

Brandon Select Board Meeting
April 27, 2015
7:00 p.m.

The Brandon Select Board will meet Monday, April 27, 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) Special Select Board Minutes – April 9, 2015
 - b) Select Board Minutes – April 13, 2015
- 3) Town Managers Report
- 4) Comments for Items not on the Agenda
- 5) Darwin Enterprises
- 6) Consider Annual VTrans Financial Plan
- 7) Consider Payroll Services
- 8) Consider Municipal Planning Grant for Planning Commission
- 9) Consider Appointments
 - a) Select Board Clerk
 - b) DRB
 - c) Reminder of Various Vacancies
- 10) Consider Audit RFQ
- 11) Consider Emergency Operations Plan
- 12) Consider VHB Amendment
- 13) FEMA Projects
 - a) Green Park
- 14) Segment 6
- 15) Town Office Project
- 16) Bridge 114
- 17) Tax Sale Update
- 18) Fiscal
 - a) General Fund Warrant – April 27, 2015 - \$35,354.35
 - b) Wastewater Fund Warrant – April 27, 2015 - \$19,010.08
- 19) Adjournment

Brandon Special Select Board Meeting Minutes April 9, 2015

These are unapproved minutes, subject to amendment and approval at a subsequent Select Board meeting.

The meeting was called to order at 5:05 PM by the Chairman. Present were Doug Bailey, Seth Hopkins, David Atherton, Ethan Swift, and Devon Fuller.

Mr. Bailey distributed several informational items to the Board members and discussed upcoming schedules.

At 5:15 PM, a motion made by Mr. Hopkins was seconded by Mr. Swift to enter Executive Session under 1 VSA § 313(a)(3) regarding employment of a public officer or employee. Motion passed unanimously.

At 5:45 Mr. Atherton left the meeting.

At 6:15 Mr. Atherton returned to the meeting.

At 6:35 Mr. Atherton left the meeting.

At 6:55 a motion made by Mr. Fuller was seconded by Mr. Hopkins to exit Executive Session. Motion passed unanimously.

A motion made by Mr. Fuller was seconded by Mr. Hopkins to offer David Atherton the position of Brandon Town Manager subject to successful execution of an employment contract. Motion passed unanimously.

At 7:00 PM, a motion made by Mr. Swift was seconded by Mr. Fuller to adjourn. Motion passed unanimously.

Respectfully submitted,

Seth Hopkins, Vice-Chair
Recording Secretary Pro-tempore

**Brandon Select Board Meeting
April 13, 2015**

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

In Attendance: Devon Fuller, Dave Atherton, Doug Bailey, Seth Hopkins

Also in Attendance: Wayne Rausenberger, Richard Baker, Arlen Bloodworth, Lee Kahrs, Bernie Carr, Doug Sawyer, Chris Brickell, Jeff Stewart, Steve Bisette, Anna Scheck, Daryl Burlett, Tracy Wyman, Linda Milne

1. Call to order

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

a) Agenda Adoption – Motion by Devon Fuller/Dave Atherton to adopt the agenda, as amended. **The motion passed unanimously – 3 to zero.**

Amendment to move #5a - Audit Report to #1b.

b) Annual Audit Report

Linda Milne of Mudgett, Jennett & Krogh-Wisner PC provided an overview of the Town's annual audit. Ms. Milne noted the auditors make an assessment of the risk and their responsibility is to express an opinion. The opinion the Town received was that the finances are fairly stated. There were 11 adjustments made and the largest related to the Route 7 roadwork in moving the funds from town to government asset schedules. The work done on the water lines are the Brandon Fire District's, not the Town. There were some receivables that are actually in the next fiscal year. An adjustment was proposed to record checks as prepared and add back to the books as a liability. The revenue classification was adjusted between what is federal, state and local expenditures. The AOT needs to be clear with the classifications. An adjustment was done to reduce revenues and receivables that were recorded in the Town Office Fund that were no longer revenues. Some of the adjustments were included in the findings of the government reporting package. The largest finding was the capital assets that were recorded that actually belong to the Brandon Fire District. There is also an audit of federal expenditures completed. Devon Fuller stated the Town needs to ask VTrans to delineate between state and federal funds. Ms. Milne stated 95% of the funds come from the state. The grant agreement typically tells what the percentages are and this can be used in calculating the classifications of the funds. She stated AOT automatically places it in state and federal. Ms. Milne stated VTrans will be coming to the Town indicating that they need an action plan to be sure the federal expenditures are in by March 31st and suggested the Town be proactive in providing this information to them. Devon Fuller asked how to get the audit done in a timelier manner. Ms.

Milne stated the year closes on June 30th and there are interim testing procedures that can be done prior to June 30th. The balances could be ready by September 30th. There needs to be 60 days after year-end to review delinquent taxes. The auditors could then review in the October/November timeframe. With the interims, in order to be able to rely on the systems, they come in and test a sample of transactions. She stated their office does a lot of control testing in May and Ms. Milne recommended contacting them soon if the Town wishes to start the process in May. Ms. Milne thanked Anna Scheck for all her help in the audit process. Doug Bailey stated there have been many internal discussions and there will be significant changes this year to avoid being late. The Board thanked Ms. Milne for her assistance in getting the audit out. A full copy of the audit report will be available for examination at the town office.

2. Consent Agenda

a) Select Board Meeting Minutes – February 24, 2015

Motion by Dave Atherton/Devon Fuller to approve the minutes of the February 24, 2015 Select Board meeting. **The motion passed unanimously - 3 to zero.**

b) Select Board Meeting Minutes – March 23, 2015

Motion by Devon Fuller/Dave Atherton to approve the minutes of the March 23, 2015 Select Board meeting, as amended. **The motion passed unanimously - 3 to zero.**

A correction to the Select Board attendance adding Devon Fuller and removing the second notation of Ethan Swift.

c) Special Select Board Meeting Minutes – March 23, 2015

Motion by Devon Fuller/Dave Atherton to approve the minutes of the March 23, 2015 Special Select Board meeting. **The motion passed unanimously - 3 to zero.**

d) Special Select Board Meeting Minutes – April 6, 2015

Motion by Devon Fuller/Dave Atherton to approve the minutes of the April 6, 2015 Special Select Board meeting. **The motion passed unanimously - 3 to zero.**

Doug Bailey noted that additional meetings were required in order to transact town business in the absence of a town manager.

e) Appointments

i) Emergency Management Director

ii) Fire Warden

iii) Planning Commission

iv) Development Review Board

Motion by Seth Hopkins/Devon Fuller to appoint Chris Brickell as Emergency Management Director. **The motion passed unanimously – 3 to zero.**

This appointment is usually the town manager's position and will be a short-term appointment.

Motion by Seth Hopkins/Devon Fuller to appoint Linwood Bovey as Fire Warden. **The motion passed unanimously – 3 to zero.**

Gene Pagano has agreed to be the Assistant Fire Warden.

Motion by Seth Hopkins/Devon Fuller to appoint Phyllis Aitcheson as a member of the Planning Commission. **The motion passed unanimously – 3 to zero.**

Motion by Seth Hopkins/Devon Fuller to appoint Tom Bohler as an Alternate to the Development Review Board.

Dave Atherton questioned if there is a vacancy for the DRB, as there were a couple of terms that had expired, but they were reinstated. Erik LaRock, Samantha Stone and Robert Clark are currently on the Board, with Kelly Martin and John Peterson as alternates. It was recommended to table Tom Bohler's appointment to the DRB until further clarification can be made as to whether another member is needed.

It was noted that the Town received notice from the Fire District and Ray Counter that the advisory for people to run water will be lifted as of April 15th. The frost line is only about 2 to 3 feet at this time and it is unlikely lines will not freeze.

The motion was rescinded and tabled until the next meeting.

3. Board Chair Report

Doug Bailey read the following Select Board Chair report: *"Since the last regular Select Board meeting, the Board members have continued to act in a volunteer capacity with daily presence at the town office.*

Doug Bailey and Seth Hopkins met with the chief, officers, and staff of the Police Department. Our thanks to Chief Brickell for this opportunity.

The town has taken delivery of the new truck for the Wastewater Department. Our thanks to Steve Cijka and Ed LaGrange for the unsung work they do in the Wastewater Department.

Doug Bailey and Daryl Burrett made a site visit to Briggs Lane regarding the barriers there. They then met with Warren Kimble for a Green Park site visit regarding the bricks & plans there.

We interviewed several candidates for the position of bookkeeper; however the position remains unfilled. Town Clerk/Treasurer Sue Gage suggested reallocating staff based on areas of expertise, which is a creative solution that should allow us to find a qualified candidate to fill what will be a newly-crafted job description. Our thanks to Sue for thinking outside the box.

Anna Scheck is responsible for a substantial savings to the Town by challenging a bill from the State of Vermont regarding the Sanderson Bridge. Her knowledge and careful record-keeping resulted in the State's initial invoice to the Town being reduced from \$25,000.00 to just \$852.00. Our thanks to Anna for her diligence.

Anna, Sue, Doug Bailey and Seth Hopkins signed a representations letter to the auditors on March 31st which allowed the Town to be listed as merely "late" rather than "delinquent" with the State regarding the completion of its 2013-14 audit.

Several board members met with Darren Winham to review his draft tax stabilization policy. This is the first element of the economic development contract which has now been signed. The tax stabilization draft was delivered by Mr. Winham on time and is currently under consideration. Mr. Winham will present a draft economic development strategic plan to the Select Board and be available for questions at the next Select Board meeting.

Doug Bailey and Dave Atherton met with Steve Carr and Tom Whittaker of the Brandon Industrial Corporation to arrange the loan modification for the industrial park off Arnold District Road.

Doug Bailey and Seth Hopkins met with Brandon attorney, Jim Leary, to develop a proposed town charter to bring to the voters to decide on a local option tax.

The Board issued three letters to FEMA regarding the urgency of completing the Green Park, Kennedy Park sewer, and Cobb Hill culvert projects. We were informed that FEMA was putting Green Park and Kennedy Park on hold due to the overlap of the overflow culvert project. Doug Bailey and Seth Hopkins then had an animated phone conversation with Mary Andres and other representatives, at the conclusion of which Ms. Andres agreed to "escalate" our position by contacting the Congressional delegation to advocate on behalf of Brandon with FEMA, and particularly with Marcus Tate, who has been identified to us as our stumbling block. Mary Andres expects to have news for us by the end of April.

We have received a signed resignation and release from Robin Bennett.

