

Brandon Select Board Meeting
January 23, 2017
7:00 p.m.

The Brandon Select Board will meet Monday, January 23, 2017 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 at the Town Office at 49 Center Street and on the community bulletin board located between Dave's Grocery and the Forest Dale Post Office. 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) Approval of Minutes
 - a) Select Board Minutes - January 9, 2017
- 3) Town Manager's Report
- 4) Comments for Items not on the Agenda
- 5) Appointments
 - a) DRB - for Remainder of Term Ending June 30, 2017
- 6) Approval of Town Meeting Warning
- 7) Option Tax Discussion
- 8) Consider Donation to the American Red Cross of New Hampshire and Vermont
- 9) Fiscal
 - a) Warrant - January 23, 2017 - \$234,431.70
- 10) Adjournment

**Brandon Select Board Meeting
January 9, 2017**

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

In Attendance: Doug Bailey, Seth Hopkins, Devon Fuller, Brian Coolidge, Tracy Wyman

Others In Attendance: Dave Atherton, Arlen Bloodworth, Bill Moore, Dick Kirby, Janet Coolidge, Maria Ammatuna, Anna Scheck, Richard Baker, Sue Gage, Lisa Kenyon, Phyllis Reed, Ethan Swift

1. Call to order

The meeting was called to order by Doug Bailey – Chair @ 7:06PM.

a) Agenda Adoption – Motion by Devon Fuller/Tracy Wyman to adopt the agenda. **The motion passed unanimously.**

2. Approval of Minutes

a) Select Board Minutes – December 12, 2016

Motion by Tracy Wyman/Seth Hopkins to approve the December 12, 2016 Select Board meeting minutes. **The motion passed unanimously.**

3. Town Manager's Report

Dave Atherton reported the utility agreements for Segment 6 were approved by the Town's attorney and have been forwarded to VTrans for review. RFQ's for engineering services for the construction phase were drafted and submitted to VTrans for review. FairPoint is ready to start setting utility poles and they will be coordinating with the Town to start this process. Mr. Atherton met with Act 250, Omya and Casella to discuss options for the Omya trucking times during the construction, but no decision has been made by Act 250. The Town is waiting to receive a signed warranty deed and quick claim deed for Parcel #6091, which will close the right of way negotiation process. The condemnation hearing was held on December 15th and only one property had to go through this process. The Town received approval from FEMA for the cost overrun on the culvert construction and the concrete work has begun. The rebar and footings are being installed and they are prepping for the box to be installed. The tax sale notice was posted in the Brandon Reporter last week and will run for the next three weeks. The tax sale is tentatively scheduled for February 24, 2017 at 9AM at the Town Office. In the Recreation Department: youth wrestling sign-up is January 31st at the OV library at 6:30PM. A fun morning of activities is planned for February 11th for Winter Carnival. The Rec Department is partnering with National Bank of Middlebury, Neshobe PTO, Brandon Area Toy Project and the Neshobe Golf Course. The Boston Celtics bus trip

scheduled for February 3rd is nearly full. The Neshobe Talent Showcase will be held February 10th at the Brandon Town Hall. "Try-outs" are open for all OVUUSD Kindergarten through 6th grade students and area home schoolers. Thanks to Nicholas Coolidge for stepping up to groom the trails for the cross-country ski program. Registration for this program is on-line. Thanks to Neshobe School, Blueberry Hill Inn, the Catamount Trail Association and Becky, Mark, Eme and Luke Zelis. The first ski day will be January 14th.

Devon Fuller questioned the timing for the RFQ and when the utility agreements will be received from VTrans. Dave Atherton reported the utility agreements do not get signed until after the project. They have been approved by the attorney and the Town is on track as far as VTrans is concerned. Mr. Fuller congratulated the Town Manager and his team for getting all the properties taken care of that resulted in only one property for condemnation. Doug Bailey asked what was proposed for Omya as a result of the Act 250 meeting. Mr. Atherton reported there was a discussion of how the project would affect their trucking and to determine if there is any leeway in their scheduling. Their Act 250 permit gives them the authority to truck on Saturdays and a certain number of Sundays per year. Mr. Atherton noted both Casella and Omya have been very good to work with.

4. Zoning Administrator's Report

Anna Scheck reported there were a few permits this month and a few signage issues in towns that are being resolved. There were some violations and the Zoning Administrator is working with the individuals and doing weekly reviews. There will be BLUO changes and a timeline for this process provided by the Planning Commission Chair. Ms. Scheck provided the Board a packet of information on the proposed changes to the BLUO. She also provided the Board a copy of her report for the Town Report. She requested the Board review the bullet list that was developed to provide information for business start-ups. Seth Hopkins liked the bullet list and thought it will be a great help to people who are opening a business. Ms. Scheck also provided this information to the Economic Development Director for review. Mr. Hopkins suggested a clarification in the letter that a permit will be valid for 2 years after the two-week time of issuance. Doug Bailey asked if there have been any responses from the rental property letter. Ms. Scheck reported there have been some fees received, with the deadline being at the end of this month. She has not received any negative comments on the letter. Devon Fuller asked about the junk car issues. Ms. Scheck stated there is one issue that is new and one issue that has been ongoing, but they are working to rectify the issue. Ms. Scheck stated the process is generally a site visit, followed by a letter and if she does not see any improvement, there is an additional letter sent indicating a fine will be issued.

5. Planning Commission Report

a) Update on BLUO Adoption to match the February 22, 2016 Town Plan and Update on Rework of the Town Plan, Current BLUO and Permit Application

Maria Ammatuna stated the packet the Select Board received is for a cursory review of the BLUO that will match the Town Plan that was approved on in 2016. These changes never came forward for approval at the same time as the Town Plan, but the changes need to be approved because permits were issued under this BLUO. The Planning Commission is now working on updating the BLUO and Town Plan. The Planning Commission hearing for the BLUO adoption will be February 6th at 6PM. If the Select Board places the BLUO adoption on the February 27th agenda, hearings can be warned for March 13th and March 27th. The BLUO would then have to go to the Regional Planning Commission for final approval. Anna Scheck advised the packet has been sent to all interested parties required for the warning process.

