

Brandon Select Board Meeting
June 27, 2022
7:00 p.m.

The Brandon Select Board will meet Monday, June 27, 2022 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 13, 2022
 - b) Special Select Board Meeting Minutes – June 20, 2022
- 3) Town Manager’s Report
- 4) Zoning Administrator’s Report
- 5) Public Comment and Participation
- 6) Appointment
 - a) Energy Committee to Fill Anticipated Vacancy – Indefinite Term
- 7) Letter of Support for the Brandon Free Public Library Grant Request
- 8) West Seminary Park Stormwater Mitigation
- 9) Late Homestead Penalty
- 10) Internal Financial Controls Checklist for Municipalities
- 11) Assignment of Funds
- 12) Fiscal
 - a) Consider Purchase of FY 22/23 Diesel Fuel and Heating Fuel
 - b) Consider Purchase of FY 22/23 Propane
 - c) Warrant - June 27, 2022 - \$258,482.92
- 13) Executive Session

The appointment or employment or evaluation of a public officer or employee, to include the Town Manager per 1 V.S.A. § 313(3)(a)(3) to discuss Town Manager’s contract

- 14) Adjournment

**Brandon Select Board Meeting
June 13, 2022**

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

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

Others in Attendance: Dave Atherton, Neil Silins, Steve Cijka, Judy Bunde, Jack Schneider, Kevin Cornet, David Roberts, Sophia Cornet, Jeff Stewart, Jim Emerson, Marielle Blais, Jason Booth, Aaron Boynton, Addison Boynton

Other In Attendance Via Zoom: Richard Jamros, Mathew Clouser, Keith Whitcomb

1. Call to order

The meeting was called to order by Seth Hopkins, Chair at 7:02PM.

a) Agenda Adoption

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

Add Item 5a - Energy Committee Funding Presentation

2. Approval of Minutes

a) Select Board Hearing Minutes – May 23, 2022

b) Select Board Meeting Minutes – May 23, 2022

Motion by Brian Coolidge/Tracy Wyman to approve the May 23, 2022 hearing and meeting minutes. **The motion passed unanimously.**

3. Town Manager's Report

Dave Atherton provided the following report:

. VTrans will be starting work on Route 7 this week. The project begins in the Town of Pittsford on US Route 7, just north of the intersection with VT Route 3, and extends northerly along US Route 7 to a point just south of the US Route 7 and Hawk View Road intersection in the Town of Brandon. Work on this project will consist of milling the pavement to a 1.5" depth, spot shimming and surface prepping, then paving with a 1.5" lift of Type IVS wearing course pavement. Additionally, some guardrail work will be performed to repair and replace damaged sections to bring full runs into compliance with

the current standards. Shoulder berms that have built up will be removed to facilitate better drainage from the road surface, and some ditching work may be performed to further aid in drainage. The corridor will be evaluated for the installation of Centerline Rumble Strips (CLRS). CLRS will be installed where the speed limit is 45 MPH or greater, the pavement width is 14 feet in both directions, and the traffic volume exceeds 1500 vehicles per day. The CLRS will be stopped at Town Highway intersections, and anywhere that a residence falls within 100 feet of centerline. In these cases, the CLRS will be stopped and resumed 100 feet from either corner of the residence. Mr. Atherton noted this project will be going through most of the summer and people may want to find an alternate route due to delays.

. The Annual inspection of our closed landfill was completed on May 27th by KAS.

. Mr. Atherton attended the VLCT Regulating Cannabis webinar on May 24th and sent the presentation slides to the Select Board on the 24th for review.

. Mr. Atherton attended the annual Vermont Emergency Management Conference on May 26th at the Lake Morey Resort and attended the following seminars: Case Studies for Flood Resilient, Communities, Threat and Hazard Identification and Risk Assessment, VT ERAF: How to Best Meet the Needs of Our Communities, National Weather Service Tropical Storm Program Expands into Vermont this Summer... What Does That Mean for You?

. The Arnold District culvert bid opening took place on July 3rd. The apparent winning bidder was Poulin Landscaping at \$245,280.00. The 3-sided precast concrete box culvert cost is \$78,655.00 which brings the total construction and installation cost to \$323,935.00, which is a little under what was anticipated.

. Mr. Atherton held a meeting on June 8th with Representative Jerome, Representative Shaw, Pittsford Town Manager, and the Mosquito District to discuss the need for more larvicide funding and the best way to make the request to the Dept. of Agriculture. Mr. Atherton advised a letter is being drafted by the Mosquito District that will be reviewed by Representatives Jerome and Shaw prior to sending it to Anson Tebbetts.

. The property appraiser for VLCT was in Town on June 8th to complete appraisals on all of the Town's buildings for insurance purposes.

Tim Guiles noted the electric car chargers have gone to cost. He tried them and was impressed the cost is 19 cents/ kilowatt hour as typically there is usually a premium. He was surprised with the add on charge of 75 cents/hour for parking and asked the Town Manager to look into whether there is flexibility in the pricing scheme to either reduce or eliminate the parking fee, as the Town does not charge for parking in any other municipal locations.

Judy Bunde, resident of 69 Park Street, reported she has had 5 inches of water in her basement since spring and there are other homeowners on Park Street that are having a similar issue. This spring the owner of 65 Park Street did some remedial work and is still having a problem. Residents of 67 Park Street have had 5 inches consistently since spring and have to pump it manually. On 71 Park Street, they did work in their basement and still had wetness this spring. They notified the Town and it was determined it was a freshwater problem, not sewage. She did not keep a log of the interactions, but Sam Glaser of 67 Park Street kept daily notes and they can

supply more information. Ray Counter of the Water Department reviewed the basements and found no leaks or defects. He also brought in some other people to try to solve the problem. There was testing of the stormwater and sewer system done in doing camera and die testing. Engineers from Aldrich & Elliott reviewed the situation but there was never any follow-up with written statements. They made good faith efforts over several weeks. Finally, three weeks ago the basements started to dry out with spring and the thaw over. The homeowners affected would like to see this be addressed during the summer season. One of the basements was dry for a couple of days and after the rain, the basement filled up again. The Town stopped doing anything and the engineer from Aldrich & Elliott does not think that the bioswales could be the problem. The homeowners have not done anything different but the Park Street construction happened. Ms. Bunde accepts the findings that the new structures are not the problem, but noted it is reasonable that the Park Street construction is the event that changed the situation. She would like the situation fixed and noted she is not looking to take money from the Town. She is disappointed the Town stopped researching this situation and it is reasonable to ask the Town to figure out what caused this. Seth Hopkins stated he has previously spoken to Ms. Bunde about this situation. Dave Atherton reported the Town has exhausted all that can be done and noted that Mr. Glaser had indicated he was going to hire an outside engineering firm. He stated if it were the Town's problem, they would fix it. The back and side yards are wet, but the area in front of the houses is not. Mr. Atherton noted there has also been flooding in other areas that the Town has not seen before. The base for Park Street is sand and there is very good drainage there. Jason Booth of Aldrich & Elliott reported bioswales were put in for drainage and this area has been reviewed and a camera was used on the street to assure that everything is working like it should. Mr. Hopkins advised the Town removed three large mature trees and in doing some research, he noted a mature maple could absorb several thousand gallons of water in a season and perhaps that is what is happening in that area. Ms. Bunde did not think the trees would have resolved this problem when Sam Glaser's basement flooded again after the recent rain. Mr. Booth advised he has been in both Sam's and Judy's basements and it appears it is coming up from under neath the floor and appears to be coming more from the High Street side. Mr. Atherton stated there were thoughts that an old storm drain from High Street was the cause of the problem, but it was found to have no interconnections. As far as the roadwork, the center of the road has been lowered as there was a high crown that sloped steep to the sides. Mr. Atherton did not think the road is the issue due to it being lower than before. They also reviewed the predesign in the Stormwater Management Plan that identified this as a priority project and there were some percolation test pits done and the perc rates were very good as it is all sand. The services are deep in Park Street, particularly the sewer line that goes up the southern side of the street and had consistent sand. There was no evidence of the groundwater table being raised in this area from the piping or bioswale work. The only other thing is a possible water leak and Ray Counter did significant checks in the area. It was noted there is no evidence of floor drains in the basements and everything found piping-wise from the south or north side of the road was reconnected so there was no mystery. Mr. Atherton was under the impression that Sam Glaser was bringing someone in to do research. Ms. Bunde advised Mr. Glaser has talked to three different engineering companies and there may be someone that can come in, but any remediation plan could be ineffective if it is not known where the problem is. Mr. Glaser wants to have an engineer take a look at this but is concerned about the costs. Ms. Bunde does not care to know why it is happened; she just wants her basement fixed. Mr. Atherton noted he would be fine with the Town hiring someone if it was the Town's issue but noted the front yards are dry and there are a

lot of impervious surfaces in the back yards. Mr. Atherton noted that there is not a bulkhead on Ms. Bunde's home and there have been heavy rains and issues in other areas where there were not problems before. The Town has exhausted every avenue. Mr. Atherton stated the only engineers he is familiar with are Otter Creek Engineering, Dubois & King, and Aldrich & Elliott. Tracy Wyman suggested Lincoln Applied Geology. Ms. Bunde stated the homeowners need some support from the Town as they are taxpayers. Mr. Atherton stated the Town has inspected the area and did leak detection and the water is not coming from Park Street. The backyards are wet and those are not the Town's responsibility. Tracy Wyman noted he had a similar problem in his basement and he had to figure out where the water was coming and was able to correct his problem. Mr. Atherton stated the Town did not leave the homeowners stranded as they researched and did all the testing they could and would have corrected the issue if it was found. Seth Hopkins suggested it might be beneficial for either Ms. Bunde or Mr. Glaser to arrange for an outside firm to review the area. Mr. Atherton suggested there is Dufresne Group out of St. Johnsbury or MSK out of Bennington as other possibilities. Mr. Atherton stated the weather has extremely changed with more rain and stronger storms in a shorter amount of time. Ms. Bunde will contact Mr. Atherton to obtain the names of the engineering companies to contact.

Kevin Cornet expressed concern about the curb near the Baptist Church that runs towards Sudbury as there have been numerous people that have gotten flat tires by running over it. Mr. Cornet asked if the Town could see if there could be something done to identify it. He stated there have been at least five people that have had tire blow outs. He has spoken to the Town Manager about possibly moving it or some other alternative. Seth Hopkins stated this is a recent placement of a curb from a recent project and was done for pedestrian safety. Dave Atherton stated the road is wide at the intersection and then narrows down. He reviewed it and spoke with Mrs. Bove who lives in the area about this situation. She had indicated there was no protective curb previously and cars travel fast down Champlain Street. It was noted the curb is there for a reason. The fog line could be extended and a delineator post added as there is currently no fog line on Champlain Street until the Town garage. Mike Markowski stated this section is over 10 feet wide that is more than enough for a typical car. Mr. Cornet noted people are still hitting it. Mr. Atherton reiterated the Town can extend the fog line and put a reflective delineator post in that location.

The Select Board meeting was recessed at 7:54PM to reconvene as the Board of Sewer Commissioners.

The Select Board reconvened at 8:08PM.

4. Public Comments and Participation

David Roberts, President of the Brandon Library, was present to discuss the parking in front of the library. He noted the library is in support of the neighbors but want to be sure there is ample parking for the library and noted they need every parking spot they can get. Dave Atherton advised this area has been reviewed as the Town has received concerns from adjoining neighbors about the safety in traveling out of their driveways. Mr. Atherton will be in contact with the neighbors again about the situation. Seth Hopkins asked if the library staff could park further along Park Street instead

of the head-in parking spots to provide more library parking. Mr. Roberts advised there is usually three staff people and they will be glad to work with the Town to figure this out. Tim Guiles suggested if there were lines for parallel parking, it would be helpful for people. Mr. Roberts stated they do parallel park on the other side but they want to be sure the parking spaces are maximized. Handicap parking spots require two spaces and the curb lowered. Mr. Atherton advised if lines are painted, there may be spaces lost due to the size that is required for a parking space. Mr. Atherton will be discussing this subject with the abutting neighbors to come up with a solution for the parking, while providing them visibility from their driveways.

5. Champlain Street Curb Concern

This item was previously discussed during the Town Manager's report.

5a. Energy Committee Funding Presentation

Jim Emerson, Chair of the Brandon Energy Committee, was present to request support from the Select Board for their July 4th parade entry. He noted the Committee is tasked with helping the Town reach its goals for reduction of greenhouse gas emissions and with educating and inspiring the community to take action connected with these goals. Mr. Emerson advised the Committee has information that is educational that they would like to include in the Brandon July 4th parade. They expect to use the information in the July 4th parade, at SolarFest gatherings, at the Davenport event, and other events in the future. The Committee also wants to build a rapport with the community and intends to enter a float in the parade that will include electric vehicles and electric bikes. Mr. Emerson provided a sample of a tee shirt with the Energy Committee's logo that would be used by the Committee members and volunteers for the events. The parade is about the future and they feel that entry in it is important. The Committee requested the Select Board authorize \$600 for the purchase of banners, placards, and tee shirts for the upcoming events. Seth Hopkins thanked Mr. Emerson for the spirit that they are putting into their work on the Energy Committee. Mr. Hopkins stated there was \$3200 placed in the next F/Y budget for the Energy Committee. Dave Atherton did not think the items requested fit with the outline of budget items for training and a survey and did not feel it was something that would come out of the operating budget. Tim Guiles suggested this is a great expenditure of money to support the Energy Committee and are reusable items and it is appropriate for the Committee to come to the Board when they need funding. Tracy Wyman suggested it should be a fundraising item. Mr. Hopkins advised the Board can't approve spending money on an adhoc type of basis but approve spending money in a comprehensive-type basis that is inclusive of the public. There are occasional requests of worthy projects but it is just not good practice to take items one at a time and he cannot support spending money that is not part of the process. Mr. Hopkins' recollection was the funds allocated for next year's budget were dedicated to a town-wide survey and this is a sponsorship opportunity and not something he could support from an operating point of view. Jim Emerson noted this would be for promotional materials and asked if the money could be expended after July 1st. Mr. Hopkins advised the Select Board would not consider a \$600 expenditure as it would be under the purview of the Town Manager to determine if it is an appropriate expenditure. Mr. Hopkins noted in this form of government, it is the Town Manager's decision and he would not push the Town Manager toward spending an amount of money. Mr. Guiles thought that committees that have a budget, while appropriate that the Town

Manager should review expenditures, should have latitude for spending. Dave Atherton reported the money is not available until July 1st and noted he advised Mr. Emerson if they could have the items billed after July 1st, the money would be available. Mr. Guiles stated when we have committees, we should give modest funding and allow them to spend as they see fit. Mr. Emerson stated there were three items for the budget that included a survey, energy conservation displays and promotional displays. Mr. Atherton stated the promotional materials in the budget request were more specific. Mike Markowski thought a fund-raising effort might be more appropriate. Mr. Hopkins suggested solar-type companies may be a better option for obtaining funding. He stated the Board has to be careful with what funding is spent on. Mr. Hopkins read from the 9th Article of the Constitution. Mr. Hopkins did not find that he could support the sentiment that the buying of tee shirts is going to be of service. He noted this is a management decision, not a board decision and expressed concern that previous work of the Energy Committee has not shown respect for the budget process. Mr. Hopkins advised there is no Board action required.

6. Consider Reduction in Number of Seats on the Planning Commission

Seth Hopkins advised this topic is for the Select Board to consider due to the number of people completing their terms with only 3 people remaining on the Commission and leaving 3 vacancies. Mr. Atherton stated there cannot currently be a quorum and the Planning Commission can have a minimum of 3 seats, but no more than 9.

Motion by Mike Markowski/Tracy Wyman to reduce the Planning Commission seats to five people. **The motion passed unanimously.**

7. Appointments

- a) Development Review Board - 2 seats (3-year terms ending June 30, 2025) – John Peterson and Jack Schneider*
- b) Development Review Board Alternate - 2 seats (3-year terms ending June 30, 2025) - Vacancy*
- c) Planning Commission - 3 seats (3-year terms ending June 30, 2025) – Jack Schneider, 1 Vacancy*
- d) Planning Commission - 1 seat (remainder of term ending June 30, 2023) - Vacancy*
- e) Planning Commission - 1 seat (remainder of term ending June 30, 2024) - Vacancy*
- f) Revolving Loan Fund Committee - 2 seats (3-year term ending June 30, 2025) – Stephanie Jerome and Karen Lynch*
- g) Revolving Loan Fund Committee Alternate – 1 seat - Vacancy*
- g) Rutland Region Transportation Council (1-year term ending June 30, 2023) – David Atherton*
- h) Rutland Region Transportation Council Alternate (1-year term ending June 30, 2023) - Vacancy*
- i) Rutland Regional Planning Commission (1-year term ending June 30, 2023) – Jack Schneider*
- j) Rutland Regional Planning Commission Alternate (1-year term ending June 30, 2023) - Vacancy*

Motion by Brian Coolidge/Mike Markowski to approve the appointments as presented. **The motion passed unanimously.**

Dave Atherton will advertise the list of vacancies to see if the Town can fill some of the seats. Seth Hopkins read the following Martin Luther King, Jr. quote: "Volunteers do not necessarily have the time; they just have the heart." Mr. Hopkins thanked all the people that have stepped up to fill the commission spots and encouraged anyone interested in one of the vacant seats to contact the Town Manager.

8. Adopt Rules of Procedure for Select Board Vicious Dog/Wolf-Hybrid Hearings

Seth Hopkins reported there was a vicious dog hearing held and the Select Board used the VLCT's procedures for the hearing and suggested this is an opportunity to formally adopt the model policy from the VLCT.

Motion by Tim Guiles/Tracy Wyman to adopt the rules of procedure for Select Board Vicious Dog/Wolf-Hybrid hearings as presented. **The motion passed unanimously.**

Mr. Hopkins advised a fair and reasonable solution was reached in a difficult situation. Dave Atherton noted the Passion4Paws group was very responsive and it was a pleasure to work with them.

9. Fiscal

a) Warrant – June 13, 2022 - \$189,684.11

Motion by Brian Coolidge/Tracy Wyman to approve the June 13, 2022, warrant in the amount of \$189,684.11. **The motion passed unanimously.**

Seth Hopkins thanked all who attended the meeting.

The Select Board recessed at 8:46PM.

The Select Board reconvened at 8:52PM.

Motion by Mike Markowski/Tracy Wyman to enter into executive session at 8:53PM for the appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313(3)(a)(3) to include the Town Manager. **The motion passed unanimously.**

10. Executive Session

The Town Manager left the meeting at 9:14PM and returned at 9:29PM.

Motion by Brian Coolidge/Tracy Wyman to come out of executive session at 9:40PM. **The motion passed unanimously.**

Motion by Brian Coolidge/Tracy Wyman to thank Wayne Rausenberger for his years of service on the Otter Creek Watershed Insect Control District as the Select Board has decided to close his term. **The motion passed unanimously.**

Motion by Mike Markowski/Tim Guiles that it is found that premature general public knowledge of the current contract with the NEPBA will clearly place the Town at a substantial disadvantage. **The motion passed unanimously.**

Motion by Mike Markowski/Tim Guiles to enter into executive session at 9:45PM to discuss the current contract with NEPBA under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes. **The motion passed unanimously.**

11. Executive Session

Motion by Tracy Wyman/Seth Hopkins to come out of executive session at 9:54PM. **The motion passed unanimously.**

There were no actions required.

12. Adjournment

Motion by Tracy Wyman/Seth Hopkins to adjourn the Select Board meeting at 9:55PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

BRANDON SELECT BOARD SPECIAL MEETING MINUTES
June 20, 2022

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

In Attendance: Brian Coolidge, Tim Guiles, Seth Hopkins, and Tracy Wyman. (Absent: Michael Markowski)

There were no Zoom options for this meeting. No non-board members were present.

1) Call to Order

The Special Meeting of the Select Board was called to order by board chair Seth Hopkins at 7:03PM.

On motion by Tracy Wyman, second by Tim Guiles, and unanimously voted, the agenda was adopted as posted.

There was no public comment offered.

2) Executive Session

The Select Board entered into Executive Session to discuss the appointment or employment, or evaluation of a public officer or employee per 1 V.S.A. 313 (a)(3) at 7:05 PM on motion by Seth Hopkins, seconded by Tim Guiles, and unanimously voted.

The Select Board exited Executive Session at 8:03 PM.

No actions were required.

There was no public comment offered.

3) Adjournment

The Special Meeting of the Select Board adjourned at 8:04 PM on motion by Tim Guiles, second by Tracy Wyman. Not debatable. Unanimously voted.

