

Brandon Select Board Meeting
April 13, 2015
7:00 p.m.

The Brandon Select Board will meet Monday, April 13, 2015 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 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 Minutes – February 24, 2015
 - b) Select Board Minutes – March 23, 2015
 - c) Special Select Board Minutes – March 23, 2015
 - d) Special Select Board Minutes – April 6, 2015
 - e) Appointments:
 - i) Emergency Management Director
 - j) Fire Warden
 - ii) Planning Commission
 - iii) Development Review Board
- 3) Board Chair Report
- 4) Comments for Items not on the Agenda
- 5) Prior Years Affairs
 - a) Audit Report
 - b) Tax Sale Update / Collection Update
 - c) Brandon Industrial Corporation Allonge / Loan Modifications
- 6) Policy
 - a) Charter & 1% Tax
 - b) Emergency Operations Plan
 - c) Economic Development Report & Tax Stabilization Plan
- 7) Segment Six
 - a) Update on Segment 6 Right-of-Way Completions
 - b) Segment 6 Consider Additional Services Request Number 9
 - c) Consider Amendment Request from VHB
- 8) Bridge 114 Scoping Study
- 9) Project Tracking Report to Include FEMA Projects
- 10) Town Office Project
- 11) Fiscal
 - a) General Fund Warrant – April 13, 2015 - \$44,690.29
 - b) Wastewater Fund Warrant – April 13, 2015 - \$59,899.88
 - c) Consider P.O. 23311 to Thunder Towing for Repairs to 2010 Charger - \$1,053.67
 - d) Consider P.O. 51805 to Bendig Paving & Sealing for Street Sweeping - \$4,400.00
 - e) Consider P.O. 51806 to Howard P. Fairfield for Roadside Mower Rental - \$5,600.00
- 12) Adjournment

Special Brandon Select Board Meeting Minutes
February 24, 2015
7:00 p.m.

A Joint Meeting of the Select Board, Planning Commission, Development Review Board, and Economic Development Committee was held.

Present from the Select Board: David Atherton, Doug Bailey, Seth Hopkins

Present from the Planning Commission: Jeff Guevin, Marty Feldman, Linda Stewart

Present from the Development Review Board: Sam Stone

Present from the Economic Development Committee:

Also present were representatives of Mainstreet Brandon, the Brandon Area Chamber of Commerce, the Brandon Artists' Guild, and Fire District No. 1, as well as Bill Moore (Town Recreation Department, Economic Development Director) and Robin Bennett (Town Manager), and members of the public.

The Meeting was called to order at 7:05 p.m., and the agenda was approved without changes, by consent.

Jeff Stewart, Jeff Guevin, Bernie Carr, and Robert Black introduced the goals of the meeting: primarily to improve communication within and among the various groups in Town, to start taking on small projects that have little or no immediate fiscal impact, and to increase accountability and decrease overlap and working at cross-purposes among involved citizens and government.

Participants broke into small groups to discuss roles and responsibilities, then regrouped and synthesized findings. Photographs, videos, and other information are available on the Planning Commission's blog: <http://planningbrandon.wordpress.com>

In the second segment of the evening, participants again broke out into small groups focusing on two areas adapted from the Vermont Development Action Team (VDAT) report: Branding & Marketing and Public & Private Development. All then regrouped again.

Specific tasks assigned to Selectmen, Town officers, and Planning Commissioners include the following:

- Town Manager to report back to the group on 2/26 meeting with FEMA about rebuilding Green Park;
- Bill Moore (Economic Development Director) and Jeff Guevin (Planning Commission) to work on Town Calendar access and analysis for future coordination of events;

- Marty Feldman (Planning Commission, Economic Development Committee) to build coalition to see to the implementation of a Pathways Program.
- Jeff Guevin (Planning Commission) to Implement Town Plan action step to investigate Village or Growth Center Designation for Forest Dale and Park Village - Planning Commission -- and report at next meeting

A follow-up meeting has been tentatively scheduled for March 26, 2015.

Respectfully submitted,

Jeffrey P. Guevin
Chair, Brandon Planning Commission

Brandon Select Board Meeting March 23, 2015

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

In Attendance: Ethan Swift, Dave Atherton, Doug Bailey, Seth Hopkins, Ethan Swift

Also in Attendance: Wayne Rausenberger, Kathy Rausenberger, Richard Baker, Arlen Bloodworth, Lee Kahrs, Steve Cjika, Bernie Carr, Dennis Reisenweaver, Doug Sawyer, Chris Brickell, Gary Meffe, Janet Coolidge, Robert Black, Dick Kirby, Steve Bisette, Anthony Paduto, Steve Beck, Daryl Burlett, Tecari Shuman, Tracy Wyman, Jim Leary, Sheila Dickerson, Phyllis Reed

1. Call to order

The meeting was called to order by Doug Bailey, Chair, at 7:02PM.

Doug Bailey read the following statement on behalf of the Brandon Select Board: "*Robin Bennett and the Brandon Select Board have reached an amicable agreement resulting in Ms. Bennett's resignation as town manager. This agreement was for a figure significantly less than what was called for in her contract. At this morning's warned meeting, a check was issued in the amount of \$12,578.52. Per our agreement and the advice of our attorney this is all we have to say.*"

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

Combine Items 6 and 7 – FEMA Projects and the Project Tracker Report

Add a second Executive Session – 1V.S.A. 313(3)(a)(3) – Employment of a Public Officer or Employee

2. Consent Agenda

a) Select Board Meeting Minutes – March 9, 2015

Motion by Devon Fuller/Dave Atherton to approve the minutes of the March 9, 2015 Select Board meeting. **The motion passed unanimously - 4 to zero.**

b) Select Board Meeting Minutes – March 12, 2015

Motion by Devon Fuller/Dave Atherton to approve the minutes of the March 12, 2015 Select Board meeting. **The motion passed unanimously - 4 to zero.**

c) Select Board Meeting Minutes – March 16, 2015

Motion by Devon Fuller/Dave Atherton to approve the minutes of the March 16, 2015 Select Board meeting. **The motion passed unanimously - 4 to zero.**

d) Appointments

i) Tree Warden

ii) Fence Viewers (3)

iii) Inspector of Lumber, Shingles and Wood

iv) Weigher of Coal

v) BLSG Insect Control District

Motion by Devon Fuller/Dave Atherton to appoint Cindy Bell as Tree Warden.

Cindy Bell requested a change from appointment as the Tree Warden to a Fence Viewer. Devon Fuller retracted his motion.

Motion by Devon Fuller/Ethan Swift to appoint Wayne Kingsley as Tree Warden. **The motion passed unanimously – 4 to zero.**

Motion by Seth Hopkins/Devon Fuller to appoint Seth Clifford, Cindy Bell and Todd Nielson as Fence Viewers. **The motion passed unanimously – 4 to zero.**

Motion by Seth Hopkins/Devon Fuller to appoint John Reynolds as the Inspector of Lumber, Shingles and Wood. **The motion passed unanimously – 4 to zero.**

Motion by Ethan Swift/Devon Fuller to appoint Lou Faivre as the Weigher of Coal. **The motion passed unanimously – 4 to zero.**

Motion by Devon Fuller/Seth Hopkins to appoint Wayne Rausenberger as the Brandon Representative to the BLSG Insect Control District. **The motion passed unanimously – 4 to zero.**

Wayne Rausenberger stated there is another open Brandon BLSG Insect Control District Representative position and the prior delegate is interested in continuing, however, he did not get a letter of interest submitted. An Alternate position is also still open for the BLSG Insect Control District.

Motion by Dave Atherton/Seth Hopkins to appoint Jeremy MacLachlan as the second Brandon Representative to the BLSG Insect Control District. **The motion passed unanimously – 4 to zero.**

Motion by Seth Hopkins/Dave Atherton to appoint Gabe McGuigan as the Brandon Representative to the Solid Waste District. **The motion passed unanimously – 4 to zero.**

An Alternate position is still open for the Solid Waste District.

It was confirmed that Janet Coolidge, Doug Sawyer and Carol Bertrand wish to continue on the Budget Committee that will meet four times during the calendar year. There is an open position on the Budget Committee since Seth Hopkins is now a member of the Select Board.

Motion by Seth Hopkins/Ethan Swift to appoint Anthony Paduto to the Budget Committee. **The motion passed unanimously – 4 to zero.**

There are four committees – the Historic Preservation Committee, Brandon Development Review Board, Brandon Planning Commission and the Revolving Loan Fund Committee that received no responses regarding the openings. Devon Fuller stated if anyone is interested in serving on one of the committees, they should contact the Town Office. Dave Atherton stated the Fire Warden term has expired and action should be taken on this appointment. Anna Scheck will contact the Fire District to discuss this appointment.

3. Town Managers Report

Seth Hopkins and Doug Bailey have been working in the town office in an effort to keep projects moving forward during the town manager's absence. Mr. Bailey read the following report:

"While our town manager was out on administrative leave before her resignation, the members of the Brandon Select Board have been working as unpaid volunteers to guide the day-to-day work of the town. Highlights of the last two weeks:

We hired a new director of public works, Mr. Daryl Burlett. Mr. Burlett comes to us from Benson where he held the road commissioner for 15 years.

Doug Bailey & Devon Fuller accompanied Wayne Rausenberger to Montpelier to accept the \$500,000 grant for the town office building. Mr. Fuller has taken on the role of completing the town's administrative tasks related to completion of this grant. Our thanks again to Mr. Rausenberger, Blaine Cliver, and Robert Black for their ongoing contribution of their considerable talents and time.

Seth Hopkins, Ethan Swift, Daryl Burlett, and Richard Baker represented the town at a VTrans meeting regarding Brandon's major projects of Segment Six, Bridge 114, and the overflow culvert, as well as two grants that have been open for many years, the Union Street & Maple Street sidewalk, and the Churchill Road bridge. The meeting was productive.

The Select Board has finalized the order for the new truck for the wastewater department which had been approved on January 12th but not brought to completion.

The Select Board has met with engineer Jason Booth regarding the FEMA projects and has spoken several times with Mary Andes of FEMA by telephone to bring these to completion this summer and meet the FEMA deadline of September 1st.

The Select Board has offered a contract to Darren Winham of Darwin Dynamic Solutions regarding the economic development report which had not previously been executed.

The Select Board has pursued an insurance claim relating to damage caused at the town office by an automobile in November.

The Select Board has posted the position of town manager and re-posted the position of part-time bookkeeper, and has followed up with the candidates who have submitted interest in the bookkeeper position to date.

The Select Board has contracted with Richard Baker to complete the waiver valuation process for Segment Six."

Mr. Bailey thanked all Select Board members for the work they have done to keep the projects moving forward.

4. Public Comments for Items not on the Agenda

Robert Black thanked the Select Board for their efforts in working together for the Town. Mr. Black stated the second "Barn Raising" meeting is scheduled for this Thursday, which is a follow-up to the meeting held last month. The meeting will concentrate on communication and the development of a designated village for Forestdale.

Bernie Carr wished to thank the new Public Works Director who had provided an immediate response to a request from Mr. Carr this week.

5. Charter

Seth Hopkins spoke the attorney that Ms. Bennett had contacted regarding the town charter in connection with the discussions of a 1% local option tax. The Charter dates back to the original charter of the town and is not a specific governance charter, but is a colonial historic charter. It was recommended a charter could be developed similar to the 2013 St. Albans charter which would not require a full form charter. It was noted this type of charter had been approved by the legislature. Mr. Hopkins stated it would require a vote of the Town to move forward with this and it is uncertain how long it will take for the legislature to approve it. Doug Bailey stated there may be a couple of items that require town action and the Select Board is considering putting these items together for a vote of the public. It is hoped the town charter could be in front of the legislature next year.

6. FEMA Projects and Project Tracking Report

Seth Hopkins provided a handout of the Town's projects. Doug Bailey wished to recognize Doug Sawyer for his help in developing the Project Tracking report as this will keep the projects going and will allow for input on the projects. The report will be in the Board packets going forward for review. Mr. Bailey provided the following overview of the projects:

Wheeler Road – the grant needs to be reinstated – Doug Bailey stated the grant was for the design of the bridges, not for the repair of the bridges. Ethan Swift stated the voters have approved the town's cost share portion of the project.

Briggs Lane to restore after Irene – the RFP has been completed – the jersey barriers will not be removed until Segment 6. There is 60 feet of sewer line that will be replaced before the road is fixed. Bernie Carr asked why it is not being fixed with FEMA money. Chris Brickell stated the jersey barriers are a safety measure and until the Route 7 project is done, they have to remain in place. Ethan Swift stated this was another aspect of the project that got added because there is a box culvert that had collapsed and is integrated with the final fix of Segment 6. Mr. Carr stated if it is flood damage, FEMA should be paying to fix that and not wait until Segment 6, as this is an eye-sore. Doug Bailey stated Mr. Burlett and he will take a look at it and provide further input. Mr. Swift stated shoring up the Poirier building was a help with the safety issue. Robert Black suggested the town's funding match be included on the report and the addition of a numeric column based on the project year would provide an easier sorting option. Seth Hopkin stated many are 95% federal and state funded with a 5% town match. He noted the 5% has not been appropriated or budgeted for some of the projects. Mr. Bailey stated the report provides a much better understanding of the outstanding projects.

Kennedy Park – this is a sewer project that A & E had provided four options for consideration. The Select Board had chosen Option 4 to dig it up and insert a sleeve in the pipe to be able to view it. The FEMA funds total \$133,000.00.

Cobb Hill Culvert – this project is designed and is in the hands of FEMA for their approval. Ethan Swift stated these are FEMA projects that have to be completed by September 1st and if there can be savings found in other areas, it could help with the matches.

Town Office Repair – to be discussed as a separate agenda item

Union Street Reclaim – Daryl Burlett rewrote the scope of work for Union Street to use the same material – the RFP should be about \$180,000.00 for the total project, with \$105,000.00 remaining from the town's portion for Union Street. To reallocate the funds to another project would require a Town vote. Jim Leary questioned the Green Park project completion of December if the FEMA projects have to be completed by September 1st. Seth Hopkins stated FEMA was told that Green Park was the priority and it is the intent of FEMA to get the Green Park open early in the summer.

Union Street – an RFP has gone out for the project and the culvert. Seth Hopkins stated Daryl Burlett began work Tuesday morning and by lunchtime had a better solution for Union Street. Mr. Burlett called the state to initiate a change in the project. Mr. Hopkins commended Mr. Burlett for hitting the ground running and thanked the Town for hiring a full-time experienced public works director.

Marble Street/Champlain Street Overlays – two appropriations were just voted on and the RFP's are out and connected with some other paving projects to save money

Union Street/Maple Street Sidewalk - In a meeting with VTrans, they were aware that the town had entered into a contract for a grant for sidewalks in mid-2005 and \$60,000.00 had been spent for the design work. The state has been contacted and it was expressed the town wants to get this project done and they have been receptive to the request. It will require some right of way work and hopefully the Town will be able to do that.

Churchill Bridge -- Ethan Swift stated Mr. Burlett met with someone from the District Transportation office to discuss the consideration of a Bailey bridge for this project. The town is liable to pay back \$70,000.00 if this project is not done soon. Scott Robertson is currently reviewing this project.

