

**Brandon Select Board Meeting**  
**June 28, 2021**  
**7:00 p.m.**

The Brandon Select Board will meet Monday, June 28, 2021 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 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.

Interested parties may also attend this meeting electronically:

- Video Conference via ZOOM: Meeting ID (253 279 4161)
- Conference call: Dial (929) 205 6099

- 1) Call to Order
  - a) Agenda Adoption
- 2) Approval of Minutes
  - a) Select Board Minutes – June 14, 2021
- 3) Town Manager's Report
- 4) Public Comment and Participation
- 5) Public Input: Discussion of ARPA Funds Spending
- 6) Public Wi-Fi Discussion
- 7) Appointments
  - a) Energy Committee
  - b) Health Officer - (3-year term ending July 31, 2024)
  - c) Development Review Board - 1 seat (3-year term ending June 30, 2024)
  - d) Planning Commission - 3 seats (3-year term ending June 30, 2024)
  - e) Revolving Loan Fund Committee - 3 seats (3-year term ending June 30, 2024)
  - f) Rutland Region Transportation Advisory Council (1-year term ending June 30, 2022)
  - g) Rutland Regional Planning Commission (1-year term ending June 30, 2022)
- 8) Assignment of Funds
- 9) Fiscal
  - a) Consider Purchase of FY 20/21 Diesel Fuel, Heating Fuel and Gasoline
  - b) Consider Purchase of FY 20/21 Propane
  - c) Warrant – June 28, 2021– \$118,630.68
- 10) Executive Session

First Motion: I move to find that premature public knowledge of the pending New England Police Benevolent Association Local 422 contract will clearly place the Town at a substantial disadvantage.

Second Motion: I move that we enter into executive session to discuss the Town's pending New England Police Benevolent Association Local 422 contract under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes.
- 11) Adjournment

## **Brandon Select Board Meeting June 14, 2021**

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

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

**Others In Attendance:** Dave Atherton, Tom Kilpeck, Steve Cijka, Sue Gage, Bill Moore

**Others in Attendance via Zoom:** Chris Brickell, Keith Whitcomb, Neil Allen, Will Ariadne

### **1. Call to order**

The meeting was called to order by Seth Hopkins - Chair at 7:04PM.

#### ***a) Agenda Adoption***

**Motion** by Michael Markowski/Brian Coolidge to adopt the agenda as amended. **The motion passed unanimously.**

Remove Item #5 Consider Rescinding 1994 Resolution re: Hours of Operation for Estabrook Field as the Board has already acted on this item.

Add Item #5 to Consider Reinstating Interest and Penalties for Delinquent Taxes and Sewer.

### **2. Approval of Minutes**

#### ***a) Select Board Meeting – May 24, 2021***

**Motion** by Tracy Wyman/Michael Markowski to approve the minutes of the May 24<sup>th</sup> Select Board Meeting. **The motion passed unanimously.**

### **3. Town Manager's Report**

Dave Atherton provided a report for the weeks of May 31<sup>st</sup> and June 7<sup>th</sup>, 2021:

The Segment Six sidewalk repairs/replacement continue in the downtown area. The final walk through is still planned for June 21<sup>st</sup>.

Mr. Atherton has applied for the FY22 MRGP grant. This is an annual grant that funds our gravelroad ditching and runoff requirements. The Town is eligible for another \$20,000 this year.



The Town will be receiving \$390,008.76 in ARPA funds. This will be sent in two installments within a 12 month period.

DPW has rented an excavator to complete the ditching, drainage and culvert work on Florence Road and High Pond Road. We are looking at paving these in August.

Held a bid opening on May 28<sup>th</sup> for the Conant Square Park & Ride. Lowell Landscaping was the low bidder. We are looking at completing this in mid-July.

The curb in front of the Brandon Artist Guild is not where it should be. There was an incident with a truck that damaged the curb. The insurance company has been contacted and the Town will be reimbursed for the full amount for replacement. VTrans is aware of this incident.

### ***Rec Department News:***

Summer is almost here! Our camps have been filling up. From Soccer to Cheering, Sewing-Swimming. We have many camps that have been created and more that are going up every day. All registrations can be found at our registration site: [brandonrec.com](http://brandonrec.com).

We were disappointed to hear that our Summer Matters grant request was amongst the \$4+ million dollars of Summer Camp grants that were not able to be funded. Vermont After School received \$7.4 million in requests.

Our partnership with the RNESU looks to expand with the possibility of the Brandon Rec's Colleen Wright coordinating a morning supplement to the recovery camps that they are offering for July 5<sup>th</sup> - August 6<sup>th</sup>. We are close to inking a cooperative agreement.

The First Brandon Rec Job Fair was an unmitigated success. Thanks to the Brandon Inn and the Vermont Department of Health for working with Brandon's Safety maven, Debbie Boyce, to set up a vaccination clinic in conjunction with an event that connected folks with our 19 local employers. Otter Valley and local tech schools helped get this information into the hands of juniors and seniors. We will be back with a fall job fair, stay tuned..

The Brandon Rec/Brandon Area Toy Project/American Legion Everyone Eats collaboration ended on May 28<sup>th</sup>. Volunteers donated over 1300 hours in all kinds of weather to help make this a cool program work in our area. Thanks to Harry at the VT Farmer's Food Center, Colleen Wright, Dallas Ladd, Patty Moore, Beth Quenneville Sue Danforth, and Post 55's Aaron Tucker. The Brandon Forest -Dale Lions Club is working with Everyone Eats to get meals out at the Neshobe School for the month of June.

Literacy Day is Monday June 28<sup>th</sup> at Estabrook Park from 4PM – 7PM. The Brandon Area Toy Project, Brandon Rec and the Brandon Free Public Library are collaborating to make sure kids have books to read this summer.