Respectfully submitted,

Brian Coolidge, clerk of the selectboard

Town Manager Report for June 26, 2022

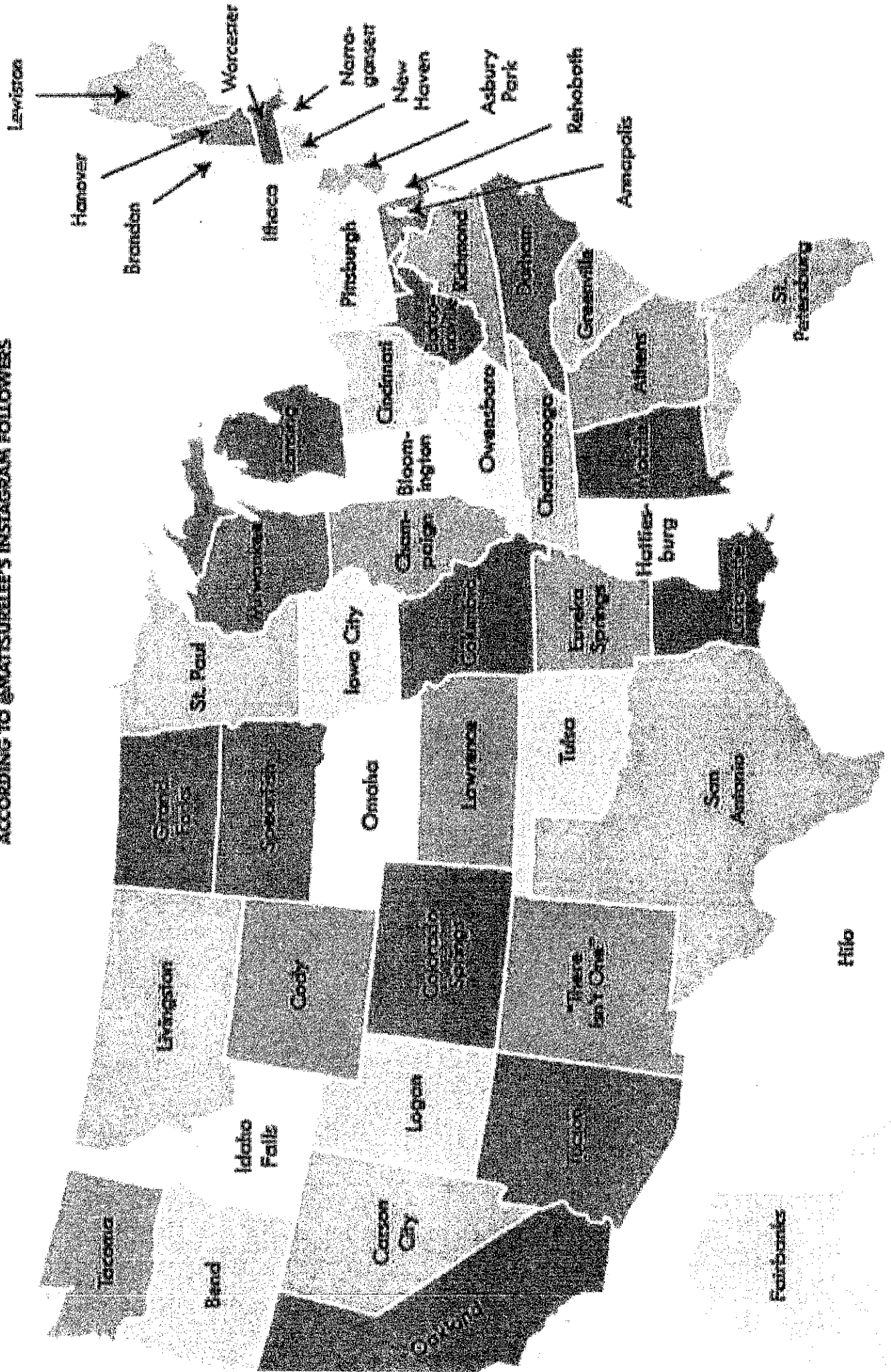
- Held a pre-construction meeting for the Arnold District culvert replacement with TCE and Poulin Landscaping on June 16th. We are tentatively scheduled for construction to start in August. We are planning on closing the road to through-traffic during construction from the Arnold/Hollow Road intersection to the town line on the north end. I will be posting the road closure in the Reporter and Addison Independent as well as sending letters out the residents on Arnold District, RNESU, Leicester Town Offices and any others I can think of. The Highway Department will also be taking advantage of the closure to replace cross culverts and perform ditch works in anticipation of paving.
- Had a meeting to discuss further funding options for the WWTP upgrades with A&E and various State entities. This conversation was similar to the one we had at the June 13 Board meeting. W
- Met with Nanci at NRCS and Andreas with Watershed Consultants on moving forward with the stormwater chamber project was identified in our stormwater masterplan. This is another fully grant funded project through the NRCS. We are starting the design phase with Summer 2023 as a tentative construction date.
- According to Matt Shirley's Instagram followers, Brandon is the Most Underrated City in Vermont. Mr. Shirley is known for his "brutally honest" charts and graphs on all things life related. (see attached brutally honest chart)

Rec. News:

- Baseball Season is wrapping up with the majors championship game for the Randy Adams Youth Baseball League being hosted at Neshobe tonight! Many thanks to our sponsors and coaches for an amazing season.
- The Brandon Independence Day Celebration is on Saturday, June 2nd. Parade starts at 10 am with activities, music, food and fun all day long. Fireworks will cap off the day and all of these activities are happening downtown! IF there are any folks that would like to volunteer, please contact Bill Moore ASAP.
- Many thank to Joel & Darcy McLaren of the Brandon Inn for being great hosts of multiple events and activities. The Brandon Rec swim lessons and the upcoming July 2nd family area and the Brandon Area Chamber of Commerce Summer Concert series are the most recent examples of their community service.
- July 9th is the inaugural Davenport Electric Fest which is being held at Estabrook park on the 220th birthday of Brandon's greatest inventor, Thomas Davenport. A partnership with Green Mountain Power, The Brandon Rec Department and Brandon Energy Committee, this event will run from 11-6 and feature electric motor powered Busses, cars, motor bikes, bicycles, lawn equipment and more. Food trucks, music, and games.

THE MOST UNDERRATED CITY IN EVERY STATE

ACCORDING TO @MATTSURELEE'S INSTAGRAM FOLLOWERS



ZONING ADMINISTRATOR (ZA) Semi-Annual REPORT to BRANDON SELECT BOARD (SB) – as of June 27, 2022

ZONING PERMIT ACTIVITY:

For the Fiscal Year ending 6/30/2022 the ZA reviewed 64 zoning permit applications, an increase of 17% over F.Y. 2021. Several of these are waiting on VT permits before final Town approval may be issued.

Summary of permits reviewed

<u>Project</u>	<u># Applications</u>
Residential (attached to the residence): additions, decks, porches	17
Accessory (detached) Structures: garages, sheds, pools, fences	18
Single Family Residences (stick-built, modular, panel, log, mobile homes); new or replaced	8
Commercial or Municipal Projects, Changes of Use,	4
Home Occupations	1
Signs (business)	3
Demolitions (Note that a VT Asbestos Certification may also be required); Miscellaneous	3
Subdivisions, Boundary Line Adjustments	3
Barns, Agricultural Structures (to qualified farmers)	1
Denied, incomplete, or withdrawn Applications	0
Total #applications approved or pending approval:	64

Related Permit Activity Updates:

1. More notable permit approvals include:
 - a) Conversion of a 10 unit office building to three condominium dwelling units. Another multi-unit property converted from rentals to condo ownerships.
 - b) Town approval (still in Act 250 review) for a three-building (totaling 11,000 sq. ft.) retail storage rental facility on Rt. 7.
 - c) A five-lot subdivision for residential house construction in Forestdale. This is the largest subdivision approved in the last five years.
 - d. Improvements to the Town waste-water treatment facility.

2. Potential Projects in Planning phase:
 - a) Purchase of 73 acres between Steinberg Rd. and Champlain St. to be developed into a 2.2 Mw solar facility and permanent home for Solar Fest events. This is due to a unique real estate arrangement with the solar developer, the not-for-profit organization, and many hours of time donated by members of the Energy Committee.
 - b) The expansion of the Red Clover Brewery to the Brandon Industrial Park and new construction of a 4800 sq. ft. brewery with taproom. The current plan is to remain in their downtown location.
 - c) Real estate agents for Dollar General are still searching for a store site in or north of downtown.

APPROPRIATE MUNICIPAL PANEL ACTIVITY:

The DEVELOPMENT REVIEW BOARD has held seven Public Hearings, as required by rules, to decide on variance/waivers and conditional use permit applications. All were approved.

The PLANNING COMMISSION has been in transition this year, but continues efforts to improve sections of the Brandon Land Use Ordinance (BLUO). Most urgent is now having at least *Four* new members to replace resigned (or soon to resign) positions held by Todd Nielsen, Liz Gregorek, Lowell Rasmussen, and William Mills. The three remaining members will not satisfy a quorum for this seven member panel. If the Select Board votes to approve a five member panel, and appoints the ZA as an alternate member to serve when needed for a quorum, then meetings can continue un-interrupted for now. Any assistance by the S.B. to find replacement members would be appreciated.

SOME IMPORTANT ZONING ISSUES to ADDRESS:

1. **CANNABIS:** With the formation of a Town Cannabis Control Commission the Planning Commission will not have to address this in the BLUO. As the current BLUO is silent on the Cannabis issue, I do not believe the ZA has any authority to approve or deny requests for any activity regulated by Act 164, and defer requests to the VT Cannabis Control Board. I have approved several cannabis related applications that do involve BLUO jurisdiction (fencing for small cultivators, and a Home Occupation for a processing lab).
2. **FARM ANIMALS:** The current BLUO language (Section 619) is not adequately detailed and cumbersome to administer. I did have a discussion with the Town Manager on this, and submitted draft "Keeping of Animals" language on this issue. He has proposed combining this with the Town's free-standing Animal Control Ordinance. I support this concept and offer to assist the Manager and Animal Control Officer in developing one effective Ordinance, which then can be remove Section 619 from the BLUO.
3. **SIGNAGE:** Currently there are three legally approved Ordinances which address this topic:
 - a) The *BLUO (revised 2020), Section 407*
 - b) The *Central Business District Sidewalk Sign & Merchandise Display Ordinance (approve 2014)*. This ordinance offers rules for the CBD, but also requires compliance with BLUO Section 407.
 - c) The *Sign Policy – Maintenance & Procedure (adopted 2013)*. This Ordinance addresses municipal (street) signs.

In addition, there are several sign policy decisions issued by the SB over the past few years, which have resulted in confusion. The Temporary Sign Banner Policy established during the Rt. 7 reconstruction project is now expired. While this was approved by the SB due to extraordinary circumstances, I ask the SB to appreciate that the existing approved Ordinances cannot be readily amended by a single meeting discussion.

This brings me to a request from Neil Silins, who is requesting permission to continuously display a sandwich board type sign at each end of Central Park from June through October, advertising the Farmer's Market. I attach a copy of my review to this request. I recommend this be addressed as a regular (versus temporary) Permit which would be in effect year-to-year as long as the Farmer's Market organization exists. This permit will require the approval of the SB to place these signs on public land. Note that this may result is other similar applications by merchants to place signs off their premises and in Town roads and properties.

ZONING VIOLATIONS:

The Woods Road situation is the most egregious and repetitive issue I am encountering this period. The absentee property owner (Pamela Mraz), who is the person receiving the violation, has been co-operative. The tenant is the problem, having an established history of minimally cleaning up when on deadline for legal action, and then going back to placing unregistered cars and parts on the property. I have already issued two formal violations, and am going to issue a third for both past and new (operation an unpermitted business in the garage) violations. While I am open to suggestions, the only way I have to change this pattern is to initiate legal action and possibly negotiate for expenses and penalty with the Owner before going to a costly trial. This may inspire her to a higher level of supervision of her tenant.

Fortunately, the most common zoning violation situation I have encountered recently is when a property is being sold or re-financed. Lawyers will request a ZA review for zoning compliance, and this discovers a number of unpermitted structures (decks, detached structures/shipping containers, swim pools, junk cars, etc.) or uses (additional bedrooms, home businesses, etc.) As opposed to issuing a formal violation (which would certainly delay or cancel a transaction), I usually achieve timely compliance by issuing a "corrective" permit when possible. I could add a "doubling of the fee" to this, but as the fee schedule is minimal, I doubt this would have any actual punitive impact or deter offenders. Sometimes a violation cannot be so easily resolved (example: discovering a structure that encroaches prescribed setbacks).

As always, I am available to the Select Board during regular Town Office hours and by appointment.

Respectfully;



Jeffrey Biasuzzi, ZA

802 247-3635 X 202

Usual Office Hours: Tues.(8:15-4:00) & Wed.(8:15-12:30)



Jeff Biasuzzi

From: Jeff Biasuzzi
Sent: Tuesday, June 21, 2022 3:28 PM
To: nsilinsvt@gmail.com
Cc: Jeff Biasuzzi
Subject: RE: Farmers Market signage proposal

Dear Mr. Silins,

In review of your request to display two "Farmer's Market" sandwich-board type Signs at opposite ends of Central Park, continuously from June to end of October; there are several "overlapping" ordinances that may apply:

1. The following Zoning rules from Section 407 of the 2020 Brandon Land Use Ordinance (BLUO) apply:
 - a. Your sign design lacked dimension details, so I am uncertain if it conforms to Section 407(3)(b) which limits sandwich/portable signs to be four ft. in height and 10 sq. ft. on each side of a two-sided sign.
I will assume any final sandwich sign(s) ordered will conform to these maximum prescribed dimensions.
 - b. Section 407(C)(4) limits sign materials to be wood, metal, or natural materials. Wood is the only practical option for a sandwich sign. As I have some authority to approve minor changes, and most sandwich signs today are made of vynal/composite, I am willing to allow these materials.
 - c. Section 407(B)(4)(d) allows the Select Board to approve temporary banners to announce public events. Section 407(B)(4)(f) allows temporary signs to be displayed for two special events annually, each for a maximum of 21 days. This 42 day per year limit would not be long enough for the 120 day display period you requested.
 - d. Section 407(C)(3)(6) allows for siting of a temporary (movable) sign on public land in accordance with permission granted by the Select Board.
2. The Central Business District (CBD) Sidewalk Sign & Merchandise Display Ordinance (approved 2/10/2014) allows:
 - a. Section VI Temporary & portable signs, provided the signs are placed adjacent to the curb, against the building, or on green space; and comply with Section 407 of the BLUO and any other town, state, or federal regulation. A minimum of six (6') ft. wide passage for pedestrian traffic shall be maintained at all times.
 - b. Off-premises signs are prohibited.
3. Sign Policy -Maintenance & Procedure (adopted 2/11/2013) - This Ordinance addresses permanent street signage and not applicable to your request.

The temporary Sign Banner policy that was in place during the Rt. 7. Reconstruction expired with the completion of that project.

While there have been other sign memorandums approved during Select Board meetings, I have found only the Zoning, CBD, and Sign Maintenance Policy to be officially adopted and recorded Ordinances. As the CBD Sidewalk Sign Ordinance requires compliance with Zoning Section 407, I determine the BLUO to be the principal regulation in addressing your request.

All this said, it is my opinion that BLUO Section 407 could allow a conforming sandwich sign for seasonal installation at each end of Central Park, given Selectboard permission and ZA approval of a Zoning permit.

I plan to attend the 6/27th Select Board Meeting. If you wish, I may be allowed to forward your sign request to the Select Board that evening. Otherwise, the Board meets every two weeks and you can address the them personally.

Please call me tomorrow morning to discuss further? I will be in Town office until Noon.

Yours,

Jeffrey Biasuzzi, Brandon ZA

Usual Office Hours: Tues.(until 4:00) & Wed.(until 12:30)

-----Original Message-----

From: Neil Silins <nsilinsvt@gmail.com>

Sent: Saturday, June 11, 2022 10:45 AM

To: Jeff Biasuzzi <zoning@townofbrandon.com>

Cc: Wendy Cijka <cijka4@gmail.com>; Janis Reinke <info@froghollowvt.com>; Elizabeth Weeden <eliz.weeden@gmail.com>; Jill Minotello <mushroomtreeclothing@gmail.com>; Vanessa Aprilliano <vaprilliano@icloud.com>

Subject: Farmers Market signage proposal

Jeff,

Thanks for speaking about semi-permanent signage for the farmers market with me the other day. As I mentioned, I'd like to be able to leave the sign(s) up from one week before the market begins in June until it closes in October.

Attached are a (very) rough sketch of the sign construction and a photo of the sign layout we've been erecting every Friday morning and removing after the market.

I've also included an aerial of Central Park, where the market is held with 2 sign locations indicated. We'd like to use both locations but if the ordinance doesn't permit one would be okay.

Please advise your opinion, if you want additional information, etc.

