

Brandon Select Board Meeting
September 24, 2018
7:00 p.m.

The Brandon Select Board will meet Monday, September 24, 2018 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 - September 10, 2018
- 3) Town Manager's Report
- 4) Comments for Items not on the Agenda
- 5) Approval of Vermont Water & Wastewater Revolving Loan Funding Application
- 6) Town Report Discussion
- 7) Fiscal
 - a) Warrant - September 24, 2018 - \$79,011.26
 - b) Route 7 Construction Warrant - September 24, 2018 - \$577,951.52
 - c) Bridge 114 Warrant - September 24, 2018- \$56,902.04
 - d) Churchill Road Bridge Warrant - September 24, 2018 - \$32,255.27
- 8) Executive Session: 1 V.S.A. § 313(a)(3)
The appointment or employment or evaluation of a public officer or employee
- 9) Executive Session:
"I move to find that premature general public knowledge of a pending litigation matter will clearly place the Town at substantial disadvantage."

"I move that we enter executive session to discuss the pending litigation with the Town Attorney under provisions of 1 V.S.A. § 31(a)(1)"
- 10) Adjournment

Brandon Select Board Meeting September 10, 2018

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

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

Others In Attendance: Dave Atherton, Dick Kirby, Mickeen Hogan, Bill Moore, Steve Bissette, Eric Jason, Edna Sutton, Michael Shank, Ray Jobst

1. Call to order

The meeting was called to order by Seth Hopkins at 7:01PM.

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

2. Approval of Minutes

a) Approval of Minutes – August 27, 2018 - Select Board Regular Meeting

Motion by Tracy Wyman/Brian Coolidge to approve the August 27, 2018 Select Board meeting minutes. **The motion passed unanimously.**

3. Town Manager's Report

Dave Atherton provided the following update for the Segment 6 Project:

Last Three Weeks:

Park Street box cut, sand and subbase placement.

Lot 'A' box cut, sand and subbase placement.

Pavement placement within Lot 'A' and Park Street.

Installation of water main within Grove and Pearl Streets.

Underdrain, initiation of box cut, sand and subbase placement adjacent to former Brandon Auto and South thereof.

Concrete placement for headwall at former Brandon Auto culvert.

Concrete placement for traffic control mast arm at the intersection of Park Street and Route 7 North.

Curb installation within Park Street and Lot 'A'.

Sidewalk preparation at various locations, (Segment 'B').

Sewer and services installations from Pearl Street towards Prospect Street.

Parking lot improvements associated with Rite Aid.

Parking lot improvements to assisted living facility adjacent to Post Office, (South).

Storm water drainage installations adjacent to Crescent Park, Pearl Street.

Upcoming Two Weeks:

Sidewalk grading at various locations.

Sidewalk installation within Segment 'B', (Hannaford's and Dentist/ Bank, (Carver Street)).

Continued roadway box cut, (subbase preparation) and underdrain installation within Route 7 Jiffy Mart, (South).

Continued installation of traffic signals and street lighting installations within Segment 'B'.

Continued installation of water services within Grove Street.

Completion of curb installations within Segment 'B', Central Park area/others.

Completion of concrete headwall installation former Brandon Auto Culvert (backfilling).

For Bridge 114, Alpine Construction poured the wall and wing at abutment No. 1 (in the park).

Next week, after proper curing they will strip the forms and backfill the wall. They will then begin to excavate in the park for retaining wall No.1, which runs south along Route 7. Alpine will continue to construct the shoring for the arch stones replacement and repair work. They have drilled large rods into the arch for support and will be grouting in those rods and setting up the shoring framing. The footing for wing wall No. 2 in front of 4 Conant Square will be excavated in the next two weeks as well. The tying of the reinforcing steel will follow.

For Churchill Road Bridge, the contractor has excavated the north abutment to bedrock.

Work is being done on a change order to anchor the footing to the bedrock and adjust the design for the bedrock. If the change order is complete next Monday/Tuesday, the plan is to pour the footing on Wednesday. After this is complete the stem wall on the north abutment still has to be done and the associated backfill after that.

The Town has received approval from VTrans Right-of-Way to proceed with the easement negotiations for the Union Street sidewalk construction. Mr. Atherton will be setting up appointments with landowners this week.

The Town filed a Notice of Intervention for the Conti/Babcock Solar project on 9/6/18.

Devon Fuller confirmed Bridge 114 will be completed this fall, which should allow traffic flow to be better. Dave Atherton stated the bridge is not part of the traffic problem because they are maintaining traffic from both sides. The north side of the bridge will be night work that will alleviate traffic issues. Mr. Fuller asked what will be done with the old Churchill Bridge. Mr. Atherton advised the 1920 bridge is gone and the top bridge was owned by VAST and they have removed it.

Doug Bailey requested clarification of the Conti/Babcock notice of intervention. Dave Atherton advised this is similar to what was filed for previous solar projects to assure that the Town is involved in the process.

Ray Jobst noted Park Street looks very good. Mr. Atherton stated the skim coat that was placed on the top will be reclaimed in the work next spring.

Edna Sutton asked if there will be more opportunity for discussion of the Conti solar project as there is not a time frame on the project and she is concerned with the residents being kept informed. Dave Atherton advised the Public Utility Commission's (PUC) website has information on the application process for projects. Seth Hopkins noted there is a requirement that notifications are sent from the developer and the Town will continue to discuss this project at the meetings. Mr. Atherton stated he has talked with some of the landowners and has encouraged them to view the PUC website for updates on the project.

It was questioned if there will be a new gazebo built for central park. Mr. Atherton advised there will be a new gazebo built and it will look very similar to the previous one, but will be much sturdier and will be more centered in the park.

4. Comments for Items Not on the Agenda

Seth Hopkins thanked Dave Atherton and Daryl Burlett for the speed in addressing a concern about the Steinberg Road signage due to a spelling error.

Devon Fuller requested status of the Park Street storm water plans. Mr. Atherton advised they are still with Aldrich & Elliott.

5. Discuss Discontinuance of the Northern Section of Old Basin Road

Doug Bailey recused himself from the Select Board. Seth Hopkins noted that the Select Board had a site visit and held a hearing on this subject on August 16th and is required to act on this subject within 30 days.

Motion by Devon Fuller/Tracy Wyman to discontinue the northern section of Old Basin Road. **The motion passed unanimously.**

Tracy Wyman stated there needs to be adequate turnaround at the end. Ray Jobst had photos available to show there is a radius turn that will accommodate vehicles and he has made a cut that will allow for a turn around by the snowplows. Dave Atherton and Daryl Burlett will visit the site to confirm that it is an adequate turn around. Mr. Wyman also noted there should be a sign that indicates "No Outlet" at the beginning of the road. It was noted there is currently a sign indicating "Dead End". Doug Bailey, petitioner, also suggested the size of the turnaround or any additional changes that need to be made will be done to make it easy for people to turn around. Seth Hopkins noted this action is per Title 19 VSA 701 and 771.

