

Brandon Select Board Meeting
March 27, 2017
7:00 p.m.

The Brandon Select Board will meet Monday, March 27, 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 - March 13, 2017
- 3) Town Manager's Report
- 4) Comments for Items not on the Agenda
- 5) Discuss Senior Citizens Center Request for Sign Placement Exemption
- 6) Appointments:
 - a) Budget Committee
- 7) Proposed Fund Balance Policy
- 8) Tax Stabilization - Gold Star Feed & Grain
- 9) Approve Certificate of Highway Mileage
- 10) Reconsider Road Posting
- 11) Fiscal
 - a) Warrant - March 27, 2017 - \$115,792.77
- 12) Executive Session Pursuant to 1 V.S.A. § 313(a)(1):
Confidential attorney-client communications made for the purpose of providing professional legal services to the body
- 13) Executive Session Pursuant to 1 V.S.A. § 313(a)(3):
The appointment or employment or evaluation of a public officer or employee
- 14) Executive Session Pursuant to 1 V.S.A. § 313(a)(3):
The appointment or employment or evaluation of a public officer or employee
- 15) Adjournment

**Brandon Select Board Meeting
March 13, 2017**

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

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

Others In Attendance: Dave Atherton, Bernie Carr, Richard Baker, Anna Scheck, Dick Kirby, Lee Kahrs, Brent Buehler, Jan Coolidge

1. Call to order

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

a) Agenda Adoption – Motion by Devon Fuller/Seth Hopkins to adopt the agenda as amended. **The motion passed unanimously.**

Switch the agenda items to act on Item 3 prior to Item 2.

Additional warrant – Item 15(b) in the amount of \$740.00 for a Blanket Warrant for Route 7 Segment 6

3. Designation of Select Board as Other Statutory Bodies

- a) Board of Liquor Control (Title 7, Section 166)**
- b) Board of Health, (Title 18, Section 604)**
- c) Board of Sewer Commissioners**
A/K/A: Board of Sewage System Commissioners (Title 24, Section 3506)
Board of Sewage Disposal Commissioners (Title 24, Section 3614)
- d) Housing Board of Review (Title 24, Section 5005)**

Motion by Seth Hopkins/Devon Fuller to designate the Select Board as other statutory bodies as noted above. **The motion passed unanimously.**

The Select Board recessed to convene as the Board of Liquor Commissioners at 7:06PM.

The Select Board reconvened at 7:17PM.

2. Election of Select Board Officers

a) Election of Chair

Motion by Doug Bailey/Brian Coolidge to appoint Seth Hopkins as the Chairperson of the Brandon Select Board. **The motion passed unanimously.**

b) Election of Vice-Chair

Motion by Devon Fuller/Brian Coolidge to appoint Doug Bailey as the Vice-Chair of the Brandon Select Board. **The motion passed unanimously.**

c) Election of Clerk

Motion by Seth Hopkins/Doug Bailey to appoint Devon Fuller as the Clerk of the Brandon Select Board. **The motion passed unanimously.**

Doug Bailey stated it has been an honor and a privilege to be Board Chair for the last two years. Seth Hopkins thanked Mr. Bailey on behalf of the Board for his leadership, noting it has been enjoyable and productive.

4. Establish Meeting Schedule, Time and Location

a) Second and Fourth Mondays

b) 7:00PM

c) Brandon Town Hall

Motion by Devon Fuller/ Brian Coolidge to maintain the current meeting schedule of every 2nd and 4th Mondays of the month for the Brandon Select Board at 7:00PM in the Brandon Town Hall. **The motion passed unanimously.**

5. Adopt Meeting Rules and Procedures

a) Robert's Rules of Order for Small Boards

Motion by Doug Bailey/Brian Coolidge to utilize Robert's Rules of Order modified for Small Boards as the operational preference for the Brandon Select Board meetings. **The motion passed unanimously.**

Seth Hopkins stated Robert's Rules for Small Boards allows the discussion before a motion on the floor.

6. Designate Official Newspaper

a) Official – The Reporter

b) Alternate – The Rutland Herald

Motion by Devon Fuller/Brian Coolidge to appoint The Reporter as the designated official newspaper and to appoint the Rutland Daily Herald as the alternate newspaper. **The motion passed unanimously.**

7. Approval of Minutes

a) Approval of Minutes – February 27, 2017 - Select Board Meeting

b) Approval of Minutes – February 27, 2017 - Select Board Hearing for BLUO Changes

Motion by Devon Fuller/Brian Coolidge to approve the Select Board and Hearing Minutes of February 27, 2017. **The motion passed unanimously.**

Brent Buehler takes exception because from what he read in the February 27th minutes, the Town Manager did not inform the Select Board that a suit had been filed in Superior Court against the Town. Mr. Buehler asked why the Town Manager gave a report and did not provide this information to the Board as it portrays that the Conant Square owners are being delinquent and a condemnation notice was signed by Mr. Bailey that led the owners to file a suit in Superior Court. Devon Fuller stated the Select Board is currently acting on the approval of the minutes from the meeting and Mr. Buehler's comments should be discussed during the public session. Doug Bailey stated this item was not brought up at the meeting and cannot be dealt with during the approval of the minutes. Dave Atherton stated he had advised the Select Board Chair concerning the lawsuit that was filed and when the process proceeds with attorneys, it does not go out to the public. Mr. Atherton stated an agreement has been reached and it has been resolved. Mr. Buehler stated it was not resolved on February 27th. Seth Hopkins stated Mr. Buehler's point is taken and the minutes approval is to reflect the approval of the discussion at that meeting.