It was noted that the Union Street and Churchill Street projects have been in the works for well over 10 years and they have not been followed-up on. It is important to have the project tracker to keep up with these projects. Wayne Rausenberger stated the Overflow Culvert project is seeking approval of qualifications based on engineering and the CDBG grant. Daryl Burlett stated this is a Hazard Mitigation grant and is separate from the FEMA grants and not subject to the September 1st deadline. Robert Black stated the Overflow Culvert and Segment 6 should be merged for time and cost to read as a unit. Doug Bailey stated the Town is trying to move those projects forward as one. Dave Atherton stated for three years the Select Board has been asking for this type of report and it is very exciting to have this type of update. Mr. Bailey stated the report is available on the Town's website and will be provided in the Select Board meeting packets. Mr. Fuller questioned Mr. Burlett about the budget for Green Park. Mr. Burlett stated it is in FEMA's hands and he is awaiting their feedback. Bernie Carr is glad that Daryl Burlett is moving forward with a Bailey bridge for the Churchill Bridge as this is an important natural and recreation resource for the Town and it is the best access for this area. Mr. Bailey stated the number of projects is excessive for a town of this size and it is hoped that by the end of the summer, they will be down to a more manageable number. The Select Board wants to be a board that gets things done and the project tracker will help move things forward.

Newton Road – this does not fall under the September 1st deadline, as this is a hazard mitigation grant, not a FEMA grant. The Newton Road project got pulled for the overflow culvert, as they are trying to match up the overflow culvert with the Segment 6 project.

8. Town Office Project

Devon Fuller stated there is a Town Office Project Committee in place. Mr. Fuller will be overseeing the project at the current time. He noted due to this being a HUD grant, the Board is required to take action to remove the town manager from the implementation grant.

Motion by Devon Fuller/Dave Atherton to remove Robin Bennett as the Director of the CDBG implementation grant. **The motion passed unanimously – 4 to zero.**

The Town received a certificate at a ceremony in Montpelier for the \$500,000.00 grant for the town office project. There is a lot of follow-up work to be done and Robert Black, a licensed architect for the State of Vermont, and Wayne Rausenberger will be working on this project. Blaine Cliver, historical architect, will also be assisting with the project. There was a productive

conference call with Claire Forbes at the state and her counterpart, Nathan Cleveland. The Overflow Culvert project has to be pursued at the same time, as the CDBG grant people do not want to give the money without being able to protect the project. It was noted that the \$68,000.00 match that has been approved by town voters that assists in showing the town does want to preserve this project. The environmental review has to be submitted to the state and that has been going well. There will be a grant agreement with the state once the environmental review is completed and the state is currently working on that. It is anticipated to have the bid packages go out early to mid-April. Robert Black provided an updated schedule and thanked Mr. Fuller for moving this project forward. He stated optimistically the drawings will be completed in April and by mid-April the bidders will be contacted. He is concerned that it is getting late in the construction season and that materials may increase in price. A bid window will be set from April 15th to May 8th, with contract review and post-bid negotiation to follow. On or about May 18th, would begin a 90-day construction period. On April 20th there would be a mandatory walk-through and a commission phase would take place at the end of the project to assure that everything is tested and works properly. It is hoped that the Town offices would be moved by September 1st.

9. Economic Development Report

Doug Bailey stated there have been numerous comments about what is going on with the report. In the last two weeks, it was determined that the contract was not executed between the Town and Darwin Dynamic Solutions. Mr. Winham has been working on the project. The contract is completed and will be signed this week. Mr. Winham will have the Tax Stabilization Plan completed and to the Town on April 3rd. The draft of Economic Development Strategic Plan will be received by April 24th, with the final of the document to be received by June 5th. The original contract that was not executed called for two payments, however, Mr. Winham has indicated payment will not be required until the contract is complete and documents are received by the Town. This contract was approved in last year's budget in the amount of \$10,000.00.

10. Tax Sale Update

Doug Bailey stated Jim Carroll, the town's attorney, has requested the timeline for the tax sale be postponed due to the departure of the town manager. The town manager is the delinquent tax collector and the process requires numerous documents to be signed for the town and the availability of the delinquent tax collector to bid on properties that no one bids on. The new timeline for a tax sale will be towards the end of May. This is an optimistic and aggressive time line of when the Select Board hopes to have a town manager in place.

Seth Hopkins stated there was a request from a landowner regarding the town throwing up a section of Town Road #44. The request came in writing and the Select Board should select a time and date for reviewing the road. The town highway in question is the northerly portion of Old Brandon Road, north of Nickerson Road and Carver Street. The Select Board would have to view the road first and then provide the proper notice prior to throwing up the road.

Motion by Seth Hopkins/Dave Atherton to set a hearing for Monday, May 11th at 6:00PM for a site visit of the northerly portion of Old Brandon Road, immediately followed by a hearing of

interested parties prior to the usual Select Board meeting. **The motion passed unanimously – 4 to zero.**

Carol Bertrand would like the process moved along as quickly as possible and hopes to work with their neighbors to get the road as their property. Doug Bailey stated in driving by the area, it is not thought the town would put a road in this area.

11. Fiscal

a) Postage Warrant

Motion by Devon Fuller/Dave Atherton to approve the postage warrant in the amount of \$1,000.00. **The motion passed unanimously – 4 to zero.**

b) General Fund Warrant – March 23, 2015 - \$83,390.40

Motion by Devon Fuller/Dave Atherton to approve the General Fund warrant of March 23, 2015 in the amount of \$83,390.40. **The motion passed unanimously – 4 to zero.**

c) Wastewater Fund Warrant – March 23, 2015- \$17,762.56

Motion by Devon Fuller/Seth Hopkins to approve the Wastewater Fund warrant of March 23, 2015 in the amount of \$17,762.56. **The motion passed unanimously – 4 to zero.**

d) March 9, 2015 General Fund Correction

Motion by Seth Hopkins/Devon Fuller to approve a warrant correction of 12 cents to the February 9, 2015 General Fund warrant. **The motion passed unanimously – 4 to zero.**

e) Consider P.O. 23309 to Thunder Towing for Repairs to 2010 Charger - \$1,234.05

Motion by Devon Fuller/Dave Atherton to approve P.O. 23309 to Thunder Towing for repairs to the 2010 Charger in the amount of \$1,234.05. **The motion passed unanimously – 4 to zero.**

Motion by Seth Hopkins/Devon Fuller to recess as the Select Board to convene as the Board of Liquor Commissioners at 8:22PM. **The motion passed unanimously – 4 to zero.**

The Select Board reconvened at 8:27PM.

Motion by Devon Fuller/Seth Hopkins to enter into executive session at 8:28PM to discuss the employment of a Public Officer or Employee under the provision of Title 1 Section 313(3)(a)(3) of the Vermont Statutes with the session to include Richard Baker. **The motion passed unanimously – 4 to zero.**

12. Executive Session – 1V.S.A. 313(3)(a)(3) – Employment of a Public Officer or Employee

Motion by Devon Fuller/Seth Hopkins to come out of executive session at 9:15PM. **The motion passed unanimously – 4 to zero.** There was no action required.

Motion by Devon Fuller/Seth Hopkins to enter into executive session at 9:16PM to discuss the employment of a Public Officer or Employee under the provision of Title 1 Section 313(3)(a)(3) of the Vermont Statutes. **The motion passed unanimously – 4 to zero.**

13. Executive Session – 1V.S.A. 313(3)(a)(3) – Employment of a Public Officer or Employee

Motion by Devon Fuller/Seth Hopkins to come out of executive session at 9:40 PM. **The motion passed unanimously – 4 to zero.** There was no action required.

14. Adjournment

Motion by Devon Fuller/Seth Hopkins to adjourn the Select Board meeting at 9:42 PM. **The motion passed unanimously - 4 to zero.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Brandon Special Select Board Meeting Minutes
March 23, 2015
9:00 a.m.

Select Board members present: Doug Bailey, Seth Hopkins, Devon Fuller, David Atherton

Also present: Dina Atwood, Larry Rogers, Jenny Beck, Lou Faivre, Dan Colton, Lee Kahrs

Doug Bailey called meeting to order at 9:03 a.m.

Seth Hopkins/David Atherton motion to adopt the agenda

Devon Fuller/Seth Hopkins motion to strike item #3 as unnecessary, passed 3-0

Dave Atherton/Devon Fuller motion to insert new item #3: General Fund Warrant Signing, passed 3-0

Doug Bailey called to adopt agenda as advised Seth Hopkins/Dave Atherton motion, passed 3-0

Devon Fuller/Seth Hopkins motion to go into Executive Session regarding evaluation and employment of a public officer or employee per 1 VSA 313 (3)a(4), passed 3-0 at 9:08 a.m.

Dave Atherton/Seth Hopkins motion to come out of Executive Session at 9:16 a.m., passed 3-0

Doug Bailey read the following statement:

"Robin Bennett and the Select Board have reached an amicable settlement resulting in her resignation as Town Manager. The warrant we are about to sign represents the final settlement which represents significantly less than the terms entitled her in her contract. At the advice of our attorney, this is all we can say."

Seth Hopkins/Dave Atherton motion to approve general fund warrant for a single check in the amount of \$12,578.72, passed 3-0.

Public Comment:

Jenny Beck asked what the terms of the agreement were. Select Board was advised not to discuss.

Larry Rogers asked how much the Select Board is allowed to oversee the Town. Seth Hopkins said that the Select Board is the governing body of the town and they will continue to assist in the Town as needed until a Town Manager is hired. Mr. Rogers then asked if we had authority to oversee the outstanding grants. Seth Hopkins said yes, we do.

Jenny Beck asked what the Select Board thoughts were to restructure the Town Manager position as she thought there seemed to be a history of quick turnover. Dave Atherton stated that the previous TM was here for 9 yrs+/- so there is longevity. We are updating the job description to better suit the position.

Doug Bailey said we understand the hiring process will be different next time.

Jenny Beck wanted to thank the Select Board for all of the time we have put into this.

Dave Atherton/Seth Hopkins motion to adjourn at 9:28 a.m., passed 3-0

Brandon Special Select Board Meeting Minutes

April 6, 2015

SB members: David Atherton, Doug Bailey, Seth Hopkins, Ethan Swift, Devon Fuller
Also: Blaine Cliver and Wayne Rausenberger

Call to order 8:34

Motion to adopt agenda by Devon Fuller/ David Atherton

Add 1 (b) Consider discontinuance for portion of Old Brandon Rd

Motion passed 4-0

Seth Hopkins discussed starting the process to consider discontinuance of the Northerly portion of Old Brandon Rd based on the 3/27/15 letter from Carol Bertrand. Dave Atherton expressed concern that the adjoining landowners need to be notified. Ethan Swift asked if there were water/sewer lines to be identified. Seth Hopkins stated that there was a survey completed in the 1980's that was recorded in Map Book 1 Page 64 but the actual spot of the lines were unclear. Devon Fuller suggested that we contact BFD#1 and the Sewer dept to research the location of the water/sewer lines. Ethan suggested calling DigSafe as well. Ethan asked if throwing up this portion of the road would make the Bertrand lot conform to zoning lot size? No, it would still need to go to the DRB.

Motion made by Seth Hopkins/David Atherton to proceed with process to discontinue the northerly portion of Old Brandon Rd. Motion passed 4-0

FEMA project discussion

Green Park

Devon Fuller said the DPW director suggest that we write a letter to FEMA that includes the history of the formation of the park (community involvement, brick donations, etc.) And to ask that it be repaired, at least with grass and better fencing so it can be used for the next three years instead of waiting until seg6/bridge 114/ overflow culvert construction. Ethan Swift said lets get it repaired for temporary use. Doug Bailey suggested that we use crushed stone around the gazebo and where the bricks would be. He also agrees that we do not pursue with complete remediation, just repair with grass and stone. He said that FEMA does not want to repair the park just to have it dug up when the overflow culvert is built. Blaine Cliver mentioned that the park will probably be used for a staging area during bridge 114 repair and Seg. 6 as well. But we could also use the lot behind the Mobil station for equipment. FEMA also wondered if we could move the overflow culvert to the southern end of the park. Ethan Swift addressed that there are private landowners on that side and we need to discuss easement issues with them. Doug Bailey mentioned that Warren Kimble does not want to lay the bricks back down until all projects are completed.

Devon Fuller/Dave Atherton motion to authorized Doug Bailey and Seth Hopkins to draft a letter to FEMA for Green Park temporary fix. Ethan Swift added that clarification of the importance of the overflow structure needs to be addressed in the letter. Motion passed 4-0

Kennedy Park Sewerline

Devon Fuller stated that the DWP director suggested that we could use the remaining FEMA funds for Kennedy park to purchase equipment, possibly new Ford F-550. Dave Atherton asked about the FEMA funds we received for the retaining wall and stairs to the parking lot. When is that getting fixed.

Devon Fuller/Seth Hopkins motion to put any remaining FEMA funds from the Kennedy Park Sewerline for equipment purchase. Motion passed 4-0

Cobb Hill

Motion by Devon Fuller/Seth Hopkins to draft a letter stating the scope of work to be changed to coincide with the A&E design proposal. Motion passed 4-0

Bridge 114

Blaine Cliver discussed parapet suggestions and will let the engineers know what the town would like for railings and make it work. Wayne Rausenberger was concerned about the rail/parapet design height. Devon Fuller/Ethan Swift motion to send a letter to the bridge engineers to engineer a rail over the bridge to meet all state and federal codes. Motion passed 4-0.

Wayne was concerned about the scoping study for the bridge surface/ cement slab. Why does it seem like this is a new issue? Dave Atherton stated that is has been discussed before but now they are ready to complete the scoping work. Wayne was also concerned about the funding as is was originally 1.3 million, and are there extra funds for the slab reconstruction?

Meeting recessed at 10:00 a.m. by Doug Bailey

Motion to enter into executive session for the employment of a public officer or employee made by Ethan Swift/Devon Fuller. Motion passed 4-0

Dave Atherton left at 10:10 a.m.

Motion made to close executive session by Ethan Swift/Devon Fuller at 10:57 a.m.. Motion passed 3-0, no action taken.

Motion to adjourn by Ethan Swift/Devon Fuller 10:58 a.m. Motion passed 3-0

VERMONT TOWN FOREST FIRE WARDEN

Reappointment Form

April 7, 2015



Mail to:
Agency of Natural Resources
VT Dept. of Forests, Parks and Recreation
271 North Main Street, Suite 215
Rutland, VT 05701
Attn: Lars Lund, Forest Resource Protection

AGENCY OF NATURAL RESOURCES
Department of Forests, Parks and Recreation
1 National Life Drive, Davis 1
Montpelier, VT 05620-3801

I hereby accept the reappointment to the position of TOWN FOREST FIRE WARDEN for the town of Brandon, Vermont, for a term to commence July 1, 2014 and terminate on June 30, 2019, or until I resign or am removed for causes. I will discharge the duties of the office in accordance with the Vermont Statutes to the best of my ability.

Yours very truly,

Signed [Handwritten Signature]

Linwood Bovey
Brandon Town Forest Fire Warden

76 Carver St. Street Address

Brandon VT 05733 Town, Zip Code

802-236-4914 Home Phone

802-342-7129 Office Phone

APPOINTMENT APPROVED:

Chair - Select Board

Member - Select Board

Member - Select Board

[Handwritten Signature]
Lars Lund - Forest Resource Protection

Member - Select Board

Member - Select Board

April 7, 2015
Date

Commissioner or designee

Date



September 18, 2014
Revised January 23, 2015

Ms. Robin Bennett
Town Manager
Town of Brandon
2417 Franklin Street (U.S. Route 7)
Brandon, VT 05733

Re: US Route 7 Upgrade
Brandon NH 019-3(496) – Segment 6
CLD Reference No. 04-0235

Subject: Town of Brandon, Contract No. 03-0390 / 04-0235
Additional Services Request No. 9
Downtown Brandon Alliance (DBA) Requests/Title Updates

Dear Robin:

We have prepared this Additional Services Request (ASR) to continue with design services and title updates on the Brandon Segment 6 project. Attached please find the following materials:

1. ASR No. 9 Approval Signatures;
2. ASR No. 9 Task Summary; and
3. Detailed Task Listing / Work Hours Estimate / Project Cost Summary / Subconsultants' Backup.