Thanks,

Neil Silins

S Ray Dr

Park St

Brandon, VT

ndle Dr

7

Brandon Inn

Li's Chinese Restaurant

Li's Chinese Restaurant

Mae's Place

or Bank & Trust

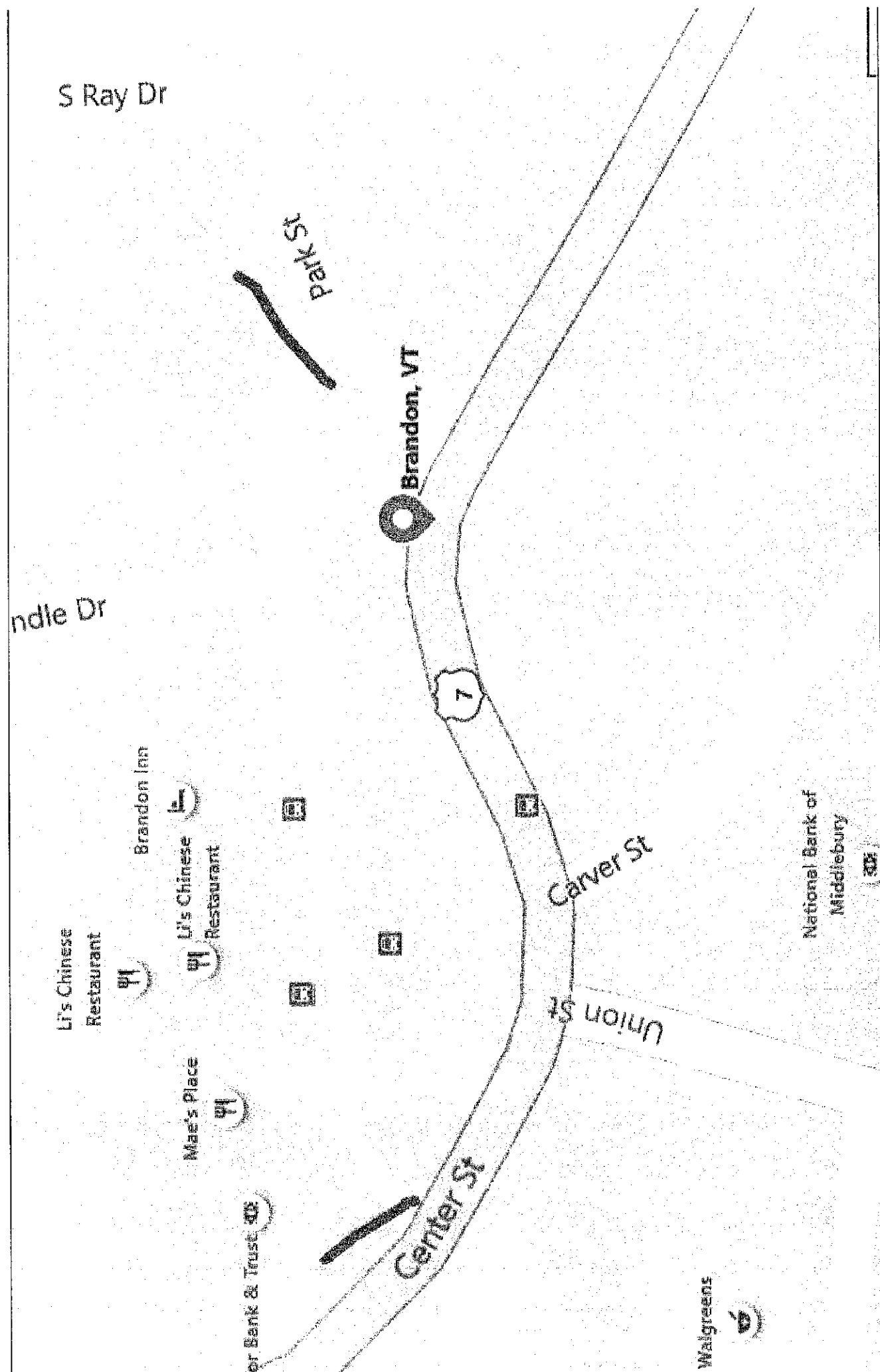
Carver St

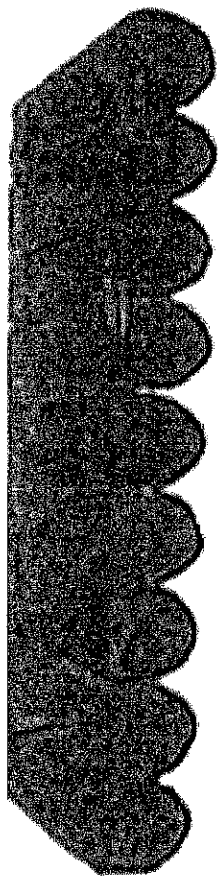
National Bank of Middlebury

Union St

Center St

Walgreens





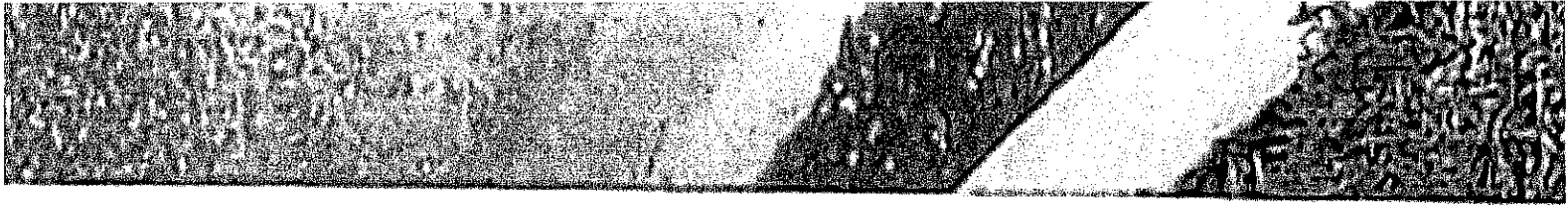
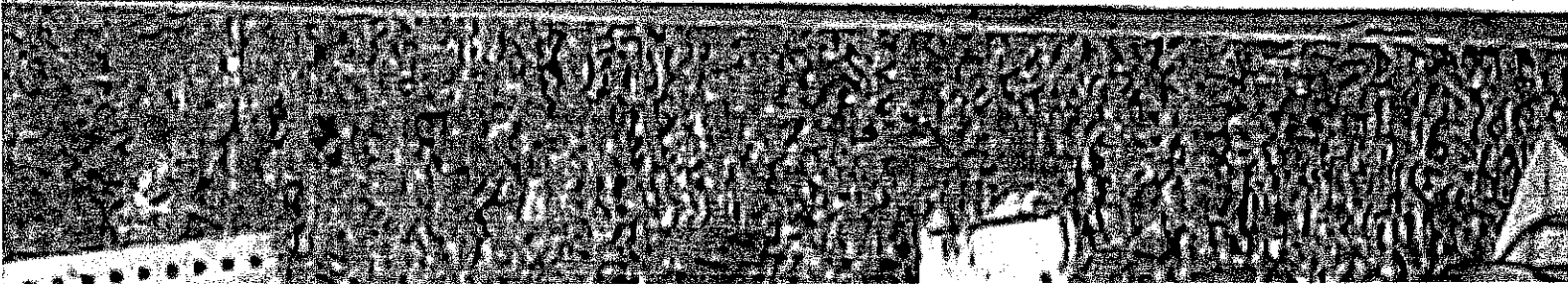
**BRANDON
FARMERS
MARKET**



FRIDAYS

CO CO CO CO CO

PROPOSED SANDWICH BOARD 37" x 37" (7' x 2')



To: Dave Atherton, Town Manager
Select Board Members

From: Elaine S. Smith

Re: Energy Committee Appointment

Date: June 23, 2022

Lollie Hoxie submitted the attached email expressing interest in becoming a member of the Energy Committee. At present, there are seven Energy Committee members (the Select Board approved expanding the Energy Committee to seven members at the March 28th meeting). Per the Energy Committee Meeting minutes of June 6th, Lowell Rasmussen will be leaving the Committee after the August meeting. Perhaps Ms. Hoxie can be appointed to fill the anticipated vacancy on the Energy Committee beginning with their September meeting. She could still attend the July and August meetings as an interested citizen.

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

David Atherton

From: Lollie Hoxie <hoxielodge@gmail.com>
Sent: Thursday, June 23, 2022 1:27 PM
To: David Atherton
Cc: sirjimes@gmail.com
Subject: Re: Brandon Energy Committee



IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender hoxielodge@gmail.com

Hello Dave,

I'd like to submit my request to become a member of the Brandon Energy Committee.

I've met with Jim Emerson to learn more about what the group is working on and I think I could contribute.

My skill set comes from running my electronics design and manufacturing company for twenty five years. We had 30 employees in Connecticut and I was involved in all areas. Sales, marketing, personnel management and distribution. I left the engineering to the engineers but we worked closely on new product development.

I'm most interested in the promotion of the group to our community. Of course I would work wherever the need is. I believe the committee has a great start and Jim's ideas are good ones. If I can help in any way please let me know.

Thank you for your consideration.

Sincerely,
Lollie Hoxie
109 Owls Way
Brandon
802 417 8959

On Sun, Jun 12, 2022, 3:01 PM Lollie Hoxie <hoxielodge@gmail.com> wrote:

Hello Dave,

I'd like to submit my request to become a member of the Brandon Energy Committee.

I've met with Jim Emerson to learn more about what the group is working on and I think I could contribute.

My skill set comes from running my electronics design and manufacturing company for twenty five years. We had 30 employees in Connecticut and I was involved in all areas. Sales, marketing, personnel management and distribution. I left the engineering to the engineers but we worked closely on new product development.

I'm most interested in the promotion of the group to our community. Of course I would work wherever the need is. I believe the committee has a great start and Jim's ideas are good ones. If I can help in any way please let me know.

Thank you for your consideration.

Sincerely,
Lollie Hoxie

TOWN OF BRANDON APPOINTED OFFICIALS

Name	Position	Date Appointed	Term Ending Date
Tim Kingston	Animal Control Officer	03/22/2021	Indefinite
Doug Bailey	Budget Committee	10/25/2021	2021
Janet Coolidge	Budget Committee	03/08/2021	2021
Neil Silins	Budget Committee	10/25/2021	2021
Barry Varian	Budget Committee	03/08/2021	2021
Peter Werner	Budget Committee	10/25/2021	2021
Chris Brickell	Constable	02/24/2020	Indefinite
Robert Clark	Development Review Board	06/28/2021	06/30/2024
Ralph Ethier	Development Review Board	07/27/2020	06/30/2023
John Peterson	Development Review Board	06/13/2022	06/30/2025
Jack Schneider	Development Review Board	06/13/2022	06/30/2025
Samantha Stone	Development Review Board	07/13/2020	06/30/2023
VACANT	Development Review Board, Alt.		06/30/2023
VACANT	Development Review Board, Alt.		06/30/2023
Thomas Kilpeck	E-911 Coordinator	07/23/2018	Indefinite
David Atherton	Emergency Management Director	01/09/2017	Indefinite
Tom Kilpeck	Emergency Services Representative to the Regional Emergency Management Committee	10/25/2021	Indefinite
Erin Ballantine	Energy Committee	05/23/2022	Indefinite
Robert Black	Energy Committee	09/13/2021	Indefinite
Jeffrey Cohen	Energy Committee	03/28/2022	Indefinite
Jim Emerson	Energy Committee	06/28/2021	Indefinite
Jeff Haylon	Energy Committee	03/28/2022	Indefinite
Lowell Rasmussen	Energy Committee	05/29/2018	Indefinite
Jack Schneider	Energy Committee	05/29/2018	Indefinite
Todd Nielsen	Fence Viewer	03/14/2022	March 2023
John Reynolds	Fence Viewer	03/14/2022	March 2023
VACANT	Fence Viewer		March 2023
Linwood Bovey	Fire Warden	06/24/2019	06/30/2024
Mike Markowski	Deputy Fire Warden	06/24/2019	06/30/2024
James Leary	Green-up Day Coordinator	03/14/2022	March 2023
Thomas Kilpeck	Health Officer	06/28/2021	07/31/2024
David Atherton	Deputy Health Officer	09/27/2021	09/30/2024
Frank Bump	Historic Preservation Commission	06/25/2018	Indefinite
Bob Clark	Historic Preservation Commission	12/09/2019	Indefinite
Roy Murdock	Historic Preservation Commission	03/14/2022	Indefinite
John Peterson	Historic Preservation Commission	12/18/2018	Indefinite
Dennis Reisenweaver	Historic Preservation Commission	03/14/2022	Indefinite
Jeff Stewart	Historic Preservation Commission	06/25/2018	Indefinite

TOWN OF BRANDON APPOINTED OFFICIALS

Name	Position	Date Appointed	Term Ending Date
Bob Kilpeck	Inspector of Lumber, Shingles and Wood	03/14/2022	March 2023
Bill Moore	Otter Creek Communications Union Dist. Rep.	03/14/2022	03/31/2023
VACANT	Otter Creek Communications Union Dist. Rep. Alt.		03/31/2023
Richard Russ	Otter Creek Watershed Insect Control District Rep.	03/14/2022	March 2023
VACANT	Otter Creek Watershed Insect Control District Rep.		March 2023
VACANT	Otter Creek Watershed Insect Control District Alt.		March 2023
Ralph Ethier	Planning Commission	06/28/2021	06/30/2024
Bob Foley	Planning Commission	06/28/2021	06/30/2024
William Mills	Planning Commission	07/13/2020	06/30/2023
Lowell Rasmussen	Planning Commission	06/24/2019	06/30/2022
Jack Schneider	Planning Commission	06/13/2022	06/30/2025
Wendy Bizzarro	Revolving Loan Fund Committee	07/13/2020	06/30/2023
Stephanie Jerome	Revolving Loan Fund Committee	06/13/2022	06/30/2025
Karen Lynch	Revolving Loan Fund Committee	06/13/2022	06/30/2025
Frank Spezzano	Revolving Loan Fund Committee	06/28/2021	06/30/2024
Catherine Wall	Revolving Loan Fund Committee	07/13/2020	06/30/2023
Tom Whittaker	Revolving Loan Fund Committee	06/28/2021	06/30/2024
Jack Schneider	Revolving Loan Fund Committee, Alt.	06/28/2021	06/30/2024
VACANT	Revolving Loan Fund Committee, Alt.		06/30/2023
Gabe McGuigan	Rutland County Solid Waste Dist. Rep.	03/14/2022	March 2023
VACANT	Rutland County Solid Waste Dist. Rep. Alt		March 2023
David Atherton	Rutland Region Transportation Council Rep.	06/13/2022	06/30/2023
VACANT	Rutland Region Transportation Council Rep. Alt.		06/30/2023
Jack Schneider	Rutland Regional Planning Commission Rep.	06/13/2022	06/30/2023
VACANT	Rutland Regional Planning Commission Rep., Alt.		06/30/2023
Neil Silins	Tree Warden	03/14/2022	March 2023
Lou Faivre	Weigher of Coal	03/14/2022	March 2023
Olya Hopkins	Weigher of Coal	03/14/2022	March 2023
Jeffrey M. Biasuzzi	Zoning Administrator	07/12/2021	07/14/2024

discussed with a banker about the middle group of people that have difficulty buying homes. She suggested possibly taking some ARAP funds to assist people and noted it would keep the funds in perpetuity and could provide funds for things like a solar installation, or other energy programs. Tim Guiles stated the Town would get more than the CD rate and the townspeople would have a lower interest rate than from a bank. Jim Emerson stated the Brandon Energy Committee had discussed the development of a fund for energy and solar, and he would like to see something like this fostered. Ms. Gage noted there is a Vermont Community Fund but thought the Town could potentially start its own fund as there is a real need in this area. Seth Hopkins stated this would need some study and suggested a working group of Select Board members, Town Treasurer, Economic Development Officer and Town Manager to do research and come back to the Select Board with a recommendation. Mr. Hopkins noted Mr. Atherton has submitted a number of public works project that would require ARPA funding. Mike Markowski and Tim Guiles volunteered to serve on the committee. Jeff Haylon suggested it would be good to consider renters to promote home ownership.

Motion by Tracy Wyman/Brian Coolidge to appoint Mike Markowski and Tim Guiles to serve on a working group with the Town Manager, Town Treasurer, and Economic Development Officer to research the possibility of implementing a Brandon Community Fund. **The motion passed unanimously.**

9. Consider Expansion of the Energy Committee

Seth Hopkins stated the current Energy Committee is Jim Emerson, Jack Schneider, Lowell Rasmussen and Robert Black. In the past, the Energy Committee has had five members. Jim Emerson stated they are in need of more people power. Mr. Hopkins noted there has been two Brandon residents that have expressed interest in joining the Committee that would bring the number of participants to 6. Mr. Emerson suggested expansion of the Energy Committee up to 10 people. Bill Moore stated there can be quorum issues with a large committee. Mr. Emerson suggested expanding to 7 members at this point.

Motion by Tim Guiles/Tracy Wyman to expand the Energy Committee to 7 members. **The motion passed with one “No” vote – Brian Coolidge.**

Brian Coolidge noted concern with the issue of a quorum.

10. Energy Committee Appointments (Terms are Indefinite)

- *Jeffrey Cohen*
- *Jeff Haylon*

Motion by Tim Guiles/Mike Markowski to appoint Jeffrey Cohen and Jeff Haylon to the Energy Committee. **The motion passed with one abstention – Brian Coolidge.**

It was noted there is still one vacancy on the Planning Commission.

11. Fiscal

a) Warrant – March 28, 2022 - \$68,032.84

Brandon Energy Committee (BEC) Meeting - Draft
June 6, 2022

Committee Members Present: Jim Emerson, Jack Schneider, Lowell Rasmussen, Jeff Haylon, Robert Black, Erin Ballantine

Others Present: Barbara Noyes Pulling, Tim Guiles

1. Call to order

The meeting was called to order at 4:32PM by Jim Emerson – Chair.

2. Inspirational Thoughts

The Committee members provided their thoughts on what the Committee can do to work together more effectively as a group. Lowell Rasmussen noted energy costs are becoming more expensive and suggested the focus could be how to help Brandon residents find cost-effective energy. Robert Black suggested creating an affordable energy future for Brandon residents in helping citizens find solutions. Jeff Haylon stated the Committee needs to provide a service and bring awareness to the community the Committee is present to help. Jack Schneider noted the Committee is working cooperatively with the Select Board and assisting them with research in the area of energy. Mr. Schneider reported the Select Board has appointed him as Brandon's representative to the Rutland Regional Planning Commission (RRPC). Mr. Emerson sees the mission of the Committee is to educate and inspire the community. He noted the Committee members could work on individual goals but suggested there could be three working groups that would concentrate on 1) solar, 2) heat pumps and electric cars, and 3) an energy conservation program. Mr. Haylon suggested developing a boiler plate version of what is being done in Brandon to be able to share with other communities.

3. Agenda Adoption

A motion was made by Jeff Haylon and seconded by Jack Schneider to approve the agenda as presented. **The motion passed unanimously.**

4. Approval of Minutes

A motion was made by Jeff Haylon and seconded by Lowell Rasmussen to approve the minutes of the May 2, 2022, BEC meeting. **The motion passed unanimously.**

5. Welcome Erin Ballantine

Jim Emerson welcomed Erin Ballantine as a new member of the BEC. Ms. Ballantine recently moved to Brandon and works in the solar industry. She is interested in energy conservation and in helping the Town reach its energy goals.

Mr. Emerson advised that Lowell Rasmussen will be leaving the Committee after the August meeting. Mr. Emerson thanked Mr. Rasmussen for his work on the Committee.

6. Survey Implementation Plans – Working Group Update

Jim Emerson advised Mr. Rasmussen had drafted an article for The Reporter and suggested Committee members provide feedback of any changes, if needed. Mr. Rasmussen stated the mailing is going to be expensive and thought the on-line survey is the most efficient and cost-effective way to do the survey. He suggested some hardcopy surveys could be distributed at the July 4th parade and possibly some available at the Town Office. Barbara Noyes-Pulling advised the RRPC could help with the on-line survey as of July 1st when their Survey Monkey account is available. If hard copies are also done, those could be incorporated in the data. Mr. Emerson suggested there could possibly be a 3rd Class mailing done through The Reporter, similar to what the school district did. Robert Black reported Matt Closer has been meeting with the Green Ways Committee and suggested meeting with him to discuss this option. Ms. Noyes-Pulling stated a QR code could also be done. Jeff Haylon noted there had also been a suggestion to place the QR code

Elaine Smith

From: Seth Michael Hopkins
Sent: Friday, June 24, 2022 5:09 AM
To: David Atherton; Elaine Smith
Subject: Fwd: the library support letter

Can this be added to the agenda and packet, please? Thank you.
Sent from my iPhone

Begin forwarded message:

From: Tim Guiles <tguiles@townofbrandon.com>
Date: June 23, 2022 at 4:46:10 PM EDT
To: Seth Michael Hopkins <shopkins@townofbrandon.com>
Subject: the library support letter

Hello Seth,

Here is the letter I am suggesting for the library request. Feel free to edit it - - - I got most of this directly from Molly.

Can we still get it into the packet for distribution tomorrow?

Thanks,

Tim

It is the board's pleasure to write a letter in support of the Brandon Free Public Library and their request for a Village Tax Credit/VCHB Grant. The Brandon Selectboard urges you to support BFPL in this request.

The Library has been a vital hub for our community since 1827, serving over 51,000 patron visits each year as one of the only free cultural institutions in our area. The Library provides opportunities for educational growth, free services, and personal development to all ages in a safe and friendly atmosphere. The Library relies on the town, grants, and other private fundraising for its annual \$200,000 budget. Now, BFPL needs your help to fund necessary improvements to its historical building in the heart of our community.

By funding this request, you will help the Library meet their new vision to provide accessibility for ALL persons to ALL library spaces, enable the expansion of usable spaces, improve energy efficiency, comply with safety standards, and preserve the historical integrity of the building. Installation of ADA bathrooms, a lift to provide access to upper floors, new technology plans, meeting spaces and a more functional design which increases their ability to develop and manage their collections are all part of the vision that we hope comes to fruition. The time is now as the Library has not seen any significant updates since the 1960s. Patrons need, expect, and deserve services and spaces beyond the Library's current capacity.

Over 30 community volunteers and leaders are currently working to raise funds through private donations towards the project needs of \$2.2M. To-date, the Library has secured over \$1.4M – a true testament of community support – but we need your help to cross the finish line. Please take this letter into consideration as you make your decision.

Thank you

signed,

The Brandon Selectboard

May 20, 2022



Nanci McGuire
Rutland District Manager
Rutland Natural Resources Conservation District
170 So. Main St., Ste. 4
Rutland, VT 05701
802-775-8034 ext. 117

RE: West Seminary Street Park (Brandon) Stormwater Facility Final Design

Dear Nanci,

Watershed Consulting Associates, LLC (Watershed Consulting) is pleased to submit this proposal for final design of the West Seminary Street Park subsurface chamber system in Brandon, VT. We are pleased to include in the project team subconsultants Aldrich and Elliott (A+E).

Watershed Consulting, a Woman-Owned Small Business (WOSB), has been working closely with municipal and non-profit partners for over 15 years, developing innovative, cost effective, and practical solutions to better manage stormwater across the State

Our team will be an excellent partner in this project. Watershed Consulting, having completed the initial scoping, planning, and 30% designs with A+E for the site well understands the site-specific conditions and the intricacies of the design. We are excited to continue the forward momentum established during the prior design phase of the project. Our project team has a wealth of experience in diverse stormwater-related projects and strives to efficiently and effectively provide the necessary engineering support to successfully and smoothly develop the final design of this water quality improvement project.

Our team has considerable past project experience working together to ensure projects are well designed and compliant with applicable permit requirements. The project team is very familiar with the entire final design process from supplementary site survey and soils investigations to hydrologic and hydraulic (H&H) modeling to the development of final 100% design plans and bid documents.