Devon Fuller confirmed that once this BLUO is approved, the Planning Commission plans to rewrite the BLUO. Maria Ammatuna stated there will be a rewrite of both the BLUO and the Town Plan simultaneously that will be done over the next few months and it will likely take about 8 to 10 months to obtain the approval. In the current BLUO, prior to this iteration for approval, the sign ordinance portion is still on moratorium for Segment 6. Ms. Ammatuna asked what were the start and end points of the construction zone. Dave Atherton reported the north end has been extended to Steinberg Road and the south end to the American Legion's north driveway. Seth Hopkins asked if the local sign ordinance is in effect until in that zone for businesses during construction. Anna Scheck stated this does not include anyone who is starting a new business. Ms. Ammatuna noted the reason for the moratorium was due to the temporary signs being in violation of the sign ordinance. The permanent signs on buildings still need to conform to the sign ordinance. Bill Moore asked if the Planning Commission would consider revoking the sign ordinance during the construction phase to help the businesses get through the process. Ms. Ammatuna will provide the Select Board with the actual motion that was made regarding this action to assure that this is acceptable to the Board.

b) Update on Act 174 – Energy

Maria Ammatuna provided the Board a presentation received from the Regional Planning Commission on Act 174 – Energy. She stated Act 174 is adopted and the implementation plan is done. The Town will be receiving information and topographical maps on what is required to be done for renewable and sustainable energy as it relates to solar, hydro-power, biomass and wind power. The state will be providing information on areas that have been designated as good for solar, however, it then becomes a development issue. Ms. Ammatuna has written the Regional Planning Commission to request Brandon be a pilot town, which would provide the Town substantial deference status. Ms. Ammatuna advised that anything the Town does not want, such as solar or wind in the historic district, must be stated in the Town Plan. If the Town wants biomass, the Town may want to be sure there can be clear-cutting, if not the Town Plan needs to provide specifics. The Supreme Court likes to see definitive legal words used in the Town Plan in the decision process. The Planning Commission can guesstimate where the important areas are, but they would like to invite Select Board members to attend the February 6th hearing for further discussion. Seth Hopkins questioned whether the percentage standards set by the state are for the mapping of the projects or whether it is for the implementation. Ms. Ammatuna stated it is her understanding that these are the standards to achieve the renewable generation that have to be done in order to comply with the mandate. It was noted that this seems impossible to meet. Ms.

Ammatuna advised the state's requirements will not be received until April and the calculation will include any projects that are already in existence.

c) Discussion of Act 174 Energy Committee

Maria Ammatuna state there was also discussion of the carbon footprint. Any reductions in the carbon footprint would count towards the mandate. If the Town could provide data relating to this subject, it could be counted; such as electrical plug-ins for cars. Ms. Ammatuna stressed the Planning Commission and Select Board need to work together and suggested the development of an Energy Committee to assist in researching areas that would be helpful in complying to this mandate. Seth Hopkins requested clarification of what entity has to comply with the mandate. Ms. Ammatuna stated it is her understanding that it is not specific to municipalities, but is all users. Ms. Ammatuna noted the PACE fund and participating with Neighbor Works are given points as well. Dave Atherton stated there is an issue with siting prime sites for the various energy as many of the town-owned sites do not qualify. Anna Scheck noted the prime sites would be noted in the state's information. Mr. Fuller questioned whether the past energy updates could be included such as the solar field and changing of the streetlights to LED. Ms. Ammatuna stated these projects would have been included in the determination of what is mandated for the Town.

6. Comments for Items not on the Agenda

There was no discussion held.

7. Appointments

a) Emergency Management Director

Dave Atherton stated the Emergency Management Director is usually the Town Manager and advised that he has now received the training.

Motion by Devon Fuller/Brian Coolidge to appoint Dave Atherton as the Emergency Management Director for the Town of Brandon. **The motion passed unanimously.**

b) Historic Preservation Committee

Dave Atherton reported he received a letter from Frank Bump expressing his interest in serving on the Historic Preservation Committee.

Motion by Seth Hopkins/Tracy Wyman to appoint Frank Bump to the Historic Preservation Committee. **The motion passed unanimously.**

8. Request Change to Appropriations Policy

Seth Hopkins stated the Town Clerk advised him that an organization that regularly goes through the action to be on the ballot has elected to take a year off. It was discussed that if an

organization has been approved and decides to take a year off, they would have to start from the beginning of the process. It was suggested to change the Appropriation Policy to include the wording in the 4th paragraph that if funding was approved by voters in the prior two years and if the appropriation is the same or less. With this change, an organization taking a year off would only have to submit their budget summary and report, but would not be required to do a petition.

Motion by Seth Hopkins/Tracy Wyman to amend the Community Service Policy in the 4th paragraph to read if the funding was approved in either of the prior two years and the amount requested is the same or less. **The motion passed unanimously.**

Sue Gage stated the way the policy is written is a disincentive to not ask for the appropriation every year due to the additional work required if a year is skipped.

9. Road Acceptance (Prospect Street)

Dave Atherton reported the Town has received a quick claim deed from Mt. Pleasant Acres for the additional road on Prospect Street that the Select Board had approved on June 13, 2016. The grantor is requesting the Select Board sign the quick claim deed.

Motion by Devon Fuller/Seth Hopkins to agree that the Select Board will sign the quick claim deed for the Prospect Street road acceptance. **The motion passed unanimously.**

10. Town Owned Property

Dave Atherton reported that he has received inquiries concerning the purchase of town lots that are landlocked lots or swamp lots. Mr. Atherton thought that the Town should move forward with these opportunities as the properties would be accessed and the Town could then collect taxes. Seth Hopkins suggested in an effort to be transparent, the Town should advertise the properties to provide people the opportunity to bid on them. Mr. Atherton stated there is a process that has to be followed for conveying land and suggested that he research this process. The Town does not require voter approval to sell property.

