

PLEASE NOTE: REMOTE MEETING via ZOOM

Meeting ID (253 279 4161)

Dial: (929) 205 6099

**Brandon Select Board Meeting
April 26, 2021
7:00 p.m.**

The Brandon Select Board will meet Monday, April 26, 2021 at 7:00 p.m. 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 Junction Store & Deli at 2265 Forest Dale Road. 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 Audit Review Minutes – April 12, 2021
 - b) Select Board Minutes – April 12, 2021
- 3) Town Manager's Report
- 4) Public Comment and Participation
- 5) Approve Clean Water Loan Application
- 6) Consider Grant Resolution for Library
- 7) Consider Reinstating Interest and Penalty on Sewer and Taxes
- 8) Consider posting Notice to Bid on town lots 6-1-23 and 6-1-32
- 9) Fiscal
 - a) Warrant – April 26, 2021– \$173,900.47
- 10) Executive Session

First Motion: I move to find that the premature general public knowledge of the negotiation strategies with the NEBPA will clearly place the Town at a substantial disadvantage.

Second Motion: I move that we enter executive session to discuss the current collective bargaining agreement with the NEBPA under the provisions of 1 V.S.A. § 313(a)(1)

- 11) Adjournment

Brandon Select Board Meeting
Audit Review
April 12, 2021

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

All in Attendance via Zoom.

Board Members In Attendance: Brian Coolidge, Seth Hopkins, Tim Guiles, Michael Markowski, Tracy Wyman

Others In Attendance: Dave Atherton, Josh Quinn, Bill Moore, Sue Gage, Stephanie Jerome, Bernie Carr

1. Call to order

The meeting was called to order by Seth Hopkins - Chair at 6:30PM.

a) Agenda Adoption

Motion by Tim Guiles/Tracy Wyman to adopt the agenda, as posted. **The motion passed unanimously.**

2. Audit Review

Josh Quinn of RHR Smith and Company provided a presentation on the Town's audit. Mr. Quinn stated they were on site in the fall visiting with Sue Gage, Dave Atherton, and Jackie Savelle. COVID has caused a struggle and apologized for the delay. Mr. Quinn stated similar to last year, he will review the pertinent parts of the statement. Part of the process is review of total controls and procedures to assure procedures are being followed and best practice recommendations are provided. Mr. Quinn reviewed Statement C balance sheet for Governmental Funds that shows all major funds. He stated the unassigned fund balance as of 6/30/20 was \$461,340 with assets of \$2,682,774 and liabilities of \$1.6 million, deferred revenues of \$338,000 and fund balance total that is made up of a variety of different types of fund balances. Statement E relating to Revenues and Expenditures, he noted the revenues were \$7,351,000 and total expenditures were at \$7,225,000 with an excess in revenues over expenditures of \$126,000. There is a total change in fund balance of a positive \$53,618 and started with \$616,000 and ended with \$670,000 in the fund balance. Mr. Quinn noted fund balances one metric to use should be 30, 60 or 90 days' worth of expenses and 30 days of expenses are just under \$600,000, which is about what the Town has and is good. With regard to the Wastewater Proprietary Funds, there is no fund balance and includes all long term assets and liabilities. The assets are \$5.394 million and the total liability is \$1.2 million. This is all the capital assets and less what is owed with capital assets is a little over \$3 million. Mr. Quinn noted the Wastewater Fund is in great shape because the operating expenses are a little over \$600,000 and the Town is well ahead in this fund. In reviewing the notes, Mr. Quinn stated the first one is a long note and complement the financial statements and talks about how things are valued and gives descriptions of the fund balances. In Note 8, which is the long term debt, in the General Fund the Town started the year with \$2 million of bonds payable and paid of \$196,000 and ended with \$1.9 million. For the direct bonds payable like leases, the town started with \$421,000 and

added \$97k worth of notes and paid off \$187k and ended with 332,000. The Sewer funds started with \$914,000 and paid off \$32,000 was paid off and ended with \$882,000. Schedule A was a snapshot of Budget to Actual with for all revenues for the year and gives a 10,000 foot-look at revenues with the Town budgeting \$7.2 million and \$7.385 million received. Mr. reviewed Schedule b which was a schedule of departmental operations to better understand the general fund.

In reviewing the management letter, Mr. Quinn advised that with testing they pull cash receipts, cash disbursements expenditures, look at payroll and test a myriad of things. There was an issue with the health insurance payments where the premium payments were calculated using the personnel policy and was basically an accident that was addressed, instead of using the union agreements. They talked to Jackie Savela about how it occurred and discussed how to avoid having it happen in the future. With bank reconciliations, they also provided suggestions in this area in signing off on bank reconciliations for complete oversight to have another set of eyes look at the bank reconciliations. This was another good audit year and is one of the better municipalities that they audit from an organizational perspective. Mr. Quinn appreciated the ease with which information is provided. Mr. Quinn opened the floor to questions.

Seth Hopkins thanked Mr. Quinn and appreciated what was highlighted. He thought it is useful in looking at the sum total of all the small decisions made to find out what the overall impact on the Town's finance are. The Board tries to work with a long term view and it is good to see the aggregate figures. Mr. Hopkins also thanked Dave Atherton, Sue Gage, Jackie Savela, Luanne Merkert and Elaine Smith, noting the Board appreciates all the work the Town staff does. Tim Guiles stated some of the audit seems to be boilerplate and was curious about Page 8 regarding the purpose of the report. It says that the purpose is to describe the scope and not provide an opinion on compliance but the next page indicates that the responsibility is to provide an opinion and seems to be contradictory. Mr. Quinn noted he did not completely disagree. Page 81 is the federal programs and there is also an audit for financial statements. That is quantitative and provides an opinion on where they believe the statements are fairly presented and it was believed that it was fairly stated. The federal compliance has to do with the federal compliance requirements that are on Page 81. This relates to the financial statement audit and is a small difference but is where the separation point is. Page 80 is in all audits and there is so much that has to go into the audits that there is a boilerplate. Mr. Quinn noted that he appreciates working with the Town of Brandon. Mr. Hopkins asked if there are any thoughts with regard to the bank reconciliation. Sue Gage suggested Jackie Savela could provide an overview. Dave Atherton stated Ms. Savela is already doing what was recommended by the auditors when they addressed the issue.

3. Adjournment

Motion by Tracy Wyman/Tim Guiles to adjourn the Select Board meeting at 6:53PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Brandon Select Board Meeting April 12, 2021

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

All in Attendance via Zoom.