CLD is pleased to continue with the design of Segment 6 and we look forward to completing the design and seeing this project through construction. If you have any questions or need additional information, please contact me.

Very truly yours,

Christopher R. Bean, P.E.

CRB:ams

Enclosures

cc w/enclosures by email: Mark Colgan, P.E., Local Project Manager (VHB)
Michael Servetas, P.E. (VHB)
Scott Robertson, P.E., VTrans LTF Project Manager

**US ROUTE 7 UPGRADE
BRANDON NH 019-3(496) – SEGMENT 6**

ADDITIONAL SERVICES REQUEST NO. 9 – APPROVAL SIGNATURES

Please sign below for acceptance to this Additional Services Request No. 9 and return a signed copy for our files.

CLIENT:

ENGINEER:

TOWN OF BRANDON, VT

CLD CONSULTING ENGINEERS, INC.

By: _____

By the Firm: *Cheryl Allen*

Title: _____

Title: *President*

Date Signed: _____

Date Signed: *1/23/2015*



**US ROUTE 7 UPGRADE
BRANDON NH 019-3(496) – SEGMENT 6**

ADDITIONAL SERVICES REQUEST NO. 9 – TASK SUMMARY

I. Additional Downtown Brandon Alliance Design Changes

The Downtown Brandon Alliance (DBA) requested eleven (11) potential design changes. Subsequently, through coordination between the designers, Town officials, VTrans and the Act 250 Coordinator, six (6) design changes were determined to be minor and approved without the need for a permit amendment. Three of the requested design changes were not included in any previous contract and, therefore, are included under this ASR No. 9. The three design changes include: Addition of a mid-block crosswalk between Prospect Street and Pearl Street (identified as Change No. 8); Addition of a crosswalk at High Street (identified as Change No. 9); and modification of the parking stall depths near the Library on VT 73 East (identified as Change No. 11). CLD understands that completion of these design tasks will be non-participating and, therefore, the effort will be tracked and invoiced separately.

As requested, an estimate of additional construction costs necessary to incorporate the three additional project elements as described above has been attached. The additional construction cost is estimated to be \$11,500.

II. Title Updates (Vermont Survey and Engineering, Inc.)

The Town has requested that Vermont Survey and Engineering, Inc. (VSE) complete a comprehensive title research/update prior to the Town's Right-of-Way (ROW) negotiations with property owners. VSE created the original abstracts in 2005/2006 and provided some updates in 2009/2010 for properties with known property owner changes. This update will include "refreshing" all abstracts for parcels with changes in ownership since the original 2005/2006 research. VSE will also revise the draft easement documents affected by any new information obtained during the title research. See VSE's attached Scope of Work for additional information.

III. Partial Mortgage Release Document Preparation (Vermont Survey and Engineering, Inc.)

The Town has requested that VSE complete Partial Mortgage Release documents. VSE has estimated that ten Partial Mortgage Release documents will need to be filed in the land records. VSE estimates this effort at \$50 per release for a total of \$500. See VSE's attached Scope of Work for additional information.





BRANDON NH 019-3(496)
US ROUTE 7 UPGRADE IMPROVEMENTS
SEGMENT NO. 6

ESTIMATE OF CONSTRUCTION COST INCREASE TO INCLUDE DOWNTOWN BRANDON ALLIANCE
REQUESTED DESIGN CHANGES #8, #9 AND #11

CONSTRUCTION ITEMS	Estimated Quantity	Estimated Unit Price	Total
A. Mid-Block Crosswalk Near Post Office (Change No. 8)			
Pay Item			
Crosswalk Striping (Paint, m)	24.6	\$9.50	\$233.70
Crosswalk Striping (Thermo, m)	24.6	\$33.00	\$811.80
Crosswalk Stamped Asphalt (SM)	22.14	\$200.00	\$4,428.00
Ped X-ing Signs (2 assemblies, SM)	1.53	\$125.00	\$191.61
Ped X-ing Square Tube Sign Posts (m)	9.14	\$30.00	\$274.32
Detectable Warning Surfaces (2 ea, SM)	1.49	\$1.00	\$2.00
Portland Cement Concrete Sidewalk (SM)	11.48	\$75.00	\$860.63
		Subtotal	\$6,802.06
		SAY	\$8,000.00
B. High Street Crosswalk (Change No. 9)			
Pay Item			
Crosswalk Striping (Paint, m)	9.0	\$9.50	\$85.50
Crosswalk Striping (Thermo, m)	9.0	\$33.00	\$297.00
Ped X-ing Signs (2 assemblies, SM)	1.53	\$125.00	\$191.61
Ped X-ing Square Tube Sign Posts (m)	9.14	\$30.00	\$274.32
Detectable Warning Surfaces (3 ea, SM)	2.23	\$500.00	\$1,114.84
		Subtotal	\$1,963.27
		SAY	\$2,000.00
C. Library Parking (Change No. 11)			
Pay Item			
Sand (CM)	12.60	\$25.00	\$315.00
Subbase Dense Graded Crushed Stone (CM)	12.60	\$40.00	\$504.00
Superpave Bituminous Concrete Pavement (T)	7.06	\$80.00	\$564.48
		Subtotal	\$1,383.48
		SAY	\$1,500.00



**BRANDON NH 019-3(496)
US ROUTE 7 UPGRADE IMPROVEMENTS**

SEGMENT NO. 6

ESTIMATED WORK HOURS/COST

I. ADDITIONAL DOWNTOWN BRANDON ALLIANCE DESIGN CHANGES

	ESTIMATED WORK HOURS					
	PM	PE	Eng.	Tech.	Tech. Typist	Total Hours
A. Mid-Block Crosswalk Near Post Office (Change No. 8)						
Coordination with Town/VHB/VTrans	1	2		1		4
Design						
Layout/revise sidewalk, crosswalk, curb ramps, striping, signs, and slope lines	2	1	1	1		5
Update sidewalk profile		1	2	1		4
Review driveway design at 22+078.8 LT			1			1
Coordinate proposed hydrant location with revised sidewalk configuration		1	1			2
Update drainage design to accommodate revised parking space configuration		1	1			2
Remove crosswalk/walkways at 22+132 and update construction notes		1	2	1		4
Plan Revisions						
Revise General Plan, Alignment & Pavement Layout Plan, Drainage Plan, Signing & Pavement Marking Plan, Landscaping Plan, Cross Sections, EPSC Plan, Construction Notes		2	2	8		12
Revise Quantities		2	4	1		7
B. High Street Crosswalk (Change No. 9)						
Design						
Layout/revise crosswalk, curb ramps, striping, signs, and slope lines		1	3	1		5
Plan Revisions						
Revise General Plan, Signing & Pavement Marking Plan, Cross Sections, Construction Notes		1	1	3		5
Revise Quantities		1	2	1		4
C. Library Parking (Change No. 11)						
Coordination with Town/VHB/VTrans	1	2		1		4
Design						
Layout/revise curb and striping, signs, and slope lines	2	1	3	1		7
Plan Revisions						
Revise General Plan, Alignment & Pavement Layout Plan, Signing & Striping Plan, Cross Sections, Construction Notes		1	2	3		6
Revise Quantities		1	2	1		4
TOTAL WORK HOURS (Additional DBA Design Changes):	6	19	27	24	0	76



BRANDON NH 019-3(496)
US ROUTE 7 UPGRADE IMPROVEMENTS

SEGMENT NO. 6

	<u>ESTIMATED ENGINEERING COSTS</u>		
	<u>Work Hours</u>	<u>Estimated Hourly Rate</u>	<u>Estimated Costs</u>
Project Manager	6	\$ 56.65	\$ 340
Project Engineer	19	40.25	765
Engineer	27	32.50	878
Technician	24	18.00	432
Technical Typist	0	20.00	-
	<u>76</u>		
		Total Direct Labor	\$ 2,415
		Indirect Costs @ 1.38	3,333
		Subtotal	\$ 5,748
		Fixed Fee	575
		Direct Costs	
		<u>TOTAL ESTIMATED COST:</u>	<u>\$ 6,323</u>



New Hampshire • Vermont • Maine

Last State Audit Submittal Year: 2013

Contract No.: 03-0390 / 04-0235
 Project Name: Brandon NH 019-3(496)
 CLD Project No.: 04-0235
 Date: 1/23/2014

BREAKDOWN OF COSTS

ADDITIONAL SERVICES REQUEST NO. 9

WORK ITEM	Labor	Overhead	Fixed Fee	Direct Costs	Total	Total Work Hours
CLD CONSULTING ENGINEERS, INC.						
I. ADDITIONAL DOWNTOWN BRANDON ALLIANCE DESIGN CHANGES	\$ 2,415	\$ 3,333	\$ 575	\$ -	\$ 6,323	76
CLD TOTAL:	\$ 2,415	\$ 3,333	\$ 575	\$ -	\$ 6,323	76
SUBCONSULTANTS*						
II. Vermont Survey and Engineering, Inc. (Title Updates)					\$ 8,155	
III. Vermont Survey and Engineering, Inc. (Partial Mortgage Release Document Preparation)					\$ 500	
SUBCONSULTANTS' SUBTOTAL:					\$ 8,655	
GRAND TOTAL:					\$ 14,978	76

* See subconsultants' backup



Last State Audit Submittal Year: 2013

Town of Brandon

Water, Sewer and Roadway Design

Contract No. 03-0390 / 04-0235

Project Cost Summary

Project	CLD Project No.	Updated Contract Amount	Pending Additional Services Request No. 9	Total Contract Amount
Brandon Water	03-0390	\$ 258,727		\$ 258,727
Brandon Sewer	03-0390	103,115		103,115
Brandon Roadway Design	04-0235	1,370,732	14,978	1,385,710
GRAND TOTAL:				
		\$ 1,732,574	\$ 14,978	\$ 1,747,552

Daryl Burlett

From: John Byatt <johnb@cldengineers.com>
Sent: Wednesday, April 08, 2015 9:29 AM
To: Austin, Jenny (JAustin@VHB.com); Servetas, Michael; dburlett@townofbrandon.com
Subject: Bridge 114 ASR2 - Testing and other work
Attachments: ASR 2 Brandon Arch SOW and Estimate.pdf

Jenny, Mike and Daryl,

Attached is the Scope of Work and Fee for the work necessary to finish the Scoping Study phase. We have not been able to identify a sub to perform traffic counts so we have just allocated some funding for that for now.

I realize the cost is sizable and we looked at reducing the scope of the field work as much as possible.

I would not recommend it but one "radical" option is to not do anything with the roadway slab at all which would most likely eliminate the need for one-way alternating traffic or a detour. We could assume it is there except for the downstream 10-12 feet and just build a new slab for 10-12 feet. The problems are, if we need to build more than 10-12 feet then we have extra construction costs and we have to phase traffic. Or we just don't build more than 10-12 feet of slab. The other problem is if the slab needs to be repaired or replaced in the future, then the Town may not get VTrans funding to do it. This project seems to be a good opportunity to get all potential issues with the bridge resolved.

As VTrans does not seem that keen on the soil remediation, we could eliminate it and thus eliminate the soil testing needed for it.

I hate to eliminate repairs or improvements because the design funds seem too high but maybe there is no choice.

Take a look and we can discuss.

Also, let me know if I should send this to VTrans now or wait for your review.

John

John Byatt, P.E. | Structures Team Leader | CLD Consulting Engineers, Inc. | johnb@cldengineers.com
540 N. Commercial Street, Manchester, NH 03101 | Office: 603-668-8223 x 122 | www.cldengineers.com



April 8, 2015

Mr. Mark Colgan, P.E.
Director, Engineering Services
Vanasse Hangen Brustlin
7056 US Route 7
P.O. Box 120
North Ferrisburgh, VT 05473

Re: Brandon BHF 019-3(58)
US Route 7 Bridge No. 114 over Neshobe River
Scoping Study
Scope and Cost Estimate - ASR No. 2
CLD Reference No. 12-0177

Dear Mr. Colgan:

Enclosed are our proposed work hours and cost estimate for work related to subsurface investigations and maintenance of traffic evaluations. This work is a continuation of the Scoping Study phase.

Project Background

The existing bridge is a twin stone arch structure spanning the Neshobe River and carries US Route 7 through Brandon, VT. The stone arches are approximately 42'-0" long with a 6'-6" long concrete extension consisting of concrete abutments, wingwall, and pier on its southern/downstream end. This concrete extension supports a 5'-0" concrete sidewalk slab with concrete parapet. Each arch has a span of approximately 17 feet from springline to springline. The structure extends underneath US Route 7 before ending at the approximate location of the downstream sidewalk.

The stone arches are in fair condition overall and are structurally sound, but extensive leaking has resulted in efflorescence, algae growth, and mortar loss, especially within the first and last 10'-0" to 11'-0" of the arch barrels. Voids are apparent along the entire length of the arch walls and sand is coming through between the stones of the arch indicating that the mortar loss extends the full depth of the stones. Some minor cracking and displacement of the stones is also evident. The concrete extension at the downstream face of the arch supporting the sidewalk is in poor condition. The concrete pier between the arch barrels and the downstream concrete abutments is delaminated, and the pier is also heavily scoured along the waterline. An emergency repair performed in late 2011 repaired the large voids between the arch stones within the first six feet of the downstream end of the arches.

In the draft Scoping Report dated February 16, 2015, CLD recommended various repairs to the arch and soil remediation to reduce ground water infiltration. The draft report recommended removing the existing downstream concrete sidewalk slab and pier and replacing it with a single span precast beam. It was recommended the existing sidewalk abutments be reused in order to reduce costs. The report also recommended replacement of the retaining/wingwall adjacent to Green park. In a letter dated March 13, 2015, the Town of Brandon Selectboard concurred with these recommendations.



The report also recommended further investigation and analysis of several items including:

- Determine the limits, depth, thickness and condition of the roadway slab over the arch. This would include ground penetrating radar (GPR) to determine the limits and cores and probes to determine the slab condition, depth and thickness. The cores would be tested for compressive strength and chloride ion content.
- Determine the soil conditions to decide the most appropriate and cost effective soil remediation type.
- Also use GPR to locate voids in the soil above the arches if possible.
- Determine the queue lengths during peak and off-peak hours if one-way alternating traffic is used at the bridge site.
- Evaluate possible detour routes and the effect using a detour will have on the Act 250 permit.
- Also, material tests of the existing sidewalk abutment and a determination of their configuration and stability are needed. This is particularly necessary as we are increasing the load on the existing abutments by changing from a two span to a single span structure.

The intent of the following scope of work and attached fee matrix is to address the investigations and analysis noted above. The following are scope items and assumptions made:

Subsurface Investigations, Materials Testing and Evaluations

- ◆ Please refer to the scope and fee proposal provided by our subconsultant Haley and Aldrich, Inc. (H&A) for a description of the testing and evaluations to be performed.
- ◆ CLD will prepare traffic control sketches for the traffic control needed for the boring, coring and ground penetrating radar work. It is assumed the one-way alternating traffic during off-peak hours and nighttime will be used.

