

All Board and Committee meetings are going to be conducted electronically through this isolation period to keep folks safe and follow the Governor's request to limit public gatherings.

We are requesting that you use this call in option instead of physically attending a meeting:

To attend this meeting you have 2 options:

Option 1: Video Conference This option is available only if:

You have a computer with a built-in or external camera and microphone (Zoom Software download required)

Have a phone with a built-in camera (Zoom App download required)

- Visit: <https://zoom.us/j/2532794161> (This will prompt the download if you do not have the software/app already installed)
Meeting ID (253 279 4161)

Option 2: Conference Call: To dial in for audio only:

1. Dial: (929) 205 6099
2. Follow instructions to enter Meeting ID (253 279 4161) then confirm by hitting pound
3. **When prompted to enter participant ID, just hit pound again to enter meeting**

Vermont Open Meeting Law states:

One or more members may participate and vote at a meeting by electronic means (e.g., speaker phone, Skype, etc.) as long as those members identify themselves when the meeting is convened, and are able to hear and be heard throughout the meeting. 1 V.S.A. § 312(a)(2).

A quorum or more members of a public body may also participate in a meeting electronically. The agenda for such meeting must designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body or at least one staff person or other designee must be present at that physical location. Each member who attends electronically must identify himself or herself when the meeting is convened and must be able to hear and be heard throughout the meeting. Any voting that occurs at the meeting that is not unanimous must be done by roll call. 1 V.S.A. § 312(a)(2)(C).

Brandon Select Board Meeting
March 23, 2020
7:00 p.m.

The Brandon Select Board will meet Monday, March 23, 2020 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 at 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 9, 2020
- 3) Town Manager's Report
- 4) Public Comment and Participation
- 5) Resolution for VCDP Grant Application (Brandon Free Public Library)
- 6) Consider Waiving Late Fees for Dogs Licensed After April 1st
- 7) Tax Stabilization – Smith Block LLC
- 8) Discuss Policy for Selling a Town Asset
- 9) Fiscal
 - a) Warrant – March 23, 2020 – \$46,787.90
 - b) Route 7 Construction Warrant – March 23, 2020 – \$9,307.38
- 10) Executive Session

The appointment or employment or evaluation of a public officer or employee under the provisions of 1 V.S.A. § 313(a)(3)

- 11) Appointment
 - a) Planning Commission - remainder of 3-year term ending June 30, 2022
- 12) Adjournment

Brandon Select Board Meeting March 9, 2020

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

In Attendance: Seth Hopkins, Doug Bailey, Tracy Wyman, Brian Coolidge, Tim Guiles

Others In Attendance: Dave Atherton, Chris Brickell, Bernie Carr, Jeff Stewart, Brent Buchler, Charles Powell, Wayne Rausenberger, Tony Vaccarella, Shari Vaccarella, Dick Kirby

1. Call to order

The meeting was called to order by Dave Atherton at 7:00PM.

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

2. Election of Select Board Officers

a) Election of Chair

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

a) Election of Vice-Chair

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

a) Election of Clerk

Motion by Brian Coolidge/Tim Guiles to appoint Tracy Wyman as the Clerk of the Brandon Select Board. **The motion passed with one abstention – Tracy Wyman.**

Seth Hopkins thanked the Board for electing him as the Chair and thanked the Community for support of the budget and election of Select Board members. Mr. Hopkins requested all present observe a moment of silence to honor Doug Sawyer who recently passed. Mr. Sawyer served the Town as a member of the Budget Committee.

3. Consent Agenda

Motion by Seth Hopkins/Tracy Wyman to approve the Consent Agenda - Items a through f. **The motion passed unanimously.**

- a) 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*
 - (aka) Board of Sewage System Commissioners (Title 24, Section 3506)*
 - (aka) Board of Sewage Disposal Commissioners (Title 24, Section 3614)*
 - d) Housing Board of Review (Title 24, Section 5005)*
- b) Establish Meeting Schedule, Time and Location*
 - a) Second and fourth Mondays*
 - b) 7:00PM*
 - c) Brandon Town Hall*
- c) Adopt Meeting Rules and Procedures*
 - a) Rules of Procedure for Select Board of the Town of Brandon, Vermont*
 - b) Reports of Appointed Boards, Commission and Officials to the Select Board*
- d) Designate Official Newspaper*
 - a) Official – The Reporter*
 - b) Alternate – The Rutland Herald*
- e) Approval of Minutes*
 - a) Select Board Minutes – February 24, 2020*
 - b) Special Select Board Minutes – March 2, 2020*
- f) Appointments*
 - a) Tree Warden - Wayne Kingsley*
 - b) Fence Viewers (3 members) - Seth Clifford, Cindy Bell and John Reynolds*
 - c) Inspector of Lumber, Shingles and Wood – Bob Kilpeck*
 - d) Weighers of Coal – Lou Faivre and Olga Hopkins*
 - e) BLSG Insect Control District (2 reps) - Wayne Rausenberger and Richard Russ*
 - f) Budget Committee (4 members) - Cindy Bell, Jan Coolidge, Anthony Paduto and Barry Varian*
 - g) Rutland County Solid Waste District (1 rep) - Gabe McGuigan*

Seth Hopkins noted for the record that he has a personal relationship with one of the Weighers of Coal.

4. Town Manager's Report

Dave Atherton provided a report for the weeks of February 24th and March 2nd, 2020.

Segment 6:

Mr. Atherton had a meeting with Casella, Dubois & King and VTrans to discuss the schedule and cost for the bridge slab replacement and discuss solutions for the sidewalk and lamppost

issues. The cost estimate from Casella for the bridge slab repair is much higher than the design engineer's estimate and the construction timeline was pushed out to August. He will be meeting again with Casella to discuss these unanticipated changes. The contractor's estimate is about \$250,000 higher than the engineers' estimate and VTrans has to determine if this will be approved. Mr. Atherton will have more information from VTrans and the Federal Highway by March 16th. Casella and Dubois & King are currently researching the options for the sidewalk issue. There is a product that can be skim-coated to try prior to committing to this correction. It is thought the issue with the lampposts is due to faulty plugs that will be replaced.

Other Happenings:

The grant application for the parking area has been submitted to VTrans.

The Town Hall sidewalk roof plans are under a redesign due to concerns by the neighbors.

There will be a preconstruction meeting with Markowski, and A & E for the Park Street rebuild on March 10th at 10AM in the Town Office. There will be a public meeting scheduled prior to construction to provide information on the project.

The Union Street sidewalk project will resume the week of April 27th and will be completed by May 8th.

Rec Department News:

Wildlife Encounters was in town on February 28th. Over 400 people came to the 2 showings at the Town Hall including 111 kids from the Rutland Intermediate School to see the crazy critters the animal expert brought for a fun educational experience.

March 1st marked the beginning of another Brandon/Pittsford collaboration with skiing at the Middlebury Snow Bowl. 17 Brandon kids joining 12 Pittsford kids for the first 4 Sundays in March to tune up and rock out on skis and snowboards for the ½ day program.

Brandon Rec basketball season is ending. Thank you to all of our volunteer coaches: U6 – Chad Disorda, Patrick Foley, Ron Coble, U8 – Tanner Romano, Jamie Buzzell, Chad Disorda, U10 Boys – Chad Hayes, Chris Barnhardt, U10 Girls – Tanner Romano, DJ Keith, Alia Dick, U12 Boys – Mike Howe, Fred Pockette, Gabe McGuigan, U12 Girls – Kristle Humiston, Joe Desabraais, Paul Desabraais. Special thanks to Scoreboard Operator & Commissioner – Oren Rhodes.

March 13th the Brandon Town Hall will host "The Local Scene" at 7PM. This teen centric band showcase will feature: Last Minute, SweetSphinx and will be headlined by Squig Heart. Tickets are \$5 at the door.

The 80's are back for a night at the Brandon Idol "80's Explosion" concert being held on March 21st. Doors open at 6:45, show starts at 7:00PM. \$5 per person and you will want to get there

early as this will sell out. 9 Brandon Idol finalists, guest performers, a group number and adult libations for sale courtesy of the folks at Mae's Place.

Baseball & lacrosse seasons are coming; if you are interested in supporting our kids by way of coaching or sponsoring a team, please reach out to the Brandon Rec. Spring is nearly here!

Seth Hopkins asked what the issue was with the lampposts. Dave Atherton reported there have been some issues with the lampposts on Park Street and in front of the Whittaker building intermittently coming on. There was no electrical issue found and it is thought that one of the plugs may have a moisture issue and will be replaced.