Board Members In Attendance: Brian Coolidge, Seth Hopkins, Tim Guiles, Mike Markowski, Tracy Wyman

Others In Attendance: Dave Atherton, Barry Varian, Allie Breyer, Chris Brickell, Adam Murach, Butch Shaw, Linda Stewart, Bernie Carr, Karen Rhodes, Karleen Werner, Brent Buchler, Doug Bailey, Lee Kahrs, Sue Gage, Mei Mei Brown, Peter Werner, Derek Gregorik, Mary Lou Webster, Jessica Doos, Ralph Ethier

Stephanie Jerome reported the American Rescue Plan funds are coming to the State and she has sent Mr. Atherton some of the information. The Town will receive \$99.00 per person. There will be an additional \$194.00 per person for the County and she thinks the majority of that money may go to each of the towns. Some may go to Fire and Water districts. She stated this is big news and suggested thinking about one-time money that could possibly be used towards projects that are about to happen, perhaps the repairs to the sewer system. It does not have to be used in one year and can be used within 3.5 years. There is a lot of money coming for affordable housing and broadband. Sue Gage stated a lot of this money is based on census figures and Vermont was slow in doing the census, but it is important for federal funding. Bill Moore stated the Town has lost 200 people in the census. Ms. Jerome stated they are using 2018 data from the VLCT for the funding. Butch Shaw noted concern with losing 200 people in the census and advised the county could lose a representative because of that. If the numbers do not make sense, the Town can challenge the census figure. Mr. Shaw stated the General Census Committee is working on this now. Mr. Shaw stated Rutland County lost a representative last time and we don't need to lose another one.

1. Call to order

The meeting was called to order by Seth Hopkins - Chair at 7:03PM.

a) Agenda Adoption

Motion by Brian Coolidge/Tracy Wyman to adopt the agenda, as posted. The motion passed unanimously.

2. Approval of Minutes

a) Select Board Noise Ordinance Public Hearing – March 20, 2021

b) Select Board Noise Ordinance Public Hearing – March 22, 2021

c) Select Board Minutes – March 22, 2021

Motion by Tracy Wyman/Mike Markowski to approve the minutes of the March 20th Select Board Noise Ordinance Public Hearing, March 22nd Select Board Noise Ordinance Public Hearing and March 22nd Select Board Meeting. **The motion passed unanimously.**

3. Town Manager's Report

Dave Atherton provided a report for the weeks of March 22nd, March 29th, and April 5th, 2021:

- . Segment Six sidewalk repairs/replacement will start the week of April 19th. We will also be going over punch list items in preparation for a final walk through.
- . We have been awarded \$300,000.00 through the VTrans Transportation Alternatives Program to replace the sidewalks on Union Street from Hannaford's to the rail crossing.
- . An Invitation to Bid has been sent out for the construction of the bioswales in the parking area behind Café Provence and Pearl Street. This is 100% grant funded by NRCS.
- . Mr. Atherton has had a few meetings with N.E. Woodcraft, NRCS and Watershed Consulting to discuss and design a stormwater filtration system for the runoff on their property located on North Street. Their property falls under the new 3 acre commercial stormwater regulations that are soon to be enacted. We are looking at grant options for Woodcraft in getting this project funded.
- . Mr. Atherton has submitted all of the required documentation for the grant closeout on the EVSE grant used for the charger installation at the Conant Square parking area.
- . Mr. Atherton attended an Emergency Management "Hot Topic" meeting that discussed best management practices for roadsides and municipal rights-of-way. The majority of the discussion focused on healthy tree canopy, diverse plant habitat and safe roadways.
- . Mr. Atherton attended RRTC meeting on March 25th. There was a presentation by a Rutland HS student on the future of Hydrogen vehicles and the new VTrans ranking system for regional State highway projects.

Rec Department News:

- . We will be offering an Archery Course led by Melinda Hardt at Estabrook on Fridays in May. Ages 7 and up. \$40 for the 4 weeks. Check out brandonvt.myrec.com for more information.
- . Miller Amusements, our Carnival Ride Vendor, will be able to restart operations in VT after July 4th. Stay tuned for a new Brandon Carnival Date.

. Sign-ups for Majors and Minors Softball will be ending on April 14th. T-ball and Mighty Mites will begin through April 28th. Sign-up today.

. We will forgo a Middle School Lacrosse season due to not having a coach.

Tim Guiles asked the status of the swamp land sale as it seemed to have fallen through. He understood from when he was looking at the process there is a 95 acre piece that is unclaimed. Dave Atherton stated they would have to quick claim it. The State backed out of the two swamp lots and he has another interested party and will talk to the Select Board about this in the future.

4. Public Comment and Participation

Sue Gage thanked Jimmy Pinkham for picking up litter before May 1st and noted he picked up a truckload in her neighborhood. Seth Hopkins noted Helyn Anderson has also started her foot-based pick up during her walks.

Doug Bailey asked if the two speed radar towers that were obtained during Segment 6 will be installed at each end of Town. Dave Atherton advised they are due to be installed this spring and will be put up shortly.

Linda Stewart asked if the sidewalks near the library are going to be repaired as they are shedding pieces of the concrete. Mr. Atherton stated Casella will be back with the concrete company to either repair or replace the sidewalks in question starting next week.

5. Consider Policy to Avoid Conflicts of Interest in Board Appointments

Seth Hopkins stated this policy was introduced at a previously meeting and was edited. Brent Buehler asked what the issue was with having a second person from the same household on the same committee. He stated there are many married couples or partners that have participated on the same committees in his work and asked what precipitated that. Seth Hopkins stated there was concern expressed by a board member that conversations do not stop after the meeting is over and it is likely there would be ongoing conversations after a meeting. Mr. Buehler stated it could be true of committee members that talk regularly. Mr. Hopkins stated it would be more probable if the members live together. Tim Guiles stated the next item in the policy indicates the Select Board can waive the policy when needed if it seems the best sense to appoint two from the same household. Mr. Hopkins stated this policy is an enhancement to the VLCT's model policy. Allie Breyer thought it was directed at Michael and she when they were on the same board, but they did not talk about things and noted there is a bit of strangeness in this policy in that there is so much conflict of interest in other areas in Town.

Motion by Tracy Wyman/Brian Coolidge to approve the Policy to Avoid Conflicts of Interest in Board Appointments as written and posted. **The motion passed unanimously.**