8. Town Manager's Report

Dave Atherton reported all deeds have been signed and recorded for Parcel 6091 (4 Conant Square) for Segment 6. The Town has received the right of way clearance from the Federal Highway Administration and the authorization and approval to advertise bids from VTrans. The project went out to bid on March 10th. Utility poles have been set on Franklin Street and Green Mountain Power will move lines in the next couple of weeks. More box sections will be installed this week on the overflow culvert and they will tie those all in and backfill. VTrans has approved the temporary easements for the Churchill Road Bridge. Mr. Atherton will be contacting the two landowners this week for signatures. Plans are to send this out to bid soon. VTrans may have a couple of changes. In the Rec Department, the recreation basketball season has ended and thanks go out to all the volunteer coaches; Katrina Ducharme, Lance Laraway, Chrysty Palmer, Heather LaPorte, Keith Wetmore, Fred Pockette, Oren Rhodes, Katie Murray, Lance Chicoine, Adam Calvin, Shauna Lee, Melissa Bassette, Calli Thomas, Brian Thomas and Ben Gaboriuait. Thanks also to Stephanie Kellogg, owner of Cattails Restaurant for spearheading a fundraiser that raised \$4,000.00 for basketball uniforms. On March 18th there will be a Bow Thayer concert at the Town Hall that will feature Foley Brothers/Neshobe River Winery. Tickets

are on sale at Carr's Florist and the Town Office. That same evening the Brandon Fire Department will be hosting a fundraising dance at the American Legion. Baseball sign-ups are out and includes the Budget Committee's request for a non-resident fee. Mr. Moore has met with Maria Mayer at the Vermont Parks Department concerning the summer camp at Branbury Beach. More details to follow on this program.

Doug Bailey questioned if the placement of the poles was the cause of the water main break and it was confirmed that it was the reason, but it has been repaired. Mr. Bailey questioned what the out of town fee was for the Rec Department, but it was not known at that time.

Devon Fuller stated now that all parcels have been completed and approval has been received to go out to bid, Mr. Fuller extended a thank you to Dave Atherton and Daryl Burlett as it has been a project that has been sitting dormant for years and they have been able to turn it around and get it out to bid. Mr. Fuller asked when the overflow project would jump the road and Mr. Atherton advised that the boxes were set today, but the timeframe is not known. Doug Bailey stated in talking with Markowski, they are at a point where elevation has to change so that piece has to be constructed. Mr. Bailey asked if there was a rough end date for Route 7 and was advised that May 1st is the anticipated date. Mr. Fuller questioned if the Churchill Bridge project is also anticipated for the summer of 2017 and Mr. Atherton confirmed that it is planned for this summer.

Seth Hopkins stated since no one has left the meeting after the agenda was adopted, Mr. Hopkins requested the addition of an executive session to discuss a pending or probable civil litigation in accordance with Title 1 VSA(313)(a)(1), with the session to include the Select Board and the Town Manager.

Motion by Devon Fuller/Doug Bailey to amend the agenda to include an executive session regarding a pending or probable civil litigation. **The motion passed unanimously.**

9. Comments for Items Not on the Agenda

Bernie Carr asked what type the Churchill Bridge would be. Dave Atherton reported it will be a single lane new bridge that will be wide enough for an emergency vehicle. Mr. Atherton has met with the Forest Service and landowners to go over the project to discuss parking that will be located on the Forest Service property. The Town will only have to do the bridge and the Forest Service will handle the remainder of the project. Dave Atherton stated it is like the Union Street Sidewalk project where there was a grant that had been applied for, but the project had changed through the years. The Irene storm had pushed the project out and the Town has to either pay back the grant or complete the project.

Jan Coolidge commended the Select Board on the annual meeting and the slideshow, noting the extra effort paid off.

Mr. Buehler stated he was surprised not to read that both deeds were waiting for return and warned for condemnation. Mr. Atherton received documents from the attorney and hoped that it would be closed out, but he also received a document regarding the court action. The court action will be dropped because of the actions of today. Mr. Buehler stated Mr. Atherton reneged on the agreement and he did not know what happened and why Mr. Bailey signed the condemnation notice. He talked about this at the February 13th meeting and is trying to understand the narratives, as they are not fully disclosed and are not transparent. Dave Atherton stated the Town tried negotiations for two years with the owners on the project and tried to come to terms a couple of times. Mr. Buehler was out of town a lot and there were things that could be done without getting attorneys involved. Once Mr. Buehler brought an attorney in, the Town had to bring their attorney in. He is not sure where it went wrong, but to call out that things were done incorrectly is not right. Mr. Buehler stated there was a quitclaim and a survey was attached that did not represent the agreement that they were willing to sign. Mr. Atherton stated what was recorded was initialed by Mr. Buehler and brought in by his attorney and there was no altering of documents. Mr. Atherton stated last Friday signed deeds were received and compensation was put in the attorneys trust account on Friday. Mr. Atherton stated the Town decided not to move forward with the triangle piece and gave that land back and still gave compensation and also gave up Route 7 right of way feet. Mr. Buehler stated it ended up the Town gave 1500 square feet of land and \$5,000.00, which was more than originally given.