Doug Bailey thought there were three options for the bridge project. Mr. Atherton advised the figures were received from the engineers and VTrans wanted to do this as a change order to keep the funding mechanism in place. A change order was done, however, when Casella provided their figures, it was quite a bit higher. It is not known what percentage the Town will be responsible for. Mr. Atherton noted the Town may have to look at other options.

Barry Varian likes the new sidewalks and thought they are the signature piece of the work that was done. Mr. Varian noted the problem is very widespread but did not think it is a severe problem and asked if the Town has considered grinding the surfaces. Mr. Atherton advised this was discussed. There are some areas that will have to be worked on extensively, but the smaller spots will be able to be ground down. The Town is waiting to see what Casella wants to do.

Tony Vaccarella thanked the Select Board for allowing Mr. Thompson to represent the 3 Conant Square property and requested they allow him to continue. Dave Atherton reported the town hall roof repair is being reviewed to possibly pitch towards the back side of the building. Mr. Vaccarella requested more than one email be sent in contacting them and as far as the design, they spoke to the architect who was concerned the Town was given consent for the water to run off on their property. Mr. Atherton stated that was never the conversation and was the reason that he emailed the Vaccarella's to get input to come up with a good solution. Mr. Vaccarella stated when there was discussion, there was concern noted about the snow falling from the roof and damaging their vehicles or injuring people walking on the sidewalk. Shari Vaccarella stated Mr. Vaccarella does not regularly check his email and having one email is not enough for keeping them involved, and they would have liked to be a part of the discussion. Mr. Atherton noted he did not have Mrs. Vaccarella's email until just recently. Mr. Atherton understands the issue and the close proximity to the door, but he does not know of another solution except putting the door on the front of the building. Mr. Vaccarella asked why the design was the go-to option instead of the other two options. Mr. Vaccarella stated if there is a lot of snow that falls from the roof, it will bounce and take out their car windows. He noted the snow carries a lot of weight and their suggestion would be to pitch everything towards the back of the property. Mr. Atherton advised that is what the new design will be. Mr. Vaccarella suggested for everyone's safety when snow or ice is on the roof that the side entrance not be open. It was noted that this entrance is the only ADA compliant entrance. Mr. Vaccarella suggested cancelling events to avoid a health issue. Seth Hopkins thanked the Town Manager for pursuing another option with Wright Engineering. Mr. Hopkins noted there have been many people that have worked to rejuvenate the town hall after a lot of effort, and it is a tough building to access for all members of the community but is a

requirement of the law to be ADA compliant. The Town wants to keep the building in use, but the basement entrance on the other side cannot be retrofitted for an ADA compliant entrance. The Select Board and the Town Manager are trying to do their bests for everyone concerned and are trying to come up with a plan that will work for everyone. Mr. Hopkins stated everyone shares the Vaccarella's concern and noted the project will not adversely impact their property.

Bernie Carr asked if Casella was aware of the light that is out on the monument. Mr. Atherton will advise them of this issue.

Brent Buehler thought the issue with opening the road up was due to the concrete slab being a timing element. Seth Hopkins stated they did not recommend opening it back up because of the trucks. Mr. Atherton noted the trucks are being sent up Prospect Street and there does not seem to be any issues. Mr. Atherton noted there were three estimates received for this project that had a difference of \$107,000 between the higher option and the middle option. It was not recommended to go with the least expensive one. Mr. Atherton stated in the discussion today, if the area was to be opened back up, it would still prevent any large vehicles from making the turn because of the bump out. There would have to be restrictions with no left turns coming down the hill and no right turns going up. Mr. Hopkins noted it was not a timing issue, rather maintaining a wide turn for trucks.

5. Public Comment and Participation

There was no discussion held.

6. Road Posting

Dave Atherton advised the Road Posting Notice reflects the changes made last year to keep Newton Road and the portion of Town Farm Road open so the trucks can get into the gravel pits, with everything else remaining the same. Tim Guiles questioned why the Syndicate Road was not included and Mr. Atherton advised it is considered to be in Pittsford and there is not usually an issue with Carver Street. Mr. Guiles thought Carver Street from Nickerson Road south would be a section that should be posted. Mr. Atherton noted this may be considered a Class 4 highway and the Road Posting Notice is for Class 1, Class 2 and Class 3 highways.

Motion by Tim Guiles/Tracy Wyman to add the segment of Carver Street south of Nickerson Road to the Pittsford town line to the Road Posting Notice if it is a Class 3 road south of Nickerson Road. **The motion passed unanimously.**

Motion by Tracy Wyman/Doug Bailey to approve the Road Posting Notice as amended. **The motion passed unanimously.**

7. Discuss Draft Policy for Selling a Town Asset

Doug Bailey agreed with most of the draft policy provided, however, suggested providing more clarification in the second paragraph under Item B. Background. Tim Guiles stated the 5% requirement is to stop the sale and noted transparency is key, which was the rationale for the

Background information. The Item C. Policy is the implementable portion of the policy. Mr. Bailey stated the Board has previously discussed a proposed policy during one meeting and acted upon it at a subsequent meeting. Mr. Guiles noted he will clarify the paragraph. Tracy Wyman did not object to a policy but noted the selling of equipment would go out for bid and with the sale of property, the Town cannot sell it for more than what is owed for taxes. Mr. Wyman expressed concern that the Town will be spending more money in time for the Town Manager to do research on the requests to purchase Town properties, citing an example of the swamp property that has been off the tax roll since 1939 that was discussed at the last meeting. Mr. Wyman also noted a property on Birch Hill that was sold for back taxes of \$2,500 that could have potentially had a much higher resale value, however, any additional amount obtained in the sale has to go back to the previous owner. Mr. Wyman was concerned the Town would spend more money researching the sales than what the Town is going to get out of it. Mr. Guiles stated all the policy does is require a two week wait from the time someone makes an offer before accepting the offer. Seth Hopkins suggested expanding the policy to include the buyer be responsible for legal and advertising fees, that had been previously discussed by the Board. Mr. Guiles was agreeable to adding this item, however, thought that it already existed. Mr. Atherton advised the Town has not required buyers to pay for this previously. Mr. Guiles noted assuming there will be enough value received for the land, it would likely cover the legal advertising costs. Mr. Hopkins thought it should be a single policy to cover all items. In the case of a land sale, the person making the offer will be required to pay the statutory legal advertising fees. Mr. Hopkins questioned how equipment would be handled. Mr. Guiles stated it was his intent to be broad and inclusive as possible to include land and equipment. The policy's intent is for a two-week waiting period when selling a town-owned asset. Mr. Guiles sees this as being a low requirement and a transparent process. It is meant to assure that there will not be a side deal giving something away at a low value and an effort to be transparent and allow community members to bid on something they may want. Mr. Atherton stated equipment is auctioned off and all of what the Town has now are trade ins. Usually, the vendors the Town purchases from are looking for older vehicles. Mr. Guiles suggested rather than a trade-in, the Town could potentially receive a higher offer from someone who would like to purchase the vehicle.

Charles Powell suggested under Paragraph 2 under Background, a notice be sent via mail (return, receipt, requested) to the bordering landowners. Tim Guiles did not intend the policy to be that strong and suggested leaving it to the Town Manager to contact the adjoining landowners. Mr. Atherton stated the Town could send letters to the adjoining landowners, however, would prefer to send regular mail due to the cost of specialized mailings. Doug Bailey suggested placing the lots the Town has available for sale in next year's Town Report, as suggested by Mr. Carr at the last meeting. Mr. Guiles stated there could be a note in the policy indicating a listing will be posted once per year. Mr. Bailey stated the intent is to sell the properties and get them back on the tax roll. Seth Hopkins stated policy governance is something the Board should do to provide parameters for the Town Manager to work by. Brent Buehler suggested legal expenses could be included to cover the cost of the Town's attorney's fee with the sale. Mr. Atherton stated usually the swamp lot sales do not require an attorney present. Mr. Bailey stated there are some lots the Town is better owning and if it is going to cost the Town to sell certain lots, they could be kept. Mr. Atherton stated there are lots the Board has decided not to sell. Seth Hopkins requested Mr. Guiles make the revisions for consideration of the policy at a subsequent meeting.

8. Fiscal

a) General Fund Warrant – March 9, 2020 - \$129,390.24

Motion by Brian Coolidge/Tracy Wyman to approve the warrants of March 9, 2020 in the amount of \$129,390.24. **The motion passed with one abstention – Doug Bailey.**

b) Route 7 Construction Warrant – March 9, 2020 - \$16,352.42

Motion by Tracy Wyman/Brian Coolidge to approve the Route 7 Construction warrant of March 9, 2020 in the amount of \$16,352.42. **The motion passed unanimously.**

The Town Manager confirmed he has reviewed the warrants.