Motion by Devon Fuller/Tracy Wyman to request the Town Manager investigate the process of selling town properties and provide the Select Board a report on the information obtained. **The motion passed unanimously.**

11. Budget Discussion

Doug Bailey stated the Town has completed the work on the fiscal year 17/18 budget. He would like to thank the department heads for their involvement and input. Mr. Bailey wished to recognize the Budget Committee for their work in this process: Janet Coolidge, Doug Sawyer, Anthony Peduto and Carol Bertrand. The expenses are \$2,999,986.00, which is an increase of 1.8%, with a large amount of the increase being insurance. There was also an increase in revenue, which equates to a net budget to be raised by taxes of \$2,509,066.00, or a 0.8% increase. In taking that one step further in comparison to last year, there was a \$100,000.00 appropriation that has been reduced to a \$50,000.00 appropriation this year, which equates to a

net decrease to be raised by taxes. This appropriation will be for North Street, Route 53 and Furnace Road.

Motion by Seth Hopkins/Devon Fuller to approve a budget with expenses not to exceed \$2,999,986.00, with the amount to be raised by taxes to be \$2,509,066.00. **The motion passed unanimously.**

Dave Atherton advised that he called the Department of Taxes and was advised that they do not collect until the 25th of this month and the Town will see something shortly thereafter.

Lisa Kenyon asked how much the Town will be paying for the union and non-union health insurance. Dave Atherton reported the Town pays 90% of the Platinum Plan and the employees pay 10%. This contract will continue for one more budget year. Ms. Kenyon questioned the staffing budget line. Mr. Atherton advised that the Assistant Clerk was partially in Town Administration and partially in Town Clerk, and it has been moved to the Town Clerk line completely. Ms. Kenyon questioned if the revenues and expenses are in the Recreation Department's budget. Mr. Bailey stated the Recreation Revenue is noted on Page 2 and the Recreation budget is on Pages 8, 9 and 10.

Janet Coolidge stated the Budget Committee meetings were very streamlined this year. Dave and Jackie did a great job of getting the information ready for the meetings. Doug Bailey stated the department heads were also very well prepared and it was helpful to have the Planning Commission Chair present.

12. Fiscal

a) Warrant – January 9, 2017 – \$357,782.33

Motion by Tracy Wyman/Brian Coolidge to approve the FY2016/17 warrant of January 9, 2017 in the amount of \$357,782.33. **The motion passed unanimously.**

Doug Bailey noted the Select Board members do go through the bills and have conversations with the Town Manager prior to the approval of the warrants at the meeting.

The Select Board recessed at 8:24PM.

Motion by Devon Fuller/Tracy Wyman to enter into executive session at 8:35PM in accordance with 1 V.S.A. 313(a)(1) – Contracts to include the Town Manager. **The motion passed unanimously.**

13. Executive Session – 1 V.S.A. 313(a)(1) – Contracts

The Board came out of executive session at 9:30PM. There were no actions required.

14. Adjournment

Motion by Devon Fuller/Tracy Wyman to adjourn the Select Board meeting at 9:31PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Town Manager Report for the weeks January 9 and January 16, 2017

Segment 6:

RFQ's for Construction Inspection and Management have been posted on Works in Progress, Town website and the State of Vermont project website. Bids will be reviewed and awarded on February 8th. The appeal period for condemnation ended on January 15th for the subject parcel. We are still waiting for both deeds to be returned on the 4 Conant Square property. Utility pole replacement has started on the Franklin St.

Overflow Culvert:

Concrete work has started. The pad has been poured for the outlet and rebar is being installed for the side walls. Five pieces of the culvert box will be set next week. Excavation continues. See attached schedule from Markowski.

Churchill Road Bridge:

The Stream Alteration permit has been submitted.

Champlain Street Sewer Project:

Held a meeting with Wayne Elliott of A&E on January 20th to go over final plans for approval and preparation for posting the invitation to bid. The project is planned to go out to by the end of Feb.

Delinquent Taxes/Tax Sale

Current Tax Delinquencies are \$175,862.55. Current Sewer Delinquencies are \$65,753.68. We have set up 47 payment agreements. 18 properties remain in the tax sale. The sale is scheduled for February 24, 2017.

Rec. Dept. Happenings:

- Only 2 seats left for February 3rd Bus trip to Celtics, still have less than 35 tickets left for the March 25th Boston Flower Show/Aquarium trip.
- Youth Wrestling info meeting at Otter Valley Union High school 6pm January 31st @ 6pm
- February 2 will be hosting a showing of the movie "Groundhog Day" @ 6:30pm. Preceding, thanks to the efforts of Bill Mills, Colleen Wright and the Brandon Area Toy Project, waffles and fruit will be served for dinner. This is a free offering!
- February 10th is the Neshobe PTO/Brandon Rec Talent showcase at the Town Hall. 16 acts that include dance, music (singing and instruments), spoken word will be performed at 6:30 that evening. Free will admission will go to benefit the THINK Neshobe Art Project.
- Thanks to the recent weather, the "Winter Carnival" will once again feature a fun morning of activities at the Neshobe School on February 11th. Thanks in advance to our friends at the National Bank of Middlebury
- Basketball mom and Cattails Restaurant owner, Stephanie Kellogg, has started a fundraising raffle to purchase new uniforms for the 3rd - 6th grade basketball programs.
- Brandon Rec & Pittsford Rec are teaming up once again to offer Middlebury Snowbowl Ski Lessons on Sundays in March.

Other Items will be covered in the agenda.



2704 West Creek Road

Florence, Vt. 05744

Project Update – Brandon Overflow Culvert

Date: 1/20/2017

Operations This Week (1-16 thru 1-20)

This week Markowski Excavating was not on site Monday due to an in-house safety day. However, continuation of cleaning and prepping for the footers of the box culvert began this week. The pour last Friday for the pad was a success and all went well. In total, 124 Cubic Yards of Concrete was poured.

Gendron has drilled in rebar dowels and formed up for the footers this week. Friday, we are pouring another round of concrete and will officially have the first section of footers in place.

Operations Next Week (1-23 thru 1-28)

Next week will include stripping the footings that were poured on Friday. Then, Gendron will go back to forming up the concrete wall and baffles on the splash pad. As they do this work, Green Mountain Power will also be onsite to remove more power lines so that our crane that will set the box culvert can safely be in the area.