Doug Bailey was unaware of the court action. Mr. Buehler stated it was filed the night of February 13th with the Superior Court for a declaratory judgement for the Town to honor the agreement. Mr. Buehler was disappointed the Select Board signed the condemnation document. He stated there is not transparency and he wanted it known that the owners were not difficult about this and he did not want his property stolen by the Town. Mr. Buehler stated as of this morning, a construction sign is on his property and it needs to be removed. Dave Atherton stated he would discuss this item with Markowski. Mr. Bailey stated he has received emails from Mr. Buehler and has always responded and he hoped that this issue could move forward in a better manner.

Devon Fuller objected to the constant bashing of the Town Manager and noted that Mr. Atherton does the best job that he can. He hoped that Mr. Buehler is happy with the extra compensation; extra land and the complaints now on record and Mr. Fuller hoped that the Town could move forward in getting this roadway finished to have a more viable downtown.

Sue Gage stated there is a library fundraiser at the Inn this weekend that will include a silent auction to help the library purchase a lift.

Richard Baker stated as the Chair of the Rutland Regional Transportation Council, he had Park Street placed on the priority listing for Rutland County. This has been on the list for two years and there will be further discussion at the April meeting and Mr. Baker suggested the Select Board address a letter to the Transportation Council on the importance of Park Street.

Seth Hopkins asked if it is premature to do something prior to the storm water results. Dave Atherton advised that the Town would be eligible for Class 2 Highway Funds next year, similar to the Union Street project, which could be up to \$200,000.00. Mr. Atherton stated if it is planned right, it could be done in conjunction with that portion of Segment 6 and could be done with the waterlines and sewer and a letter from the Select Board would not hurt.

10. Appointments

a) Tree Warden

Motion by Devon Fuller/Tracy Wyman to appoint Wayne Kingsley as Tree Warden. **The motion passed unanimously.**

b) Fence Viewers (3 members)

Motion by Devon Fuller/Tracy Wyman to appoint Cindy Bell, John Reynolds and Todd Nielson as Fence Viewers. **The motion passed unanimously.**

c) Inspector of Lumber, Shingles and Wood

Motion by Tracy Wyman/Doug Bailey to appoint John Reynolds as Inspector of Lumber, Shingles and Wood. **The motion passed unanimously.**

d) Weigher of Coal

Motion by Doug Bailey/Tracy Wyman to appoint Lou Fivre as Weigher of Coal. **The motion passed unanimously.**

e) BLSG Insect Control District (2 reps and 1 alternate)

Motion by Tracy Wyman/Brian Coolidge to appoint Wayne Rausenberger as a Brandon Representative to the BLSG Insect Control District. **The motion passed unanimously.**

Dave Atherton advised that the District requires two representatives from Brandon. Dick Kirby volunteered to serve.

Motion by Doug Bailey/Brian Coolidge to appoint Dick Kirby as a Brandon Representative to the BLSG Insect Control District. **The motion passed unanimously.**

f) Budget Committee (4 members)

Dave Atherton also received a letter of interest from Bill Claussen regarding participation on the Budget Committee. Jan Coolidge stated there was a change in the law that indicates there is a limit to the number of participants on committees that serve the town.

Motion by Doug Bailey/Tracy Wyman to postpone the Budget Committee appointments until further clarification. **The motion passed unanimously.**

g) Rutland County Solid Waste District

Motion by Doug Bailey/Tracy Wyman to appoint Gabe McGuigan as Brandon's Representative to the Rutland County Solid Waste District. **The motion passed unanimously.**

11. Town Meeting Recap

Doug Bailey stated the voter turnout was light. Mr. Bailey received comments from people regarding the town meeting being held at the town hall that visually they could see the presentation better than at the school and he did not receive any complaints. Devon Fuller stated the idea of having the voting and town meeting at the school provided the children the opportunity to see democracy in action. Tracy Wyman stated many people that he talked with indicated it was more difficult to get in the building for the town meeting and it was suggested to advertise that an elevator is available. It was asked if the voting at the town hall was better. Sue Gage stated the absentee ballots were about the same percentage. Ms. Gage thought there is accessibility issues with the town hall and suggested that long-term something needs to be done. There were many people that were happy with it and Ms. Gage stated the majority of the comments were positive. Bernie Carr stated there are some issues with the acoustics in the upstairs of the town hall and people speaking need to use a microphone. Ms. Gage also received many positive comments on having the town meeting in the town hall. Jan Coolidge stated when Route 7 goes through, there will be changes in the parking and perhaps it could be addressed at that time. Dave Atherton stated the parking would be more defined with the Route 7 project.