9. Adjournment

Motion by Brian Coolidge/Tracy Wyman to adjourn the Select Board meeting at 8:01PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Town Manager Report for weeks of March 9th and March 16th, 2020

Segment 6:

I am still waiting for a response from VTrans to see if they will cover the additional costs of the bridge slab.

Casella has starting bringing in supplies and equipment to finish up Segment Six. The completion date is still May 18, 2020. (date does not include the bridge slab)

Other Happenings:

Markowski has starting pavement markings and locating water/sewer on Park Street. They are still planning on starting April 1st.

As of 3/20/20 we have received \$11,195.89 from the town forest timber sale. We will be putting it on hold during mud season and will resume as weather and conditions permit.

The Stormwater BMP grant for the Pearl Street and downtown parking lot was awarded to Watershed Consulting.

Rec Dept. News:

- The Brandon Rec department has had to make changes to operations. All in person programming and events have been postponed through April 4th. The nature of our service and the efficiency/size of our rec department allows for us to be flexible and can typically make decisions to postpone events 2 weeks out. We are accessing every Friday. Other adjustments have including the temporary waiving of spring sport fees, to encourage folks to sign up now. Organizationally this make sense as we can get kids signed up and work on the back-end organization and ready orders for uniforms and equipment (size, types, numbers etc..) so that when we get the go ahead to start playing, we can place send those orders, start practicing and then send a pro-rated bill to parents.
- **Planning continues for our delayed spring and our eventual summer and fall programming continues.** There will be online and telephonic meetups for committees working on some old and new community events. Equipment is being changed over from the winter to spring/summer.
- **Online gaming opportunities and social groups related to carefully crafted community experiences** are being created. Small groups whose successes can be shared virtually by posting in groups (Think scavenger/treasurer hunts/geo caching etc..)
- **Carefully curated volunteer opportunities around recreation infrastructure improvements** for folks that are looking for opportunities for families to get outside while helping the recreation department. A family volunteering signing up to help with a specific project and providing to tools for them to do so.

Other items will be covered in the agenda.

RESOLUTION FOR VCDP GRANT APPLICATION AUTHORITY

Single Applicant

WHEREAS, the Town of Brandon (hereinafter "Applicant") is applying for a Grant under the Vermont Community Development Program; and
WHEREAS, it is necessary that an application be made and agreements be entered into with the State of Vermont.
Now, THEREFORE, BE IT RESOLVED as follows:

1. that Applicant possesses the legal authority as defined in the State Act [10 VSA §683(8)] to apply for the grant and to administer the program; and
2. that Applicant apply for a grant under the terms and conditions of said program and agree hereby to enter into Certifications and Assurances there of; and
3. the Applicant has a duly adopted and current Municipal Plan Feb 22, 2016 (Date Adopted) and that the project is consistent with said plan; and
4. the Applicant has received documentation from the Regional Planning Commission that the project is consistent with the "Regional Plan; and
5. that David Atherton, Town Manager is hereby authorized to be Contact Person and as such to provide, on behalf of Applicant, all documents and information necessary for the completion of said application and to provide such coordination as may be necessary for said application; and
6. that (Name) David Atherton Title Town Manager who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Authorizing Official (AO) for the Grants Management On-line System, Intelligants; and
7. that it is understood that, if the application is funded, the receipt of VCDP funds, as federal funds passed through the State of Vermont, may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that VCDP funds may be used to fund only a limited portion of the audit cost.

Passed this _____ day of _____, _____.

LEGISLATIVE BODY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The above resolution is a true and correct copy of the resolution as adopted at a meeting of the Legislative Body held on the ____ day of _____, _____, and duly filed in my office.

IN WITNESS WHEREOF, I hereunto set my hand this ____ day of _____, _____.

Clerk

Signature

From: Carl Andeer [<mailto:candeer@vlct.org>]
Sent: Tuesday, March 17, 2020 10:47 AM
To: imerkert@townofbrandon.com
Subject: dog licensing

Hi Luanne,

I am writing in regard to your dog licensing question. Feel free to call me at 248-2298005.

The Legislature has not altered the deadline in light of Covid-19. Though the penalty for late renewals is imposed by State law, it's retained by the Town, so I think the Selectboard in consultation with the Clerk could waive it and choose not to levy any additional surcharge. See 20 V.S.A. Sections 3581-3583. Any license renewals received by the deadline are timely; you would just be considering a waiver of the late fee imposed after April 1.

If towns are shutting down, limiting the hours of operation of their clerk offices, or changing the method by which people are renewing their dog licenses (i.e. mail only), etc., then you will have to get the word out far and wide and quickly.

If you're going to extend the timeframe for allowing late dog licenses without penalty, I would make it clear to people when that extends until (e.g. May 1).

Regards,



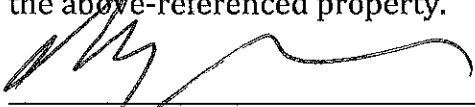
Carl Andeer
Staff Attorney II, Municipal Assistance Center
Vermont League of Cities and Towns
802.229.9111
vlct.org




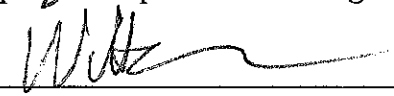
Town of Brandon Tax Stabilization Application - Fall 10th Year

Applicant Property Owner	Smith Block LLC
Applicant Property Contact	Matt Bonner
Contact Tax Bill Address	1104 West St, Cornwall VT 05753
Parcel Number	
Current FY Assessed Value	
Total Property Improvement (attach invoices)	\$2,330,257.32
Contract Length (per policy)	
Fiscal Year Start of Contract	

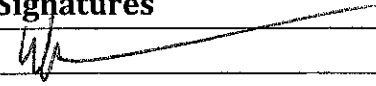
I affirm that all evidence provided as a part of this application does represent the true investment value and costs incurred by the property owner for the above-referenced property.


 Applicant Representative Signature


 Representative Printed Name


 Witness

11 Feb 2020
 Dated

Town Representatives	Approve	Date	Signatures
Econ Development Officer	Y/N	2/19/20	
Town Manager	Y/N		
Select Board			



Document G702™ - 1992

Application and Certificate for Payment

TO OWNER:	Smith Block, LLC 1104 West Street Cornwall, VT 05753	PROJECT:	Smith Block Center Street Brandon, VT	APPLICATION NO: 012	PERIOD TO: September 30, 2019	Distribution to:	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
FROM:	Naylor & Breen Builders, Inc. CONTRACTOR: 191 Alta Woods Brandon, VT 05753	VIA ARCHITECT:	NBF Architects	CONTRACT FOR: General Construction	CONTRACT DATE: January 24, 2018		

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$2,223,779.00
2. NET CHANGE BY CHANGE ORDERS	\$106,478.32
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$2,330,257.32
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$2,330,257.32

5. RETAINAGE:

- a. 0 % of Completed Work
(Column D + E on G703)
- b. 0 % of Stored Material
(Column F on G703)

Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$0.00

6. TOTAL EARNED LESS RETAINAGE \$2,330,257.32

(Line 4 Less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$2,269,186.63

(Line 6 from prior Certificates)

8. CURRENT PAYMENT DUE \$61,070.69

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6)

\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$291,250.59	\$0.00
Total approved this Month	\$0.00	\$184,772.27
TOTALS	\$291,250.59	\$184,772.27
NET CHANGES by Change Order		\$106,478.32

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is due.