On Friday, we expect to have Miller Crane onsite from Windsor, Vt. They will arrive with the crane on Thursday in prep for setting box sections on Friday. Friday will include a fair amount of truck traffic as Camp Precast delivers some of the box sections to be placed.

Project Extended Look Out (1-30 thru 2-3)

The following week, we plan to set the final headwall piece on Monday. Then Gendron can form the final section of retaining wall up next to the culvert inlet section. Gendron will also be forming up the closure pour section where the box does a horizontal bend.

Markowski Crews will be working on the excavation for the remainder of the week. We expect to have Comcast and VTEL onsite to raise their lines, as we look to eliminate the power pole that is on the edge of the excavation.

By the end of the week or early the following, we expect to have the retaining wall poured and the closure pour either poured or close to it.

Thank-you,

Tom Markowski

Markowski Excavating

Elaine Smith

From: David Atherton [datherton@townofbrandon.com]
Sent: Thursday, January 12, 2017 11:10 AM
To: 'Elaine Smith'
Subject: FW: DRB

For the Board

From: Amber Lee [mailto:signer0827@gmail.com]
Sent: Sunday, January 8, 2017 9:19 PM
To: datherton@townofbrandon.com
Subject: DRB

Good Evening Dave,

Just emailing to confirm I would I be happy to volunteer for the DRB vacancy. I am reviewing the documents you left and will be in touch with Sam over the next few days.

Please feel free to contact me or pass my information along to whomever is in need of it.

Regards,

Amber Lee



This email has been checked for viruses by Avast antivirus software.
www.avast.com

David Atherton

From: Eric LaRock <ericlarock68@gmail.com>
Sent: Wednesday, January 11, 2017 2:53 PM
To: datherton@townofbrandon.com
Cc: Anna Scheck; Samantha Stone; John Peterson, Otter Creek Tinware; Bob Clark; June Bohler
Subject: DRB Resignation

Dave,

It has been a pleasure to serve on DRB board for the past few years. It has taught me a lot about how small town regulations and policies work. The people you have on the currant board truly care about what is going on in there town.

With the changes going on in my life, I feel I can no longer commit the time needed to perform the job effectively and efficiently. Please except this letter of resignation effective immediately.

Thank You

Eric LaRock

TOWN OF BRANDON
WARNING FOR EVENING MEETING
MARCH 6, 2017

The legal voters of the Town of Brandon, Vermont are hereby notified and warned to meet at the Brandon Town Hall, 1 Conant Square, Brandon, VT on Monday, March 6, 2017 at 7:00 P.M. to transact the following business:

1. Take appropriate action on the reports of officers as they appear in the Town Report.
2. To hear a presentation by the Select Board of its recommended budget for fiscal year 2017-2018. This budget and appropriations will be voted by Australian Ballot on March 7, 2017 at the Brandon Town Hall, Basement Meeting Room, 1 Conant Square, Brandon, VT.
3. To see if the voters of the Town of Brandon will authorize the Select Board to spend unbudgeted, unanticipated income received by the Town so long as the expenditure of such funds will not create a deficit?
4. To transact any other business proper to be done when met.

TOWN OF BRANDON
AUSTRALIAN BALLOT
FOR MARCH 7, 2017

The legal voters of the Town of Brandon, Vermont are further notified and warned to meet at the Brandon Town Hall, Basement Meeting Room, 1 Conant Square, Brandon, VT on Tuesday, March 7, 2017 between the hours of 7:00 A.M. and 7:00 P.M. to vote by Australian Ballot on the following matters:

1. To elect Town Officers for the ensuing year:

Moderator	One for one-year term
Selectman.....	One for three-year term
Selectman.....	Two for one-year term
Town Clerk.....	One for three-year term
Town Treasurer.....	One for three-year term
Trustee of Public Funds.....	One for three-year term
Town Agent.....	One for one-year term
Town Grand Juror.....	One for one-year term
Library Trustee.....	One for two-year term
2. To see if the voters of the Town of Brandon will appropriate the sum of Two Million, Nine Hundred Ninety Nine Thousand, Nine Hundred and Eighty Six Dollars (\$2,999,986) for the FY 2017-2018 budget year, of which the sum of Two Million, Five Hundred and Nine Thousand, Sixty Six Dollars (\$2,509,066) is to be raised by property taxes?
3. To see if the voters of Town of Brandon will appropriate an amount not to exceed \$50,000 for paving including North Street and Furnace Road. Any remaining funds to be used for paving projects identified by the Public Works Director.
4. To see if the voters of the Town of Brandon will appropriate \$3,500 for ARC-Rutland Area, serving citizens with developmental and intellectual disabilities?
5. To see if the voters of the Town of Brandon will appropriate \$1,000 for the Brandon Area Chamber of Commerce?
6. To see if the voters of the Town of Brandon will appropriate \$20,735 for the Brandon Area Rescue Squad?
7. To see if the voters of the Town of Brandon will appropriate \$85,500 for the Brandon Free Public Library?
8. To see if the voters of the Town of Brandon will appropriate \$6,000 for the Brandon Independence Day Celebration Committee?
9. To see if the voters of the Town of Brandon will appropriate \$13,500 for Brandon Senior Citizens Center, Inc?

10. To see if the voters of the Town of Brandon will appropriate \$550 for RSVP & The Volunteer Center?
11. To see if the voters of the Town of Brandon will appropriate \$10,200 for the Rutland Area Visiting Nurse Association & Hospice?
12. To see if the voters of the Town of Brandon will appropriate \$750 for Rutland County Humane Society?
13. To see if the voters of the Town of Brandon will appropriate \$6,624 for Rutland Mental Health Services?
14. To see if the voters of the Town of Brandon will appropriate \$2,400 for Southwestern Vermont Council on Aging?
15. To see if the voters of the Town of Brandon will appropriate \$2,500 for the Stephen A. Douglas Community Center, Inc?