6. Noise Ordinance Discussion

Seth Hopkins thanked all who have made contributions to the discussion and noted the Select Board has had a number of written comments and they appreciate all comments. They have had good input from the Police Chief and the Town Manager has received information from the VLCT. It has been helpful to have the range of opinions and appreciated all who have brought forth their contributions to inform the Board. Mr. Hopkins opened the floor for Board discussion on this subject. Tracy Wyman advised he read through all of the letters and noted of the 22 letters, one had no name, there were 12 for an ordinance, 9 against the ordinance and a letter and survey from the Werner's who did a survey in the High Pond area that posed the questions of whether people in the area were threatened about guns being shot and whether it was thought a noise ordinance was needed. Of the 35 people that had signed the survey, 34 did not want a noise ordinance and one wanted it and no one felt threatened. Mr. Wyman thought since there is State statute relative to noise issues and until the Town has more voter input because the Select Board has heard from 50 to 60 out of around 1100 people, he did not think it warrants having a noise ordinance. Mike Markowski agreed with Mr. Wyman as there has been discussion about majority rights versus personal rights and the only fair way to move forward would be with a Town vote. It seems there are a lot more people against it than for it and the Board needs to tread lightly and needs a way to enforce it. Tim Guiles has been grateful for the broad points of view that have been very thoughtful and he does not think it is just a gun or car issue, but there are several kinds of noise issues that arise. He thinks it is fair to say that everyone agrees the best way to solve noise issues by would be by talking to your neighbor, but the noise ordinance comes down to the small class of problems that cannot be solved with talking with your neighbor and is not the majority of issues. When talking does not work, a noise ordinance is a tool that can be used. He thinks of the ordinance as more of a tool in the toolbox for the Police Department or the Zoning Administrator to use. He understands there are State statutes but enforcing it is different from enforcing a local ordinance. When keeping an ordinance locally, it can be handled more effectively. As with the animal control ordinance, the Town was trying to say at a local level what it is at the State level. There is a State statute about disturbing the peace that already exists but may be appropriate to restate it in a simple noise ordinance to allow us to apply at the discretion at a local level. Like animal control, we allow the control officer to do what is in State statutes. Karen Rhodes did not understand this issue as when neighbors dispute there a mechanism for that. She stated trying to gain enforcement over a neighborhood is why this blew up and noted it seems that there are ways for neighbors to dispute this rather than involving the entire Town and thought this was excessive. Linda Stewart stated it is nice to say go to your neighbor, but if they have teenagers that play loud music it is difficult to do and she thought there has to be some sort of restriction. They can either go to their neighbor or call the police. Allie Breyer requested the High Pond survey and would like them on record as well as all the records that were sent in. She stated there is a neighbor that shoots assault weapons and the neighbor is not reasonable. They now have several people that create loud noises because they are mad. Their neighbor shoots their guns and are not reasonable people, even though they have tried to speak to them. She knows there are several people in Town that have had similar issues and they need someone to step in. She hopes the Select Board thinks about all the people that have expressed issues and there are not many issues but there are severe issues. Mei Mei Brown echoed her support for the ordinance as this is a tool for people to live in harmony. She worked for the Thomas Answering Service and sometimes you need law enforcement to step in and Brandon needs that extra tool. She has talked with Chief Brickell regarding barking dogs, but they could not do anything because there is not an ordinance. Too many people are taking the

gun issue part and suggested stepping back to see how to live in harmony with your neighbors and there needs to be tools to resolve issues peacefully. The ordinance needs to be in place to enhance Brandon as a community. Tim Guiles stated there is currently an enforcement action going through with the Zoning Administrator because in the BLUO it talks about having noise below 60 decibels at night and 70 decibels during the day. That is another possible tool to consider in what is the right tool to address the issue. He does not understand how a noise ordinance will impinge on the majority of the Town and will be detrimental to most of the people because if one is not having a noise problem, it will not affect people. Dave Atherton stated with regard to the BLUO, Section 600 is standards for new land use development. This is not a standalone noise ordinance and is the criteria for new development. Mr. Atherton noted he had a similar discussion with the Planning Commission and has also reviewed this with Chief Brickell and confirmed it is not a noise ordinance.

Motion by Tim Guiles to have a small study group to put together a potential solution to bring to the Board.

Mei Mei Brown volunteered to assist Mr. Guiles with this.

The was no second to the motion and the motion failed.

Motion by Tracy Wyman/Mike Markowski to maintain the current course and rely on the existing State statute.

Tracy Wyman suggested it could be placed on the town ballot next year. Tim Guiles agreed that State statute would be the right tool and he would like to amend the motion to suggest if it is passed, it includes a statement from the Board about the enforcement of the State statute. Seth Hopkins stated it is not the Board's practice to tell the professionals how to do their job and the Board has not told the Police Chief how to enforce the law. Mr. Guiles stated he did not suggest Mr. Brickell does not do his job and his reason for the suggestion is it feels like there are a number of people who would like to have a clear understanding of how to address noise problems and showing support for enforcing State statute is a way to do that. Chief Brickell cautioned the Board putting out a statement on how the Police Department will enforce, as they have to meet standards in order to charge someone of a criminal violation. If the Board is going to come together on action of the Police Department, the statement might not meet the criteria in the court of law. Lee Kahrs suggested discussing further as there are people who want to know how to move forward with the current issues at hand and what the Board's position is. Seth Hopkins stated the Board cannot take a position on how the issues can be resolved.

Motion by Tracy Wyman/Mike Markowski to call the question. **The motion passed unanimously.**

The original motion passed with one no vote – Tim Guiles.

Seth Hopkins thanked all who were present and all who were engaged during the process. Mr. Hopkins also thanked Mr. Werner for his efforts and the information that he provided. Mr. Hopkins found that to be an admirable effort of outreach to neighbors and for 35 people signing

their names was refreshing and was fairly positive in terms of what the community does not support. Tracy Wyman echoed Mr. Hopkins statement.

7. Consider Estabrook Park Use Policy

Seth Hopkins stated this item was discussed at the previous meeting about how the policy came to be, discussion of a letter from Mary Lou Webster and the response letter from Mr. Moore as the Rec Director. Mary Lou Webster stated the current hours should be 7AM to dusk as those are realistic hours. Mr. Hopkins asked if that included exemptions for certain special events. Ms. Webster stated the park was designed for outdoor recreation use and it should not be changed to nighttime activity. She does not want a lot of lighting and late hours and noise as it is disturbing to the neighborhood. Mr. Moore's letter had asked about rescinding the 1994 resolution and Mr. Hopkins spoke to Mr. Atherton and noted he had a good comprehensive solution. Dave Atherton stated there had been discussion about revisiting all of the rules and bylaws for using the town parks and other areas. It is time to revisit those areas due to the changes that have been made in the downtown and the changing times we are now in. Mr. Atherton noted the Town has an open container rule but there have been special events where it happens. We have some regulations in the parks for vendors, but it would be good to have something when someone wants to use the park or the town hall for an event. The Town has some great areas that people can use and Estabrook Park should be included under the same umbrella of rules. Mr. Hopkins stated all of the public places are for building community and this is a good idea. Mr. Hopkins asked if the Board wanted to develop a public use document or have the Town Manager develop it to bring to the Board.

Motion by Mike Markowski/Tracy Wyman to have the Town Manager, Rec Director and Police Chief confer and develop a blanket policy for all public spaces in Town.

Linda Stewart was in support of Mary Lou Webster's comments because there are a lot of people who bought their homes who knew the rule and now the Town is talking about changing the rules. Any noise at night is disruptive to the nursing home and the apartments nearby and people did not buy their homes to have things change. She is in support of the Barn Opera, but there is also the carnival and fireworks and the Town has gone away from the rules that were in place.