CONTRACTOR:

By: Dana M. McGivie - Secretary

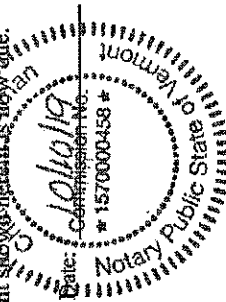
State of: Vermont

County of: Rutland

Subscribed and sworn to before me this 10 day of October, 2019

Notary Public

My Commission expires: 03/31/21



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$61,070.69
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

SMITH BLOCK
Monthly Requisition Continuation Sheet
Req. 12

Work ending : 09-30-19

A	B	C1	C2	C3	D	E	F	G	H	
Item	Description of Work	Original Estimate	Revised Estimate	Variance	Previous Total Comp	This Period	Material Stored	Total Comp. & Stored	Percent (G/C2)	Balance To Finish
1	General Conditions	\$ 192,637.00	\$ 188,343.24	\$ 4,293.76	\$ 185,401.57	\$ 2,941.67		\$ 188,343.24	100.0%	\$ -
2	Testing/Insurance/Inspections/Permits	\$ 57,961.82	\$ 56,425.23	\$ 1,536.59	\$ 40,978.23	\$ 15,447.00		\$ 56,425.23	100.0%	\$ -
3	Site Work	\$ 22,416.00	\$ 30,286.02	\$ (7,870.02)	\$ 29,661.92	\$ 624.10		\$ 30,286.02	100.0%	\$ -
4	Site Concrete	\$ 3,279.06	\$ 1,982.24	\$ 1,296.82	\$ 1,654.29	\$ 327.95		\$ 1,982.24	100.0%	\$ -
5	Building Concrete	\$ 39,193.16	\$ 40,883.37	\$ (1,690.21)	\$ 40,847.29	\$ 36.08		\$ 40,883.37	100.0%	\$ -
7	Masonry	\$ 125,145.00	\$ 128,121.77	\$ (2,976.77)	\$ 128,121.77	\$ -		\$ 128,121.77	100.0%	\$ -
8	Miscellaneous Metals	\$ 12,591.35	\$ 7,680.18	\$ 4,911.17	\$ 1,668.18	\$ 6,012.00		\$ 7,680.18	100.0%	\$ -
9	Demolition	\$ 66,295.45	\$ 50,075.98	\$ 16,219.47	\$ 49,482.97	\$ 593.01		\$ 50,075.98	100.0%	\$ -
10	Framing	\$ 97,751.62	\$ 106,629.16	\$ (8,877.54)	\$ 106,629.16	\$ -		\$ 106,629.16	100.0%	\$ -
11	Interior Trim	\$ 77,877.31	\$ 40,939.03	\$ 36,938.28	\$ 39,825.53	\$ 1,113.50		\$ 40,939.03	100.0%	\$ -
12	Exterior Siding & Trim	\$ 12,228.59	\$ 7,716.40	\$ 4,512.19	\$ 7,716.40	\$ -		\$ 7,716.40	100.0%	\$ -
13	E/FS	\$ 42,573.16	\$ 45,000.00	\$ (2,426.84)	\$ 45,000.00	\$ -		\$ 45,000.00	100.0%	\$ -
14	Insulation	\$ 35,193.42	\$ 33,197.38	\$ 1,996.04	\$ 33,197.38	\$ -		\$ 33,197.38	100.0%	\$ -
15	Roofing	\$ 26,978.80	\$ 17,855.84	\$ 9,122.96	\$ 17,855.84	\$ -		\$ 17,855.84	100.0%	\$ -
16	Doors/Frames/Hardware	\$ 71,983.25	\$ 74,270.86	\$ (2,287.61)	\$ 61,730.05	\$ 12,540.81		\$ 74,270.86	100.0%	\$ -
17	Front Door Restoration	\$ 10,345.00	\$ 12,141.66	\$ (1,796.66)	\$ 11,731.41	\$ 410.25		\$ 12,141.66	100.0%	\$ -
18	Windows	\$ 9,877.80	\$ 11,381.80	\$ (1,504.00)	\$ 11,372.17	\$ 9.63		\$ 11,381.80	100.0%	\$ -
19	Drywall	\$ 143,631.86	\$ 128,779.26	\$ 14,852.60	\$ 135,814.85	\$ (7,035.59)		\$ 128,779.26	100.0%	\$ -
20	Acoustical Ceiling	\$ 7,400.50	\$ 9,239.59	\$ (1,839.09)	\$ 9,239.59	\$ -		\$ 9,239.59	100.0%	\$ -
21	Floor Finishes	\$ 76,786.40	\$ 95,562.78	\$ (18,776.38)	\$ 95,562.78	\$ -		\$ 95,562.78	100.0%	\$ -
22	Painting	\$ 74,988.20	\$ 76,542.02	\$ (1,643.82)	\$ 74,121.18	\$ 2,420.84		\$ 76,542.02	100.0%	\$ -
23	Bath Accessories	\$ 5,133.06	\$ 3,870.23	\$ 1,262.83	\$ 3,739.23	\$ 131.00		\$ 3,870.23	100.0%	\$ -
24	Appliances	\$ 16,760.88	\$ 16,928.40	\$ (167.52)	\$ 16,901.00	\$ 27.40		\$ 16,928.40	100.0%	\$ -
25	Casework	\$ 61,166.55	\$ 58,281.87	\$ 2,884.68	\$ 58,281.87	\$ -		\$ 58,281.87	100.0%	\$ -
26	Elevator	\$ 105,226.60	\$ 115,527.62	\$ (10,301.02)	\$ 111,519.43	\$ 4,008.19		\$ 115,527.62	100.0%	\$ -
27	Plumbing/HVAC	\$ 289,790.00	\$ 287,287.45	\$ 2,502.55	\$ 285,559.45	\$ 1,728.00		\$ 287,287.45	100.0%	\$ -
28	Sprinkler	\$ 106,337.00	\$ 105,715.82	\$ 621.18	\$ 105,715.82	\$ -		\$ 105,715.82	100.0%	\$ -
29	Electrical	\$ 237,977.72	\$ 235,783.13	\$ 2,194.59	\$ 235,765.78	\$ 17.35		\$ 235,783.13	100.0%	\$ -
30	Fire Alarm	\$ 1,261.00	\$ 0.72	\$ 1,260.28	\$ 0.72	\$ -		\$ 0.72	100.0%	\$ -
31	Subtotal	\$ 2,030,697.36	\$ 1,986,449.05	\$ 44,248.31	\$ 1,945,095.86	\$ 41,353.19	\$ -	\$ 1,986,449.05	100.0%	\$ -
33	N&B 3.75% Fee	\$ 80,377.54	\$ 80,377.54	\$ -	\$ 77,803.83	\$ 2,573.71		\$ 80,377.54	100.0%	\$ -
34	Contract Total	\$ 2,111,074.90	\$ 2,066,826.59	\$ 44,248.31	\$ 2,022,899.69	\$ 43,926.90	\$ -	\$ 2,066,826.59	100.0%	\$ -

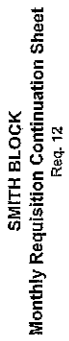
35	CHANGE ORDER 01									
CP 01	Geo-tech and SE charges for foundation/soil eval.	\$ 961.20	\$ -	\$ 961.20		\$ -			#DIV/0!	\$ -
CP 02	Overexcavate foundation & install clean stone	\$ 2,462.40	\$ -	\$ 2,462.40		\$ -			#DIV/0!	\$ -
CP 03	Update design for 2015 IBC	\$ 2,484.00	\$ 1,141.25	\$ 1,342.75	\$ 1,141.25	\$ -		\$ 1,141.25	100.0%	\$ -
CP 04	Structural engineering & repairs to existing masonry	\$ 14,580.00	\$ 32,099.31	\$ (17,519.31)	\$ 30,599.31	\$ 1,500.00		\$ 32,099.31	100.0%	\$ -
CP 05	Emergency brick repairs to building	\$ 1,652.40	\$ 961.00	\$ 691.40	\$ 953.50	\$ 7.50		\$ 961.00	100.0%	\$ -
CP 06	N&B to provide Builder's Risk Insurance	\$ 8,866.00	\$ 8,866.00	\$ -	\$ 8,866.00	\$ -		\$ 8,866.00	100.0%	\$ -
CP 07	Rework existing windows	\$ 853.20	\$ -	\$ 853.20		\$ -			#DIV/0!	\$ -
CP 09	Upgrade appliance package to SS	\$ 981.03	\$ 981.03	\$ -	\$ 981.03	\$ -		\$ 981.03	100.0%	\$ -
CP 10	Cost associated with layout charges	\$ 13,620.10	\$ 9,720.00	\$ 3,900.10	\$ 9,720.00	\$ -		\$ 9,720.00	100.0%	\$ -
CP 11	Upgrade all door hardware to ORB	\$ 2,430.00	\$ 2,430.00	\$ -	\$ 2,430.00	\$ -		\$ 2,430.00	100.0%	\$ -
CP 12	Cost increase for elevator upgrade	\$ 6,480.00	\$ 6,480.00	\$ -	\$ 6,480.00	\$ -		\$ 6,480.00	100.0%	\$ -
CP 13	Replace sewer line under addition and add cleanout	\$ 637.20	\$ -	\$ 637.20	\$ -	\$ -			#DIV/0!	\$ -
CP 14	Upgrade kitchen sinks	\$ 814.28	\$ 1,224.00	\$ (409.72)	\$ 1,224.00	\$ -		\$ 1,224.00	100.0%	\$ -
CP 15	Upgrade kitchen faucets	\$ 1,258.29	\$ 372.00	\$ 886.29	\$ 372.00	\$ -		\$ 372.00	100.0%	\$ -
CP 18	Add for Dishwashers	\$ 5,522.40	\$ 5,522.00	\$ 0.40	\$ 5,522.00	\$ -		\$ 5,522.00	100.0%	\$ -
CP 19	Bathroom Vanity Upgrades	\$ 11,706.87	\$ 11,706.87	\$ -	\$ 11,706.87	\$ -		\$ 11,706.87	100.0%	\$ -
36	TOTAL CHANGE ORDER 01	\$ 75,309.37	\$ 81,503.46	\$ (6,194.09)	\$ 79,995.96	\$ 1,507.50	\$ -	\$ 81,503.46	100.0%	\$ -