The State of Vermont has announced the 2021 Buildings and Grounds grant program. We will be writing a grant to support improvements to the town hall that will allow for controlled access and make the downstairs bathrooms public restrooms for the downtown.

The Brandon Craft Fair held at Estabrook on June 5<sup>th</sup> was a tremendous success. 85+ vendors were happy with the impressive amount of people that showed up in spite of the oppressive heat. Dog Park Committee Chair Karen Trayah will be organizing a Wednesday "Market Fest" that will run on the nights of the Brandon Area Chamber of Commerce's Music at the River Bend Summer concert series in July and August.

Tim Guiles questioned what will be done with the ARPA funds. Dave Atherton advised there is discussion of using it for infrastructure like the Union Street sewer and water as it has restricted uses but can be used for the Clean Water program. Nothing has been decided and the Town is waiting to have the check in hand. Mr. Guiles suggested having a community forum to obtain public input on the funds. Seth Hopkins suggested this topic could be warned for discussion at the next Select Board meeting. Mr. Atherton advised the uses are limited and cannot be used to pave roads. Mr. Guiles suggested providing the scope and range of options prior to the discussion, but he would like to have input from the public. Mr. Atherton stated this cannot be just placed in the general fund, unless the Town had significant losses, which was not the case. This is like a grant where the Town has to show for everything that is done with the funds. Mr. Atherton advised the Town is getting \$390,000 and noted that Steve Cijka and he have had conversations concerning areas in wastewater that the funds could be used for. Mr. Guiles stated it seemed to be a broader scope in looking at the information that Mr. Atherton provided. Mr. Atherton noted affordable housing would also be something that it could also be used. Mr. Hopkins stated there had also been a suggestion to replacing the town garage. This item will be placed on the next meeting agenda for further discussion.

Tim Guiles reported people have asked him about the signs in central park. Mr. Guiles is a fan of Foley Brothers but questioned the signs at the intersection as it is a busy intersection. Dave Atherton agreed and noted the signs are not supposed to be on public property. The Town did previously allow banners and signs due to Segment 6. Mr. Atherton suggested Mr. Guiles contact the Zoning Administrator as that would be the chain of command for those types of inquiries.

Mr. Guiles requested an update on the Wi-Fi. Bill Moore reported he talked with the contractor and he will be providing the Town with more numbers and information about recurring costs, the possibility of expanding beyond downtown and what type of fixed costs will have to be brought to the town office. It was suggested to add this item to the next Select Board meeting agenda.

#### **4. Public Comment and Participation**

Tom Kilpeck was present to provide his semi-annual report as the Rental Code Officer, Town Health Inspector and 911 Coordinator. With regard to rental codes, so far in 2021 he has performed 24 certificate of occupancy inspections on rental housing. Currently on the books he shows 488 rental units in Town ranging from single bedroom to full single family homes. Annually rental housing unit owners have to do a statement of compliance that is their self-inspection indicating they are still code compliant. There is a \$25/unit annual fee and is the



income for rental housing. This year Mr. Kilpeck pushed out the annual statement due date to June 1<sup>st</sup> due to COVID, as there were a lot of tenants not allowing outside people into their homes. As of June 1<sup>st</sup>, 292 of the 488 units, or 59%, have returned that they are compliant. The other 41% will be receiving notices of delinquency concerning their statements of compliance. As the Town Health Inspector, he has to take animal bite complaints and has received four so far this year with only one significant and the owner of the animal had the animal put down. As the Town's 911 Coordinator, he received a few requests for updated 911 addresses and a couple of new curb cuts for new numbers to be measured and applied. Mr. Kilpeck has taken care of that and he has contacted the State personnel that handles these. All 911 maps are available online. Seth Hopkins thanked Mr. Kilpeck for doing three different jobs that are all important. He noted Mr. Kilpeck is also the Fire Chief and has a family, and the Board is grateful for doing all these jobs. Ms. Hopkins asked with regard to the rental units how many people live in those collectively. Mr. Kilpeck stated he could compile those numbers, but there are some units that he has not inspected. In the three years he has been doing this job, the ones that he has done have all been measured. Mr. Kilpeck noted that he could determine what the maximum capacity could be throughout the 488 units. He noted that roughly a dozen individuals own 40% of the rentals, indicating there are 79 units at Park Village alone.

Bill Moore reporting as the Parade Committee Chair indicated the celebration is happening on July 3<sup>rd</sup> with the parade starting at 10AM. There will be food vendors, many games, the Great Duck Race, a street dance beginning at 6:30PM and fireworks at 9:30PM.

## **5. Consider Reinstating Penalties for Delinquent Taxes and Sewer**

Seth Hopkins stated this item has been added to the agenda for consideration due to the Governor's announcement that the state of emergency will end tomorrow. Sue Gage asked when this is to be instituted and it was noted that it will begin tomorrow.

**Motion** by Tracy Wyman/Brian Coolidge to reinstate delinquent penalties and interest on taxes and sewer effective June 15<sup>th</sup>. **The motion passed unanimously.**

## **6. Consider Brandon Energy Committee Mission Statement and On-going Tasks**

Dave Atherton reported Tim Guiles drafted a document for the Board's consideration for the Energy Committee. Tim Guiles had a meeting with two of the four Brandon Energy Committee members, Matt Orchard and Jack Schneider to talk about the Committee and the needs for the future. Mr. Guiles also sent the draft to Edna Sutton and Lowell Rasmussen and all Committee members endorse this statement and liked what was put forward. Mr. Guiles stated the idea is that Vermont has energy goals for 2030 and 2050 that are significant and each community will need to do things to reach the goals. Mr. Guiles stated the mission of the Energy Committee would be to help the Town do its' part to achieve the Vermont energy goals. The ongoing tasks of the Committee would be to gather data to track energy use, organize community outreach activities to inform the community about opportunities to save energy and to analyze and make suggestions to the Select Board about strategic choices to help the Town reduce its' carbon footprint. Mr. Guiles advised just before COVID, the Committee had planned to do a major event at the high school with electric cars and other vendors concentrating on saving energy. The



last point would be that the Energy Committee would not have the authority to incur expenses but may request funds for worthy projects. Seth Hopkins confirmed that the four current Energy Committee members were willing to continue to serve. Mr. Guiles noted they would also like to request the vacant seat be advertised. Mr. Hopkins stated there is a 5<sup>th</sup> spot that is vacant and this is the official Select Board announcement that anyone interested in serving on this Committee should submit a letter of interest to the Town Manager.