We have the position of Town Manager in the Reporter and with the Vermont League of Cities and Towns. Approximately a dozen applications were received, ranging from in-town to in-state to as far away as South Dakota. These were vetted by two-member subcommittees of the Select Board in various ways, with some email and telephone contacts, and some in-person interviews. References were checked. During the process, we received public input in the form of phone calls, emails, and drop-in visits from a number of Brandon citizens – these were remarkable in

their consensus that a local candidate would be preferable. After a Board review of all applications, a unanimous vote was made to offer the position of Town Manager to David Atherton. We have signed a contract with him. He will resign from the Select Board and start work next Monday. Dave is a Forest Dale resident, Bristol native and fifth-generation Vermonter. Elected without opposition to his second term on the Select Board this year, he is leaving long-term self-employment as a paralegal/title searcher. His wife, Heather Norton, owns the Brandon Village Spa, and they have two children who attend Neshobe School. Dave has a strong work ethic, extensive ties to the community and is a known product. We are certain that he will impress us all."

Doug Bailey stated the Board received many calls suggesting that they find a local Vermonter and someone with ties to the community. The Board thinks that Mr. Atherton was the best candidate in the group of applications received. The Board will be accepting letters of interest for filling the Select Board position. Devon Fuller stated Mr. Atherton has been working as a paralegal in Vermont for 20 years and knows how the town works. In being self-employed, Mr. Atherton knows how to work and will be able to run the town office in new ways. Seth Hopkins also thinks this is a good opportunity for Brandon to experience self-government and Mr. Atherton will be a great example to many people in the town. Mr. Bailey advised that Mr. Atherton was the first application received and was removed from the hiring process immediately.

4. Public Comments for Items not on the Agenda

Chief Brickell would like to get the first appointment with the Town Manager to advise him of what has been stagnant for a while.

5. Prior Years Affairs

a) Tax Sale Update/Collection Update

Doug Bailey stated he was not prepared to give a tax sale update, as the information goes directly to Jim Carroll's office. Mr. Bailey noted there has been some substantial tax collection over the last few weeks. The tax sale had been postponed and will now be back on track, with certified letters being sent and a new timeline will be set at the next meeting.

Seth Hopkins suggested it may be time to send the audit service out to bid. He does not blame them for the tardiness of the audit report. Anna Scheck recommended the RFQ's be sent no later than next month. Dave Atherton stated in order to stay on the timeline recommended, this needs to be considered by the next meeting. Devon Fuller stated from a fiscal standpoint, it should go out to bid to be assured that the Town is getting the best price. Seth Hopkins stated Sue Gage had advised some of the work that has been outsourced in preparing for the audit could be done in-house. In speaking with Linda Milne, this would be a major step in doing the quarterly financials in-house rather than outsourcing. The new Town Manager will speak with Sue Gage and come back to the Board with a recommendation. Mr. Atherton stated in speaking

with the auditors, he has learned a lot about the process and thinks it would be good to figure out what went wrong and remedy it step by step.

b) Brandon Industrial Corporation Allonge/Loan Modification

Dave Atherton stated the Brandon Industrial Corporation has a revolving loan fund and community development funds that have not been used recently. There was a statute of limitations to catch up and the Board has been working with the Brandon Industrial Corporation to affectively market the land that is in the industrial park. These are funds that came through a Community Development Block grant to fund future businesses. The Town is prepared to take care of this next Monday with the intent to get interested parties for this area. When Brandon Training School closed, a number of lots were subdivided and a roadway and water were put in with the intent to draw businesses to town. Since the economy took a downturn, it has been difficult for the Brandon Industrial Corporation, headed by Steve Carr and Tom Whittaker, to sell any lots. Mr. Atherton stated this item will align with the Economic Development Strategic plan. The loan modifications are drafted and ready to go and the Brandon Industrial Corporation is on board with this. Mr. Atherton advised this is a non-profit organization, which affords it more benefits, and the Town Manager is automatically an officer of the Board. Doug Bailey stated there is a lot of value in the land and the infrastructure that is there.

6. Policy

a) Charter and 1% Tax

Seth Hopkins stated they spoke with Jim Leary and he developed a draft of a one-page charter. Mr. Hopkins read the following proposed Charter.

"1. GENERAL LAW: APPLICATION - The Town of Brandon shall have all of the powers granted to towns and municipal corporations by the Constitution and laws of this State and this charter, together with all of the implied powers necessary to carry into execution all the powers therein granted.

2. LOCAL OPTION TAX – a) Upon resolution of the Select Board of the Town of Brandon, or upon receipt of a petition signed by five percent of the registered voters of the Town of Brandon, at an annual or special meeting warned by the purpose by a majority of those present and voting, the voters of the Town of Brandon may vote to assess any or all of the following: (1) a one percent sales tax, (2) a one percent rooms tax; and (3) a one percent meals and alcoholic beverage tax.

b) Any local option tax imposed under the authority of this section shall be collected and administered and may be rescinded as provided by the general laws of this State. C) Revenues received through the imposition of a tax imposed under this section shall be used for expenses or financing of voter-approved capital projects within the Town of Brandon.

3. EFFECTIVE DATE – This act shall take effect upon passage."

It was noted this does not take any power away from the voters and the strategy is the Board would discuss it now and alter it if necessary before presenting to the voters. The Board would present it to Butch Shaw and Steve Carr to bring before the legislative counsel to assure that it would pass. It is hoped to get it back by the end of April and at that time, the process of submitting formally to the voters would begin. A hearing would be required 30 days ahead of the vote and one within 30 days prior to the vote. The goal is to have a special town meeting to vote by the end of June. Bernie Carr thought it should state infrastructure improvements, as they are never going to go away and this would be something consistent to use it for. Devon Fuller also suggested putting it towards the Capital Improvement plan and perhaps combine the two items. It was recommended that a percentage could go towards the Capital Improvement plan and a percentage towards infrastructure improvements. Dave Atherton stated the key wording is voter approval. It was suggested that for the first 5 years it could be used for infrastructure only and then include the Capital Improvement plan. Seth Hopkins stated once something is put in a charter, it takes an act of the legislature to change it. Doug Sawyer suggested if this does happen; assistance in funding the infrastructure would help take some of the burden off the budget, which could then be used to help fund the Capital Improvement plan.

Motion Devon Fuller/Seth Hopkins to approve the Chapter 150, Town of Brandon Charter.

Seth Hopkins requested a friendly amendment to change "by" to "for" in Section 2(a) third line and in Section 2(c) the removal of the words "expenses or" in the second line.

Dave Atherton also provided a friendly amendment to place 17 V.S.A. 2645 in the title.

Devon Fuller suggested a friendly amendment to include: for the purpose of having the state representatives present the document to legal counsel.

Amended motion to read:

Motion by Devon Fuller/Seth Hopkins to approve the 17 V.S.A. 2645 Chapter 150, Town of Brandon Charter, to include changing "by" to "for" in Section 2(a) third line and in Section 2(c) the removal of the words "expenses or" in the second line for the propose of having the state representatives present the document to legal counsel. **The motion passed unanimously – 3 to zero.**

b) Emergency Operations Plan

Dave Atherton recommended tabling this item to the next meeting. Ethan Swift is the only certified person to sign this on the Board and it is not due until May 1st. This is an updating the policy from last year and if it is done at the next meeting, it will be submitted prior to the deadline. The new Town Manager will also be taking the classes for certification.

c) Economic Development Report and Tax Stabilization Plan

Doug Bailey reported a meeting took place with Darren Winham and the Board has a draft Stabilization policy. It is a multi-page draft and it works off of money being spent to improve a business location. The consultant feels if the additions are put on businesses, the jobs will follow, but if it is too heavy in administration regarding the jobs it would create more work for the town office. Mr. Winham will be at the next Select Board meeting to discuss the plan. Bill Moore, Economic Development Director, also met with Mr. Winham and he noted this will be an easier and more attractive tool for businesses. The Board is convinced the lighter approach was the better approach.

7. Segment 6

a) Update on Segment 6 Right-of-Way Completions

Richard Baker sent 50 waiver evaluations to Montpelier and 11 more were completed today. He has not reviewed the 40 that VHB had sent and there are about 35 to 51 remaining. Mr. Baker is not doing waiver evaluations for the ones being done by the appraiser. There are about 100 out of the 150 waiver evaluations that are in good shape. Mr. Baker stated the 90 that have been sent are not at the right desk in Montpelier. Seth Hopkins called Montpelier and was advised they are not at the Right-of-Way office. VTrans wants the Town to submit to the local Right-of-Way person, Scott Robertson, and there is a strong preference the entire waiver packet comes in one lump sum. It was noted that Mr. Baker has made real progress and the waivers are in Montpelier. They have allotted a certain length of time for their process to happen and they will start their part of the process April 30th. Devon Fuller thanked Mr. Baker for getting these done. Mr. Baker stated he is reasonably confident that they will be done in April.

b) Segment 6 Consider Additional Services Request #9

Dave Atherton questioned if this is work to be done. Richard Baker advised this is all work that has been done and they want to have it back dated to September 18, 2014. Mr. Baker stated VSE has already billed for some. Doug Bailey stated CLD does the engineering for the project and each time the Town makes changes the money keeps mounting up. The design task will be non-participating; meaning the Town pays for the changes when new ideas are recommended. Seth Hopkins stated 8 of the additional service requests have happened and the State has indicated there can be no more. The #9 request is being paid for solely by the Town of Brandon at an amount of \$11,500.00 and after this, the Board has to be sure there are no further changes made.

Motion by Seth Hopkins/Devon Fuller to sign the additional service request #9. The cost to be incurred by the Town of Brandon, with the omission of Item III.

