adjournment

Motion by Devon Fuller/Dave Atherton to adjourn the Select Board meeting at 6:49PM. **The motion passed unanimously - 4 to zero.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

TO ROBIN BENNETT, TOWN MANAGER, BRANDON,VT.

WE WOULD LIKE A REQUEST TO BE ON THE AGENDA FOR THE SELECT BOARD MEETING ON JULY 28, 2014. WE RUN THE GYMKHANA AT CARTERS FARM ON MC CONNELL RD. WHAT IS A GYMKHANA? IT IS TIME EVENTS ON HORSEBACK. WE HAVE AGES FROM 1 YEAR OLD ON UP. WE HAVE RUN THESE FOR OVER 30 YEARS IN FLORENCE. WE SOLD THE PROPERTY AND DECIDED TO GIVE UP THE GYMKHANAS. HOWEVER, ALL OUR RIDERS HAD A DIFFERENT IDEA. THESE KIDS NEED A PLACE TO LEARN TO RIDE THEIR HORSES AND LEARN HORSE SAFTEY. THERE IS NO ALCOHOLIC BEVERAGES ALLOWED BY RIDERS OF SPECTATORS. IT IS A VERY SAFE PLACE FOR EVERYONE ON A FRIDAY NIGHT FROM JUNE THROUGH AUGUST. WHERE ELSE IN THE AREA CAN THIS BE DONE. CARTERS HAVE DONE A LOT OF WORK AND PUT IN A LOT OF MONEY TO PROVIDE THIS FOR EVERYONE.

THE PROBLEM IS THE PA SYSTEM FOR ONE OF THE NEIGHBORS. THE NEIGHBORS IN FLORENCE ALWAYS CAME OVER TO WATCH THE EVENTS, AND EVEN HAD SUPPER AT THE FOOD BOTH ON THE PROPERTY. WE HAVE TO HAVE A PA TO GET EVERYONE IN THE RING WHEN THEY ARE SUPPOSE TO BE AND ALSO ANNOUNCE WHO THE PLACES ARE.

THE NOISE RELATED STATUES FOR THE STATE OF VERMONT STATES , TITLE 13 CHAPTER 19 NOISE IN THE NIGHTTIME. BETWEEN SUNSET AND SUNRISE, DISTURBS AND BREAKS THE PUBLIC PEACE BY FIRING GUNS, BLOWING HORNS OR OTHER UNNECESSARY AND OFFENSIVE NOISE. WE DO NOT CONSIDER US TO BE AN UNNECESSARY AND OFFENSIVE NOISE. THE POLICE HAVE BEEN CALLED JUST ABOUT EVERY FRIDAY NIGHT (EXCEPT JULY 4TH) ABOUT THE PA SYSTEM BY ONE NEIGHBOR. TWO WEEKS AGO TWO POLICE CARS AND TWO OFFICERS WERE THERE TELLING US IT WAS AFTER 10 PM. LAST WEEK WE SHUT DOWN THE PA AT 10 PM. THE POLICE WENT BY AFEW TIMES BUT DID NOT STOP. HOWEVER, WE HAD OVER 30 PEOPLE ON HORSES NOT ABLE TO KNOW WHAT THEY WERE SUPPOSE TO DO OR WHO WON WHAT. WE ONLY GO TILL THE LAST FRIDAY NITE IN AUGUST. THE POLICE OFFICERS SUGGESTED TO CONTACT THE SELECT BOARD TO OVER RIDE THE 10 PM TIME. HOWEVER, NO ONE KNOWS ABOUT ANY NOISE STATUTES FOR BRANDON.

WE ARE DOING THIS FOR THE KIDS AND THOSE INTERESTED IN HAVING A GOOD AND FUN TIME WITH FRIENDS AND THEIR HORSES. WE ARE LUCKY TO BREAK EVEN AFTER THE AWARDS ARE GIVEN OUT. WE FEEL BAD THAT THE POLICE HAVE TO BE CALLED OUT SINCE I AM SURE THEY HAVE MORE IMPORTANT THINGS TO DO. ALSO WHY ONE PERSON HAS TO RUIN A FUN THING FOR THE KIDS THAT ARE KEEPING THEM BUSY AND OFF THE STREETS.

SINCERELY,

AUDREY HATHAWAY
802-247-6719

32 V.S.A. § 5410. Declaration of homestead

§ 5410. Declaration of homestead

(a) A homestead owner shall declare ownership of a homestead for purposes of education property tax.

(b) Annually on or before the due date for filing the Vermont income tax return, without extension, each homestead owner shall, on a form prescribed by the Commissioner, which shall be verified under the pains and penalties of perjury, declare his or her homestead, if any, as of, or expected to be as of, April 1 of the year in which the declaration is made.

Subsection (c) shall apply to declarations filed in 2010 and after.

(c) In the event that an unsigned but otherwise completed homestead declaration is filed with the declarant's signed State income tax return, the Commissioner may treat such declaration as signed by the declarant.

(d) The Commissioner shall provide a list of homesteads in each town to the town listers by May 15. The listers shall notify the Commissioner by June 1 of any residences on the Commissioner's list which do not qualify as homesteads. The listers shall separately identify homesteads in the grand list.