Bill Moore advised he has never received a complaint, including from Ms. Webster until this point. The carnival has been going on since 2016 and nothing was done last year and perhaps the Barn Opera was what sparked this issue. There needs to be open lines of communication. The drive-in movies are broadcast over people's car radios and the neighbors that border the park do not have a problem with them. He fails to see why this has become such a big issue because it is the complaint of a single resident in determining how to use that park. This years' activities will be starting and the park serves the public well. This is something that could have been changed and he does not see that it is as large an issue as it has been made out to be. Mary Lou Webster stated she did call in complaints to the Police and when she called about the Barn Opera, she called in the afternoon when they were adjusting their PA and asked to have a call put through to the Brandon Police and dispatch refused to put the call through. Mr. Moore stated if Ms. Webster had reached out to him, it could have been resolved. Ms. Webster stated she reached out to her elected officials who are responsible to her. Mr. Moore stated he is responsive and if she had

called him about the Barn Opera, the issue would have been settled. Ms. Webster felt the Town needs a noise ordinance. Chris Brickell stated this is the first he is hearing of this and the fact that she called dispatch for State Police is something out of his control. While he agrees, he cannot address something that he was not made aware of. Mr. Hopkins asked what the schedule is for the drive in and Mr. Moore advised the plan is from June through the end of July with some breaks on Fridays and Saturdays but reiterated there is little noise as people are listening to them in their cars. Mr. Moore advised the Town will need to cancel some of the events based on the resolution. Mr. Atherton was concerned as there was a decision made that Ms. Webster, Mr. Moore and he would meet, but they did not get a call from Ms. Webster. When he read the ordinance, the reason it was closed at dusk was because there were no lights, but there are lights in the area now. The only reason that things were not happening after dusk was because there was no lighting. Ms. Webster did not meet with Mr. Atherton and Mr. Moore because she sent her concerns to her elected officials and noted they should be discussed in a public forum.

Motion by Tracy Wyman/Mike Markowski to rescind the 1994 resolution.

Seth Hopkins stated the reason for this motion is that there is a request to discuss this in public and there is a request from the Rec Director to allow him to move forward with developing his activities. This is a comprehensive policy that has been thought out and is a smart way to go and he is being responsive to the action. Brent Buehler asked if the legal papers allow for commercial activities, such as the movies. Dave Atherton stated the resolution has nothing to do with the deed and only relates to changing the hours. Originally the field was supposed to close at 10PM. They resolved that on 9/26/94 the hours would be 7AM to dusk. There are no restrictions and the resolution is only changing the hours from 10PM to dusk and State statute would indicate 10PM. Jessica Doos wanted to speak in general about the Rec Department noting young families in Brandon have good things to do as families and Estabrook Park is a good spot for the activities. Having a lot of things to do for young families strengthens the community and the Town shouldn't restrict it so much that it is impeded. It is important for families and the community in general, and for Brandon as a destination for events. It helps our businesses, Town and community spirit and Ms. Doos thought it is important for Estabrook Park to be a space like that.

The motion passed unanimously.

Dave Atherton will begin the process of working on a new policy.

8. Consider Real Estate Conveyance

Dave Atherton stated this was the offer that was brought to the Select Board from the gentleman who wanted an easement and the Board preferred it be a sale. This is the Purchase and Sale Agreement and the 1061 notice is attached.

Motion by Tracy Wyman/Brian Coolidge to approve the Purchase and Sale Contract.

Tim Guiles asked if the purchaser covers the legal and advertising costs. Mr. Atherton advised that those costs are included in the sale. Brent Buehler stated he did not see the charges in the

document and Mr. Atherton offered to send Mr. Buehler the emails that indicate what the advertising and legal fees would be. Mr. Atherton noted the attorney fees were \$450.00.

The motion passed unanimously.

9. Consider Reinstating Interest and Penalty on Sewer and Taxes

Dave Atherton stated at the end of last year, the Town was not far off with delinquencies. With all of the financial assistance for water and sewer, there has been opportunities and ways for people to pay at no cost to them. There are not unusual delinquent taxes seen and not enough of alarm to worry that the Town is being put in a bad position. There is a lot of work involved in setting up payment plans and the Board waived the penalties for a year. The financial situation has gotten back to normal and Mr. Atherton thought it is time for the Town to get back to normal. Seth Hopkins asked if penalties were waived for a year or for the duration of the state of emergency. Tim Guiles asked if there is a timing issue or if it could be any month when the Board decides to institute it. Mr. Atherton noted the State has indicated things will be opened up as of July 4th. Butch Shaw stated the Governor is shooting for July 4th, depending on the vaccination roll out, but he has not yet talked about rescinding the emergency order and much of the legislation passed last year is dependent on the emergency order being in place. They are determining how this will affect the legislation and if it is tied to the emergency order that could be problematic. There is no certainty of the Governor lifting the emergency order at any time. Mr. Guiles asked if instituting the penalties will make a difference with people paying their sewer payments. Mr. Atherton stated it is a hefty penalty and it was discussed in March that we need to start moving forward to not get behind again like in the past. Mr. Hopkins stated in the Town Report the Select Board waived the interest during the state of emergency and suggested waiting to the end of the state of emergency to institute the penalties. Mr. Hopkins stated there is a moratorium on eviction and he would not want Brandon to do tax sales during a state of emergency. Tracy Wyman was in agreement. Mike Markowski agreed with Mr. Atherton to not get too far behind in taxes. Mr. Hopkins stated the goal was to not choose an arbitrary date and felt the Governor would have the best information possible and the Board was hoping to work in concert with his emergency order. Mr. Markowski stated once the state of emergency is lifted, it will not be as easy for people to catch up as monies would not be as available. It was noted the existing policy of the Town is to wait until the state of emergency is over. Tracy Wyman suggested adding this item to next month's agenda.

10. Consider Loan resolution for Wastewater Bond

Motion by Tim Guiles/Tracy Wyman to approve the Loan Resolution for the Wastewater Bond.
The motion passed unanimously.

Dave Atherton stated the Town has approval to borrow money for the wastewater upgrades. Mr. Atherton advised the USDA has notified the Town they will be using this project as their Earth Day project. There may be some advertising and the Town will be making headlines for something good. This is the resolution for the money the Town will be getting through the USDA.

11. Fiscal

a) General Fund Warrant – April 12, 2021 - \$156,644.49

Motion by Tracy Wyman/Mike Markowski to approve the warrants of April 12, 2021 in the amount of \$156,644.49. **The motion passed unanimously.**

Motion by Brian Coolidge/Tracy Wyman to find that the premature general public knowledge of the negotiation strategies with the NEBPA will clearly place the Town at a substantial disadvantage. **The motion passed unanimously.**

Motion by Brian Coolidge/Tracy Wyman to enter into executive session at 8:32PM under the provisions of 1 V.S.A. 313(a)(1) to discuss the current collective bargaining agreement with the NEBPA, with the session to include the Town Manager Dave Atherton and Policy Chief Brickell. **The motion passed unanimously.**

12. Executive Session

The Board came out of executive session at 9:19PM.