CHANGE ORDER 02										
CP 08	Enlarge windows at elevator/stair tower	\$ 1,094.60	\$ -	\$ 1,094.60		\$ -			#DIV/0!	\$ -
CP 22	Add wood flooring	\$ 14,766.66	\$ 17,320.00	\$ (2,553.34)	\$ 16,855.19	\$ 464.81		\$ 17,320.00	100.0%	\$ -
37	TOTAL CHANGE ORDER 02	\$ 15,861.26	\$ 17,320.00	\$ (1,458.74)	\$ 16,855.19	\$ 464.81	\$ -	\$ 17,320.00	100.0%	\$ -

SMITH BLOCK
Monthly Requisition Continuation Sheet
Req. 12

Work ending : 09-30-19

A	B	C1	C2	C3	D	E	F	G	H	
Item	Description of Work	Original Estimate	Revised Estimate	Variance	Previous Total Comp	This Period	Material Stored	Total Comp. & Stored	Percent (G/C2)	Balance To Finish
CHANGE ORDER 03										
CP 16	Net change door pkg & upgrade closets to match entry included in CP 32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -
CP 17	Framing changes in Units 21 & 26	\$ 3,500.00	\$ 405.00	\$ 3,095.00	\$ 405.00	\$ -	\$ -	\$ 405.00	100.0%	\$ -
CP 20	Repair rotten infill at west wall	\$ 5,000.00	\$ 720.00	\$ 4,280.00	\$ 720.00	\$ -	\$ -	\$ 720.00	100.0%	\$ -
CP 21	Engineering & permitting for rear parking lot	\$ 5,000.00	\$ 4,280.21	\$ 719.79	\$ 1,572.44	\$ 2,707.77	\$ -	\$ 4,280.21	100.0%	\$ -
CP 23	Increase boilers and HW heaters	\$ 18,846.00	\$ 18,170.00	\$ 676.00	\$ 16,170.00	\$ 2,000.00	\$ -	\$ 18,170.00	100.0%	\$ -
CP 24	Added costs for construction of lower parking lot	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -
CP 25	Upgrade light fixture package	\$ 3,402.00	\$ 3,150.00	\$ 252.00	\$ 3,150.00	\$ -	\$ -	\$ 3,150.00	100.0%	\$ -
CP 27	Rework underground sewer connection	\$ 1,004.10	\$ 745.00	\$ 259.10	\$ 745.00	\$ -	\$ -	\$ 745.00	100.0%	\$ -
CP 28	Increase scope for EIFS work at rear of building	\$ 18,900.00	\$ 17,500.00	\$ 1,400.00	\$ 17,500.00	\$ -	\$ -	\$ 17,500.00	100.0%	\$ -
CP 29	Install sound attenuation insulation at interior walls	\$ 8,017.26	\$ 8,036.76	\$ (19.50)	\$ 8,017.26	\$ 19.50	\$ -	\$ 8,036.76	100.0%	\$ -
CP 30	Work regarding bsmt/gym areas outside contract	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	#DIV/0!	\$ -
CP 31	Added laminate tops and brackets to laundry room	\$ 1,500.00	\$ 1,250.00	\$ 250.00	\$ -	\$ 1,250.00	\$ -	\$ 1,250.00	100.0%	\$ -
CP 32	Increased doors, frames hardware for basement	\$ 10,729.80	\$ 4,852.71	\$ 5,877.09	\$ 10,852.71	\$ (6,000.00)	\$ -	\$ 4,852.71	100.0%	\$ -
CP 33	Redo service and panel feeds to A. Hardware	\$ 10,000.00	\$ 9,100.00	\$ 900.00	\$ 9,100.00	\$ -	\$ -	\$ 9,100.00	100.0%	\$ -
CP 34	Provide cut & patch to rough-in W&D @ unit 36	\$ 2,500.00	\$ 2,896.15	\$ (396.15)	\$ 1,138.15	\$ 1,758.00	\$ -	\$ 2,896.15	100.0%	\$ -
CP 35	Interest Due for Req. 5 payment	\$ 1,587.08	\$ 1,587.08	\$ -	\$ 1,587.08	\$ -	\$ -	\$ 1,587.08	100.0%	\$ -
38	TOTAL CHANGE ORDER 03	\$ 92,486.24	\$ 72,692.91	\$ 19,793.33	\$ 70,957.64	\$ 1,735.27	\$ -	\$ 72,692.91	100.0%	\$ -
Change Order 04										
CP 36	Site/Retaining wall and work to rear of building	\$ 42,204.63	\$ 40,553.27	\$ 1,651.36	\$ 35,351.27	\$ 5,202.00	\$ -	\$ 40,553.27	100.0%	\$ -
CP 37	Add for Bosch DW Upgrade at unit #35	\$ 1,160.22	\$ 1,074.28	\$ 85.94	\$ 1,074.28	\$ -	\$ -	\$ 1,074.28	100.0%	\$ -
CP 38	Add EIFS to wrap exposed wooden fascia at exterior	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	100.0%	\$ -
CP 39	Add for electronic Entry System Hardware at street side doors	\$ 5,345.73	\$ 5,039.75	\$ 305.98	\$ 5,039.75	\$ -	\$ -	\$ 5,039.75	100.0%	\$ -
39	TOTAL CHANGE ORDER 04	\$ 51,210.58	\$ 49,167.30	\$ 2,043.28	\$ 43,965.30	\$ 5,202.00	\$ -	\$ 49,167.30	100.0%	\$ -
Change Order 05										
CP 40	Plumbing repairs under Aubuchon Bathroom & Pizza Place	\$ 10,000.00	\$ 743.75	\$ 9,256.25	\$ -	\$ 743.75	\$ -	\$ 743.75	100.0%	\$ -
CP 41	Stackable Washer/Dryer to be installed in Unit 36	\$ 2,278.22	\$ 3,083.06	\$ (804.84)	\$ 2,108.06	\$ 975.00	\$ -	\$ 3,083.06	100.0%	\$ -
CP 42	Rough-in only of basement bathroom	\$ 4,000.00	\$ 1,300.00	\$ 2,700.00	\$ 1,300.00	\$ 1,300.00	\$ -	\$ 1,300.00	100.0%	\$ -
40	TOTAL CHANGE ORDER 05	\$ 16,278.22	\$ 5,126.81	\$ 11,151.41	\$ 2,108.06	\$ 3,018.75	\$ -	\$ 5,126.81	100.0%	\$ -
Change Order 06										
CP 43	Cost to fill in and regrade roadway after rainstorm	\$ 500.00	\$ 649.00	\$ (149.00)	\$ 149.00	\$ 500.00	\$ -	\$ 649.00	100.0%	\$ -
CP 44	Install aluminum railing at rear retaining wall	\$ 4,151.85	\$ 4,828.60	\$ (676.75)	\$ 4,828.60	\$ -	\$ -	\$ 4,828.60	100.0%	\$ -
CP 45	Repairs & service to BHOP HVAC system	\$ 2,500.00	\$ 535.71	\$ 1,964.29	\$ 85.71	\$ 450.00	\$ -	\$ 535.71	100.0%	\$ -
CP 46	Restoration of entryway floor tile	\$ 1,296.00	\$ 1,310.00	\$ (14.00)	\$ 1,200.00	\$ 110.00	\$ -	\$ 1,310.00	100.0%	\$ -
CP 47	Added site work to remove tree, grading	\$ 3,000.00	\$ 3,558.00	\$ (558.00)	\$ 3,558.00	\$ -	\$ -	\$ 3,558.00	100.0%	\$ -
CP 48	Repair & repaint rear Aubuchon	\$ 4,500.00	\$ 4,340.00	\$ 160.00	\$ 4,340.00	\$ -	\$ -	\$ 4,340.00	100.0%	\$ -
CP 49	Add new 1st floor corridor door	\$ 1,582.93	\$ 1,500.88	\$ 82.25	\$ -	\$ 1,500.88	\$ -	\$ 1,500.88	100.0%	\$ -
CP 50	New keypad & door closer at east entry	\$ 1,000.00	\$ 1,384.85	\$ (384.85)	\$ 1,384.85	\$ -	\$ -	\$ 1,384.85	100.0%	\$ -
41	TOTAL CHANGE ORDER 06	\$ 18,530.78	\$ 18,106.84	\$ 423.94	\$ 14,161.31	\$ 3,945.53	\$ -	\$ 18,106.84	100.0%	\$ -
8% Fee on Change Orders										
42		\$ 21,574.12	\$ 19,513.39	\$ 2,060.73	\$ 18,243.48	\$ 1,269.91	\$ -	\$ 19,513.39	100.0%	\$ -
43	TOTAL CHANGE ORDERS & FEE	\$ 291,250.57	\$ 263,430.71	\$ 27,819.86	\$ 246,286.94	\$ 17,143.77	\$ -	\$ 263,430.71	100.0%	\$ -
44	Contingency	\$ 112,704.10	\$ 184,772.27	\$ (72,068.17)	\$ 184,772.27	\$ -	\$ -	\$ 184,772.27	100.0%	\$ 0.00
45	TOTAL CONTRACT & CHANGE ORDERS	\$ 2,515,029.57	\$ 2,515,029.57	\$ -	\$ 2,269,186.63	\$ 245,842.94	\$ -	\$ 2,515,029.57	100.0%	\$ 0.00
Return Unused Contingency										
46		\$ (184,772.27)	\$ (184,772.27)	\$ -	\$ -	\$ (184,772.27)	\$ -	\$ (184,772.27)	100.0%	\$ -