(e) The Commissioner shall adopt rules governing the eligibility requirements for declaring a homestead.

(f) [Repealed.]

(g) If the property identified in a declaration under subsection (b) of this section is not the taxpayer's homestead, or if the owner of a homestead fails to declare a homestead as required under this section, the Commissioner shall notify the municipality, and the municipality shall issue a corrected tax bill that may include a penalty. If the property incorrectly declared as a homestead is located in a municipality that has a lower homestead tax rate than the nonresidential tax rate, the penalty shall be an amount equal to eight percent of the education tax on the property, but if the homestead tax rate is higher than the nonresidential tax rate, the penalty shall be in an amount equal to three percent of the education tax on the property. If an undeclared homestead is located in a municipality that has a lower nonresidential tax rate than the homestead tax rate, the penalty shall be eight percent of the education tax liability on the property, but if the nonresidential tax rate is higher than the homestead tax rate, then the penalty shall be in an amount equal to three percent of the education tax on the property. If the Commissioner determines that the declaration or failure to declare was with fraudulent intent, then the municipality shall assess the taxpayer a penalty in an amount equal to 100 percent of the education tax on the property; plus any interest and late-payment fee or commission which may be due. Any penalty imposed under this section and any additional property tax interest and late-payment fee or commission shall be assessed and collected by the municipality in the same manner as a property tax under chapter 133 of this title.

(h) The filing of a new or corrected declaration or rescission of an erroneous declaration, on or before September 1 of the property tax year, that is not reflected in the first Education Fund payment under 16 V.S.A. § 4028 for that fiscal year or in a municipality's first payment to the Education Fund under subsection 5402(c) of this title for that fiscal year, shall be reflected in the final net payment to or from the Education Fund for that fiscal year. The municipality may retain 0.225 of one percent of the tax collected. Any reduction in tax paid to a municipality due to a new, revised, or rescinded declaration shall be paid by the municipality to the taxpayer no later than May 15 of the fiscal year. No later than June 1, each municipality shall provide to the State Treasurer a list of taxpayers who filed late or corrected declarations or rescinded declarations, the amount of the change in education tax, and the amount of any interest and penalty billed the taxpayer.

(i) An owner filing a new or corrected declaration, or rescinding an erroneous declaration, after September 1 shall not be entitled to a refund resulting from the correct property classification; and any additional property tax and interest which would result from the correct classification shall not be assessed as tax and interest, but shall instead constitute an additional penalty, to be assessed and collected in the same manner as penalties under subsection (g) of this section. Any change in property classification under this subsection shall not be entered on the grand list.

(j) A taxpayer may appeal a determination of domicile for purposes of a homestead declaration or an assessment of fraud penalty under this section to the Commissioner, in the same manner as an appeal under chapter 151 of this title. A taxpayer may appeal an assessment of any other penalty under this section to the listers within 14 days after the date of mailing of notice of the penalty, and from the listers to the Board of Civil Authority and thereafter to the courts, in the same manner as an appraisal appeal under chapter 131 of this title. The legislative body of a municipality shall have authority in cases of hardship to abate all or any portion of a penalty appealable to the listers under this section and any tax, penalty, and interest arising out of a corrected property classification under this section; and shall state in detail in writing the reasons for its grant or denial of the requested abatement. The legislative body may delegate this abatement authority to the Board of Civil Authority or the board of abatement for the municipality. Requests for abatement shall be made to the municipal treasurer or other person designated to collect current taxes, and that person shall forward all requests, with his or her recommendation, to the body authorized to grant or deny abatement.

(k) A municipality may retain any penalties and interest assessed and collected in accord with this section.

(l) "Hardship" under this section means an owner's inability to pay as certified by the Commissioner of Taxes in his or her discretion; or means an owner's filing an incorrect, or failing to file a correct, homestead declaration due to one or more of the following:

- (1) Full-time active military duty of the declarant outside the State.
- (2) Serious illness or disability of the declarant.

(3) Serious illness, disability, or death of an immediate family member of the declarant.

(4) Fire, flood, or other disaster. (Added 1997, No. 60, § 45, eff. Jan. 1, 1999; amended 1997, No. 71 (Adj. Sess.), §§ 12, 13, 14, eff. Jan. 1, 1998; 1997, No. 71 (Adj. Sess.), § 76, eff. January 1, 1999; 1999, No. 1, § 60g(b); 1999, No. 49, §§ 31, 53, eff. June 2, 1999; 2003, No. 68, § 6, eff. July 1, 2004; 2003, No. 76 (Adj. Sess.), §§ 2, 20, eff. Feb. 17, 2004; 2003, No. 107 (Adj. Sess.), § 18a; 2005, No. 38, § 6, eff. Jan. 1, 2006; 2005, No. 38, § 17; 2005, No. 185 (Adj. Sess.), § 6, eff. Jan. 1, 2006; 2007, No. 190 (Adj. Sess.), § 12; 2009, No. 1 (Sp. Sess.), § H.24, eff. June 2, 2009; 2009, No. 160 (Adj. Sess.), § 47, eff. June 4, 2010; 2011, No. 45, § 11, eff. May 24, 2011; 2011, No. 143 (Adj. Sess.), § 25, eff. Jan. 1, 2013.)