Temporary Traffic Control Evaluations

- ◆ CLD will evaluate whether one-way alternating traffic is feasible during construction.
- ◆ Turning movement count data will be collected at the intersection of US Route 7 and West Seminary Street. These counts will be done during peak and off-peak hours to ensure that time-of-day traffic flow variations along Route 7 as well as movements into and out of West Seminary Street can be appropriately accommodated in any traffic control plan. Hours to gather and analyze this data are included in this proposal.
- ◆ CLD will also drive potential detour routes to determine this applicability for large vehicles.

Structural

- ◆ In order to reuse the existing sidewalk abutments, their condition and ability to carry the extra load from a single span bridge is needed. CLD will analyze the abutment stability using the abutment configuration determined by the probes. The increase to the abutment bearing pressure will be checked. A compressive test and chloride ion test of the concrete is also proposed.
- ◆ The capacity of the arch to carry the extra weight due to the soil remediation grout is needed and included.

Mr. Mark Colgan, P.E.
CLD Reference No. 12-0177
April 8, 2015
Page - 3



Act 250 Coordination

- ◆ CLD's subconsultant EIV Technical Services (EIV) will prepare a letter to the District Environmental Commission (DEC) to ask if aspects of the bridge project will constitute a material change in the Act 250 permit granted for the Segment 6 project. Please refer to EIV's enclosed scope for more description of the work.
- ◆ The letter to the DEC will require some plans and exhibits. Assuming plans and details already developed can be used with only minor adjustment, CLD has included hours to make these adjustments and include them in a format suitable for the letter.

Meetings

- ◆ No additional meetings are proposed. Discussions of the findings of the investigations noted above can take place during the preferred alternates meeting.

Submissions

- ◆ CLD will update the draft Scoping Report with the TCP and material findings of the investigations noted above.
- ◆ Costs will also be updated in the report based on the test findings.

Historic Traffic Barrier

- The Town has requested that a metal barrier be placed on the bridge instead of a concrete barrier matching the existing barrier. This barrier will need to be a federally crash tested traffic barrier. CLD will work with the VTrans historic section to determine if such barrier is available and determine the costs associated with this barrier.

Schedule

Enclosed is a revised schedule illustrating the design portion of the project with the testing noted above.

If you need any additional information or if you have input on our assumptions, please do not hesitate to call. We look forward to working with you and your staff on this project.

Very truly yours,

A handwritten signature in black ink, appearing to read 'John P. Byatt', is written over a horizontal line.

John P. Byatt, P.E.
Project Manager

JPB:ams

Enclosures

Work Hours/Cost Estimate



TOWN OF BRANDON, VT
BRANDON BHF 019-3(58)
US ROUTE 7 BRIDGE 114 OVER NESHOBE RIVER
SCOPING STUDY - ASR NO. 2

PHASE A - PROJECT DEFINITION

TASK	ESTIMATED WORK HOURS							Total Hours	
	Prog. Mgr.	Proj. Mgr.	Senior Eng.	Project Eng.	Junior Eng.	Tech.	Tech. Typist		
A. Project Kick-Off Meeting									
B. Compile Base Map / Document Existing Conditions									
C. Local Concerns and Purpose and Need									
D. Purpose and Need Statement									
E. Identify Land Use Context									
F. Develop Conceptual Alternatives									
Traffic									
Collect turning movements at VT7 / West Seminary Street			2			4		6	
Determine one-way alternating traffic queue lengths (peak and off-peak)			2	8				10	
Roadway									
Evaluate changes to profile and cross slope to improve drainage			2	4				6	
Evaluation of Detour Options include drive detours			16	16				34	
Conceptual Detour Route Plan		1	2	4		4		11	
Act 250 exhibit/plan preparation			1	1		2		4	
TCP Sketch and Narrative for Coring work			1	2	6	4		13	
Bridge									
Field investigation observation			10	10				20	
Analyze existing stone arch for saddle concrete / soil remediation loads		1	2	8	24			35	
Analyze existing sidewalk abutments for stability		1	2	6	12			21	
Evaluate historic metal traffic barrier and costs		1	1	4	4			10	
Evaluate precast slab constructability, details and cost		1	2	4	2			9	
Evaluate Traffic Control Options			2	4				6	
Update evaluation matrix			1	2				3	
QC/QA			2					2	
Boring request / coordination with geotechnical engineer			2	1				3	
Borings and geotechnical review			By Haley & Aldrich, Inc.						
G. Right-of-Way (ROW)									
H. Identify Natural and Cultural Resource Constraints and Permitting Requirements									
I. Identify Utility Conflicts									
J. Develop Preliminary Cost Estimates									
Update bridge quantities based on coring findings		1	1	4	4			10	
Compile conceptual cost estimates				1	1			2	
K. Alternatives Presentation									
L. Preferred Alternate									
M. Project Design and Construction Timeline									
N. Scoping Report Production									
Update Scoping Report for Coring Findings		1	2	4		2		9	
O. Project Administration									
Project administration	1	2					1	4	
Coordination with subconsultants		2	2					4	
Coordination with Town / VHB and VTrans		2						2	
TOTAL WORK HOURS:	1	15	55	83	53	14	3	224	

ESTIMATED ENGINEERING COSTS			
	Work Hours	Estimated Hourly Rate	Estimated Costs
Program Manager	1	\$ 58.35	\$ 58
Project Manager	15	46.23	693
Senior Engineer	55	46.23	2,543
Project Engineer	83	36.57	3,035
Junior Engineer	53	33.80	1,791
CADD Technician	14	24.99	350
Technical Typist	3	20.60	62
TOTAL	224		

Total Direct Labor	\$ 8,532
Indirect Costs @ 1.465	12,499
Subtotal	\$ 21,031
Fixed Fee	2,103
Direct Costs	410
CLD TOTAL ESTIMATED COST:	\$ 23,544
EIV Technical Services, LLC	6,315
Traffic Count Subs	1,000
Haley & Aldrich, Inc.	60,292
Total Estimated Cost	\$ 91,151



TOWN OF BRANDON, VT
 BRANDON BHF 019-3(58)
 US ROUTE 7 BRIDGE 114 OVER NESHOBE RIVER

ESTIMATE OF DIRECT COSTS

A. Project Definition

Mileage	# Trips	miles (rnd trp)	cost/mi	=	\$	302.40	
To Brandon	2	270	0.56	=	\$	-	
To Montpelier -		260	0.56	=	\$	-	
				Subtotal	\$	302.40	\$ 302.40
Tolls/Parking		4	\$ 1.50	=	\$	6.00	
				Subtotal	\$	6.00	\$ 6.00
<u>Reproductions</u>							
	no. sets**	Plans per set	Rate / sheet			Totals	
Full Size	2	12	\$ 1.10		\$	26.40	
11x17	2	12	\$ 0.30		\$	7.20	
8.5x11	10	12	\$ 0.15		\$	18.00	
Mylar	0	12	\$ 5.56		\$	-	
					\$	51.60	\$ 51.60
Postage	1	sets shipped @	\$25				\$ 25.00
Newspaper Advertisement for Public Meetings							\$ -
Misc.							\$ 25.00

Project Definition Subtotal = \$ 410.00



**BREAKDOWN
COST ESTIMATE**

Last State Audit Submittal Year: 2014

Consultant:	CLD Consulting Engineers, Inc.
Contract No.:	ASR. No. 2
Project Name:	BRANDON BHF 019-3(58)
CLD Project No.:	12-0177
Date:	April 8, 2015

WORK ITEM	Labor	Overhead	Fixed Fee	Direct Costs	Total
A. PHASE A - PROJECT DEFINITION					
H&H Study and Historic Coordination					
Scoping Study	\$ 8,532	\$ 12,499	\$ 2,103	\$ 410	\$ 23,544
Conceptual Plans					
SUBTOTAL - PHASE A - PROJECT DEFINITION:	\$ 8,532	\$ 12,499	\$ 2,103	\$ 410	\$ 23,544
B. PHASE B - PROJECT DESIGN					
Preliminary Plans					
Final Plans					
Contract Plans					
SUBTOTAL - PHASE B - PROJECT DESIGN	-	-	-	-	-
C. CONSTRUCTION					
SUBTOTAL:	\$ 8,532	\$ 12,499	\$ 2,103	\$ 410	\$ 23,544
SUBCONSULTANTS (see attached backup)*					
EIV Technical Services, LLC					\$ 6,315
Haley & Aldrich, Inc.					60,292
Traffic Count Subs					1,000
	* Subconsultants' totals include direct labor, travel time, and expenses				
SUBTOTAL:	\$ -	\$ -	\$ -	\$ -	\$ 67,607
TOTAL ESTIMATED COST:	\$ 8,532	\$ 12,499	\$ 2,103	\$ 410	\$ 91,151



Last State Audit Submittal Year: 2014

Town of Brandon
 Brandon BHF 019-3(58)
 US ROUTE 7 BRIDGE 114 OVER NESHOBE
 RIVER

Project Cost Summary

Project	CLD Project No.	Original Contract Amount	Additional Services Request No. 1	Pending Additional Services Request No. 2	Updated Contract Amount
CLD CONSULTING ENGINEERS, INC. (Phase A - Project Definition)					
Brandon BHF 019-3(58)	12-0177	\$ 44,260	\$ 28,874	\$ 23,544	\$ 96,678
SUBTOTAL - PHASE A - PROJECT DEFINITION:		\$ 44,260	\$ 28,874	\$ 23,544	\$ 96,678
SUBCONSULTANTS					
EIV Technical Services, LLC		\$ 5,169	\$ 4,454	\$ 6,315	\$ 15,938
Haley and Aldrich, Inc.			\$ 3,668	\$ 60,292	\$ 63,960
Vermont Survey and Engineering, Inc.		\$ 11,331			\$ 11,331
Traffic Count Subs				1,000	\$ 1,000
SUBTOTAL:		\$ 16,500	\$ 8,122	\$ 67,607	\$ 92,229
GRAND TOTAL - PHASE A:		\$ 60,760	\$ 36,996	\$ 91,151	\$ 188,907



55 Leroy Rd, Suite 15
Williston, VT 05495
Tel: 802-497-3653 Fax: 802-497-3656

April 3rd, 2015

John Byatt, P.E.
Project Manager
CLD Consulting Engineers, Inc.
540 Commercial Street
Manchester, NH 03101

**Re: Brandon Bridge 114 and Route 7 Segment 6
Act 250 Jurisdictional Opinion Proposal**

Dear Mr. Byatt,

In response to our recent conversations, there are proposed design and traffic control changes to the Route 7 Segment 6 plans that may impact the project's Act 250 Permit. Also, work on the Bridge 114 project may impact the Segment 6 Act 250 Permit.

We understand that it may be difficult to maintain two way traffic over Bridge 114 during construction, and it would require 2 phases of construction. Alternative traffic control measures you are currently considering include reducing traffic to a single one-way alternating lane, in addition to the possibility of closing the bridge and detouring traffic around the site. The existing Route 7 Segment 6 Act 250 permit allows for alternating one way traffic but does not included shutting down traffic completely during Segment 6 work or for work on Bridge 114 if they were to happen simultaneously.

Any major changes to the traffic plan for the Bridge 114 project if it happens during the Route 7 Segment 6 project work, would require review, a Jurisdictional Opinion, and possibly a permit amendment.

Additionally, from the information you provided it appeared William Burke, District Environmental Coordinator, felt if the Bridge project happened during the Segment 6 project then the bridge work would have to be included as an amendment to the Route 7 Segment 6 Act 250 permit. At the time there was not enough data for him to make a formal opinion regarding the need for an amendment.

EIV has used Act 250 precedent in the past to show that some adjoining projects should not be considered together for jurisdictional purposes. It is not clear that the bridge project would require an amendment, in order for the Bridge 114 to be separate from the Route 7 Segment 6 project work, we will need to demonstrate the two projects are of independent utility, and are separate and distinct. We have worked on similar transportation project situations in the past, and we will leverage this experience in the understanding of these two projects within an Act 250 context.



55 Leroy Rd, Suite 15
Williston, VT 05495
Tel: 802-497-3653 Fax: 802-497-3656

In an effort to keep both projects moving forward efficiently, we propose the following approach:

- *Review proposed Bridge 114 design plans and determine implications to the Route 7 Segment 6 Act 250 Permit,*
- *Consider and review precedence on declaratory rulings with a similar situation,*
- *Coordinate with the District Environmental Coordinator, William Burke, and*
- *Submit an Act 250 Jurisdictional Opinion request.*

Feel free to contact us directly with any questions regarding this submission, 802-497-3653.

Sincerely,
EIV Technical Services

A handwritten signature in black ink, appearing to read "J. Dagesse", is written over a horizontal line.

Jacqueline Dagesse, MBA, CPESC, PMP
President / Environmental Engineer

EIV TECHNICAL SERVICES

Route 7 Segment 6 / Brandon Bridge 114 Act 250 Consulting Services
Mar-15

	Principal Hydrogeologist / Manager IV	Environmental Specialist Supervisor	TOTAL HOURS (ALL LABOR)	COST BY TASK
Route 7 Segment 6 / Brandon Bridge 114				
Review proposed design plans and impacts to existing Act 250 conditions	12	8	20	1832.12
Prepare Act 250 Permit Jurisdictional Opinion Request	16	12	28	2549.04
Project Coordination and Meetings	8	8	16	1433.84
TOTAL HOURS	36	28	64	\$5,815
HOURLY RATE	\$99.57	79.66		

Direct Costs: \$500.00
Mileage, Copies, Photographs, Misc. \$6,315.00
Total Cost \$6,315.00

Labor:

TITLE	Direct Labor Cost	OH Rate @ 126.3% of DL	Fixed Fee	HOURLY RATE Straight Time**	HOURLY RATE Overtime***
Principal Hydrogeologist / Manager IV	\$40.00	\$50.52	\$9.05	\$99.57	
Historic Preservation Consultant	\$35.00	\$44.21	\$7.92	\$87.13	
Civil Engineer V	\$34.00	\$42.94	\$7.69	\$84.64	\$101.64
Environmental Specialist Supervisor	\$32.00	\$40.42	\$7.24	\$79.66	\$95.66
Civil Engineer III	\$30.00	\$37.89	\$6.79	\$74.68	\$89.68
Environmental Specialist III	\$28.00	\$35.36	\$6.34	\$69.70	\$83.70
Survey Chief	\$24.00	\$30.31	\$5.43	\$59.74	\$71.74
Clerical	\$22.00	\$27.79	\$4.98	\$54.76	\$65.76

** Hourly Rate is the sum of Direct Labor, Overhead Rate and Fixed Fee
*** Overtime Rate for salaried positions will be billed at Straight Time Rates
Overtime Rate for hourly positions will be computed at 1.5 times the Direct Labor Cost

Two-Span Stone Arches Bridge
US Route 7 over Neshobe River
Bridge No. 114
Brandon, Vermont

Haley & Aldrich, Inc.
Geotechnical Engineering Services

SCOPE OF SERVICES

The existing twin stone arch bridge structure spans the Neshobe River and carries US Route 7 through Brandon, Vermont. The existing bridge will remain in place and a new retaining wall will be constructed on the southeast side of the bridge near the existing Green Park. The subsurface investigation program below addresses concerns with the stability of roadway sub-slab bearing support (voids in the subgrade), potential grouting systems (to fill voids), and competencies of existing construction materials (soil and concrete testing).

