

**Brandon Select Board Meeting  
December 8, 2014  
7:00 p.m.**

**\*\*\* Please Note: Location Change \*\*\***

The Brandon Select Board will meet Monday, December 8, 2014 at 7:00 p.m. at the Brandon Area Rescue Squad building located at 1338 Franklin Street expecting to consider the items noted on this agenda. Agendas shall be posted on the community bulletin board in the front window of the Town Office at 49 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 – November 24, 2014
- 3) Public Comments for Items not on the Agenda
- 4) Town Managers Report
- 5) Brandon Free Public Library Appropriations
- 6) CSO Policy
- 7) Local Options Tax
- 8) Town Office Project
- 9) Segment 6 / Bridge 114 Project
- 10) FEMA Projects
- 11) Fiscal
  - a) General Fund Warrant – December 8, 2014 - \$457,066.85
  - b) Wastewater Fund Warrant – December 8, 2014 - \$3,364.59
- 12) Adjournment

**Brandon Select Board Meeting  
November 24, 2014**

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

**In Attendance:** Ethan Swift, Maria Ammatuna, Dave Atherton, Devon Fuller, Doug Bailey

**Also in Attendance:** Robin Bennett, Wayne Rausenberger, Kathy Rausenberger, Jeff Stewart, Richard Baker, Chris Brickell, Delores Furnari, Arlen Bloodworth, Dick Kirby, Erin Mansfield, Lee Kahrs, Judi Bunde

**1. Call to order**

The meeting was called to order by Maria Ammatuna at 7:23PM.

**a) Agenda Adoption – Motion** Devon Fuller/Ethan Swift to adopt the agenda with the following additions. **The motion passed unanimously – 4 to zero.**

Under Fiscal 15/16 – discussion of Community Service Organization Funding Request Policy

Under Town Office Project – discussion of Common Stairwell Agreement

Under Fiscal – addition of Warrant for \$134.00

Under Town Manager's Report – Brandon Gap National Forest discussion

**3. Consent Agenda**

**a) Select Board Meeting Minutes – November 10, 2014**

**Motion** by Dave Atherton/Devon Fuller to approve the minutes of the November 10, 2014 Select Board meeting. **The motion passed unanimously - 4 to zero.**

**A) Special Select Board Meeting Minutes – November 10, 2014**

**Motion** by Devon Fuller/Dave Atherton to approve the minutes of the November 10, 2014 Special Select Board meeting with a correction under Budget Committee Selection names to read Seth Hopkins and Carol Bertrand. **The motion passed unanimously – 4 to zero.**

**4. Public Comments for Items not on the Agenda**

Wayne Rausenberger requested a status on the rise in the sidewalk near the town office on Center Street and whether it can be rectified. Robin Bennett stated it is an unknown issue and the Town was advised that unless it is prepared to face the problems underneath, it should not be dug up yet. Dave Atherton stated when the

sidewalk plow goes through the first time; the cover may not be there anymore. Robin Bennett will discuss this matter with Peter again to see if the problem can be resolved.

## **5. Town Manager's Report**

Robin Bennett reported \$230,673.56 or 31.9% of delinquent taxes and \$108,214.15 or 27.5% of delinquent sewer taxes have been collected. The list has been turned over to the attorney and they are preparing the letters to be sent Wednesday of this week. There was about \$3,000.00 in taxes and \$1,000.00 in sewer taxes that have been collected since the last report. Once the letters are sent, the property owners will have a 30-day deadline to reply. The property sales will take place in March or April 2015. The attorney will be assessing a 15% fee. The current year's taxes are at about a 7% uncollected rate that include some properties on the list. The Town Manager will have a Delinquent Tax policy for the Board's review at the next meeting.

The advertisement for a Public Works Director has been placed, with resumes due December 12<sup>th</sup>. Ethan Swift stated there was discussion of subcontracting for the Wastewater Department. Robin Bennett stated there has been discussion of contracting with someone who could provide expertise to the Wastewater Department with the Public Works Director providing more overall guidance and working on the projects the Town has. Ms. Bennett will contact the consultant and discuss specifics of the proposal with Mr. O'Grady. Ms. Bennett stated the first round of interviews should take place by the end of the year, with a hiring at the beginning of next year.

Glenna Pound continues to work on preparing the financial statements and will coordinate with the auditors to begin the audit once she has completed them. The final report is to be received by the end of January and Ms. Bennett will try to better this date. Ms. Bennett stated audit bids will go out after the first of the year. Maria Ammatuna requested the unaudited, estimated fund balances be available for the budget process for discussion purposes.

The town office will be closed this Thursday and Friday in observance of the Thanksgiving holiday.

Ms. Bennett reported the Brookdale Pump station has required the services of A-1 for three days in a row due to baby wipes, as they do not dissolve properly and are clogging up the pump. There is a notice going into the papers and additional notification to the customers in the surrounding area requesting these are not flushed, as this could lead to a backup into someone's house and increased costs for processing. Ms. Bennett reported the Waste Water Department is requesting quotes for the replacement of the Ford F550 truck, as the current truck is 14 years old. This item was budgeted and in the Capital Improvement Plan. Maria Ammatuna suggested warrants for the Waste Water Department be reviewed by the Sewer Commissioners.

Ms. Bennett advised that on December 8<sup>th</sup> beginning at 6PM there will be a Local Concerns meeting regarding Bridge 114, followed by a regular Select Board meeting.

Maria Ammatuna stated Carl Fjeld was present to discuss a National Forest request. Mr. Fjeld had information about the potential for backcountry skiing in the Brandon Gap area. Mr. Fjeld suggested it would be good for the Town to offer a statement of support to the Green Mountain National Forest endorsing this project in providing economic and recreational opportunities to the region. Maria Ammatuna will provide the Town Manager information about this project.

#### **6. Speed limit Request: Todd Thornton**

Todd Thornton of 2579 Forestdale Road was present to request the Select Board assist with getting the speed limit reduced in the area of his home. He noted the speed limit changes from 35mph to 50 mph just after his house. His house is on a bend and there are three other outlets that are driveways and there have been many close calls getting out of his driveway. He would like to have the speed limit lowered and the installation of signs indicating blind drives. Robin Bennett stated Mr. Thornton is looking for support from the Select Board to submit to the state in requesting these changes. Mr. O'Grady and Chief Brickell had indicated the speed should be 35mph, but the Town does not have the authority to change the speed limit. The Agency of Transportation has indicated an email from the Select Board would suffice. Chris Brickell stated there are several concerns with the 50 mph speed limit and it would make sense to have a 35 mph speed limit beyond Ray Forest Drive. Mr. Thornton stated the vehicles do increase speed through this area.

**Motion** by Devon Fuller/Doug Bailey to request the Town Manager send a letter to VTTrans in support of changing the speed limit and suggesting the change to 50 mph be past the eastern outlet to Ray Forrest Drive. **The motion passed unanimously – 4 to zero.**

#### **6. FY15/16 Budget**

Robin Bennett stated there was a discussion at the last meeting about the budget, but there was not a direction provide such as an overall cap or specific guidance on operational expense. Devon Fuller stated the Board has a financial duty to maintain the town. The Board needs to take the information that was compiled on the roads, culverts, sidewalks, etc. and determine what is going to be done above the contractual business expenses, as infrastructure is very important. Mr. Fuller does not think that a budget above a 3% increase will pass. Ethan Swift stated the Capital Improvement Plan had recommended what the needs are and the Town is the recipient of grant awards that have cost share percentages and the Board needs to determine what is required to fund the projects. Dave Atherton also did not think the budget could go above a 3% increase in operating costs. With the bonds being separated, they went through because people saw where the money was going. Doug Bailey thought that a budget above a 3% increase would not pass and thought that everyone has to come prepared with a tight budget knowing there has been difficulty getting budgets approved. There have been moves made in taking out the Library and the Senior Center for clarity. Maria Ammatuna

would like to see level funding with projects noted separately. There may be the need for an infrastructure bond that could be spread out over the long-term rather than increasing the operational budget and the union agreement is not known. Doug Bailey stated there should have been some favorable savings due to some vacant positions and one of the driving increases was fuel prices, which were down this year. Ms. Ammatuna stated this year and last year have been austere and in doing a level fund, it will be clearer what will have to be chosen. It was recommended that the Town fund one or two projects in a year. Ms. Ammatuna suggested the repair of the poor sidewalks and Ms. Bennett reported she has been speaking with Mr. O'Grady and he has some ideas for solutions for the highest risk areas. He has been reviewing the reports and he will come up with some fixes to reduce liabilities. Robin Bennett stated there are a number of opportunities in the works that need to be taken care of, if possible, to allow the projects to be done with financial assistance. Janet Coolidge stated it is important to have the lists of all the things to be done and it is important to see how old some of the equipment is. It was requested to have the lists available for the budget discussions. Carl Fjeld asked about the paving of Route 73 and whether there is the possibility for the state to take the roads over. Devon Fuller stated Route 73 is on the slate to be paved to the village limits, however, the state is not willing to take the roads over in the village. Ms. Bennett stated there have been multiple phone calls regarding what the state is going to do and the town is continuing to work this issue. The state is going to pave the center of the road on Park Street. Dave Atherton stated the area of Route 7 near Champlain Street is another area that needs to be repaired. Ethan Swift stated that Green Streets is a grant opportunity to assist in funding the repair of Park Street. It was questioned who has staked out the drainage areas on Park Street. Judi Bunde stated the town cleaned the storm drain near her home. She questioned whether the state intends to bring down the level of Park Street if they are going to pave the central portion of Park Street. Robin Bennett stated that street will have to be leveled down.