6. Approve Purchase and Sale Contract for Real Estate Conveyance

Dave Atherton advised this item is the approval of the 1061 for the Purchase and Sales contract that was approved at the last meeting. This is a notice that is required.

Motion by Devon Fuller/Tracy Wyman to approve the 1061 for the Purchase and Sales contract that was approved at the last meeting. **The motion passed unanimously.**

7. Fiscal

a) General Fund Warrant – September 10, 2018 - \$74,622.04

Motion by Devon Fuller/Brian Coolidge to approve the General Fund warrant of September 10, 2018 in the amount of \$74,622.04. **The motion passed unanimously.**

Devon Fuller questioned the invoice for Beldon Company, Inc. and it was noted this is the final payment for the Champlain Street Pump Station.

b) Route 7 Construction Warrant – September 10, 2018 - \$674,400.18

Motion by Devon Fuller/Brian Coolidge to approve the Route 7 Construction warrant of September 10, 2018 in the amount of \$674,400.18. **The motion passed with one abstention – Tracy Wyman.**

c) Bridge 114 Warrant – August 27, 2018 - \$49,630.87

Motion by Tracy Wyman/Doug Bailey to approve the Bridge 114 warrant of September 10, 2018 in the amount of \$49,620.87. **The motion passed unanimously.**

The Select Board recessed at 7:20PM and reconvened at 7:24PM.

Motion by Tracy Wyman/Brian Coolidge to enter into executive session at 7:24PM in accordance with 1VSA 313(a)(3) – Appointment or Employment of a Public Officer or Employee to include the Town Manager. **The motion passed unanimously.**

8. Executive Session: 1V.S.A 313(a)(3)

Motion by Doug Bailey/Tracy Wyman to come out of executive session at 7:27PM. **The motion passed unanimously.**

Motion by Doug Bailey/Devon Fuller to appoint the Town Manager, Dave Atherton, as the Deputy Health Officer. **The motion passed unanimously.**

9. Adjournment

Motion by Devon Fuller/Brian Coolidge to adjourn the Select Board meeting at 7:40PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Town Manager Report for weeks of September 10 and September 17, 2018

Segment 6:

Last Two Weeks

- **Installation of water main within Grove and Pearl Streets.**
- **Underdrain, initiation of box cut, sand and subbase placement adjacent to former Brandon Auto and South thereof.**
- **Curb installation within Park Street and Lot. 'A'.**
- **Sidewalk preparation at various locations, (Segment 'B').**
- **Sewer and services installations from Pearl Street towards Prospect Street.**
- **Parking lot improvements associated with Rite Aid.**
- **Stormwater drainage installations adjacent to Crescent Park, Pearl Street.**
- **Vehicular and pedestrian traffic control at each of the construction activity locations.**
- **Sidewalk installation within Segment 'B'**

Two Week Outlook

- **Sidewalk grading at various locations within Segment 'B'.**
- **Sidewalk installation within Segment 'B', (Hannaford's and Dentist / Bank, (Carver Street) and around Central Park.**
- **Continued roadway box cut, (subbase preparation) and underdrain installation within US Rte. 7 Jiffy Mart, (South).**
- **Continued installation of traffic signals and street lighting installations within Segment 'B'.**
- **Continued installation of water services within Grove Street.**
- **Vehicular and pedestrian traffic control at each of the construction activity locations.**
- **Water installation Rte. 7 South to Prospect St.**
- **Drin Installation from Crescent Park to Prospect St.**
- **Sewer, water, drain installation Prospect St.**
- **Installation of Brick sidewalks segment 'B'.**
- **Gazebo foundation**

Bridge 114:

Alpine will be forming and pouring retaining wall No.1 after pouring the footing Wed 9/19. This should occur mid-week. Alpine will pour the formed retaining wall No.2 in front of 4 Conant at the same time. Both walls will be back filled. Alpine will install underdrain and a drop inlet along US-7 south and they will have to adjust for the 1" water line that feeds Leary property across the highway.

The mason will be on site and Alpine will begin to replace the arch stones in the east arch. Additional shoring will be built to hold the new stone in place. They are removing the concrete and finding old rail track was used as reinforcement in 1921. FR Lafayette will be on site to install the guard rail in front of 4 Conant and then Alpine will pour the concrete wall to meet the rail mounting plate. Typically a mounting plate is set in the concrete wall when it's poured and then the rail mounted last.

The crane is on site to lift the large hopper used for debris back to the surface.

Churchill Road Bridge:

Pouring north abutment today. Backfill and stream work next week.

Route 73:

Underdrain: J. Hutchins continues installation of underdrain in Goshen this week, installing 500 feet of underdrain per day. Crews are scheduled to finish Friday at the top of Brandon Gap.

Culverts: J. Hutchins will begin replacing culverts after the underdrain installation is complete. Culvert replacement will begin at the top of Brandon Gap in Goshen and work toward Brandon. Please use caution while traveling over the gravel pipe trenches until the crossings are paved in.

Traffic Information: One-way alternating traffic patterns may be necessary at times within active work zones. Traffic control personnel will be onsite helping to direct the flow of traffic. Motorists should be advised that there is a speed reduction in the work zone beginning in Brandon just north of intersection of 53/73 extending into Goshen.

Other News:

The Town received a \$6,000 check from Nifty Thrifty for the reconstruction of the Central Park Gazebo.

We have hired Shawn Erickson as our new Highway Foreman. He will start work on October 1st. We are looking forward to working with him!

Rec Dept:

- Brandon Rec Youth Theatre is holding auditions for the Lennon Philo Directed play "Fantastic Mr. Fox"
- Youth and Adult Aikido starts on the first weekend in October thanks to a collaboration with Aikido Yoshokai and Pilar Pilates
- Harvest Fest, A collaboration with Neshobe PTO, The Brandon Chamber of Commerce and the Brandon Area Toy Project are celebrating Fall with a Harvest Fest! Pumpkins, hay rides, make-your-own leaf person, food, vendors, games and more! Community picnic begins at 4pm! Be there!
- Odyssey of The Mind information night will be held on Sunday October 7th 6:30 pm in the Brandon Town Hall meeting space. Building this creative problem solving program which has yielded 3 state champions in the last 2 years.
- The 2019 Gettysburg trip tickets are on sale now. Gettysburg was the most important battle of the Civil War, and Vermonters fought bravely at its most critical moment. Today, the battlefield is a beautiful and meaningful memorial that every American should visit. Join Historian Dr. Kevin Thornton for this 3-day, 2 night trip on June 21st – 23rd, 2019. This Bucket-list trip is an incredible deal. Most meals, lodging, museum fees are included. \$360pp single rate, \$325 pp double rate.
- Quiz Night, a collaboration with the Brandon Free Public Library, registration is open but filling up fast. The first of 4 consecutive Sunday evenings at the Center Street Bar meeting room is October 21st 6pm. Only a few spots left for your 3-5 person team. Registration is free and online at brandonpubliclibrary.org

Other Items will be covered in the agenda.