**Motion** by Tim Guiles/Tracy Wyman for the Board to endorse the Brandon Energy Committee Mission Statement and On-Going Tasks document as presented. **The motion passed unanimously.**

Seth Hopkins thanked Tim Guiles for developing the document. Mr. Hopkins suggested where the document discusses expenses, the preferable time for requesting funds would be during the budget workshops when the budget is set for the next fiscal year. Dave Atherton reported the Town has purchased a battery-powered push mower and weed whacker.

## **7. Appointments**

### ***a) Development Review Board – Remainder of 1-year Term Ending June 30, 2022***

Seth Hopkins reported the Board received a letter from Jack Schneider, the current DRB Alternate, requesting to become a full member filling the vacant seat. Mr. Atherton advised historically the alternate would move into the position, but it needs approval by the Select Board.

**Motion** by Tracy Wyman/Brian Coolidge to appoint Jack Schneider to the Development Review Board for the remainder of the 1-year term ending June 30, 2022. **The motion passed unanimously.**

## **8. Financial Management Questionnaire**

Sue Gage provided the Board the annual Financial Management Questionnaire and noted one of the outstanding questions is whether the Select Board members have attended financial training. She heard back from Mr. Guiles and asked whether any other board members have attended the VLCT Select Board Financial training. Ms. Gage stated the reason for this question is there are a number of towns who were taken advantage of by their personnel, specifically treasurers, so the State has indicated select boards need to review financial management and attend trainings. Seth Hopkins reported he has attended the Select Board Institute, but finances is not a large component of it, but is part of it. Mr. Hopkins has also worked in banking and is aware of dual-controls. Ms. Gage confirmed on the questionnaire the Board has had training. Tim Guile suggested Ms. Gage advise the Select Board of any trainings that she hears about. Mr. Hopkins stated the reason for this question may be the VLCT is trying to address towns without a town manager or towns with a very small staff. Ms. Gage advised training is usually scheduled around the end of March. Dave Atherton noted Ms. Gage has been providing the Select Board quarterly financial reports that provides explanations. The Town is also audited every year and the auditors also provide a presentation to the Select Board.



## 9. Late Homestead Penalty

Tim Guiles asked whether there is a need for this penalty and whether there is a significant hardship for the Town as he did not see a need for it if the Town does not have losses. Sue Gage stated most people file their Homestead when they file their tax returns, but there are some instances when some file at a different time. Seth Hopkins noted the Town did not do this last year but has done it in previous years. Ms. Gage advised it is a small number of people and a small number of penalties, \$2,000 at the most. Ms. Gage stated homestead declarations are downloaded on a weekly basis so she does not feel that it is causing extra work. She does not agree with the penalty, as it is not a lot of people and has a bad affect on people who may have just missed it or could not file on time. She would encourage the Board does not institute the penalty.

**Motion** by Tim Guiles /Brian Coolidge to not assess the Late Homestead Penalty. **The motion passed unanimously.**

## 10. Fiscal

### *a) General Fund Warrant – June 14, 2021 – \$91,168.68*

**Motion** by Brian Coolidge/Tim Guiles to approve the warrants of June 14, 2021 in the amount of \$91,168.68. **The motion passed unanimously.**

Dave Atherton reported the large number of Brandon Lumber invoices was due to the work done on the deck in Kennedy Park and the posts for the Welcome to Brandon signs that needed replacement.

## 11. Adjournment

**Motion** by Brian Coolidge/Tracy Wyman to adjourn the Select Board meeting at 7:53PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary

## **Town Manager Report for the week of June 21<sup>st</sup>, 2021**

- We completed the Segment Six final walk-through with VTrans, Casella, Fuss & O'Neil and Dubois & King on June 25<sup>th</sup>. VTrans was happy with the project and only minimal small repairs were found and corrected the following day.
- I am working with Nanci McGuire at Rutland County Natural Resources on another stormwater mitigation grant for the West Seminary Park. This was another area with considerable runoff that was addressed in the Stormwater Master Plan.
- Our paving bids were due on June 21<sup>st</sup> for our budgeted paving projects. Wilk Paving was the low bidder and was awarded the work.
- The Highway Department has been completing ditch and culvert work on Florence Road and High Pond Road in preparation of paving.

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### **Rec. Dept. News**

Another successful baseball/softball season is in the books. A huge thank you goes out to all of our sponsors and coaches:

- T-ball – McCullough Bros Hawks – Justin Martelle and Pat Greeno
- T-ball – Mae's Place Moose – Miranda & Josh Pocekte and Orin Mitchell
- T-ball – Graph-x Gators – Kayla Griswold and Justin Maranville
- T-ball – Digligle Farm Cows – Megan Sheldrick & Richard Giddings
- Mighty Mites – McCullough Bros Hawks – Pat Foley & Justin Martelle
- Mighty Mites – Stone Motors Stars – Chad Disorda, Megan Sheldrick & Mike Markowski
- Minors Baseball – Brandon Community Health Docs – Brent Wilbur, Jamie Buzzell, Kyle Trudo, Colton Leno
- Majors Baseball – From The Ground Up Phillies – Greg Whitney, Darcie & Ian Heitmann
- Minors Softball – Brandon Rec Mustangs – Joe Desabrais and Aaron Kerins

Speaking of Sponsors, Phoenix Feeds has stepped up to underwrite the purchase of an event golf-cart that will be for transporting people at events at Estabrook and the parade.