#### ***Community Service Organization Funding Request Policy:***

Robin Bennett stated there has been discussion about organizations that ask for appropriations and she drafted a Community Service Organization Funding Request policy. If funding has previously been received, a petition would not have to be done for four years as long as additional funds are not requested. A letter indicating the services provided and a report to go into the Town's Annual Report providing information on services will be required. Dave Atherton noted this is what was discussed at the last meeting. Ethan Swift stated there was also discussion of requesting the entities to submit a budget to indicate what their operating expenses are. It was noted the Town Manager maintains all information and budgets provided by the organizations who have requested appropriations. The budgets would only be requested at the time of application and not every year, unless additional funding is requested. Ms. Bennett stated none of the organizations had submitted a budget and most have submitted a letter requesting funding. Mr. Atherton stated the Town should not be in the loop for the budgets for the appropriation and he would hope that if they are petitioning for money, they would have a professional product to submit for the town report. It was requested that a summary of services and a budget summary be provided by the applicants for

appropriations that could be made available at the town office. Richard Baker stated it would provide the appropriations a right to circulate a petition, and they might ask for more money. Mr. Baker stated it is only fair to the Library and the Senior Center for everyone to be required to apply again this year. Robin Bennett stated there have been a number of letters already received for appropriations that have previously been on the ballot. It was suggested all appropriations be required to apply this year with the approval of a policy. Robin Bennett suggested a revision of the policy and adoption at the next meeting.

## **7. Deputy Town Health Officer**

A recommendation was made to appoint Delores Furnari as Deputy Health Officer for the Town. Maria Ammatuna questioned whether Ms. Furnari would also be willing to do code enforcement as part of this appointment. Ms. Furnari noted she has assisted Anna Scheck with some code enforcement and would be agreeable to doing this.

**Motion** by Devon Fuller/Dave Atherton to approve the appointment of Delores Furnari as the Deputy Town Health Officer. **The motion passed with one abstention – Doug Bailey.**

## **8. Local Option Tax**

Robin Bennett reported the document provided to the Board has prompted multiple phone calls for clarification. The letter that came from the Secretary of State indicated legislative approval was an option, however, information from Peter Griffin indicates that option is not available and it would require the Town to adopt a charter to enable a local sales option tax. In trying to get clarification from VLCT, Ms. Bennett talked to the Secretary of State's office and they thought the Town could do this without a charter, which is conflicting information and there has been no definitive clarification at this point. The Town Manager can get a rendered opinion from the VLCT. Devon Fuller stated a charter would have to be passed by the residents of Brandon. Ethan Swift noted there are advantages to being a charter town. Robin Bennett stated Representative Carr had inquired and the information she received indicated a charter is needed. Mr. Fuller suggested sending the letter that Mr. Stewart had received about this subject to Mr. Carr. Ms. Bennett noted to do a proper charter would be a lengthy process. Maria Ammatuna asked how much of a priority this would get in the legislative session and representative Carr thought it could be done in a matter of several weeks. Ms. Bennett will contact Attorney Carroll concerning this matter. Mr. Fuller suggested contacting the Deputy Secretary of State to inquiry as to what has to be done to make this happen. Judi Bunde asked if this can go on the ballot in March, since it would require voter approval and it was noted that clarification is required prior to the vote. Ms. Ammatuna was advised by Representative Shaw that Pittsford had a village tax and she suggested it would be good to know what a village tax would mean for Brandon. Dave Atherton stated the village and town of Essex have not had success with this type of tax.

## **9. Town Office Project**

Robin Bennett reported the application was submitted and a request for additional information was received. This information will be provided tomorrow. Ms. Bennett distributed the Common Stairwell Agreement to the Board that had been resolved today. There are two components, a perpetual agreement and the construction agreement. The documents have been reviewed by the Town's attorney and he recommended it would be a good agreement to enter into. Maria Ammatuna questioned one of the where-as paragraphs regarding the Town's intention to install a lift. Ms. Ammatuna stated the town intends to install a lift in the stairwell, but expressed concern if the grant is not received. Ms. Bennett stated this would be a requirement that the second floor is ADA accessible and it would not be realistic for people to get between the floors from the back of the building since the property is not owned by the town and it would require a long ramp. The agreement indicates if the construction agreement is not completed within a specified time; the agreement becomes null and void. It was noted the lift will always remain the sole responsibility of the Town. Ethan Swift stated the Town is expecting to hear from the CDBG grant by mid-December, but questioned how quickly the funds would be released. Robin Bennett stated the funding would be drawn down and is fairly accessible. Mr. Swift was concerned with the strict requirement limiting contractor parking along Center Street. He stated during the construction of the stairwell, this would be the only access and could be a logistical hassle. He suggested there could be times of day or something agreement upon that would not ultimately restrict the contractor from parking to allow a vehicle to be in close proximity. Dave Atherton stated this needs to be reworded, to allow for a vehicle that has specialized equipment. Devon Fuller did not think that was the intent of the statement, but agreed it should be clarified.

**Motion** by Devon Fuller/Dave Atherton to approve the Common Stairwell agreement as presented. **The motion passed unanimously – 4 to zero.**

**Motion** by Devon Fuller/Dave Atherton to approve the Construction and Maintenance agreement, subject to a request for a wording change in the section noting contractor parking on Center Street. **The motion passed with one no vote – Maria Ammatuna.**

## **10. Segment 6/Bridge 114 Projects**

Robin Bennett stated VHB provided a report regarding Segment 6 and Bridge 114. The right of way plans have been submitted to VTrans and the Town is working on the remaining waivers to get them submitted. There has been some feedback on the appraisal prices for the right of way process. Ms. Bennett will provide additional information on this subject at the next meeting. Dave Atherton expressed concern with the statement that VSE would be charging \$50.00 per release to complete forms and if the Town decides to do the releases, they could redo them later at this rate. Robin Bennett stated they could possibly do that, as they will be checking them again. Maria Ammatuna questioned what input was required from the Town regarding the ASR 9 that had been submitted for design. Ms. Bennett stated these are changes the Town asked for earlier and the cost will need to be included if the Town wants the changes

implemented. Ms. Bennett noted the conference call had been canceled for this week. With regard to the Waterline, the contract has been approved, but the amendments have not been executed and it is hoped to have this item at the next Board meeting. There was a conference call regarding Bridge 114 to discuss and schedule the Public Concerns meeting for December 8<sup>th</sup>. Wayne Rausenberger questioned what VTrans involvement is, since the bridge is owned by the Town. Mr. Rausenberger knows the money allotted for the bridge comes through VTrans, but questioned what other input VTrans has with the bridge. Robin Bennett stated they are paying the majority of the bill, but there was no discussion about the design. Scott Robertson reminded the Town that it is a rehab project and not a full bridge replacement. Mr. Rausenberger expressed concern that things keep getting changed and he is confused about the project. Robin Bennett stated the Local Concerns meeting is part of the process and is a requirement. Mr. Rausenberger knows this is a rehab and he would like discuss with the VTrans representative what his idea of the rehab is since there are two bridges.

### ***HMPG Culvert Application:***

Robin Bennett has not received the paperwork from the state on this item and she does not have what the next steps will be. Ms. Bennett will follow-up with the state, as she had expected to receive those prior to this meeting and the exact match is not known. Ethan Swift stated an RFP will have to be sent out for the design and engineering work. Ms. Bennett stated there will be discussion on how this is to be coordinated as this will be going through an area that is being designed. Mr. Swift advised the Act 250 coordinator stated he did not see that this would be a change, but would need to be kept in the loop. Mr. Swift also talked with the River Management person and there needs to be a discussion about the base elevation, as this could affect the Segment 6 project. Richard Baker stated only Phase 1 of the grant has been approved.

### **11. FEMA Projects**

Ms. Bennett reported the projects are moving forward from the approvals given. The proposed design approvals for Green Park are still pending approval from FEMA.

### **15. Fiscal**

#### ***a) General Fund Warrant – November 24, 2014 - \$641,483.18***

**Motion** by Ethan Swift/Dave Atherton to approve the General Fund warrant of November 24, 2014 in the amount of \$641,483.18. **The motion passed unanimously – 4 to zero.**

Maria Ammatuna questioned whether the warrant for Ron's Plumbing and Heating was coming out of the Operating budget or the Friends of Town Hall and it was confirmed it will be paid from the Operating budget.



Richard Baker stated normally both schools are funded on the same warrant and questioned why OV's warrant was not included. Ms. Bennett stated it will be included in the warrants for the next Select Board meeting.

Ethan Swift questioned the different entities used for car repairs and Ms. Bennett reported there were vehicles that had to be serviced at specialty shops.

Devon Fuller asked whether the warrant for the Vermont offenders work mowing was the end of season payment and Ms. Bennett confirmed that was the case.

***b) Wastewater Fund Warrant – November 124, 2014 - \$13,898.72***

**Motion** by Devon Fuller/Dave Atherton to approve the Wastewater Fund warrant of November 24, 2014 in the amount of \$13,898.72. **The motion passed unanimously – 4 to zero.**

Devon Fuller asked for clarification of the Casella Waste Management warrant as to whether it was for dumpster rental or sludge disposal, since there was also a warrant for sludge disposal from Mike's Trucking. Ms. Bennett confirmed Casella's was for dumpster rental.