Work ending : 09-30-19

A	B	C1	C2	C3	D	E	F	G	H	
Item	Description of Work	Original Estimate	Revised Estimate	Variance	Previous Total Comp	This Period	Material Stored	Total Comp. & Stored	Percent (G/C2)	Balance To Finish
47	FINAL CONTRACT AMOUNT	\$ 2,330,257.30	\$ 2,330,257.30	\$ -	\$ 2,269,186.63	\$ 61,070.67	\$ -	\$ 2,330,257.30	100.0%	\$ 0.00

LIEN/CLAIM WAIVER

Contractor/ Sub Contractor Name Naylor & Breen Builders, Inc.
Address 191 Alta Woods, Brandon, VT 05733
Phone 802.247.6527

For and in consideration of the anticipated receipt of \$ 61,070.69, in payment of labor and/or materials furnished, the sufficiency and anticipated receipt of which is hereby acknowledged, the undersigned does hereby waive, release, and relinquish any and all claims, demands, and rights of lien for all work, labor, materials, machinery or other goods, equipment or services done, performed or furnished for the construction located at the site hereinafter described, to wit:

Smith Block / Smith Block, LLC
(Project Name and Owner)

Brandon, VT as of September 30, 2019
(City or Town, State) (Date)

The undersigned further warrants and represents that any and all valid labor and/or material and equipment described on behalf of the undersigned have been paid in full to the date of this waiver, or will be paid from these funds. The effective date of this lien waiver is the date that the check for payment of this requisition has cleared.

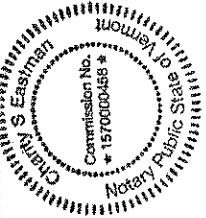
Amount of Contract (including all approved change orders)	\$ <u>2,330,257.32</u>
Total Paid to Date	\$ <u>2,269,186.63</u>
Amount Currently Requested	\$ <u>61,070.69</u>
Remaining Funds in Contract (after payment of this requisition)	\$ <u>- 0 -</u>

I CERTIFY UNDER PENALTY OF PERJURY UNDER LAWS OF THE STATE OF VERMONT THAT THE ABOVE IS A TRUE AND CORRECT STATEMENT

Signature/Title: Lisa M. Malone - Secretary Print: Lisa M Malone
Authorized Corporate Officer/Partner/Owner
Date: 10/16/19

State of Vermont ss:
County of Rutland

At Brandon in said county on the 10 day of October, 20 19, personally appeared before me Lisa Malone, duly authorized agent of Naylor & Breen Builders, Inc., and acknowledged the foregoing Contractor's Partial Release and Waiver of Lien to be his/her free act and deed and the free act and deed of Naylor & Breen Builders, Inc.
Before me,



Cheryl S. Eastman
Notary Public
My commission expires 01/31/21

Brandon Policy for selling a town asset

A. Purpose

This policy is meant to assure the citizens of Brandon the greatest possible transparency when it comes to the sale of a Town of Brandon asset.

B. Background

From time to time, the town of Brandon sells a town asset. The asset could be land, old equipment, or any other asset that is owned by the town. It is in the town's interest to receive the greatest value when selling a town asset. It is also VERY important to minimize the perception that a buyer might be buying a town asset far below market value. In order to maintain the trust of the Brandon townspeople, the select board should make a reasonable effort to be as transparent as possible.

It seems beneficial for neighboring land owners to know when town owned land is being sold so that they can make an offer on that property. While the state of VT has a statute that requires the town to post notice of the sale of property, the requirement of gathering a petition with 5% of the town's legal voters seems overly burdensome to a Brandon citizen who might want to stop the sale.

This policy is designed to be easily implemented. This policy respects, and does not conflict with, State Law governing property transfer (24 V.S.A. section 1061).

C. Policy

Therefore, it is the policy of the board that, whenever an offer has been made to buy a town asset, or the town wants to sell a town asset:

1. The sale amount is made public at a regular select board meeting.
2. The decision by the board to accept/reject that sale amount will be made NO SOONER than the next regular select board meeting.
3. The town manager will provide a cover sheet to the select board with the following information:
 - Amount offered - Item description - Date acquired - How acquired
 - Assessed value - Approx cost to the town for required advertising and legal document fees
 - Manager's recommendation
4. In the case of land for sale, the town manager will make a reasonable attempt to contact neighboring land owners so that they are aware of this potential transaction.
5. The Town will post a list of available properties in the town report each year.

ADOPTED: _____

Signatures

DATE

03/20/20
11:07 am

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63284 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 03/23/20 To 03/23/20

Page 1 of 6
Luanne

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310184	ABANAKI INC	03/05/20 rental of box trailer 12940	10-5-18-20500 Storage Unit Supply/Maint	150.00	48213	03/23/20
200263	ALDRICH & ELLIOTT, PC	03/06/20 Park St -Step 3 78941	56-5-16-20100 Park St -Step 3 Engineer	2000.00	48214	03/23/20
200263	ALDRICH & ELLIOTT, PC	03/06/20 WWTF refurbishment 78982	20-5-60-20120 Engineering	3320.00	48214	03/23/20
300338	BERIAU, SCOTT	03/19/20 2020 Celtics trip refund 03/19/20	10-5-18-60010 Bus Trips	272.00	48215	03/23/20
300086	BLACK, ROBERT L	03/18/20 officiating 03/18/20	10-5-18-30060 Basket Ball Expense	50.00	48216	03/23/20
100900	BRANDON FIRE DIST #1	03/13/20 Fisher sh be water 0331 3/2020	20-2-00-02120 Sewer Fee Credits	1308.88	48217	03/23/20
310699	BRANDON GLC SOLAR, LLC	04/01/20 monthly solar electric 159	20-5-55-42130 Electric	1935.00	48218	03/23/20
310699	BRANDON GLC SOLAR, LLC	04/01/20 monthly solar electric 159	10-5-22-42130 Bldgs & Grounds Electric	2365.00	48218	03/23/20
100280	BRANDON LUMBER & MILLWORK	03/03/20 locknuts, markers 821064/3	10-5-15-45120 Signs & Posts	21.17	48219	03/23/20
100280	BRANDON LUMBER & MILLWORK	03/04/20 hooks 821208/3	10-5-22-43080 Highway Bldg Maint	19.96	48219	03/23/20
100280	BRANDON LUMBER & MILLWORK	03/04/20 drill bits 821212/3	10-5-22-43080 Highway Bldg Maint	23.16	48219	03/23/20
100280	BRANDON LUMBER & MILLWORK	03/05/20 circuit breaker 821348/3	10-5-22-43080 Highway Bldg Maint	5.59	48219	03/23/20
100280	BRANDON LUMBER & MILLWORK	03/05/20 circuit breakers 821355/3	10-5-22-43080 Highway Bldg Maint	24.99	48219	03/23/20
100280	BRANDON LUMBER & MILLWORK	03/06/20 spray paint, wire brushes 821460/3	10-5-15-41160 HW Maint. Supplies-Vehicl	15.17	48219	03/23/20
100280	BRANDON LUMBER & MILLWORK	03/09/20 nuts & washers 821915/3	10-5-15-41160 HW Maint. Supplies-Vehicl	18.40	48219	03/23/20
100280	BRANDON LUMBER & MILLWORK	03/11/20 work gloves 822185/3	20-5-55-43160 Maint. Supplies - General	15.99	48219	03/23/20
100280	BRANDON LUMBER & MILLWORK	03/12/20 trash bags 822286/3	10-5-22-43170 Trash costs-Transfer Stat	12.99	48219	03/23/20
100280	BRANDON LUMBER & MILLWORK	03/13/20 saw blades 822409/3	20-5-55-43160 Maint. Supplies - General	29.97	48219	03/23/20
100280	BRANDON LUMBER & MILLWORK	03/13/20 pliers 822410/3	10-5-15-41160 HW Maint. Supplies-Vehicl	15.99	48219	03/23/20
310688	BRANDON POLICE DEPT	03/12/20 pd postage 3-10-20	10-5-14-30132 Postage Expenses PD	31.75	48220	03/23/20
200218	BRANDON REPORTER	03/13/20 ads for February 2/29/20	10-5-10-30310 Legal Advertising	78.00	48221	03/23/20
200218	BRANDON REPORTER	03/13/20 ads for February 2/29/20	10-5-12-30310 Legal Advertising	58.50	48221	03/23/20
200218	BRANDON REPORTER	03/13/20 ads for February 2/29/20	10-5-13-20010 Elections	32.50	48221	03/23/20
310395	BUTTERFIELD, PAULA	03/18/20 reimb. cleaning supplies 3/18/20	10-5-22-43180 Maint. Supplies Bldgs.	8.54	48222	03/23/20
311000	CARR, KRISTEN	03/19/20 reimbursement 03/19/20	10-5-18-50090 Adult Activities	64.37	48223	03/23/20