British Soccer Camp has been cancelled by the Challenger Sports organization due to problems getting enough coaches from England.

All of our summer offerings can be found at [brandonrec.com](http://brandonrec.com)

Don't forget the July 3<sup>rd</sup> Brandon Independence Day Celebration is all downtown. Parade at 10, music, vendors, silent auction, duck race, street dance and fireworks all downtown. Shuttles from the American Legion, Otter Valley and Estabrook all day.

**Other items will be covered in the agenda.**



To: Dave Atherton, Town Manager  
Select Board Members

From: Elaine S. Smith

Re: Appointments

Date: June 24, 2021

**Jim Emerson** has volunteered to fill the vacancy on the **Energy Committee**. His email explaining why he is interested in the position is attached.

The State has contacted us regarding our **Town Health Officer's** term of office which expires on July 31<sup>st</sup>. **Tom Kilpeck** is willing to continue for another term. This is a 3-year term.

The following positions have terms ending June 30<sup>th</sup>. Those presently serving are interested in reappointment.

**Development Review Board - 3-year term**

- **Bob Clark**

**Planning Commission - 3-year term**

- **Ralph Ethier**
- **Bob Foley**
- **Alison Walter**

**Revolving Loan Fund Committee - 3-year term**

- **Frank Spezzano**
- **Tom Whittaker**
- **Jack Schneider** (alternate)

**Rutland Region Transportation Council Rep. - 1-year term**

- **Dave Atherton**

**Rutland Regional Planning Commission - 1-year term**

- **Dave Atherton**

Elaine S. Smith  
Town of Brandon  
49 Center Street  
Brandon, VT 05733  
(802) 247-3635 ext. 201  
[esmith@townofbrandon.com](mailto:esmith@townofbrandon.com)

## David Atherton

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**From:** Jim Emerson <sirjimes@gmail.com>  
**Sent:** Friday, June 18, 2021 1:35 AM  
**To:** David Atherton  
**Subject:** Energy Committee Membership

David,

I am interested in joining the Brandon Energy Committee.

By way of brief introduction, I have been an early adopter of home energy audits and remediation, of solar panels and of electric vehicle use in town. In the past I was trained by and worked with Neighborworks in West Rutland doing pre-inspections of homes in Rutland county for energy audits and educating homeowners as to their benefit.

I have volunteered or been elected to two different school boards in the past and served on the boards of several nonprofit service organizations.

If you need further information please let me know. I look forward to hearing from you.

Jim Emerson  
752 Prospect St, Brandon, VT  
802 747 8906



**FOR OFFICE USE ONLY**

Beginning Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Resignation Date: \_\_\_\_\_  
Entered: \_\_\_\_\_

## Town Health Officer Recommendation Form

This is a: ☐ New Appointment ☒ Re-appointment

Is a resignation letter needed from previous Health Officer? ☐ Yes ☒ No

Start Date: 08/01/2021 Town/Municipality: Town of Brandon

County: Rutland Full Name: Thomas Kilpeck

Home Delivery Address: 16 W Seminary St, Brandon, VT 05733  
(DO NOT USE the Town Clerk Office or a Business for your Home Address)

Street Address for UPS Deliveries: 16 W Seminary St, Brandon, VT 05733

Email Address: tkilpeck@townofbrandon.com

Telephone(s): W: 802-247-3635 x217 H: \_\_\_\_\_ Cell: 802-236-8389

Education: High School ☒ College \_\_\_\_\_ Other (list) \_\_\_\_\_

Professional Degree: \_\_\_\_\_ (e.g. MD, RN, DVM, DDS) Occupation: Fire Chief, Rental Officer

Please give a brief statement noting why the select board believes the recommended individual will make a good Health Officer:

Signed: \_\_\_\_\_  
Chair of the Select Board Date

Print Name: Seth Hopkins, Chair

**Return completed recommendation form to:**  
VT Department of Health / Environmental Health  
108 Cherry Street • PO Box 70  
Burlington, VT 05402



**RUTLAND REGIONAL PLANNING COMMISSION**

## REGIONAL BOARD OF COMMISSIONERS CERTIFICATION

July 1, 2021 – June 30, 2022

WE, THE LEGISLATIVE BODY OF Town of Brandon HEREBY CERTIFY THAT:

(name) David Atherton

(street address) 49 Center St

(town/zip) Brandon, VT 05733 (email) datherton@townofbrandon.com

(phone) 802-247-3635 x210

IS APPOINTED AS THE **REGULAR COMMISSIONER** TO THE RUTLAND REGIONAL PLANNING COMMISSION.

AND:

(name) \_\_\_\_\_

(street address) \_\_\_\_\_

(town/zip) \_\_\_\_\_ (email) \_\_\_\_\_

(phone) \_\_\_\_\_

IS APPOINTED AS THE **ALTERNATE COMMISSIONER**.

We understand that this certification shall be submitted to the Rutland Regional Planning Commission prior to June 30, 2021 or as soon as the appointments are filled and that such submission is necessary to validate the name of the person who is empowered to vote for the Town on Commission issues.

APPROVED BY THE LEGISLATIVE BODY AT ITS MEETING OF \_\_\_\_\_

\_\_\_\_\_  
Chairperson/President/Town Clerk

If there is a change, do you wish this to take effect immediately? \_\_\_\_\_ Yes \_\_\_\_\_ No

The Opera House | 67 Merchants Row | Rutland, Vermont

P.O. Box 430 | Rutland, Vermont 05702

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RUTLAND REGIONAL PLANNING COMMISSION

## RUTLAND REGION TRANSPORTATION ADVISORY COUNCIL CERTIFICATION

July 1, 2021 – June 30, 2022

WE, THE LEGISLATIVE BODY OF Town of Brandon HEREBY CERTIFY THAT:

(name) David Atherton

(street address) 49 Center St

(town/zip) Brandon, VT 05733 (email) datherton@townofbrandon.com

(phone) 802-247-3635 x210

IS APPOINTED AS THE **REGULAR REPRESENTATIVE** TO THE RUTLAND REGION TRANSPORTATION ADVISORY COUNCIL.