***c) General Fund Warrant – November 243, 2014 - \$134.00***

**Motion** by Dave Atherton/Devon Fuller to approve the General Fund warrant of November 24, 2014 in the amount of \$134.00. **The motion passed unanimously – 4 to zero.**

Devon Fuller read the following email received by the Town Manager:

"Hi Robin,

This morning I discovered I had made a large mistake when I came to pay my tax bill this past Monday. I wanted to tell you that Sue Gage and the other ladies in the office helped me fix that problem in no time at all. It added extra work to their day, but they were so sweet about everything, telling me not to worry. They were just awesome and turned a bad morning into a great afternoon. Please know how much I appreciate all their effort.

We always hear when things are not going great; it's nice to hear when our peers go above and beyond to help the tax payers. Be well.

Best,

Kimberly M. Gurney"

**Motion** by Devon Fuller/Dave Atherton for the Select Board to enter into executive session at 9:23PM for the evaluation of a public officer or employee pursuant to Title 1 Section 313(3)(a)(3) of the Vermont Statutes with the session to include the Town Manager. **The motion passed unanimously – 4 to zero.**

**16. Executive Session – 1V.S.A. 313(3)(a)(3) – Evaluation of the Town Manager**

**Motion** by Devon Fuller/Dave Atherton to come out of executive session at 10:34PM. **The motion passed unanimously – 4 to zero.**

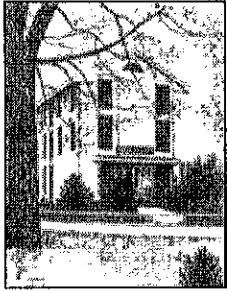
There was no action required.

**18. Adjournment**

**Motion** by Dave Atherton/Ethan Swift to adjourn the Select Board meeting at 10:35PM. **The motion passed unanimously - 4 to zero.**

Respectfully submitted,

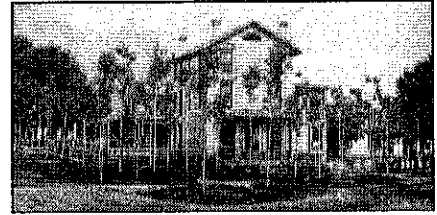
Charlene Bryant  
Recording Secretary



## Brandon Free Public Library

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4 FRANKLIN STREET • BRANDON, VERMONT 05733  
802-247-8230 • [www.brandonpubliclibrary.org](http://www.brandonpubliclibrary.org)



December 4, 2014

Brandon Selectboard  
Brandon, VT 05733

Dear Members of the Selectboard:

The Library Board of Trustees respectfully request that you return the Library appropriation back into the proposed budget for FY16 at the level-funded amount of \$84,500. We have always been appreciative of the support of the Brandon taxpayers. The Library is an integral part of the community and provides traditional benefits as well as humanitarian services beyond the traditional scope of library work. Providing voters the "chance" to vote on this appropriation independently could have a devastating effect on the organization, if it failed at the ballot box.

We do believe that each one of you is a supporter of the Library and if the Library's appropriation was to be voted upon as its own article, we believe you would want it to pass. *Having said that, the impact of the appropriation would be exactly the same to the taxpayers if it passed as an independent article or if it was included in the full budget as an intergovernmental appropriation.* By putting us back in the budget proposal, you would ensure that the Library is not put at risk of losing a good portion of the library funding and having to face the prospect of an eventual dwindling of resources that support so many essential services to the public. Many of the Library's patrons, especially those accessing the computers, are youth or members of the community who are "on the fringe". These non-voters perhaps have the most to lose if we were to cut services and hours of operation.

Attached is a copy of the Library's 2015 budget. The town appropriation is somewhere in the 50% range of the total operating budget (the line item includes \$4,000 from other towns). This low percentage is a rarity in Vermont. The Library Trustees have been continuing to work on much overdue capital needs. The next project is an electrical inspection and building-wide upgrade. The funds for that work were raised through a capital campaign. Over the course of many decades, the Library has been fortunate to have been bequeathed money from several different families. These restricted funds are invested and the income we take each year is an important part of the operating budget. If we dip into any of the principle, this income stream will diminish and the Library would need to ask the towns for even more funds.

On the next pages, we show you a partial list of services to the community, library statistics compared to other libraries in the state with similar size populations, and the budget with explanations.

We ask that you carefully consider how important the Brandon Free Public Library is to community members. We are extremely fortunate to have generous and giving patrons, however, as we all know, donations and investments come and go. Failure at the ballot box could be devastating to the Library and the ability to maintain the historic structure. The ability to maintain operations would be severely hampered and indeed unlikely.

Thank you and please feel free to contact us if you have any questions.

Sincerely,

Board of Trustees: Carl Phelps, President; Beth Carr, Secretary; June Bohler, Treasurer  
Phoebe Chestna, Sharron Kenney, Janet Mondlak, Nancy Rowe, Janet Smith, Charles (Trip) Willis III

### **What We Provide:**

One of the most compelling reasons to keep the Library in the budget is its usage. As digital demands continue to grow and the digital divide is a reality for many of the town's families, the Library's scope of services expands and changes. In today's world, it is near-impossible to do your homework (high school) or apply for a job, food stamps, or other benefits without a computer. The Library's six public computers are in use just about every minute the doors are open. Come in yourselves and see the number of students doing their homework after school each day.

We average 235 people per day walking through the door and average 50 people a day using computers. Here is a list of some of the services we provide to citizens of all ages:

- Books- Adult, Juvenile, Young-Adult fiction and non-fiction, large-print, audio and ebooks
- Public access internet and computers- Six for the public plus wireless capability (lots of folks sit in their cars or outside the building when we are closed just to use the free network.
- DVD and VHS movies- Foreign, Documentary, Children and Family, New releases and TV series
- Programs- Adult: history, travel, gardening, general interest, Children: Story time every Friday during the school year, Summer program provides 23 programs over 20 days in July
- Copy and Fax machine for public use
- Home delivery- For those unable to visit us
- Meeting space- Planning Commission, Downtown Brandon Alliance, writer's group, Farmer's Market, Republican and Democratic caucuses, Safe Serv Food Classes, Estabrook Award, Home Owner's Association, Child Care Providers Organization, Scouts and many others use the space.
- Personalized computer help: One hour sessions by appointment
- Seed Library: Grant obtained funds provide for free seeds to start this sustainable program
- Adult Films: Each Friday afternoon new release, foreign or documentary presentation
- Vermont On-Line Library: Access to subscription websites
- Provide opportunity to complete Community Service
- Venue for local artists
- Listen up Vermont: On-line access to downloadable books
- Otter Valley Tutoring Space
- Newspapers: Rutland Herald and Addison papers, Wall Street Journal, Brandon Pittsford Reporter
- Magazines: Broad assortment of magazines circulate weekly
- Public Information Center and Restroom

### **Library Data**

Here is some data from other towns similarly-sized to Brandon from the Vermont Department of Libraries 2013 Annual Report "Vermont Public Library Statistics". We chose to highlight a couple of libraries serving approximately the same number of patrons as Brandon's, but we are happy to provide you with a copy of the book with all the data, if you'd like.

Town contributions through tax, not appropriation:

- Brandon raises \$85,000 through tax and 78,000 by other sources.
- Castleton raises \$102,000 through tax and \$1,200 by other sources.
- Jericho raises \$22,000 through tax and \$3,800 by other sources.
- Morristown raises \$136,000 through tax and \$21,000 by other sources.
- Randolph raises \$179,000 through tax and \$37,000 by other sources
- Rockingham raises \$318,000 through tax and \$33,000 by other sources.

Number of hours open each week:

- Brandon - 42
- Castleton - 27
- Jericho - 17
- Morristown - 39
- Randolph - 36
- Rockingham - 45

## Library Finances

Attached is a copy of our (incomplete) 2014 financial picture and our 2015 budget. Since we changed our accounting in 2013 from a July - June fiscal year to January - December, it is more accurate to show you 2014, although with only 11 months of data, rather than 2013. Please note that some line items don't match up exactly as we hone reporting and combine some accounts.

2015 Budget Explanation (for anything needs explanation):

Income:

- Annual Appeal \$11,000: Fundraising we do annually to raise money to help pay the bills! This is variable and can't be counted upon.
- Apartment Rents \$29,000: Three apartments, currently fully rented.
- Donations \$4,000: These are unsolicited donations, perhaps in memory of someone who passes. This is variable and can't be counted upon.
- Friends Contribution \$7,500: This is from the Library's non-profit and total volunteer group, the Friends of the Brandon Free Library. Proceeds from the book sale and auction. The amount fluctuates depending on their year and they did not have a strong year in 2014.
- Marsh Fund \$5500: Endowment distribution.
- Towns' Appropriation \$89,500: We receive \$2,000 annually, each from Sudbury and Leicester. \$84,500 contribution from Brandon, a decrease from the previous year of 5%.
- Trustees of Public Funds \$5,000: This was the third of three payments toward our capital campaign.
- Willard Fund \$15,000: Distribution from endowment.