12. Discussion of Proposed Fund Balance Policy

Seth Hopkins requested comments from the Board on the one-page draft of the Fund Balance policy that Mr. Hopkins had drafted from the information provided by Sue Gage. The draft includes 20% as the goal and Ms. Gage noted there was a time when 25% was the percentage used. Devon Fuller stated the money the Town had was what saved the Town when Irene happened. Doug Bailey would not be opposed to up to 30% due to the expense of emergencies and the need for grant matches and it would make sense to have a significant amount of funds to take care of unforeseen issues. Ms. Gage stated it also saves the Town from borrowing money for tax anticipation that saves on interest being paid. She stated this year there are a lot of matching funds that will be required for grants and there would be issues with the Union Street Sidewalk project and the Churchill Bridge project without the funds. Mr. Bailey suggested changing the ceiling to 30% or \$900,000.00 and leave the floor at 15% or \$450,000.00. Ms. Gage stated if something were to happen, rather than using all of that, perhaps it could be staggered over a couple of budget years. Doug Bailey stated any further suggestions could be

provided to the Board Chair and the policy could be discussed and approved at the next meeting.

13. Tax Stabilization – Gold Star Feed & Grain

Dave Atherton advised that Bill Moore was not available to provide information on this subject and suggested the item be postponed to a subsequent meeting.

Motion by Devon Fuller/Tracy Wyman to table Item 13 to the next meeting. **The motion passed unanimously.**

14. Road Posting

Motion by Devon Fuller/Tracy Wyman to ratify the 2017 Road Posting as presented. **The motion passed unanimously.**

Doug Bailey questioned the criteria for placing a road on the posting, as there are some roads that are paved as well as dirt roads. Tracy Wyman stated if a road is posted, i.e. McConnell Road, the off roads like Basin Road do not require a posting also as they would be included. The idea is to have the large trucks stay on state highways and exceptions have to be approved through the Public Works Director.

15. Fiscal

a) General Fund Warrant – March 13, 2017 - \$453,542.81

Motion by Devon Fuller/Tracy Wyman to approve the warrants of March 13, 2017 in the amount of \$453,542.81. **The motion passed unanimously.**

b) Blanket Warrant for Route 7, Segment 6 – March 13, 2017 - \$740.00

Motion by Doug Bailey/Tracy Wyman to approve the blanket warrant for Route 7, Segment 6 in the amount of \$740.00. **The motion passed unanimously.**

The Board recessed at 8:19PM.

The Board reconvened at 8:24PM.

Motion by Doug Bailey/Devon Fuller to find that premature general public knowledge of the Notice of Declaratory Judgment received from the owners of 4 Conant Square will clearly place the public body at a substantial disadvantage. **The motion passed unanimously.**

Motion by Doug Bailey/Devon Fuller to enter into executive session at 8:25PM to discuss a pending or probable civil litigation or prosecution, to which the public body is or may be a party

under the provision of Title 1 V.S.A. 313(3)(a)(1) to include the Town Manager. **The motion passed unanimously.**

16. Executive Session – 1V.S.A. 313(a)(1) – Contracts, labor relations agreements with employees, arbitration, mediation, grievances, civil actions, or prosecutions by the state

Motion by Doug Bailey/Devon Fuller to come out of executive session at 8:30PM. **The motion passed unanimously.**

There was no action required.

17. Adjournment

Motion by Doug Bailey/Tracy Wyman to adjourn the Select Board meeting at 8:31PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Town Manager Report for the weeks March 13 and March 20, 2017

Segment 6:

Mandatory Pre-bid meeting was held on March 22nd at the Town Hall.
Utility Poles are still being set on Franklin Street.
Vtrans has started to cut trees from Central Park to the Fire Station.

Overflow Culvert:

12 sections of the culvert have been installed sealed and backfilled.
There is a public meeting March 29th at 6 p.m. to discuss the switch over of the construction area.

Other:

Held a mandatory pre-bid meeting for the Champlain Street Pump Station project on March 23rd at the Town Office.

Rec Dept. Happenings:

- Bow Thayer Concert on March 18th was a success. 62 people enjoyed some great music and refreshment. Out of this and idea was born, thanks to the offer of sponsors and the vision of our Town manager, we will establish a Friday night winter concert series in the town hall.
- Baseball Sign-ups have started 1st - 6th grade deadline is April 3rd. T-ball Deadline May 1st. This will be a paperless affair and the first program that will feature our budget committee recommended addition of a non-residential fee.
- The Brandon Rec/Brandon Area Toy Project carnival is coming along nicely. Concerts, Teen Dance, Pancake breakfasts, vendors and more slated for June 8th – 11th at Estabrook. It will be amazing.
- April 15th the Otter Valley's baseball team will be working with local parents and kids to spruce up our 3 fields (2 at Neshobe and 1 at Estabrook). BBQ to follow.
- Attended a super productive meeting at the RNESU offices with Principals administrators from Neshobe, Leicicester, Lothrop and Otter Valley as well as Pittsford's Rec director, Randy Adams about collaborating to offer some all day programming for kids in the summer. And we just might have a phenomenal plan! Stay tuned...