Water Infrastructure

FINANCING PROGRAMS



VERMONT WATER & WASTEWATER REVOLVING LOAN FUNDS

State Revolving Loan Programs

FUNDING APPLICATION

IMPORTANT: Please select the Loan Type(s) before completing the application. The Loan Type(s) is used to set up the rest of the form.
This form MUST be completed electronically, handwritten applications will not be accepted.

Select the type of entity this application is for:

- ☒ Municipality, Fire District, or other similar entity
- ☐ Homeowners Association, LLC, Proprietorship, 501(c)3 Non-Profit, or other similar entity

LOAN TYPE

This section may be completed by engineer or applicant

Please submit a draft Engineering Services Agreement with this application if applicable

This loan will be used for (select all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Step I Drinking Water Loan (Feasibility & Planning) | <input type="checkbox"/> Step I Clean Water Loan (Feasibility & Planning) |
| <input checked="" type="checkbox"/> Step II Drinking Water Loan (Final Design) | <input checked="" type="checkbox"/> Step II Clean Water Loan (Final Design) |
| <input type="checkbox"/> Step III Drinking Water Loan (Construction) | <input type="checkbox"/> Step III Clean Water Loan (Construction) |
| <input type="checkbox"/> Drinking Water Loan Amendment | <input type="checkbox"/> Clean Water Loan Amendment |
| <input type="checkbox"/> Municipal Source Water Protection Loan | <input type="checkbox"/> Pollution Control Grant |
| <input type="checkbox"/> Planning Advance (not common; requires State legislative approval) | |

APPLICANT INFORMATION

This section may be completed by engineer or applicant

LOAN APPLICANT

Town of Brandon

DATE OF APPLICATION

SYSTEM NAME

Town of Brandon Wastewater and Brandon Fire District #1 Water

WSID NUMBER

WASTEWATER PERMIT NUMBER

MAILING ADDRESS

49 Center Street

TOWN

Brandon

STATE

VT

ZIP

05733

PHONE

(802) 247-3635

CELL PHONE

TAX ID

DUNS NUMBER

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant

CONTACT NAME

David J. Atherton

TITLE

Town Manager

MAILING ADDRESS

49 Center Street

TOWN

Brandon

STATE

VT

ZIP

05733

PHONE

(802) 247-3635 x 210

CELL PHONE

(802) 236-0890

EMAIL ADDRESS

datherton@townofbrandon.com

CONTACT NAME

Daryl Burlett

TITLE

Public Works Director

MAILING ADDRESS

49 Center Street

TOWN

Brandon

STATE

VT

ZIP

05733

PHONE

(802) 247-3635 ext. 211

CELL PHONE

(802) 236-4925

EMAIL ADDRESS

dburlett@townofbrandon.com

[Add Alternate Representative](#)**ENGINEERING FIRM & REPRESENTATIVE (or Legal Firm and Attorney's Name if this is a Source Protection Loan)***This section may be completed by engineer or applicant.*

FIRM NAME

Aldrich + Elliott

CONTACT NAME

Jason Booth

MAILING ADDRESS

6 Market Place, Suite 2

TOWN

Essex Junction

STATE

VT

ZIP

05452

PHONE

(802) 879-7733

CELL PHONE

(802) 363-1689

EMAIL ADDRESS

jbooth@aeengineers.com

LOAN REQUEST*This section may be completed by engineer or applicant.*

Project Title: Park Street Utility and Roadway Improvements

Total Amount Requested at This Time: \$ 35,000

Please describe who will benefit from the proposed project:

The proposed project will benefit residents and businesses within the Town of Brandon's downtown area, and all customers connected to this service area.

Please provide a description of the project as it relates to this loan. Include specifications and materials used, water sources, and treatment facilities (attach sheets if necessary):

This project includes the replacement of the existing sewer collection and water distribution systems. The new systems will likely be composed of appropriate PVC pipes. This is part of a larger roadway improvement project of Park Street. Funding is requested for preliminary engineering and field survey.

LOCAL FUNDING AUTHORIZATION (not applicable to planning-only loans)*This section may be completed by engineer or applicant.*

Has a legal vote on the authorization to borrow for an SRF loan occurred?

☒ Yes ☐ No

Number of Registered Voters:

Attach a copy of the legal warning and recorded vote or resolution authorizing such debt and attach bond counsel opinion letter.
The clerk must certify these as true copies.

SITE INFORMATION

This section may be completed by engineer or applicant.

*An attorney's legal opinion may be required regarding the site or sites where the project will be located.
The Facilities Engineering Division's Construction Section will make this determination for the project.*

Do you own all land or possess all the easements or rights-of-ways for project sites?

☒ Yes ☐ No

PROJECT COST ESTIMATE (only fill in estimated costs for items that apply)

This section should be completed by the engineer.

Project Cost Estimates & Sources of Funding

State Grant Title 10 VSA

Activity	CWSRF	Local Share/ VMBB	1624a (CSO) 25%	1625 (DWF) 35%	1626a (Sludge/ Septage) 50%	Other
Step I Engineering	\$9,650.00					
Step II Engineering	\$17,500.00					
Step III Engineering						
Contract 1						
Contract 2						
Contract 3						
Contingency						
Legal/Admin						
Land Acquisition						
Other						
TOTAL -->	\$27,150					

Project Cost Estimates & Sources of Funding

Activity	CWSRF	Local Share/VMBB	Other
Step I Engineering	\$9,650		
Step II Engineering	\$17,500		
Source Exploration			
Step III Engineering			
Contract 1			
Contract 2			
Contract 3			

Contingency			
Legal/Admin			
Land Acquisition			
Other			
TOTAL -->	\$27,150		

Source of estimates:

Date of estimate:

Engineering New Record (ENR) Construction Cost Index:

Date of Reference (MM/YYYY):

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer.

Date preliminary engineering report will be completed by:

Date final design plans and specifications will be submitted by:

Date bids will be advertised by:

Date contracts will be awarded by:

Date that construction will begin by:

Date project will be completed by:

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant.