AND:

(name) \_\_\_\_\_

(street address) \_\_\_\_\_

(town/zip) \_\_\_\_\_ (email) \_\_\_\_\_

(phone) \_\_\_\_\_

IS APPOINTED AS THE **ALTERNATE REPRESENTATIVE**.

We understand that this certification shall be submitted to the Rutland Regional Planning Commission prior to June 30, 2021 or as soon as the appointments are filled and that such submission is necessary to validate the name of the person who is empowered to vote for the Town on Council issues.

APPROVED BY THE LEGISLATIVE BODY AT ITS MEETING OF \_\_\_\_\_

\_\_\_\_\_  
Chairperson/President/Town Clerk

If there is a change, do you wish this to take effect immediately? \_\_\_\_\_ Yes \_\_\_\_\_ No

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**June 25, 2020**

**FY 20-21 YEAR END NOTES**

**GASB 54 defines Assigned Funds as amounts that are intended to be used by the Town for specific purposes as authorized by the Selectboard. The Fund Balance Policy explains this in further detail.**

**We are requesting the following funds to be Assigned:**

**Motions for Assigned Funds for Fiscal Year 2020-2021:**

- 1. \$ 30,000.00 – Police: For Highway Operator- wages new employee starting early**
- 2. \$ 433.00 – Recreation: Cheerleading- excess fundraising revenue**

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**The following require no action by the Selectboard, this is for information only:**

**Restricted Funds that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.**

**Our Restricted Funds are:**

**Records Preservation**

**Highway Funds-Budgeted/Unspent**

**Prepaid Expenses**

**Brandon Ski Club Donation**

**Recreation Donations:**

- Dog Park - donation revenue & expenses adjustment**
- Hawk Hill - donation**
- Carnival - donation**

## Town of Brandon Fund Balance Policy

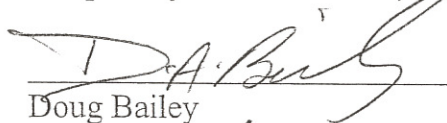
The purpose of this policy is to set parameters on the town's unrestricted reserve fund balance. Responsible stewardship of the taxpayers' money, and adequate provision for future needs of the town, both foreseen and unforeseen, require the town to maintain a positive fund balance. The fund balance may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


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


Therefore, the selectboard directs that:

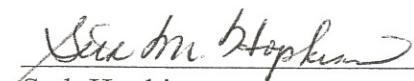
- 1 When the town's fund balance exceeds 30% of its annual operating budget, the difference will be returned to the taxpayers by reducing the amount to be raised by taxes in the next proposed budget. Such action will be made transparent by the inclusion of a separate line item in the budget so stating.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

Adopted by the selectboard, March 27, 2017:


  
Doug Bailey

  
Brian Coolidge

  
Devon Fuller

  
Seth Hopkins

\_\_\_\_\_  
Tracy Wyman

A true record made this 28<sup>th</sup> day of  
March 2017, A.D. at 11:00 AM  
Attest:  Brandon Town Clerk



TOWN OF BRANDON  
FUND BALANCE POLICY

**PURPOSE:** The purpose of this Fund Balance Policy is to establish proper reporting practices in accordance with Governmental Accounting Standards Board (GASB) Statement 54.

**GASB 54:** Fund Balance Reporting & Governmental Fund Type Definitions. GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories listed below.

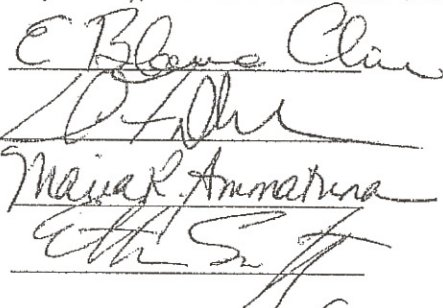
1. *Nonspendable* – Fund balance associated with inventory, prepaid expenditures, long-term loans or notes receivable, and trust fund principal to be held in perpetuity.
2. *Restricted* – Fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.
3. *Committed* – Fund balance includes amounts that can be used only for specific purposes determined by the Town's highest level of decision making authority, the voters.
4. *Assigned* – Fund balance includes amounts that are intended to be used by the Town for specific purposes as authorized by the Selectboard.
5. *Unassigned* – fund balance is the residual classification for the government's General Fund and includes all spendable amounts not contained in another classification.

**COMMITTED FUND BALANCE** – The fund balance reported is a result of motions passed at Annual Town Meetings or Special Town Meetings.

**ASSIGNED FUND BALANCE** – the fund balance is a result of motions authorized for specific purposes by the Town of Brandon Selectboard.


**ORDER OF FUND BALANCE SPENDING** – The Town's policy is to apply expenditures to the fund balance of the highest granted authority first. The Town maintains separate governmental funds to account for donor specified amounts (restricted), voter approved amounts (committed), and amounts set aside by management (assigned). Any residual fund balance amounts are reported as unassigned fund balance in the General Fund.

The foregoing Policy is hereby adopted by the Selectboard of the Town of Brandon, Vermont this 28<sup>th</sup> Day of May, 2013 and is effective until amended or repealed.