Econ

- Attend an economic development conference with Chairman Hopkins in Montpelier on March 22nd. It was a productive day that features some great speakers and also made us feel like we are doing a great job supporting economic development with the steps we have taken in recent years to implement Tax Stabilization, our revolving loan process and looking to de-bulk our land-use ordinance so that it reflects our communities needs and fosters easy to follow regulations. Came away with some ideas regarding work-force training and infrastructure improvements that make our region more appealing to potential employers.
- Will be presenting our first tax stabilization with Gold Star Feeds.

Other Items will be covered in the agenda.

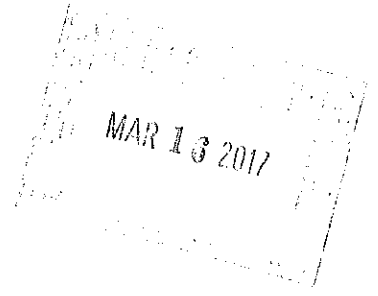
BRANDON SENIOR CITIZENS CENTER, INC.

1591 Forestdale Road

Brandon, VT 05733

802/247-3121

March 13, 2017



Mr. David Atherton, Town Manager
Town of Brandon
49 Center Street
Brandon, VT 05733

Dear Dave:

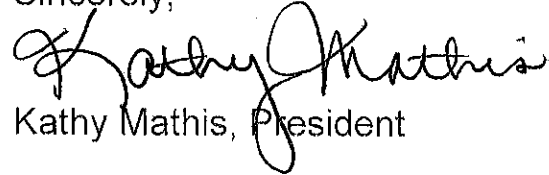
It has been brought to our attention that last week, for our election day bake sale, the sign board, which is placed on Rowe's corner (Park and Marble), was not in compliance with the zoning regulations. Anna Scheck stated that someone complained that it was displayed too long. Granted, it was up a few days before the bake sale, taken down after the bake sale, changed and put back up the next day for the corned beef dinner, two separate events. This only occurs when we have the bake sale in March and November.

Traditionally, we place the sign there, with permission of Joan Rowe, for our monthly dinners on the Wednesday before the dinner, and taken down immediately following the dinner.

I am hereby asking for you and the Selectboard to place the Senior Center on the agenda for the next meeting. The purpose would be to issue the Senior Center an exemption for placement of an off-premise sign under Ordinance Section 407(k) 7 which states that temporary signs or banners advertising public community events, to be displayed in designated locations on town property, over roadways etc. and be removed immediately following the event.

Thank you for your consideration, as this dinner serves the public and supplies much needed socialization and good food for our citizens.

Sincerely,

A handwritten signature in black ink, appearing to read "Kathy Mathis". The signature is fluid and cursive, with the first name "Kathy" written in a larger, more prominent script than the last name "Mathis".

Kathy Mathis, President

Cc: Anna Scheck

memo

TO: David Atherton/Select Board

FROM: Anna Scheck

DATE: March 27, 2017

RE: Senior Citizens Signage

Please review the attached correspondence regarding the sandwich board sign that the Brandon Senior Citizens organization had placed near the corner of Park and Marble Streets on numerous occasions. This off premise sign is not permitted as described under definitions as stated in Section 407(b)(24) of the Brandon Land Use Ordinance and prohibited under Section 407(l)(5). The area where the sign was placed is on private property but in the Town right-of-way.

As I had stated in my letters, the only possible allowance for placement of these signs would be under Section 407(k)7, which states that temporary signs or banners advertising public community events, to be displayed in designated locations on town property, over a roadway, with the permission of the Select Board would be permitted. These signs would need to be removed immediately following the event. (The wording of this statement leaves one thinking that the word "or" should be inserted between "property" and "over" instead of a comma but that is a matter of interpretation.) After reading the letter submitted by Kathy Mathis, I realize I should have been clear that I was suggesting that there may be alternate locations, on Town property, that the Senior Citizen sign could be located.

My thought and a suggestion would be that temporary signs for public or civic type events be considered by the Select Board for placement in the Central Park or other designated areas around Town. Another possibility would be to ask that these announcements be posted on the Town or Chamber Community bulletin board on the bus depot building.

Anna Scheck
Town of Brandon
49 Center St.
Brandon VT 05733-1193
(802) 247-3635 – phone
(802) 247-5481 – fax
email – ascheck@sover.net

Town of Brandon Fund Balance Policy

The purpose of this policy is to set parameters on the town's unrestricted reserve fund balance. Responsible stewardship of the taxpayers' money, and adequate provision for future needs of the town, both foreseen and unforeseen, require the town to maintain a positive fund balance. The fund balance may be used by the selectboard for any purpose not in conflict with Vermont or Federal statute.

The selectboard finds that a desirable amount for the town's unrestricted reserve fund balance is not less than 15% nor more than 30% of the town's then-current annual operating budget.