A friendly amendment was made by Devon Fuller/Dave Atherton to omit Item III, Partial Mortgage release document. **The motion passed unanimously 3 to zero.**

The original motion was called for a vote. **The motion passed unanimously – 3 to zero.**

Mr. Fuller stated the change regarding the parking was caught by the Design Committee. Jeff Stewart stated most of the suggestions were made months, if not years ago and CLD should have known about them for quite a while. He stated that it is unfair of the State to indicate there cannot not be any more changes. Dave Atherton stated most was approved that was recommended and it was his understanding that there could not be any further changes.

c) Consider Amendment Request from VHB

Devon Fuller suggested tabling this item to the next meeting as he has not had the opportunity to read the original contract. Doug Bailey stated there was a five-page document requesting more money. Mr. Bailey stated the original contract was for \$82,000.00 and increased to \$111,000.00 with an amendment. They have spent \$192,000.00 and are billing for the additional \$81,000.00. They want to collect this and \$117,000.00 more. Mr. Bailey questions why the Town is keeping VHB. Bernie Carr questioned if they are taking advantage of the absence of a town manager. Seth Hopkins stated there is nothing that indicates this has been discussed with the Town prior to this billing. Mr. Hopkins was attending a VTrans meeting and this was when it was discussed the contract had expired. They have not been proactive about minding the project and they believe the level of effort was correct and the 13 hours per week was the correct amount of time, but the project duration has significantly increased. Mr. Bailey stated the Town's portion is \$5,800.00 and the remaining \$76,000.00 and \$111,000.00 is from federal and state funds. Mr. Bailey is very upset by the this and noted it is something that needs to be brought under control. Mr. Hopkins stated consideration has to be given regarding the ownership of the items that VHB produces. The contract indicates it is their property and they license it through a contract. The Town has not received all the information they have produced. There was a discussion with Scott Robertson regarding this item. VHB has talked about the general LPM role and it was found some of the tasks do not require an engineer and could possibly be done by a town employee. Mr. Carr noted this is going to be a big project with a lot of moving parts. Mr. Hopkins stated there could potentially be a town employee hired to do this project. Mr. Carr stated there was talk about not having matching funds for grants and cautioned the Town also has Segment 6 and every year it is postponed the Town is losing money due to inflation and there needs to be funds enough for this match. Seth Hopkins stated the Board were advised that it is possible and probable that the Town will have to ask for an additional supplemental bond. Richard Baker noted there is an additional \$112,000.00 from the Town Farm Fund that had voter approval to fund Segment 6. The Board was advised to wait before consideration of bonding.

8. Bridge 114 Scoping Study

Doug Bailey stated the Town has come up with a new drawing for Bridge 114 and a letter is going out to CLD engineering. The Town is looking at the parapet near the sidewalk being 20 inches high and the railing above that. The last draft was more of a metal fence and the Town was advised it would not meet the standards. The proposal has gone out by email today and the hard copy will be mailed. It was noted that CLD should respond to the Town, as they have usually sent responses to VTrans. Wayne Rausenberger does not understand the letter from John Byatt regarding the fee for the scoping study phase. Seth Hopkins stated they want to bore test holes and discuss a solution for the entire bridge with the State, as they had pushed back on the soil remediation process. Richard Baker stated in the teleconference they have indicated the slab investigation needs to be completed and it will take five or six months to do this. Mr. Hopkins stated they gave conceptual approval to do this and Daryl Burlett stated they will complete the scoping study. Mr. Baker stated the CLD letter of April 8th is addressed to VHB, not to the Town or VTrans and it is an anchor if VHB has to answer to CLD's request.

9. Project Tracking Report to Include FEMA Projects

Doug Baker thanked Doug Sawyer for assisting in making changes to the project tracking report. This report is on line and anyone can access it. Daryl Burlett reported there was a pre-bid meeting for Union Street with 10 bidders in attendance. There was only one bidder for the Briggs Lane project. Mr. Burlett expressed concern that the budget figures available on line may have an effect on the bids and takes away the town's edge by having the information available. He thinks it is good information for the Select Board and the Facility Manager's use. Dave Atherton suggested having just the pending projects and removing the budget and town match and have that information available for internal use. Seth Hopkins stated the full version should be available to the Town Manager, Select Board and Facility Manager until the contracts are awarded. Doug Sawyer suggested taking the report off the website tomorrow and he will work on a new version.

Wayne Rausenberger asked for clarification of the Design Bridge Replacement line as it indicates the vote was for \$117,781.00 and it was noted the voted portion should be \$24,545.00. A clarification was also made on the Overflow Culvert Phase 1 where the grant was \$274,200.00 and the town match is \$68,555.00, which was approved.

Bernie Carr stated there has been concern expressed by one of the Chamber members that the Overflow project be designed to look good as opposed to being just functional and perhaps the Design Team could work on this at the front end. Doug Bailey noted it has to look good and it has to be safe. Steve Bissette stated there is concern of people falling into the culvert. Seth Hopkins stated a good design does not cost any more than bad design when talking to the state. Mr. Carr asked if there could be funds to also repair the stairs. Dave Atherton stated there is a lot of work that FEMA did cover that the Town is waiting to complete. Seth Hopkins noted that they have been advised any work done in Green Park will jeopardize the funding from FEMA. The Town may consider walking away from the FEMA funding for Green Park, but for now if the Town wants to be in contention for the \$170,000.00, work cannot start. FEMA does understand the frustration and they have asked for two more weeks. Doug Bailey has

talked with a local construction company that could do the front part of the park by July 1st. Bernie Carr stated the Chamber also has monies if it is needed for the fence. The Board really wants this park open and fully functional by July 1st.

10. Town Office Project

Devon Fuller stated the environmental review has been submitted to the state. If accepted, the Town will have one more item to do, a 3rd party letter. Mr. Fuller suggested if anyone uses the lift in the town hall and feels it works well, he would like a letter or email to pass along to the state, as it is similar to the lift proposed for the town office. If the environmental review is accepted, the timeframe for the bids to go out will be mid-May. The project is on track to be done before fall.

Jeff Stewart reported Brandon had been recognized at a recent meeting of the designated downtowns. Devon Fuller stated it is nice to hear from the CDBG people that the Town is further ahead than anyone else on the grant. Seth Hopkins thanked Mr. Fuller for the work he has done on the Town Office project.

11. Fiscal

a) General Fund Warrant – April 13, 2015 - \$44,690.29

Motion by Devon Fuller/Seth Hopkins to approve the General Fund warrant in the amount of \$44,690.29. **The motion passed unanimously – 3 to zero.**

b) Wastewater Fund Warrant – April 13, 2015 - \$59,899.88

Motion by Devon Fuller/Seth Hopkins to approve the Wastewater Fund warrant of April 13, 2015 in the amount of \$59,899.88. **The motion passed unanimously – 3 to zero.**

Devon Fuller reported the reason the warrant was this high is due to the new vehicle that had been purchased for the Wastewater Department.

c) Consider P.O. 23311 to Thunder Towing for Repairs to 2010 Charger - \$1,053.67

Motion by Devon Fuller/Seth Hopkins to approve P. O. 23311 to Thunder Towing for repairs to the 2010 Charger in the amount of \$1,053.67. **The motion passed unanimously – 3 to zero.**

d) Consider P.O. 51805 to Bendig Paving & Sealing for Street Sweeping - \$4,000.00

Motion by Devon Fuller/Seth Hopkins to approve P. O. to Bendig Paving & Sealing for street sweeping for an amount not to exceed \$4,000.00. **The motion passed unanimously – 3 to zero.**

e) Consider P.O. 51806 to Howard P. Fairfield for Roadside Mower Rental - \$5,600.00

Motion by Devon Fuller/Seth Hopkins to approve P.O. 51806 to Howard P. Fairfield for a roadside mower rental for an amount not to exceed \$5,600.00. **The motion passed unanimously – 3 to zero.**

Devon Fuller appreciates that the new Public Works Director was able to secure this equipment at this time due to it being late in the season for these types of requests.

f) Consider P.O. 44231 to A1 Sewer and Drain - \$1,980.00

Motion by Seth Hopkins/Devon Fuller to approve P.O. 44231 to A1 Sewer and Drain for flushing of the sewer lines in the amount of \$1,980.00. **The motion passed unanimously – 3 to zero.**

14. Adjournment

Motion by Seth Hopkins/Devon Fuller to adjourn the Select Board meeting at 9:07PM. **The motion passed unanimously - 3 to zero.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Town Manager Report
for the week of April 20, 2015

April 20th

Prepared and submitted a Federal Land Access Grant Application for the Churchill Road Bridge rehabilitation.

Awarded paving bid for Champlain St/Union St/ Marble St to Wilk Paving. Wilk will be starting as soon as weather permits. Also awarded Union St Culvert replacement to Harvey Excavating.

Posted Selectboard vacancy, have received one letter of interest so far. Re-posted bookkeeper position.

Worked on organizing office.

April 21st

Meeting with Town Office committee for status. Have followed up and set appointments with plumber for HVAC estimate and Royal Group for Fire/Security estimate.

Worked on organizing office.

April 22nd

Meetings with engineering firms for RFQ for the overflow culvert.

April 23rd

Office work all day.

April 24th

Met with plumber and engineer at Town Office (49 Center St) to spec HVAC system. Conducted interview with candidate for bookkeeping position.

There are other items that will be discussed in agenda items such as Green Park, Wheeler Road, Segment 6, etc.

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)

TA-60

Town of Brandon Fiscal Year 2016 Begin 7/1/15 End 6/30/16

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1 1.948	\$ 21,807.00
Class 2 16.14	\$ 66,710.00
Class 3 39.84	\$ 60,617.00
Town Tax Funds – 19 V.S.A. Section 307	\$ 663,536.00
Special Funds (e.g., bonds or earmarks):	
a.	\$
b.	\$
c.	\$
TOTAL	\$ 812,670.00

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 398,202.00
Non-Winter Maintenance	\$ 265,468.00
Major Construction Projects	
a. Union Street Reconstruct	\$ 125,000.00
b. Bridge #23 Re-hab	\$ 24,000.00
c.	\$
TOTAL	\$ 812,670.00

Comments:

Union Street Re-construct and Bridge #23 Re-hab were warned items voted/approved separately by the townspeople (items #18 & #19 on page 4 of the Annual Report)

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)

(page 2)

We, the Legislative Body of the Municipality of Brandon certify that funds raised by municipal taxes are equivalent to or greater than a sum of at least \$300.00 per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

Date: _____

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

Date: _____

District Transportation Administrator

TO: DAVE ATHERTON
FROM: LUANNE. ANNA & SUE
DATE: APRIL 20, 2015
RE: PAYROLL SERVICE

In an attempt to redistribute some of the work load to accommodate the reduced hours for the bookkeeper position, we have received three quotes for payroll services. ADP out of Pittsburgh, PA came in at \$3,949.75, Paydata out of Colchester came in around \$4,000.00 and NEMRC out of Georgia, VT was \$5,000.00. Even though NEMRC is a little higher, they make the most sense as they are our accounting software company. They would do everything including the VMERS quarterly reporting that the others could not do. With the other two vendors we would have to make journal entries to general ledger after each payroll, but not with NEMRC. The transition would be a smoother process with them as well.