Glenna L. Pound

CERTIFIED PUBLIC ACCOUNTANT

July 21, 2014

The Select Board
Town of Brandon, Vermont
49 Center Street
Brandon, VT 05733

To the Select Board for the Town of Brandon, Vermont:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services to be provided. Glenna L. Pound, CPA will compile, from the information you provide, the basic financial statements of the Town of Brandon, Vermont as of June 30, 2014, and for the year then ended and issue an accountant's report on the financial statements in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants with an estimated completion date of October 20, 2014.

The objective of a compilation engagement is to assist you in presenting financial information in the form of financial statements. I will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America. The report is expected to have the following statement. The Town has not presented the Management Discussion and Analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although are not required to be part of, the basic financial statements.

Management is responsible for:

- a. the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- b. designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
- c. preventing and detecting fraud.
- d. identifying and ensuring that the Town complies with the laws and regulations applicable to its activities.
- e. making all financial records and related information available to me and for the accuracy and completeness of that information.

The compilation will be conducted in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation differs significantly from a review or an audit of financial statements. A compilation does not contemplate performing inquiry, analytical procedures, or other procedures performed in a review. Additionally, a compilation does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; tests of accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents (for example, cancelled checks or bank images); or other procedures ordinarily performed in an audit. Therefore, a compilation does not provide a basis for expressing any level of assurance on the financial statements being compiled.

The engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, I will inform the appropriate level of management and the Board Chair of any material errors, and of any evidence or information that comes to my attention during the performance of the compilation procedures, that fraud or illegal acts may have occurred.

I will assist your staff in adjusting the books of accounts so that a working trial balance may be prepared from which financial statements can be compiled. Your staff will provide a detailed trial balance and any supporting schedules I may require. I may propose standard, adjusting or correcting journal entries or other changes to source documents or advise or recommend accounting procedures or policies.

Management is responsible for making all management decisions and performing management functions, and for designating an individual with suitable skill, knowledge, or experience to oversee the services I provide. Management is also responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. In addition, management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

During the course of the engagement, I may observe opportunities for economy in, or improved controls over, your operations. I shall bring such matters to your attention and to the appropriate level of staff, either orally or in writing.

Accounting services rendered are billed at \$70.00 an hour. The accounting services for this engagement are expected to be \$8,750.00 to \$9,100.00; not to exceed \$8,750.00. Weekly invoices will be submitted as work progresses and as expenses are incurred. Payment of invoices is due upon receipt. If the engagement is changed, or unexpected conditions are encountered, the situation will be discussed with management before proceeding. Whenever possible, I will attempt to use your organization's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce the time requirements, facilitate the timely conclusion of the engagement, and help to hold down fees.

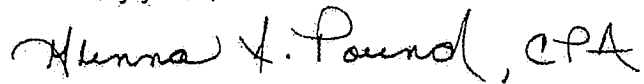
In the event that the GASB, FASB, or AICPA issues additional standards that require more than 25 hours of additional work during the engagement period, I will discuss these requirements with you before proceeding further.

Town of Brandon, Vermont
July 21, 2014
Page 3

This letter constitutes the complete and exclusive statement of agreement between the Town of Brandon, Vermont and Glenna L. Pound, CPA superseding all proposals oral or written and all other communications, with respect to the terms of the engagement between the parties.

If the foregoing is in accordance with your understanding, please sign and date the enclosed copy and return it to me. Thank you for the opportunity to be of service.

Sincerely yours,



Glenna L. Pound, CPA

Agreed on behalf of the Town of Brandon, Vermont:

Date: _____

07/25/14
02:44 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # Prior FY Invoices For Fund (10 General Fund)
For Check Acct 01(10 General Fund) All check #s 07/28/14 To 07/28/14 & Fund 10