Quarter	Year	Amount
<input type="text" value="October - December"/>	<input type="text" value="2018"/>	<input type="text" value="\$35,000"/>
<input type="button" value="Add Another Quarter"/>		
	TOTAL -->	<input type="text" value="\$35,000"/>

REVENUES

This section should be completed by the applicant.

What is the Applicant's fiscal year?

User Rate Revenue Table

	Current FY - 2	Current FY - 1	Current FY	Current FY + 1	Current FY + 2
Amount Billed	<input type="text" value="\$714,049"/>	<input type="text" value="\$716,620"/>	<input type="text" value="\$704,500"/>	<input type="text" value="\$704,500"/>	<input type="text" value="\$704,500"/>
Amount Collected	<input type="text" value="\$614,723"/>	<input type="text" value="\$739,520"/>	<input type="text" value="\$724,000"/>	<input type="text" value="\$715,712"/>	<input type="text" value="\$715,151"/>
Amount Uncollected/Outstanding	<input type="text" value="\$266,641"/>	<input type="text" value="\$243,741"/>	<input type="text" value="\$224,241"/>	<input type="text" value="\$213,029"/>	<input type="text" value="\$202,378"/>

Estimated Amount of Commercial Revenue:

\$93,000

\$93,000

\$91,500

\$91,500

\$91,500

Does the system use tax revenue to support any utility related activities, including capital projects?

☐ Yes ☒ No

WATER FEE BASIS & RATES (only applicable to public community water systems)

This section may be completed by engineer or applicant.

What is your current method to assess water fees (check the description that most closely matches your methods)?

- ☐ Metered/Variable Rate - Rates are based on a metered rate (flow rate) in addition to a fixed rate (base rate).
- ☐ Unmetered Flat Rate - Customers are charged a flat rate that does not vary based on flow.
- ☐ Both Metered & Unmetered - There is a combination of metered and unmetered customers.
- ☐ Property Tax Based - Rates are based on property taxes.

Total Number of Residential Connections:

Total amount of water used last year by commercial, industrial, and institutional connections (gal or cuft):

Calculate Equivalent Residential Units (ERUs) by dividing the number above by 76,650 gal or 10,240 cuft.:

Total Equivalent Residential Connections (ERUs) -->

 0

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES

This section should be completed by the applicant.

Current Fiscal Year O&M Costs:

\$765,300

Post Project Fiscal Year O&M Costs:

Please attach a copy of your budget and projected budget.

EXPENDITURES / SYSTEM DEBT

This section should be completed by the applicant.

What is the system's total long-term outstanding debt?

\$458,126

What is the system's total annual long-term debt payment?

\$60,280

Direct Debt

	Total Principal Debt	Total Interest Payment	Total Payment
Current FY	\$24,813	\$22,280	\$47,093
Current FY + 1	\$31,571	\$26,991	\$58,562
Current FY + 2	\$34,757	\$25,924	\$60,681
Current FY + 3	\$35,776	\$24,958	\$60,734
Current FY + 4	\$36,829	\$23,892	\$60,721
Current FY + 5	\$37,916	\$22,790	\$60,706

Long-Term Debt Schedule

Purpose of Long-Term Debt	Direct or Self-Supporting	Year of Last Payment	\$ Amount Outstanding
Infrastructure Improvements	Direct	2036	\$414,956
Carver Street Expansion	Direct	2025	\$32,170
Engineering for Upgrade	Direct	2024	\$11,000
Add Another Long-Term Debt		Total As of -->	\$458,126

Does the system have any authorized but unissued debt (excluding the debt requested in this application)?

☒ Yes ☐ No

Purpose of Authorized but Unissued Debt	Amount
Champlain Street Pump Station Upgrade - USDA Loan	499,000
Add Another Unissued Debt	

Does the system have any future borrowing plans?

☐ Yes ☒ No

Are there other capital projects in the near term (5 years)?

☐ Yes ☒ No

Does the system have an annual or cumulative deficit?

☐ Yes ☒ No

Do you anticipate a reduction in operating expenses or an increase in revenues as a result of these improvements?

☐ Yes ☒ No

What are the economic trends in your municipality - jobs, population increases/decreases, housing starts, property values, etc.?

EXPENDITURES / SYSTEM RESERVE FUNDS

(This section should be completed by the applicant.)

Does the system have any reserve funds?

☒ Yes ☐ No

Please describe the reserve fund and what it is used for:

Short lived asset fund for equipment replacement

Are you actively contributing to reserve funds in accordance with a short-term Asset Replacement Table (START)?

☐ Yes ☒ No

What does the system do with surpluses, if any?

Funds future infrastructure improvements

Reserve Funds

	Current FY - 2	Current FY - 1	Current FY	Current FY + 1	Current FY + 2
Amount Available	\$82,111	\$34,156	\$71,366	\$108,575	\$145,784
Amount Committed	\$0	\$0	\$0	\$0	\$0
Amount Remaining	\$82,111	\$34,156	\$71,366	\$108,575	\$145,784

Financial Documentation & Controls

This section should be completed by the applicant.

Please submit 3 years audit financial statements. If not available, submit:

- 3 years statement of revenue and expenditure, AND;
- 3 years year-ending cash balance (checking, savings, and investment accounts)

Has anything occurred since the date of your last annual financial report or financial statement that would have a significantly negative effect on your revenues, expenditures, or ability to pay future debt service?

☐ Yes ☒ No

Did the system have more than one budget defeat in the last two years?

☐ Yes ☒ No

Does the system have any pending litigation in excess of \$10,000 on the system and/or the municipality?

☒ Yes ☐ No

Please describe the case and the limits of insurance coverage if any:

Potential litigation due to injury. Too early to project losses.

Does the system offer a retirement plan to its employees (including VMERS)?

☒ Yes ☐ No

Please describe your plan, your estimated unfunded pension liability, and your plan to eliminate the unfunded liability:

VMERS, unfunded liability of \$459,489 as of 6/30/2016 per the Vermont Treasurer's office report of 6/30/17. This amount is for the entire organization, not just the water department.

If the system has its own retirement plan separate from VMERS, does it have any unfunded pension liabilities?

☐ Yes ☒ No

Describe the system's budget control system. Does the system use multi-year forecasting or interim (quarterly or monthly) financial reports to monitor your status?

Budgeting is controlled on an ongoing basis. Quarterly reports are issued to the Board of Sewer Commissioners and Selectboard and annual budgets are developed.

Are all account records currently maintained for:

Checkbook ☒ Yes ☐ No ☐ Don't Know

By Whom: Various personnel

Comments:

Bookkeeper, administrative assistant and treasurer's office.