13. Adjournment

Motion by Tracy Wyman/Mike Markowski to adjourn the Select Board meeting at 9:20PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Town Manager Report for the week of April 12th and 19th, 2021

- The Segment Six sidewalk repairs/replacement started last week on Franklin Street. We are hoping to pour new sidewalk that section this week (weather permitted).
- The Highway Department has been working on rebuilding the South Entrance to Estabrook Park to comply with VTrans standards. We will also be installing a gate that will remain closed unless there is an event happening at the Park
- I have been working on the new Parks Ordinance and have a first draft that I have sent to our attorney for review. Rec Director Moore and Chief Brickell have had input throughout the process. I am hoping to have a draft for SB review at the next meeting.
- Lowell Landscaping was awarded the NRCS bioswale project on Pearl Street and in the Center Street parking lot. They are planning to complete the work in July.
- Attended the Rutland Regional Planning Commission meeting on April 20th. There was discussion on the new 3 acre stormwater rule (which we are already working on). The guest speaker was Sen. Collamore. There was talk about how the ARPA funds are going to be distributed, which confirmed that there is no definite plan on how that is going to happen.
- I have sent out a press release to the local newspapers about the recognition we have received from USDA on the WWTP upgrades. (see attached)

Other items will be covered in the agenda.



USDA Invests \$5.53M in Brandon Water Infrastructure in Addition to Earth Day \$490M National Funding

BRANDON, Vt., April 23, 2021 – Today, in continued celebration of Earth Day 2021, Deputy Under Secretary for Rural Development Justin Maxson announced the United States Department of Agriculture (USDA) is investing \$5.53 million in critical infrastructure that will help the town of Brandon, Vermont, build back better and stronger while prioritizing climate-smart solutions and environmental stewardship. USDA is making the investment under its Water and Environmental Programs (WEP), in addition to the \$490 million national infrastructure investment announced by the Biden-Harris Administration on April 22nd, Earth Day.

“Brandon is a shining example of how accessible and modern climate-smart infrastructure in rural communities changes lives for the better,” Maxson said. “This investment helps reduce environmental impacts, reflecting the Biden-Harris Administration’s commitment to implementing sound climate solutions in our rural communities.”

Through its Water & Waste Disposal Loan & Grant program, USDA funds vital water infrastructure that directly benefits the health, economic vitality and environment of rural America. USDA is investing \$5.53 million (\$3.78M loan; \$1.75M grant) to rehabilitate Brandon’s wastewater treatment facility so it will meet modern design guidelines and operate safely and more efficiently.

“This is transformational funding that will make Brandon a thriving place to work and live for generations to come,” said Town Manager, David Atherton. “Attracting new businesses and keeping established businesses competitive is a priority here, as is the long-term health and well-being of our residents and the natural environment that defines our town’s beauty. This project addresses all of those concerns and more.”

Improvements include decommissioning an abandoned flow measurement structure, implementing a facility-wide SCADA system, replacing gas-detection sensors, and refurbishing electrical, HVAC and lighting systems. These upgrades will remove employee hazards and reduce environmental impacts and public health risks to the town’s roughly 3900 residents and 300 businesses, as well as thousands of people downstream of Brandon within the Otter Creek Watershed.

Under the Biden-Harris Administration, Rural Development provides loans and grants to help expand economic opportunities, create jobs and improve the quality of life for millions of Americans in rural areas. This assistance supports housing, infrastructure improvements, business development, high-speed internet access, and community facilities such as schools, public safety and health care. For more information, visit www.rd.usda.gov. If you’d like to subscribe to USDA Rural Development updates, visit our [GovDelivery subscriber page](#).

Water Infrastructure

FINANCING PROGRAMS



VERMONT WATER & WASTEWATER REVOLVING LOAN FUNDS

State Revolving Loan Programs

FUNDING APPLICATION

IMPORTANT: Please select the Type of Entity and Loan Type(s) before completing the application. This information 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 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 (uncommon; requires State legislative approval) | <input type="checkbox"/> CWSRF Interim Financing |

APPLICANT INFORMATION

This section may be completed by engineer or applicant

LOAN APPLICANT		DATE OF APPLICATION	
Town of Brandon		Apr 12, 2021	
SYSTEM NAME		WSID NUMBER	WASTEWATER PERMIT NUMBER
Town of Brandon			3-1196
MAILING ADDRESS	TOWN	STATE	ZIP
49 Center Street	Brandon	VT	05733
PHONE	CELL PHONE	TAX ID	DUNS NUMBER
(802) 247-3635		03-6000390	9 4 9 7 7 5 8 8 6

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant

CONTACT NAME		TITLE	
David J. Atherton		Town Manager	
MAILING ADDRESS	TOWN	STATE	ZIP
49 Center Street	Brandon	VT	05733

PHONE

(802) 247-3635 x 210

CELL PHONE

(802) 236-0890

EMAIL ADDRESS

datherton@townofbrandon.com

ALTERNATE AUTHORIZED REPRESENTATIVE(S)*This section may be completed by engineer or applicant*

AUTHORIZED REPRESENTATIVE NAME

Jacolyn Savela

TITLE

Finance

MAILING ADDRESS

49 Center Street

TOWN

Brandon

STATE

VT

ZIP

05733

PHONE

(802) 247-3635 ext. 205

CELL PHONE

EMAIL ADDRESS

jsavela@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

Wayne Elliott

MAILING ADDRESS

6 Market Place, Suite 2

TOWN

Essex Junction

STATE

VT

ZIP

05452

PHONE

(802) 879-7733

CELL PHONE

EMAIL ADDRESS

welliott@aeengineers.com

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

Project Title: Wastewater Collection System and Wastewater Treatment Facility Evaluation

Total amount requested for this loan: \$

Total projected project cost:

\$ 5,700,000

Please describe the source(s) of the additional funding needed to cover the difference between the amount requested for this loan and the total projected project cost:

An RD Apply application was submitted in mid December 2020.

Please describe the history of the project:

A 90% preliminary engineering was distributed in December 2020 and focuses on addressing age related needs at the facility. The Town conducted a bond vote on March 2, 2021 which passed.

Please describe who will benefit from the proposed project:

The proposed project will benefit the sewer customers of the Town of Brandon.

Do current and potential customers have alternative sources of water and is the proposed project the best and most cost-effective alternative?

N/A

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):

The 1272 Order issued on March 8, 2018, requires that the Town conduct an in-depth engineering inspection of the wastewater system within 18 months. This planning was completed and then continued into preliminary engineering. The proposed project includes headworks upgrades with screening, grit removal system replacement, secondary clarifier refurbishment and addition of a third clarifier, oxidation ditch rotor replacement, and Control Building renovation.

Please include estimated or actual project cost summary/estimate of probable project costs.

Is the Applicant interested in sponsoring a Water Infrastructure Sponsorship Program (WISPr) project?