  
 E. Blaine Clain  
 [Signature]  
 Majia R. Amodeo  
 [Signature]

A true record made this 28th day of May, A.D. 2013

Attest:

  
 Town Clerk



June 24, 2021

Town of Brandon  
49 Center Street  
Brandon, VT 05733

Champlain Valley Fuels will provide to the Town of Brandon the following:

#2 Fuel Oil @ Rutland Rack +.15 – capped at \$2.45 + .02 Tax, (i.e. 6/24/21 Rutland Rack \$2.2295 + .15 + .02 = \$2.40)

Gasoline @ Montreal Rack +.25 + applicable taxes (i.e. 6/24/21 Rutland Rack \$2.173 + .25 = \$2.423)

On Road Diesel Fuel @, Valero Rutland Rack + .15 + applicable tax (i.e. 6/24/21 Valero Rutland Rack \$2.3735 + .25 = \$2.63)

These prices are good from July 1, 2021 through June 30<sup>th</sup>, 2022.

Bill Heffernan,  
President, Champlain Valley Fuels



**FYI**  
**2020/2021**  
**PRICES**

May 21, 2020

Town of Brandon  
49 Center Street  
Brandon, VT 05733

To Whom It May Concern:

Champlain Valley Fuels will provide to the Town of Brandon the following:

#2 Fuel Oil @ Rutland Rack +.12 – capped at \$1.60, or a fixed rate of \$1.50 (i.e. 5/20/20 Rutland Rack \$1.071 + .12 = \$1.191),

Gasoline @ Montreal Rack +.22 (i.e. 5/20/20 Montreal Rack \$1.046 + .22 = \$1.266),

On Road Diesel Fuel @, Valero Rutland Rack + .12 (i.e. 5/20/20 Valero Rutland Rack \$1.127 + .12 = \$1.247 + applicable taxes),

These prices are good from July 1, 2020 through June 30<sup>th</sup>, 2021.

Bill Heffernan,  
President, Champlain Valley Fuels





## *Fyles Brothers Inc.*

425 Needham Hill Rd.  
Orwell, VT 05760  
(802) 948-2300

### PROPANE BID

For

Town of Brandon  
49 Center St.  
Brandon, VT 05733

In response to your "Request for Quotes" in which you are seeking a quote to provide liquid propane for the Town of Brandon for the 2021-2022 fiscal year. Fyles Bros. Inc. of Orwell, VT hereby submits the following "Fixed Price" per gallon Bid for the period beginning July 1, 2020 through June 30, 2021.

#### FIXED PRICE OFFER:

\$1.50 per gallon

Thank you for the opportunity to bid on the Town of Brandon's propane needs. We hope to continue as your propane supplier.

Sincerely,

Manny Fletcher  
Fyles Bros. Inc.

**Fyles Bros. Inc.**  
**425 Needham Hill Rd.**  
**Orwell, VT 05760**

**FYI**  
**2020/2021**  
**PRICE**

PROPANE BID  
For  
Town of Brandon  
49 Center St.  
Brandon, VT 05733

In response to your "Request for Quotes" in which you are seeking a quote to provide liquid propane for the Town of Brandon for the 2020-2021 fiscal year. Fyles Bros. Inc. of Orwell, VT hereby submits the following "Fixed Price" per gallon Bid for the period beginning July 1, 2020 through June 30, 2021.

**FIXED PRICE OFFER:**

**\$1.16 per gallon**

Thank you for the opportunity to bid on the Town of Brandon's propane needs. We hope to continue as your propane supplier.

Sincerely,

Manny Fletcher  
Fyles Bros. Inc.



06/24/21  
06:34 pm

TOWN OF BRANDON Accounts Payable  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100015 ALLEN ENGINEERING & CHEMI	06/18/21	chlorine, permanganate 11152181901	20-5-55-51230 Outside Equip. - Pump St.	255.00	49769	06/28/21
100015 ALLEN ENGINEERING & CHEMI	06/18/21	chlorine, permanganate 11152181901	20-5-55-50120 Sodium Hypochorite	514.80	49769	06/28/21
330468 ATHERTON, DAVID J	06/16/21	cell phone: Jan - June 06/16/21	10-5-10-42100 Telephone Exp. Admin.	300.00	49770	06/28/21
310861 BIASUZZI, JEFFREY	06/15/21	DRB mailing reimbursement 06/15/21	10-5-12-30132 Planning/Zoning Postage	5.94	49771	06/28/21
100255 BRANDON FIRE DISTRICT #1	06/23/21	water portion payments JUNE 2021	90-5-15-90600 Paid To BFD No 1	56516.97	49772	06/28/21
100280 BRANDON LUMBER & MILLWORK	06/03/21	ground contact/post/snap 888689/3	10-5-22-43080 Highway Bldg Maint	96.85	49773	06/28/21
100280 BRANDON LUMBER & MILLWORK	06/03/21	exchanged ground contact 888693/3	10-5-22-43080 Highway Bldg Maint	2.80	49773	06/28/21
100280 BRANDON LUMBER & MILLWORK	06/07/21	lock for excavator 889485/3	10-5-15-41160 HW Maint. Supplies-Vehicl	14.99	49773	06/28/21
100280 BRANDON LUMBER & MILLWORK	06/10/21	pruners, trim line 889911/3	10-5-22-43120 Municipal Mowing-maint	12.99	49773	06/28/21
100280 BRANDON LUMBER & MILLWORK	06/15/21	batteries, work light 890708/3	10-5-22-43080 Highway Bldg Maint	30.58	49773	06/28/21
100280 BRANDON LUMBER & MILLWORK	06/15/21	wasp & hornet killer 890717/3	10-5-22-43120 Municipal Mowing-maint	3.99	49773	06/28/21
100280 BRANDON LUMBER & MILLWORK	06/17/21	trash bags 891010/3	10-5-22-43170 Trash costs-Transfer Stat	27.98	49773	06/28/21
100280 BRANDON LUMBER & MILLWORK	06/18/21	duct tape 891237/3	20-5-55-43160 Maint. Supplies - General	11.18	49773	06/28/21
100280 BRANDON LUMBER & MILLWORK	06/23/21	keys 892068/3	10-5-18-30070 Little League Expenses	5.18	49773	06/28/21
100860 CARROLL, BOE, PELL & KITE	06/11/21	Brookdale Manor 35169	20-5-55-21110 Legal Services	168.00	49774	06/28/21
100860 CARROLL, BOE, PELL & KITE	06/11/21	Library Grant 35170	56-5-85-20500 Library Grant exp	588.00	49775	06/28/21
100860 CARROLL, BOE, PELL & KITE	06/11/21	union matters 35171	10-5-10-21110 Legal Services	189.00	49776	06/28/21
100860 CARROLL, BOE, PELL & KITE	06/11/21	miscellaneous legal 35172	10-5-10-21110 Legal Services	1029.00	49776	06/28/21
100860 CARROLL, BOE, PELL & KITE	06/17/21	purchase & sale contract 35189	10-5-10-21110 Legal Services	500.00	49776	06/28/21
301503 CHAMPLAIN VALLEY FUELS	06/11/21	gasoline 515334	10-5-14-41130 Fuel - Vehicles	800.57	49777	06/28/21
301503 CHAMPLAIN VALLEY FUELS	06/08/21	diesel fuel 515560	10-5-15-41130 Fuel - Vehicles HW	892.07	49778	06/28/21
301503 CHAMPLAIN VALLEY FUELS	06/16/21	diesel fuel 542156	10-5-15-41130 Fuel - Vehicles HW	873.81	49778	06/28/21
301043 CIVES CORPORATION, DBA	06/21/21	spinner for truck #5 4507581	10-5-15-41160 HW Maint. Supplies-Vehicl	129.91	49779	06/28/21
310097 COMCAST	06/09/21	Estabrook-6/9 to 7/8 wifi ESTBK 6/9/21	10-5-22-43100 Town Office	209.68	49780	06/28/21
310037 CONSOLIDATED COMMUNICATIO	06/06/21	service: May 06 to Jun 05 HWY 06/06/21	10-5-15-42100 HW Telephone	93.80	49781	06/28/21