Therefore, the selectboard directs that:

- 1 When the town's fund balance exceeds 30% of its annual operating budget, the difference will be returned to the taxpayers by reducing the amount to be raised by taxes in the next proposed budget. Such action will be made transparent by the inclusion of a separate line item in the budget so stating.
- 2 When the fund balance falls below 15%, the selectboard should ask the town to raise the difference with a line item in its next proposed budget(s) or appropriation request(s) on the next annual or special town meeting warrant(s).
- 3 A statement of the town's unrestricted reserve fund balance will be prepared by the town treasurer and included in the annual town report.

Adopted by the selectboard, March 27, 2017:

Doug Bailey

Brian Coolidge

Devon Fuller

Seth Hopkins

Tracy Wyman

**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2017**

Fill out form, make and file copy with the Town Clerk, and mail ORIGINAL, before February 20, 2017 to:
Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section
One National Life Drive, Montpelier, VT 05633.

We, the members of the legislative body of BRANDON in RUTLAND County
on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305,
added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	1.948	0.298			0.000
Class 2	16.140				0.000
Class 3	39.84				0.000
State Highway	12.991		0.298		0.000
Total	70.919				0.000
* Class 1 Lane	0.000				
* Class 4	8.63				0.000
* Legal Trail	3.22				

* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

- NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".
- DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).
- RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).
 0.298 mi US-7 reclassified to CL1 TH-1 due to project Brandon NH 019-3(496)
- SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES IN MILEAGE: Check box and sign below.

PART III - SIGNATURES - PLEASE SIGN.

Selectmen/ Aldermen/ Trustees Signatures: _____

T/C/V Clerk Signature: _____ Date Filed: _____

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED: _____ DATE: _____
 Representative, Agency of Transportation

Vermont Statutes Annotated

19 V.S.A. § 305. Measurement and inspection

§ 305. Measurement and inspection

(a) After reasonable notice to the selectboard, a representative of the agency may measure and inspect the class 1, 2, and 3 town highways in each town to verify the accuracy of the records on file with the agency. Upon request, the selectboard or their designee shall be permitted to accompany the representative of the agency during the measurement and inspection. The agency shall notify the town when any highway, or portion of a highway, does not meet the standards for its assigned class. If the town fails, within one year, to restore the highway or portion of the highway to the accepted standard, or to reclassify, or to discontinue, or develop an acceptable schedule for restoring to the accepted standards, the agency for purposes of apportionment under section 306 of this title shall deduct the affected mileage from that assigned to the town for the particular class of the road in question.

(b) Annually, on or before February 10, the selectboard shall file with the town clerk a sworn statement of the description and measurements of all class 1, 2, 3, and 4 town highways and trails then in existence, including any special designation such as a throughway or scenic highway. When class 1, 2, 3, or 4 town highways, trails, or unidentified corridors are accepted, discontinued, or reclassified, a copy of the proceedings shall be filed in the town clerk's office and a copy shall be forwarded to the agency.

(c) All class 1, 2, 3, and 4 town highways and trails shall appear on the town highway maps by July 1, 2015.

(d) At least 45 days prior to first including a town highway or trail that is not clearly observable by physical evidence of its use as a highway or trail and that is legally established prior to February 10, 2006 in the sworn statement required under subsection (b) of this section, the legislative body of the municipality shall provide written notice and an opportunity to be heard at a duly warned meeting of the legislative body to persons owning lands through which a highway or trail passes or abuts.

(e) The agency shall not accept any change in mileage until the records required to be filed in the town clerk's office by this section are received by the agency. A request by a municipality to the agency for a change in mileage shall include a description of the affected highway or trail, a copy of any surveys of the affected highway or trail, minutes of meetings at which the legislative body took action with respect to the changes, and a current town highway map with the requested deletions and additions sketched on it. A survey shall not be required for class 4 town highways that are legally established prior to February 10, 2006. All records filed with the agency are subject to verification in accordance with subsection (a) of this section.

(f) The selectboard of any town who are aggrieved by a finding of the agency concerning the measurement, description, or classification of a town highway may appeal to the transportation board by filing a notice of appeal with the executive secretary of the transportation board.

(g) The agency shall provide each town with a map of all of the highways in that town together with the mileage of each class 1, 2, 3, and 4 highway, as well as each trail, and such other information as the agency deems appropriate.

Excerpt of 19 V.S.A. § 305 - *Measurement and inspection* from Vermont Statutes Online located at – <http://legislature.vermont.gov/statutes/section/19/003/00305>

NOTICE

Pursuant to Title 19, Vermont Statutes Annotated, Sections 1109 – 1110, the State Transportation Board has made and promulgated the following rule, now administered by the Agency of Transportation, in accordance with Section 12 of Act No. 246 of 1990:

In order to prevent the abuse of any highway, or portion thereof, posted under the provisions of these Sections from November 15 to December 31 and from January 1 to May 15, inclusive, in each year, or until adoption and announcement of any modifications of said rules, no vehicle having a weight, including vehicle and load, in excess of the weights specified below, shall be operated on any part of the following classes of highways which are posted under the provisions of these Sections:

	<u>State Highways</u>	<u>Town Highways</u> (Class 1, 2 and 3 highways)
Two-axle trucks	20,000 lbs	15,000 lbs
Three-axle trucks	30,000 lbs	18,000 lbs
Tractor-trailer units	40,000 lbs	20,000 lbs

By Order of the Agency of Transportation
Secretary of Transportation

The following roads have been posted in accordance to Title 19, Section 1109-1110 in the Town of Brandon.