Specifically, the purposes of our geotechnical engineering services include the following:

- Perform a geophysical survey using ground penetration radar (GPR) techniques in the area of the roadway sub-slab to identify possible voids beneath the roadway/roadway sub-slab, presence or absence of the roadway sub-slab, and to identify existing utilities prior to undertaking the subsurface exploration program outlined below.
- Perform a series of test probes/borings in the area of the existing roadway sub-slab (eastern and western extents) to determine the concrete sub-slab areal limits and the depth from the roadway sub-slab to the top of roadway. A core sample of the slab will be collected if encountered to determine the thickness and condition of the slab. Soil sampling beneath the slab will be performed to evaluate soil conditions and further evaluate the grouting remediation program.
- Perform an additional series of test probes/borings (undesigned) in the area of the existing roadway sub-slab (central area) based on findings and anomalies identified from the geophysical survey to aid in the evaluation of the areal limits and condition of the roadway sub-slab; identify the soil conditions beneath the roadway/roadway sub-slab; confirm or refute the presence of voids (identified in the geophysical survey); and collect soils for gradation testing, which will be used to further evaluate the grouting remediation program.
- Perform test probes in the area of the southeast abutment in an attempt to approximate the geometry of the existing abutment.
- Perform a test boring in the area of the southeast abutment. The test boring will be extended below the abutment footing to verify the bearing conditions.
- Perform a test boring in the area of the proposed retaining wall replacement to evaluate soil/bedrock conditions and prepare geotechnical recommendations for the design of the retaining wall.
- Collect horizontal cores from the southeast abutment face for laboratory testing to aid in the evaluation of the existing abutment structure condition.

We propose to undertake the following services:

A. Review Existing Information - Review and assess readily available information on existing conditions from plans provided by CLD Consulting Engineers (CLD). (complete)

A. Field Reconnaissance – Conduct a field inspection at the project site to view site conditions, foundation elements, and access for drilling, etc. (complete)

B. Subsurface Investigation Plan – Develop a field exploration program to obtain subsurface information for project design and construction. The following field program is proposed based on our understanding of the site and local geology and specific requests made by CLD. A proposed subsurface exploration plan has been prepared and is attached to this proposal.

The probes/borings will be performed New England Boring Contractors under contract to Haley & Aldrich.

- **Roadway sub-slab Geophysical GPR Survey** – A geophysical survey using GPR will be completed in the area of the roadway/roadway sub-slab by Hager Richter Geosciences under contract to Haley & Aldrich. The area to be investigated is indicated on the exploration plan.
- **Roadway Sub-slab Probes/Borings** – Four (4) test probes/borings (HA-P3 to HA-P7) will be extended to depths of about 6 to 10 ft in the area of the roadway sub-slab eastern and western extents. The probes/borings will be advanced through the asphalt overlay, base course (if encountered), roadway sub-slab (if encountered), and into the underlying soils. Probes/borings will be continuously sampled. Soil and concrete core samples will be collected for laboratory testing. We note that the concrete core samples will be about 2 in. in diameter and not the more typical 4 in. diameter concrete cores. We note that we could obtain 4 in. diameter cores in the roadway area but since the concrete slab is depressed by some distance below the roadway surface, obtaining these deeper cores would incur a substantial premium cost, which we have not accounted for in the current scope of services. We have budgeted 1 rig-day to complete these probes/borings.
- **Roadway sub-slab Probes/Borings Based on GPR Findings** – Four (4) to eight (8) additional test probes/borings (the general area where these probes/borings are proposed has been identified on the plan – no probe/boring numbers are designated) will be extended to a depth of about 6 to 10 ft in the area of the roadway sub-slab based on where the GPR survey detected voids or anomalies. We have budget 1 ½ rig-days to complete these probes/borings.
- **Abutment Probes** – Two (2) to three (3) test probes (HA-P1 and HA-P2) using hollow stem augers will be performed at the southeast corner abutment in an attempt to define the approximate geometry of the existing abutment. No soil samples will be collected. The probes will be terminated upon refusal to the earth drilling equipment. We have budgeted ½ rig-day to complete these probes.
- **Abutment Test Boring** – One (1) test boring (HA-B1), beyond the back of the southeast abutment, will be advanced to the bottom of the footing. The boring will be sampled on 5 ft centers to a depth of about 20 to 25 ft beneath the roadway or until refusal of earth drilling, whichever occurs first. No rock coring will be done below the bottom of the footing. We have budgeted ½ rig-day to complete this boring.
- **Retaining Wall Test Boring** – One (1) test boring (HA-B2) will be completed at the eastern extent of the proposed southeast retaining wall. The boring will be sampled on 5 ft centers to a depth of about 20 to 25 ft beneath the roadway or until refusal of earth drilling, whichever occurs first. No rock

coring will be done below the bottom of the footing. We have budgeted ½ rig-day to complete this boring.

- **Abutment Horizontal Core** – Two (2) concrete cores (HA-C1) of the existing southeast abutment face will be collected for laboratory testing at this location. These concrete cores will be conventional 4 in. diameter cores. The cores will be performed by Briggs Engineering and Testing (Briggs).

The following field time frames have been estimated and serve as a basis for our costs.

- One (1) day of GPR survey work has been assumed. The GPR survey work will commence about 3 weeks prior to the drilling program so that adjustments can be made to the drilling program.
- Four (4) days of drilling (borings/probes) have been assumed based on a limited work day (about 6 hours per day of work time).
- One (1) day for the horizontal coring at the abutment face has been assumed.

A lane closure is expected for all phases of the field program excluding the horizontal coring portion. We understand that CLD will provide a Traffic Control Plan (TCP) for the lane closures during the field work.

Haley & Aldrich will layout the field explorations in the field by taping from existing features. Surveying of as-drilled locations and ground surface elevations will be provided by others.

We will prepare a field Health & Safety plan specific to the project site and conditions for the protection of our personnel during execution of the field program.

C. Subsurface Investigation Monitoring – Provide monitoring of field activities so that methods may be varied to meet the conditions encountered. This includes monitoring of GPR survey, borings, probes, and concrete cores. A total of six field days have been assumed.

D. Laboratory Testing – Haley & Aldrich will coordinate the laboratory testing program and deliver the soils/concrete cores to the laboratory. The following laboratory testing program has been assumed.

- Perform up to five (5) compressive strength tests on selected concrete core samples (four (4) from the bridge slab area and one (1) from the abutment face). Testing will be completed by Briggs.
- Perform up to Ten (10) chloride ion tests on selected concrete cores (four (4) from the bridge slab area and one (1) from the abutment face). One test will be performed at a depth 1 in. from the top of the core and one test will be performed at 2.5 in. from the top of the core. Testing will be completed by Briggs.
- Perform eight (8) gradations (sieves) on selected soil samples collected from the roadway sub-slab area. Testing will be completed by Geotesting Express.

E. Office Studies (Analyses)

- Evaluate the soil/rock bearing conditions of the existing southeast abutment.
- Evaluate the soil bearing conditions of the existing roadway and roadway sub-slab and evaluate various remedial grouting techniques, as appropriate.

- Evaluate the proposed retaining wall foundation alternatives (cast-in-place wall or mechanically stabilized earth wall) and determine the parameters for foundation design in accordance with the AASHTO Load and Resistance Factor (LRFD) Bridge Design Specifications, Seventh Edition, 2014 standards. These evaluations will include: bearing capacity; design resistance factors; estimates of settlements; global stability check; lateral earth pressure design parameters; and seismic design parameter evaluations.

F. Geotechnical Report

Prepare a Geotechnical Report for the design team. This report will contain the following, as applicable:

- Results of GPR survey.
- Results of laboratory concrete testing and gradation testing.
- Sketch of southeast abutment footing based upon the probes and borings performed. Discussion of bearing conditions for the southeast abutment footing.
- Boring and probe logs.
- Location plan of subsurface explorations.
- Summary of subsurface geologic conditions as interpreted from the explorations.
- Grouting
 - Discussion of subsurface conditions with regards to the proposed grouting alternatives.
 - Grouting remediation recommendations including: 1) whether grouting is needed; 2) approximate extents of grouting operations; 3) feasible grouting methods; 4) grout type; 5) approximate grout volume; 6) approximate unit weight of stabilized grouted soils; and 7) an engineer's cost estimate.
 - Grouting risks and construction considerations.
- Southeast Retaining Wall
 - Recommended foundation design criteria for the southeast retaining wall including bearing pressure, foundation depth, static lateral earth pressures and other information required for final design and preparation of contract drawings and specifications.
 - Earthquake engineering considerations for the retaining wall such as site coefficient, liquefaction susceptibility of foundation soils, seismically-induced settlements and dynamic lateral earth pressures.
 - Global stability check for the retaining wall.
 - Estimates of settlement for the retaining wall at recommended loadings.
 - Construction considerations.

G. Report Review and Potential Revisions – Upon review of the geotechnical report by others, we will review and address the comments and release a final geotechnical report, if necessary.

H. Meetings– We have assumed one meeting at CLD's Manchester, New Hampshire office.

ASSUMPTIONS

- Boring layout will be performed by Haley & Aldrich, Inc. As-drilled locations will be surveyed by others.
- The traffic control plan (TCP) will be completed by CLD. Traffic control maintenance required for lane closures during the subsurface explorations and GPR survey will be implemented by the driller and the geophysical team. We have assumed that the TCP will consist of signage and two state police cruisers and personnel. Field work will be completed during none peak hours, which we assume to be from 9:00 to 15:00. Thus, a limited work day is expected.
- Digsafe clearance will be obtained by the driller.
- The geophysical, drilling, and coring programs and estimated number of field days stated above are assumed.
- Access to the project site will be provided by the Town of Brandon during normal working hours for all field programs excluding the GPR survey, which is expected to be performed at night to minimize disruption to traffic.
- No construction documents, plans, and/or specifications will be prepared under the current scope of services.

Cost – The cost of the above services is presented on the attached Project Cost Summary dated 21 March 2015.

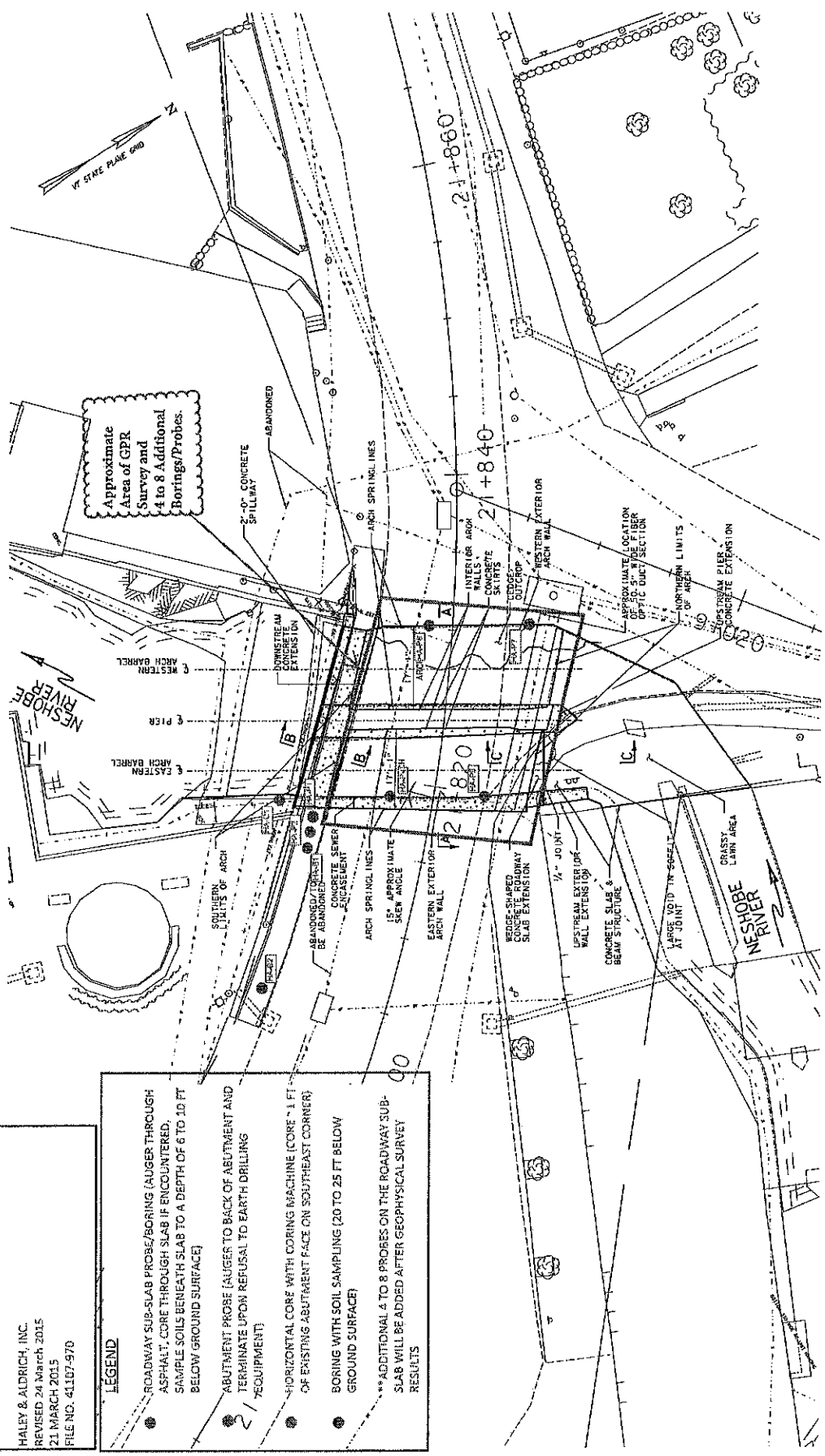
Attachments: Project Cost Summary
Proposed Subsurface Explorations

PROPOSED SUBSURFACE EXPLORATIONS
 US ROUTE 7 BRIDGE OVER NESHOBIE RIVER
 BRANDON, VERMONT

HALEY & ALDRICH, INC.
 REVISED 24 March 2015
 21 MARCH 2015
 FILE NO. 41107-970

LEGEND

- ROADWAY SUB-SLAB PROBE/BORING (AUGER THROUGH ASPHALT, CORE THROUGH SLAB IF ENCOUNTERED, SAMPLE SOILS BENEATH SLAB TO A DEPTH OF 6 TO 10 FT BELOW GROUND SURFACE)
- ABUTMENT PROBE (AUGER TO BACK OF ABUTMENT AND TERMINATE UPON REFUSAL TO EARTH DRILLING EQUIPMENT)
- HORIZONTAL CORE WITH CORING MACHINE (CORE ~1 FT OF EXISTING ABUTMENT FACE ON SOUTHEAST CORNER)
- BORING WITH SOIL SAMPLING (20 TO 25 FT BELOW GROUND SURFACE)
- **ADDITIONAL 4 TO 8 PROBES ON THE ROADWAY SUB-SLAB WILL BE ADDED AFTER GEOPHYSICAL SURVEY RESULTS



EXISTING CONDITIONS PLAN

PROJECT NAME: BRANDON
 PROJECT NUMBER: BHF 019-3(58)
 FILE NAME: 1066/cas/2-17bcr_top.dgn
 PLOT DATE: 2/6/2008
 PROJECT LEADER: J. BYATT
 DRAWN BY: M. SMITH
 DESIGNED BY: S. BEAUMONT
 CHECKED BY: J. BYATT
 SHEET 1 OF 8



PROJECT COST SUMMARY

Town of Brandon

Description	Subtotal Hours	Direct Labor Costs	Overhead 2.1017	Fee 10%	Subtotal Labor	Direct Expenses	TOTALS
Haley & Aldrich Project Totals	247	\$9,310.00	\$19,568.83	\$2,887.68	\$31,764.51	\$28,527.00	\$60,291.51