☐ Yes ☐ No

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

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer.

Estimated Project Initiation Date:

Apr 15, 2021

Estimated Project Completion Date:

Feb 15, 2022

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant.

Quarter	Year	Amount
April - June	2021	\$0
July - September	2021	
October - December	2021	
January - March	2022	
Add Another Quarter		
TOTAL -->		\$0

REVENUES

This section should be completed by the applicant.

What is the Applicant's fiscal year?

State Fiscal Year

User Rate Revenue Table

	Current FY - 2	Current FY - 1	Current FY (estimated)	Current FY + 1 (estimated)	Current FY + 2 (estimated)
Amount Billed	\$685,000	\$685,000	\$685,000	\$685,000	
Amount Collected	\$673,107	\$521,007	\$660,000	\$665,000	
Amount Uncollected/Outstanding	\$252,149	\$249,795	\$248,000	\$245,000	
Estimated Amount of Commercial Revenue					

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

☐ Yes ☒ No

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES

This section should be completed by the applicant.

Current Fiscal Year O&M Costs (exclusive of debt and reserve fund payments): \$880,510

Post Project Fiscal Year O&M Costs (exclusive of debt and reserve fund payments): \$0

Please attach a copy of your actual YTD revenue and expenses, and projected budget.

EXPENDITURES / SYSTEM DEBT

This section should be completed by the applicant.

What is the applicant's total long-term outstanding debt? \$1,406,080

What is the applicant's total annual long-term debt payment? \$61,000

Direct Debt

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4	Current FY + 5
Total Payment	\$92,966	\$92,952	\$92,938	\$92,923	\$90,707	\$90,691

Long-Term Debt Schedule

Purpose of Long-Term Debt	Direct or Self-Supporting	Year of Maturity	\$ Amount Outstanding
Infrastructure Improvements	Direct	2036	\$364,871
Carver Street Expansion	Direct	2025	\$21,034
Engineering for Upgrade	Direct	2024	\$8,633
Champlain St PS upgrade-USDA	Direct	2048	\$462,606
Park St - CWSRF	Direct	2042	\$479,852
WW Collection System	Direct	2029	\$69,085
Add Another Long-Term Debt			
Total As of -->			\$1,406,081

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

WW Collection System Upgrade- Bond Approval

5,700,000

[Add Another Unissued Debt](#)

Does the Applicant have any future borrowing plans over the next 5 years?

☒ Yes ☐ No

Please describe the system's future borrowing plans.

unknown

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

☒ Yes ☐ No

Please describe those other capital projects planned for the near term (5 years)?

sewer line replacement in conjunction with another highway project

Does the Applicant have an annual or cumulative deficit?

☐ Yes ☒ No

Does the Applicant anticipate an increase in revenues as a result of these improvements?

☐ Yes ☒ No

Does the Applicant anticipate a reduction in operating expenses as a result of these improvements?

☐ Yes ☒ No

What are the economic trends in your service area - jobs, population increases/decreases, housing starts, property values, etc.? For Mobile Home Parks, please provide an occupancy history for the past five (5) years.

List any current or potential connections using greater than 5% of demand or provide a general description of service area.

SYSTEM RESERVE FUNDS

This section should be completed by the applicant.

Does the Applicant have any reserve funds?

☒ Yes ☐ No

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

Short lived asset fund for equipment replacement.

Is the Applicant actively contributing to reserve funds in accordance with a short-term Asset Replacement Table (START)?

☐ Yes ☒ No

What does the Applicant do with surpluses, if any?

Funds future infrastructure improvements.

Reserve Funds

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4
Amount Available	\$171,025	\$209,325	\$247,625		

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☒ Yes ☐ No

Please describe your plan, your estimated proportionate share of unfunded pension liability:

VMERS, unfunded liability of \$509,726 as of 6/30/2018 per Vermont Treasurer's office report of 6/30/2019. This amount is for the entire organization, not just the wastewater department.

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

☐ Yes ☒ No

Describe the Applicant's budget control system. Does the Applicant 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: Various personnel

Comments:

Deposit Slips ☒ Yes ☐ No ☐ Don't Know

By Whom: Fire District clerk/treasurer

Comments:

Are bank statements reconciled on a regular basis?

☒ Yes ☐ No ☐ Don't Know By Whom: Town treasurer's office

Comments:

Then reviewed by bookkeeper.

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

☒ Yes ☐ No ☐ Don't Know By Whom: Town 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 Town 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: Admin Asst.

Comments:

Does the organization receive payments in cash?

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

Comments:

Does the Applicant 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 Dept Heads and Town Manager, then Select Board before payment is issued. 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:

Comments:

Current contract is with RHR Smith & Company

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: Town treasurer

Comments:

Quarterly and as needed.

Are budget to actual reports prepared for each department?

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

Comments:

Has the Authorized Representative borrowed money from the utility?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

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

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

The employee no longer works for the Town. The Town has reinforced it's policies and practices to ensure that this does not happen again.

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

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does the Applicant loan money to employees?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Have board members attended financial trainings?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Has the Treasurer/CFO attended trainings on recordkeeping?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does the Applicant have written financial policies and procedures?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does each employee have copies of these policies and procedures?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

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.

*Please include all personnel related to the loan. Authorized Rep, Alternative Authorized Rep(s), Clerk, Board Members, Financial Manager, etc.
Failure to include all key personnel will result in the application considered incomplete.*

NAME

POSITION (select from the list or enter another value)

David Atherton

Town Manager/Administrator

QUALIFICATIONS:

6 years as manager.

NAME

POSITION (select from the list or enter another value)

Susan Gage

Clerk

QUALIFICATIONS:

BA in accounting; 25 years small bus acctg/mgmt.

NAME

POSITION (select from the list or enter another value)

Susan Gage

Treasurer

QUALIFICATIONS:

NAME

POSITION (select from the list or enter another value)

Luanne Merkert

Assistant Clerk

QUALIFICATIONS:

16 yrs exp as assist clerk/prior banking experience.

NAME

POSITION (select from the list or enter another value)

Luanne Merkert

Assistant Treasurer

QUALIFICATIONS:

NAME

POSITION (select from the list or enter another value)

Jackie Savela

Financial Manager

QUALIFICATIONS:

6 years as Bookkeeper, 10 years in banking.

NAME

Seth Hopkins

POSITION (select from the list or enter another value)

Governing Body Chair

QUALIFICATIONS:

Add Another Key Person

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

Certification

The Applicant 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.