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100598	AUBUCHON CO - BRANDON - S 07/22/14	batts, paint etc HW 467921	10-5-15-45130 Line Painting	59.92	39039	07/28/14
100598	AUBUCHON CO - BRANDON - S 07/22/14	batts, paint etc HW 467921	10-5-15-42140 Maint. Supplies - Bldgs	6.29	39039	07/28/14
100598	AUBUCHON CO - BRANDON - S 07/22/14	batts, paint etc HW 467921	10-5-15-45130 Line Painting	-15.98	39039	07/28/14
100598	AUBUCHON CO - BRANDON - S 07/22/14	batts, paint etc HW 467921	10-5-15-43160 Maint. Supplies - General	12.28	39039	07/28/14
100598	AUBUCHON CO - BRANDON - S 07/22/14	trash bags/car wash 467927	10-5-14-30110 Office Supplies	9.58	39040	07/28/14
100598	AUBUCHON CO - BRANDON - S 07/22/14	trash bags/car wash 467927	10-5-14-41150 Other Supplies - Vehicles	5.77	39040	07/28/14
100598	AUBUCHON CO - BRANDON - S 07/22/14	batts, mousetraps, etc TO 467952	10-5-10-42140 Maint. Supplies - Bldgs	75.39	39041	07/28/14
200218	BRANDON REPORTER 07/22/14	JUNE ADS JUNE 2014	10-5-18-30060 Basket Ball Expense	48.34	39047	07/28/14
200218	BRANDON REPORTER 07/22/14	JUNE ADS JUNE 2014	10-5-12-30310 Legal Advertising	126.00	39047	07/28/14
200218	BRANDON REPORTER 07/22/14	JUNE ADS JUNE 2014	10-5-18-30140 Cheer Leading Camp	48.34	39047	07/28/14
200218	BRANDON REPORTER 07/22/14	JUNE ADS JUNE 2014	10-5-10-30310 Legal Advertising	324.00	39047	07/28/14
200218	BRANDON REPORTER 07/22/14	JUNE ADS JUNE 2014	10-5-18-30130 British Soccer Camp	48.34	39047	07/28/14
200218	BRANDON REPORTER 07/22/14	JUNE ADS JUNE 2014	10-5-18-30030 FIELD HOCKEY CAMP	48.30	39047	07/28/14
200218	BRANDON REPORTER 07/22/14	JUNE ADS JUNE 2014	10-5-18-30000 Swim Lesson Expense	48.34	39047	07/28/14
200218	BRANDON REPORTER 07/22/14	JUNE ADS JUNE 2014	10-5-18-30040 Music Camp Expense	48.34	39047	07/28/14
100860	ENGLISH, CARROLL & BOE, P 07/22/14	atwood appeal 26326	10-5-12-21111 Legal Services - zoning	78.30	39055	07/28/14
100860	ENGLISH, CARROLL & BOE, P 07/22/14	note & mtg advice & BIC 26407	10-5-10-21110 Legal Services	280.30	39055	07/28/14
310233	GREEN MOUNTAIN POWER 07/21/14	JUNE ELECTRIC JULY 2014	10-5-22-43160 Parks Maint.	29.75	39062	07/28/14
310233	GREEN MOUNTAIN POWER 07/21/14	JUNE ELECTRIC JULY 2014	10-5-22-43160 Parks Maint.	143.25	39062	07/28/14
310233	GREEN MOUNTAIN POWER 07/21/14	JUNE ELECTRIC JULY 2014	10-5-15-42130 Electric - Town Barn	92.56	39062	07/28/14
310233	GREEN MOUNTAIN POWER 07/21/14	JUNE ELECTRIC JULY 2014	10-5-15-45110 Street Lights	2889.81	39062	07/28/14
310233	GREEN MOUNTAIN POWER 07/21/14	JUNE ELECTRIC JULY 2014	10-5-14-42130 Utilities-PD Building	290.25	39062	07/28/14
310233	GREEN MOUNTAIN POWER 07/21/14	JUNE ELECTRIC JULY 2014	10-5-10-42130 Electric	579.29	39062	07/28/14
200322	HOWARD P FAIRFIELD, LLC 07/11/14	repair to roadside mower 0007938	10-5-15-44120 Roadside Mowing	343.65	39064	07/28/14
310294	KENT, STACY 07/22/14	umpire 6-13-14 JUNE 13	10-5-18-30070 Little League Expenses	35.00	39067	07/28/14

FY 14 20 9707.93
10 9922.31
19630.24

07/25/14
02:44 pm

TOWN OF BRANDON Accounts Payable

Check Warrant Report # Prior FY Invoices For Fund (10 General Fund)
For Check Acct 01(10 General Fund) All check #s 07/28/14 To 07/28/14 & Fund 10

Luanne

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310438	07/17/14	NEUSE, DUPREY & PUTNAM, P Legal Release of Land 17639	10-5-10-10320 Misc.	490.00	39077	07/28/14
We received a check from Bicknell real estate for Ayer Property-Release of Land						
310328	07/22/14	PLACESENSE Final Brandon Based Code 435	10-5-12-20240 Contractor	1000.00	39079	07/28/14
100005	07/22/14	RUTLAND COUNTY SOLID WAST june surcharge 20779	10-5-22-75120 Solid Waste Disposal	1138.86	39082	07/28/14
100005	07/22/14	RUTLAND COUNTY SOLID WAST june recycling fee 20787	10-5-22-75120 Solid Waste Disposal	52.00	39082	07/28/14
100900	07/18/14	SCHECK-REID, JESSICA & KY Refund Sewer Overpayment 1223	10-4-09-04110 Current Tax Revenue	8.14	39085	07/28/14
100704	06/27/14	VERMONT LOCAL ROADS PROGR June 4th chain saw class 2886	10-5-15-10340 Continuing Education	30.00	39090	07/28/14
300581	06/30/14	VERMONT OFFENDER WORK PRO june mowing 78227	10-5-18-20210 Rec Contractors	750.00	39091	07/28/14
300581	06/30/14	VERMONT OFFENDER WORK PRO june mowing 78227	10-5-22-43120 Municipal Mowing	750.00	39091	07/28/14
310415	07/22/14	ZALINGER CAMERON & LAMBEK personnel matter 6/30/14	10-5-10-21110 Legal Services	47.90	39095	07/28/14
Report Total				9922.31		

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 \$ *****9,922.31
Let this be your order for the payments of these amounts.