LABOR TASK BREAKDOWN

Town of Brandon

TASK DESCRIPTION	Quality Assurance	Project Manager	Project Engineer	Staff Engineer	CADD Tech	Admin	Total Hours	Direct Labor Costs
A Review Existing Information								
Review and assess existing information	0	0	0	0	0	0	0	\$0.00
Field Reconnaissance	0	0	0	0	0	0	0	\$0.00
B Subsurface Investigation Plan and Coordination								
Plan Field Program and Coordinate with Subcontractors	0	2	3	10	0	0	15	\$600.00
Layout (2 People- 1 day)	0	1	2	22	4	0	29	\$1,010.00
Health and Safety Plan	0	0	1	4	0	0	5	\$180.00
C Subsurface Investigation Monitoring								
Monitoring of Field Explorations (6 days non-continuous)	0	2	6	70	0	0	78	\$2,676.00
D Laboratory Testing								
Laboratory Testing Sample Selection and Coordination	0	1	2	4	0	0	7	\$294.00
							0	\$0.00
E Office Studies								
Bearing Conditions of Abutment	1	1	2	4	0	0	8	\$346.00
Grouting Assessments	1	2	4	12	0	0	19	\$788.00
New Retaining Wall Assessment	2	2	4	16	0	0	24	\$948.00
F Geotechnical Report								
	2	4	8	20	4	2	40	\$1,586.00
G Report Review and Revisions								
	0	2	4	8	0	2	16	\$638.00
H Meetings								
	0	2	0	4	0	0	6	\$252.00
TOTAL:	6	19	36	174	8	4	247	\$9,310.00
TOTAL HOURS:	6	19	36	174	8	4	247	\$9,310.00
DIRECT HOURLY RATES:	52.00	62.00	52.00	32.00	35.00	25.00		
TOTAL LABOR COSTS:	\$ 312.00	\$ 1,178.00	\$ 1,872.00	\$ 5,568.00	\$ 280.00	\$ 100.00		\$ 9,310.00

DIRECT EXPENSES

Description	Cost	Unit	Quantity	Direct Expense Cost
1 Travel (4 round trips with 276 miles per trip)	\$0.57	miles	1,100	\$627.00
2 Per diem Hotel and Meats	\$175.00	nights	4	\$700.00
3 Hager-Richter Geophysical	\$9,500.00	estimate	1	\$9,500.00
4 New England Boring Contractors (4 days)	\$14,000.00	estimate	1	\$14,000.00
5 Briggs Engineering & Testing (1 day for horizontal cores, 5 compressive strength and 5 chloride ion laboratory tests)	\$3,000.00	estimate	1	\$3,000.00
6 GeoTesting Express (8 sleeves)	\$700.00	estimate	1	\$700.00
7				
8				
9				
10				
Total:				\$28,527.00

Haley & Aldrich, Inc. 21 March 2016
Revised 24 March 2016

DESIGN SCHEDULE

**BRANDON
VT 7 BRIDGE 114
BHF 019-3(58)**

ID	Task Name	start	Finish	Duration
1	PHASE A - SCOPING STUDY	Mon 11/17/14	Tue 11/10/15	12.85 mons
2	Notice to Proceed	Mon 11/17/14	Mon 11/17/14	0 days
3	Project Kick-Off Meeting	Mon 11/17/14	Mon 11/17/14	0 days
4	Local Concerns Meeting	Mon 12/8/14	Mon 12/8/14	0 days
5	Develop Conceptual Alternatives	Tue 12/16/14	Mon 2/9/15	2 mons
6	Prepare Draft Scoping Report and Plans	Tue 12/9/14	Mon 2/16/15	10 wks
7	Alternatives Presentation Meeting	Mon 2/23/15	Mon 2/23/15	0 days
8	Town Alternative Selection	Fri 3/13/15	Fri 3/13/15	0 days
9	Scope and Fee Preparation and Negotiation for Testing	Fri 3/13/15	Thu 5/7/15	2 mons
10	Notice to Proceed	Thu 5/7/15	Thu 5/7/15	0 mons
11	Traffic counts and One-way Alt Evaluation	Fri 5/8/15	Thu 6/4/15	1 mon
12	Slab and Soil Cores and Tests	Fri 5/8/15	Thu 7/2/15	2 mons
13	Revise Scoping Report	Fri 7/3/15	Thu 7/30/15	1 mon
14	Review by Town and Vtrans	Fri 7/31/15	Thu 8/27/15	1 mon
15	Preferred Alternatives Meeting	Fri 8/28/15	Fri 8/28/15	1 day
16	Update Scoping Report and Plans	Mon 8/31/15	Fri 9/18/15	3 wks
17	Draft Scoping Report Meeting	Mon 9/21/15	Mon 9/21/15	1 day
18	Complete Historic Report (EIV)	Tue 9/22/15	Mon 10/19/15	1 mon
19	Final Scoping Report and Plans	Wed 9/23/15	Tue 10/13/15	3 wks
20	Complete Project Definition/Vtrans Acceptance	Wed 10/14/15	Tue 11/10/15	1 mon
21	PHASE A - CONCEPTUAL PLANS AND NEPA PROCESS	Wed 11/11/15	Tue 8/16/16	10 mons
22	Scope and Fee Preparation and Negotiation (Concept to Final)	Wed 11/11/15	Tue 1/5/16	2 mons
23	Notice to Proceed	Tue 1/5/16	Tue 1/5/16	0 mons
24	Prepare Conceptual Plans	Wed 1/6/16	Tue 3/1/16	2 mons
25	Conceptual Plan Review	Wed 3/2/16	Tue 3/29/16	1 mon
26	Prepare NEPA Documents including Historic Review Documents	Wed 1/6/16	Tue 3/1/16	2 mons

DESIGN SCHEDULE

**BRANDON
VT 7 BRIDGE 114
BHF 019-3(58)**

ID	Task Name	Start	Finish	Duration
27	NEPA Document Review and Approval	Wed 3/2/16	Tue 8/16/16	6 mons
28	PHASE B - PRELIMINARY PLANS AND PERMITTING	Tue 8/16/16	Tue 2/28/17	7 mons
29	Notice to Proceed	Tue 8/16/16	Tue 8/16/16	0 days
30	Prepare Preliminary Plans	Wed 8/17/16	Tue 10/11/16	2 mons
31	Prepare Permits Applications	Wed 8/17/16	Tue 10/11/16	2 mons
32	Review Preliminary Plans	Wed 10/12/16	Tue 11/8/16	1 mon
33	Update Preliminary Plans	Wed 11/9/16	Tue 12/6/16	1 mon
34	Submit Permit Application	Tue 12/6/16	Tue 12/6/16	0 mons
35	Permit Review and Approval	Wed 12/7/16	Tue 2/28/17	3 mons
36	PHASE B - FINAL PLANS	Wed 1/4/17	Tue 4/25/17	4 mons
37	Prepare Final Plans and Special Provisions	Wed 1/4/17	Tue 3/28/17	3 mons
38	Review Final Plans	Wed 3/29/17	Tue 4/25/17	1 mon
39	PHASE B - CONTRACT PLANS	Wed 5/10/17	Tue 9/26/17	5 mons
40	Prepare Pre-Contract Plans and Contract Docs	Wed 5/10/17	Tue 6/6/17	1 mon
41	Review Pre-Contract Plans	Wed 6/7/17	Tue 7/4/17	1 mon
42	Prepare Contract Plans	Wed 7/5/17	Tue 8/1/17	1 mon
43	Review Contract Plans	Wed 8/2/17	Tue 8/29/17	1 mon
44	Advertise for Construction	Wed 8/30/17	Tue 9/25/17	1 mon

Town of Brandon Project Tracker				April 10 Discussion Draft							
Project	State Project Number	Description	Budget	Completion	Funding	Town Match	Status	Voted	Design / Engineering	RFP	Construction Company
Briggs Lane	FEMA	Restore road to pre-Irene conditions	\$ 17,800	9/1/15	95% Fed/State, 5% Town	\$ 890.00	Ready to advertised for contractors. Spring Construction	Yes	Repair road with recycled asphalt	RFP has gone out	Bid open on 4/10/15
Kennedy Park	FEMA	Repair damage due to Irene	\$ 47,735	9/1/15	95% Fed/State, 5% Town	\$ 2,386.75	Pending A&E Recommendation	Yes			
Cobb Hill Culvert	FEMA	Design of culvert replacement	\$ 20,725	9/1/15	95% Fed/State, 5% Town	\$ 1,036.25	Pending approval from FEMA	No	85% complete in FEMA'S hand for approval		
Town Office	FEMA	Rehabilitation of 49 Center St.	\$500,000 Grant	10/15/15	Grant:76% Fed, 24% Town	\$ 120,000.00	Preparing final plans and bid	No			
Briggs Lane - Kennedy Park - Sewer	FEMA	Repair damage to sewer due to Irene	\$ 4,546	11/1/15	95% Fed/State	\$ 227.30	Ready to advertised for contractors	Yes	Replace 60' of sewer line	RFP has gone out	Bid open on 4/10/15
Green Park	FEMA	Repair damage to sewer due to Irene	\$ 133,721	12/1/15	95% Fed/State, 5% Town	\$ 6,686.05	Pending approval from SB on A&E recommendation	No	Dig and repair	RFP out in 2 weeks	
Union St. Reclamation	FEMA	Build Retaining wall and repairs due to Irene	TBD	12/31/15	95% Fed/State, 5% Town	TBD	Design pending approval from FEMA	No			
Union St. Culvert		Reclamation of section of street	\$ 300,000	12/30/15	\$175k - State \$125k - Town	\$ 125,000.00	Preparing RFP for construction	\$ 125,000		Pre bid Meeting 4/20/15	Bid open on 4/20/15
Marble St. Overlay		Replacement of culvert	\$ 10,803	12/30/15	100% State	\$ 24,545	Preparing RFP for construction	No		Pre bid Meeting 4/6/15	Bid open on 4/20/15
Champlain St. Overlay		Overlay of Town owned portion of street	\$ 24,545	6/30/16	100% Town	\$ 24,545	Vote Approved	\$ 24,545		Pre bid Meeting 4/6/15	Bid open on 4/20/15
Sidewalk Repair		Overlay of Town owned portion of street	\$ 18,295	6/30/16	100% Town	\$ 18,295	Vote Approved	\$ 18,295		Pre bid Meeting 4/6/15	Bid open on 4/20/15
Wheeler Rd.		Various Streets - addressing the worst sections of sidewalk	\$ 20,000	6/30/16	100% Town	\$ 20,000	Vote Approved	\$ 20,000			
Segment 6		Design bridge replacement	\$ 117,780	12/30/16	80% State 20% Town	\$ 23,556	Need to re-apply to reinstate grant	\$ 117,780			
Overflow Culvert Phase 1		Phase 1: Design & Engineering of Bypass culvert in downtown	\$ 274,200	12/31/16	75% Fed/State, 25% Town	\$ 68,550.00	Seeking approval of qualifications based Engineers vs. RFP. Seeking CDBG grant for Town share.	No		RFP has gone out	Bid open on 4/10/15
Bridge 114		Total reclamation of Rte 7 including utilities		12/30/18	95% Fed/State, 5% Town	TBD	ROW evaluations in progress	Yes			
Union Maple St. Sidewalks		Rehabilitation of Bridge	\$ 1,300,000	TBD	95% Fed/State, 5% Town	\$ 65,000.00	Design has been selected, waiting approval	Yes		Soil remediation scope is in review	
Churchill Rd. Bridge		Engineer & Construct sidewalks	\$ 193,750	Expired	80% State, 20% Town	\$ 38,750.00	In negotiations with Vitrans	NO			
		Bridge Replacement	TBD	TBD	TBD	TBD	In negotiations with Vitrans	NO		Applying for Fed. Access Grant. Grant due on 4/17/15	

12:50 pm

Check Warrant Report # 418 Current Prior Next FY Invoices

Luanne

Manually Selected For Check Acct 01(10 General Fund) 04/13/2015 To 04/13/2015

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
300076	A & J AUTO PARTS INC	8744-6714 seat covers	338.00	0.00	338.00	40286	04/13/15
301024	AAA POLICE SUPPLY	40541 ammo	648.00	0.00	648.00	40288	04/13/15
310184	ABANAKI INC	3534 MAR POD RENTAL	75.00	0.00	75.00	40289	04/13/15
200263	ALDRICH & ELLIOTT, PC	75524 FEMA Engineering	4930.68	0.00	4930.68	40290	04/13/15
100598	AUBUCHON CO - BRANDON - STORE	469219 coupler and light bulbs	13.97	0.00	13.97	40292	04/13/15
310203	BLACK, ROBERT	#1 T/O rehab supplies	209.00	0.00	209.00	40294	04/13/15
100255	BRANDON FIRE DISTRICT #1	HW 3-15-15 hw 8/6/14-2/26/15	56.00	0.00	56.00	40295	04/13/15
100255	BRANDON FIRE DISTRICT #1	PD 3-15-15 pd water 8/6/14-2/26/15	38.91	0.00	38.91	40295	04/13/15
100255	BRANDON FIRE DISTRICT #1	REC 3-15-15 rec 8/6/14-2/26/15	30.54	0.00	30.54	40295	04/13/15
100255	BRANDON FIRE DISTRICT #1	T H 4/17/15 town hall water8/14-2/15	40.99	0.00	40.99	40295	04/13/15
100255	BRANDON FIRE DISTRICT #1	T O 3-15-15 t o 8/6/14-2/26/15	92.48	0.00	92.48	40295	04/13/15
100275	BRANDON FREE PUBLIC LIBRARY	APRIL 2015 APPROPRIATION	7125.00	0.00	7125.00	40296	04/13/15
100280	BRANDON LUMBER & MILLWORK CO.	490034/3 hose clamps	2.58	0.00	2.58	40297	04/13/15
100280	BRANDON LUMBER & MILLWORK CO.	490204/3 grade stakes	22.25	0.00	22.25	40297	04/13/15
200218	BRANDON REPORTER	3-31-15 MARCH ADS	343.50	0.00	343.50	40298	04/13/15
100310	BRANDON SENIOR CITIZENS CENTER	APRIL 2015 APPROPRIATION	1068.75	0.00	1068.75	40299	04/13/15
310449	BSN SPORTS	6160966 hockey goal /stick blade	97.48	0.00	97.48	40300	04/13/15
100592	CHAMPLAIN OIL COMPANY INC	CL159151 gasoline	166.43	0.00	166.43	40301	04/13/15
100592	CHAMPLAIN OIL COMPANY INC	CL159154 gasoline	1323.01	0.00	1323.01	40301	04/13/15
300206	CHARLEBOIS TRUCK PARTS INC	4250770009 adapters	10.18	0.00	10.18	40302	04/13/15
300206	CHARLEBOIS TRUCK PARTS INC	4250910002 adapters	13.36	0.00	13.36	40302	04/13/15
310097	COMCAST	HW APRIL 15 APRIL PHONE/INTERNET	104.63	0.00	104.63	40304	04/13/15
310097	COMCAST	PD APRIL 15 PHONE AND INTERNET	237.73	0.00	237.73	40305	04/13/15
310097	COMCAST	PD MARCH PD PHONE AND INTERNET	237.73	0.00	237.73	40306	04/13/15
310097	COMCAST	T O APRIL APRIL PHONES/INTER	524.40	0.00	524.40	40307	04/13/15
310177	COTT SYSTEMS, INC.	77461 APRIL HOST FEE	200.00	0.00	200.00	40309	04/13/15
330426	CVC PAGING	10305870 highway pager	11.95	0.00	11.95	40310	04/13/15
300492	FASTENAL COMPANY	VTRUT76281 plow bolts, snap pins	90.30	0.00	90.30	40314	04/13/15
300187	FLORENCE CRUSHED STONE	220915 stone	401.01	0.00	401.01	40315	04/13/15
100925	FOLEY SERVICES INC	16883 uniforms	39.25	0.00	39.25	40316	04/13/15
100925	FOLEY SERVICES INC	18249 uniforms	52.45	0.00	52.45	40316	04/13/15
100925	FOLEY SERVICES INC	19606 uniforms	42.05	0.00	42.05	40316	04/13/15
100925	FOLEY SERVICES INC	20956 uniforms	42.05	0.00	42.05	40316	04/13/15
300753	FORMULA FORD LINCOLN MERCURY	65438 shocks, switch	107.64	0.00	107.64	40317	04/13/15
310217	FRIENDS OF THE BRANDON TOWN HA	APRIL 2015 WRESTLING SPONSORSHI	350.00	0.00	350.00	40318	04/13/15
310426	FYLES BROS., INC.	30025 propane @ Police Dept	133.14	0.00	133.14	40319	04/13/15
100650	GALLS, AN ARAMARK COMPANY	003188641 name strip	13.00	0.00	13.00	40320	04/13/15
100650	GALLS, AN ARAMARK COMPANY	003287495 shirts	97.00	0.00	97.00	40320	04/13/15
100650	GALLS, AN ARAMARK COMPANY	003290579 shirts,	111.00	0.00	111.00	40320	04/13/15
330364	GOVERNMENT FINANCE OFFICERS AS	0135002 annual dues S Gage	160.00	0.00	160.00	40321	04/13/15
100725	GREEN MOUNTAIN GARAGE	066536 hose, hose ends	47.14	0.00	47.14	40322	04/13/15
100725	GREEN MOUNTAIN GARAGE	066689 filter, inspection	80.80	0.00	80.80	40322	04/13/15
100725	GREEN MOUNTAIN GARAGE	066725 inspection trk #6	40.00	0.00	40.00	40322	04/13/15
100725	GREEN MOUNTAIN GARAGE	067087	3.52	0.00	3.52	40322	04/13/15
100725	GREEN MOUNTAIN GARAGE	067171 bulbs	9.42	0.00	9.42	40322	04/13/15
200322	HOWARD P FAIRFIELD, LLC	225093 blades	1365.00	0.00	1365.00	40325	04/13/15
310276	INSTALLATION STATION	542 remove equipment	225.00	0.00	225.00	40326	04/13/15
310491	JUGS SPORTS	APRIL 2015 BACKDROP	889.00	0.00	889.00	40327	04/13/15
300491	MAILFINANCE INC.	N5228174 postage meter lease	182.01	0.00	182.01	40328	04/13/15
100971	MALLORY'S AUTOMOTIVE INC	9300 changed tires	99.90	0.00	99.90	40329	04/13/15