06/24/21  
06:34 pm

TOWN OF BRANDON Accounts Payable  
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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310037	CONSOLIDATED COMMUNICATIO	06/06/21	service: May 06 to Jun 05 PD 06/06/21	10-5-14-42100 PD Telephone Service	47.82	49781	06/28/21
311001	DAVIS, MANDY	06/15/21	Graphic design - ads 0165	10-5-18-10330 Advertising/Recruitment	85.50	49782	06/28/21
100456	DUBOIS & KING INC	06/21/21	S6 CI-progress rpt #96 621125	46-5-50-61200 RT 7 C.I. - Construction	12560.87	49783	06/28/21
300466	DUNDON PLUMBING & HEATING	06/17/21	portable toilet fee 63430	10-5-18-30070 Little League Expenses	115.00	49784	06/28/21
101007	EARLE'S TRUCK REPAIR, INC	06/08/21	repairs to truck #6 25041	10-5-15-41180 HW Outside Maint. - Vehic	20367.50	49785	06/28/21
100494	ENDYNE INC	06/18/21	testing 374765	20-5-55-22120 Testing	25.00	49786	06/28/21
100494	ENDYNE INC	06/23/21	testing 375130	20-5-55-22120 Testing	135.00	49786	06/28/21
300187	FLORENCE CRUSHED STONE	06/12/21	stone 230113	10-5-15-46140 Gravel	139.81	49787	06/28/21
300974	GRAPH-X INCORPORATED	06/23/21	reflective signs 1020	10-5-18-10330 Advertising/Recruitment	240.00	49788	06/28/21
100725	GREEN MOUNTAIN GARAGE	06/14/21	locknut, cap screws 168810	10-5-15-41160 HW Maint. Supplies-Vehicl	5.66	49789	06/28/21
100725	GREEN MOUNTAIN GARAGE	06/16/21	sillicone, towels 168935	20-5-55-43160 Maint. Supplies - General	16.71	49789	06/28/21
100725	GREEN MOUNTAIN GARAGE	06/22/21	motor oil & grease 169215	20-5-55-43160 Maint. Supplies - General	17.82	49789	06/28/21
310233	GREEN MOUNTAIN POWER	06/07/21	Newton Rd - Pump Station 089202 06/21	20-5-55-42130 Electric	269.56	49790	06/28/21
310233	GREEN MOUNTAIN POWER	06/04/21	Central Park, lights 170028 06/21	10-5-22-42130 Bldgs & Grounds Electric	604.05	49790	06/28/21
310233	GREEN MOUNTAIN POWER	06/04/21	Estabrook Park 240302 06/21	10-5-22-42130 Bldgs & Grounds Electric	34.70	49790	06/28/21
310233	GREEN MOUNTAIN POWER	06/04/21	Carver St - Pump Station 290502 06/21	20-5-55-42130 Electric	48.33	49790	06/28/21
310233	GREEN MOUNTAIN POWER	06/04/21	Green Park 317702 06/21	10-5-22-42130 Bldgs & Grounds Electric	20.51	49790	06/28/21
310233	GREEN MOUNTAIN POWER	06/04/21	Country Club Pump Station 338602 06/21	20-5-55-42130 Electric	24.94	49790	06/28/21
310233	GREEN MOUNTAIN POWER	06/03/21	car chargers 339840 06/21	10-5-22-42500 Electric EV Car Stations	155.65	49790	06/28/21
310233	GREEN MOUNTAIN POWER	06/04/21	Brookdale Pump Station 467702 06/21	20-5-55-42130 Electric	32.50	49790	06/28/21
310233	GREEN MOUNTAIN POWER	06/03/21	Crescent Park 737937 06/21	10-5-22-42130 Bldgs & Grounds Electric	158.97	49790	06/28/21
310233	GREEN MOUNTAIN POWER	06/04/21	street lights 851302 06/21	10-5-22-42130 Bldgs & Grounds Electric	2728.32	49790	06/28/21
310233	GREEN MOUNTAIN POWER	06/04/21	WWTP security light 860302 06/21	20-5-55-42130 Electric	24.33	49790	06/28/21
300600	HOLLAND COMPANY INC	06/14/21	sodium bisulfite 9467	20-5-55-50140 Sodium Bisulfite	1946.29	49791	06/28/21
100792	HULBERT SUPPLY CO INC	06/09/21	parts to repair pump X011595	20-5-55-43160 Maint. Supplies - General	104.21	49792	06/28/21