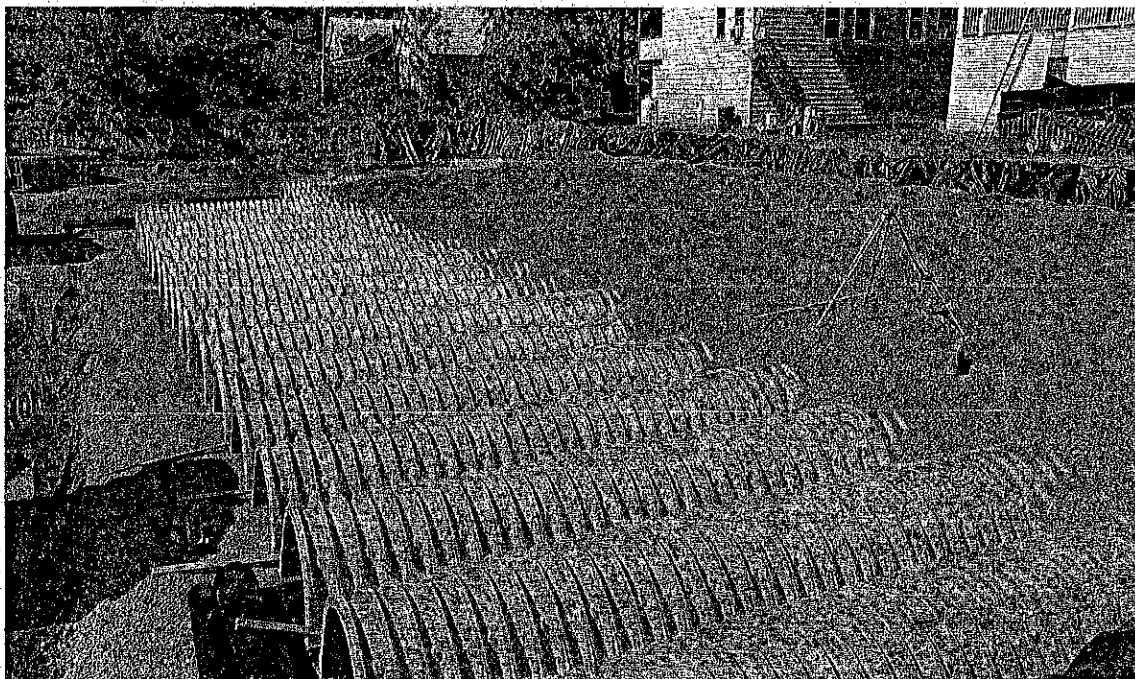
Watershed Consulting and A+E have a close working relationship and have partnered to complete many stormwater management project designs in the past, including the five concept designs for the Brandon Stormwater Master Plan. Our joint team's interdisciplinary experience allows us to provide a unique array of skills and experience necessary to meet the needs of this project – from the engineering expertise of an experienced Professional Engineer to informed on-site assessments and in-depth knowledge and understanding of practice modeling and design and permit application preparation.

Our qualifications, experience, and drive for protecting our water resources sets us apart from our competitors. I am certain that our team will provide superior services and will work with the Rutland NRCD and the Town of Brandon to ensure superior 100% design plans for the West Seminary Street Park. We would be privileged to have the opportunity to work with you to continue the design for this site first identified by the project team more than five years ago. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely on behalf of the project team,

A handwritten signature in cursive script that reads 'Andres Torizzo'.

Andres Torizzo
Principal



West Seminary Street Park (Brandon) Stormwater Facility Final Design

Response to Request for Proposals

SUBMITTED TO:

Nanci McGuire

Rutland District Manager

Rutland Natural Resources
Conservation District

170 So. Main St., Ste. 4

Rutland, VT 05701

802-775-8034 ext. 117

Nanci.mcguire@vt.nacdnet.net



SUBMITTED BY:

Andres Torizzo

Watershed Consulting Associates, LLC

208 Flynn Ave Suite 2H | PO Box 4413

Burlington, VT 05406

(802) 497-2367

www.watershedca.com



Background and Context

In October of 2017, Watershed Consulting Associates, LLC (Watershed Consulting) finalized the stormwater master plan (SWMP) for the Town of Brandon, Vermont. The purpose of the master plan was to complete a thorough review of the water quality issues in the Town and identify potential stormwater retrofit projects to improve water quality and reduce flooding in the town and the greater Lake Champlain Basin. As part of this effort, there were a number of high priority projects identified in the town including a project at the West Seminary Street Park (Figure 1). As a part of this project, a 30% design for the site was developed by Watershed Consulting and Aldrich and Elliott (A+E). This design included a subsurface chamber system designed to manage the water quality volume (WQv) from the 22.75-acre drainage area.



Figure 1. Subsurface chambers are proposed under the West Seminary Street Park.

The chamber system proposed in the 30% design was initially conceived as an infiltration system. However site-specific soil investigation revealed the presence of a restrictive clay layer that would prevent infiltration. Additional soil investigations that will be completed during the final design process will influence the final design of the system. The current 30% design plan will be reviewed and revised based on feedback from stakeholders to the final design level.

Approach

Watershed Consulting has partnered with A+E to form our project team. Watershed Consulting and A+E will build upon the momentum for this project built during the 30% design process. Our team has established workflows that will streamline the design process. A+E has a wealth of experience with efficient, effective engineering practices and truly understands the needs of smaller communities such as Brandon.

The proposed approach will include utilizing the 30% level information prepared as part of the Brandon SWMP. As our project team prepared the 30% design plan, we have all relevant data files in house and will be able to smoothly continue this work to complete the final design.

Scope of Work

| Task 1. Kickoff Meeting

A kickoff meeting and pre-design conference will be held with the Rutland NRCD, the Town of Brandon, and other relevant stakeholders. During this meeting, the stakeholders will discuss the project including a review of the 30% retrofit concept, the schedule for the final design, and commitment for future operations and maintenance (O&M), which will be critical for the long-term functionality of the project. Watershed

Consulting will catalog any comments on the retrofit concept for the site and any other remarks or concerns.

Deliverable: Kick-off meeting minutes

Timeline: June 20, 2022

Task 2. Operation and Maintenance

Following the kickoff meeting and taking into account the discussions revolving around the future O&M for the practice, a draft O&M agreement will be created. This agreement will be distributed to the project partners for their review and comment. Any requested updates will be made, and the agreement will be signed by the applicable parties.

Deliverable: O&M agreement

Timeline: June 30, 2022

Task 3. Refine Existing Conditions Plan

The existing 30% design plan and supporting materials created during the Brandon SWMP will be briefly reviewed. As Watershed Consulting and A+E completed the 30% design for this project and Watershed Consulting completed initial site investigations, we have a thorough understanding of all available data for the site. During the kickoff meeting with project stakeholders, Watershed Consulting will catalog any comments on the existing 30% design and any other remarks or concerns. A site visit will also be completed to identify any changes to the site since the 30% design was completed.

The project team will submit the updated existing conditions plan to project stakeholders for review and comment. This will provide an opportunity for further input on the design at this early stage. Any remaining questions or comments will be addressed during Task 5, the advancement to 60% design.

Deliverables: Refined 30% design plan and specifications

Timeline: August 31, 2022

Task 4. Refine Hydrologic & Hydraulic Model

Existing hydrologic and hydraulic (H&H) model inputs will be reviewed and verified using a combination of desktop and field assessments. The H&H modeling will be updated as needed to support the development of the final design. Modeling files will be provided in native format and in PDF summaries.

Deliverables: Updated HydroCAD model summary (PDF and native format)

Timeline: November 1, 2022

| Task 5. 60% Design

Under this task, the project team will use information from the 30% design, feedback from stakeholders, site visits, and updated H&H modeling to update the design to the 60% design level.

In order to comply with the 60% design guidelines and in light of the schedule for Task 5 and 6 (mid-winter), it is proposed that the additional soils assessments and site survey take place at this stage in the project. Note that the budget proposed includes this work under Task 5. When the project was initially identified, soils were classified by the Natural Resources Conservation Service (NRCS) soils data as hydrologic soil group A. However, these classifications have since been updated and this area is now classified as hydrologic soil group C, which corresponds to the findings of the initial soils investigations carried out during the 30% design process. For this task, it is proposed that the soils are assessed to confirm the presence of the restrictive clay layer beyond the isolated area of the initial soil test pit. If this layer is not observed, infiltration testing will be completed to determine infiltration feasibility. It is assumed that the Town will provide a machine and operator to dig the soil test pits.

Likewise, additional site survey will be completed under this task. This will include collecting data regarding pipe inverts, rim elevations, limited topography where LiDAR data is insufficient, and clearly marked property boundaries.

One known change to the 30% plans includes a modification to the system's outlet. The project was reviewed by the VT DEC Wetlands Program, and it was determined that the outlet must be pulled back from the wetlands into the 50-foot wetland buffer to reduce impacts to the wetlands. Additionally, existing conditions topography and features will be refined to include access for construction and additional areas of the project site as required.

The primary elements of the 60% design process are:

- Update of 30% drawings and specifications with increased detail and necessary changes based on geotechnical assessment.
- Overview of regulatory requirements and steps necessary to obtain permits.
- Cost projection for construction, permitting fees, or any other costs associated with implementation.
- Stakeholder engagement with respect to the design and implementation process.

Permitting needs will be reviewed during this time with respect to, at a minimum:

- River Corridor or Floodplain Review
- Stream Alteration
- Local Zoning
- Wetlands
- Stormwater (inclusive of Construction General Permit (CGP) Erosion Prevention and Sediment Control (EPSC) Plan)

It is important to identify applicable permits at this early stage to ensure that any updates to the design take permit requirements into account. As applicable to the site, Watershed Consulting will reach out to the proper authorities to determine the next steps for permit application submittal and approval during Task 6. This will include at a minimum the VT DEC Wetlands Program and the likely Non-Reporting General Permit (NRGP) that will be required due to known mapped wetlands and the need to place the system's outlet within the 50-foot wetland buffer.

Once the 60% design has been completed, with updated permit needs, a design review meeting will be held with the project stakeholders to discuss the updates to the design and determine needed revisions as the design is advanced further.

Deliverables: 60% design plan and specifications; meeting minutes

Timeline: January 1, 2023

Task 6. 100% Design

Following the 60% design meeting with project stakeholders, requested revisions will be incorporated into the 100% design.

The primary elements of the 100% design process in accordance with ERP Design Terminology and Guidance are:

- Final stamped design drawings with any revisions incorporated,
- Final bid documents prepared (see Task 7),
- Permit applications submitted for regulatory agency review (see Task 7), and
- Final cost projection.

Draft 100% designs will be submitted, and a final review meeting will be held for review. The 100% designs will then be finalized and submitted.

Deliverables: Draft and Final 100% Plans Benchmark identified on plans, CAD, GIS, Excel files provided, meeting minutes

Timeline: February 28, 2023

Task 7. Bid Documents for Construction with Costs, and Permit Documentation

Bid documents will be developed following feedback received for the draft 100% design. Costs will be developed to reflect the finality of the designs and scope of work outlined in the bidding documents. Final contract bidding documents will include general conditions, supplementary conditions, proposed project schedule, specifications, and exceptions to standards where applicable.

Watershed Consulting will determine the specific requirements for the permits found to be applicable to the site. Permit determinations may require site visits with staff from the Vermont Department of Environmental Conservation (VT DEC), which Watershed Consulting will attend. Applicable permit applications will be prepared during this task.

Deliverable: Materials list and quantities summary with costs and prepared permit applications

Timeline: March 15, 2023

Task 8. Final Performance Report

The BMP Implementation Final Report for Stormwater Practices form will be filled out for the practice. The final performance report will be submitted.

Deliverable: Final performance report and batch import file

Timeline: April 15, 2023

Qualifications

Watershed Consulting Associates, LLC, with partners Aldrich and Elliot, are pleased to submit this proposal and qualifications package. Watershed Consulting will be the primary consultant for this project. Resumes for key personnel are attached.

Watershed Consulting Associates

Watershed Consulting Associates, LLC (Watershed Consulting) is a Burlington, Vermont-based environmental consulting firm specializing in stormwater management, practice design, geospatial planning, water quality investigations, and data analysis. Watershed Consulting consists of a team of hydrologists, GIS specialists, and aquatic scientists with demonstrated experience in watershed investigation, green stormwater retrofit evaluations, site design, advanced hydrologic & hydraulic and water quality modeling, permitting, and GIS mapping and analysis. Watershed Consulting has significant experience delivering complex, data intensive stormwater master plan analyses that provide our clients with a targeted approach to solving water quality problems that stays ahead of regulatory requirements. Watershed Consulting is known for out of the box solutions to address stormwater related challenges that cannot be solved by standard practices. Watershed Consulting is a long-standing contractor with several of the Vermont MS4s, the State Clean Water Initiative, and has worked closely with Rutland NRCO on several recent projects.

Andres Torizzo CPESC, CISEC, CESSWI, CPSWQ – Principal: Andres is the Principal and co-founder of Watershed Consulting. Andres has been modeling, designing, permitting, and inspecting stormwater projects in Vermont for over 19 years in a range of environments and geographic locations across the State. His work has included partnering with municipalities and nonprofit groups on State and Federally funded water quality improvement projects and has consulted for a range of development owners on industrial, commercial, residential, and transportation-based sites. Andres holds a master's degree in Geography from the University of Colorado at Boulder and a bachelor's degree in Geological Sciences from Tufts University. For this project, Andres will provide project oversight and serve as the overall project management lead as well as provide technical modeling, design, and permitting oversight.

Marisa Rorabaugh, EI – Water Resources Engineer: Marisa has a strong background in hydrologic and hydraulic modeling, extreme event forecasting, and flood characterization. She has developed technical stormwater designs for new development and retrofit projects for commercial and educational facilities. Marisa earned her master's degree from Lancaster University in Sustainable Water Management and her bachelor's degree from the University of Vermont in Environmental Engineering. Marisa is a licensed Engineer Intern (EI) in the State of Vermont. For this project she will assist with H&H modeling, treatment practice design, soils assessments, and permitting.

Tommy Ott – GIS Technician: Tommy has a strong background in Geographic Information Systems (GIS), cartographic design, remote sensing, and water quality compliance. Tommy manages topographic survey

WEST SEMINARY STREET PARK (BRANDON) STORMWATER FACILITY FINAL DESIGN

data collection and provides GIS analysis and mapping at Watershed Consulting. He earned his bachelor's degree from the University of Vermont in Environmental Sciences with a minor in Geospatial Technologies. Tommy is a certified FAA Part 107 Small Unmanned Aircraft Pilot and leads Watershed's UAS program. For this project, he will assist in GIS analysis, modeling, soils assessments, and field assessment including survey.

Our team is a wise choice because:

- ❖ Stormwater management and design is our **specialty and focus**
- ❖ We have specialized experience showcasing **GSI and LID techniques** integrated with conventional grey retrofit solutions for stormwater master plan retrofit projects
- ❖ **We are experts in an array of fields** needed to address the complexities of retrofits in priority watersheds: Hydrology, Hydrogeology, Stormwater/Wastewater Engineering, and Green Infrastructure
- ❖ Our team is familiar with **State of Vermont Stormwater Design Standards and Permitting** critical for assessing project feasibility at the initial planning phase, and tailoring solutions to the Town's needs
- ❖ We have extensive **design experience** of stormwater retrofit solutions with **complex site constraints**
- ❖ We are experienced with producing **designs that are construction-ready and value-conscious**.

We have designed numerous stormwater retrofits to the 100% design level including:

- Bioretention practices along Pearl Street – Brandon
- Bioretention and dry well in public parking lot – Café Provence, Brandon
- Bioretention for Recreation Facility Parking Lot Treatment – Giorgetti Arena, Rutland
- StormTech subsurface sand filter and two bioretention practices – Berlin Elementary School, Berlin Fire Department, and Chimney Sweep, Berlin
- StormTech Infiltration Chambers – Morrisville Town Garage, Morrisville
- Stormwater Treatment Gravel Wetland – Nesti Drive, South Burlington / Shelburne
- Bioretention for Unpaved Parking Lot Treatment – Burke Mountain Academy, Burke
- Infiltration Swale and Basin – Burke Mountain Resort, Burke
- Gully Armoring – Bear Path Lane, Burke
- StormTech Infiltration Chambers – Warren Elementary School, Warren
- Stormwater Treatment Gravel Wetland – Fayston Elementary School, Fayston
- Bioretention for Commercial Parking Lot Treatment – Village Square Parking Lot, Waitsfield
- Multiple Bioretention and Infiltration Practices, Morrisville
- Blanchard Beach Treatment Wetland, Burlington
- Town Garage Remediation and Floodplain Restoration – Former Town Garage, Cabot
- StormTech Infiltration Chambers - Cambridge Elementary School, Cambridge
- Stormwater Treatment Gravel Wetland – St Albans Park and Ride, St Albans

Watershed Consulting has worked closely with Aldrich + Elliott (A+E) on many projects in the past. Continuing the strong partnership from the 30% conceptual design with A+E will expand on the collaboration of this interdisciplinary team.

| Aldrich + Elliott

Aldrich + Elliott was formed to provide clients with personal, responsive, quality engineering services at competitive fees. A+E is committed to sustaining water resources. The A+E team specializes in water, wastewater, and stormwater engineering for municipal clients. The project team has the depth of experience on similar projects. A+E teamed with Watershed Consulting to develop the 30% plans for this site, so they are well aware of site-specific details. This team brings a wealth of stormwater experience coupled with big picture municipal infrastructure perspective from study to design to construction that will provide a long-term cost-effective solution that meets the project schedule.

Jason Booth, P.E. – Vice President: Jason joined A+E in 2003 and is now a shareholder in the firm. Over 14 years with A+E, Jason’s background includes extensive experience in the study, design, permitting, and construction of municipal water, wastewater, stormwater, and transportation projects, with special expertise in construction management and administration.

Merrick Gillies– Staff Engineer: Merrick joined Aldrich + Elliott, PC (A+E) as a Staff Engineer in 2019. Merrick’s experience has been primarily in the preparation of studies and permitting of various water, wastewater, and stormwater projects

Joshua Nelson – CAD/Survey Manager/Site Technician: Josh is a CAD Operator and Survey Manager. Josh has been with A+E for 15 years and has extensive experience performing site and survey work in the field.

WEST SEMINARY STREET PARK (BRANDON) STORMWATER FACILITY FINAL DESIGN

Cost Proposal

A proposed cost table is included below.

Task #	Category & Task	Firm Staff Title	Rate (\$/hr)	Watershed Consulting				A+E		Mileage (\$0.585/m)	Total Estimate
				A. Tortizo, Principal	M. Borabough, Water Resources Engineer	T. Ott, GIS Technician	J. Booth, Vice President	M. Gillies, Staff Engineer	J. Nelson, CAD/Survey Manager		
1	Kickoff Meeting			1	2		1				\$575
2	Operation and Maintenance			1	4						\$660
3	Refine Existing Conditions Plan			4	8	1	1		4	100	\$2,307
4	Refine Hydrologic & Hydraulic Model			4	12	8	1				\$3,225
5	60% Design			12	30	15	4	20	22	200	\$11,676
6	100% Design Plans			8	12	6	4	10	14		\$6,128
7	Bid Docs for Construction with Costs, and Permitting			2	2	10	4	25			\$4,505
8	Final Performance Report			1	2	2					\$640
Total Hours by Staff				33	72	42	15	53	40		257
Total				\$5,280	\$9,000	\$4,830	\$2,475	\$4,075	\$3,280	\$176	\$27,766

WEST SEMINARY STREET PARK (BRANDON) STORMWATER FACILITY FINAL DESIGN

Schedule

All tasks are proposed to be completed within the timeframe requested. The table below illustrates the proposed timeline.

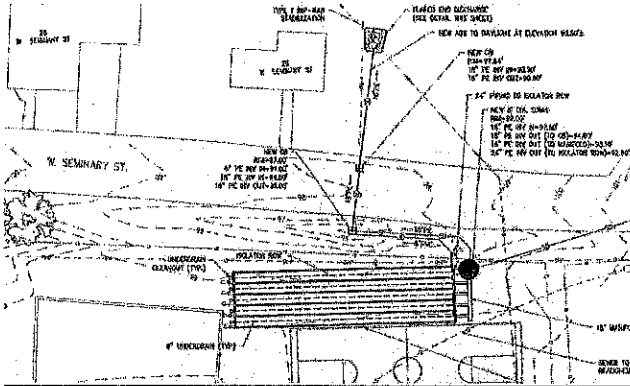
Project Task	2022							2023				
	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April
Task 1. Kickoff Meeting		20-Jun										
Task 2. Operation and Maintenance		30-Jun										
Task 3. Refine Existing Conditions Plan				31-Aug								
Task 4. Refine H & H Model							1-Nov					
Task 5. 60% Design									1-Jan			
Task 6. 100% Design										28-Feb		
Task 7. Bid Documents, Costs, Permits											15-Mar	
Task 8. Final Performance Report												15-Apr

Project Examples

Town of Brandon, VT - Stormwater Master Plan

BRANDON, VT - 2017

The Town of Brandon received an Ecosystem Restoration Program grant to conduct a town-wide master planning study. Watershed Consulting with subcontractor Aldrich and Elliott (A+E) was hired to assess the Town's stormwater management retrofit opportunities. The project team gathered the necessary data, conducted preliminary desktop analysis, and field verified over 50 BMP opportunities. The Top 20 were selected, with 5 selected for final 30% design.