Authorization Date:

REPRESENTATIVE SIGNATURE

Seth Hopkins

PRINT NAME

REPRESENTATIVE SIGNATURE

Tracy Wyman

PRINT NAME

REPRESENTATIVE SIGNATURE

Michael Markowski

PRINT NAME

REPRESENTATIVE SIGNATURE

Tim Guiles

PRINT NAME

REPRESENTATIVE SIGNATURE

Brian Coolidge

PRINT NAME

Clerk Certification

Clerk Signature Date:

SIGNATURE OF CLERK

Sue 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:



Tom Brown, CWSRF Project Lead

[phone] 802-622-4205 [email] thomas.brown@vermont.gov

Department of Environmental Conservation
Facilities Engineering Division



GRANT AGREEMENT RESOLUTION - SINGLE GRANTEE**Form PM-1**

WHEREAS, the (check one) ☒ Town ☐ City ☐ Village of Brandon
has applied for funding under the Vermont Community Development Program, as provided for in 10 VSA Ch. 29, and has received an award of funds under said provisions; and

WHEREAS, the Agency of Commerce and Community Development has tendered a Grant Agreement # 07110-PG-2019-Brando to this municipality for said funding:

Now, THEREFORE, BE IT RESOLVED as follows:

- 1) that the legislative body of this municipality accepts and agrees to the terms and conditions of said Grant Agreement;
- 2) that (Name) Isaac Wagner Title Development Consultant
is hereby designated as the person with overall Administrative responsibility for the VCDP activities related to this Grant Agreement; and
- 3) 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, hereby designated as the Authorizing Official (AO) to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Passed this 26 day of April, 2021.

LEGISLATIVE BODY

(Typed Name)

(Signature)

Seth Hopkins

Tracy Wyman

Brian Coolidge

Tim Guiles

Michael Markowski

For Agency Use:

Processed By: _____

Date: _____

INVITATION TO BID ON REAL PROPERTY

The Town of Brandon is soliciting bids for the sale of the following two (2) properties:

Parcel One:

Tax Map# 6-1-23 being 7.31ac+/- conveyed to the Town of Brandon by Warranty Deed from Henry A. Cook, dated April 28, 1939 and recorded in Volume 43 at Page 332 of the Brandon Land Records.

Parcel Two:

Tax Map# 6-1-32 being 10ac+/- being "Parcel No.2" of the lands conveyed to the Town of Brandon by Tax Collectors Deed from Carroll Holden, Town Constable and Collector of Taxes, dated January 26, 1946 and recorded in Volume 69 at Page 508 of the Brandon Land Records.

The Brandon Select Board has set a minimum bid of One Hundred Dollars (\$250.00) per parcel. Sealed bids will be received any time prior to 2 P.M. on May 21, 2021. All bids must be sent to:

David Atherton, Brandon Town Manager
49 Center Street
Brandon, VT 05733

Bids will be opened at 2:00 P.M. on May 21, 2021 in the 2nd Floor Conference Room at the Brandon Town Offices.

The Buyer will assume all closing and advertising costs including all expenses incurred by the Town of Brandon in reference to this sale.

04/22/21

01:47 pm

TOWN OF BRANDON Accounts Payable
 Check Warrant Report # 63466 Current Prior Next FY Invoices
 All Invoices For Check Acct 01(10 General Fund) 04/26/21 To 04/26/21

Page 1 of 3

Jacolyn

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
100015	04/12/21	ALLEN ENGINEERING & CHEMI chlorine 11152127601	20-5-55-50120 Sodium Hypochorite	514.80	49568	04/26/21
100125	04/03/21	BARTOL, CURT R PH D psychological evaluation APR 2021	10-5-14-30130 Service Contracts	25.00	49569	04/26/21
100190	04/01/21	BLUE SEAL FEEDS clothing allowance-JP 329-6018	10-5-15-10320 Clothing Allowance	126.97	49570	04/26/21
100255	04/21/21	BRANDON FIRE DISTRICT #1 bfd portion of bills APRIL 2021	90-5-15-90600 Paid To BFD No 1	138575.67	49571	04/26/21
310699	05/01/21	BRANDON GLC SOLAR, LLC monthly solar electric 172	20-5-55-42130 Electric	1935.00	49572	04/26/21
310699	05/01/21	BRANDON GLC SOLAR, LLC monthly solar electric 172	10-5-22-42130 Bldgs & Grounds Electric	2365.00	49572	04/26/21
100280	04/12/21	BRANDON LUMBER & MILLWORK hammer 880477/3	10-5-22-43080 Highway Bldg Maint	8.99	49573	04/26/21
100280	04/12/21	BRANDON LUMBER & MILLWORK hammer 880581/3	10-5-22-43080 Highway Bldg Maint	14.00	49573	04/26/21
100280	04/13/21	BRANDON LUMBER & MILLWORK cap, adapters, bushing 880656/3	10-5-22-43160 Parks Maint.	2.87	49573	04/26/21
100280	04/13/21	BRANDON LUMBER & MILLWORK hose, nozzle 880688/3	10-5-22-43160 Parks Maint.	58.98	49573	04/26/21
100280	04/14/21	BRANDON LUMBER & MILLWORK nozzle 880838/3	10-5-22-43160 Parks Maint.	-11.99	49573	04/26/21
100280	04/14/21	BRANDON LUMBER & MILLWORK parts for fountain repair 880841/3	10-5-22-43160 Parks Maint.	25.39	49573	04/26/21
100280	04/14/21	BRANDON LUMBER & MILLWORK parts for fountain repair 880858/3	10-5-22-43160 Parks Maint.	7.93	49573	04/26/21
100462	04/01/21	CASELLA WASTE MANAGEMENT March trucking of sludge 2529292	20-5-55-50170 Trucking	1417.50	49574	04/26/21
301503	04/07/21	CHAMPLAIN VALLEY FUELS diesel fuel 520760	10-5-15-41130 Fuel - Vehicles HW	206.88	49575	04/26/21
301503	04/16/21	CHAMPLAIN VALLEY FUELS heating fuel @ Town Hall 520849	10-5-22-42110 Heating Fuel	347.17	49575	04/26/21
301503	04/16/21	CHAMPLAIN VALLEY FUELS heating fuel @ HWY 521181	10-5-22-42110 Heating Fuel	86.02	49575	04/26/21
301503	04/14/21	CHAMPLAIN VALLEY FUELS diesel fuel 521423	10-5-15-41130 Fuel - Vehicles HW	291.96	49575	04/26/21
301503	04/15/21	CHAMPLAIN VALLEY FUELS 1000 gallon tank 72045	10-5-22-43080 Highway Bldg Maint	4518.01	49576	04/26/21
310703	04/12/21	CITY HALL SYSTEMS, INC. Online Credit card-March 17557	10-5-18-30070 Little League Expenses	40.77	49577	04/26/21
310097	04/09/21	COMCAST service: 04/16 - 05/15 TH 04/09/21	10-5-22-43150 Town Hall Repair/Maint.	88.47	49578	04/26/21
310037	04/06/21	CONSOLIDATED COMMUNICATIO service: Mar 6 to Apr 5 PD 04/06/21	10-5-14-42100 PD Telephone Service	47.70	49579	04/26/21
100470	04/12/21	CROSBY'S SALES & SERVICE blades, filter 0064855	10-5-22-43120 Municipal Mowing-maint	72.44	49580	04/26/21
100470	04/19/21	CROSBY'S SALES & SERVICE string 0064904	10-5-22-43120 Municipal Mowing-maint	10.05	49580	04/26/21
300466	04/13/21	DUNDON PLUMBING & HEATING portable toilet thru 5/17 61949	10-5-18-30070 Little League Expenses	125.00	49581	04/26/21