07/25/14
02:44 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # Prior FY Invoices For Fund (20 Sewer Fund)
For Check Acct 01(10 General Fund) All check #s 07/28/14 To 07/28/14 & Fund 20

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
100598	AUBUCHON CO - BRANDON - S	07/22/14 gorilla glue WW	WW467971	20-5-55-43160	4.99	39042	07/28/14
				Maint. Supplies - General			
100900	BLACK, EDWARD T & CAROL	07/18/14 Refund sewer overpayment	0500	20-2-00-02120	8.51	39044	07/28/14
				Sewer Fee Credits			
100900	BRANSFIELD, JULIE M	07/18/14 Refund Sewer Overpayment	0973	20-2-00-02120	5.73	39048	07/28/14
				Sewer Fee Credits			
100900	CAIRNS JEFFREY	07/18/14 Refund Sewer Overpayment	0667	20-2-00-02120	39.03	39049	07/28/14
				Sewer Fee Credits			
100900	DAYA, SHIRAZ J & FAITH M	07/18/14 Refund Sewer Overpayment	0812	20-2-00-02120	77.97	39053	07/28/14
				Sewer Fee Credits			
100900	FRARY, DOUGLAS & TERESA	07/18/14 Refund Sewer Overpayment	0725	20-2-00-02120	18.54	39060	07/28/14
				Sewer Fee Credits			
310233	GREEN MOUNTAIN POWER	07/21/14 JUNE WW ELECTRIC	WW JULY	20-5-55-42130	4563.10	39062	07/28/14
				Electric			
100900	KIRBY, RICHARD & DEBORAH	07/18/14 Refund Sewer Overpayment	0463	20-2-00-02120	7.55	39068	07/28/14
				Sewer Fee Credits			
310436	MAHONEY, MICHAEL & LISA	07/21/14 Credit -Incorrect usage	0158	20-2-00-02120	212.49	39071	07/28/14
				Sewer Fee Credits			
100900	PORTER REAL ESTATE HOLDIN	07/18/14 Refund Sewer Overpayment	1170	20-2-00-02120	45.75	39080	07/28/14
				Sewer Fee Credits			
300375	RUTLAND CITY	07/16/14 June sludge processing	12145SLUDG	20-5-55-50160	4095.00	39081	07/28/14
				Sludge Disposal			
100900	VERMONT AGENCY OF TRANSP	07/18/14 Refund Sewer Overpayment	1148	20-2-00-02120	4.27	39088	07/28/14
				Sewer Fee Credits			
300581	VERMONT OFFENDER WORK PRO	06/30/14 june mowing	78227	20-5-55-42150	625.00	39091	07/28/14
				Outside Maint. - Bldgs			
Report Total					9707.93		

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 \$ *****9,707.93
Let this be your order for the payments of these amounts.

NAME Postage
DATE 7/3/14
INVOICE# _____
VENDOR# _____
AMOUNT \$500.
FISCAL YEAR 14-15
ORG/OBJ 10510/30132

Funds added to the postage machine via telephone line. Entry only Board signature required.

	DR	CR
10100/01110		500.00
10510/30132	500.00	

07/25/14
02:45 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # Current FY Invoices For Fund (10 General Fund)
For Check Acct 01(10 General Fund) All check #s 07/28/14 To 07/28/14 & Fund 10