Select Board
Signed and Certified January 23, 2017

Douglas Bailey	Signed _____
Brian Coolidge	Signed _____
Devon Fuller	Signed _____
Seth Hopkins	Signed _____
Tracy Wyman	Signed _____

Adopted and approved at a duly warned meeting of the Board of Selectmen of the Town of Brandon called, noticed and held on January 23, 2017. Received for record and recorded in the records of the Town of Brandon on January 24, 2017.

DISCUSSION DRAFT
Town of Brandon Local Option Tax Revenue Policy
For initial discussion at Select Board meeting 23 January 2017

The purpose of this policy is to create the procedure for responsible expenditure of the revenues received by the Town of Brandon from its local option tax (1% tax), which was authorized by the voters of the Town of Brandon on June 30, 2015, and enacted as the charter of the Town of Brandon as 24 (Appendix) VSA § 106B by the Vermont General Assembly on May 17, 2016.

As stated in the above charter, section c, "Revenues received through the imposition of a tax imposed under this section shall be used for capital projects within the Town."

To accomplish such ends:

- 1 All revenues received by the Town of Brandon as proceeds of its local options tax shall be set aside by the Town Treasurer in a dedicated, restricted account.
- 2 This account is not subject to the Town of Brandon Purchasing Policy, and may only be expended in whole or in part by a positive vote of the Select Board, not by employees, department heads, or the Town Manager.
- 3 Capital projects are defined to include the following: roads, bridges, culverts, paving, buildings, parks and related structures; major maintenance of any of these; equipment; and vehicles. Grant matches (local contributions) for any of the above qualify as capital projects.
- 4 The Select Board shall develop a prioritization plan which identifies specific capital projects to be considered for funding with local option tax money. This plan will assist the Select Board in the orderly and responsible expenditure of local option tax revenue. However, a project need not appear on the prioritization plan to be eligible for funding by local option tax revenue (example: an unforeseen project which is beneficial to the Town).
- 5 A report of all revenues and expenses of the local options account will be prepared by the Town Treasurer and included in the annual town report.

Adopted by the Select Board
(date)



American Red Cross
New Hampshire and
Vermont Region

Date:
Sue Gage
Brandon VT



Brandon town
Attn: Sue Gage
49 Center St.
Brandon, VT 05733

Dear Sue,

August 28, 2016 marked the five-year anniversary of Hurricane Irene and the devastation that the storm caused in our state. The Red Cross responded by setting up several shelters around the state, serving more than 15,000 meals, and thousands of bottles of water, and providing many other disaster relief items.

Just as we were there for Irene, we are there when there is a house fire and local families lose everything they own. We offer immediate relief in support in the hours and days immediately following a disaster, no matter its size. We prepare local volunteers to provide relief in the face of disasters. We teach people CPR and other lifesaving skills, and we canvass Vermont neighborhoods to install smoke alarms in an effort to reduce deaths and injuries from home fires. The Red Cross provides 40% of the nation's supply of blood and blood products. Through our Service to the Armed Forces, we support America's military families with a series of specialized programs. These are all the ways that we fill our humanitarian mission to prevent and alleviate human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

All of our services are *free* and we receive no funding from federal or state governments. To provide these services, the American Red Cross reaches out to community partners like Brandon town for support. That is why the American Red Cross of New Hampshire and Vermont respectfully requests a donation of **\$1500** for the upcoming fiscal year.

Last year, the American Red Cross of New Hampshire and Vermont provided the following services throughout our region:

- Red Cross disaster volunteers responded to **256** local disasters, helping over **1,218** people.
- We installed **1,827** smoke detectors in homes through our Home Fire Campaign.
- **303** Nurse Assistants and **28** Phlebotomists graduated from our trainings.
- We held **5,039** blood drives and collected **95,196** units of blood.
- We connected **628** military members with their families and loved ones with the help of our Service to the Armed Forces department.
- We currently have over **1,300** volunteers throughout the two states that help to make these services happen.

As we learned from Irene, a disaster or emergency can strike at any time with or without warning, and the American Red Cross is committed to being in the **Town/City** community to help its residents in times of need. Your donation will help to ensure that your residents receive the support they need when disaster strikes.

On behalf of the volunteers and staff throughout the New Hampshire and Vermont Red Cross Region, thank you for considering our request to support our humanitarian work. While we hope that no disasters hit your area, rest assured that the American Red Cross will be there to help if they do.

Sincerely,

Claire Giroux-Williams

Claire Giroux-Williams
Development Specialist, Vermont

New Hampshire Headquarters • 2 Maitland Street, Concord, NH 03301 • 1-800-464-6692(p)
Vermont Headquarters • 29 Mansfield Ave, Burlington, VT 05401 • 1-800-660-9130(p)
www.redcross.org/nhvt



**American
Red Cross**

Rutland County Service Delivery: (July 1, 2015- June 30, 2016)

Disaster Response

We responded to 13 disaster incidents assisting 50 residents of Rutland County. Most of these instances were home fires where our volunteers and staff were present; offering food, clothing, lodging, emotional support and referrals to families in need both during the incident and for several days following. Some also resulted in ARC conducting mass care to responding fire departments including food, hydration and warm drinks; allowing them to maximize their time on-site.

Town	Disasters	Families	Individuals
Benson	1	1	3
Brandon	4	6	10
Danby	1	3	6
Fair Haven	1	2	2

Town	Disasters	Families	Individuals
Middletown Springs	1	1	1
Poultney	1	2	7
Rutland	4	13	21

Home Fire Campaign

Red Cross volunteers canvased neighborhoods of Rutland County to educate people on fire safety. We installed 21 free smoke alarms in homes and helped families develop emergency evacuation plans based on their individual needs.

Service to the Armed Forces

We assisted 12 of Rutland County's Service Members and their families by providing emergency communications and other services, including counseling and financial assistance.

Blood Drives

During the last fiscal year Rutland County was the home to 119 American Red Cross blood drives, collecting a total of 4444 pints of life saving blood.

Volunteer Services

Rutland County is the home to 17 volunteers with the American Red Cross. These volunteers do everything from responding to disasters in the middle of the night, to teaching safety courses, to helping at our many blood drives. Our volunteers are the true heart of our organization.