04/22/21

01:47 pm

TOWN OF BRANDON Accounts Payable

Page 2 of 3

Check Warrant Report # 63466 Current Prior Next FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 04/26/21 To 04/26/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100494	ENDYNE INC	04/16/21 testing	20-5-55-22120	175.00	49582	04/26/21
		100494	Testing			
300187	FLORENCE CRUSHED STONE	04/10/21 gravel	10-5-15-46140	1456.44	49583	04/26/21
		229736	Gravel			
310760	FUSS & O'NEILL INC	04/13/21 S6 Roadway Design Service	46-5-50-61100	2575.81	49584	04/26/21
		230673	RT 7 Engineering-Construct			
310426	FYLES BROS., INC.	04/12/21 propane @ Town Office	10-5-22-42100	159.53	49585	04/26/21
		52206	Heating - Propane			
100725	GREEN MOUNTAIN GARAGE	04/07/21 degreaser	10-5-15-41160	9.93	49586	04/26/21
		165624	HW Maint. Supplies-Vehicl			
100725	GREEN MOUNTAIN GARAGE	04/12/21 inspection of truck #1	10-5-15-41160	50.00	49586	04/26/21
		165909	HW Maint. Supplies-Vehicl			
100725	GREEN MOUNTAIN GARAGE	04/14/21 marking paint	10-5-14-30110	4.25	49586	04/26/21
		166017	Office Supplies			
310233	GREEN MOUNTAIN POWER	04/05/21 Central Park, lights	10-5-22-42130	567.86	49587	04/26/21
		170028 04/21	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	04/06/21 Carver St Pump Station	20-5-55-42130	1.23	49587	04/26/21
		290502 04/21	Electric			
310233	GREEN MOUNTAIN POWER	04/05/21 Green Park	10-5-22-42130	21.56	49587	04/26/21
		317702 04/21	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	04/06/21 Highway Garage	10-5-22-42130	14.40	49587	04/26/21
		337202 04/21	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	04/05/21 Country Club Pump Station	20-5-55-42130	26.18	49587	04/26/21
		338602 04/21	Electric			
310233	GREEN MOUNTAIN POWER	04/02/21 car chargers	10-5-22-42500	92.59	49587	04/26/21
		339840 04/21	Electric EV Car Stations			
310233	GREEN MOUNTAIN POWER	04/05/21 Brookdale Pump Station	20-5-55-42130	34.65	49587	04/26/21
		467702 04/21	Electric			
310233	GREEN MOUNTAIN POWER	04/02/21 Crescent Park	10-5-22-42130	85.96	49587	04/26/21
		737937 04/21	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	04/05/21 street lights	10-5-22-42130	2911.66	49587	04/26/21
		851302 04/21	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	04/05/21 WWTP security light	20-5-55-42130	25.95	49587	04/26/21
		860302 04/21	Electric			
100792	HULBERT SUPPLY CO INC	04/14/21 gasket, flush valve	20-5-55-42140	187.46	49588	04/26/21
		X010950	Maint. Supplies - Bldgs			
100792	HULBERT SUPPLY CO INC	04/14/21 gasket, flush valve	10-5-22-43150	15.36	49588	04/26/21
		X010950	Town Hall Repair/Maint.			
100792	HULBERT SUPPLY CO INC	04/14/21 connections	10-5-22-43160	15.73	49588	04/26/21
		X010971	Parks Maint.			
301025	IMPACT FIRE SERVICES LLC	04/12/21 TH-new fire extinguisher	10-5-22-43150	105.00	49589	04/26/21
		9157086	Town Hall Repair/Maint.			
310406	LINSTAR	03/31/21 ID cards	10-5-14-10320	25.60	49590	04/26/21
		100840	Clothing Allowance			
100588	MARKOWSKI EXCAVATING, INC	04/20/21 gravel	10-5-15-46140	80.50	49591	04/26/21
		V-22838	Gravel			
310062	MCCULLOUGH BROS., INC.	04/14/21 tree removal Park St	10-5-15-44130	10000.00	49592	04/26/21
		4/14/21	Tree Removal/Planting			
310796	NATIONAL BUSINESS LEASING	04/10/21 lease: 04/01/21-04/30/21	10-5-10-30130	102.00	49593	04/26/21
		72167353	Service Contracts			

04/22/21

01:47 pm

TOWN OF BRANDON Accounts Payable

Page 3 of 3

Check Warrant Report # 53466 Current Prior Next FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 04/26/21 To 04/26/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100788	04/09/21	NEW ENGLAND MUNICIPAL RES Benton, March 31 47903	10-5-11-22140 Property Assessor	142.50	49594	04/26/21
100682	04/12/21	USA BLUE BOOK lab supplies 570434	20-5-55-30120 Professional Supplies	184.07	49595	04/26/21
330348	04/13/21	VERIZON WIRELESS service 3/14-4/13, phone 9877650316	10-5-14-30210 Office Equipment	394.98	49596	04/26/21
330348	04/13/21	VERIZON WIRELESS service 3/14-4/13, phone 9877650316	10-5-14-42100 PD Telephone Service	40.49	49596	04/26/21
330348	04/13/21	VERIZON WIRELESS service 3/14-4/13, phone 9877650316	10-5-18-42100 Recreation Telephone	20.24	49596	04/26/21
330348	04/13/21	VERIZON WIRELESS service 3/14-4/13, phone 9877650316	10-5-21-10310 Travel & Expenses	20.25	49596	04/26/21
330348	04/13/21	VERIZON WIRELESS service 3/14-4/13, phone 9877650316	20-5-55-42100 Wastewater Telephone	40.49	49596	04/26/21
330348	04/13/21	VERIZON WIRELESS service 3/14-4/13, phone 9877650316	10-5-15-42100 HW Telephone	40.49	49596	04/26/21
310046	04/14/21	W.B. MASON CO INC paper, toner, pens, ink 219450614	10-5-10-30110 Office Supplies	212.73	49597	04/26/21
100202	04/13/21	WATER INDUSTRIES INC air release valve 135185	20-5-55-51230 Outside Equip. - Pump St.	1107.00	49598	04/26/21
301057	04/15/21	WIND RIVER ENVIRONMENTAL tracing of sewer line 4962477	20-5-55-20240 Contractors	2052.00	49599	04/26/21

Report Total

173900.47

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Selectboard

To the Treasurer of TOWN OF BRANDON, We Heraby 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 \$ ***173,900.47
Let this be your order for the payments of these amounts.