Project Highlights

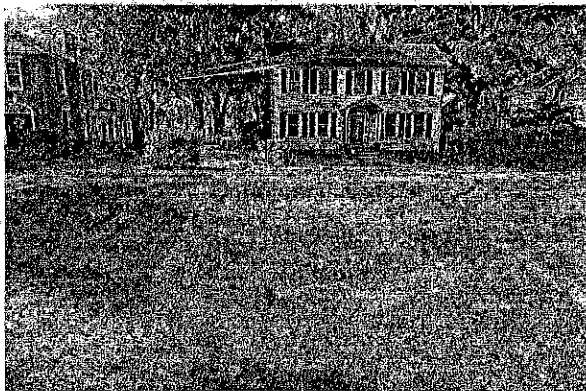
- Developed 5 concept (30%) site designs
- Road erosion solutions developed for 5 segments

Additionally, a concept rendering was developed for the Park Street neighborhood illustrating the potential streetscape bioretention features that Watershed Consulting and A+E designed. Watershed Consulting also conducted a road erosion assessment of 20 priority road segments and prioritized them. 5 sites were chosen for final road erosion solutions.

Pearl Street Final Design and Implementation

BRANDON, VT - 2021

A project along Pearl Street in Brandon, VT was identified by Watershed Consulting as a priority area for stormwater retrofit during the 2017 Brandon Stormwater Master Plan (SWMP) due to its crucial location within the Neshobe River watershed and anticipated high pollutant removal efficiencies. Pearl Street has particularly wide rights-of-way and sandy soils that are ideal for infiltration. The concept envisioned for the Pearl Street area was a series of bioretention practices (bio-swales) along the entire length of Pearl Street. These practices make use of the wider than average street width to create long, narrow bioretention practices within the right-of-way that reduce pollutants



by infiltrating runoff to the groundwater. Runoff flows into a concrete notch inlet and overflows using existing catch basins. 30% designs were completed during the SWMP development. This design was then advanced to the 100% design phase. Watershed Consulting staff completed topographic surveys and soil investigations along Pearl Street to verify the infiltration rate of the native sandy soils. Cost projections were also developed. This project was estimated to remove 6.49 lbs of TP annually. The team completed site stakeouts for construction and provided oversight during the construction activities in 2021.



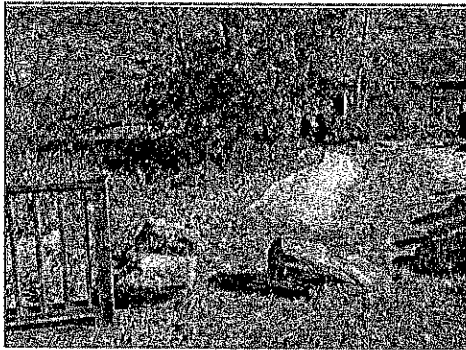
Project Highlights

- Developed 100% design plans
- Completed construction oversight

Café Provence Final Design and Implementation

BRANDON, VT 2021

Watershed Consulting completed a Stormwater Master Plan (SWMP) for the Town of Brandon. As part of this SWMP, 5 sites were identified for concept (30%) designs including the Town-owned public parking lot behind Café Provence. This parking area serves numerous buildings and businesses and the stormwater runoff from this area was draining directly into the Neshobe River. Final design was then completed for the site. These 100% plans included a bioretention area to collect runoff from the parking lot and a dry well.



This design was successfully implemented within the constraints of the existing buildings, traffic patterns, and the river's sensitive riparian area and corridor to manage stormwater effectively. A dry well was designed to manage the runoff from the Café's patio area. Watershed Consulting completed construction oversight for this project's implementation.



Project Highlights

- 100% designs completed for constrained site abutting river corridor
- Project successfully implemented in constrained area along Neshobe River

Brandon Park Street Retrofit Design

BRANDON, VT 2018-2019

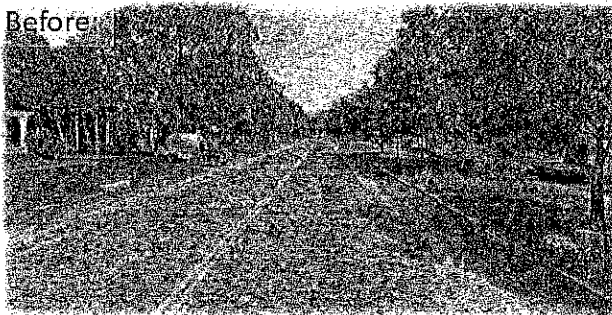
Working with project partners Aldrich + Elliott and Greenleaf Designs, Watershed Consulting developed a comprehensive streetscape retrofit for Park Street in Brandon, VT based on concepts developed by our team during the Brandon Stormwater Master Plan. These retrofits included the creation of eight different streetscape bioretention features designed to aesthetically enhance the street, calm traffic on this important cycling and pedestrian corridor, and treat stormwater runoff to eliminate pollution to the Neshobe River. Watershed Consulting conducted the hydrologic, hydraulic, and water quality pollutant load modeling and worked closely with Greenleaf Designs to develop planting plans for each bioretention. The team developed a series of photo simulations for the street to foster communication and understanding of the practices and their aesthetic appeal between municipal officials and local residents.



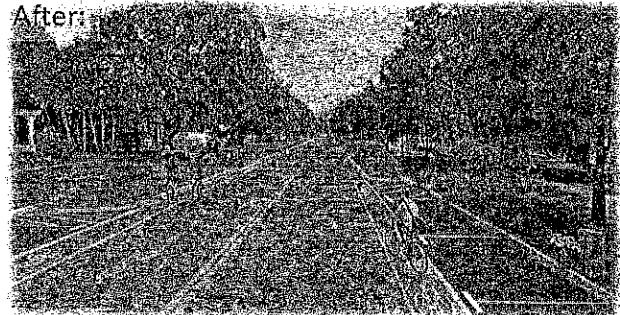
Project Highlights

- Streetscape retrofits to treat stormwater and enhance the street designed
- Photo simulations to aid in community outreach created

Before:



After:

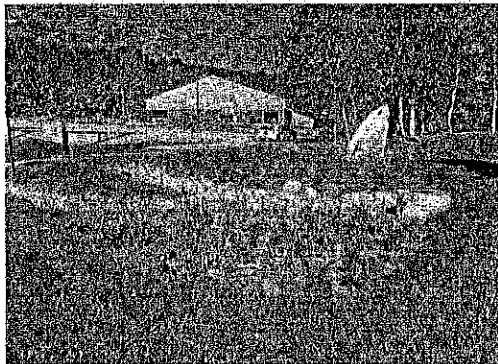


Giorgetti Arena Bioretention Retrofit

RUTLAND, VT 2017



Watershed Consulting conducted a stormwater master plan for the East Creek and Tenney Brook watersheds in the City and Town of Rutland in partnership with the Rutland Natural Resources Conservation District. During the project, which involved extensive field surveys, desktop analysis, and BMP prioritization, a project was identified at the Giorgetti Arena, a public sports facility. The retrofit involves collecting runoff from the parking lot, part of the roof, and a portion of the adjacent street and routing it to one of two deep sump catch basins with 'snout' inlet devices designed to encourage sediment



deposition. From the catchbasins, runoff flows to two rock-lined swales that further pre-treat runoff for pollutants. Runoff then floods up into a flat area planted with perennial flowers designed for rain gardens. The entirety of the Channel Protection volume (CPV) infiltrates to groundwater. Overflow is routed to a stabilized outlet area next to the East Creek. The project is a good aesthetic addition to the entrance of the parking lot at Giorgetti arena. The retrofit was completed Summer 2017.

Project Highlights

- Design allows for the entirety of the Channel Protection volume from the sports center to infiltrate into groundwater.
- Aesthetic garden at facility entrance

Rutland City – Rutland High School / Stafford Technical Center Stormwater Retrofit

RUTLAND, VT- 2017 -2018



Watershed Consulting completed a stormwater retrofit design, in partnership with Aldrich and Elliott (A+E), for a stormwater retrofit to treat the parking lot at the Rutland High School and Stafford Technical Center. The parking lot is split between the East Creek and Moon Brook watersheds. The portion that drains to East Creek passes through an undersized dry pond before entering the stormwater sewer. This project designed a retrofit of this site into a lined bioretention practice to treat for the water quality volume and manage the channel protection volume to the greatest extent possible. The portion that drains to Moon Brook is currently unmanaged. The envisioned concept



is a lined bioretention that will manage both the water quality and channel protection volumes through the use of a flow-control orifice. Both practices are designed to aesthetically enhance the entrance to the school as well as the back of the parking lot area. Watershed Consulting and A+E completed 30% concept designs for these sites and provided a photo simulation (left).

Project Highlights

- 30% designs for lined bioretention practices at the school entrance and parking lot
- Practices treat water quality volume and channel protection volume



Stormwater Management | Green Infrastructure Design | Water Quality | Master Planning

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Andres Torizzo

Principal, Hydrologist

Mr. Torizzo is Principal, Hydrologist, and co-founder of Watershed Consulting Associates, LLC., a firm specializing in stormwater management consulting services. Mr. Torizzo has worked for State agencies and numerous municipal and private entities on operational stormwater management and erosion-sediment control design and permitting issues, in a range of settings including linear transportation, commercial, industrial, residential, and agricultural.

Mr. Torizzo's specialties include stormwater mapping, inventory, and master planning, illicit discharge detection and elimination (IDDE), stormwater hydrologic & hydraulic modeling, stormwater pollutant load modeling, retrofit design, low-impact development design, and Total Maximum Daily Load implementation (TMDL) investigations.

KEY FIRM ROLES AND RESPONSIBILITIES

Project Management – Oversees project budgets, timelines, deliverables, quality control, and coordination with partners and clients.

SELECTED PROJECT EXPERIENCE

Public-Private Partnerships (P3) for Stormwater Management (2019-Ongoing) – Provided oversight for all project operations including subcontractor management, task order tracking and deliverable development, retrofit design, modeling, stakeholder outreach and engagement, GIS analysis and visualization.

Northfield Infiltration Chamber Design (2019) – Developed design, and managed permitting for large-scale infiltration system for the Town of Northfield, Vermont. The chamber system manages a large area of residential development and is one of the largest chamber systems installed in the State. The project provides for water quality improvement and aids in flood reduction in the Dog River.

Central Vermont Stormwater Master Plans (2016– 2019) – Led efforts to perform stormwater management master plans in twelve Vermont communities, generating over 150 priority sites for field investigation and assessment. Conducted modeling for retrofit designs for nearly all priority sites and generated modeling information for production of 60 30% concept designs.

Potash Brook Flow Restoration Plan (2014-2016) – Worked for the City of South Burlington, VT and the Vermont Agency of Transportation on a Flow Restoration Investigation for the stormwater-impaired Potash Brook watershed.

SELECTED PUBLICATIONS & PRESENTATIONS

Torizzo, A. and Garvey, K.M. 2017. Flow restoration planning in the stormwater impaired Potash Brook Watershed, South Burlington, VT. StormCon, August 29-31, Bellevue, WA.

Torizzo, A., Allen, D., Garvey, K., and Bruno, M. 2016. Monitoring and Tracking Chloride Trends. *Stormwater Magazine*, July/August 2016, p. 18-37.

EDUCATION

M.A. 2002, Geography, University of Colorado at Boulder
B.A. 1998, Geological Sciences, Tufts University

PROFESSIONAL EXPERIENCE

2005-Present Watershed Consulting
2002-2005 Ross Environmental
2002 Pioneer Environmental
1998-2002 U.S. Geological Survey, Water Resources Division

PROFESSIONAL CERTIFICATIONS

Certified Professional in Erosion and Sediment Control (CPESC) # 3318
Certified Inspector of Sediment and Erosion Control (CISEC) # 48
Certified Erosion, Sediment, and Stormwater Inspector (CESSWI) # 179
Certified Professional in Stormwater Quality (CPSWQ) #119
Recognized as proficient in Construction Site Stormwater Management by the IECA.

PROFESSIONAL AFFILIATIONS

Center for Watershed Protection Association
International Erosion Control Association



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Marisa Rorabaugh (She/Hers)

Water Resources Engineer / EI

Marisa joined Watershed Consulting with a background in hydrologic and hydraulic modeling, watershed hydrology, extreme rainfall event forecasting and flood characterization. At Watershed Consulting, Marisa focuses on stormwater design for new and retrofit development, including stormwater modeling, treatment system sizing, and permitting.

SELECTED PROJECT EXPERIENCE

U-32 Middle & High School 3-9050 Permitting (2021-Ongoing)

Seeking operational stormwater permit to comply with GP 3-9050 3-Acre Rule requirements. Performing technical investigation to support advancement of existing 30% gravel wetland designs to 100%. Hydraulic and hydrologic modeling will be performed to support the proposal of two gravel wetlands to provide treatment for the unpermitted portions of the site.

Berlin Elementary School 3-9050 Permitting (2021-Ongoing)

Seeking 3-9050 stormwater permit to comply with 3-Acre Rule requirements. Performing technical investigation to determine the utility and functionality of existing dry wells. Hydraulic and hydrologic modeling will be performed to assess if the dry wells and the newly constructed bioretention pond are sufficient to meet treatment volume requirements.

Burlington High School Alternate Site Analysis (2021)

Performed a comparative analysis of three prospective sites for the new Burlington High School campus from a stormwater management standpoint. Analysis included characterization of existing infrastructure, modeling changes in stormwater discharge based on proposed impervious footprints, sizing potential treatment systems, investigating permitting requirements and summarizing in a technical report for each site.

Hydrological Response Research (2019 – 2020)

Utilized the Data-based Mechanistic modeling method to extract dominant streamflow response characteristics to a range of storm events over an 18-year period to mathematically characterize the response variation for flood forecasting applications. Performed a comparative analysis between the identified Dynamic Response Characteristics and several descriptive rainfall intensity metrics with respect to synoptic-representative Lamb Weather Types and a novel characterization of synoptic evolution around peak flow.

EDUCATION

M.Sc. 2020, Sustainable Water Management, Lancaster University
B.S. 2014, Environmental Engineering, University of Vermont

PROFESSIONAL EXPERIENCE

2021– Present Watershed Consulting, Water Resources Engineer
2020 Lancaster University, Graduate Teaching Assistant
2013 University of Vermont, Richard Barrett Scholar

PROFESSIONAL CERTIFICATIONS

Engineer Intern (E.I.), State of Vermont
License No. 105628

PROFESSIONAL AFFILIATIONS

Member, Chi Epsilon Civil Engineering Honor Society



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Tommy Ott GIS Technician

Tommy Ott is a GIS Technician at Watershed Consulting Associates, LLC, specializing in spatial data collection, analysis, and cartography related to stormwater and water quality investigation. He has demonstrated experience working on complex stormwater masterplans in a variety of settings and scales. Tommy is a FAA certified unmanned aircraft systems (UAS) pilot and utilizes this technology for high-resolution mapping and 3D modeling, land use investigation, and construction inspection and documentation.

SELECTED PROJECT EXPERIENCE

US Virgin Islands Watershed Management Project (2021 – Ongoing)

Lead technician for acquiring, reviewing, and editing a diverse array of geographic data for an eight-watershed master plan project across the islands of St. Thomas and St. Croix. Piloted small UAS (“drone”) for site inspection and landscape photography.

Public Private Partnership (P3) Project (2019-2021)

Lead technician for evaluation of priority stormwater retrofit sites including site survey, drainage area delineation, land use/landcover development, model preparation, and static and web map production.

Georgia Shore Stormwater and Shoreline Erosion Assessment (2020 - 2021)

Generated a comprehensive data library following a data gathering and review process. Performed a multivariate raster analysis to determine hot-spot areas along the Georgia shoreline region. This analysis was used to direct focus for additional field investigation and stormwater practice design.

Coral Bay Watershed Management Plan (2019-2021)

Led spatial data processing and analysis efforts for the hydrologic and hydraulic modeling of proposed stormwater BMPs in the Coral Bay watershed in St. John, USVI. Primary author on solid waste management and pathogen sections of the final plan.

Milton Phosphorus Control Plan (2020 – 2021)

Provided support for the development of a phosphorus control plan (PCP) for the Town of Milton including modeling input development, mapping, data analysis, and data presentation. Aided in the prioritization and cost estimation for a suite of proposed stormwater BMPs for the Town.

EDUCATION	
B.S.	2018, Environmental Sciences, Minor in Geospatial Technologies, University of Vermont
PROFESSIONAL EXPERIENCE	
2020-Present	Watershed Consulting, <i>GIS Technician</i>
2019-2020	UVM Spatial Analysis Lab, <i>GIS Technician</i>
2019-2020	Vermont DEC, Drinking Water and Groundwater Protection Division, <i>Environmental Analyst</i>
2018-2019	ECO AmeriCorps Member at Vermont Land Trust, <i>Planning & Assessment Assistant</i>
2016-2017	Vermont Agriculture and Environmental Laboratory, <i>Environmental Technician</i>
PROFESSIONAL CERTIFICATIONS	
	Certified FAA Part 107 Small Unmanned Aircraft Systems Pilot



Jason Booth, PE | Vice President



Jason Booth is the Vice President of Aldrich + Elliott, PC (A+E) and has extensive experience in water resource engineering since 2003. His professional expertise is in the study, design, permitting and construction of municipal transportation, water, wastewater, and stormwater projects. The following is a sampling of Jason's professional experience on similar projects.

BACKGROUND

2001-Present
Vice President
Aldrich + Elliott

EDUCATION

Bachelor of Science, Civil
Engineering, University
of Vermont, 2004

Master of Civil
Engineering, Water
Resources, Norwich
University, 2014

PROFESSIONAL REGISTRATION

Licensed Professional
Engineer –
Vermont
Notary Public - Vermont

PROFESSIONAL AFFILIATIONS

American Society of Civil
Engineers: President
2011/2012

Vermont Society of
Professional Engineers:
President 2011-2013

American Council of
Engineering Companies:
National Director 2016-
Present

PUBLIC AFFILIATIONS

Commissioner,
Northwest Regional
Planning Commission:
2010-2013

Chair, Grant Writing
Committee, Town of
Fairfield, VT: 2009-2010

PROJECT EXPERIENCE | STORMWATER

Brandon

Cobb Hill Culvert replacement, included replacement of a damaged culvert with a new 42' aluminum arch.

Brandon Stormwater Master Plan, including development of conceptual designs for five (5) individual stormwater treatment practices.

Park Street Stormwater design, consisting of 15 Bioswales and roadway improvements. Funded through a VTrans Environmental Mitigation Grant.

Essex Junction

Conversion of a natural detention area at the intersection of Fairview Drive and Route 15 to a single bay gravel wetland with a forebay.

Essex Town

New "best fit" micropool extended detention pond on Kellogg Road. Funding administered by VTrans.

New swirl concentrator and non-structural practices for an unpermitted stormwater discharge on Colbert Street.

Assisted with Flow Restoration Plans for the Indian and Sunderland Brooks.

Northfield Water Street Stormwater Improvements

Design of a new subsurface chamber system to capture and infiltrate runoff from the surrounding subwatershed.

NRCS-CD/City of Rutland

Easterly Avenue Stormwater consisting of final design for a subsurface chambered system to treat stormwater from large neighborhood. Partnership with Watershed Consulting.

Rutland High School consisting of final design for stormwater treatment practices at Rutland High School to address untreated runoff from existing impervious.

South Burlington

Stormwater retrofit on Hayes Avenue including reconstruction of a stormwater wet detention pond with a forebay and permanent pool, three (3) vegetated swales to improve geometry, reduce runoff velocities and storm drain modifications.

City of South Burlington permitting assistance for four (4) stormwater projects. Assistance was to bring existing private developments into compliance with local stormwater rules.

Evaluation, sizing and design of a subsurface chamber infiltration system at Picard Circle. The new system treats runoff from an approximately 60 acre subwatershed on and around Airport Parkway. Funding provided through the VTrans Transportation Alternatives program.

Jason Booth, PE | Vice President



PROFESSIONAL CONSTRUCTION MANAGEMENT AND DESIGN

Evaluation, sizing and design of storage improvements for two gravel wetlands which treat full WQv and CPv volumes, one detention basin and one sand filtration basin. Funding is provided through a Lake Champlain Basin Program grant.

Assisted with a Flow Restoration Plan for the Bartlett Brook.

Designing storage improvements for four existing detention basins within a homeowner's association on Pinnacle Drive. The aim of this project is to bring the basins to current design standards in order for the City to take ownership from the association. Design is a mix of gravel wetlands, sand filters, and control structures.

Design of various stormwater management practices with the Red Rocks Park in order to better protect several trails and the beach line from erosion.