Public Health and Safety Courses

Be assured that Rutland County is a safer place to be because of the many health and safety courses offered by the American Red Cross each year. Last year Rutland County hosted 54 courses where 410 people were taught a variety of important life saving skills.

OUR FUNDAMENTAL PRINCIPLES:

Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality



American Red Cross

New Hampshire / Vermont Service Delivery

Overview

As a community-based, humanitarian organization, the American Red Cross provides relief to those affected by disasters and empowers individuals in our community to prevent, prepare for and respond to emergencies. By helping people in the New Hampshire / Vermont region learn how to take care of their families and neighbors, the Red Cross strengthens the community and readies it for all types of disasters, including home fires, storms, wildfires and health emergencies. More than 1,200 volunteers ensure the Red Cross fulfills its mission throughout New Hampshire and Vermont.

Services

Disaster Relief

When disaster strikes, American Red Cross workers are among the first on the scene, providing food, shelter, supplies and hope. Red Cross nurses administer health care and licensed mental health practitioners provide emotional support. Red Cross workers also provide referrals to aid in disaster recovery.

Home Fire Campaign

In an effort to decrease deaths due to fire by 25%, Red Cross and community partners offer free smoke alarms and installation for those without. Go to redcross.org/local/nhvt/in-home-smoke-alarm to schedule.

First Aid, CPR and Disaster Preparedness Education

As one of the region's largest educational providers, the American Red Cross trains residents in lifesaving skills through multi-language online, community and workplace courses.



Service to the Armed Forces

Through our global communication network, the American Red Cross provides emergency communications and other services, including counseling and financial assistance, to support military families.

International Services

As part of the world's largest humanitarian organization, the American Red Cross helps provide immediate relief and supports community recovery following international disasters. The Red Cross also educates the public about International Humanitarian Law.

Blood Services

The American Red Cross is the conduit through which some 4 million people give lifesaving blood, making the Red Cross the largest supplier of blood and blood products in the United States.



American Red Cross - New Hampshire / Vermont - By The Numbers (FY2016)

Responding to Emergencies

- Every 17 hours, on average, we assisted a local family
- 1,218 people received disaster assistance

Increasing Health, Safety and Community Disaster Preparedness

- Every day, Approximately 90 people were trained in first aid, CPR, and water safety skills
- 32,724 people were trained for the year

Serving the Armed Forces and Military Families in Emergencies

- Every 14 hours, on average, a military family was helped via emergency communications
- 628 cases connecting military members & their families last year

Connecting Families Around the World

- 13 families in our Region who were separated from their families by war or conflict were reconnected

Blood Services Collections

- Collected 95,154 units of blood
- A total of 52,370 people donated.
- All 40 hospitals in NH and VT receive their blood supply from the Red Cross

Preparedness Programs

- Home Fire Campaign – Red Cross and Community Partners installed 1,829 smoke alarms
- Pillowcase Project – An in school preparedness program for kids grades 3-5 teaching them about disaster preparedness – 1,985 children participated