Expenses:

- Wages (for four employees) \$90,500: This amount has increased in part due to changing one employee's health insurance situation in light of Vermont Health Connect. We pay a benefit to one employee who qualifies for Medicare and the benefit is paid through the "wages" line item. We employ two full time and two part time employees and the wages we pay are on the low end of Vermont librarians.
- Books / DVDs \$7000: Self-explanatory
- Computer Internet \$8000: The Library has an expansive computer network with complicated security measures and firewalls. This amount represents what we pay the vendor to keep everything in working order and virus free. There are six patron computers, three staff computers, and one circulation computer
- Retirement \$3,000: Vermont Municipal Employers Retirement for two full time employees.
- Equipment Purchases \$500: Ink, toner, etc.
- Heating Fuel \$12,000.
- Insurance \$7000: Property, Liability, Workers Compensation
- Memberships \$1000: Professional fees the Library pays to organizations
- Purchase Service Apartments \$5,000: Maintenance associated just with the apartments
- Purchase Service Equipment \$700: If we need to buy new equipment for whatever.
- Purchase Service Library \$6,500: Cleaning, snow plowing, mowing, etc.
- Town Property Taxes \$3000: On the apartments
- W/S/R \$3000: Water, Sewer, Rubbish - The Library bathroom is considered a public bathroom and is in use just about the entire time we are open to the public.

### Brandon Free Public Library

				2015 Budget
				Jan - Dec 15
<b>Ordinary Income/Expense</b>				
	<b>Income</b>			
	2012 Capital Campaign			
	Annual Appeal 615			11,000.00
	Apartment Deposits 633			
	Apartment Rents 628			29,280.00
	Copier 604			
	Copier/Fax/Printer			50.00
	Donations 630			4,000.00
	DVD Fines 614			800.00
	Fines/Fax/Misc			
	Friends Contribution			\$7,500.00
	Int Sav Accts 625			20.00
	Marsh Fund 600			5,500.00
	Patron Donations 635			500.00
	State Grants 619			75.00
	Towns' Approp 626			89,500.00
	Trustees of Public Funds 858			
	Willard Fund Distribution			15,000.00
	<b>Total Income</b>			<b>163,225.00</b>
<b>Expense</b>				
	Health Insurance			
	Employee Share			
	Employer Share			
	<b>Total Health Insurance</b>			
	Wages			90,500.00
	Annual Fund Postage 812			120.00
	Annual Fund Printing 833			200.00
	Bank Charges 866			35.00
	Books / DVD's			7,000.00
	Books - Adult 841			
	Books - Children			
	Computer Internet 810			8,000.00
	Computer/Copier 863			500.00
	Employer Ret Acct 872			3,000.00
	Equipment Purchases 805			600.00
	Heating Fuel 848			12,000.00
	Insurance 853			7,000.00
	Internet Expense 808			0.00
	Library FICA 836			0.00
	Library Supplies 844			2,000.00
	Maint Building 856			0.00

### Brandon Free Public Library

			2016 Budget
			Jan - Dec 15
		Memberships	1,000.00
		Misc Expense 857	200.00
		Payroll Expenses	
		Retirement	0.00
		FUTA	0.00
		Medicare	
		SS	7,000.00
		Payroll Expenses - Other	
		Total Payroll Expenses	
		Periodicals 840	500.00
		Postage/Printing 843	500.00
		Power 849	3,200.00
		Power Apt 808	
		Program 864	
		Purch Serv Apart 855	6,000.00
		Purch Serv Equip 862	720.00
		Purch Serv Libe 864	6,500.00
		Staff Bonuses 800	300.00
		Staff Medical 839	0.00
		Staff Salaries 835	0.00
		Staff Salaries PT 834	0.00
		CD's on Tape/DVD's 860	
		Telephone 850	800.00
		Town Property Taxes 852	3,000.00
		Treasurers Honorarium 845	350.00
		Trustees Expense 858	300.00
		W/S/R 861	3,000.00
		Total Expense	163,225.00
		Net Ordinary Income	
		Other Income/Expense	
		Other Income	
		Uncategorized Income	
		Total Other Income	
		Net Other Income	
		Net Income	

9:43 AM  
 12/04/14  
 Accrual Basis

**Brandon Free Public Library**  
**Statement of Income & Expense YTD**  
 January through November 2014

	<u>Jan - Nov 14</u>	<u>Jan - Nov 14</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Willard Distribution	15,000.00	15,000.00
Annual Appeal 815	14,475.00	14,475.00
Apartment Deposits 633	0.00	0.00
Apartment Rents 628	23,605.00	23,605.00
Copier 604	58.15	58.15
Donations 630	13,473.56	13,473.56
DVD Fines 614	939.00	939.00
Friends Contribution	2,302.64	2,302.64
Int Hornbeck S/A	0.21	0.21
Int Sav Accts 625	19.40	19.40
Marsh Fund 600	6,045.17	6,045.17
Patron Donations 635	420.00	420.00
State Grants 619	82.00	82.00
Towns' Approp 626	82,416.70	82,416.70
Trustees of Public Funds 858	5,000.00	5,000.00
<b>Total Income</b>	<b>163,836.83</b>	<b>163,836.83</b>
<b>Expense</b>		
Employee Checks	0.00	0.00
Wages	84,455.76	84,455.76
Annual Fund Postage 812	105.76	105.76
Bank Charges 866	75.00	75.00
Books - Adult 841	1,276.67	1,276.67
Computer Internet 810	1,012.00	1,012.00
Employer Ret Acct 872	2,411.10	2,411.10
Heating Fuel 848	14,724.42	14,724.42
Insurance 853	7,360.55	7,360.55
Internet Expense 808	4,430.93	4,430.93
Library FICA 836	45.00	45.00
Library Supplies 844	1,960.53	1,960.53
Memberships	1,099.00	1,099.00
Misc Expense 857	183.51	183.51
<b>Payroll Expenses</b>		
FUTA	-108.41	-108.41
SS	6,460.88	6,460.88
Payroll Expenses - Other	48.00	48.00
<b>Total Payroll Expenses</b>	<b>6,400.47</b>	<b>6,400.47</b>
Periodicals 840	591.92	591.92
Petty Cash	325.00	325.00
Postage/Printing 843	271.99	271.99
Power 849	2,808.33	2,808.33
Purch Serv Apart 855	5,659.56	5,659.56
Purch Serv Equip 862	549.99	549.99
Purch Serv Libe 854	6,564.94	6,564.94
Rent Dep Return 814	358.50	358.50
Tapes/DVDs 860	4,383.36	4,383.36
Telephone 850	605.93	605.93
Town Property Taxes 852	2,969.06	2,969.06
Treasurers Honorarium 845	350.00	350.00
Trustees Expense 858	180.00	180.00
W/S/R 851	2,694.83	2,694.83
<b>Total Expense</b>	<b>153,854.11</b>	<b>153,854.11</b>
<b>Net Ordinary Income</b>	<b>9,982.72</b>	<b>9,982.72</b>
<b>Net Income</b>	<b>9,982.72</b>	<b>9,982.72</b>



DRAFT

**Town of Brandon  
Community Service Organization Funding Request  
Policy**

It is the policy of the Town of Brandon to accept requests for funding from community service organizations for consideration at their Annual Town Meeting. Organizations may be considered if they meet the following qualifications:

- The organization is a non-profit organization.
- The organization can demonstrate a service(s) is provided to the residents of Brandon.

In order to be considered, the following requirements must be received by December 31<sup>st</sup>:

- A petition signed by 5% of the registered voters of the Town of Brandon (please verify with the Town Clerk the number of required signatures).
- A letter outlining the nature of the request and how the organization benefits the residents of Brandon.
- If funding was received the previous year, a written report of the organization and the benefits that the Town of Brandon receives from the organization to be printed in the Annual Town Report.
- A budget summary.

All community service organizations must complete the petition process to be considered at the 2015 Annual Town Meeting which will be considering the FY 15-16 Budget. After the 2015 Annual Town Meeting, if an organization received an appropriation, the organization will not have to submit the petition requirement for four years as long as the request is no more than the original successful request. If additional funding is requested in the subsequent four years, the community service organization will be required to submit the required petition and other requirements. An organization will be required to submit the petition requirement in the fifth year.

Upon a successful vote at the Annual Town Meeting, the Town will notify the organization of the amount of the appropriation and will ask the recipient to submit a letter requesting the funds after July 1<sup>st</sup> which will be paid by the Town within 30 days after each of the tax due dates.

The Town of Brandon will not be responsible for reminding organizations of the pending deadline for funding requests.

**Adopted by the Brandon Select Board on:**

Subj: **RE: Local Option Tax for Brandon**  
 Date: 11/26/2014 1:53:47 P.M. Eastern Standard Time  
 From: [jim.condos@sec.state.vt.us](mailto:jim.condos@sec.state.vt.us)  
 To: [JSTEWART22@aol.com](mailto:JSTEWART22@aol.com)

Jeff...

First, has anyone actually figured out how much the 1% will raise?  
 Remember, there are 3 "taxes" involved – sales, rooms and meals, and liquor.

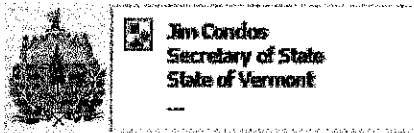
Second, this is not really an area of expertise for our office – the Dept of Taxes would know more about this.

However, the legislature can pass anything they want – if your Reps or Senators wanted to introduce a bill that allows for Brandon to collect the 1%, they could.