I have included the supporting documents from each for your review.

Thank you.

NEMRC Payroll Service Agreement with Town of Brandon

The New England Municipal Resource Center (NEMRC) enters into this agreement to provide 'remote payroll services' to the Town of Brandon (Town). This agreement includes the following:

- 1) An employee of the Town will provide NEMRC with payroll processing data on a bi-weekly basis via an e-mailed spreadsheet or scanned source documents. Also, a Town employee will be available to assist at the Town level to allow printing and distribution of reports etc.
- 2) An employee of NEMRC will be responsible for taking this information and processing the payroll remotely, using the Town's existing system, submitting electronic paycheck information to the bank and producing all payroll related reports required for withholding and deduction payments. NEMRC will process these payments and transfer the appropriate information to the NEMRC general ledger. This will also include quarterly reporting and annual reporting such as W2's.
- 3) NEMRC will be provided an on-line banking account password(s) that will only be used by NEMRC to accomplish the necessary on-line banking tasks or this can be done by a Town employee..
- 4) NEMRC and the Town will work out precise written policies and procedures that will be followed by all involved with this process. (i.e. Board review and signing off on payroll checks, information flow on employee changes to deductions, pay rates, withholdings etc.)
- 5) This contract will run from xx/xx/xxxx and end xx/xx/xxxx.
- 6) The Town will pay NEMRC \$5,000.00 for this service at the inception of this agreement.

Signed:

Town of Brandon

NEMRC

Dated:

Dated: xx/xx/xxxx

NEMRC Remote Payroll Service will provide the following:

Bi-Weekly Payroll Processing.

Receive spreadsheets (or data files) used for posting payroll from designated personnel at the town office.

NEMRC Reviews the spreadsheet for errors and contact designated personnel at the town for correction or clarification.

Connect remotely with the town office to post the payroll. The NEMRC payroll system is located on the town's server. We log onto that system to post the payroll. This allows the payroll system to be **fully integrated with the other accounting modules**, i.e. General Ledger and Accounts Payable.

Post payroll, print necessary reports, payroll checks and payroll direct deposit check stubs. The NEMRC payroll module has all of the necessary payroll reports needed for a Vermont municipality. Payroll warrants, direct deposit report and ACH File, payroll tax reports for Federal, State, FICA and Medi reporting, Vermont Municipal Retirement reports and Vermont Dept of Labor Reports and more.

Upload Direct Deposit ACH File

Upload payroll tax information and initiate payment.

Upload VMERS information to Retirement Office.

Maintain leave time Benefits

Maintain employee files: New employees, update existing employees with changes or additions to fringes, deductions, addresses, W-4 status etc.

Assist in questions regarding payroll: Either with an employee or with one of the designated employees at the Entity.

Quarterly Process and NEMRC Responsibilities:

Quarterly reports:

Federal Form 941

VT DOL and Catamount Worksheet (C101)

VMERS DB, Vermont Municipal Retirement, every quarter is input manually online and reconciled with payments sent by the town.

WH-432, Vermont Withholding reconciliation

Yearly Process and NEMRC Responsibilities:

Reconcile Yearly 941's and W-2's

Run W-2's

Submit reports to SSA

WH-434 Reconciliation and Submit to State of Vermont

We work closely with the town staff in making sure that the payroll is linking with the other accounting modules, accounts payable and general ledger and review with them anything that we see out of place.

**VERMONT MUNICIPAL PLANNING GRANT PROGRAM FY2014
CONTRACT FOR PERSONAL SERVICES
TOWN OF BRANDON**

1. Parties: This is a contract for personal services between the Town of Brandon, Vermont (Town), and Jim Donovan d/b/a Broadreach Planning & Design (Contractor), having a principal place of business in Charlotte, Vermont.

2. Subject Matter: The subject matter of this contract is the provision of public outreach and facilitation services, taking no more than five and one half hours of time, related to updating the Natural Resources portion of the Town Plan, as contemplated in the Town's Municipal Planning Grant.

3. Maximum Amount: In consideration of the services to be performed by Contractor, Town agrees to pay Contractor a sum not to exceed \$500.

4. Contract Term: The period of Contractor's performance shall begin on the date of execution of this contract and end May 18, 2015.

5. Amendment: No changes, modification or amendments in the terms and conditions of this contract shall be effective unless reduced to writing and signed and dated by the Contractor and the duly authorized representative of the Town.

6. Cancellation: This contract may be canceled by either party by giving written notice at least 15 days in advance.

8. Subcontracts: Contractor shall not engage subcontractors.

9. Interpretation: This contract shall be interpreted according to the laws of the State of Vermont.

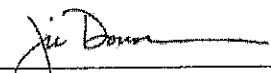
10. Counterparts: This contract may be executed in one or more counterparts, with each party hereto retaining a fully executed original.

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT.

BY: TOWN OF BRANDON

BY: JIM DONOVAN

Signature



Signature

Type/Print name and title

Jim Donovan

Type/Print name and title

Date and place of execution

4/20/15 Charlotte, VT

Date and place of execution

Elaine Smith

From: Janet Mondlak [janet@brandon.org]
Sent: Tuesday, April 21, 2015 1:14 PM
To: 'Elaine Smith'
Subject: RE: Apr 13 Select Board Minutes

Hi Elaine

Can you please send the following message to the correct person in charge. Maybe Dave? Not sure of his email address these days.

I read the following in the minutes of the April 13 S-bd meeting.

"Dave Atherton questioned if there is a vacancy for the DRB, as there were a couple of terms that had expired, but they were reinstated. Erik LaRock, Samantha Stone and Robert Clark are currently on the Board, with Kelly Martin and John Peterson as alternates. It was recommended to table Tom Bohler's appointment to the DRB until further clarification can be made as to whether another member is needed. "

The DRB is supposed to be a 5 seat board and there are currently 4 members. Eric, Bob, Sam and John (John has been the longest-serving so it is interesting that he is thought to be an alternate). Kellie Martin is an alternate who is basically never able to attend. There should be one more full board member appointed and having another alternate would be handy. For example, tomorrow night, there is a hearing and one board member is not available and neither is Kellie. That means a) there will have to be a unanimous vote and b) if one person is sick or unexpectedly can't make it, the hearing can't even open and we will be in violation of not holding a hearing in the sufficient timeframe.

Thanks
Janet

TOWN OF BRANDON APPOINTED OFFICIALS

SELECT BOARD APPOINTMENTS

Name	Position	Date Appointed	Term Ending Date
Jeremy MacLachlan	BLSG Insect Control District Rep.	03/23/2015	Mar 2016
Wayne Rausenberger	BLSG Insect Control District Rep.	03/23/2015	Mar 2016
VACANT	BLSG Insect Control District Rep., Alt.		VACANT
Carol Bertrand	Budget Committee	03/23/2015	Mar 2016
Janet Coolidge	Budget Committee	03/23/2015	Mar 2016
Anthony Peduto	Budget Committee	03/23/2015	Mar 2016
Doug Sawyer	Budget Committee	03/23/2015	Mar 2016
Robert Clark	Development Review Board	05/21/2012	06/30/2015
Eric LaRock	Development Review Board	02/09/2015	06/30/2017
John Peterson	Development Review Board	01/13/2014	06/30/2016
Samantha Stone	Development Review Board	02/09/2015	06/30/2017
VACANT	Development Review Board		VACANT
Kellie Martin	Development Review Board, Alt.	05/21/2012	06/30/2015
VACANT	Development Review Board, Alt.		VACANT
Elaine S. Smith	E-911 Coordinator	04/28/2003	Indefinite
Chris Brickell	Emergency Management Director	04/13/2015	indefinite
Cindy Bell	Fence Viewer	03/23/2015	Mar 2016
Seth Clifford	Fence Viewer	03/23/2015	Mar 2016
Todd Nielsen	Fence Viewer	03/23/2015	Mar 2016
Linwood Bovey	Fire Warden	04/13/2015	06/30/2019
Gail M. Barr	Green-up Day Coordinator	08/26/2013	Indefinite
Anna Scheck	Health Officer	08/11/2014	08/31/2017
Dolores Furnari	Deputy Health Officer	11/24/2014	11/30/2017
Bill Powers	Historic Preservation Commission	08/26/2013	06/30/2015
Kevin Thornton	Historic Preservation Commission	08/26/2013	06/30/2015
VACANT	Historic Preservation Commission		VACANT
VACANT	Historic Preservation Commission		VACANT
VACANT	Historic Preservation Commission		VACANT
John Reynolds	Inspector of Lumber	03/23/2015	Mar 2016

TOWN OF BRANDON APPOINTED OFFICIALS

SELECT BOARD APPOINTMENTS

Name	Position	Date Appointed	Term Ending Date
Anne Bransfield	Planning Commission	06/10/2013	06/30/2016
Marty Feldman	Planning Commission	02/23/2015	06/30/2017
Jeff Guevin	Planning Commission	06/11/2012	06/30/2015
Phyllis Aitchison	Planning Commission	04/13/2015	CHECK
Linda Stewart	Planning Commission	06/10/2013	06/30/2016
Tracy Wyman	Planning Commission	09/30/2013	06/30/2016
Karen Lynch	Revolving Loan Fund Committee	10/22/2012	06/30/2015
Joel Mondlak	Revolving Loan Fund Committee	08/26/2013	06/30/2016
Tom Whittaker	Revolving Loan Fund Committee	08/26/2013	06/30/2016
vacant	Revolving Loan Fund Committee		
Stephanie Jerome	Revolving Loan Fund Committee, Alt.	08/26/2013	06/30/2016
Gabe McGuigan	Rutland County Solid Waste Dist. Rep.	03/23/2015	Mar 2016
VACANT	Rutland County Solid Waste Dist. Rep. Alt		VACANT
Richard Baker	Rutland Region Transportation Council Rep.	06/25/2012	06/30/2015
VACANT	Rutland Region Transportation Council Rep., Alt.		VACANT
Dave Atherton	Rutland Regional Plan. Comm. Rep.	05/27/2014	06/30/2015
Richard Baker	Rutland Regional Plan. Comm. Rep., Alt.	05/27/2014	06/30/2015
Anna Scheck	Town Service Officer	02/23/2015	04/14/2016
Wayne Kingsley	Tree Warden	03/23/2015	Mar 2016
Lou Faivre	Weigher of Coal	03/23/2015	Mar 2016
Anna Scheck	Zoning Administrator	02/09/2015	06/30/2018
Jon Andrews	Acting Zoning Administrator	06/27/2011	Indefinite

TOWN CLERK APPOINTMENTS

Name	Position	Date Appointed	Term Ending Date
Gary Stanley	Deputy Registrar	03/04/2015	Mar 2016
David Barnard	Deputy Registrar	03/04/2015	Mar 2016

**AMENDMENT 2 – ADDITIONAL WORK EFFORT
 For
 ADVANCED WATERLINE CONSTRUCTION SERVICES
 December 16, 2014**

Overview

VHB's original February 10, 2012 contract with the Town of Brandon was for Local Project Manager (LPM) Services for the Segment 6 US Route 7 project. The scope and fee was based on a 48 month duration for final design support followed by 2 years of construction support with an estimated construction competition date of December 31, 2014. Based on the original contract estimate for labor hours, VHB would provide an average 13 hours per week for design support to the Town, 11 hours per week for support during contract advertisement thru award and 3 hours per week support to the Town for construction support.