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
100961	A1 SEWER & DRAIN SERVICE, INC	055292 installed new pump	1067.35	0.00	1067.35	43202	01/23/17
330468	ATHERTON, DAVID J	JAN 2017 fica & medi over paid	88.30	0.00	88.30	43203	01/23/17
100280	BRANDON LUMBER & MILLWORK CO.	513896/3 furnace filters	30.98	0.00	30.98	43204	01/23/17
100280	BRANDON LUMBER & MILLWORK CO.	513951/3 reciprocating saw blade	8.37	0.00	8.37	43204	01/23/17
100280	BRANDON LUMBER & MILLWORK CO.	514044/3 key	2.59	0.00	2.59	43204	01/23/17
100280	BRANDON LUMBER & MILLWORK CO.	514258/3 mesh hardware cloth	14.99	0.00	14.99	43204	01/23/17
200218	BRANDON REPORTER	DEC 2016 bus trips, xc, b ball	474.19	0.00	474.19	43205	01/23/17
330435	BRICKELL, CHRISTOPHER	JAN 2017 fica & medi over paid	79.67	0.00	79.67	43206	01/23/17
310501	BURLETT, DARYL	JAN 2017 fica & medi over paid	74.59	0.00	74.59	43207	01/23/17
101046	BUTTERFIELD, DAVID	JAN 2017 fica & medi over paid	131.90	0.00	131.90	43208	01/23/17
BUTTER	BUTTERFIELD, JONATHAN	JAN 2017 fica & medi over paid	59.50	0.00	59.50	43209	01/23/17
330471	CAPEN, JOHN	JAN 2017 fica & medi over paid	68.32	0.00	68.32	43210	01/23/17
100198	CARGILL, INCORPORATED	2903158610 salt	1732.20	0.00	1732.20	43211	01/23/17
100198	CARGILL, INCORPORATED	2903162293 salt	1788.34	0.00	1788.34	43211	01/23/17
100198	CARGILL, INCORPORATED	2903169180 salt	1699.79	0.00	1699.79	43211	01/23/17
100198	CARGILL, INCORPORATED	2903172190 salt	1763.83	0.00	1763.83	43211	01/23/17
100198	CARGILL, INCORPORATED	2903185972 salt	1737.74	0.00	1737.74	43211	01/23/17
100198	CARGILL, INCORPORATED	2903188687 salt	1721.14	0.00	1721.14	43211	01/23/17
100860	CARROLL, BOE & PELL P.C.	29963 SEGMENT 6 ACT 250	760.00	0.00	760.00	43212	01/23/17
100860	CARROLL, BOE & PELL P.C.	29964 CTP SEG 6 CONDEMNATION	3834.67	0.00	3834.67	43212	01/23/17
100462	CASELLA WASTE MANAGEMENT INC.	2003341 Dec trucking of sludge	1521.00	0.00	1521.00	43213	01/23/17
310376	CATERPILLAR FINANCIAL SERVICES	17669696 grader payment #1	32407.93	0.00	32407.93	43214	01/23/17
301503	CHAMPLAIN VALLEY PLUMBING	325272 diesel fuel	522.89	0.00	522.89	43215	01/23/17
301503	CHAMPLAIN VALLEY PLUMBING	475452 diesel fuel	666.07	0.00	666.07	43215	01/23/17
301503	CHAMPLAIN VALLEY PLUMBING	475453 heating fuel @ Town Hall	315.40	0.00	315.40	43215	01/23/17
301503	CHAMPLAIN VALLEY PLUMBING	475855 gasoline	746.08	0.00	746.08	43215	01/23/17
301503	CHAMPLAIN VALLEY PLUMBING	475955 heating fuel @ HWY	864.69	0.00	864.69	43215	01/23/17
100411	CIJKA, STEPHEN J	01192017 reimb for distilled wate	5.00	0.00	5.00	43216	01/23/17
100411	CIJKA, STEPHEN J	JAN 2017 fica & medi over paid	105.03	0.00	105.03	43216	01/23/17
301043	CIVES CORPORATION, DBA	4471472 tarp pivot arm	201.62	0.00	201.62	43217	01/23/17
300796	CLD CONSULTING ENGINEERS	55088 Bridge 114	394.92	0.00	394.92	43218	01/23/17
300796	CLD CONSULTING ENGINEERS	55108/55109 Seg 6 Roadway Design Ser	41565.88	0.00	41565.88	43219	01/23/17
200243	COLBURN, FRED	JAN 2017 fica & medi over paid	105.70	0.00	105.70	43220	01/23/17
310097	COMCAST	TH 1-9-17 TOWN HALL PHONE/INTERNET	78.69	0.00	78.69	43221	01/23/17
310177	COTT SYSTEMS, INC.	113856 feb host fee	227.00	0.00	227.00	43222	01/23/17
300357	DEAN, RAY	20170118 referee	35.00	0.00	35.00	43223	01/23/17
300326	DENIS, MICHAEL	JAN 2017 fica & medi over paid	80.57	0.00	80.57	43224	01/23/17
310693	DUCHARME, KATRINA	JAN 2017 fica & medi over paid	95.95	0.00	95.95	43225	01/23/17
300466	DUNDON PLUMBING & HEATING INC	33252 septic truck	540.00	0.00	540.00	43226	01/23/17
100494	ENDYNE INC	222164 testing	79.00	0.00	79.00	43227	01/23/17
100494	ENDYNE INC	222614 testing	68.00	0.00	68.00	43227	01/23/17
310037	FAIRPOINT COMMUNICATIONS	HW 1-6-17 jan phone and internet H	71.80	0.00	71.80	43228	01/23/17
310037	FAIRPOINT COMMUNICATIONS	PD 1-6-17 Jan phone @ PD	44.08	0.00	44.08	43228	01/23/17
300492	FASTENAL COMPANY	VTRUT85448 glass cleaner, ties, nut	41.71	0.00	41.71	43229	01/23/17
100925	FOLEY SERVICES INC	1069126 uniforms	20.64	0.00	20.64	43230	01/23/17
100925	FOLEY SERVICES INC	1069129 uniforms	47.58	0.00	47.58	43230	01/23/17
100925	FOLEY SERVICES INC	1070512 uniforms	20.64	0.00	20.64	43230	01/23/17
310426	FYLES BROS., INC.	89218 propane @ Town Office	237.42	0.00	237.42	43231	01/23/17
310426	FYLES BROS., INC.	92306 propane/WW Bryant Heater	442.97	0.00	442.97	43231	01/23/17
310426	FYLES BROS., INC.	92307 propane/WW Chemical Bldg	124.02	0.00	124.02	43231	01/23/17

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 62805 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 01/23/2017 To 01/23/2017