It would have to go through the committee process in both the House and Senate and be approved on the floor and be signed into law by the Governor. I would expect that such a bill would take perhaps the entire legislative session to pass (if it indeed did pass) – meaning into May.

It could however be that your Reps are opposed to the idea – I have no way of knowing. You could also ask your Senators to introduce and support such a bill.

And of course, there is always the charter route.



128 State Street  
 Montpelier, VT 05633-1101

p: 802-828-2148  
 f: 802-828-2496  
 e: [jim.condos@sec.state.vt.us](mailto:jim.condos@sec.state.vt.us)

---

**From:** [JSTEWART22@aol.com](mailto:JSTEWART22@aol.com) [mailto:[JSTEWART22@aol.com](mailto:JSTEWART22@aol.com)]  
**Sent:** Wednesday, November 26, 2014 1:40 PM  
**To:** Condos, Jim  
**Subject:** Local Option Tax for Brandon

Dear Mr. Condos --

Thanks so much for your email of October 8th explaining the conditions necessary for Brandon to implement a 1% Local Option Tax. As you stated, Brandon doesn't have a charter and per your recommendations I checked with the Division of Property Valuation and Review to see if we qualified under any of the three conditions for towns without a charter. And we did not.

So I paid particular attention to the last paragraph of your email to me where you wrote:

*"If the town does not qualify under this section, then it could incorporate a local option tax section in a new town charter or it could ask the legislature for special authorization legislation. Either option would ultimately require legislative approval."*

The word "or" seemed to have particular importance because it implied that the town, even without the listed qualifications, could still request legislative approval.

So I took this information and relayed it to our Select Board who felt it could well improve our rather dire financial situation. They then asked our town manager -- Robin Bennett -- to explore the matter further and she contacted 4 or 5 parties -- and, as expected, got 4 or 5 different answers. VLCT said we couldn't request legislative approval but someone from your office agreed that we could. The town manager also contact our two representatives, Butch Shaw and Steve Carr -- and it seems that they then contacted Peter Griffin, the Legislative Counsel, for his opinion.

He responded with the first part of your earlier email to me... but omitted the paragraph with the sentence "*or it could ask the legislature for special authorization legislation.*" He suggested that our town explore creating a charter and, as an example, passed along St. Alban's approach.

While our Select Board might consider a charter, they feel the complexities are such that it would be difficult to move on such a matter without very careful consideration -- and this could take months, if not years. In the meantime they'd like to proceed with a Local Option Tax if possible but our two representatives, Mr. Shaw and Mr. Carr, are unwilling to ask for legislative approval in light of Mr. Griffin's response to them. All of this is a long way of asking if you can confirm that we can ask for legislative approval without qualifying under the requirements -- and if so, can you provide precedent -- a town that has gotten approval in similar circumstances.

Thank you very much for helping us. After 4 attempts to pass a budget, Brandon can barely take care of the most necessary services. A Local Option Tax would be an incredible help and I hope you can help us make it possible.

Best,  
Jeff Stewart  
=

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310184	ABANAKI INC	3228 STORAGE POD RENTAL	75.00	0.00	75.00	39802	12/08/14
310251	APEX SOFTWARE	285724 Maintenance Renewal	215.00	0.00	215.00	39803	12/08/14
100598	AUBUCHON CO - BRANDON - STORE	468579 GARBAGE CANS FTBALL	31.98	0.00	31.98	39804	12/08/14
100598	AUBUCHON CO - BRANDON - STORE	468600 HW MOUSE TRAPS	18.48	0.00	18.48	39805	12/08/14
300987	BANDY, ANNE	NOV2014 reimb for Turkey Raffle	20.00	0.00	20.00	39807	12/08/14
100190	BLUE SEAL FEEDS	329-0643 trash bags	64.90	0.00	64.90	39808	12/08/14
100305	BRANDON AREA RESCUE SQUAD	38241282 VARIOUS MEDICAL SUPPLIES	151.30	0.00	151.30	39809	12/08/14
100275	BRANDON FREE PUBLIC LIBRARY	DEC 2014 APPROPRIATION	7083.34	0.00	7083.34	39810	12/08/14
100280	BRANDON LUMBER & MILLWORK CO.	485875/3 trash bags	14.99	0.00	14.99	39811	12/08/14
100280	BRANDON LUMBER & MILLWORK CO.	486032/3 light bulbs/Crescent Par	71.91	0.00	71.91	39811	12/08/14
200218	BRANDON REPORTER	11/30/14 november ads	132.00	0.00	132.00	39812	12/08/14
100310	BRANDON SENIOR CITIZENS CENTER	DEC 2014 APPROPRIATION	1068.75	0.00	1068.75	39813	12/08/14
310390	BTS, INC	10793 phone software update	390.00	0.00	390.00	39814	12/08/14
310376	CATERPILLAR FINANCIAL SERVICES	16042398 PAYMENT	7056.21	0.00	7056.21	39815	12/08/14
100592	CHAMPLAIN OIL COMPANY INC	CL153922 gas	209.08	0.00	209.08	39816	12/08/14
100592	CHAMPLAIN OIL COMPANY INC	CL153925 gas	1324.50	0.00	1324.50	39816	12/08/14
310097	COMCAST	HW 11/27/14 DEC PHONE AND INTERNET	104.61	0.00	104.61	39817	12/08/14
310097	COMCAST	TO 11/15/14 DEC PHONE AND INTERNET	522.53	0.00	522.53	39818	12/08/14
330426	CVC PAGING	10301393 hw pagers december	11.95	0.00	11.95	39820	12/08/14
100555	EASTERN ELECTRICAL, INC.	3300 replaced main serv cable	289.86	0.00	289.86	39821	12/08/14
300187	FLORENCE CRUSHED STONE	220730 crushed stone	431.57	0.00	431.57	39823	12/08/14
100925	FOLEY SERVICES INC	491994 uniforms	39.25	0.00	39.25	39824	12/08/14
100925	FOLEY SERVICES INC	493355 uniforms	39.25	0.00	39.25	39824	12/08/14
100925	FOLEY SERVICES INC	494721 uniforms	39.25	0.00	39.25	39824	12/08/14
310426	FYLES BROS., INC.	17536 propane @ PD	121.04	0.00	121.04	39825	12/08/14
100650	GALLS, AN ARAMARK COMPANY	002687691 rain cover	31.00	0.00	31.00	39826	12/08/14
100650	GALLS, AN ARAMARK COMPANY	002734871 holster	148.00	0.00	148.00	39826	12/08/14
100690	GIDDINGS MANUFACTURING CO INC	63097 signs & brackets	236.52	0.00	236.52	39827	12/08/14
310128	GLENNA L. POUND CPA	12-1-14 10/27-11/30	2388.75	0.00	2388.75	39828	12/08/14
100725	GREEN MOUNTAIN GARAGE	061728 hose ends/hose/fitting	127.69	0.00	127.69	39830	12/08/14
100725	GREEN MOUNTAIN GARAGE	061737 hose/hose ends	25.42	0.00	25.42	39830	12/08/14
100725	GREEN MOUNTAIN GARAGE	061775 deicar/oil	68.70	0.00	68.70	39830	12/08/14
100725	GREEN MOUNTAIN GARAGE	061991 self tappin screw	8.82	0.00	8.82	39830	12/08/14
100725	GREEN MOUNTAIN GARAGE	062022 self tappin screw	9.00	0.00	9.00	39830	12/08/14
100007	K.A. BAGLEY, INC.	NOV2014 mowing of landfill	835.00	0.00	835.00	39831	12/08/14
100900	KIRK THOAMS & TRACY HOLDEN	0081-0877 TAX CREDIT	19.70	0.00	19.70	39832	12/08/14
310259	KOFIL	212608 REAM RECORDING PAPER	127.56	0.00	127.56	39833	12/08/14
310480	KOKOPELLI TRADERS, INC.	112915 uniforms	459.45	0.00	459.45	39834	12/08/14
310481	LEGO FOUNDATION	TREBQ3693 CORE, SOFTWARE, EXPANSIO	968.88	0.00	968.88	39835	12/08/14
100971	MALLORY'S AUTOMOTIVE INC	8984 maint - 2009 Impala	123.38	0.00	123.38	39836	12/08/14
100971	MALLORY'S AUTOMOTIVE INC	8988 repairs to 2009 Impala	1027.36	0.00	1027.36	39836	12/08/14
100588	MARKOWSKI EXCAVATING, INC.	V-15199 gravel	596.40	0.00	596.40	39837	12/08/14
310304	MIKE'S FUELS, LLC	260240 diesel fuel @ HWY	634.80	0.00	634.80	39838	12/08/14
310304	MIKE'S FUELS, LLC	260480 heating fuel @ TH	676.50	0.00	676.50	39838	12/08/14
310304	MIKE'S FUELS, LLC	260481 heating fuel @ temp TO	201.66	0.00	201.66	39838	12/08/14
310304	MIKE'S FUELS, LLC	260482 heating fuel @ HWY	462.23	0.00	462.23	39838	12/08/14
310389	MOBILE MINI, INC	159031061 DEC VAULT RENT	244.87	0.00	244.87	39839	12/08/14
100788	NEW ENGLAND MUNICIPAL RESOURCE	12-1-14 SEMINAR A SCHECK	125.00	0.00	125.00	39840	12/08/14
100788	NEW ENGLAND MUNICIPAL RESOURCE	33494 DEC ASSESSMENT SERVICES	1333.33	0.00	1333.33	39840	12/08/14
100691	OTTER VALLEY UNION HIGH SCHOOL	DEC 2014 QUARTERLY ED TAX	425229.48	0.00	425229.48	39841	12/08/14