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100860	CARROLL, BOE & PELL P.C.	03/09/20	Misc. Legal PD 33744	10-5-10-21110 Legal Services	252.00	48224	03/23/20
100462	CASELLA WASTE MANAGEMENT	03/01/20	trucking of sludge 2381970	20-5-55-50170 Trucking	1215.00	48225	03/23/20
301503	CHAMPLAIN VALLEY FUELS	03/13/20	gasoline 159042	10-5-14-41130 Fuel - Vehicles	238.45	48226	03/23/20
301503	CHAMPLAIN VALLEY FUELS	02/11/20	diesel fuel 235791	10-5-15-41130 Fuel - Vehicles HW	1519.72	48226	03/23/20
301503	CHAMPLAIN VALLEY FUELS	03/13/20	heating fuel 358089	10-5-22-42110 Heating Fuel	182.44	48226	03/23/20
301503	CHAMPLAIN VALLEY FUELS	03/06/20	heating fuel @ HWY 430499	10-5-22-42110 Heating Fuel	298.96	48226	03/23/20
301503	CHAMPLAIN VALLEY FUELS	03/04/20	gasoline 430594	10-5-14-41130 Fuel - Vehicles	225.96	48226	03/23/20
301503	CHAMPLAIN VALLEY FUELS	03/10/20	diesel fuel 430764	10-5-15-41130 Fuel - Vehicles HW	363.45	48226	03/23/20
301503	CHAMPLAIN VALLEY FUELS	03/09/20	heating fuel @ Town Hall 431032	10-5-22-42110 Heating Fuel	331.92	48226	03/23/20
300755	CHEMSEARCH	02/28/20	drain cleaner 3869607	20-5-55-51310 Collection Systems	271.52	48227	03/23/20
310946	CINTAS	02/24/20	uniforms 4043522633	20-5-55-10320 Clothing Allowance	17.85	48228	03/23/20
310946	CINTAS	02/24/20	uniforms 4043522633	10-5-15-10320 Clothing Allowance	72.74	48228	03/23/20
310946	CINTAS	03/02/20	uniforms 4044115946	10-5-15-10320 Clothing Allowance	72.74	48228	03/23/20
310946	CINTAS	03/02/20	uniforms 4044115946	20-5-55-10320 Clothing Allowance	17.85	48228	03/23/20
310946	CINTAS	03/09/20	uniforms 4044780974	10-5-15-10320 Clothing Allowance	61.04	48228	03/23/20
310946	CINTAS	03/09/20	uniforms 4044780974	20-5-55-10320 Clothing Allowance	17.85	48228	03/23/20
310946	CINTAS	03/16/20	uniforms 4045437299	10-5-15-10320 Clothing Allowance	82.20	48228	03/23/20
310946	CINTAS	03/16/20	uniforms 4045437299	20-5-55-10320 Clothing Allowance	17.85	48228	03/23/20
310097	COMCAST	02/27/20	service: 03/04 - 04/03 PD02/27/20	10-5-14-42100 PD Telephone Service	310.87	48229	03/23/20
310097	COMCAST	03/17/20	town hall for 3/16-4/15 THALL 3-9-20	10-5-22-43150 Town Hall Repair/Maint.	86.22	48230	03/23/20
310037	CONSOLIDATED COMMUNICATIO	03/06/20	service: Mar 06 to Apr 05 HWY03/06/20	10-5-15-42100 HW Telephone	87.86	48231	03/23/20
310037	CONSOLIDATED COMMUNICATIO	03/06/20	service: Feb 06 to Mar 05 PD03/06/20	10-5-14-42100 PD Telephone Service	46.36	48231	03/23/20
310817	COOK, DEL	03/19/20	2020 Celtics trip refund 03/19/20	10-5-18-60010 Bus Trips	136.00	48232	03/23/20
311001	DAVIS MANDY	03/08/20	poster design 0148	10-5-18-50090 Adult Activities	27.00	48233	03/23/20
311004	DOTY, PAUL	03/19/20	2020 Celtics trip refund 03/19/20	10-5-18-60010 Bus Trips	272.00	48234	03/23/20

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100494	ENDYNE INC	03/16/20 testing	20-5-55-22120	155.00	48235	03/23/20
		326279	Testing			
100494	ENDYNE INC	03/18/20 testing	20-5-55-22120	75.00	48235	03/23/20
		326452	Testing			
300187	FLORENCE CRUSHED STONE	02/21/20 sand	10-5-15-47120	813.28	48236	03/23/20
		227987	Winter Sand			
300187	FLORENCE CRUSHED STONE	02/29/20 3/4 minus	10-5-15-46140	782.78	48236	03/23/20
		228003	Gravel			
300187	FLORENCE CRUSHED STONE	03/07/20 3/4 minus & dolomite	10-5-15-46140	2376.19	48236	03/23/20
		228015	Gravel			
311003	FRARY, THERESA	03/19/20 2020 Celtics trip refund	10-5-18-60010	272.00	48237	03/23/20
		03/19/20	Bus Trips			
310426	FYLES BROS., INC.	03/02/20 propane for WW boiler	20-5-55-42110	673.99	48238	03/23/20
		201578	LP Gas - Bldgs			
310426	FYLES BROS., INC.	03/09/20 propane/WW Supply Garage	20-5-55-42110	140.84	48238	03/23/20
		202342	LP Gas - Bldgs			
310426	FYLES BROS., INC.	03/09/20 propane @ Town Hall	10-5-22-42100	207.24	48238	03/23/20
		202357	Heating - Propane			
310426	FYLES BROS., INC.	03/16/20 propane @ Town Office	10-5-22-42100	110.22	48238	03/23/20
		203146	Heating - Propane			
310426	FYLES BROS., INC.	03/16/20 propane/WW Chem Bldg	20-5-55-42110	163.81	48238	03/23/20
		203474	LP Gas - Bldgs			
300974	GRAPH-X INCORPORATED	03/05/20 vinyl	10-5-14-41110	400.00	48239	03/23/20
		4292	New Equipment - Vehicles			
100725	GREEN MOUNTAIN GARAGE	03/04/20 hose	10-5-15-41160	7.89	48240	03/23/20
		148093	HW Maint. Supplies-Vehicl			
100725	GREEN MOUNTAIN GARAGE	03/04/20 rust treatment	10-5-15-41160	50.74	48240	03/23/20
		148122	HW Maint. Supplies-Vehicl			
100725	GREEN MOUNTAIN GARAGE	03/05/20 spreader, hardener	10-5-15-41160	33.44	48240	03/23/20
		148149	HW Maint. Supplies-Vehicl			
100725	GREEN MOUNTAIN GARAGE	03/06/20 wire/rust treatment	10-5-15-41160	33.11	48240	03/23/20
		148186	HW Maint. Supplies-Vehicl			
100725	GREEN MOUNTAIN GARAGE	03/13/20 door handle	10-5-15-41160	96.29	48240	03/23/20
		148459	HW Maint. Supplies-Vehicl			
100725	GREEN MOUNTAIN GARAGE	03/13/20 handle	10-5-15-41160	2.70	48240	03/23/20
		148465	HW Maint. Supplies-Vehicl			
310233	GREEN MOUNTAIN POWER	03/13/20 2nd light for feb	20-5-55-42130	23.49	48241	03/23/20
		2NDLITE3/20	Electric			
310233	GREEN MOUNTAIN POWER	03/13/20 bryant circle for feb	20-5-55-42130	23.33	48241	03/23/20
		BRY3/2020	Electric			
310233	GREEN MOUNTAIN POWER	03/13/20 carver st pump for feb	20-5-55-42130	13.67	48241	03/23/20
		CARVER 3/20	Electric			
310233	GREEN MOUNTAIN POWER	03/13/20 champlain pump for feb	20-5-55-42130	262.67	48241	03/23/20
		CHAMP 3/20	Electric			
310233	GREEN MOUNTAIN POWER	03/13/20 crescent park for feb	10-5-22-42130	86.65	48241	03/23/20
		CRESC 3/20	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	03/13/20 center gazebo for feb	10-5-22-42130	21.42	48241	03/23/20
		GAZE 3/2020	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	03/13/20 highway garage feb	10-5-22-42130	215.84	48241	03/23/20
		HWAY 3/20	Bldgs & Grounds Electric			