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 418 Current Prior Next FY Invoices
Manually Selected For Check Acct 01(10 General Fund) 04/13/2015 To 04/13/2015

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310117	MIDDLEBURY COLLEGE SNOWBOWL 3-22-15	4 week program	1574.00	0.00	1574.00	40330	04/13/15
310304	MIKE'S FUELS, LLC 347078	heating fuel @ HWY	820.86	0.00	820.86	40332	04/13/15
310304	MIKE'S FUELS, LLC 347080	heating fuel @ Temp TO	230.23	0.00	230.23	40332	04/13/15
310304	MIKE'S FUELS, LLC 347460	diesel fuel @ HWY	301.02	0.00	301.02	40332	04/13/15
310304	MIKE'S FUELS, LLC 352527	heating fuel @ TH	391.65	0.00	391.65	40332	04/13/15
310304	MIKE'S FUELS, LLC 356263	diesel fuel @ HWY	406.50	0.00	406.50	40332	04/13/15
310304	MIKE'S FUELS, LLC 356479	heating fuel @ HWY	581.59	0.00	581.59	40332	04/13/15
310304	MIKE'S FUELS, LLC 356480	heating fuel @ TH	294.89	0.00	294.89	40332	04/13/15
310304	MIKE'S FUELS, LLC 356800	diesel fuel @ HWY	574.74	0.00	574.74	40332	04/13/15
310304	MIKE'S FUELS, LLC 356996	heating fuel @ HWY	398.77	0.00	398.77	40332	04/13/15
310389	MOBILE MINI, INC 159032208	APRIL VAULT RENTAL	244.87	0.00	244.87	40333	04/13/15
100149	MODERN CLEANERS & TAILORS, INC MAR2015	uniform maint	82.00	0.00	82.00	40334	04/13/15
310281	NEOPOST USA INC 14515421	POSTAGE MTR INK	152.00	0.00	152.00	40335	04/13/15
100788	NEW ENGLAND MUNICIPAL RESOURCE 34273	assessment april	1333.33	0.00	1333.33	40336	04/13/15
100597	QUALITY PAVEMENT REPAIR 11830139A	cold patch	286.35	0.00	286.35	40337	04/13/15
100597	QUALITY PAVEMENT REPAIR 11830139B	cold patch	143.75	0.00	143.75	40337	04/13/15
300502	ROUSE TIRE SALES INC 10180513	tires for grader	4787.80	0.00	4787.80	40339	04/13/15
300135	RUTLAND NORTHEAST SUPERVISORY 4-6-15	SNOWBOWL TRANSPORT	287.50	0.00	287.50	40340	04/13/15
310418	SILLOWAY NETWORKS INC 20159564	email changes	82.50	0.00	82.50	40341	04/13/15
310429	STITZEL, PAGE & FLETCHER, P.C. 24670	audit letter	70.78	0.00	70.78	40342	04/13/15
200277	THUNDER TOWING & AUTO RECOVERY 3376	repairs to 2007 Charger	50.00	0.00	50.00	40343	04/13/15
200277	THUNDER TOWING & AUTO RECOVERY 3459	repairs to 2010 Charger	113.58	0.00	113.58	40343	04/13/15
200277	THUNDER TOWING & AUTO RECOVERY 3476	balljoints, misc repairs	1053.67	0.00	1053.67	40343	04/13/15
300969	TRACTOR SUPPLY CREDIT PLAN 200403575	floormats, tools	74.96	0.00	74.96	40344	04/13/15
100729	TREASURY OPERATIONS DIVISION,T APRIL 2015	marriages 1st quarter	70.00	0.00	70.00	40345	04/13/15
310490	US BANK NATIONAL ASSOCIATION FDS-12-2302	bond payment	2422.76	0.00	2422.76	40283	03/26/15
100166	UVM EXTENSION SERVICE 80181768	PC TOEC Conference	65.00	0.00	65.00	40347	04/13/15
330348	VERIZON WIRELESS 9742736656		160.04	0.00	160.04	40348	04/13/15
330348	VERIZON WIRELESS APR 2015	april cell phones	129.45	0.00	129.45	40348	04/13/15
200310	VERMONT AGENCY OF AGRICULTURE APRIL 2015	T/S SCALE RENEWAL	180.00	0.00	180.00	40349	04/13/15
100386	VERMONT AGENCY OF TRANSPORTATI F51115 01	Sanderson Bridge Final	852.14	0.00	852.14	40352	04/13/15
310045	VERMONT DEPARTMENT OF HEALTH 11545 4-1-15	engraved cert paper	10.00	0.00	10.00	40353	04/13/15
300024	VERMONT DIGITAL 31231	fuser oki printer	209.00	0.00	209.00	40354	04/13/15
300877	VERMONT PEST CONTROL C1067	april pest control	85.00	0.00	85.00	40355	04/13/15
300194	VERMONT POLICE ACADEMY 150310891	lunch at meeting	10.50	0.00	10.50	40356	04/13/15
100067	VLCT 04-01 HW	Construction Contract Se	60.00	0.00	60.00	40357	04/13/15
100067	VLCT 04-15	Construction Contracts	60.00	0.00	60.00	40357	04/13/15
310046	W.B. MASON CO INC I24467962	toner, paper	239.97	0.00	239.97	40359	04/13/15
100900	WILES, BRIAN & TINA 0093-0025B	3rd quarter over payment	1225.24	0.00	1225.24	40360	04/13/15
100710	WINMILL EQUIPMENT COMPANY, INC 14717	replacement bucket teeth	49.80	0.00	49.80	40361	04/13/15
310415	ZALINGER CAMERON & LAMBEK, P.C 4-1-15	collective bargaining	1980.82	0.00	1980.82	40362	04/13/15

04/10/2015

TOWN OF BRANDON Accounts Payable

12:50 pm

Check Warrant Report # 418 Current Prior Next FY Invoices

Luanne

Manually Selected For Check Acct 01(10 General Fund) 04/13/2015 To 04/13/2015

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			44,690.29	0.00	44,690.29		

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 \$ ****44,690.29
 Let this be your order for the payments of these amounts.

04/10/15
12:22 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 414 Current Prior Next FY Invoices For Fund (20 Sewer Fund)
All Invoices For Check Acct 01(10 General Fund) 04/13/15 To 04/13/15 & Fund 20

Page 1 of 2
Luanne

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
300029	04/01/15	FOSTER MOTORS INC 2015 dodge truck WW 4-1-15	20-5-55-90100 Capital/New Equipment	46196.00	40284	04/01/15
310487	02/12/15	4G ENVIRONMENTAL CORPORAT treatment aid 328	20-5-55-50150 Other Chemicals	264.06	40285	04/13/15
100961	02/12/15	A1 SEWER & DRAIN SERVICE, pumped MH @ Kennedy Park 124347	20-5-55-51310 Collection Systems	150.00	40287	04/13/15
100015	03/25/15	ALLEN ENGINEERING & CHEMI chlorine 11150466201	20-5-55-50120 Chlorine	523.05	40291	04/13/15
100015	03/24/15	ALLEN ENGINEERING & CHEMI chlorine 11250097501	20-5-55-50120 Chlorine	523.05	40291	04/13/15
100598	04/09/15	AUBUCHON CO - BRANDON - S fiber cloths & batteries WW 469204	20-5-55-43160 Maint. Supplies - General	14.98	40293	04/13/15
100255	04/09/15	BRANDON FIRE DISTRICT #1 ww 8/6/14-2/26/15 WW 3-15-15	20-5-55-41180 Maintenance-Vehicles	1216.88	40295	04/13/15
100280	04/09/15	BRANDON LUMBER & MILLWORK parts for heater 490394/3	20-5-55-43160 Maint. Supplies - General	3.97	40297	04/13/15
100280	03/24/15	BRANDON LUMBER & MILLWORK floor paint K89820/3	20-5-55-43160 Maint. Supplies - General	98.27	40297	04/13/15
100411	04/09/15	CIJKA, STEPHEN J meter repair - postage WW 3-26-15	20-5-55-30132 Postage Expenses	10.55	40303	04/13/15
310097	04/08/15	COMCAST PHONE AND INTERNET WW APRIL 15	20-5-55-42100 Wastewater Telephone	116.36	40308	04/13/15
330426	04/08/15	CVC PAGING ww pager WW PAGER	20-5-55-42100 Wastewater Telephone	11.95	40310	04/13/15
100494	03/19/15	ENDYNE INC testing 168211	20-5-55-22120 Testing	79.00	40311	04/13/15
100494	03/25/15	ENDYNE INC testing 168568	20-5-55-22120 Testing	88.00	40311	04/13/15
100494	04/03/15	ENDYNE INC testing 169401	20-5-55-22120 Testing	142.50	40311	04/13/15
100494	04/03/15	ENDYNE INC testing 169423	20-5-55-22120 Testing	22.00	40311	04/13/15
100547	03/20/15	ENVIRONMENTAL RESOURCE AS quality assurance tests 750423	20-5-55-30120 Professional Supplies	352.29	40312	04/13/15
100756	03/25/15	F W WEBB COMPANY adapters 46062234	20-5-55-43160 Maint. Supplies - General	90.80	40313	04/13/15
100925	03/24/15	FOLEY SERVICES INC uniforms 18248	20-5-55-10320 Clothing Allowance	18.57	40316	04/13/15
100925	03/31/15	FOLEY SERVICES INC uniforms 19605	20-5-55-10320 Clothing Allowance	18.57	40316	04/13/15
100925	04/07/15	FOLEY SERVICES INC uniforms 20955	20-5-55-10320 Clothing Allowance	18.57	40316	04/13/15
310426	04/06/15	FYLES BROS., INC. propane for WW heater 29996	20-5-55-42110 LP Gas - Bldgs	456.93	40319	04/13/15
310426	03/23/15	FYLES BROS., INC. propane for WW generator 32942	20-5-55-42110 LP Gas - Bldgs	284.44	40319	04/13/15
310426	03/23/15	FYLES BROS., INC. propane for WW heater 32943	20-5-55-42110 LP Gas - Bldgs	430.23	40319	04/13/15
100725	03/30/15	GREEN MOUNTAIN GARAGE screwdriver set 067108	20-5-55-41180 Maintenance-Vehicles	31.49	40322	04/13/15

04/10/15
12:22 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 414 Current Prior Next FY Invoices For Fund (20 Sewer Fund)
All Invoices For Check Acct 01(10 General Fund) 04/13/15 To 04/13/15 & Fund 20

Page 2 of 2
Luanne

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100559	03/31/15	HACH COMPANY pH meter and probe 9308778	20-5-55-41110 New Equipment-Misc Tools	774.67	40323	04/13/15
300600	04/03/15	HOLLAND COMPANY INC sodium bisulfite 96691	20-5-55-50140 Sodium Meta Bisulfite	1830.00	40324	04/13/15
310322	04/06/15	MIKE HANCE TRUCKING INC March trucking of sludge 0175	20-5-55-50160 Sludge Disposal	3432.00	40331	04/13/15
310304	03/17/15	MIKE'S FUELS, LLC diesel fuel @ WW 356264	20-5-55-41130 Fuel - Vehicles	183.83	40332	04/13/15
100430	03/31/15	REYNOLDS & SON INC battery 3246857	20-5-55-43160 Maint. Supplies - General	183.72	40338	04/13/15
100682	03/25/15	USA BLUE BOOK cold weather bacteria 601033	20-5-55-51410 Aeration System Maint.	399.91	40346	04/13/15
330348	04/09/15	VERIZON WIRELESS cell phones WW APR 2015	20-5-55-42100 Wastewater Telephone	35.72	40348	04/13/15
300075	03/31/15	VERMONT AGENCY OF NATURAL WW Operating Fee 2015 WW 2015	20-5-55-10340 Continuing Education	1037.60	40351	04/13/15
100146	04/06/15	VLCT PACIF WW 2015 Dodge 19772	20-5-55-61110 Insurance Expenses	704.00	40358	04/13/15
310046	03/26/15	W.B. MASON CO INC ink cartridges I24600091	20-5-55-30110 Office Supplies	155.92	40359	04/13/15

Report Total

59899.88

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 \$ ****59,899.88
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 23311

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

TO: Thunder Towing
17 Church St.
Brandon, VT 05733

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

DATE	DATE REQUIRED	SPECIAL INSTRUCTIONS	VENDOR NUMBER		
3/31/15					
QUANTITY	DESCRIPTION	ACCOUNT NO. ORG	OBJ	UNIT PRICE	AMOUNT
	Ref Invoice 3476	10514	41180		\$1053.67
	Balljoint + misc repairs on EQ6 2010 Charger				
NOTE: THE TOWN OF BRANDON IS EXEMPT FROM STATE & LOCAL TAXES. TAX EXEMPT #26063. PLEASE NOTIFY IMMEDIATELY IF ANY PORTION OF THIS ORDER CANNOT BE SATISFIED BY THE DATE REQUIRED.				TOTAL	\$1053.67
REQUESTED BY		Chief Brickell			
APPROVED BY					