Receipts ☒ Yes ☐ No ☐ Don't Know

By Whom: Treasurer's office

Comments:

Disbursements ☒ Yes ☐ No ☐ Don't Know

By Whom: Public works director and various personnel

Comments:

Deposit Slips ☒ Yes ☐ No ☐ Don't Know

By Whom: Clerk/Treasurer

Comments:

Are bank statements reconciled on a regular basis?

☒ Yes ☐ No ☐ Don't Know

By Whom: Treasurer's office

Comments:

Are bank accounts and ledger balances reconciled on a monthly basis?

☒ Yes ☐ No ☐ Don't Know

By Whom: Treasurer's office

Comments:

Are financial records maintained in a computerized system?

☒ Yes ☐ No ☐ Don't Know

By Whom: multiple individuals including the Town manager and treasurer

Comments:

Are any financial records maintained in manual form?

☐ Yes ☒ No ☐ Don't Know

By Whom:

Comments:

Does the applicant maintain separate reporting for this utility?

☒ Yes ☐ No ☐ Don't Know

By Whom: Bookkeeper and Treasurer

Comments:

Utilize fund accounting through NEMRC. Wastewater is accounted for in separate enterprise fund.

Does someone other than the treasurer receive unopened bank statements and review bank reconciliations?

☒ Yes ☐ No ☐ Don't Know By Whom: Bookkeeper and assistant treasurer

Comments:

Does the same individual open the mail and deposit checks?

☒ Yes ☐ No ☐ Don't Know By Whom: Assistant treasurer

Comments:

Does the organization receive payments in cash?

☒ Yes ☐ No ☐ Don't Know By Whom: Treasurer and assistant treasurer

Comments:

Does the system have pre-numbered receipt books for cash payments?

☐ Yes ☒ No ☐ Don't Know By Whom: Treasurer and assistant treasurer

Comments:

The receipt book is not prenumbered but all cash receipts are logged into the book and receipts for payment are issued to payees.

Are checks always written to specified payees and not to cash?

☒ Yes ☐ No ☐ Don't Know By Whom: Various personnel

Comments:

Are pre-numbered checks used for all bank accounts?

☒ Yes ☐ No ☐ Don't Know By Whom: Treasurer and assistant treasurer

Comments:

Are checks written by the same individual who approves payments?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Approval is issued by the PW director and wastewater staff. Checks are written by bookkeeper and treasurer's office.

Have there been any changes in authorized signatures during the fiscal year?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Has a signature stamp ever been used for any account?

☒ Yes ☐ No ☐ Don't Know By Whom: Treasurer

Comments:

Is the organization professionally audited by a CPA?

☒ Yes ☐ No ☐ Don't Know By Whom: Jeffrey Bradley CPA

Comments:

Does the Authorized Representative assist in the audit planning process?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Is a specific individual responsible for correcting audit findings?

☒ Yes ☐ No ☐ Don't Know By Whom: Treasurer and bookkeeper

Comments:

Are regular financial reports prepared for the board?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Are budget to actual reports prepared for each department?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

[Redacted]
Has the Authorized Representative borrowed money from the utility?

☐ Yes ☒ No ☐ Don't Know By Whom: [Redacted]

Comments:

[Redacted]
Has the organization had a theft, embezzlement or wire fraud in the last 5 years?

☐ Yes ☒ No ☐ Don't Know By Whom: [Redacted]

Comments:

[Redacted]
Has the Treasurer or CFO participated in any business which does business with the system/utility?

☐ Yes ☒ No ☐ Don't Know By Whom: [Redacted]

Comments:

[Redacted]
Does the system loan money to employees?

☐ Yes ☒ No ☐ Don't Know By Whom: [Redacted]

Comments:

[Redacted]
Have board members attended financial trainings?

☒ Yes ☐ No ☐ Don't Know By Whom: [Redacted]

Comments:

[Redacted]
Has the Treasurer/CFO attended trainings on recordkeeping?

☒ Yes ☐ No ☐ Don't Know By Whom: [Redacted]

Comments:

[Redacted]
Does the system have written financial policies and procedures?

☒ Yes ☐ No ☐ Don't Know By Whom: [Redacted]

Comments:

Does each employee have copies of these policies and procedures?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

RISK ASSESSMENT/KEY PERSONNEL

Please list the names and qualifications of the following key personnel including areas of expertise, years of experience in similar programmatic work, years at current position, and/or any relevant qualifications.

Name	Position	Qualifications
David Atherton	Town Mgr/Administrator	4 years as manager
Susan Gage	Clerk	BA in accounting; 25 years small bus acctg/mgmt
Susan Gage	Treasurer	
Luanne Merkert	Assistant Clerk	16 yrs exp as assit clerk/prior banking experience
Luanne Merkert	Assistant Treasurer	
	Alternate Rep	
Jackie Savela	Financial Manager	
Seth Hopkins	Governing Body Chair	

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

FINAL DESIGN & CONSTRUCTION LOAN CERTIFICATIONS & SIGNATURES

The legislative body hereby agrees:

- (a) That if a loan is made, the applicant will pay the remaining costs of the approved project in excess of the loan amount;
- (b) That final design will be undertaken in strict accord with engineering service agreements approved by the Department of Environmental Conservation;
- (c) To provide continuing oversight of the final design process;
- (d) The project will be constructed in strict accord with drawings and specifications approved by the Department of Environmental Conservation;
- (e) To provide and maintain competent and adequate engineering supervision and inspection of the project to insure that construction conforms with approved drawings and specifications;
- (f) That it will comply with all state requirements for construction management, including, but not limited to, approval from the Department prior to advertising for bids for construction, approval prior to award of bids, approval of change orders, and performance of a final inspection by the Department;
- (g) That it will complete the project in an efficient and expeditious manner;
- (h) That It will submit to the Department of Environmental Conservation and to the Vermont Municipal Bond Bank, such documents and information related to this project as they may require;
- (i) That the construction contract will provide that representatives of the Department of Environmental Conservation and the

Vermont Municipal Bond Bank will have access to the work and to project records whenever such work is in progress and that the contractor will provide proper facilities for such access and inspection;

(j) That adequate accounting and fiscal records shall be maintained in accord with generally established governmental practices or other accounting procedures that may be established by the Vermont Municipal Bond Bank;

(k) To provide proper operation and maintenance of the approved project in accord with standards established by the Department;

(l) That it will submit within 3 months of project completion documentation of costs for each contract and its associated work;

(m) That it agrees to repay, as part of any loan repayment schedule, outstanding planning advances awarded to the applicant and determined to be due and payable by the Department of Environmental Conservation;