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310233	GREEN MOUNTAIN POWER	03/13/20 newton pump for feb NEWTON 3/20	20-5-55-42130 Electric	341.79	48241	03/23/20
310233	GREEN MOUNTAIN POWER	03/13/20 police dept for feb PD 3/2020	10-5-22-42130 Bldgs & Grounds Electric	50.42	48241	03/23/20
310233	GREEN MOUNTAIN POWER	03/13/20 rec field for feb REC 3/2020	10-5-22-42130 Bldgs & Grounds Electric	3.35	48241	03/23/20
310233	GREEN MOUNTAIN POWER	03/13/20 rt 73 pump for feb RT73 3/20	20-5-55-42130 Electric	34.65	48241	03/23/20
310233	GREEN MOUNTAIN POWER	03/13/20 st lights for feb STLGHTS3/20	10-5-22-42130 Bldgs & Grounds Electric	2636.22	48241	03/23/20
310233	GREEN MOUNTAIN POWER	03/13/20 town hall for feb THALL 3/20	10-5-22-42130 Bldgs & Grounds Electric	176.26	48241	03/23/20
310233	GREEN MOUNTAIN POWER	03/13/20 town office for feb TOFFICE3/20	10-5-22-42130 Bldgs & Grounds Electric	357.66	48241	03/23/20
310233	GREEN MOUNTAIN POWER	03/13/20 union park & light feb UNION 3/20	10-5-22-42130 Bldgs & Grounds Electric	516.55	48241	03/23/20
310233	GREEN MOUNTAIN POWER	03/13/20 wastewater for feb WW 3/2020	20-5-55-42130 Electric	1094.15	48241	03/23/20
310526	GUILLES, TIMOTHY S.	03/19/20 town hall rental refund 3-23-20	10-4-22-30100 Town Hall Rent	75.00	48243	03/23/20
310939	HUTCHINS, KYLE	03/19/20 2020 Celtics trip refund 03/19/20	10-5-18-60010 Bus Trips	408.00	48244	03/23/20
310663	KETCHAM, JESSICA	03/19/20 2020 Celtics trip refund 03/19/20	10-5-18-60010 Bus Trips	408.00	48245	03/23/20
310999	KILPECK, BRIAN	03/12/20 boot reimbursement 3/12/20	10-5-15-10320 Clothing Allowance	100.00	48246	03/23/20
310857	KILPECK, THOMAS	03/12/20 training, insp. mileage 3/12/20	10-5-12-10310 Travel & Expenses	164.45	48247	03/23/20
311002	LINCOLN, MOLLIE	03/19/20 2020 Celtics trip refund 03/19/20	10-5-18-60010 Bus Trips	816.00	48248	03/23/20
310566	LUFKIN, MICHAEL	03/18/20 officiating 03/18/20	10-5-18-30060 Basket Ball Expense	50.00	48249	03/23/20
310630	MASTERCARD	02/07/20 quiz night trivia 61255	10-5-18-50090 Adult Activities	49.64	48250	03/23/20
310630	MASTERCARD	02/08/20 wireless microphone syste 61256	10-5-18-20600 Equipment /Supplies	563.12	48250	03/23/20
310630	MASTERCARD	02/09/20 ".com" Domain renewal 61257	10-5-10-10330 Dues & Subscriptions	18.17	48250	03/23/20
310630	MASTERCARD	02/20/20 pre-stamped envelopes 61258	10-5-10-30132 Postage Expenses	1317.35	48250	03/23/20
310630	MASTERCARD	02/21/20 sheet music downloading 61259	10-5-18-40040 After School Activity	9.53	48250	03/23/20
310630	MASTERCARD	02/26/20 tourn. bracket creator ly 61260	10-5-18-50060 Corn-Toss League	84.97	48250	03/23/20
310630	MASTERCARD	02/27/20 UCC filing for RLF 61261	37-5-10-21110 Legal Expenses	140.00	48250	03/23/20
310906	MODERN CLEANERS & TAILORS	02/29/20 uniform maintenance 1227	10-5-14-10320 Clothing Allowance	49.00	48251	03/23/20
310796	NATIONAL BUSINESS LEASING	03/07/20 lease: 03/01/20-03/31/20 67159494	10-5-10-30130 Service Contracts	102.00	48252	03/23/20

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301052	03/19/20	2020 Celtics trip refund	10-5-18-60010	272.00	48253	03/23/20
	03/19/20		Bus Trips			
310081	03/11/20	WW RF1-159 #1	20-5-55-61020	2158.30	48254	03/23/20
	3/11/20		2012 WW CWSRF RF1-159			
310994	02/26/20	rim gears	10-5-15-44130	21.00	48255	03/23/20
	1322		Tree Removal/Planting			
310842	03/02/20	FY 19/20 audit expense	10-5-10-22110	2750.00	48256	03/23/20
	25750		Auditors			
100491	03/19/20	drb meeting ad 3/10/20	10-5-12-30310	62.55	48257	03/23/20
	00068087		Legal Advertising			
310905	03/09/20	Security Software-12 mo.	10-5-10-30134	767.46	48258	03/23/20
	30920		Technical Support			
310544	03/17/20	town hall rent refund	10-4-22-30100	175.00	48259	03/23/20
	SHANK		Town Hall Rent			
200207	03/19/20	2020 Celtics trip refund	10-5-18-60010	136.00	48260	03/23/20
	03/19/20		Bus Trips			
310397	03/03/20	oil	10-5-15-41140	472.35	48261	03/23/20
	INV1878675		Oil - Vehicles			
310397	03/03/20	parts/oil for loader	10-5-15-41160	137.32	48261	03/23/20
	INV1879222		HW Maint. Supplies-Vehicl			
310397	03/03/20	parts/oil for loader	10-5-15-41140	214.94	48261	03/23/20
	INV1879222		Oil - Vehicles			
310045	03/17/20	engraved paper	10-5-13-30110	25.00	48262	03/23/20
	412		Office Supplies			
300004	02/28/20	VIBRS	10-5-14-30130	2366.00	48263	03/23/20
	80570		Service Contracts			
310900	03/10/20	lift inspections	10-5-22-43150	150.00	48264	03/23/20
	28362		Town Hall Repair/Maint.			
310900	03/10/20	lift inspections	10-5-22-43100	150.00	48264	03/23/20
	28362		Town Office			
310046	03/12/20	paper	10-5-10-30110	103.96	48265	03/23/20
	208774388		Office Supplies			
310046	03/12/20	tape	10-5-10-30110	16.04	48265	03/23/20
	208776961		Office Supplies			
300905	01/10/20	radios & antennas	10-5-15-41180	1160.34	48266	03/23/20
	186094		HW Outside Maint. - Vehic			
330427	03/06/20	hoodies	10-5-18-30060	938.00	48267	03/23/20
	16358		Basket Ball Expense			

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Report Total				46787.90		

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 \$ ****46,787.90
Let this be your order for the payments of these amounts.

03/18/20

03:58 pm

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Jacolyn

All Invoices For Check Acct 99(10 General Fund) 03/23/20 To 03/23/20

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
100456	DUBOIS & KING INC	320087	S6 CI progress rpt # 70	9307.38	0.00	9307.38	48212 03/23/20
Report Total				9,307.38	0.00	9,307.38	

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 \$ *****9,307.38

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