City of St. Albans

Design of a new gravel wetland adjacent to the future Federal Street connector off of the St. Albans State Highway extension. The gravel wetland design incorporates a forebay and a dual cell gravel wetland to meet WQv and CPv volumes.

Other Projects:

- Brighton Mill Street: New treatment wetland and raingarden design;
- City of Newport: Design of a new subsurface treatment practice;
- Town of Milton: Main Street Stormwater System Improvements including outfall stabilization;
- Morristown: Final design of a stormwater swirl separator and an infiltration gallery with a treatment swale;
- St. Albans: Design and Construction of roadway and stormwater improvements on Fairfield Street
- Williston: Flood assistance on Old Stage Road including evaluation and implementation of culvert improvement

SPECIAL PROJECTS

Gravel Wetlands in Vermont – Research and Development. A+E and Watershed Consulting Associates have partnered to develop a number of research projects related to design and long term reliability of gravel wetlands in Vermont. We are currently partnering with four (4) municipalities that are MS4 communities, the University Of Vermont College Of Engineering and Mathematics and the College of Natural Resources. Two current projects are the development of a reliable and replicable wetland soil for use in Gravel Wetlands and a long term project to monitor the performance characteristics of gravel wetlands, particularly nutrient removal efficiency.



Merrick Gillies | Staff Engineer

Merrick joined Aldrich + Elliott, PC (A+E) as a Staff Engineer in 2019. Merrick's experience has been primarily in the preparation of studies, and permitting of various water, wastewater, and stormwater projects. The following is a sampling of Merrick's planning, design, and construction experience:

BACKGROUND

Staff Engineer
Aldrich + Elliott, PC
May 2019 - Present

EDUCATION

Bachelor of Science,
Environmental
Engineering,
University of
Vermont, 2019

A+E PROJECT EXPERIENCE

Enosburg

Completed CSO Long Term Control Plan for the Village of Enosburg Falls. Preparation of the report included the evaluation of alternatives, and the coordination of several forms of fieldwork to form a better understanding of the existing infrastructure.

Highgate

Preparation of mapping for a feasibility study for extension of water and sewer services to the Franklin County State Airport and surrounding area.

Sheldon

Assisted with the preparation of a 20-year evaluation of wastewater treatment facilities, including collection system, pump stations and WWTF.

Hartford

Ongoing preparation of a CSO Long Term Control Plan for the City of Hartford. Project scope includes the evaluation of alternatives at the existing overflows in the sewer system.

Newport

Ongoing preparation of a CSO Long Term Control Plan for the City of Newport. Acquisition of monitoring equipment and the evaluation of existing service areas are key aspects of this project.



Joshua Nelson | CAD /Survey Manager

Josh is a CAD Operator and Survey Manager at Aldrich + Elliott, PC (A+E) and has been with A+E since 2002. Josh is a Licensed Class A Designer and has provided field representative services on several projects. The following is a sampling of Josh/s professional experience as a CAD Operator and Survey manager.

A+E STORMWATER PROJECT EXPERIENCE

BACKGROUND

CAD Operator/Survey
Manager
Aldrich + Elliott
2002-Present

EDUCATION

Associates of Science,
Civil & Environmental
Engineering Technology,
Vermont Technical
College, 2002

CERTIFICATIONS

Class A Designer – issued
July 2009

Brighton Town

Resident representative for Construction of new stormwater improvements to include; stormwater exfiltration, construction wetlands, and new rain garden.

Essex Junction

Survey and design for the conversion of a natural detention area at the intersection of Fairview Drive and Route 15 to a gravel wetland with water quality treatment bays.

Hartford

Design support of improvements to the WRJ downtown stormwater collection system and extension of the system’s outfall.

Survey and design for new water mains; sidewalk, sewer and stormwater improvements; roadway reconstruction; and retaining wall reconstruction along South Main Street, Gates Street and North Main Street.

Montpelier

Survey and design of four various stormwater management practices adjacent the Steven’s Branch Tributary.

Northfield

Assisted design of approximately 1,100 linear feet of new stormwater drainpipe, flow splitter structure, and large stormwater chamber infiltration system.

South Burlington

Resident services for Stormwater retrofit project to include reconstruction of a stormwater wet detention pond with a forebay and permanent pool, three (3) vegetated swales to improve geometry, reduce runoff velocities and storm drain modifications. This project implements stormwater BMPs to reduce peak flows and provide treatment of discharges to the impaired Potash Brook watershed.

Design of an infiltration system at Picard Circle to meet targets set by the Flow Restoration plan. This project is implemented below grade infiltration chambers and is utilized funding from VTRANS.

A+E OTHER PROJECT EXPERIENCE

Newport

Annual wastewater inspections for the Town.



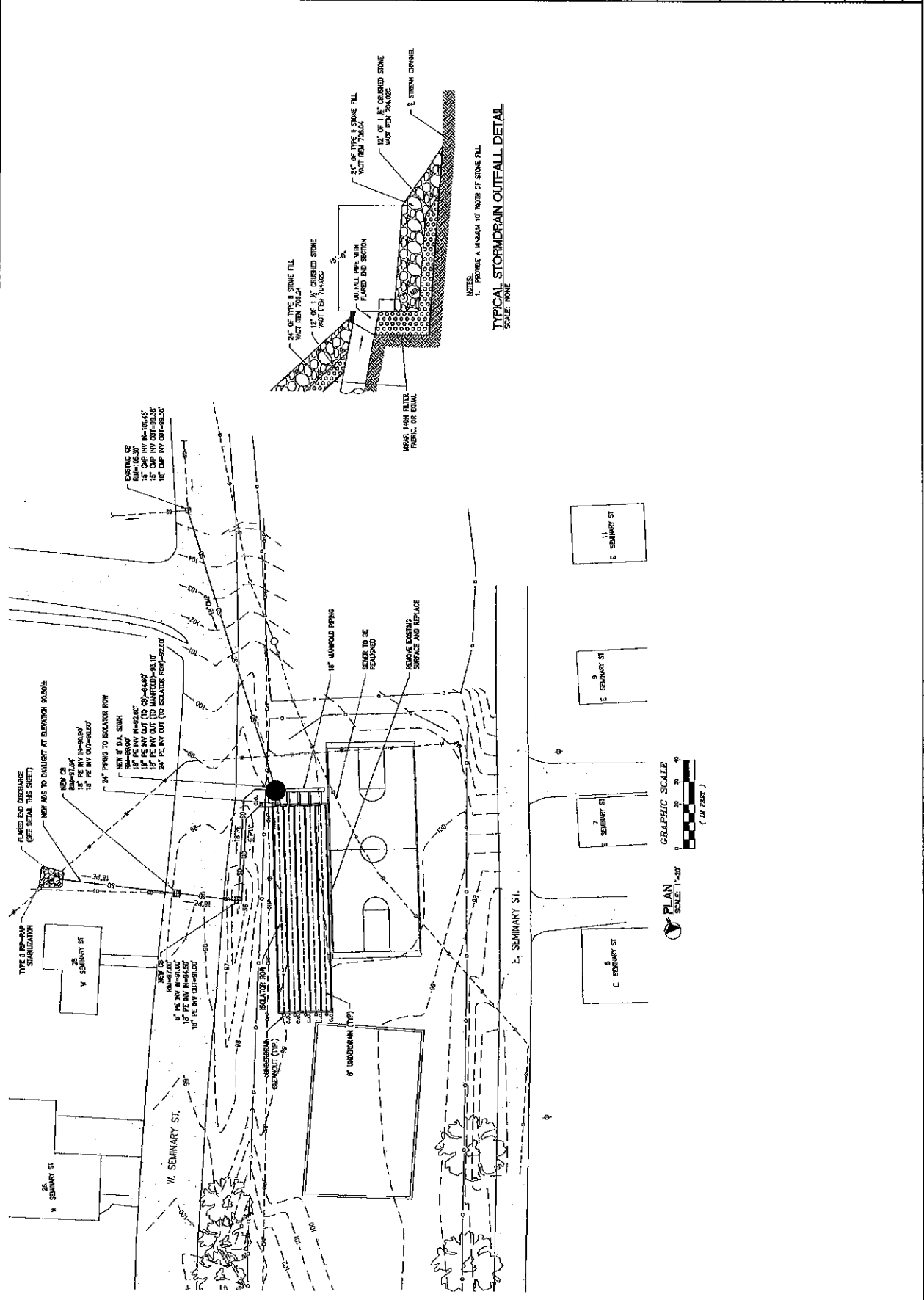
PROJECT NO.	16064
DESIGNED BY	JAB
DRAWN BY	JEB
CHECKED BY	
DATE	JULY, 2017

NO.	DATE	DESCRIPTION

TOWN OF BRANDON, VERMONT

STORMWATER MASTER PLAN

SEMINARY STREET



SEMINARY STREET	
TOWN OF BRANDON, VERMONT	STORMWATER MASTER PLAN
PROJECT NO.	16064
DESIGNED BY	JAB
DRAWN BY	JEB
CHECKED BY	
DATE	JULY, 2017

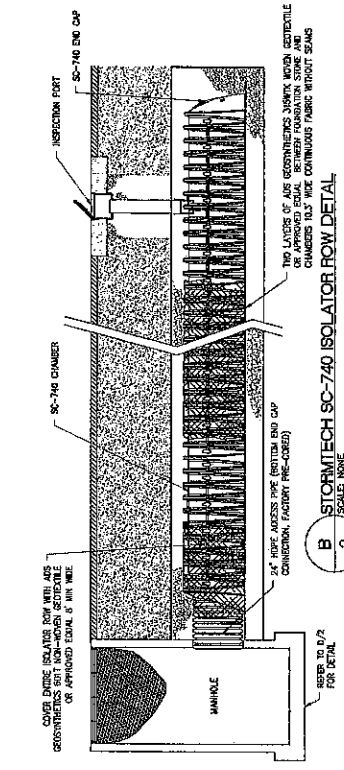
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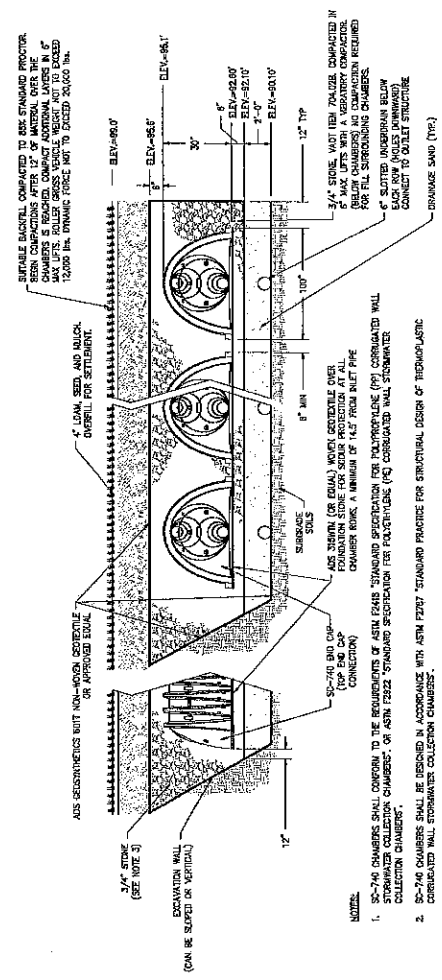
TOWN OF
 VERMONT
 STORMWATER
 IMPROVEMENTS

PROJECT NO.
 16064
 DRAWN
 DATE
 JUN. 2017

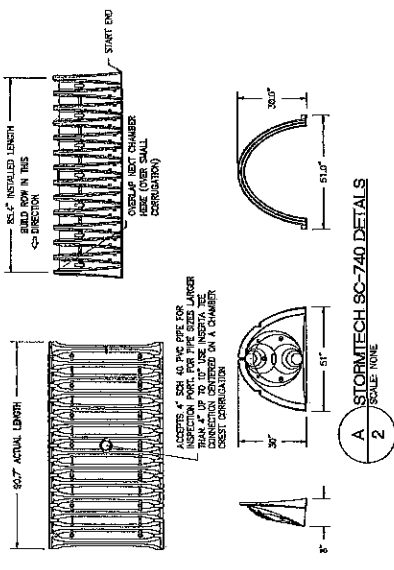
PRIMARY STREET
 STORMWATER
 DETAILS



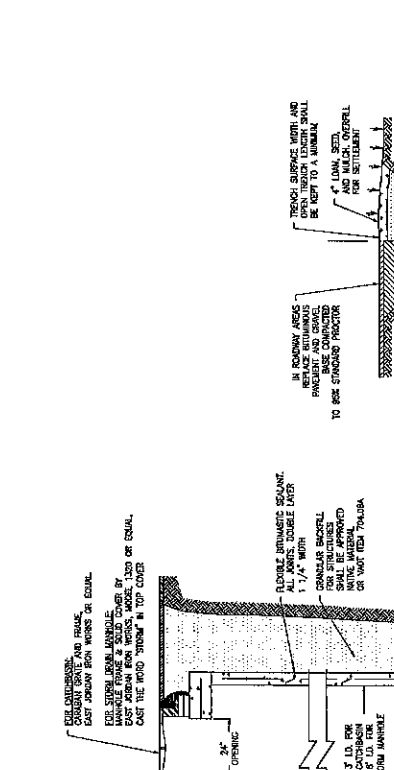
B STORMTECH SC-740 ISOLATOR ROW DETAIL
 SCALE: NONE



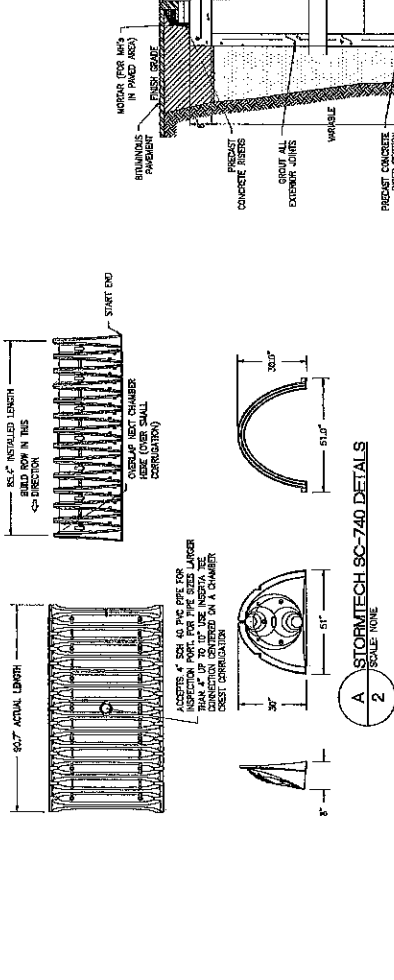
- NOTES:**
- SC-740 CHAMBERS SHALL BE DESIGNED TO THE REQUIREMENTS OF AISC 308. CHAMBERS SHALL BE DESIGNED TO WITHSTAND A MINIMUM OF 1.5' FROM INLET PIPE TO THE FIRST CHAMBER. CHAMBERS SHALL BE DESIGNED TO WITHSTAND A MINIMUM OF 1.5' FROM INLET PIPE TO THE LAST CHAMBER. CHAMBERS SHALL BE DESIGNED TO WITHSTAND A MINIMUM OF 1.5' FROM INLET PIPE TO THE LAST CHAMBER.
 - SC-740 CHAMBERS SHALL BE DESIGNED TO WITHSTAND A MINIMUM OF 1.5' FROM INLET PIPE TO THE LAST CHAMBER. CHAMBERS SHALL BE DESIGNED TO WITHSTAND A MINIMUM OF 1.5' FROM INLET PIPE TO THE LAST CHAMBER.
 - 3/4" STONE MUST BE SPACED HORIZONTALLY TO THE EXCAVATION WALL FOR BOTH VERTICAL AND SLOPED EXCAVATION WALLS.



A STORMTECH SC-740 DETAILS
 SCALE: NONE



D TYPE I CATCH BASIN DETAIL
 SCALE: NONE



E TYPICAL STORMDRAIN TRENCH DETAIL
 SCALE: NONE

NOTES:

- IF DEPTH OF CATCH BASIN IS 7 FEET OR LESS FROM RIM TO CENTERLINE INVERT THEN A FLAT TOP WILL BE INSTALLED. IF DEPTH OF MANHOLE FROM RIM TO CENTERLINE INVERT IS MORE THAN 7 FEET THEN A CONICAL TOP WILL BE INSTALLED.
- CONCRETE-4000 PSI STEEL REBAR-#4000 PSI
- STRUCTURES SHALL BE DESIGNED TO WITHSTAND AN IHD LOADING.



Seminary Park

Brandon, VT

STORMTECH CHAMBER SPECIFICATIONS

1. CHAMBERS SHALL BE STORMTECH SC-740, SC-310, OR APPROVED EQUAL.
2. CHAMBERS SHALL BE MANUFACTURED FROM VIRGIN POLYPROPYLENE OR POLYETHYLENE RESINS. ^{^J}
3. CHAMBER ROWS SHALL PROVIDE CONTINUOUS, UNOBSTRUCTED INTERNAL SPACE WITH NO INTERNAL SUPPORT PANELS THAT WOULD IMPED E FLOW OR LIMIT ACCESS FOR INSPECTION.
4. THE STRUCTURAL DESIGN OF THE CHAMBERS, THE STRUCTURAL BACKFILL, AND THE INSTALLATION REQUIREMENTS SHALL ENSURE THAT THE LOAD FACTORS SPECIFIED IN THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS, SECTION 12.12, ARE MET FOR: 1) LONG-DURATION DEAD LOADS AND 2) SHORT-DURATION LIVE LOADS, BASED ON THE AASHTO DESIGN TRUCK WITH CONSIDERATION FOR IMPACT AND MULTIPLE VEHICLE PRESENCES.
5. CHAMBERS SHALL MEET ASTM F2022 (POLYETHYLENE) OR ASTM F2418 (POLYPROPYLENE), "STANDARD SPECIFICATION FOR THERMOPLASTIC CORRUGATED WALL, STORMWATER COLLECTION CHAMBERS". ^{^J}
6. CHAMBERS SHALL BE DESIGNED AND ALLOWABLE LOADS DETERMINED IN ACCORDANCE WITH ASTM F2787, "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL, STORMWATER COLLECTION CHAMBERS".
7. ONLY CHAMBERS THAT ARE APPROVED BY THE SITE DESIGN ENGINEER WILL BE ALLOWED. THE CHAMBER MANUFACTURER SHALL SUBMIT THE FOLLOWING UPON REQUEST TO THE SITE DESIGN ENGINEER FOR APPROVAL BEFORE DELIVERING CHAMBERS TO THE PROJECT SITE:
 - a. A STRUCTURAL EVALUATION SEALED BY A REGISTERED PROFESSIONAL ENGINEER THAT DEMONSTRATES THAT THE SAFETY FACTORS ARE GREATER THAN OR EQUAL TO 1.55 FOR DEAD LOAD AND 1.75 FOR LIVE LOAD, THE MINIMUM REQUIRED BY ASTM F2787 AND BY AASHTO FOR THERMOPLASTIC PIPE.
 - b. A STRUCTURAL EVALUATION SEALED BY A REGISTERED PROFESSIONAL ENGINEER THAT DEMONSTRATES THAT THE LOAD FACTORS SPECIFIED IN THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS, SECTION 12.12, ARE MET; THE 50-YEAR CREEP MODULUS DATA SPECIFIED IN ASTM F2418 OR ASTM F2022 MUST BE USED AS PART OF THE AASHTO STRUCTURAL EVALUATION TO VERIFY LONG-TERM PERFORMANCE.
 - c. STRUCTURAL CROSS SECTION DETAIL ON WHICH THE STRUCTURAL EVALUATION IS BASED.
8. CHAMBERS AND END CAPS SHALL BE PRODUCED AT AN ISO 9001 CERTIFIED MANUFACTURING FACILITY.