<u>HWY #</u>	<u>NAME</u>	<u>CLASS</u>	<u>FROM</u>	<u>TO</u>
4	Pearl Street & Long Swamp Road	2	Corona Street	Sudbury Town Line
5	Union Street & Florence Road	3	Maple Street	Pittsford Town Line
7	Arnold District Road	2	Grove Street	Leicester Town Line
8	McConnell Road	2	Franklin Street	Forest Dale Road
9	High Pond Road	2	Union Street	Sudbury Town Line
11/13	Hollow Road	3	Champlain Street	Arnold District Road
15	Wheeler Road	3	Forest Dale Road	Leicester Town Line
16	Lover's Lane	3	Grove Street	Wheeler Road
18	Town Farm Road	3	Forest Dale Road	Leicester Town Line
20	Stone Mill Dam Road	3	Forest Dale Road	Wheeler Road
21	Newton Road	3	North Street	Town Farm Road
24	Wagner Road	3	Forest Dale Road	End
27	Paint Works Road	3	Forest Dale Road	McConnell Road
29	Basin Road	3	McConnell Road	End
30	Van Cortland Road	3	McConnell Road	End
31	Country Club Road	3	Franklin Street	Forest Dale Road
33	Park Street (portion)	3	Marble Street	Country Club Road
34	Smalley Road	3	Country Club Road	McConnell Road
35	Wood Lane	3	Franklin Street	McConnell Road
36	Birch Hill Road	3	McConnell Road	Pittsford Town Line
37	North Birch Hill Road	3	McConnell Road	Birch Hill Road
39	Marshall Phillips Road & Hack's Sawmill Road	3	High Pond Road	Sudbury Town Line
47	Prospect Street	3	Conant Square	End
61	Walnut Street/Cedar Street	3	Highland Avenue	Prospect Street
66/69	West Seminary Street	3	Center Street	Highland Avenue
82	Deer Run Road	3	Fox Road	End
84	Fox Road	3	North Street	Deer Run Road

SELECT BOARD, TOWN OF BRANDON

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 62821 Current Prior Next FY Invoices
All Invoices For Check Acct 01 (10 General Fund) 03/27/17 To 03/27/17