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310212	GAGE, SUE	JAN 2017B fica & medi over paid/fs	103.41	0.00	103.41	43232	01/23/17
310455	GRAZIANO, LINDA	JAN 2017 fica & medic over paid	66.31	0.00	66.31	43233	01/23/17
100725	GREEN MOUNTAIN GARAGE	098012 air filter	31.55	0.00	31.55	43234	01/23/17
100725	GREEN MOUNTAIN GARAGE	098141 screw and lock nut	3.55	0.00	3.55	43234	01/23/17
100725	GREEN MOUNTAIN GARAGE	098167 cap screws	5.16	0.00	5.16	43234	01/23/17
100725	GREEN MOUNTAIN GARAGE	098241 hew bit socket	5.20	0.00	5.20	43234	01/23/17
100725	GREEN MOUNTAIN GARAGE	098317 windshield wash	13.14	0.00	13.14	43234	01/23/17
310233	GREEN MOUNTAIN POWER	12/16 BRYANT bryant circle	10.55	0.00	10.55	43235	01/23/17
310233	GREEN MOUNTAIN POWER	12/16 CARVER carver pump station	27.13	0.00	27.13	43235	01/23/17
310233	GREEN MOUNTAIN POWER	12/16 CENTER center st park	27.83	0.00	27.83	43235	01/23/17
310233	GREEN MOUNTAIN POWER	12/16 CHAMPL chAMPLain pump station	75.91	0.00	75.91	43235	01/23/17
310233	GREEN MOUNTAIN POWER	12/16 FLASHE center st flasher	31.81	0.00	31.81	43235	01/23/17
310233	GREEN MOUNTAIN POWER	12/16 HWY GA hwy garage	98.10	0.00	98.10	43235	01/23/17
310233	GREEN MOUNTAIN POWER	12/16 NEWTON newton road pump	241.37	0.00	241.37	43235	01/23/17
310233	GREEN MOUNTAIN POWER	12/16 REC rec field	15.32	0.00	15.32	43235	01/23/17
310233	GREEN MOUNTAIN POWER	12/16 RT 73 rt 73 pump station	6.84	0.00	6.84	43235	01/23/17
310233	GREEN MOUNTAIN POWER	12/16 SEC WW w water second light	57.18	0.00	57.18	43235	01/23/17
310233	GREEN MOUNTAIN POWER	12/16 ST LIG street lights	3218.72	0.00	3218.72	43235	01/23/17
310233	GREEN MOUNTAIN POWER	12/16 T HALL town hall	130.75	0.00	130.75	43235	01/23/17
310233	GREEN MOUNTAIN POWER	12/16 T OFFI town office	444.09	0.00	444.09	43235	01/23/17
310233	GREEN MOUNTAIN POWER	12/16 WW PLA waste water plant	586.60	0.00	586.60	43235	01/23/17
300903	HERRICK, BENJAMIN	JAN 2017 fica & medi over paid	11.22	0.00	11.22	43237	01/23/17
310552	INNOVATIVE SURFACE SOLUTIONS	INV35974 Magic Minus Zero	5584.96	0.00	5584.96	43238	01/23/17
100026	INTERNATIONAL ASSOCIATION OF	1001230972 2017 membership renewal	150.00	0.00	150.00	43239	01/23/17
310577	KINGSTON, TIMOTHY	JAN 2017 fica & medi over paid	85.56	0.00	85.56	43240	01/23/17
100900	LAMARRE, JEAN	0481 sewer over payment	100.00	0.00	100.00	43241	01/23/17
310558	LARAWAY, LANCE	20170118 referee	105.00	0.00	105.00	43242	01/23/17
310566	LUFKIN, MICHAEL	20170118 referee	145.00	0.00	145.00	43243	01/23/17
100588	MARKOWSKI EXCAVATING, INC.	12/31/16 overflow culvert	100704.01	0.00	100704.01	43244	01/23/17
310565	MARTIN, TYLER	JAN 2017 fica & medi over paid	12.82	0.00	12.82	43245	01/23/17
300566	MERKERT, LUANNE	JAN 2017 fica & medi over paid	66.70	0.00	66.70	43246	01/23/17
100949	MITCHELL'S, INC	54958 lettered 3 vehicles	425.00	0.00	425.00	43247	01/23/17
100949	MITCHELL'S, INC	54959 Signs -Overflow Culvert	595.00	0.00	595.00	43248	01/23/17
310379	MOORE, WILLIAM FV	JAN 2017 fica & medi over paid	46.53	0.00	46.53	43249	01/23/17
310695	MOUNTAIN SON TOURS, LLC	12/12/16 contract bus trip/Boston	1895.00	0.00	1895.00	43250	01/23/17
310691	MURACH, ADAM	JAN 2017 fica & medi over paid	124.27	0.00	124.27	43251	01/23/17
100900	NESHOBE FALLS LLC	0506 sewer over paid	22.60	0.00	22.60	43252	01/23/17
100788	NEW ENGLAND MUNICIPAL RESOURCE	38761 JAN ASSESSMENT	1416.66	0.00	1416.66	43253	01/23/17
100788	NEW ENGLAND MUNICIPAL RESOURCE	38785 1099 form prep/print/mai	687.00	0.00	687.00	43253	01/23/17
100429	NICKLAW, RICHARD	JAN 2017 fica and medi over paid	77.07	0.00	77.07	43254	01/23/17
100900	PATTIS, ALOIS & SARAH	1189 sewer over paid	101.35	0.00	101.35	43255	01/23/17
101047	PULSIFER, ROD	JAN 2017 fica & medi over paid	68.71	0.00	68.71	43256	01/23/17
100430	REYNOLDS & SON INC	3291937 eyesaline	117.17	0.00	117.17	43257	01/23/17
200179	ROOTX	47528 root killer	453.00	0.00	453.00	43258	01/23/17
310605	SAVELA, JACOLYN	JAN 2017 fica & medi over paid	71.94	0.00	71.94	43259	01/23/17
100714	SCHECK, ANNA	JAN 2017 fica & medi over paid	96.41	0.00	96.41	43260	01/23/17
200207	SMITH, ELAINE S	JAN 2017 fica & medi over paid	81.45	0.00	81.45	43261	01/23/17
200292	STAPLES CREDIT PLAN	5958 lamp, doormat	49.98	0.00	49.98	43262	01/23/17
310557	STARK, MICHAEL	20170118 referee	35.00	0.00	35.00	43263	01/23/17
100630	US POSTMASTER, BRANDON	01/20/2017 Postage Stamps	597.60	0.00	597.60	43264	01/23/17

All Invoices For Check Acct 01(10 General Fund) 01/23/2017 To 01/23/2017

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310045	VERMONT DEPARTMENT OF HEALTH 1-11-17	CERTIFICATE PAPER	2.50	0.00	2.50	43265	01/23/17
100670	VERMONT DEPT OF ENVIR CONSERVA 01/12/17	C.B. Stream Alt Permit	200.00	0.00	200.00	43201	01/12/17
300004	VERMONT DEPT OF PUBLIC SAFETY 72168	FY 16/17 VLETS	660.55	0.00	660.55	43266	01/23/17
300024	VERMONT DIGITAL 10617VG	oki problems up & down	379.48	0.00	379.48	43267	01/23/17
300024	VERMONT DIGITAL 12147	set up DVR system @ PD	205.00	0.00	205.00	43267	01/23/17
300024	VERMONT DIGITAL 12217	changed firewall setting	110.00	0.00	110.00	43267	01/23/17
300877	VERMONT PEST CONTROL E121	jan service	85.00	0.00	85.00	43268	01/23/17
100067	VLCT 2017-18218	Select Board Handbook	45.00	0.00	45.00	43269	01/23/17
310046	W.B. MASON CO INC I40613192	binder	18.49	0.00	18.49	43270	01/23/17
100577	WILK PAVING, INC WP16-324	Church St sidewalk pavin	1365.00	0.00	1365.00	43271	01/23/17
100577	WILK PAVING, INC WP16-325	Church St apron paving	13130.00	0.00	13130.00	43271	01/23/17
310694	WINKLER, MICHAEL JAN 2017	fica & medi over paid	117.41	0.00	117.41	43272	01/23/17
330427	WINNING IMAGE GRAPHIX 11393	lettering for doors	100.00	0.00	100.00	43273	01/23/17
310690	WOOD, CHRIS 20170118	referee	70.00	0.00	70.00	43274	01/23/17
Report Total			234,431.70	0.00	234,431.70		

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 \$ ***234,431.70

Let this be your order for the payments of these amounts.