IMPORTANT - NOTES FOR THE BIDDING AND INSTALLATION OF THE SC-310/SC-740 SYSTEM

1. STORMTECH SC-310 & SC-740 CHAMBERS SHALL NOT BE INSTALLED UNTIL THE MANUFACTURER'S REPRESENTATIVE HAS COMPLETED A PRE-CONSTRUCTION MEETING WITH THE INSTALLERS. ^{^J}
2. STORMTECH SC-310 & SC-740 CHAMBERS SHALL BE INSTALLED IN ACCORDANCE WITH THE "STORMTECH SC-310/SC-740 CONSTRUCTION GUIDE". ^{^J}
3. CHAMBERS ARE NOT TO BE BACKFILLED WITH A DOZER OR AN EXCAVATOR SITUATED OVER THE CHAMBERS. ^{^J}
 - STORMTECH RECOMMENDS 3 BACKFILL METHODS:
 - STONES/FOOTER LOCATED OFF THE CHAMBER BED.
 - STONES/FOOTER LOCATED ON THE FOUNDATION STONE OR SUBGRADE.
 - BACKFILL FROM OUTSIDE THE EXCAVATION USING A LONG-BOOM HOE OR EXCAVATOR. ^{^J}
 - BACKFILL FROM OUTSIDE THE EXCAVATION SHALL BE LEVELED AND COMPACTED PRIOR TO PLACING CHAMBERS. ^{^J}
 - JOINTS BETWEEN CHAMBERS SHALL BE PROPERLY SEATED PRIOR TO PLACING STONE. ^{^J}
 - MAINTAIN MINIMUM - 6" (150 mm) SPACING BETWEEN THE CHAMBER ROWS. ^{^J}
 - EMBEDMENT STONE SURROUNDING CHAMBERS MUST BE A CLEAN, CRUSHED, ANGULAR STONE 3/4-2" (20-50 mm). ^{^J}
 - THE CONTRACTOR MUST REPORT ANY DISCREPANCIES WITH CHAMBER FOUNDATION MATERIALS BEARING CAPACITIES TO THE SITE DESIGN ENGINEER. ^{^J}
 - ADS RECOMMENDS THE USE OF "FLEXSTORM CATCH IT" INSERTS DURING CONSTRUCTION FOR ALL INLETS TO PROTECT THE SUBSURFACE STORMWATER MANAGEMENT SYSTEM FROM CONSTRUCTION SITE RUNOFF.

NOTES FOR CONSTRUCTION EQUIPMENT. ^{^J}

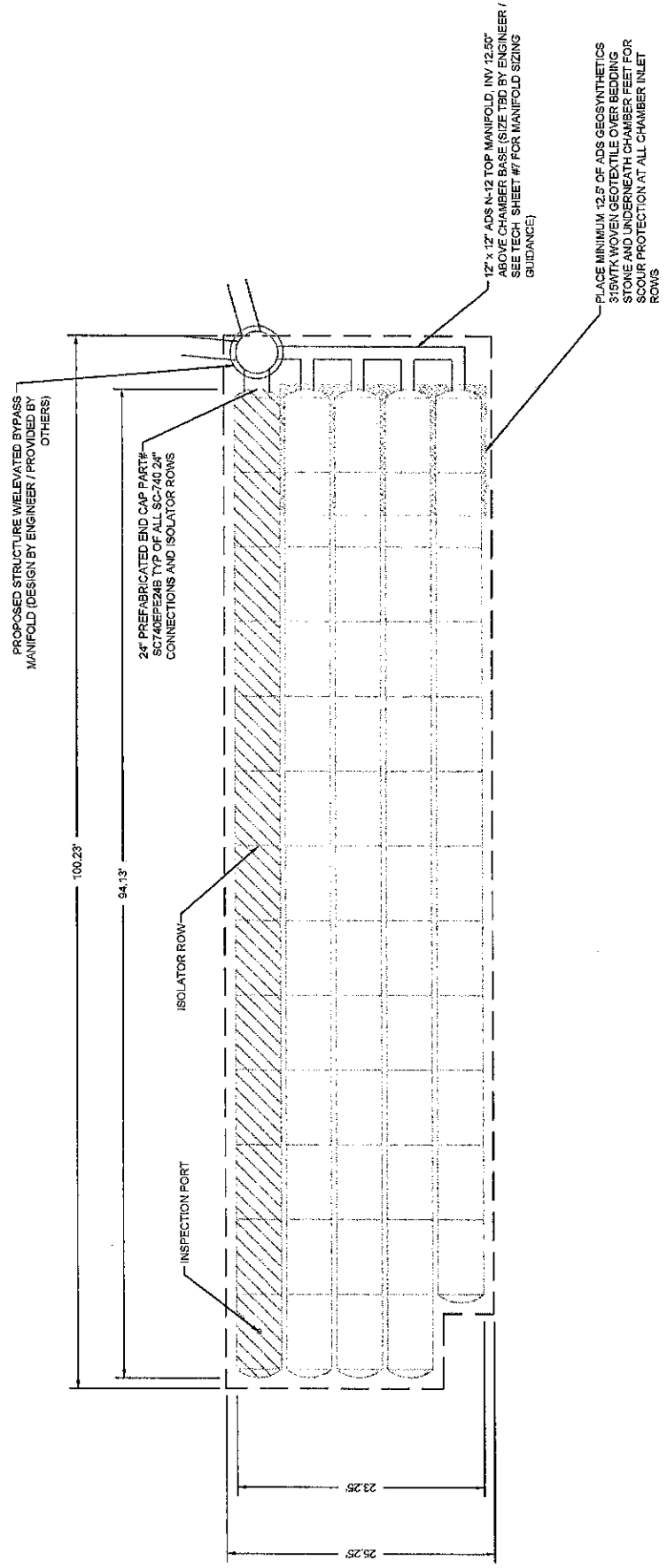
1. STORMTECH SC-310 & SC-740 CHAMBERS SHALL BE INSTALLED IN ACCORDANCE WITH THE "STORMTECH SC-310/SC-740DC-780 CONSTRUCTION GUIDE". ^{^J}
2. THE USE OF CONSTRUCTION EQUIPMENT OVER SC-310 & SC-740 CHAMBERS IS LIMITED:
 - NO EQUIPMENT IS ALLOWED ON BARE CHAMBERS.
 - NO RUBBER TIRE LOADERS, DUMP TRUCKS, OR EXCAVATORS ARE ALLOWED UNTIL PROPER FILL DEPTHS ARE REACHED IN ACCORDANCE WITH THE "STORMTECH SC-310/SC-740DC-780 CONSTRUCTION GUIDE".
 - WEIGHT LIMITS FOR CONSTRUCTION EQUIPMENT CAN BE FOUND IN THE "STORMTECH SC-310/SC-740DC-780 CONSTRUCTION GUIDE". ^{^J}
 - FULL 36" (900 mm) OF STABILIZED COVER MATERIALS OVER THE CHAMBERS IS REQUIRED FOR DUMP TRUCK TRAVEL OR DUMPING.

USE OF A DOZER TO PUSH EMBEDMENT STONE BETWEEN THE ROWS OF CHAMBERS MAY CAUSE DAMAGE TO THE CHAMBERS AND IS NOT AN ACCEPTABLE BACKFILL METHOD. ANY CHAMBERS DAMAGED BY THE "DUMP AND PUSH" METHOD ARE NOT COVERED UNDER THE STORMTECH STANDARD WARRANTY.

CONTACT STORMTECH AT 1-888-892-2894 WITH ANY QUESTIONS ON INSTALLATION REQUIREMENTS OR WEIGHT LIMITS FOR CONSTRUCTION EQUIPMENT.

COMPUTER GENERATED CONCEPTUAL LAYOUT - NOT FOR CONSTRUCTION

CONCEPTUAL LAYOUT
 647 STORMTECH SC740 CHAMBERS
 13' STONE VENT 3" COVER STONE, 8" BASE STONE, 30% STONE VOID
 INSTALLED WITH 6" COVER STONE, 8" BASE STONE, 30% STONE VOID
 AREA OF SYSTEM VOID: 4600 CF
 PERIMETER OF SYSTEM: 231 FT



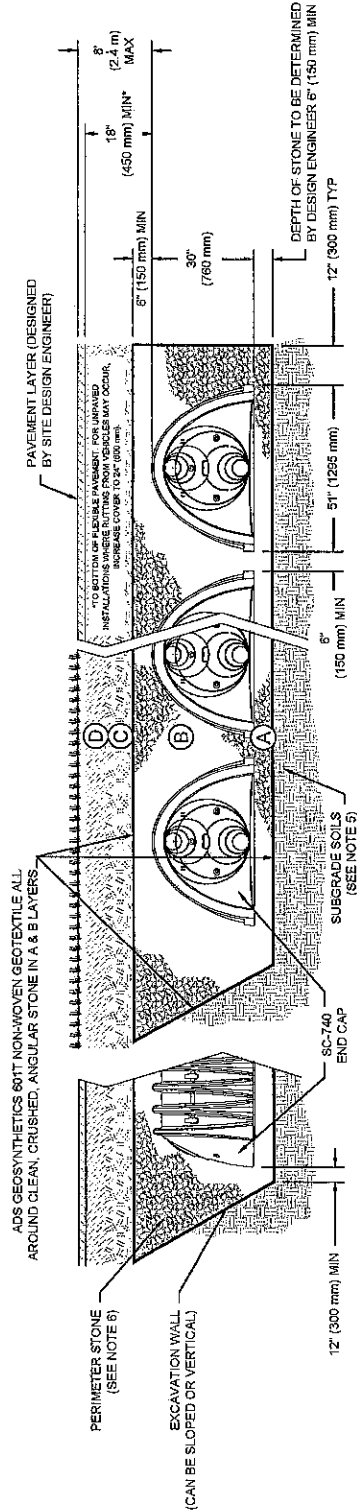
THIS DRAWING HAS BEEN PREPARED BASED ON INFORMATION PROVIDED TO ADS UNDER THE PROVISIONS OF THE SITE DESIGN ENGINEER ACT AND ALL ASSOCIATED DETAILS SHOWN ON THIS PROJECT MEET ALL APPLICABLE LOCAL, STATE, AND FEDERAL REQUIREMENTS. THE SITE DESIGN ENGINEER SHALL REVIEW THIS DRAWING PRIOR TO CONSTRUCTION. IT IS THE ULTIMATE RESPONSIBILITY OF THE SITE DESIGN ENGINEER TO ENSURE THAT THE PROJECT MEETS ALL APPLICABLE LOCAL, STATE, AND FEDERAL REQUIREMENTS.	
PROJECT # TOOL DATE: 09/20/2017 DRAWN: AC CHECKED: --- SEMINARY PARK BRANDON, VT	70 INWOOD ROAD, SUITE 2 ROCKY HILL, CT 06067 860.528.186 860.593.2087 WWW.STORMTECH.COM StormTech DESIGNER: PREPARED BY OTHERS
4640 TRUMAN BLVD HILLIARD, OH 43026 1-800-739-7473 ADS ADVANCED SURFACE DESIGN, INC.	NOT TO SCALE

ACCEPTABLE FILL MATERIALS: STORMTECH SC-740 CHAMBER SYSTEMS

MATERIAL LOCATION	DESCRIPTION	AASHTO MATERIAL CLASSIFICATIONS	COMPACTION / DENSITY REQUIREMENT
D	FINAL FILL MATERIAL FOR LAYER 'D' STARTS FROM THE TOP OF THE 'C' LAYER TO THE BOTTOM OF FLEXIBLE PAVEMENT OR UNPAVED FINISHED GRADE ABOVE. NOTE THAT PAVEMENT SUBBASE MAY BE PART OF THE 'D' LAYER.	N/A	PREPARE PER SITE DESIGN ENGINEER'S PLANS. PAVED INSTALLATIONS MAY HAVE STRINGENT MATERIAL AND PREPARATION REQUIREMENTS.
C	INITIAL FILL MATERIAL FOR LAYER 'C' STARTS FROM THE TOP OF THE EMBEDMENT STONE (B LAYER) TO 18" (450 mm) ABOVE THE TOP OF THE CHAMBER. NOTE THAT PAVEMENT SUBBASE MAY BE A PART OF THE 'C' LAYER.	AASHTO M451 A-1, A-2.4, A-3 OR AASHTO M431 3, 357, 4, 467, 5, 56, 57, 6, 67, 68, 7, 78, 8, 89, 9, 10	BEGIN COMPACTIONS AFTER 12" (300 mm) OF MATERIAL OVER THE CHAMBERS IS REACHED. COMPACT ADDITIONAL LAYERS IN 6" (150 mm) MAX LIFTS TO A MIN. 95% PROCTOR DENSITY FOR WELL GRADED MATERIAL AND 98% RELATIVE DENSITY FOR PROCESSED AGGREGATE MATERIALS. ROLLER GROSS VEHICLE WEIGHT NOT TO EXCEED 12,000 lbs (53 kN). DYNAMIC FORCE NOT TO EXCEED 20,000 lbs (89 kN).
B	EMBEDMENT STONE: FILL SURROUNDING THE CHAMBERS FROM THE FOUNDATION STONE ('A' LAYER) TO THE 'C' LAYER ABOVE.	AASHTO M431 3, 357, 4, 467, 5, 56, 57	NO COMPACTION REQUIRED.
A	FOUNDATION STONE: FILL BELOW CHAMBERS FROM THE SUBGRADE UP TO THE FOOT (BOTTOM) OF THE CHAMBER.	AASHTO M431 3, 357, 4, 467, 5, 56, 57	PLATE COMPACT OR ROLL TO ACHIEVE A FLAT SURFACE. ^{2,3}

PLEASE NOTE:

- THE LISTED AASHTO DESIGNATIONS ARE FOR GRADATIONS ONLY. THE STONE MUST ALSO BE CLEAN, CRUSHED, ANGULAR. FOR EXAMPLE, A SPECIFICATION FOR #4 STONE WOULD STATE: "CLEAN, CRUSHED, ANGULAR NO. 4 (AASHTO M431) STONE".
- STORMTECH COMPACTOR REQUIREMENTS ARE MET FOR ALL LOCATION MATERIALS WHEN PLACED AND COMPACTED IN 6" (150 mm) (MAX) LIFTS USING TWO FULL COVERAGES WITH A VIBRATORY COMPACTOR EQUIPMENT. FOR SPECIAL LOAD DESIGNS, CONTACT STORMTECH FOR COMPACTION REQUIREMENTS.
- SHIPPING FOR SPECIAL LOAD DESIGNS, CONTACT STORMTECH FOR COMPACTION REQUIREMENTS.



NOTES:

- SC-740 CHAMBERS SHALL CONFORM TO THE REQUIREMENTS OF ASTM F2418 "STANDARD SPECIFICATION FOR POLYPROPYLENE (PP) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS", OR ASTM F2922 "STANDARD SPECIFICATION FOR POLYETHYLENE (PE) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
- SC-740 CHAMBERS SHALL BE DESIGNED IN ACCORDANCE WITH ASTM F2787 "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
- "ACCEPTABLE FILL MATERIALS" TABLE ABOVE PROVIDES MATERIAL LOCATIONS, DESCRIPTIONS, GRADATIONS, AND COMPACTION REQUIREMENTS FOR FOUNDATION, EMBEDMENT, AND FILL MATERIALS.
- THE "SITE DESIGN ENGINEER" REFERS TO THE ENGINEER RESPONSIBLE FOR THE DESIGN AND LAYOUT OF THE STORMTECH CHAMBERS FOR THIS PROJECT.
- THE "SITE DESIGN ENGINEER" IS RESPONSIBLE FOR ASSESSING THE BEARING RESISTANCE (ALLOWABLE BEARING CAPACITY) OF THE SUBGRADE SOILS AND THE DEPTH OF FOUNDATION STONE WITH CONSIDERATION FOR THE RANGE OF EXPECTED SOIL MOISTURE CONDITIONS.
- PERIMETER STONE MUST BE EXTENDED HORIZONTALLY TO THE EXCAVATION WALL FOR BOTH VERTICAL AND SLOPED EXCAVATION WALLS.
- ONCE LAYER 'C' IS PLACED, ANY SOLID MATERIAL CAN BE PLACED IN LAYER 'D' UP TO THE FINISHED GRADE. MOST PAVEMENT SUBBASE SOILS CAN BE USED TO REPLACE THE MATERIAL REQUIREMENTS OF LAYER 'C' OR 'D' AT THE SITE DESIGN ENGINEER'S DISCRETION.

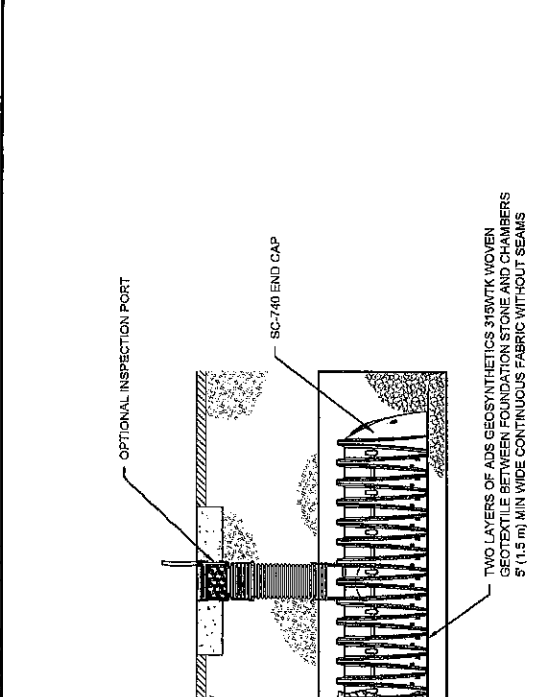
70 INWOOD ROAD, SUITE 3 | ROCKY HILL, CT 06067
 860.659.6148 | 1.800.733.7473
StormTech
 CORPUSCULE ENGINEERING, INC.

4640 TRUEMAN BLVD
 HILLIARD, OH 43026
 1-800-733-7473
ADS
 ADVANCED DESIGN SYSTEMS, INC.

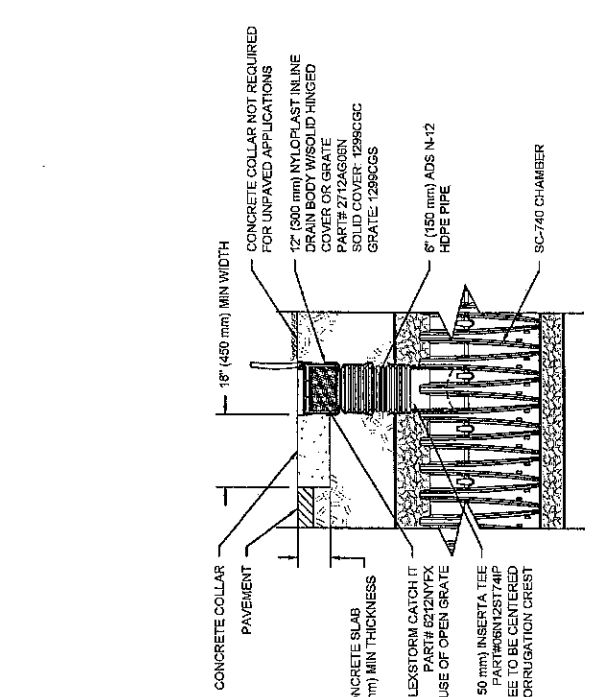
REV	DESCRIPTION	DATE	PROJECT #	CHECKED
DRW		09/20/2017	09/20/2017	AC
CHK				

SHEET 3 OF 5

REV	DRW	CHK	DESCRIPTION



SC-740 ISOLATOR ROW DETAIL
 NTS



SC-740 6" INSPECTION PORT DETAIL
 NTS

INSPECTION & MAINTENANCE

- STEP 1) INSPECT ISOLATOR ROW FOR SEDIMENT
- A. INSPECTION PORTS (IF PRESENT)
 - A.1. REMOVE/OPEN LID ON NYLOPLAST INLINE DRAIN
 - A.2. REMOVE AND CLEAN FLEXSTORM FILTER IF INSTALLED
 - A.3. USING A FLASHLIGHT AND STADIUM ROD, MEASURE DEPTH OF SEDIMENT AND RECORD ON MAINTENANCE LOG
 - A.4. LOWER A CAMERA INTO ISOLATOR ROW FOR VISUAL INSPECTION OF SEDIMENT LEVELS (OPTIONAL)
 - A.5. IF SEDIMENT IS AT, OR ABOVE, 3" (80 mm) PROCEED TO STEP 2. IF NOT, PROCEED TO STEP 3.
 - B. ALL ISOLATOR ROWS FROM STRUCTURE AT UPSTREAM END OF ISOLATOR ROW
 - B.1. USING A FLASHLIGHT, INSPECT DOWN THE ISOLATOR ROW THROUGH OUTLET PIPE(S). MIRRORS ON POLES OR CAMERAS MAY BE USED TO AVOID A CONFINED SPACE ENTRY. FOLLOW OSHA REGULATIONS FOR CONFINED SPACE ENTRY IF ENTERING MANHOLE
 - B.2. IF SEDIMENT IS AT, OR ABOVE, 3" (80 mm) PROCEED TO STEP 2. IF NOT, PROCEED TO STEP 3.
- STEP 2) CLEAN OUT ISOLATOR ROW USING THE JETVAC PROCESS
- A. A FIXED CULVERT CLEANING NOZZLE WITH REAR FACING SPREAD OF 45° (1.1 m) OR MORE IS PREFERRED
 - B. APPLY MULTIPLE PASSES OF JETVAC UNTIL BACKFLUSH WATER IS CLEAN
 - C. VACUUM STRUCTURE SUMP AS REQUIRED
- STEP 3) REPLACE ALL COVERS, GRATES, FILTERS, AND LIDS; RECORD OBSERVATIONS AND ACTIONS.
- STEP 4) INSPECT AND CLEAN BASINS AND MANHOLES UPSTREAM OF THE STORMTECH SYSTEM.