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310707	ADVANCED ANALYTICAL SOLUTIONS, 19183	testing materials	157.00	0.00	157.00	43476	03/27/17
310706	BOSTON, MICHAEL 3/20/17	Reimbursement tire	136.75	0.00	136.75	43477	03/27/17
100280	BRANDON LUMBER & MILLWORK CO. 516026/3	parts for trash rack	25.55	0.00	25.55	43478	03/27/17
100900	BRYANT, PATRICK 0546	MICHAUD SEWER REIMBURS	425.29	0.00	425.29	43479	03/27/17
100198	CARGILL, INCORPORATED 2903318561	salt	1731.41	0.00	1731.41	43480	03/27/17
100860	CARROLL, BOE & PELL P.C. 30200	2016 Tax Sale	1757.17	0.00	1757.17	43481	03/27/17
301503	CHAMPLAIN VALLEY PLUMBING 310671	diesel fuel	1027.86	0.00	1027.86	43482	03/27/17
301503	CHAMPLAIN VALLEY PLUMBING 311154	heating fuel @ Town Hall	191.29	0.00	191.29	43482	03/27/17
301503	CHAMPLAIN VALLEY PLUMBING 311937	heating fuel @ HWY	956.82	0.00	956.82	43482	03/27/17
301503	CHAMPLAIN VALLEY PLUMBING 352462	gasoline	670.14	0.00	670.14	43482	03/27/17
300796	CLD CONSULTING ENGINEERS 55407/55408	Roadway Design PE/ROW	28721.12	0.00	28721.12	43483	03/27/17
300796	CLD CONSULTING ENGINEERS 55410	Water Design	878.82	0.00	878.82	43484	03/27/17
310097	COMCAST TH MARCH	TOWN HALL	78.69	0.00	78.69	43485	03/27/17
100456	DUBOIS & KING INC 217272	Culvert Design	23303.97	0.00	23303.97	43486	03/27/17
100494	ENDYNE INC 226390	testing	101.00	0.00	101.00	43487	03/27/17
100494	ENDYNE INC 226730	testing	46.00	0.00	46.00	43487	03/27/17
310037	FAIRPOINT COMMUNICATIONS FEB 2017	HW FEB SERVICE	71.76	0.00	71.76	43488	03/27/17
310037	FAIRPOINT COMMUNICATIONS PD 03/06/17	service Feb 6 to March 5	44.12	0.00	44.12	43488	03/27/17
300187	FLORENCE CRUSHED STONE 223713	stone	1610.85	0.00	1610.85	43489	03/27/17
100900	FLORES, TENNILE 1120 3-17	SEWER OVER PAYMENT	115.84	0.00	115.84	43490	03/27/17
100925	FOLEY SERVICES INC 1081522	uniforms	20.64	0.00	20.64	43491	03/27/17
100925	FOLEY SERVICES INC 1081523	uniforms	47.58	0.00	47.58	43491	03/27/17
100925	FOLEY SERVICES INC 1082901	uniforms	20.64	0.00	20.64	43491	03/27/17
100925	FOLEY SERVICES INC 1082903	uniforms	47.58	0.00	47.58	43491	03/27/17
310426	FYLES BROS., INC. 94900	propane WW Bryant heater	323.67	0.00	323.67	43492	03/27/17
310426	FYLES BROS., INC. 94922	propane @ Town Hall	175.47	0.00	175.47	43492	03/27/17
310426	FYLES BROS., INC. 94934	propane @ police station	263.61	0.00	263.61	43492	03/27/17
310426	FYLES BROS., INC. 95990	propane @ Town Offices	186.44	0.00	186.44	43492	03/27/17
310426	FYLES BROS., INC. 98237	propane @WW - generator	211.22	0.00	211.22	43492	03/27/17
310426	FYLES BROS., INC. 98251	propane @ Town Office	118.12	0.00	118.12	43492	03/27/17
310212	GAGE, SUE MARCH 17	NOTARY BOOK	18.90	0.00	18.90	43493	03/27/17
100725	GREEN MOUNTAIN GARAGE 100650	air, oil & fuel filters	283.07	0.00	283.07	43494	03/27/17
100725	GREEN MOUNTAIN GARAGE 100807	oil, diesel exhaust flui	13.45	0.00	13.45	43494	03/27/17
100725	GREEN MOUNTAIN GARAGE 100935	hose, hose ends	78.12	0.00	78.12	43494	03/27/17
100725	GREEN MOUNTAIN GARAGE 101137	bit	6.18	0.00	6.18	43494	03/27/17
100725	GREEN MOUNTAIN GARAGE 101243	bit	1.34	0.00	1.34	43494	03/27/17
100725	GREEN MOUNTAIN GARAGE 101251	bulbs	20.70	0.00	20.70	43494	03/27/17
310233	GREEN MOUNTAIN POWER FEB 2017	FEB ELECTRIC	3611.02	0.00	3611.02	43495	03/27/17
310639	MANIERY, DOMINICK 03132017	wrestling	110.00	0.00	110.00	43496	03/27/17
100788	NEW ENGLAND MUNICIPAL RESOURCE 39246	SEMINAR SUR/DOLORES	270.00	0.00	270.00	43497	03/27/17
100743	RON'S PLUMBING & HEATING INC 10068	blower motor	277.43	0.00	277.43	43498	03/27/17
200179	ROOTX 48248	root killer	454.00	0.00	454.00	43499	03/27/17
300502	ROUSE TIRE SALES INC 10228050	alignment, tire rotation	69.95	0.00	69.95	43500	03/27/17
100005	RUTLAND COUNTY SOLID WASTE DIS M1503	FEB RECYCLING	1.45	0.00	1.45	43501	03/27/17
100491	RUTLAND HERALD 1790938	Champlain St PS- Bids ad	210.31	0.00	210.31	43502	03/27/17
100714	SCHECK, ANNA MARCH 17	RRPC MILEAGE 3-21	18.40	0.00	18.40	43503	03/27/17
100797	SHARE CORPORATION 13253	degreaser	450.30	0.00	450.30	43504	03/27/17
200292	STAPLES CREDIT PLAN 49884	monitor	159.99	0.00	159.99	43505	03/27/17
310705	THAYER, WILLIAM BOWMAN 3/18/17	Bo Thayer-Concert	800.00	0.00	800.00	43475	03/20/17
200277	THUNDER TOWING & AUTO RECOVERY 4534	lube, oil, filters	99.85	0.00	99.85	43506	03/27/17

03/24/17
11:35 am

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 62821 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 03/27/17 To 03/27/17

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
100900	TOWN OF BRANDON	0357 3-17	APPLY TO 0039-0071	137.90	0.00	137.90	43507 03/27/17
100900	TOWN OF BRANDON	3-17 0660	APPLY TO 0080-0025	225.00	0.00	225.00	43508 03/27/17
310490	US BANK	MAY 2017	VMBBRA32/ Debra Rucker	44367.92	0.00	44367.92	43509 03/27/17
330348	VERIZON WIRELESS	9782132625	MARCH CELLS	234.91	0.00	234.91	43510 03/27/17
310045	VERMONT DEPARTMENT OF HEALTH	3-20-17	ENGRAVED PAPER	5.00	0.00	5.00	43511 03/27/17
100067	VLCT	2017-18491	Econ Dev Workshop	100.00	0.00	100.00	43512 03/27/17
310046	W.B. MASON CO INC	I42468821	toner, paper, pens	190.22	0.00	190.22	43513 03/27/17
310046	W.B. MASON CO INC	I42626376	binders	110.94	0.00	110.94	43513 03/27/17
Report Total			115,792.77	0.00	115,792.77		

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 \$ ***115,792.77
Let this be your order for the payments of these amounts.