This Contract was amended on August 27, 2012 to add limited LPM support services to advance the replacement of a section of the Waterline that was damaged during T.S. Irene. It also provided additional time and funding for VHB to provide limited ROW acquisition assistance to the Town for the Segment 6 project.

The following amendment request addresses the increased work effort expended to date on the Phase 1 Waterline project for design thru construction.

Amendment 1: Brandon Segment 6 Phase 1 Waterline Construction

In order to address damage to a water line caused by T.S. Irene, which the Town believed may create a safety problem, a Phase 1 project was approved by VTrans and FHWA to install a section of the water line which would have been constructed as part of the Segment 6 project. Based on discussions with the Town Manager, it was estimated that VHB would only provide the following limited support of this advanced Waterline project:

Project Management:	56 hrs.
ROW coordination:	14 hrs.
Bid ad, opening analysis and award support:	14 hrs.
<u>Construction Services:</u>	<u>16 hrs.</u>
TOTAL:	100 hrs.

In order to expedite this project through design and construction, as this was seen as a high priority by the Town, VHB assisted to a greater degree than was initially anticipated. The following is a summary of the level of effort that VHB expended for Phase 1 Waterline contract development and Construction Services Support.

1. Project Development Administration
 - A. Project Engineering (PE) Phase

In order to advance the waterline design, permitting, ROW acquisition and approval by VTrans, beginning in July 2013, weekly conference calls were held with the Town Manager, Brandon Fire District Rep, Design Engineers and VHB to identify critical path issues and assign responsibilities to address outstanding tasks.

These meetings continued thru November 2013. Total hours spent on meeting preparation, attendance and meeting note distribution was approximately 4 hours per week for 20 weeks which equates to 80 hours.

In order to keep the public apprised on the Segment 6 project in general but specifically for the Waterline project, a website was developed and updates were required.

VHB spent a significant amount of time from December 2013 thru February 2014 coordinating with the Town, the Design Engineers and the Resident Engineers regarding the Waterline contract advertisement through award. VHB posted the construction project for advertisement, assisted in answering questions beyond what was anticipated during this time period, and also assisted in the bid evaluation and contract award discussions.

As part of the Local Project Management efforts VHB reviewed and commented on the contract plans for completeness, legibility and constructability. Plan legibility was a major focus in these reviews, so much so that VTrans, the Town, and VHB required the Design Engineer to resubmit Final Plans several times due to quality issues. Each successive submission required review efforts by VHB. We also reviewed the Waterline construction documents and construction cost estimate for the Town, and worked to resolve design and funding questions raised by the Design Engineers, VTrans, the Town and the Brandon Fire District (BFD). Review and coordination with the Town and Design Engineers related to ROW impacts and easements was also required during the water line contract design phase.

The following is a summary of the above areas in which VHB has exceeded our current contract:

Project Engineering (PE) Phase

- Weekly conference calls, as noted above.
- Project website maintenance.
- Review of Final Plan submission being a higher level of effort than anticipated due to quality of Final Plans.
- Review of resubmitted Final Plans submission.
- Assist Design Engineer in development of Addendum.
- Provide documentation for project for successive Town Manager(s).
- Review of design changes made to Plans due to information received following Final Plan submission in regards to changes discussed between Town and property owner.
- Unanticipated coordination regarding permitting due to changes in beginning construction dates as well as other parameters, therefore permits needed to be either amended or renewed. VHB assisted with coordination on these.
- Preparation of Town and Brandon Fire District Agreement.
- Provide documentation to VTrans regarding the need to increase the MLA for the contract.
- Additional general Project Management level of effort than anticipated due to the need to coordinate with Project Team.

ROW Phase

- Assist in coordination between Design Engineer, Town, and property owners to finalize plans and any design changes per property owner requests.
- Additional coordination with Town and VTrans to finalize documents.
- Provide documentation regarding prior ROW work completed to successive Town Manager.
- Plotting and delivering revised sheets to Town from Design Engineer (due to proximity of VHB being closer to print/deliver than Design Engineer).

2. Construction Administration

VHB became responsible for receiving and reformatting invoices into the standard VTrans form. The Resident Engineers invoices as well as the invoices for the Contractor became VHB's responsibility to review, request additional information and process. To date 93.5 hours have been spent on construction services and we are still waiting on final invoices from the Resident engineers and contractor.

The following is a summary of Construction Administration services that VHB conducted that are outside our current contract:

- Review of amendments to the RE contract to extend the construction duration beyond the original projected duration and to increase the direct labor rates to reflect the cost increase resulting from delaying the construction 6 months, from a September 2013 start date to March 2014.
- Review modification of the waterline layout due to unanticipated ledge.
- Review and coordination for extension of river riprap.
- Attendance at three construction meetings.
- Break out each Contractor invoice into participating versus non-participating for invoicing spreadsheets to VTrans. This was not assumed in our original contract as it was assumed the Contractor or Resident Engineer would be providing this information.
- Break out each Contractor invoice to show non-participating construction expenses to determine which are Town share and which are BFD #1 share. This was not assumed in our original contract as it was assumed the Contractor or Resident Engineer would be providing this information.
- Preparation of separate invoice package submittals to the Brandon Fire District #1.
- Additional general project management services for correspondence between the Project Team that was not anticipated to push the project through completion.

Cost Proposal

Although VHB was only budgeted 100 hours for Phase 1 waterline contract support, VHB actually expended 505 hours. This translates to approximately 12 hours per week during the design and bidding phase from 7/1/13 through 2/15/14 (33 weeks) and an average 3 hours per week providing construction support services 2/16/14 through 8/30/14 (29 weeks).

	Estimated Hr.	Expended Hr.
<i>Project Development Administration</i>		
Project Engineering (PE) Phase		
Project Management	56 hrs.	360.0 hrs.
Bid ad, analysis and award support	14 hrs.	24.0 hrs.
<i>ROW Phase</i>	14 hrs.	27.5 hrs.
<i>Construction Administration</i>		
Construction Services	16 hrs.	93.5 hrs.
TOTAL:	100 hrs.	505.0 hrs.
	\$10,665	\$ 50,500

Requested amendment for Phase 1 Waterline PM and Construction support: \$ 39,835
 Based on the Current Phase 1 construction invoicing summary even with payment to VHB for the requested amendment, the Phase 1 project would be under the funded MLA.

Funding breakdown:

Federal/State: \$ 37,843.25
 Town: \$ 1,991.75

**AMENDMENT 3 - SCOPE OF WORK
US ROUTE 7 SEGMENT 6 PROJECT MANAGEMENT SERVICES
December 16, 2014****Overview**

VHB's original contract for Local Project Manager (LPM) Services for the Brandon Segment 6 US Route 7 project was executed on February 10, 2012. The scope and fee was based on a 48 week duration for final design and a 2 year construction duration. The estimated competition date for both design and construction support was December 31, 2014. Referencing the direct labor hour estimate in the original contract, VHB was projected to provide an average of 13 hours per week of support to the Town during Project Development (design phase), 11 hours per week from contract advertisement thru award and 3 hours per week for construction support.

This Contract was amended on August 27, 2012 to add limited LPM support services to advance the replacement of a section of the Waterline that was damaged during T.S. Irene. It also provided additional time and funding for VHB to provide limited ROW acquisition assistance to the Town for the Segment 6 project (predominately to coordinate and attend meetings with abutters).

The Segment 6 Right of Way (ROW) plans were submitted to VTrans in the fall of 2011. However following this major milestone the project seemed to have lost direction and drive. This may be due to a number of factors including:

- a shift in local focus towards mitigation of extensive T.S. Irene damage,
- change in Town Managers and turnover of Town Officials,
- waning local support for some project improvements, and
- a local desire to modify the roadway design after the 60% design was completed and ROW plans had been submitted and reviewed by VTrans.

These factors, particularly the changes in Town Manager which translated to a loss of project history and continuity, resulted in an increased level of effort by VHB on both the Phase 1 Waterline and the Segment 6 roadway projects which significantly exceeded the approved scope of work. Additionally, the project design was to be completed by January 2013 and the contract duration, which included roadway construction support, was anticipated to be completed at the end of 2014. A prolonged project schedule requires additional level of effort to keep the project moving forward. Currently the project is not schedule to advertise until mid to late 2016 and construction is anticipated to continue thru 2018.

Therefore VHB is seeking a contract amendment to;

- reflect the expended and anticipated man-hours related to the extended project duration,
- fund the increased project management involvement to date, and
- fund the current level of project support through project advertisement.

Segment 6 Roadway Project Development Support

The original Segment 6 Scope and fee appears to have been based on a 48 week schedule for project development. Using the total estimated hours of 633 hour over 48 weeks, this equates to an average 13 hours per week.