Thunder Towing and Auto Recovery

17 Church Street
 Brandon, VT 05733

*EQ6
 2010 Charger*

Invoice

Date	Invoice #
3/30/2015	3476

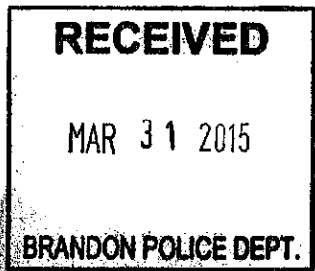
Bill To
Brandon Police Department 301 Forestdale Road Brandon, VT 05733

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
10 Charger	Net 30	GL	3/30/2015			

Quantity	Item Code	Description	Price Each	Amount
1	New Parts	LF Upper Control Arm w/Ball Joint (limited lifetime replacement)	166.52	166.52
1	New Parts	RF Upper Control Arm w/Ball Joint (limited lifetime warranty)	177.35	177.35
1	New Parts	LF Lower Front Control Arm (limited lifetime warranty)	109.52	109.52
1	New Parts	RF Lower Front Control Arm (limited lifetime warranty)	109.52	109.52
1	New Parts	LF Lower Ball Joint (limited lifetime warranty)	79.63	79.63
1	New Parts	RF Lower Ball Joint (limited lifetime warranty)	79.63	79.63
10	New Parts	Wheel Lug Nut- Police Package	5.25	52.50
4	Labor	Shop Time on R+R of both upper control arms w/ball joints, front center control arms, lower ball joints and wheel nuts.	50.00	200.00
1	Sublet Repair	4 Wheel Alignment	79.00	79.00
		Mileage = 64768		
		Sales Tax	6.00%	0.00

*PO # 23311
 200277
 10514/41180
 \$ 1053.67
 C. Jewell*



Thank you for your business.	Total	\$1,053.67
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MEMO

To: Brandon Acting Town Manager Or Select Board
From: Daryl Burlett
Subject: Street Sweeper

Attached are two quotes for spring street sweeping. Request went out to four contractors. John Jozwiak could not be contacted. Beede's Sweeping gave a quote but sold his equipment after submitting. No response from A. Marcelino Company. Had phone conversation but no quote submitted. ECI submitted a quote for 40 hours for a total of \$4600.00 plus \$250.00 for a mobilization fee for a grand total of \$4850.00. Bendig Paving and Sealing submitted a quote for 40 hours @ \$110.00 per hour for a total of \$4400.00 with no mobilization fee. My recommendation to The Town Of Brandon Selectboard or acting Town Manger is to accept Bendig Paving & Sealing for \$4400.00. Please sing and date the quote for Bendig if this is acceptable.

Daryl Burlett-Public Works Director
Town of Brandon
Brandon VT. 05733
802-247-3635 x 211
Cell: 802-236-4925
dburlett@townofbrandon.com

TOWN OF BRANDON

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

PURCHASE ORDER NO.

No 51805

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

TO: BENDIG PAVING & SEALING
P.O. BOX 204
CENTER RUTLAND, VT
05736

SHIP TO: _____

DATE 4/10/15 DATE REQUIRED SPECIAL INSTRUCTIONS VENDOR NUMBER 301054

QUANTITY	DESCRIPTION	ACCOUNT NO.		UNIT PRICE	AMOUNT
		ORG.	OBJ.		
40 HRS	SWEEPING OF ROADWAYS	10515	20240	110.00	4,400.00

NOTE: THE TOWN OF BRANDON IS EXEMPT FROM STATE & LOCAL TAXES. TAX EXEMPT #26866. PLEASE NOTIFY IMMEDIATELY IF ANY PORTION OF THIS ORDER CANNOT BE SATISFIED BY THE DATE REQUIRED.

REQUESTED BY DARYL BURLETT TOTAL 4,400.00
 APPROVED BY _____

Bendig Paving & Sealing

P.O. Box 204
Center Rutland, VT 05736 US
(802)773-0896
info@bendigpaving.com

ADDRESS
TOWN OF BRANDON

ESTIMATE # 1168
DATE 04/08/2015
EXPIRATION DATE

ACTIVITY	AMOUNT
SWEEPING OF ROADWAYS FOR 40 HOURS @ \$110.00 PER HOUR	4,400.00
TOTAL	\$4,400.00

Accepted By

Accepted Date



ENGINEERS

CONSTRUCTION, INC.

PO BOX 2187 SO. BURLINGTON, VT 05407

Phone (802) 863-8389 Fax (802)862-9703

PROPOSAL

PROPOSAL SUBMITTED TO Town of Brandon		Darrell Burlett	PHONE (802) 247-3635	DATE March 26, 2015
STREET 49 Center St.		JOB NAME Street Sweeping		
CITY, STATE AND ZIP CODE Brandon, VT 05733		JOB LOCATION Various		
ARCHITECT	DATE OF PLANS		JOB PHONE	

We hereby submit specifications and estimates for:

As per the existing paved streets:

Elgin Pelican Broom street sweeper with operator

Based on approx. 40 hours

For the sum of \$115/hr.

Mobilization Fee

Lump sum \$250.00

Permit Fees Not Included

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

As Above

dollars (\$ _____)

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Jim McNall Vice President

Note: This proposal may be withdrawn by us if not accepted within 15 days.

Acceptance of Proposal —The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above:

We agree to pay interest on Balances over 30 days at the rate of 18% simple interest and to pay all expenses of collection including court costs and reasonable attorney fees.

Signature _____

Signature _____

Date of Acceptance _____

MEMO

To: Brandon Select Board or Acting Town Manager
From: Daryl Burlett
Date: 4/9/15
Subject: Road Side Mowing Rental Contract

Because you did not have a full time Public Works Director and I was not hired until March 10,2015 I made several phone calls to a inquire about renting a road side mower for a two week period from the weeks of 6/15/15 – 6/26/15. These are the two weeks before the July 4th celebration so that the town will be freshly mowed. No one had a road side mower available for that time period. Howard Fairfield called me on March 25th and said they had procured a new mower and it will be available for that time period. I obligated The Town of Brandon to that mower at a cost of \$5600.00 total. Attached is the contract for Howard P. Fairfield. It is my recommendation that the Select Board of The Town of Brandon sign, date and return the contract as soon as possible so as to secure the rental for the desired time frame.

As the town only has three road crew employees the hydro-vaccing of the DI's and the street sweeping of the down town area will be contracted out. The three town road crew employees will be responsible for doing the road side mowing and the line painting in the down town area.

Daryl Burlett-Public Works Director
Town of Brandon
Brandon VT. 05733
802-247-3635 x 211
Cell: 802-236-4925
dburlett@townofbrandon.com

TOWN OF BRANDON

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

PURCHASE ORDER NO.

№ 51806

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

TO: HOWARD P. FAIRFIELD, LLC
P.O. BOX 842416
BOSTON, MA 02284

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

DATE	DATE REQUIRED	SPECIAL INSTRUCTIONS	802-236-4924		VENDOR NUMBER
4/10/15	6/15-6/26/15	CONTACT FRED COLBURN RE: DELIVERY			200322
QUANTITY	DESCRIPTION	ACCOUNT NO.		UNIT PRICE	AMOUNT
		ORG.	OBJ.		
	RENTAL OF				
	ROADSIDE MOWER				
	6/15/15 - 6/26/15	10515	44120		\$5,600.00

NOTE: THE TOWN OF BRANDON IS EXEMPT FROM STATE & LOCAL TAXES. TAX EXEMPT #26803. PLEASE NOTIFY IMMEDIATELY IF ANY PORTION OF THIS ORDER CANNOT BE SATISFIED BY THE DATE REQUIRED.

REQUESTED BY DARYL BURLETT

TOTAL 5,600.00

APPROVED BY _____



RECEIVED

MAR 30 2015

TOWN OF BRANDON

March 25th, 2015

Town of Brandon
Highway Dept.-Daryl Burlett
49 Cedar Street
Brandon, VT 05733

Dear Daryl,

We have you listed on our Mower schedule for 06/15/2015 thru 06/26/2015. Please sign and return the enclosed Lease Agreement as soon as possible by the fax or email listed below.

Also, please contact your insurance company and provide us with a copy of your Certificate of Liability Insurance and Physical Damage Insurance naming Howard P. Fairfield, LLC as additionally insured for the rental period above. Please have it faxed to my attention to 866-343-4404.

The following information may be required by your insurance company:
Insurance should cover 2 days prior and 2 days after rental period to cover delivery and pick up

2012 John Deere 6330
VIN # 1L06330HHCH716337
Value \$130,000

Thank you,
Brenda Johnson
Administrative Assistant
PO Box 188
Skowhegan, ME 04976
207-474-9836 ph
866-343-4404 fax
brendajohnson@hpfairfield.com

Howard P. Fairfield, LLC



Terms and Provisions of Lease

1. On all rentals, the rental period shall begin on and include the date of shipment to the Lessee and shall end on and include the date of return to the Lessor's receiving point upon return.
2. The lessee agrees that the rates provided for in this contract are considered straight-time rates, based on eight (8) hours per day, five (5) eight (8) hour days per week, or twenty-two (22) eight (8) hour days in any one thirty (30) consecutive day period. Should the machinery rented be used longer than the above specified hours in any specified period, additional rent shall be due based on a proration of the rental rate.
3. It is understood that no warranty against patent or latent defects in material, workmanship or capacity is given, nor that said equipment will meet the requirements of any law, rules, specifications or contracts which provide for specific machinery, other than that of original manufacturer or said equipment and set forth in manufacturer's catalog.
4. The Lessor shall use reasonable care to see that the equipment is in proper working condition before shipment to Lessee. It is not to be actually operated or tested unless such operation or test is deemed necessary by Lessor.
5. Lessee agrees to maintain said equipment and machinery in the same condition as when delivered, normal wear and tear accepted. Lessee shall be responsible for daily servicing of machinery and equipment, including daily lubrication and adjustments, periodic oil and filter changes, replacement of wear items etc. Lessee shall be solely responsible for, and shall pay all claims and damages arising from, defects in machinery or equipment, or from the handling or use thereof, whether from injuries to the person or property. Lessee shall hold Lessor harmless from all such claims. Lessee shall pay for all damages to

the machinery or equipment during the life of this contract, and shall return said machinery or equipment to the Lessor in as good condition as when received, normal wear and tear accepted.

6. The receipt and acceptance by the Lessee of said machinery and equipment shall constitute acknowledgment that said property has been accepted and found in good, safe and serviceable condition, and fit for use throughout the life of the contract unless notification is received, in writing, to the Lessor by Registered Mail, Return Receipt Requested, to Lessor's office; or the equipment is returned to Lessor's place of business within three (3) days of when equipment is considered not in a good, safe and serviceable condition and fit for use. Claims of downtime, or inoperable equipment, after the contract ends will not be accepted.
7. The Lessor shall not be liable in any event to the Lessee for any loss, delay or damage of any kind or character resulting from defects in or inefficiency of equipment hereby leased or accidental breakage thereof.
8. In the event of accident to, or breakage of any part of the equipment, Lessee may have the same repaired by any competent person, firm or corporation at its own expense or, upon notice to the Lessor as to such breakage or accident, the Lessor may repair said machinery for the Lessee, using reasonable diligence to make such repairs or replacement in the shortest possible time, and the Lessee agrees to pay the Lessor its' regular charges for any material or labor furnished in making such repairs upon demand. No person or firm is to service or repair said machinery and equipment unless such person or firm is familiar with the maintenance and repair instructions for the particular equipment or machinery.
9. The Lessee agrees to pay any charges for work or inspection required by any labor union. The Lessor may, at its option, refuse to do any repair work on the equipment in time of strike, or any other cause beyond its' control, or in violation of any rule affecting the equipment. The Lessor reserves the right to remove the equipment from the job at any time when, in its' opinion, the equipment is in danger because of strikes or any other conditions.
10. The Lessee agrees to comply with and conform to all municipal, state and federal laws relating to the operation of said machinery and to pay all costs and expenses of every character occasioned by or involving the use or operation of the machinery or equipment and to pay all legal assessments, taxes or public charges, either local, municipal, state or federal, which may be levied on said equipment while in the possession of the Lessee.
11. The Lessee agrees to pay the Lessor for all loss and damage occasioned by any cause that may occur during the life of this lease, and until such machinery has been returned into the possession of the Lessor and accepted by it. It is agreed by the

- parties hereto that the value as previously stated herein shall be the value of the property forming a basis for such adjustment. In making such adjustment, it is understood that no rentals previously paid or due shall apply to the payment of such loss.
12. The Lessee further agrees to protect the Lessor on this contract with full insurance coverage, said insurance to cover damage occasioned by fire, theft, flood, explosion, accident, act of God or any other cause, that may occur during the life of this lease and to protect the Lessor for such public liability insurance for coverage to the limits of the State laws in which the equipment leased is being used. Lessor reserves the right to demand proof of insurance prior to delivery of the equipment or machinery or at any time thereafter. Failure of Lessee to provide such proof shall constitute a breach of this lease.
 13. Lessee shall use the equipment only at the location specified herein, and shall not remove the equipment from such location without prior notification to the Lessor of the move and the new location. Such notification shall be in writing mailed to Lessor's address, by Registered Mail, Return Receipt Requested. Lessee shall give Lessor immediate notice of any levy attempted on such machinery, or if such machinery becomes liable for seizure, and to indemnify Lessor against all loss and damage caused by any such action. The Lessor shall have the privilege at all times of entering any job, building or location where the above property is being used for the purpose of inspection, and reserves the privilege of removing said machinery and equipment immediately, if it is being overloaded; taxed beyond its' capacity; is in danger because of labor strikes; or any other condition; as in any manner abused, neglected or being operated in an unsafe manner; or in the event of default of any other terms or provision of this lease.
 14. The Lessee agrees to pay all rentals when they are due and for all services and materials furnished and all damages and sums due to Lessor under this contract as soon as the loss occurs or services are rendered or materials are furnished.
 15. Lessee agrees that if any of the lease provisions are violated and Lessor demands the return of the equipment, that this lease shall constitute authority to the watchman or other persons responsible for the equipment to deliver all or any part of the equipment to the Lessor or its agents.
 16. Both Lessor and Lessee agree that no modification of this agreement shall be binding upon them or either of them, unless such modification shall be in writing and duly accepted in writing.
 17. The Lessors designated receiving point for return of equipment, as referred to in Paragraph 1 of this contract, shall be the same as the point from which the equipment was shipped.

18. HOWARD P. FAIRFIELD, INC. reminds Users and Lessees of these products and rented equipment that their safe operation depends on compliance with manufacturer's recommendations. It is the responsibility of the User and Lessee to safely install, operate, maintain and inspect these products and equipment and to provide and install all guards and safety devices.

All technical advice, recommendations and services, rendered by HOWARD P. FAIRFIELD, INC., are based on technical data supplied By the User and by Vendors. HPF assumes no responsibility to the User for results obtained or damages incurred from the use of products sold, rented or installed, according to this advice or recommendations.

19. Lessee is responsible for full rental fee during the contracted rental period. Invoice will be generated to the Lessee upon receipt of the equipment.

Town of Brandon-Mower Unit
06/15/2015 thru 06/26/2015
Total \$ 5,600.00

SPECIAL PROVISIONS

We agree to all above conditions which are thoroughly understood

Lessee

By _____

Date Signed by Lessee _____

Witness _____

By _____

HOWARD P. FAIRFIELD, LLC.

Lessor

Date Signed by Lessor _____

Approved by _____

Authorized to Approve for Lessor

Date Approved by Lessor _____