12/05/14  
02:44 pm

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices  
Manually Selected For Check Acct 01(10 General Fund) 12/08/2014 To 12/08/2014

Page 2  
Luanne

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
100743	RON'S PLUMBING & HEATING INC 9374	check furnace @ PD	70.00	0.00	70.00	39842	12/08/14
100714	SCHECK, ANNA 12-14	mIleage to seminar	20.16	0.00	20.16	39843	12/08/14
310429	STITZEL, PAGE & FLETCHER, P.C. 24340	OCT PERSONNEL MATTER	17.94	0.00	17.94	39844	12/08/14
100617	TEDDY TIRE SALES & SERVICE, INC 36847	tube	25.00	0.00	25.00	39845	12/08/14
330348	VERIZON WIRELESS 9735929673		160.04	0.00	160.04	39847	12/08/14
330348	VERIZON WIRELESS DEC 2014	CELL PHONES DEC	238.53	0.00	238.53	39847	12/08/14
310045	VERMONT DEPARTMENT OF HEALTH 11-21-14	ENGRAVED CERT PAPER	10.00	0.00	10.00	39849	12/08/14
310046	W.B. MASON CO INC I21886136	calendars/liners	66.90	0.00	66.90	39850	12/08/14
310046	W.B. MASON CO INC I21896105	pocket files	33.99	0.00	33.99	39850	12/08/14
310046	W.B. MASON CO INC I22014339	toner, misc supplies	248.41	0.00	248.41	39850	12/08/14
100900	WHEELER, JOYCE 0081-1254	TAX OVER PAYMENT	480.13	0.00	480.13	39851	12/08/14
330427	WINNING IMAGE GRAPHIX 8311	NAME PLATE D BAILEY	13.50	0.00	13.50	39852	12/08/14
310415	ZALINGER CAMERON & LAMBEK, P.C 57414	collective bargaining no	46.00	0.00	46.00	39853	12/08/14
Report Total			457,066.85	0.00	457,066.85		

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 \$ \*\*\*457,066.85  
Let this be your order for the payments of these amounts.

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12/05/14  
02:12 pm

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices For Fund (20 Sewer Fund)  
All Invoices For Check Acct 01(10 General Fund) 12/08/14 To 12/08/14 & Fund 20

Page 1 of 2  
Luanne

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
100598	12/05/14	AUBUCHON CO - BRANDON - S GLOVES, EXT CORD	WW 468653	20-5-55-41120 Safety Equipment	64.93	39806	12/08/14
100190	12/03/14	BLUE SEAL FEEDS thermal insole	329-1790	20-5-55-43160 Maint. Supplies - General	5.99	39808	12/08/14
100280	11/20/14	BRANDON LUMBER & MILLWORK links, straps	485879/3	20-5-55-43160 Maint. Supplies - General	21.10	39811	12/08/14
100280	11/22/14	BRANDON LUMBER & MILLWORK roll of plastic	485941/3	20-5-55-43160 Maint. Supplies - General	25.29	39811	12/08/14
100280	11/26/14	BRANDON LUMBER & MILLWORK two utility heaters	486077/3	20-5-55-42140 Maint. Supplies - Bldgs	73.98	39811	12/08/14
310097	12/05/14	COMCAST DEC PHONE AND INTERNET	WW 11/15/14	20-5-55-42100 Wastewater Telephone	113.32	39819	12/08/14
330426	12/05/14	CVC PAGING ww pagers december	WW10301393	20-5-55-42100 Wastewater Telephone	11.95	39820	12/08/14
100494	11/21/14	ENDYNE INC testing	160787	20-5-55-22120 Testing	68.00	39822	12/08/14
100494	12/02/14	ENDYNE INC testing	161432	20-5-55-22120 Testing	129.50	39822	12/08/14
100925	11/25/14	FOLEY SERVICES INC uniforms	493354	20-5-55-10320 Clothing Allowance	18.57	39824	12/08/14
100925	12/02/14	FOLEY SERVICES INC uniforms	494720	20-5-55-10320 Clothing Allowance	18.57	39824	12/08/14
310426	11/24/14	FYLES BROS., INC. propane for WW generator	16802	20-5-55-42110 LP Gas - Bldgs	139.37	39825	12/08/14
310426	11/24/14	FYLES BROS., INC. propane/WW Bryant Heater	16803	20-5-55-42110 LP Gas - Bldgs	315.95	39825	12/08/14
310426	11/10/14	FYLES BROS., INC. propane/WW generator	21586	20-5-55-42110 LP Gas - Bldgs	106.44	39825	12/08/14
310426	11/10/14	FYLES BROS., INC. propane/WW Bryant heater	21587	20-5-55-42110 LP Gas - Bldgs	285.51	39825	12/08/14
100835	11/06/14	GMWEA INC meeting registration fee	14-330	20-5-55-10310 Travel & Expenses	55.00	39829	12/08/14
100725	11/25/14	GREEN MOUNTAIN GARAGE inspection	061746	20-5-55-41180 Maintenance-Vehicles	30.00	39830	12/08/14
310304	11/25/14	MIKE'S FUELS, LLC diesel fuel @ WW	260499	20-5-55-41130 Fuel - Vehicles	107.64	39838	12/08/14
100682	11/20/14	USA BLUE BOOK tubing	505459	20-5-55-43160 Maint. Supplies - General	159.90	39846	12/08/14
330348	12/05/14	VERIZON WIRELESS WW CELL PHONES DEC	WW 973546408	20-5-55-42100 Wastewater Telephone	35.92	39847	12/08/14
300075	11/24/14	VERMONT AGENCY OF NATURAL annual operating fee	WW14271	20-5-55-20530 Licenses & Fees	1577.66	39848	12/08/14

12/05/14  
02:12 pm

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # Current Prior Next FY Invoices For Fund (20 Sewer Fund)  
All Invoices For Check Acct 01 (10 General Fund) 12/08/14 To 12/08/14 & Fund 20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				3364.59		

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 \$ \*\*\*\*\*3,364.59  
Let this be your order for the payments of these amounts.

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**STATE OF VERMONT**  
**RUTLAND COUNTY, SS**  
**NOTICE OF PUBLIC HEARING**

The legal voters of the County of Rutland, State of Vermont are hereby warned that a preliminary hearing on the proposed budget of Rutland County aforesaid, for the Fiscal Year February 1, 2015 to January 31, 2016 will be held on Thursday December 18, 2014 at 12:00 Noon and the Rutland County Annual Meeting will be held on Thursday January 22, 2015 at 12:00 Noon; both in the main floor courtroom at the Rutland County Courthouse, 83 Center Street, Rutland, Vt. Copies of the proposed budget are available at the courthouse. Copies of the budget are also posted in each of the town halls in Rutland County.

**Assistant Judges for the County of Rutland**

**Jean H. Coloutti**

**David W. Lewis**





OFFICES OF THE ASSISTANT JUDGES

Mailing Address:  
County Courthouse  
83 Center Street  
Rutland, Vermont  
05701

November 26, 2014

Dear Town Clerk:

We are pleased to enclose for your selectboard's review the proposed 2015-2016 Rutland County Budget. Attached is a spreadsheet which shows the proposed budget in the far right column and a summary of actual revenues and expenditures for the past nine months in the fourth column. Since our budget year ends January 31, 2015 by statute, revenues and expenditures for the next three months are not included in the summary.

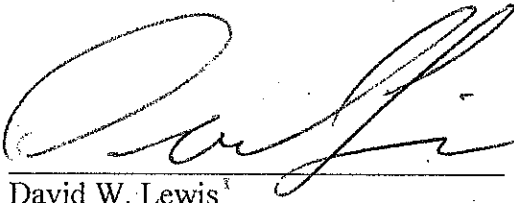
Also enclosed is a copy of a budget narrative and a Sheriff's office budget proposal, each of which explains the proposed budget in detail. Please let us know if you or the selectboard have any questions about these materials. We have enclosed a second copy of the spreadsheet of the proposed county budget for posting at your town office.

Because property values in Rutland County will not be established until at least late December we are not able to set the exact county tax rate at this date. For your budgeting purposes, however, you may multiply your town's Equalized Education Property Value by the proposed county tax rate of .00708. This rate will be only slightly higher (2.16%) than last year's rate of .00693 which is further explained in the narrative that we have enclosed. Please note that this is a projected rate, which will be finalized upon calculations available at our fiscal year end on January 31, 2015. We have assumed in our budget that the total county property values remain the same as last year. If the county equalized property value decreases again this year, the tax rate will have to be increased slightly while if it increases, the county tax rate will be reduced accordingly.

This year's preliminary budget meeting is scheduled for Thursday, December 18, 2014 at 12:00 noon in the small courtroom at the Rutland County Courthouse at 83 Center Street in Rutland, Vermont. This year's annual budget meeting is scheduled for Thursday, January 22, 2015 at 12:00 noon at the same location. Please do not hesitate to contact us with any questions or comments.