To date the design support for the Segment 6 project has exceeded the original duration by close to 2 years;

- original contract date: Feb. 8, 2012 to Jan. 8, 2013 (48 weeks)
- continuation of contract date to latest VHB invoice: Jan. 8, 2013 to Sept. 27, 2014) (90 weeks)
- extension of contract date to project advertisement: Sept. 27, 2014 to approximately June 15, 2016 (90 weeks or approximately 20 months)

Although the focus from January 2013 thru June 2014 had been the Phase 1 waterline design and construction, VHB was also working to keep the overall Segment 6 roadway project moving forward. Attention was required to refine ROW impacts, finalizing utility coordination and identifying the locally supported corridor modifications that could be incorporated into the design. Major work efforts during this period included:

1. Review of 60% and ROW Plans and preparation of comments.
2. At the Towns request VHB explored a number of locally initiated design modifications to assess their technical viability and the feasibility of incorporating the changes into the approved design. Because the design had already received an Act 250 permit and ROW Plans had already been submitted, the level of effort in order to receive approval for design changes needed to ensure that the changes did not trigger the need for an Act 250 permit amendment and were going to be acceptable to VTrans. Multiple design changes desired by the Town and DBA did trigger the need for an Act 250 amendment. VTrans was adamant that the project needs to stay on schedule and strongly pushed that the design that moves forward should try as much as possible to avoid the need for an Act 250 permit amendment. Addressing these modifications required several meetings with local officials as well as meetings at VTrans with State Officials and the Act250 coordinator (which also included time spent preparing agendas and meeting notes). To emphasize the extent at which VHB assisted the Town in trying to move this process forward, the following design memos were prepared at various stages of this process. This was an extensive effort with conflicting direction from the Town (who wanted a number of design changes made) and VTrans (who wanted to push the design forward to stay on schedule and budget).
 - a. 02/13/2013 – Draft letter for Town to send to CLD regarding design changes.
 - b. 04/14/2013 – Memo to Amy Gamble, VTrans, regarding potential crosswalk design changes.
 - c. 06/12/2013 – Memo summarizing CLD input on design changes as well as VHB input.
 - d. 07/01/2013 – Memo to Town requesting Town input on Central Park, traffic signals, and the Union and Carver Street intersection.
 - e. 08/19/2013 – Memo to Town regarding concerns with the DBA sketch for potential reconfiguration of the Union and Carver Street intersection. Note that for preparation of this memo, VHB utilized Cad to overlay DBA sketch and CLD design to determine the feasibility of DBA layout.

- f. 12/09/2013 – Design Changes memo listing design changes that Town desired to move forward.
 - g. 02/05/2014 – Memo update on proposed design changes. Memo included a design change summary for each potential change as well as design cost, permitting, and schedule impacts, as requested by VTrans.
 - h. 05/12/2014 – Memo to Town and VTrans regarding Town supported design modification cost impacts. The focus of this memo summarized cost impacts of design modifications and noted when design modifications were included in ASR 7.
 - i. 06/06/14 – Draft Jurisdictional Opinion Request letter for the Town to submit to Act250 board, along with compilation of 6 attachments to be included with letter.
3. Due to the delayed schedule noted above, additional level of effort than anticipated has been needed for general LPM role tasks that are regular throughout the length of a project. These include, but are not limited to, the following:
- a. General correspondence and coordination between the Project Team to check in on the status of items, requesting information or reviews from the Town, design engineer, or VTrans,
 - b. Coordination with Town officials, VTrans and the Design Engineers on project design and ROW plan submissions issues,
 - c. Compiling invoices and submit packages to the Town on a monthly basis,
 - d. Reviewing revised project schedules from the design engineer (periodic),
 - e. Periodic meetings and/or conference calls as required,
4. Additional meetings:
- a. Jan. 3, 2013 – Special DBA Meeting
 - b. Jan. 28, 2013 – Selectboard Meeting
 - c. June 18, 2013 – Project Team Meeting
 - d. Sept. 27, 2013 – Meeting at VHB office with Town and BFD#1
 - o Oct. 16, 2013 – Public Meeting
 - o Jan. 30, 2014 – Progress Meeting at VTrans (required additional preparation time to prepare presentation for VTrans)
 - o April 15, 2014 – Project Status Meeting with Town and CLD
 - o March 10, 2014 – Design Changes Meeting with VTrans Project Manager, Act 250 board representative, VTrans historic preservation representatives, Town, and VTrans
 - o May 7, 2014 – Selectboard meeting

To date (Feb. 10, 2012 through Sept. 27, 2014), VHB has spent 1901.5 man-hours (\$192,353) on Segment 6, non-waterline contract related work. Of this amount, 1764 man-hours have been spent on Project Management, project coordination, and engineering review activities. The remaining 137.5 hours have been spent on ROW activities (see following section).

Based on the man-hours spent on the Segment 6 project over the last 138 weeks, VHB has been averaging approximately 13 hours per week (12.9 hours) on project support. Based on the man-hours and duration presented in the original contract, VHB was estimated to use 663 man-hours over a 48 week design duration for approximately 13 hours per week (13.2 hours).

Based on the above information it can be concluded that the level of effort anticipated to support the project appear to be on target, however the project duration has significantly increased thereby increasing the support required.

Projecting the average weekly man-hour estimate forward to the current target project design completions date, June 2016, VHB estimates an additional 1170 hours (approximately \$117,000) will be needed to maintain the current level of support to the Town.

Right-of-Way Assistance

In the original Feb. 10, 2012 Scope of Work there were no defined ROW tasks identified for VHB other than to assist the Municipality in ROW issues. The man-hours and fee for this assistance were included in the 633 hours estimated for project development support. It is VHB's understanding that the Town took on the responsibility for the tasks associated with the ROW acquisition for the project.

As part of Amendment 1, additional compensation was approved to allow VHB to provide additional Segment 6 ROW assistance. However, it was identified in the scope of work that this was to facilitate ROW meetings with abutters and for assistance in Waiver valuations.

As identified above, 137.5 hours (\$16,130) have been spent to date on ROW related activities. These include the following:

1. Prepare qualifications based proposal and soliciting bids for real estate appraisal services.
2. Selecting and getting a Real Estate appraisal firm under contract, including preparation of a draft agreement between the Town and appraisal firm.
3. Coordination between the Town, design engineer, VTrans, and the appraisal firm.
4. Developing a spreadsheet to screen property impacts for potential use of waiver valuations in lieu of formal property appraisals. VHB utilized the spreadsheet developed by CLD for use in developing the ROW Plans to calculate anticipated just compensation values based on easement types and areas. These calculations were summarized in a spreadsheet to be used as a baseline for determine which parcels are going to need appraisals.
5. Preparation of draft waiver valuations for 35 parcels which need only waterline disconnection/connection work.

We believe the remaining man-hours will be adequate to provide abutter meeting support. However, if VHB is requested to take on additional services related to ROW acquisition, which were formerly the responsibility of the Town, a separate scope and fee will be provided to identify the specific duties such as preparation of waiver valuations, Mortgage release investigations or easement negotiations.

Construction Services Support

As the project gets closer to advertisement, possibly following the Final (85%) plan submission, VHB recommends the Resident Engineering scope of work and the LPM Construction support services scope of work be reviewed with the Town and VTrans in light of the level of support required during the Phase 1 contract so a more realistic time and compensation budget can be developed. The public relations component of the construction service contract and the sensitive nature of maintaining traffic flow through and well as access to the village business may require three (3) or more field personnel depending where the construction is located in the village. It has been mentioned by the RE for the Waterline project that a higher level of field personnel than was deployed during the Waterline project is recommended.

Cost Proposal

The following is a summary of the time and cost incurred to date compared to the Original contract and amendment 1 estimated Segment 6 work efforts. Additionally a cost to complete estimate is provided based on an estimate of the required labor hours and costs along with the direct expenses for the Engineering Services outlined in this Scope of Work.

	PE	LPM labor ROW	Const.	Expenses	Total
Original Contract	\$82,943.08	included in PE	\$54,186.57	\$6,364.00	\$143,493.65
Amendment 1	\$28,459.37	\$63,256.83	\$ 1,649.49	\$2,078.05	\$ 95,443.74
TOTAL	\$111,402.45	\$63,256.83	\$55,836.06	\$8,442.05	\$238,937.39
Spent To Date	\$192,353	\$16,130	\$0	\$2,138.43	\$194,491.43
Remaining	-\$ 80,950.55	\$47,126.83	\$55,836.06	\$6,303.62	
Estimate to Complete Project development					
Duration	1170 hours	No Change	No Change	No Change	1170 hours
Cost	\$117,000	No Change	No Change	No Change	\$117,000

Amendment 3: PE overage to date + cost to complete: \$ 80,950.55 + \$117,000 = \$197,950

In light of the extended contract duration which therefore requires continued LPM support for a length of time significantly higher than originally anticipated, combined with the on-going engineering support needed for the project development, it is VHB's opinion that this increase in the compensation is justified.

Funding Breakdown

	To Date	To Complete
Federal/State:	\$ 76,903.45	\$ 111,150.00
Town:	\$ 4,047.55	\$ 5,850.00

U.S. Department of Homeland Security
FEMA Region I
99 High Street
Boston, MA 02110



FEMA

April 21, 2015

Mary Andes
Special Project Analyst to the Director of DEMHS
Division of Emergency Management and Homeland Security
Department of Public Safety
103 South Main Street
Waterbury, VT 05671

Re: *FEMA-4022-DR-VT – Town of Brandon – Public Assistance (PA) ID 021-07750-00 – Project Worksheet (PW) 2876 – PDBR24G – Green Park Off Center Street – Change of Scope Request*

Dear Ms. Andes:

This correspondence is in response to two letters from the Vermont Department of Public Safety, Emergency Management and Homeland Security (Grantee), dated April 16, 2015, and March 5, 2015. In these letters, the Grantee, on behalf of the Town of Brandon (Town or Applicant) requested to make changes to the scope of work for FEMA-4022-DR-VT, PW 2876, Green Park Off Center Street repairs. Specifically, after PW 2876 was obligated an error/omission in the scope of work was discovered. There was a concern regarding the eligibility of the work to be completed because some of the work was located on private land. As a result, the Applicant wants to re-write the scope of work so that all of the work to be completed will be on Town owned land. Therefore, the Grantee requests that the Federal Emergency Management Agency (FEMA) review and approve the changes to PW 2876's scope of work. Since the requested changes are necessary to ensure that the scope of work is in conformance with FEMA's regulatory requirements, I am approving the changes to the scope of work.

I. Background

During the incident period of August 27 through September 2, 2011, the State of Vermont was impacted by heavy rains from Tropical Storm Irene. On September 1, 2011, a major disaster was declared – FEMA-4022-DR-VT. This declaration authorized Public Assistance (PA) for various counties in Vermont, which included Rutland County. The Town of Brandon is located within Rutland County, and heavy rains resulted in high velocity stream and drainage flows of water that damaged and/or washed out portions of roadways, parks, and road culverts in the Town of Brandon.