Page 1 of 3
Luanne

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310242	07/08/14	AEP Galaxy SST Radar Trailer 29954	10-5-14-10640 Forfeiture Fund Payments	845.00	39037	07/28/14
100125	07/07/14	BARTOL, CURT R PH D psychological report JULY2014	10-5-14-30130 Service Contracts	15.00	39043	07/28/14
100270	07/25/14	BRANDON INN pool rental JULY 25 2014	10-5-18-30000 Swim Lesson Expense	400.00	39045	07/28/14
100280	07/14/14	BRANDON LUMBER & MILLWORK trash bags 480602/3	10-5-15-43160 Maint. Supplies - General	14.99	39046	07/28/14
310097	07/22/14	COMCAST 2417 franklin july TO 7-15-14	10-5-10-30131 Telephone Expenses	522.10	39051	07/28/14
330426	07/21/14	CVC PAGING JULY PAGERS 10295713	10-5-15-30131 Telephone Expenses	11.95	39052	07/28/14
300492	07/08/14	FASTENAL COMPANY disposable gloves VTRUT72593	10-5-15-43160 Maint. Supplies - General	9.04	39056	07/28/14
300187	07/13/14	FLORENCE CRUSHED STONE crushed stone 219970	10-5-15-46140 Gravel	254.49	39058	07/28/14
100925	07/01/14	FOLEY SERVICES INC uniforms 464537	10-5-15-10320 Clothing Allowance	50.92	39059	07/28/14
100925	07/08/14	FOLEY SERVICES INC uniforms 465905	10-5-15-10320 Clothing Allowance	50.92	39059	07/28/14
100925	07/15/14	FOLEY SERVICES INC uniforms 467275	10-5-15-10320 Clothing Allowance	50.92	39059	07/28/14
100725	07/01/14	GREEN MOUNTAIN GARAGE hose ends 054545	10-5-15-41160 Maint. Supplies-Vehicles	17.04	39061	07/28/14
100725	07/10/14	GREEN MOUNTAIN GARAGE car shampoo 054970	10-5-14-41160 Maint. Supplies-Vehicles	9.38	39061	07/28/14
100725	07/15/14	GREEN MOUNTAIN GARAGE halogen capsule 055259	10-5-15-41160 Maint. Supplies-Vehicles	9.74	39061	07/28/14
100725	07/17/14	GREEN MOUNTAIN GARAGE repair kit, cement 055342	10-5-15-41160 Maint. Supplies-Vehicles	12.70	39061	07/28/14
100725	07/18/14	GREEN MOUNTAIN GARAGE filters 055438	10-5-15-41160 Maint. Supplies-Vehicles	183.61	39061	07/28/14
310233	07/21/14	GREEN MOUNTAIN POWER JULY PORTION ELECTRIC JUL 2014	10-5-15-45110 Street Lights	792.79	39062	07/28/14
310233	07/21/14	GREEN MOUNTAIN POWER JULY PORTION ELECTRIC JUL 2014	10-5-14-42130 Utilities-PD Building	81.25	39062	07/28/14
310233	07/21/14	GREEN MOUNTAIN POWER JULY PORTION ELECTRIC JUL 2014	10-5-10-42130 Electric	95.35	39062	07/28/14
310233	07/21/14	GREEN MOUNTAIN POWER JULY PORTION ELECTRIC JUL 2014	10-5-22-43160 Parks Maint.	8.08	39062	07/28/14
310233	07/21/14	GREEN MOUNTAIN POWER JULY PORTION ELECTRIC JUL 2014	10-5-15-42130 Electric - Town Barn	10.58	39062	07/28/14
310233	07/21/14	GREEN MOUNTAIN POWER JULY PORTION ELECTRIC JUL 2014	10-5-22-43160 Parks Maint.	40.10	39062	07/28/14
330442	07/08/14	HUNTER NORTH ASSOCIATES, traffic control 041715	10-5-14-10151 Parking/Traffic Enforce.	190.00	39065	07/28/14
310437	07/22/14	INKHEAD INC OVCC water bottles JULY 2014	10-5-18-60030 Otter Comm. Colaborations	200.84	39066	07/28/14
310259	07/22/14	KOFILE land rec paper 211860	10-5-13-30120 Professional Supplies	123.35	39069	07/28/14

07/25/14
02:45 pm

TOWN OF BRANDON Accounts Payable

Check Warrant Report # Current FY Invoices For Fund (10 General Fund)
For Check Acct 01(10 General Fund) All check #s 07/28/14 To 07/28/14 & Fund 10

Luanne

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
310246	07/22/14	refund program cancelled		10-5-18-30150	30.00	39070	07/28/14
		JULY		Tennis Camp			
300491	07/22/14	meter lease 7/18-10/17/14		10-5-10-30210	182.01	39072	07/28/14
		N4747510		Office Equipment			
100588	07/14/14	gravel		10-5-15-46140	745.50	39073	07/28/14
		V-14480		Gravel			
100588	07/23/14	gravel		10-5-15-46140	1341.90	39073	07/28/14
		V-14540		Gravel			
100949	07/22/14	VPA uniforms for Davieau		10-5-14-10320	137.00	39075	07/28/14
		7-21-14		Clothing Allowance			
100442	07/22/14	membership 10/1/13-9/30/1		10-5-17-71600	125.06	39083	07/28/14
		846		REDC			
100491	07/23/14	drb ad		10-5-12-30310	97.07	39084	07/28/14
		1665222		Legal Advertising			
330348	07/22/14	july cell phones		10-5-10-30131	35.39	39087	07/28/14
		9728649269		Telephone Expenses			
330348	07/22/14	july cell phones		10-5-14-30131	49.58	39087	07/28/14
		9728649269		Telephone Expenses			
330348	07/22/14	july cell phones		10-5-15-30131	87.04	39087	07/28/14
		9728649269		Telephone Expenses			
330348	07/22/14	july cell phones		10-5-10-30131	67.66	39087	07/28/14
		9728649269		Telephone Expenses			
300024	07/22/14	router, listers comp & up		10-5-10-30210	110.00	39089	07/28/14
		78720		Office Equipment			
300194	07/15/14	NCIC Class		10-5-14-10340	14.50	39092	07/28/14
		140710361		Continuing Education			
310046	07/11/14	paper/staples/indexes		10-5-10-30110	131.80	39093	07/28/14
		I19216366		Office Supplies			
310046	07/15/14	binders/folders/envelopes		10-5-14-30110	145.95	39093	07/28/14
		I19277355		Office Supplies			
100710	07/15/14	filters, lube oil		10-5-15-41160	70.92	39094	07/28/14
		14452		Maint. Supplies-Vehicles			
100710	07/15/14	filters, lube oil		10-5-15-41140	218.64	39094	07/28/14
		14452		Oil - Vehicles			
100710	07/16/14	transmission lube		10-5-15-41140	72.88	39094	07/28/14
		14454		Oil - Vehicles			

07/25/14
02:45 pm

TOWN OF BRANDON Accounts Payable

Check Warrant Report # Current FY Invoices For Fund (10 General Fund)
For Check Acct 01(10 General Fund) All check #s 07/28/14 To 07/28/14 & Fund 10

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

7663.04
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Selectboard

To the Treasurer of TOWN OF BRANDON, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****7,663.04
Let this be your order for the payments of these amounts.