  
Jean H. Coloutti

Rutland County Assistant Judge

  
David W. Lewis

Rutland County Assistant Judge

cc: Select Board Members

A		D	E	F	G	H
1	COUNTY OF RUTLAND					
2	2015-2016 BUDGET					
3		2013-2014	2013-2014	2014-2015	2014-2015	Proposed
4		Budget	Actual	Budget	Actual	2015-2016
5	COUNTY PERSONNEL					Budget
6	County Administration	\$35,000.00	\$34,999.92	\$35,000.00	\$29,166.60	\$37,000.00
7	County Treasurer / Clerk	\$11,500.00	\$11,499.80	\$12,000.00	\$9,923.11	\$13,000.00
8	Assistant Judge Judicial Pay	\$24,000.00	\$19,950.43	\$24,000.00	\$11,196.56	\$20,000.00
9	Medical	\$50,600.00	\$49,695.64	\$50,600.00	\$43,032.20	\$49,000.00
10	Dental	\$5,400.00	\$4,737.04	\$5,400.00	\$4,369.40	\$5,000.00
11	Pension	\$9,100.00	\$11,895.70	\$9,000.00	\$2,365.98	\$9,000.00
12	Pension Administration	\$1,300.00	\$2,753.29	\$1,500.00	\$2,293.45	\$2,000.00
13	Social Security	\$7,000.00	\$7,594.37	\$8,000.00	\$6,194.44	\$9,000.00
14	Medicare	\$1,600.00	\$1,683.57	\$1,900.00	\$1,448.86	\$2,100.00
15	Custodian Wages	\$42,000.00	\$41,999.88	\$42,750.00	\$35,351.16	\$43,250.00
16	Vision Insurance	\$350.00	\$482.16	\$350.00	\$322.08	\$350.00
17	Bank & Miscellaneous Expenses		\$262.65		\$625.93	
18						
19	TOTAL COUNTY PERSONNEL	\$187,850.00	\$187,554.45	\$190,500.00	\$146,289.77	\$189,700.00
20						
21	CONTRACTED SERVICES					
22	Fire Alarm Inspection	\$1,000.00	\$1,164.00	\$1,500.00	\$-	\$1,250.00
23	Trash Removal	\$1,000.00	\$610.58	\$500.00	\$591.85	\$750.00
24	Elevator Service	\$2,000.00	\$2,243.80	\$2,000.00	\$3,443.45	\$2,250.00
25	Copier Contracts	\$1,500.00	\$698.02	\$1,500.00	\$1,184.75	\$1,250.00
26	Postage	\$500.00		\$250.00		\$250.00
27	Auditing Services	\$500.00		\$8,000.00	\$7,800.00	
28	Miscellaneous	\$1,000.00			\$1,184.00	\$250.00
29						
30	TOTAL CONTRACTED SERVICES	\$7,500.00	\$4,716.40	\$13,750.00	\$14,204.05	\$6,000.00
31						
32	CAPITAL EXPENSES					
33	Misc. Capital	\$5,000.00	\$5,344.95	\$10,000.00	\$1,395.98	\$20,000.00
34						
35	TOTAL CAPITAL EXPENSES	\$5,000.00	\$5,344.95	\$10,000.00	\$1,395.98	\$20,000.00
36						
37	COURTHOUSE REPAIRS					
38	Carpet Cleaning	\$800.00	\$989.75	\$1,000.00	\$884.75	\$1,000.00

	A	D	E	F	G	H
39	Boiler Repairs	\$3,500.00	\$2,904.96	\$3,500.00	\$4,078.46	\$5,000.00
40	Miscellaneous	\$800.00	\$7,293.03	\$1,500.00	\$8,875.06	\$4,000.00
41						
42	TOTAL COURTHOUSE REPAIRS	\$5,100.00	\$11,187.74	\$6,000.00	\$13,838.27	\$10,000.00
43						
44	UTILITIES					
45	Electric	\$11,000.00	\$10,917.56	\$11,000.00	\$8,989.84	\$11,000.00
46	Fuel	\$32,000.00	\$31,907.00	\$34,000.00	\$32,963.97	\$34,000.00
47	Water & Sewer	\$1,000.00	\$822.47	\$1,000.00	\$685.78	\$1,000.00
48	Telephone	\$2,000.00	\$2,665.50	\$2,000.00	\$2,066.70	\$2,500.00
49						
50	TOTAL UTILITIES	\$46,000.00	\$46,312.53	\$48,000.00	\$44,706.29	\$48,500.00
51						
52	COUNTY SUPPORT					
53	Juror Parking	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
54						
55	TOTAL COUNTY SUPPORT	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
56						
57	MEMBERSHIP DUES					
58	VLCT	\$700.00	\$715.00		\$875.00	
59	VACJ	\$2,500.00	\$2,475.00	\$2,500.00	\$-	\$2,500.00
60						
61	TOTAL MEMBERSHIP DUES	\$3,200.00	\$3,190.00	\$2,500.00	\$875.00	\$2,500.00
62						
63	TRAINING					
64	Tuition NJC / Seminars	\$1,000.00		\$500.00		\$500.00
65	Mileage / Meals	\$2,000.00		\$500.00	\$72.80	\$500.00
66						
67	TOTAL TRAINING	\$3,000.00	\$-	\$1,000.00	\$72.80	\$1,000.00
68						
69	SUPPLIES					
70	Court					
71	Janitorial	\$3,000.00	\$111.45			
72	Groundskeeping	\$500.00	\$2,988.36	\$3,300.00	\$1,988.88	\$3,300.00
73	Accounting & Other	\$500.00	\$600.48	\$500.00	\$878.44	\$800.00
74			\$1,520.26	\$500.00		\$500.00
75	TOTAL SUPPLIES	\$4,000.00	\$5,220.55	\$4,300.00	\$2,867.32	\$4,600.00
76						
77	OFFICE EQUIPMENT					
78	Copies & Computers	\$400.00	\$921.20	\$800.00	\$82.00	\$450.00

	A	D	E	F	G	H
79	Miscellaneous	\$200.00	\$49.99	\$200.00	\$-00	\$150.00
80						
81	TOTAL OFFICE EQUIPMENT	\$600.00	\$971.19	\$1,000.00	\$82.00	\$600.00
82						
83	<b>INSURANCES</b>					
84	General Liability	\$5,000.00	\$4,746.00	\$4,800.00		\$4,800.00
85	Bonds	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
86	Workman's Compensation	\$2,400.00	\$2,678.00	\$2,500.00	\$85.00	\$2,500.00
87	Assistant Judge Liability	\$1,600.00	\$1,628.58	\$1,700.00	\$1,774.62	\$1,700.00
88						
89	TOTAL INSURANCES	\$9,100.00	\$9,152.58	\$9,100.00	\$1,959.62	\$9,100.00
90						
91	<b>OPERATIONS</b>					
92	Legal Notices	\$800.00	\$684.75	\$800.00	\$373.50	\$800.00
93	Law Library	\$500.00	\$244.07	\$100.00	\$-00	\$100.00
94	Vending Machines	\$2,000.00	\$547.73	\$500.00	\$424.02	\$500.00
95	Miscellaneous	\$2,000.00	\$532.02	\$1,000.00	\$175.00	\$600.00
96						
97	TOTAL OPERATIONS	\$5,300.00	\$2,008.57	\$2,400.00	\$972.52	\$2,000.00
98						
99	<b>PROBATE COURT</b>					
100	Telephone	\$800.00	\$561.67	\$800.00	\$1,006.06	\$800.00
101	Equipment				\$85.00	
102	Supplies & Equipment	\$200.00	\$85.00	\$200.00		\$200.00
103	Copier Contracts	\$1,000.00	\$1,806.99	\$1,200.00	\$1,184.75	\$1,200.00
104						
105	TOTAL PROBATE COURT	\$2,000.00	\$2,453.66	\$2,200.00	\$2,275.81	\$2,200.00
106						
107	<b>SHERIFF'S DEPARTMENT</b>					
108	Salaries	\$53,000.00	\$52,999.96	\$54,000.00	\$44,653.78	\$54,500.00
109	Bookkeeping Stipend	\$38,454.00	\$35,249.50	\$39,223.00	\$32,685.80	\$40,007.00
110	Medical Benefits	\$7,480.00	\$6,968.15	\$7,000.00	\$5,827.90	\$7,500.00
111	Dental Benefits	\$600.00	\$620.86	\$600.00	\$484.00	\$600.00
112	Vision Insurance	\$60.00	\$70.40	\$60.00	\$44.00	\$60.00
113	FICA	\$4,050.00	\$3,510.15	\$4,140.00	\$3,395.03	\$4,170.00
114	Pension	\$4,800.00	\$2,376.69	\$4,860.00	\$1,364.95	\$4,900.00
115	Utilities	\$17,380.00	\$12,346.56	\$20,200.00	\$20,200.00	\$20,200.00
116	Operating Expenses	\$23,100.00	\$23,404.00	\$23,400.00	\$24,298.00	\$24,300.00
117	Training	\$26,994.00	\$26,994.00	\$26,000.00	\$26,000.00	\$28,000.00
118	Law Enforcement Equipment	\$5,000.00	\$5,000.00	\$5,000.00	\$3,115.59	\$5,000.00