FEMA wrote PW 2876 to document the damage to Green Park, which is located in the Town of Brandon. Specifically, Green Park contains a wooden gazebo on concrete footings, a small

section of brick sidewalk, and a large stone retaining wall, all of which were damaged by floodwaters. The gazebo's footings were undermined slightly and the brick sidewalk and stone retaining wall were washed out. Additionally, the heavy rains caused the Neshobe River to overtop its banks, creating new high velocity drainage channels right down the side and middle of Green Park. As a result, a large grassed area of the park was washed out. Moreover, a culvert measuring twelve inches in diameter was damaged and now exposed.

On July 30, 2012, PW 2876 was obligated in the amount of \$188,645.80, with a federal share of \$169,781.22. However, after this PW was obligated, the Grantee discovered that there was an error/omission in the scope of work. Specifically, the work to be completed was on Town owned land as well as private land. As a result, if the Applicant performed the work as described in the current PW, the work, in part, would be on private land in violation of FEMA's regulatory requirements.

In order to rectify this error, members of the Town, the Grantee, FEMA, and representatives from the Applicant's engineering firm held an on-site meeting on June 9, 2014. At this meeting, the parties agreed to have the Applicant's engineering firm conduct a land survey of the location and then re-write the scope of work to ensure that the work was only on Town owned land. According to a letter dated December 2, 2014 from Aldrich + Elliot Water Resource Engineers (Aldrich + Elliot), a boundary survey was completed in late summer of 2014 by DiBernardo Associates of Bellows Falls, Vermont. Based on this boundary survey, Aldrich + Elliot, on behalf of the Applicant, provided the Grantee with an updated scope of work and associated costs. The revised scope is as follows:

1. The existing stone retaining wall that extends perpendicular in a southerly direction from the concrete gazebo retaining wall, will be rebuilt as per the original scope of work. However due to the location of the property line, the wall length will be approximately 40' long instead of 90' long. Unit costs for the reconstruction of the retaining wall were also revised and brought up to date.
2. The area behind the retaining wall for a length of approximately 170' and a width of approximately 45' wide will be filled with earth borrow, compacted, and graded appropriately to match the new stone wall on the westerly side of the fill area (riverside) and the main park elevation on the easterly side of the fill area (Route 7 side). The southerly edge of the fill area which slopes down in elevation approximately 10' - 13' at its deepest point will be covered with a geotextile fabric and armored with a heavy type III or equivalent stone to provide stability. The limit of the stone fill will extend to the property line. An underdrain will be installed on the back side of the slope on the earthen side of the fabric to relieve any hydraulic influence on the slope. The underdrain will daylight to the bank adjacent to the river. Additional fill will be placed at the extent of the larger fill area and will extend in an easterly direction toward Route 7 adjacent to the building and property line on the southerly boundary of the park. A gradual grass lined swale will be shaped into this fill to allow for surface runoff to be conveyed to the armored area.

3. Replacement of the brick pavers will remain unchanged from the original scope of work, with the exception of an updated unit cost.
4. Straightening of the gazebo will remain unchanged from the original scope of work.
5. A new 18" stormdrain will be installed to replace the storm drain that was existing predisaster. The new stormdrain will extend from the existing catch basin located in the center of the park, under the brick pavers, and daylight to the armored slope.
6. A new underground electric service will be installed from a power pole on Route 7 to the gazebo to replace underground electric that was washed out during the disaster (previously extending from the adjacent property).

The updated cost estimate for the revised scope of work is \$175,018.82.

On March 5, 2015, the Grantee, on behalf of the Applicant, submitted a change in scope request to correct the above referenced error. Then, on April 16, 2015, the Grantee submitted an update to their March 5th request. This updated request addressed potential funding concerns, such as duplication of benefits, because FEMA Environmental Historic Preservation (EHP) personnel identified a potential hazard mitigation project in the same area. However, the Grantee explains that the hazard mitigation project has not been designed, approved, or funded yet, so the Applicant should not be held responsible for a project that may or may not occur in the future. Moreover, both the Grantee and FEMA EHP personnel do not believe that there would be a duplication of benefits.

II. Discussion and Analysis

Federal regulation requires that a grantee or subgrantee obtain approval from the awarding agency whenever any revision of the scope or objectives of the project is anticipated.¹ Specifically, for large projects, when a change in scope is discovered, the applicant should notify the State as soon as possible.² Such request should include a justification for the eligibility of the additional work or costs.³ The State shall forward the request to FEMA with their written recommendation.⁴ To determine eligibility, FEMA and the State may conduct a site visit.⁵

Here, PW 2876 outlined various items of work that needed to be completed in order to return Green Park to its pre-disaster condition. Such work was approved by FEMA. However, after FEMA obligated the funds, the Grantee discovered that part of work to be completed was on privately owned land in violation of FEMA's statutory requirements. Since FEMA cannot provide funding for the Town to complete work on private property, a scope and cost revision are required to be performed. As such, the Applicant conducted a boundary survey in order to accurately identify the Town's property line.

¹ 44 C.F.R. § 13.30(d)(1) (2011).

² *Public Assistance Guide*, FEMA 322 at 140 (June 2007).

³ *Id.*

⁴ *Id.*

⁵ *Id.*

As per federal regulation, the Grantee and Applicant notified FEMA of this error, and requested that the work on privately owned land be removed from the PW's scope of work. Based on the completed boundary survey, the Applicant was able to provide FEMA with an updated scope of work to include only work on Town owned land. A description of the updated scope of work and associated costs⁶ is discussed above.

In an email dated January 7, 2015, EHP addressed some concerns regarding an associated hazard mitigation project and its impact on funding for PW 2876. However, the hazard mitigation project has not been designed, approved, or funded yet, so the Applicant asserts that they should not be held responsible for a project that may or may not occur in the future. Moreover, both the Grantee and FEMA EHP personnel do not believe that there would be a duplication of benefits.

After reviewing the requested changes, FEMA finds that these changes are necessary in order to be in compliance with FEMA's regulatory requirements. Moreover, the changes are consistent with ensuring that Green Park is returned to its pre-disaster condition. Therefore, FEMA approves these changes to the scope of work.

III. Conclusion

Upon review of the documentation provided, FEMA has determined that removing the work to be completed on privately owned land and adjusting the scope of work to only reflect work to be completed on Town owned property are acceptable changes to PW 2876. These changes are necessary in order to be in compliance with FEMA's eligibility requirements. Additionally, these modifications do not change the original footprint of the facility and restore Green Park to its pre-disaster condition. Therefore, I am approving these changes to the scope of work, and will remand this PW to the Project Specialist who will ensure that PW 2876 is adjusted accordingly and start the closeout procedures.

This letter constitutes my official decision. I request that you please forward this to the Applicant.

Sincerely,

BECKY M
SZYMCIK

Becky Szymcik
Acting Recovery Division Director
FEMA, Region I
Disaster Recovery Manager
FEMA-4022-DR-VT

Digitally signed by BECKY M SZYMCIK
DN: cn=US, o=U.S. Government, ou=Department of
Homeland Security, ou=FEMA, ou=People,
email=BECKY.M.SZYMCIK,
c=US, o=19200300.100.1.1=000773634.FEMA
Date: 2015.04.21 18:22:51 -0400

BS/lu

⁶ An updated CEF was provided in the amount of \$175,018.82; however, since this PW is for a large project, funding will be based on documented actual costs. 44 C.F.R. § 206.205(b).

Re: FINAL 4022-DR-VT Brandon PW 2876 Scope Change Response (22 Apr 15)-2.pdf

Andes, Mary [Mary.Andes@state.vt.us]

Sent: 4/23/2015 8:37 AM

To: manager@townofbrandon.com

Cc: "Jason Booth" <jbooth@aeengineers.com>

Thanks David.

The PW itself had not been amended for Center Park yet. So, I am confirming with FEMA to ensure that the PW is amended to reflect this approval letter.

Thanks
Mary

Sent from my iPhone

On Apr 22, 2015, at 4:28 PM, "manager@townofbrandon.com" <manager@townofbrandon.com> wrote:

Mary,

Thank you for turning this around so fast. We will be discussing this tomorrow and reply to you asap.

David Atherton
Town Manager
Town of Brandon

----- Original Message -----

Subject: FINAL 4022-DR-VT Brandon PW 2876 Scope Change Response (22 Apr 15)-2.pdf

From: "Andes, Mary" <Mary.Andes@state.vt.us>

Date: 4/22/15 10:52 am

To: "manager@townofbrandon.com" <manager@townofbrandon.com>, "Daryl Burrett" <dburrett@townofbrandon.com>, "Jason Booth" <jbooth@aeengineers.com>

Cc: "Pentkowski, Ron" <Ron.Pentkowski@state.vt.us>

FEMA has approved our scope change request on PW 2876, Green Park Off Center Road.

Please see attached.

Please consider this to be your official approval to start all pre-construction activities, including bidding out the project.

Please consider this to be your official "green light" to commence all activities related to completing the revised, approved scope of work in PW 2876 Green Park Off Center Road in Brandon.

Jason and I are finishing up our scope change request for PW 3001, Cobb Hill culvert.

I am working on my cover letter and I need a little more time on that. I expect to get the official scope change for the culvert submitted by Friday. I'll ask for a 30 day response and we will hope to get a response on that by June 1st.

I understand that you folks are putting together a clearer budget for the alternate project for PW 3119. We do need a more complete budget which will explain how you plan on allocating the funds for that PW.

We need to submit that more detailed budget to FEMA and ask them to approve the use of funds

for the Alternate project before you commence any construction activities on that project.

Thanks for your help!