07/25/14
02:48 pm

TOWN OF BRANDON Accounts Payable

Check Warrant Report # Current FY Invoices For Fund (Town Office Project)
For Check Acct 01(10 General Fund) All check #s 07/28/14 To 07/28/14 & Fund 57

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310184	07/22/14	ABANAKI INC JULY POD RENTAL 2915	57-5-00-20240 Town Office Contractors	75.00	39036	07/28/14
330461	07/21/14	MARKOWSKI, GREG AUGUST RENT AUGUST 2014	57-5-00-04320 Lease Payments	2000.00	39074	07/28/14
310389	07/22/14	MOBILE MINI, INC VAULT RENT 7/8-8/4/14 159029561	57-5-00-20240 Town Office Contractors	244.87	39076	07/28/14
Report Total				2319.87		

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 \$ ****2,319.87
Let this be your order for the payments of these amounts.

07/25/14
02:49 pm

TOWN OF BRANDON Accounts Payable

Check Warrant Report # Current FY Invoices For Fund (60 Police Grants)
For Check Acct 01(10 General Fund) All check #s 07/28/14 To 07/28/14 & Fund 60

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310242	07/08/14	AEP Galaxy SST Radar Trailer 29954	60-5-00-04440 PD #02140-1314-2007	5000.00	39037	07/28/14
Report Total				5000.00		

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 \$ *****5,000.00
Let this be your order for the payments of these amounts.

07/25/14
02:54 pm

TOWN OF BRANDON Accounts Payable

Check Warrant Report # Current FY Invoices For Fund (46 AOT Grant Fund)
For Check Acct 01(10 General Fund) All check #s 07/28/14 To 07/28/14 & Fund 46

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100270	BRANDON INN	07/16/14	RT 7 W/L Tree Replace 1213A	46-5-50-10320 Misc. RT 7	611.21	39045	07/28/14
Report Total					611.21		

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 \$ *****611.21
Let this be your order for the payments of these amounts.

07/25/14
02:45 pm

TOWN OF BRANDON Accounts Payable

Check Warrant Report # Current FY Invoices For Fund (20 Sewer Fund)
For Check Acct 01(10 General Fund) All check #s 07/28/14 To 07/28/14 & Fund 20

Luanne

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100015	07/07/14	chlorine III50316901	20-5-55-50120 Chlorine	523.05	39038	07/28/14
100280	07/18/14	handle 480795/3	20-5-55-43160 Maint. Supplies - General	4.99	39046	07/28/14
300454	07/14/14	casts iron frame and lids 27569	20-5-55-51310 Collection Systems	990.00	39050	07/28/14
330426	07/21/14	JULY PAGERS WW WWPAGERS	20-5-55-30131 Telephone Expenses	11.95	39052	07/28/14
100494	07/14/14	testing 149959	20-5-55-22120 Testing	101.50	39054	07/28/14
100494	07/18/14	testing 150443	20-5-55-22120 Testing	90.50	39054	07/28/14
100494	07/21/14	testing 150542	20-5-55-22120 Testing	22.00	39054	07/28/14
100494	07/23/14	testing 150668	20-5-55-22120 Testing	22.00	39054	07/28/14
100615	07/17/14	filter pads 3854868	20-5-55-30120 Professional Supplies	78.82	39057	07/28/14
100925	07/15/14	uniforms 467274	20-5-55-10320 Clothing Allowance	18.57	39059	07/28/14
100925	07/22/14	uniforms 468639	20-5-55-10320 Clothing Allowance	18.57	39059	07/28/14
310233	07/21/14	WW JULY PORTION ELEC WW JUL 2014	20-5-55-42130 Electric	878.73	39062	07/28/14
100559	07/08/14	chlorine testing supplies 8914577	20-5-55-30120 Professional Supplies	108.25	39063	07/28/14
310081	07/22/14	Sewer Imp. USDA Loan RF1-087 2014	20-2-00-02521 RFL-087 0% Sewer Bond	12556.50	39078	07/28/14
100682	07/15/14	autodialer 396836	20-5-55-30120 Professional Supplies	656.74	39086	07/28/14
330348	07/22/14	july cell phone WW WW JULY	20-5-55-30131 Telephone Expenses	37.17	39087	07/28/14

Current Year ALL FUNDS

20	16119.34
10	7663.04
57	2319.87
60	5000.00
46	611.21
	<hr/>
	31713.46

07/25/14
02:45 pm

TOWN OF BRANDON Accounts Payable

Check Warrant Report # Current FY Invoices For Fund (20 Sewer Fund)
For Check Acct 01(10 General Fund) All check #s 07/28/14 To 07/28/14 & Fund 20

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

16119.34
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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 \$ ****16,119.34
Let this be your order for the payments of these amounts.