(n) That the loan amount may be reduced if it is determined, that total project cost will be less than the loan amount. This determination will be based on actual costs and contract bids or an approved change in project scope;

(o) That it certifies it will set, collect and apply rates, charges and assessments as authorized under sections 3313 and 3348 of Title 24 sufficient for the purpose of generating annual revenue to repay the principal and the interest on the municipal bond or other debt instrument which evidences the loan by the Vermont Municipal Bond Bank, and to pay reasonably anticipated costs of operating and maintaining the financed project and the system of which it is a part;

(p) That it has created a fund authorized under section 2804 of Title 24, or by other means permitted by law, to repair, replace, improve or enlarge the project for which this loan is made;

(q) That it certifies that the project conforms to a capital budget and program, duly adopted by a town, city, or incorporated village pursuant to 24 V.S.A. Chapter 117 for meeting the water supply needs of the municipality;

(r) That if human remains are uncovered during construction, the project construction shall stop and the provisions of Title 13 VSA sections 3761 and 3764 shall be followed. If archeological artifacts are uncovered during construction, the project shall stop and the Vermont State Historic Preservation Office shall be notified;

(s) That it agrees to comply with all applicable state and federal requirements pertaining to the project, including but not limited to requirements of section 1452 of the Safe Drinking Water Act;

(t) That it will complete the Capacity Improvement Work Plan if required;

(u) The Municipality certifies to having ownership or adequate interest in all major project sites (water source, treatment facility, pump stations, water storage tanks, water lines and appurtenances) to allow undisturbed use and possession for the purposes of construction, operation and maintenance of the proposed facilities prior to expenditure of funds for final design of such facilities. The Municipality hereby understands and agrees that all additional costs incurred due to their failure to obtain easements and rights-of-way shall be the sole responsibility of the Municipality (when question #6 is answered "yes");

(v) The applicant Legislative Body hereby certifies in fulfillment of 24 V.S.A. §4756(a)(2) that it will secure all state and federal permits, licenses and approvals necessary to construct the improvements to be financed by the loan prior to expending funds for construction.

FINAL DESIGN & CONSTRUCTION LOAN CERTIFICATIONS & SIGNATURES

The legislative body hereby agrees:

(a) That if a loan is made, the applicant will pay the remaining costs of the approved project in excess of the loan amount;

(b) That final design will be undertaken in strict accord with engineering service agreements approved by the Department of Environmental Conservation;

(c) To provide continuing oversight of the final design process;

(d) The project will be constructed in strict accord with drawings and specifications approved by the Department of Environmental Conservation;

(e) To provide and maintain competent and adequate engineering supervision and inspection of the project to insure that construction conforms with approved drawings and specifications;

(f) That it will comply with all state requirements for construction management, including, but not limited to, approval from the Department prior to advertising for bids for construction, approval prior to award of bids, approval of change orders, and performance of a final inspection by the Department;

(g) That it will complete the project in an efficient and expeditious manner;

(h) That it will submit to the Department of Environmental Conservation and to the Vermont Municipal Bond Bank, such documents and information related to this project as they may require;

- (i) That the construction contract will provide that representatives of the Department of Environmental Conservation and the Vermont Municipal Bond Bank will have access to the work and to project records whenever such work is in progress and that the contractor will provide proper facilities for such access and inspection;
- (j) To maintain project accounts according to Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB);
- (k) To provide proper operation and maintenance of the approved project in accord with standards established by the Department;
- (l) That it will submit within 3 months of project completion documentation of costs for each contract and its associated work;
- (m) That it agrees to repay, as part of any loan repayment schedule, outstanding planning advances awarded to the applicant and determined to be due and payable by the Department of Environmental Conservation;
- (n) That the loan amount may be reduced if it is determined, that total project cost will be less than the loan amount. This determination will be based on actual costs and contract bids or an approved change in project scope;
- (o) That it certifies it will set, collect and apply rates, charges and assessments as authorized under Title 24 Sections 3507, 3613, 3615, and 3616 sufficient for the purpose of generating annual revenue to repay the principal and the interest on the municipal bond or other debt instrument which evidences the loan by the Vermont Municipal Bond Bank, and to pay reasonably anticipated costs of operating and maintaining the financed project and the system of which it is a part;
- (p) That it has created a fund authorized under section 2804 of Title 24, or by other means permitted by law, to repair, replace, improve or enlarge the project for which this loan is made;
- (q) That it certifies that the project conforms to a capital budget and program, duly adopted by a town, city, or incorporated village pursuant to 24 V.S.A. Chapter 117 for meeting the wastewater needs of the municipality;
- (r) That if human remains are uncovered during construction, the project construction shall stop and the provisions of Title 13 VSA sections 3761 and 3764 shall be followed. If archeological artifacts are uncovered during construction, the project shall stop and the Vermont State Historic Preservation Office shall be notified;
- (s) That it agrees to comply with all applicable state and federal requirements pertaining to the project, including but not limited to requirements of Section 603 of the Clean Water Act;
- (t) The Municipality certifies to having ownership or adequate interest in all major project sites (treatment facilities, pump stations, and collection systems) to allow undisturbed use and possession for the purposes of construction, operation and maintenance of the proposed facilities prior to expenditure of funds for final design of such facilities. The Municipality hereby understands and agrees that all additional costs incurred due to their failure to obtain easements and rights-of-way shall be the sole responsibility of the Municipality (when question #6 is answered "yes");
- (v) The applicant Legislative Body hereby certifies in fulfillment of 24 V.S.A. §4756(a)(2) that it will secure all state and federal permits, licenses and approvals necessary to construct the improvements to be financed by the loan prior to expending funds for construction.
- (w) That all of the iron and steel products used in the project are produced in the United States; unless a waiver is applied for and granted. Where iron and steel products means the following products made primarily of iron and steel: lined or flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, construction materials.
- (x) To include in preliminary engineering report a table of the major components for the project, their percent of the total project cost, their useful life in years, and a weighted average useful life for all major components of the project.

Legislative Body Certification

The Applicant Legislative Body certifies that it possesses the legal authority to apply for the SRF loan, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's Legislative Body authorizing the filing of the application. A resolution, motion, or similar action has been duly adopted or passed authorizing the person identified herein as the authorized representative of the Applicant in connection with the project for the purpose of furnishing information, data and documents pertaining to the project as required by the State of Vermont.