	A	D	E	F	G	H
119	Building Rent/Mortgage	\$33,763.00	\$46,821.50	\$33,763.00	\$25,393.20	\$33,763.00
120	Dispatch Services	\$22,000.00	\$20,166.63	\$22,000.00	\$18,333.30	\$22,000.00
121						
122	TOTAL SHERIFF'S DEPARTMENT	\$236,681.00	\$236,528.40	\$240,246.00	\$205,795.55	\$245,000.00
123						
124						
125	TOTAL EXPENSES	\$515,831.00	\$515,141.02	#####	#####	\$541,700.00
126						
127						
128	ANTICIPATED INCOME					
129	Notary Fees	\$1,000.00	\$1,380.00	\$1,300.00	\$765.00	\$16,000.00
130	Copy Fees					
131	Vending Fees	\$100.00				
132	Bank Interest	\$500.00	\$735.24	\$500.00	\$82.69	\$500.00
133	Small Claims	\$26,000.00	\$26,996.14	\$26,000.00	\$24,249.29	\$26,000.00
134	Probate Will Filings	\$4,000.00	\$5,340.00	\$4,500.00	\$5,046.05	\$5,000.00
135	Mediation Center	\$2,500.00	\$2,500.00	\$2,500.00	\$900.00	\$2,500.00
136	Miscellaneous Income				\$74.50	
137						
138	TOTAL INCOME	\$34,100.00	\$36,951.38	\$34,800.00	\$31,117.53	\$50,000.00
139						
140						
141	EXPENSES, INCOME AND PROPOSED TAX RATE					
142						
143	Anticipated Expenses	\$515,831.00	\$515,141.02	\$531,496.00	\$435,834.98	\$541,700.00
144	Minus Anticipated Income	\$(34,100.00)	\$(36,951.38)	\$(34,800.00)	\$(31,117.53)	\$(50,000.00)
145	Minus use of excess cash on hand	\$(15,000.00)	\$(11,721.45)	\$(15,000.00)	\$38,866.40	\$-00
146	Total to be raised from County Tax	\$466,731.00	\$466,468.19	\$481,696.00	\$443,583.85	\$491,700.00
147						
148	Total County Taxable Property	#####	#####	#####	#####	#####
149						
150	TAX RATE	\$0.00633	\$0.00658	\$0.00679	\$0.00693	\$0.00708

# RUTLAND COUNTY BUDGET NARRATIVE

## 2015-2016

This coming year we have again tried to keep County taxes as close to last year as possible in spite of increased capital needs and an increase in the Sheriff's Department budget. **The total proposed 2015-2016 County expenditures is up only \$10,204 which is a 1.92% increase.** While our proposed County revenues will be up significantly due to the four year notary renewal schedule, we don't feel we can continue to apply excess cash on hand towards the budget due to future capital needs of the courthouse. The net result to be raised from County taxes for 2015-2016 is \$491,700 as compared to \$481,696 for last year which is an increase of only \$10,004 which equates to a 2.08% increase.

**Last year the Rutland County Equalized Grand List dropped by 1.99% (which followed a 2.94% drop the previous year) which therefore increased the County tax rate.** This year we have again budgeted for a flat Equalized Grand List but if it continues to drop, the tax rate will have to be adjusted upward accordingly. If the Grand List finally starts to increase again, the County tax rate will go down from our estimate.

**ANTICIPATED REVENUE** – As noted above, our anticipated revenue from income other than monies received from taxes is projected to be significantly higher by \$15,200 from the projected \$34,800 last year to a projected \$50,000 this year primarily due to notary fees which require renewal every 4 years. The other major income source is small claims filings of which the county only receives one-half (the other half going to the State), and this estimated amount is expected to remain level.

**COUNTY PERSONNEL** – Included in this is the stipend for the Assistant Judges for their roles as the chief operating officers of the county and for judicial salaries, formerly paid by the state, when they are sitting in the Family Unit and the Civil Unit of Superior Court. The state will continue to pay the Assistant Judge's for presiding over Judicial Bureau, Small Claims and Uncontested Divorce hearings. Overall, the total budgeted for Assistant Judge's pay has been slightly reduced from last year. Ron Graves, our County Treasurer/Clerk and Larry MacFarlane, our full time maintenance person have both done a fantastic job for the county again this year.

Overall the County Personnel category is down slightly to a projected \$189,700 from last year's budget of \$190,500.

**CONTRACTED SERVICES** – This category is down by \$7,750 due to being an off year for the required bi-annual financial audit of the Rutland County accounts.

**CAPITAL EXPENSES** – We budgeted \$10,000 for capital expenses last year. This year we need to do more interior painting, carpet replacement, some pillar repair as well as complete some more repairs to the brick basement which is deteriorating. We increased this line item again this year to \$20,000 as we anticipate on-going major repairs and we need to preserve our separate Capital Fund for larger future expenditures concerning the clock tower and boiler.

**COURTHOUSE REPAIRS** – This category is increased by \$4,000 due to the many minor repair issues that continuously crop up in an old building including on-going boiler issues.

**UTILITIES** – This category has been increased by only \$500 as we hope our estimated fuel oil expenses will stabilize from last year's budget.

**COUNTY SUPPORT** – We continue to pay the Grace Congregational Church \$500 for juror and staff parking. We are required to continue with this line item and it has remained constant for over twenty years.

**MEMBERSHIP DUES** – This account is for dues to judges associations and professional dues paid to the Vermont Association of County Judges.

**TRAINING** – This account is for classes and training for the Assistant Judges. We do not foresee any major training expense for the coming year.

**SUPPLIES-OFFICE EQUIPMENT** - These categories which include janitorial, grounds keeping and accounting and equipment supplies have been decreased a total of \$100 for janitorial supplies and copier expenses.

**INSURANCES** – This category has been level funded.

**OPERATIONS** – We are required by statute to post legal notices and maintain a law library. We also pay for water here at the courthouse. This category has been reduced by \$400.

**PROBATE COURT** – The Probate Court has moved all activities to the Rutland County Courthouse which eliminates a previous minimal presence in Fair Haven but the County bears some office expense for this Court.

**SHERIFF'S DEPARTMENT** –The County is statutorily mandated to provide pursuant to 24 V.S.A. § 73 the following for the Sheriff's Department: adequate bond, suitable office space; office equipment and supplies; adequate telephone service, law enforcement supplies and equipment; insurance and funds for maintaining and operating such equipment. The County shall also provide reasonable secretarial and bookkeeping assistance; funds for training requirements and funds to provide matching share for grants.

Operating expenses include professional liability insurance and the Sheriff's bond.

Enclosed please find a detailed narrative from the Sheriff as to the Department's expenses. The total proposed expenses for the Sheriff's Department are up by \$4,754 over last year's budget which is a 1.98% increase.



# RUTLAND COUNTY SHERIFF'S OFFICE

Sheriff Stephen P. Benard

FBINA SESSION 198 • NSI SESSION 97

## Command Staff

November 13, 2014

LIEUTENANT  
CRAIG A. HANSON  
FBINA SESSION 201

Assistant Judge Jean Coulotti  
Assistant Judge David Lewis

LIEUTENANT  
FRANK L. WILK JR.  
FBINA SESSION 212

Rutland Superior Court  
83 Center Street  
Rutland, VT 05701

LIEUTENANT  
WILLIAM H. SKEENS SR.

Dear Judges,

SERGEANT  
RICHARD PUTNAM

Please find my budget proposal for the FY15 Budget year. (Feb 2015-Jan 2016)

DETECTIVE SERGEANT  
JEFFREY STEPHENSON

With the recent addition of our new facility, I have adjusted last years cost estimate of operating the building. There is an overall increase in this year's budget of \$3,682.00 or 2.1%.

SERGEANT  
JOHNATHAN BIXBY

SERGEANT  
DAVID FOX

## **LINES 6001-6005                      Salaries and Benefits**

OFFICE MANAGER  
PENELOPE F. GAROFANO

These lines represent the salary and benefit package afforded to our Office Manager, a County Employee for more than 24 years.

DISPATCH SUPERVISOR  
JENNIFER LOSO

## **LINE 6001a                      Bookkeeping Stipend**

This line item pays a stipend instead of full time employee costs associated with bookkeeping at the Sheriff's Department. This has been level funded for several years. The amount reflects a 2% increase. **(\$40,007.00)**

"THE RUTLAND  
COUNTY SHERIFF'S  
OFFICE  
WILL CONDUCT  
ITS WORK

## **LINE 6006                      Utilities**

WITH COMPETENCE,  
PROFESSIONALISM  
AND HONOR"

This line provides for a portion of the basic utilities associated with the operation of the Sheriff's Department. This line now includes the cost of propane, electricity and water/sewer etc at our new location. (approx. 2.75% increase)

Utility Estimates	Phone	\$ 4,200.00
	Comcast	\$ 6,600.00
	Grn Mtn Power	\$ 3,900.00
	Water and Sewer	\$ 450.00
	Plowing	\$ 3,600.00
	Propane	\$ 2,000.00
		\$ 20,750.00


P.O. BOX 303  
88 GROVE STREET  
RUTLAND, VT  
05702

802-775-8002  
FAX 802-775-1794



6010	Equipment	5,000.00	5,000.00
6011	Mortgage	33,762.00	33,762.00
6012	Sign-in	<u>22,000.00</u>	<u>22,000.00</u>
	Total	169,585.00	173,267.00 (+2.1%)

Sincerely,



Stephen P. Benard  
Sheriff