06/24/21  
06:34 pm

TOWN OF BRANDON Accounts Payable  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100792	HULBERT SUPPLY CO INC	06/16/21 vacuum gauge X011651	20-5-55-43160 Maint. Supplies - General	27.26	49792	06/28/21
310941	LAUGHLIN, DUANE	06/24/21 umpiring 06/24/21	10-5-18-30070 Little League Expenses	50.00	49793	06/28/21
301076	LCS CONTROLS, INC.	06/21/21 repair of dial-out alarms 14172	20-5-55-20240 Contractors	300.00	49794	06/28/21
100588	MARKOWSKI EXCAVATING, INC	06/22/21 gravel V-23030	10-5-15-46140 Gravel	1604.25	49795	06/28/21
310602	MITCHELL, DAVID A.	06/24/21 umpiring 06/24/21	10-5-18-30070 Little League Expenses	100.00	49796	06/28/21
310721	MORRISSETTE, JOE	06/24/21 umpiring 06/24/21	10-5-18-30070 Little League Expenses	100.00	49797	06/28/21
310795	NATIONAL BUSINESS TECHNOL	06/24/21 service contract printers IN429786	10-5-10-30130 Service Contracts	37.95	49798	06/28/21
310795	NATIONAL BUSINESS TECHNOL	06/24/21 service contract copiers IN429787	10-5-10-30130 Service Contracts	90.00	49798	06/28/21
100788	NEW ENGLAND MUNICIPAL RES	06/12/21 Lisa - May 2021 48180	10-5-11-22140 Property Assessor	1662.50	49799	06/28/21
310530	PATCH ELECTRIC INC	04/02/21 electrical work @ WW & TO 1641	20-5-55-42150 Outside Maint. - Bldgs	789.80	49800	06/28/21
310530	PATCH ELECTRIC INC	04/02/21 electrical work @ WW & TO 1641	10-5-22-43100 Town Office	65.00	49800	06/28/21
310530	PATCH ELECTRIC INC	06/16/21 electrical work @ WW 1700	20-5-55-42150 Outside Maint. - Bldgs	554.83	49800	06/28/21
100274	PETTY CASH - TOWN OFFICE	06/23/21 postage zoning/assessor JUNE 2021	10-5-10-30132 Postage Expenses	32.51	49801	06/28/21
310793	PRESEAU, JOSH	06/16/21 reimburse - mailbox post 06/16/21	10-5-22-43080 Highway Bldg Maint	31.00	49802	06/28/21
200155	RED APPLE SELF STORAGE	06/17/21 Ez-Go Golf Cart w/charger 828460	10-5-18-10310 Travel & Expenses	2800.00	49768	06/18/21
Paid for by Sponsorship 100%.						
100151	REGIONAL AMBULANCE SERVIC	06/16/21 med exp. while at VSP 200901720	10-5-14-10214 Health Insurance	581.60	49803	06/28/21
310842	RHR SMITH & COMPANY	06/11/21 FY20-21 Audit- field work 2021-727	10-5-10-22110 Auditors	2200.00	49804	06/28/21
330348	VERIZON WIRELESS	06/13/21 service: May 14 - Jun 13 9881940292	10-5-15-42100 HW Telephone	40.49	49805	06/28/21
330348	VERIZON WIRELESS	06/13/21 service: May 14 - Jun 13 9881940292	20-5-55-42100 Wastewater Telephone	40.49	49805	06/28/21
330348	VERIZON WIRELESS	06/13/21 service: May 14 - Jun 13 9881940292	10-5-21-10310 Travel & Expenses	20.24	49805	06/28/21
330348	VERIZON WIRELESS	06/13/21 service: May 14 - Jun 13 9881940292	10-5-18-42100 Recreation Telephone	20.25	49805	06/28/21
330348	VERIZON WIRELESS	06/13/21 service: May 14 - Jun 13 9881940292	10-5-14-42100 PD Telephone Service	40.49	49805	06/28/21
300024	VERMONT DIGITAL	06/17/21 office 2019 TJ061721	10-5-14-30110 Office Supplies	249.00	49806	06/28/21
300581	VT OFFENDER WORK PROGRAMS	06/16/21 sign posts SS5898	10-5-15-45120 Signs & Posts	1365.00	49807	06/28/21
310046	W.B. MASON CO INC	06/04/21 toner 220717153	10-5-14-30110 Office Supplies	160.78	49808	06/28/21

06/24/21  
06:34 pm

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100577	06/09/21	WILK PAVING, INC cold patch W21-037	10-5-15-46120 Cold Patching	328.90	49809	06/28/21
330427	06/16/21	WINNING IMAGE GRAPHIX banners 18069	10-5-18-10330 Advertising/Recruitment	1836.20	49810	06/28/21
330427	06/16/21	WINNING IMAGE GRAPHIX banners 18069	10-5-18-30070 Little League Expenses	240.00	49810	06/28/21
330427	06/21/21	WINNING IMAGE GRAPHIX clerks door signage 18176	10-5-13-30110 Office Supplies	80.00	49810	06/28/21
Report Total				118630.68		

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 \$ \*\*\*118,630.68  
Let this be your order for the payments of these amounts.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_