Legislative Body Authorization Date:

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

Clerk Certification

Clerk Signature Date:

9/13/2018



SIGNATURE OF CLERK

Susan Gage

PRINT NAME


Authorized Representative Certification


Authorized Representative Signature Date:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

Submit completed application and all attachments via email to:

Ashley Lucht, DWSRF Project Development Specialist  VERMONT
[phone] 802-585-4904 [email] ashley.lucht@vermont.gov
Department of Environmental Conservation
Facilities Engineering Division

Terisa Thomas, CWSRF Project Lead  VERMONT
[phone] 802-249-2413 [email] terisa.thomas@vermont.gov
Department of Environmental Conservation
Facilities Engineering Division

Seth Hopkins and Doug Bailey reviewed many Vermont town reports this week in the conference room of the town office. Below are some ideas gleaned from various towns for items that could be included in our town report to improve its usefulness to the people of Brandon. We both are of the opinion that the Town of Derby has the best model to follow in terms of information and attractive/professional/useful/efficient presentation.

- 1 Table of contents in detail (where to find each report, not just all "reports of officers")
- 2 Synopsis / highlights of each selectboard meeting (topics covered; key votes)
- 3 Minutes of Annual and Special Town Meetings
- 4 Results of Ballot Questions voted on Town Meeting Day (topic, yes/no count)
- 5 Elected officials of town and state government and contact info, including JPs
- 6 Balance Sheet
- 7 Change in Cash Position
- 8 Year by year results of appropriations requests and votes
- 9 Year by year tax rates and town spending total
- 10 All Special Funds recapped individually from beginning of year position to end of year (title/purpose)
- 11 Summaries of key ordinances (winter parking, tax due dates & penalties, road posting season [named?], etc)
- 12 Budget Introduction (highlights) and Sidebars around the budget addressing items of interest on that page
- 13 Schedule of Indebtedness (bonds, purpose, amount, dates, interest rate, payments, etc)
- 14 Total general fund orders by payee (for year)
- 15 Regular meeting dates of town boards and committees; tax due dates; sewer due dates
- 16 Inside front cover: Pledge of Allegiance text and very brief origin of town / charter
- 17 Sewer Fund budget; statement from board of sewer commissioners re: system
- 18 Summary/Introduction/Total Tax Impact of all Appropriations Requests w/ page # of full report/request
- 19 Pie graph of budget broken by section

09/21/18
11:32 am

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63089 Current Prior Next FY Invoices
For checks For Check Acct 01(10 General Fund) 09/24/18 To 09/24/18

Page 1
Jacolyn

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310184	ABANAKI INC	9104	box trailer rental	150.00	0.00	150.00	45766 09/24/18
310707	ADVANCED ANALYTICAL SOLUTIONS,	22459	turbidity testing	118.00	0.00	118.00	45767 09/24/18
310251	APEX SOFTWARE	302304	sketching software maint	215.00	0.00	215.00	45768 09/24/18
330468	ATHERTON, DAVID J	9/20/18	mileage reimbursement	207.52	0.00	207.52	45769 09/24/18
310850	BARNHARDT ALEXANDRIA	092118	refund	55.00	0.00	55.00	45770 09/24/18
310699	BRANDON GLC SOLAR, LLC	141	solar monthly electric	4710.00	0.00	4710.00	45771 09/24/18
100280	BRANDON LUMBER & MILLWORK CO.	756720/3	keys	2.59	0.00	2.59	45772 09/24/18
200218	BRANDON REPORTER	8/31/18	ABS VOTING EVENT ADS	45.50	0.00	45.50	45773 09/24/18
100860	CARROLL, BOE & PELL P.C.	31902	Appeal of BLSG permit	52.00	0.00	52.00	45774 09/24/18
100860	CARROLL, BOE & PELL P.C.	31903	Solar Proj - Conti	536.45	0.00	536.45	45774 09/24/18
100860	CARROLL, BOE & PELL P.C.	31904	Colburn Employment Issue	727.00	0.00	727.00	45774 09/24/18
100860	CARROLL, BOE & PELL P.C.	31905	Capen Grievance	19.00	0.00	19.00	45774 09/24/18
100860	CARROLL, BOE & PELL P.C.	31906	Misc. Union Matters	363.60	0.00	363.60	45774 09/24/18
100860	CARROLL, BOE & PELL P.C.	31907	Miscellaneous	260.00	0.00	260.00	45774 09/24/18
100860	CARROLL, BOE & PELL P.C.	31921	Sale to Lonergan	425.75	0.00	425.75	45774 09/24/18
100462	CASELLA WASTE MANAGEMENT INC.	2197460	Aug trucking of sludge	1579.50	0.00	1579.50	45775 09/24/18
301503	CHAMPLAIN VALLEY PLUMBING	344864	gasoline	1109.93	0.00	1109.93	45776 09/24/18
301503	CHAMPLAIN VALLEY PLUMBING	345875	diesel fuel	360.64	0.00	360.64	45776 09/24/18
301503	CHAMPLAIN VALLEY PLUMBING	346316	gasoline	389.83	0.00	389.83	45776 09/24/18
100900	CLEMENT, PAUL	0091-0131	TAXES OVERPAID	323.76	0.00	323.76	45777 09/24/18
310097	COMCAST	TH 9/9/18	TOWN HALL FOR SEPT	93.13	0.00	93.13	45778 09/24/18
310037	CONSOLIDATED COMMUNICATIONS	HW 9-6-18	HW FOR AUGUST	72.78	0.00	72.78	45779 09/24/18
310037	CONSOLIDATED COMMUNICATIONS	PD09/06/18	serv Aug 06 to Sep 05	45.04	0.00	45.04	45779 09/24/18
300466	DUNDON PLUMBING & HEATING INC	44101	portable toilet rental	75.00	0.00	75.00	45780 09/24/18
310333	EATON, KEVIN	09/20/18	football	45.00	0.00	45.00	45781 09/24/18
100494	ENDYNE INC	276602	testing	123.50	0.00	123.50	45782 09/24/18
300187	FLORENCE CRUSHED STONE	225753	3/4 minus	502.47	0.00	502.47	45783 09/24/18
100925	FOLEY SERVICES INC	1189672	uniforms	21.37	0.00	21.37	45784 09/24/18
100925	FOLEY SERVICES INC	1189673	uniforms	264.84	0.00	264.84	45784 09/24/18
100925	FOLEY SERVICES INC	1191054	uniforms	21.37	0.00	21.37	45784 09/24/18
100925	FOLEY SERVICES INC	1191055	uniforms	29.84	0.00	29.84	45784 09/24/18
100725	GREEN MOUNTAIN GARAGE	125970	mirror adhesive	3.52	0.00	3.52	45785 09/24/18
100725	GREEN MOUNTAIN GARAGE	126132	wiper blades	45.48	0.00	45.48	45785 09/24/18
310233	GREEN MOUNTAIN POWER	2NDLITE 9/18	WW 2ND LITE	21.90	0.00	21.90	45786 09/24/18
310233	GREEN MOUNTAIN POWER	BRYANT 9/18	BRYANT CIRCLE FOR SEPT	22.12	0.00	22.12	45786 09/24/18
310233	GREEN MOUNTAIN POWER	FLASH 9/18	FLASHER FOR SEPT	31.06	0.00	31.06	45786 09/24/18
310233	GREEN MOUNTAIN POWER	GAZEBO9/18	GAZEBO PARK SEPT	238.66	0.00	238.66	45786 09/24/18
310233	GREEN MOUNTAIN POWER	REC 9/2018	REC FIELD FOR SEPT	15.95	0.00	15.95	45786 09/24/18
310233	GREEN MOUNTAIN POWER	RT73 9/18	RT 73 PUMP FOR SEPT	28.14	0.00	28.14	45786 09/24/18
310233	GREEN MOUNTAIN POWER	STREET9/18	STREET LIGHTS FOR SEPT	2674.40	0.00	2674.40	45786 09/24/18
310233	GREEN MOUNTAIN POWER	THALL 9/18	TOWN HALL FOR SEPT	62.73	0.00	62.73	45786 09/24/18
310233	GREEN MOUNTAIN POWER	TO 9/18	TOWN OFFICE FOR SEPT	8.80	0.00	8.80	45786 09/24/18
310849	HUTCHINS APRIL	092118	refund	35.00	0.00	35.00	45787 09/24/18
310639	MANIERV, DOMINICK	09/20/18	football	40.00	0.00	40.00	45788 09/24/18
100588	MARKOWSKI EXCAVATING, INC.	V-20135	tree debris disposal	15.00	0.00	15.00	45789 09/24/18
310062	MCCULLOUGH BROS., INC.	SEPT2018	tree removal	2000.00	0.00	2000.00	45790 09/24/18
100149	MODERN CLEANERS & TAILORS, INC	AUG2018	August uniform maint	59.50	0.00	59.50	45791 09/24/18
310763	MORRISSETTE, UNA	09/20/18	football	45.00	0.00	45.00	45792 09/24/18
310800	MVP HEALTHCARE	2018-07	HRA Admin fee	99.00	0.00	99.00	45793 09/24/18
310800	MVP HEALTHCARE	2018-08	HRA Admin fee	93.50	0.00	93.50	45793 09/24/18