TOWN OF BRANDON

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

PURCHASE ORDER NO.

No 23248

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

TO: Advanced Emergency Products
151 Mill Rock Rd - East
Old Saybrook, CT 06475

SHIP TO: Brandon Police Dept.
301 Forest Dale Rd.
Brandon, VT 05733

DATE	DATE REQUIRED	SPECIAL INSTRUCTIONS		VENDOR NUMBER	
7/21/14				310242	
QUANTITY	DESCRIPTION	ACCOUNT NO.		UNIT PRICE	AMOUNT
		ORG.	OBJ.		
1	D-05300 Galaxy Speed Cart Trailer on Site Ser# 30ES6C1872261				\$5245.00
1	Shipping/handling/fuel				\$600.00
*Please note: \$5000 ⁰⁰ grant from Governor's Highway Safety Program. Balance of \$845 ⁰⁰ to come from Forfeiture line item 10-5-14-10640					
	Grant #02140-1314-2007	60500	04440		5,000
	Forfeiture Reserves	10514	10640		845.
					TOTAL
					\$5845.00

NOTE: THE TOWN OF BRANDON IS EXEMPT FROM STATE & LOCAL TAXES. TAX EXEMPT #26863. PLEASE NOTIFY IMMEDIATELY IF ANY PORTION OF THIS ORDER CANNOT BE SATISFIED BY THE DATE REQUIRED.

REQUESTED BY Chief Brickell
 APPROVED BY _____



151 Mill Rock Rd. - EAST
Old Saybrook, CT 06475

Invoice

*Advanced Emergency Products
Manufacturer's Distribution Network*

Date	Invoice #
7/8/2014	29954

Bill To
Brandon Police Dept. Attn: A/P 301 Forest Dale Road Brandon, VT 05733

Ship To
Brandon Police Dept. Attn: 301 Forest Dale Road Brandon, VT 05733

Phone # (860) 510-0062 Fax # (860) 510-0318 E-mail alavoie@aepnewengland.com

P.O. Number	Terms	Due Date	Rep	Ship	Via	F.O.B.
	Net 30	8/7/2014	WM	7/8/2014	UPS	Old Saybrook

ORDER	SHIP	Item Code	B/O	Description	Price Each	Amount
1	1	D-OS300	0	Galaxy SST Radar Trailer On Site 300 SER# 30ES6C1872261	5,245.00	5,245.00
1	1	Shipping		Standard Shipping/Handling Fees + Fuel Surcharge	600.00	600.00

RECEIVED

 JUL 21 2014

BRANDON POLICE DEPT.

PLEASE REMIT TO ABOVE ADDRESS.

By accepting the good and/or services listed above, Purchaser accepts terms and conditions of sale. Accounts that have extended 30 days or more from their due date will be placed on CREDIT HOLD. Shipments will not be made to accounts that have exceeded their credit limit. ALL RETURNS MUST BE ACOMPANIED BY A COPY OF THEIR ORIGINAL INVOICE AND ARE SUBJECT TO A 20% HANDLING CHARGE.

Sales Tax (6.0%)	\$0.00
Total	\$5,845.00
Payments/Credits	\$0.00
Balance Due	\$5,845.00



GOVERNOR'S HIGHWAY SAFETY PROGRAM
 State of Vermont
 Department of Public Safety
 103 South Main Street
 Waterbury, Vermont 05671-2101

DPS / GMU
 MAY 28 2014
 RECEIVED

Sub-recipient: **Brandon Town Treasurer**
 Sub-grant Agreement Number: **02140-1314-2007**
 Amendment Number: **1**

SUBGRANT AMENDMENT

Area of Change:

Change the project performance period:

Execution Date: **2/06/2014** New End Date: **09/30/2014**

Change the project scope of work:

Add:

Change the award amount: Increase Decrease

From: BY: To:

Other:

Justification: This is an amendment to extend the performance period from May 30, 2014 to now end on September 30th, 2014 in the grant agreement **Equipment Incentives** for the **Brandon Town Treasurer** for the remainder of FFY 2014 (09/30/2014). This change was approved to give Brandon Town Treasurer the time to receive the proper GHSP/NHTSA approval letter for equipment that has a per unit cost of \$5,000.00 or more.

Except as specified above, all other terms and conditions remain unchanged for the period of the Subgrant Agreement. The effective date of this amendment is defined as the date the Department of Public Safety Commissioner signs this amendment. The state will not reimburse any expenses incurred prior to the execution date of this agreement.

STATE OF VERMONT
 Department of Public Safety

By:

Commissioner/Deputy Commissioner

Date:

2/6/14

SUBRECIPIENT

Authorized Representative

By:

Title:

Date:

CHIEF
5/28/14