Mary

Mary Andes
VEM Special Project Analyst to the Director of DEMHS
Division of Emergency Management and Homeland Security (DEMHS)
Department of Public Safety
103 South Main St.
Waterbury, VT 05671-2101
mary.andes@state.vt.us
Work Cell Phone: (802) 585-4720

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All Invoices For Check Acct 01(10 General Fund) 04/27/15 To 04/27/15 & Fund 20

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100961	04/09/15	A1 SEWER & DRAIN SERVICE, jet vac Maple St. line 124550	20-5-55-51310 Collection Systems	800.00	40364	04/27/15
100961	04/14/15	A1 SEWER & DRAIN SERVICE, parts for pump stations 124552	20-5-55-51230 Outside Equip. - Pump St.	386.27	40364	04/27/15
100015	04/08/15	ALLEN ENGINEERING & CHEMI chlorine 11150473501	20-5-55-50120 Chlorine	523.05	40366	04/27/15
100015	04/08/15	ALLEN ENGINEERING & CHEMI chlorine 11150476201	20-5-55-50120 Chlorine	634.00	40366	04/27/15
100015	04/17/15	ALLEN ENGINEERING & CHEMI chlorine 11150480101	20-5-55-50120 Chlorine	523.05	40366	04/27/15
100280	04/16/15	BRANDON LUMBER & MILLWORK 2x4x8 490637/3	20-5-55-43160 Maint. Supplies - General	5.38	40367	04/27/15
100280	04/18/15	BRANDON LUMBER & MILLWORK dowels, battery 490716/3	20-5-55-43160 Maint. Supplies - General	17.96	40367	04/27/15
100280	04/21/15	BRANDON LUMBER & MILLWORK drill bits 490808/3	20-5-55-43160 Maint. Supplies - General	24.99	40367	04/27/15
300854	04/17/15	BRILEVA'S CHRYSLER-JEEP I vent visors 55920	20-5-55-41180 Maintenance-Vehicles	63.00	40368	04/27/15
100411	04/23/15	CIJKA, STEPHEN J postage 042315	20-5-55-10310 Travel & Expenses	12.65	40371	04/27/15
100411	04/23/15	CIJKA, STEPHEN J POSTAGE PUMP REPAIR APRIL 2015	20-5-55-30132 Postage Expenses	10.60	40371	04/27/15
100494	04/13/15	ENDYNE INC testing 170013	20-5-55-22120 Testing	47.00	40372	04/27/15
100494	04/16/15	ENDYNE INC testing 170284	20-5-55-22120 Testing	79.00	40372	04/27/15
100494	04/21/15	ENDYNE INC testing 170554	20-5-55-22120 Testing	68.00	40372	04/27/15
100756	04/16/15	F W WEBB COMPANY water guages for pumps 46266319	20-5-55-43160 Maint. Supplies - General	38.84	40375	04/27/15
100615	03/19/15	FISHER SCIENTIFIC COMPANY buffer , brushes 3206071	20-5-55-30120 Professional Supplies	64.22	40377	04/27/15
100925	04/14/15	FOLEY SERVICES INC uniforms 22274	20-5-55-10320 Clothing Allowance	18.57	40379	04/27/15
100925	04/21/15	FOLEY SERVICES INC uniforms 23599	20-5-55-10320 Clothing Allowance	18.57	40379	04/27/15
300029	04/22/15	FOSTER MOTORS INC running boards & mats CHCS6641	20-5-55-41180 Maintenance-Vehicles	385.00	40380	04/27/15
310426	04/20/15	FYLES BROS., INC. propane for WW generator 42714	20-5-55-42110 LP Gas - Bldgs	216.09	40382	04/27/15
310426	04/20/15	FYLES BROS., INC. propane WW Bryant heater 42715	20-5-55-42110 LP Gas - Bldgs	356.00	40382	04/27/15
100725	04/14/15	GREEN MOUNTAIN GARAGE install back-up alarm 067774	20-5-55-41180 Maintenance-Vehicles	110.79	40385	04/27/15
100725	04/17/15	GREEN MOUNTAIN GARAGE lights, mudflaps 067953	20-5-55-41180 Maintenance-Vehicles	284.62	40385	04/27/15
310233	04/23/15	GREEN MOUNTAIN POWER WW ELECTRIC WW APR 2015	20-5-55-42130 Electric	5768.37	40386	04/27/15
310142	04/23/15	HANNAFORD BROS. CO DISTILLED WATER WW 20943	20-5-55-30120 Professional Supplies	8.42	40387	04/27/15

04/24/15

TOWN OF BRANDON Accounts Payable

11:12 am

Check Warrant Report # 41916 Current Prior Next FY Invoices For Fund (20 Sewer Fund)

Luanne

All Invoices For Check Acct 01(10 General Fund) 04/27/15 To 04/27/15 & Fund 20

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100284	IROQUOIS MANUFACTURING	04/08/15	lightbar 137550	20-5-55-41120 Safety Equipment	561.00	40388	04/27/15
100832	LAGRANGE, CHARLES E	04/23/15	MILEAGE PERSONAL TRUCK US APRIL 2015	20-5-55-10310 Travel & Expenses	71.90	40390	04/27/15
100430	REYNOLDS & SON INC	04/21/15	coupler, hose clamps 3248343	20-5-55-43160 Maint. Supplies - General	35.49	40396	04/27/15
100430	REYNOLDS & SON INC	04/21/15	hose assembly 3248344	20-5-55-43160 Maint. Supplies - General	167.30	40396	04/27/15
300375	RUTLAND CITY	04/21/15	March Sludge Processing 14046SLUDG	20-5-55-50160 Sludge Disposal	7280.00	40397	04/27/15
100682	USA BLUE BOOK	04/03/15	cold weather bacteria 609181	20-5-55-51410 Aeration System Maint.	429.95	40404	04/27/15
Report Total					19010.08		

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 \$ ****19,010.08
Let this be your order for the payments of these amounts.

Manually Selected For Check Acct 01(10 General Fund) 04/24/2015 To 04/27/2015

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
100961	A1 SEWER & DRAIN SERVICE, INC	124572 pumped septic tank	225.00	0.00	225.00	40364	04/27/15
310184	ABANAKI INC	3616 APRIL POD RENTAL	75.00	0.00	75.00	40365	04/27/15
300094	BASIN HARBOR CLUB	APRIL 2015 annual sheriffs conferen	392.00	0.00	392.00	40363	04/17/15
310449	BSN SPORTS	6205478 DODGBALL.SOCCER,TBALL	1000.00	0.00	1000.00	40369	04/27/15
310395	BUTTERFIELD, PAULA	4-10-15 VACUUM BAGS ALL DEPTS	66.75	0.00	66.75	40370	04/27/15
100860	ENGLISH, CARROLL & BOE, P.C.	27542 CTP FDALD MOBILE HOME PARK	1892.41	0.00	1892.41	40373	04/27/15
100860	ENGLISH, CARROLL & BOE, P.C.	27573JFC MISC LEGAL	61.38	0.00	61.38	40374	04/27/15
310037	FAIRPOINT COMMUNICATIONS	APR 2015 PD PHONE SERVICE	43.88	0.00	43.88	40376	04/27/15
300187	FLORENCE CRUSHED STONE	220965 stone	52.83	0.00	52.83	40378	04/27/15
100925	FOLEY SERVICES INC	22275 uniforms	42.05	0.00	42.05	40379	04/27/15
100925	FOLEY SERVICES INC	23600 uniforms	42.05	0.00	42.05	40379	04/27/15
310054	FULLER, DEVON	4-15 Mileage & Radon Kit	108.66	0.00	108.66	40381	04/27/15
100650	GALLS, AN ARAMARK COMPANY	003329218 trousers and shirts	387.00	0.00	387.00	40383	04/27/15
100650	GALLS, AN ARAMARK COMPANY	003359548 shirt	55.00	0.00	55.00	40383	04/27/15
300974	GRAPH-X INCORPORATED	3288 T BALL SUPPLIES	2832.50	0.00	2832.50	40384	04/27/15
100725	GREEN MOUNTAIN GARAGE	067768 filters	66.40	0.00	66.40	40385	04/27/15
100725	GREEN MOUNTAIN GARAGE	068102 adjust brakes - trk #4	40.00	0.00	40.00	40385	04/27/15
100725	GREEN MOUNTAIN GARAGE	068103 adjust brakes - trk #5	40.00	0.00	40.00	40385	04/27/15
100725	GREEN MOUNTAIN GARAGE	068104 adjust brakes - trk #6	40.00	0.00	40.00	40385	04/27/15
100725	GREEN MOUNTAIN GARAGE	068156 bearings, bolt	14.76	0.00	14.76	40385	04/27/15
310233	GREEN MOUNTAIN POWER	APRIL 2015 APRIL ELECTRIC	4557.31	0.00	4557.31	40386	04/27/15
310259	KOFIL PRESERVATION INC	213183 LR BINDER # 225	190.10	0.00	190.10	40389	04/27/15
100588	MARKOWSKI EXCAVATING, INC.	V-15407 gravel	969.15	0.00	969.15	40391	04/27/15
100588	MARKOWSKI EXCAVATING, INC.	V-15434 gravel	372.75	0.00	372.75	40391	04/27/15
330461	MARKOWSKI, GREG	MAY 2015 MAY RENT TOWN OFFICE	2100.00	0.00	2100.00	40392	04/27/15
310492	MASTER PITCHING MACHINE	106542 PITCHING MACHINE	307.25	0.00	307.25	40393	04/27/15
310389	MOBILE MINI, INC	159032486 MAY (VAULT) RENTAL	244.87	0.00	244.87	40394	04/27/15
300928	MUDGETT JENNETT & KROGH-WISNER	105789 FEB 20-APR 10, 2015	14500.00	0.00	14500.00	40395	04/27/15
100005	RUTLAND COUNTY SOLID WASTE DIS	21553 MARCH RECYCLING	312.49	0.00	312.49	40398	04/27/15
310232	SMARTPOWER, LLC	496 Replace light fixture	259.86	0.00	259.86	40399	04/27/15
300397	SOLAR MASTERS	3931 barricade lights	170.00	0.00	170.00	40400	04/27/15
200292	STAPLES CREDIT PLAN	15929 ELAINE'S CHAIR MAT	69.99	0.00	69.99	40401	04/27/15
310429	STITZEL, PAGE & FLETCHER, P.C.	24729 MARCH LEGAL	2214.00	0.00	2214.00	40402	04/27/15
330447	TUDE CALIBRATION LABS, INC.	22192 radar calibration	720.00	0.00	720.00	40403	04/27/15
300024	VERMONT DIGITAL	929186 RESET MODEM,ROUTER ETC	157.50	0.00	157.50	40405	04/27/15
310269	VERMONT STATE TREASURERS OFFIC	04-15 Unclaimed Property 2014	137.12	0.00	137.12	40406	04/27/15
100067	VLCT	5-20-15 DEL. TAX SEMINAR DAVE	60.00	0.00	60.00	40407	04/27/15
310046	W.B. MASON CO INC	I24904383 misc supplies	360.17	0.00	360.17	40408	04/27/15
310046	W.B. MASON CO INC	I24923803 binder clips	7.69	0.00	7.69	40408	04/27/15
310046	W.B. MASON CO INC	I25042368 labels/cleaning supplies	69.44	0.00	69.44	40408	04/27/15
310046	W.B. MASON CO INC	I25055407 toner	96.99	0.00	96.99	40408	04/27/15

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			35,354.35	0.00	35,354.35		

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 \$ ****35,354.35
 Let this be your order for the payments of these amounts.