09/21/18
11:32 am

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63089 Current Prior Next FY Invoices
For checks For Check Acct 01(10 General Fund) 09/24/18 To 09/24/18

Page 2
Jacolyn

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310796	NATIONAL BUSINESS LEASING	60658420	lease: 9/1/18 - 09/30/18	102.00	0.00	102.00	45794 09/24/18
310736	POCKETTE PEST CONTROL	11566	pest control/storage are	50.00	0.00	50.00	45795 09/24/18
200179	ROOTX	53772	root killer	456.97	0.00	456.97	45796 09/24/18
100005	RUTLAND COUNTY SOLID WASTE DIS	25211	AUGUST SURCHARGE	913.03	0.00	913.03	45797 09/24/18
330470	SHIELDS CONSTRUCTION	SEPT2018	10' x 12' deck	5000.00	0.00	5000.00	45798 09/24/18
310534	TRAYNOR, NATHAN J	09/20/18	football	45.00	0.00	45.00	45799 09/24/18
100630	US POSTMASTER, BRANDON	9/20/18	stamp order	924.00	0.00	924.00	45800 09/24/18
100682	USA BLUE BOOK	675638	rust converter	182.72	0.00	182.72	45801 09/24/18
310848	VERMONT COUNCIL ON RURAL DEVEL	SEPT2018	leadership summit	50.00	0.00	50.00	45802 09/24/18
300382	VLCT EMPLOYMENT RESOURCE AND B	OCT 2018	Q3 unemployment ins	734.00	0.00	734.00	45803 09/24/18
100146	VLCT PACIF	OCT 2018	Q3 Liability W/C ins	51904.25	0.00	51904.25	45804 09/24/18
310046	W.B. MASON CO INC	158618437	toner, soap	164.12	0.00	164.12	45805 09/24/18
Report Total			79,011.26	0.00	79,011.26		

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 \$ ****79,011.26
Let this be your order for the payments of these amounts.

09/21/2018

TOWN OF BRANDON Accounts Payable

Page 1 of 1

10:39 am

Check Warrant Report # 63088 Current Prior Next FY Invoices

Jacolyn

Manually Selected For Check Acct 99(10 General Fund) 09/24/2018 To 09/24/2018

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
300286	CASELLA CONSTRUCTION INC	PR 26	Seg 6 PR # 26	521007.65	0.00	521007.65	45759 09/13/18
100456	DUBOIS & KING INC	919179	Seg 6 CI rpt # 32	53706.82	0.00	53706.82	45763 09/20/18
310760	FUSS & O'NEILL INC	204605	Seg 6 Roadway Design	3237.05	0.00	3237.05	45761 09/14/18
Report Total			577,951.52	0.00	577,951.52		

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 \$ ***577,951.52

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

Segment 6

09/21/18

TOWN OF BRANDON Accounts Payable

Page 1

10:37 am

Check Warrant Report # 63086 Current Prior Next FY Invoices

Jacolyn

Manually Selected For Check Acct 99(10 General Fund) 09/24/18 To 09/24/18

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310818	ALPINE CONSTRUCTION, LLC	APP 10	B114 App # 10	39372.66	0.00	39372.66	45758 09/13/18
100456	DUBOIS & KING INC	919184	B114 CI rpt # 11	8337.30	0.00	8337.30	45764 09/20/18
310760	FUSS & O'NEILL INC	204964	B114 Engineering	9192.08	0.00	9192.08	45762 09/14/18
Report Total			56,902.04	0.00	56,902.04		

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 \$ ****56,902.04

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

Bridge 114

09/21/2018

TOWN OF BRANDON Accounts Payable

Page 1 of 1

10:38 am

Check Warrant Report # 63087 Current Prior Next FY Invoices

Jacolyn

Manually Selected For Check Acct 99(10 General Fund) 09/24/2018 To 09/24/2018

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
310818	ALPINE CONSTRUCTION, LLC	CB APP 4	Churchill Bridge # 4	30570.17	0.00	30570.17	45760 09/13/18
310846	S W COLE ENGINEERING INC	87250	CB- Material Testing Ser	1685.10	0.00	1685.10	45765 09/20/18
Report Total			32,255.27	0.00	32,255.27		

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 \$ ****32,255.27

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

Churchill Bridge