NOTES

1. INSPECT EVERY 6 MONTHS DURING THE FIRST YEAR OF OPERATION. ADJUST THE INSPECTION INTERVAL BASED ON PREVIOUS OBSERVATIONS OF SEDIMENT ACCUMULATION AND HIGH WATER ELEVATIONS. A J
2. CONDUCT JETTING AND VACUUMING ANNUALLY OR WHEN INSPECTION SHOWS THAT MAINTENANCE IS NECESSARY.

COVER ENTIRE ISOLATOR ROW WITH ADS GEOSYNTHETICS 601T NON-WOVEN GEOTEXTILE 8' (2.4 m) MIN WIDE

STORMTECH HIGHLY RECOMMENDS FLEXSTORM PURE INSERTS IN ANY UPSTREAM STRUCTURES WITH OPEN GRATES

CATCH BASIN OR MANHOLE

SUMP DEPTH TBD BY SITE DESIGN ENGINEER (24" (600 mm) MIN RECOMMENDED)

24" (600 mm) HDPE ACCESS PIPE REQUIRED USE FACTORY PRE-FABRICATED END CAP PART # SC740EP24B

TWO LAYERS OF ADS GEOSYNTHETICS 315WTK WOVEN GEOTEXTILE BETWEEN FOUNDATION STONE AND CHAMBERS 5' (1.5 m) MIN WIDE CONTINUOUS FABRIC WITHOUT SEAMS

OPTIONAL INSPECTION PORT

SC-740 CHAMBER

SC-740 END CAP

CONCRETE COLLAR NOT REQUIRED FOR UNFAIRED APPLICATIONS

12" (300 mm) NYLOPLAST INLINE DRAIN OR GRATE PART# 2712AG08N SOLID COVER: 1299CGC GRATE: 1299CGCS

18" (450 mm) MIN WIDTH

CONCRETE COLLAR

PAVEMENT

CONCRETE SLAB 8" (200 mm) MIN THICKNESS

FLEXSTORM CATCH IT PART# 6212NYFX WITH USE OF OPEN GRATE

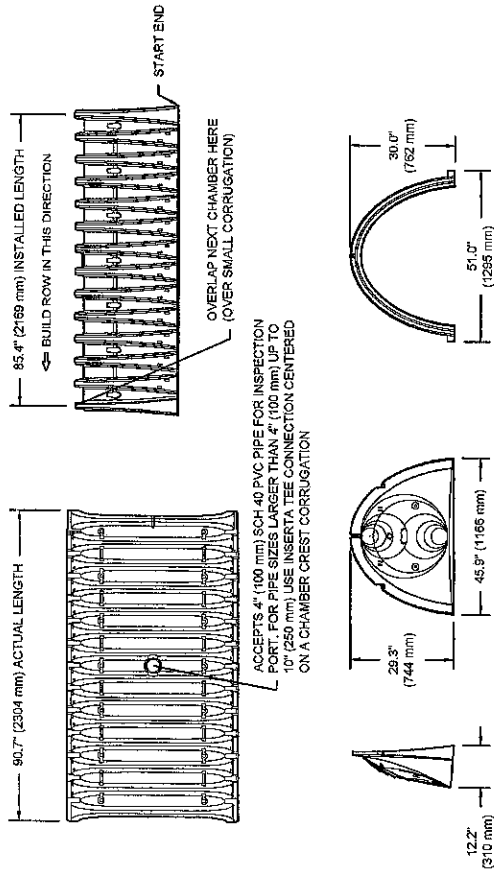
6" (150 mm) ADS N-12 HDPE PIPE

6" (150 mm) INSERTA TEE PART# 6212NYFX INSERTA TEE TO BE CENTERED ON CORRUGATION CREST

SC-740 CHAMBER

SC-740 TECHNICAL SPECIFICATION

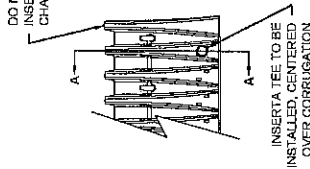
NTS



MINIMUM CHAMBER SPECIFICATIONS
 SIZE (W X H X INSTALLED LENGTH) 51.0" X 30.0" X 85.4" (1295 mm X 762 mm X 2169 mm)
 CHAMBER STORAGE 45.9 CUBIC FEET (1300 m³)
 MINIMUM INSTALLED STORAGE* 74.9 CUBIC FEET (212 m³)
 WEIGHT 75.0 lbs. (33.6 kg)

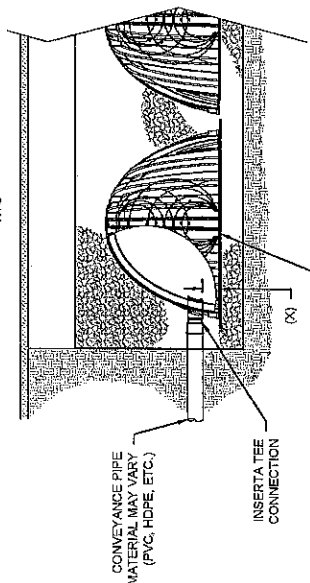
*ASSUMES 6" (152 mm) STONE ABOVE, BELOW, AND BETWEEN CHAMBERS

DO NOT INSTALL INSERTA-TEE AT CHAMBER JOINTS



INSERTA-TEE DETAIL

NTS



PLACE ADS GEOSYNTHETICS 315 WOVEN GEOTEXTILE (CENTERED ON INSERTA-TEE INLET) OVER BEDDING STONE FOR SCOUR PROTECTION AT SIDE INLET CONNECTIONS. GEOTEXTILE MUST EXTEND 6" (152 mm) PAST CHAMBER FOOT

SECTION A-A

SIDE VIEW

CHAMBER	MAX DIAMETER OF INSERTA-TEE	HEIGHT FROM BASE OF CHAMBER (X)
SC-310	6" (150 mm)	4" (100 mm)
SC-740	10" (250 mm)	4" (100 mm)
DC-780	10" (250 mm)	4" (100 mm)
MC-3500	12" (300 mm)	6" (150 mm)
MC-4500	12" (300 mm)	8" (200 mm)

INSERTA-TEE FITTINGS AVAILABLE FOR SDR 26, SDR 35, SCH 40 IPS GASKETED & SOLVENT WELD, N-12, HF STORM, C-900 OR DUCTILE IRON

NOTE: PART NUMBERS WILL VARY BASED ON INLET PIPE MATERIALS. CONTACT STORMTECH FOR MORE INFORMATION.

70 INWOOD ROAD, SUITE 3 | ROCKY HILL, CT | 06067
 860-228-8185 | 860-222-2924 | WWW.STORMTECH.COM

StormTech
 DESIGN/PRODUCTION/SALES/INSTALLATION

4640 TRUENAN BLVD
 HILLIARD, OH 43026
 1-800-733-7473

DESIGN/PRODUCTION/SALES/INSTALLATION

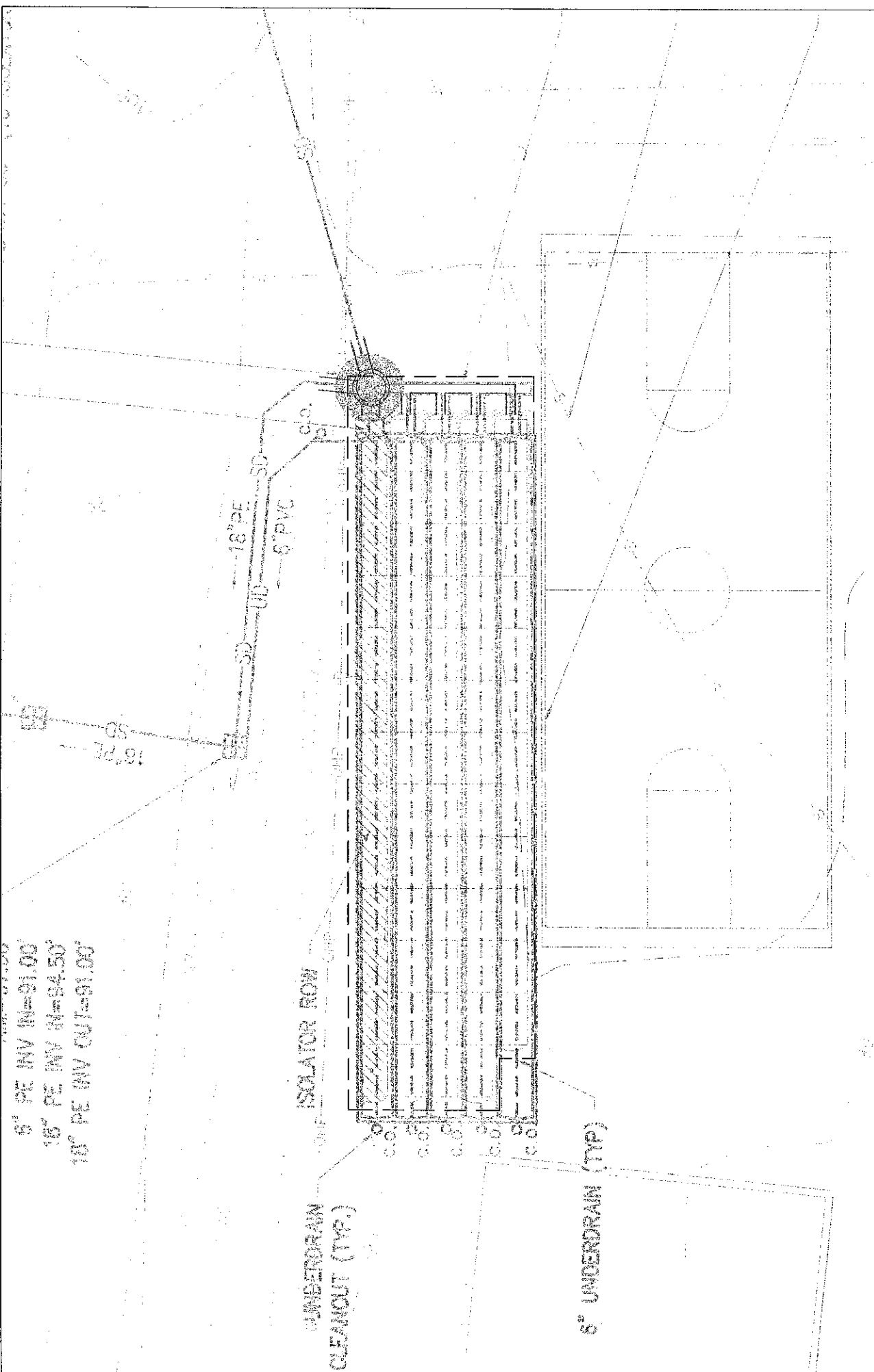
THE DRAWING HAS BEEN PREPARED BASED ON INFORMATION PROVIDED TO ADS UNDER THE DIRECTION OF THE SITE DESIGN ENGINEER OR OTHER APPLICABLE LAW, REGULATIONS AND PROJECT REQUIREMENTS. THE SITE DESIGN ENGINEER SHALL REVIEW THIS DRAWING PRIOR TO CONSTRUCTION. IT IS THE ULTIMATE RESPONSIBILITY OF THE DESIGN ENGINEER TO ENSURE THAT THE PRODUCT(S) SHOWN AND ALL ASSOCIATED DETAILS MEET ALL APPLICABLE LAWS, REGULATIONS AND PROJECT REQUIREMENTS.

DATE: 09/20/2017
 PROJECT #: Tool
 DRAWN: AC
 CHECKED: ...

REVISIONS

REV	DATE	DESCRIPTION

6" PE INV N=91.00
18" PE INV N=84.50
18" PE INV OUT=91.00



ISOLATOR ROW

UNDERDRAIN
CLEANOUT (TYP.)

6" UNDERDRAIN (TYP.)

LATE HOMESTEAD PENALTY

32 V.S.A. § 5410

Shall the Select Board of the Town of Brandon penalize late homestead filers per 32 VSA § 5410 (g) for Tax Year Ending 6/30/2023?

(g) If the property identified in a declaration under subsection (b) of this section is not the taxpayer's homestead, or if the owner of a homestead fails to declare a homestead as required under this section, the Commissioner shall notify the municipality, and the municipality shall issue a corrected tax bill that may, as determined by the governing body of the municipality, include a penalty of up to three percent of the education tax on the property. However, if the property incorrectly declared as a homestead is located in a municipality that has a lower homestead tax rate than the nonresidential tax rate, or if an undeclared homestead is located in a municipality that has a lower nonresidential tax rate than the homestead tax rate, then the governing body of the municipality may include a penalty of up to eight percent of the education tax liability on the property. If the Commissioner determines that the declaration or failure to declare was with fraudulent intent, then the municipality shall assess the taxpayer a penalty in an amount equal to 100 percent of the education tax on the property; plus any interest and late-payment fee or commission which may be due. Any penalty imposed under this section and any additional property tax interest and late-payment fee or commission shall be assessed and collected by the municipality in the same manner as a property tax under chapter 133 of this title. Notwithstanding section 4772 of this title, issuance of a corrected bill issued under this section does not extend the time for payment of the original bill, nor relieve the taxpayer of any interest or penalties associated with the original bill. If the corrected bill is less than the original bill, and there are also no unpaid current year taxes, interest or penalties and no past year delinquent taxes or penalties and interest charges, any overpayment shall be reflected on the corrected tax bill and refunded to the taxpayer.

YES _____

NO _____

Selectboard Members:

Date: _____

Seth Hopkins _____

Tracy Wyman _____

Timothy Guiles _____


Brian Coolidge _____

Michael Markowski _____

Internal Financial Controls Checklist for Municipalities – Cities and Towns
 Document referenced in 24 V.S.A. § 1571(d)

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?		X		BOOKKEEPER, ADMIN ASST, TREASURER ASST TREASURER
Do you reconcile bank and ledger balances monthly?	X			TOWN TREASURER
Are checks always written to specified payees and not to cash?	X			
Does the same individual open the mail and deposit checks?	X			ADMIN ASST OPENS MAIL, TOWN CLERK DEPOSITS
Are pre-numbered checks used for all bank accounts?	X			
Are unopened bank statements delivered directly to the treasurer as received?		X		OPENED BY ADMIN ASST WHO OPENS MAIL
Do you always provide a numbered receipt for any cash payment made to the town?	X			TREASURERS OFFICE
Have select board members attended financial trainings?				
Are bank statements reconciled on a regular basis?	X			TREASURER
Does someone other than the treasurer review bank reconciliations?	X			BOOKKEEPER
Have you deposited town monies anywhere other than a town account?		X		
Have you deposited any non-town monies into a town account?		X		
Is interest in town accounts apportioned to each account?	X			TREASURER
Have there been any changes in authorized signatures during the fiscal year?		X		
Has a signature stamp ever been used for any town account?	X			TREASURER
Has there ever been a theft, or unauthorized use of town funds or equipment?		X		PRIOR YEARS- PUBLIC WORKS DIRECTOR
Are financial records maintained in a computerized system?	X			NEMRC
Does the town have written policies and procedures for financial operations?	X			
Does each town official have copies of these policies and procedures?	X			
Have you attended trainings on recordkeeping?	X			BOOKKEEPER AND TREASURER
Are checks written by the same individual who approves payments?		X		
Are you a participant in any business which does business with the town?	X			SELECTBOARD MEMBER RUNS THE TRANSFER STATION OWNED BY TOWN
Do you maintain separate pages, columns or running balances for each fund?	X			
Do elected town auditors attend financial trainings?				N/A - NO TOWN AUDITORS
Are bank accounts and fund balances reconciled on a monthly basis?	X			TREASURER
Does the town loan money to town employees?		X		

As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: BRANDON, Vermont.

Preparer: (signature)  (printed name): SUSAN GAGE Title: CLERK/TREASURER

Received by Select Board (signature): _____ on (date): _____

June 24, 2022

FY 21-22 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 2021-2022:

1. \$ 30,000.00 – Police: Re-Assignment from FY 20-21- Travel & Expenses, Clothing Allowances, Professional Development, Fuel
2. \$ 5,262.00 – Police: K-9 Donations- excess fundraising revenue
3. \$8,000 – Buildings & Grounds- Fuel

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

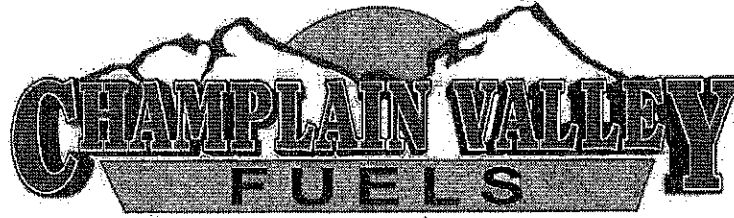
Recreation Donations:

- Dog Park -donations
- Hawk Hill -donations
- Carnival -donations
- Brandon Ski Club Donation
- Cheerleading -donation
- Basketball – donations
- Football -donations
- EV Festival - donations

To: Select Board Members
From: Elaine S. Smith
Re: FY 2022/2023 Fuel Quotes
Date: June 22, 2022

A Request for Quotes for **on-road diesel fuel** and **#2 heating fuel** were sent to three vendors. Champlain Valley Fuels in Middlebury was the only vendor to reply. Their quote is attached. Champlain Valley Fuels has been our supplier for several years.

A Request for Quotes for **propane** was sent to three vendors. Fyles Brothers Inc. in Orwell was the only vendor to reply. Their quote is attached. Fyles Brothers has been our supplier for several years.



June 14, 2022

Town of Brandon
49 Center Street
Brandon, VT 05733

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

On Road Diesel Fuel @ Valero Rutland Rack + .15 + applicable tax (i.e., 6/14/22 Valero Rutland Rack \$4.849 + .15 = \$4.999 + tax)

#2 Fuel Oil:

1. Valero Rutland Rack + .20 + .02 State Tax, (i.e., 6/14/22 Valero Rutland Rack \$4.7425 + .20 + .02 = \$4.9625)
2. Valero Rutland Rack + .20 capped @ \$4.55 + .02 State Tax
3. Fixed price of \$4.35 + .02 State Tax

These prices are good from July 1, 2022, through June 30th, 2023.

Bill Heffernan,
President, Champlain Valley Fuels

The Town of
BRANDON VERMONT
49 Center Street
Brandon, VT 05733
(802) 247-3635

REQUEST FOR QUOTES

Date: June 13, 2022

Description: **On-Road Diesel Fuel and #2 Heating Fuel**

The Town of Brandon is seeking Quotes for the supply and delivery of on-road diesel fuel and #2 heating fuel for FY 2022/2023. Quoted prices shall be effective from July 1, 2022 through June 30, 2023.

It is estimated that the Town of Brandon will require approximately 15,000 gallons of on-road diesel fuel at the following locations:

Highway Garage, 356 Champlain Street

- 1,000 gallon tank
- 275 gallon tank

Wastewater Pump Station (back-up generator), 43 Champlain Street

- 133 gallon tank

It is estimated that the Town of Brandon will require approximately 6,000 gallons of #2 heating fuel at the following locations:

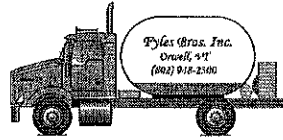
Highway Garage, 356 Champlain Street

- (3) 275 gallon tanks

Town Hall, 1 Conant Square

- 275 gallon tank

Please forward quotes to David J. Atherton, Town Manager at datherton@townofbrandon.com. **Quotes will only be accepted through Wednesday, June 22, 2022 at 9:30 a.m.**, and may not be withdrawn for a period of 30 days after that date. The Town reserves the right to waive any informalities, to accept or reject, in whole or in part any or all quotes, or take whatever other action may be deemed to be in the best interest of the Town.



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 2022-2023 fiscal year. Fyles Bros. Inc. of Orwell, VT hereby submits the following “Fixed Price” per gallon Bid for the period beginning July 1, 2022 through June 30, 2023.

FIXED PRICE OFFER:

\$1.94 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.

The Town of
BRANDON VERMONT
49 Center Street
Brandon, VT 05733
(802) 247-3635

REQUEST FOR QUOTES

Date: June 13, 2022

Description: **Liquid Propane**

The Town of Brandon is seeking Quotes to furnish liquid propane for FY 2022/2023. Quoted prices shall be effective from July 1, 2022 through June 30, 2023.

It is estimated that the Town of Brandon will require approximately 13,000 gallons of liquid propane for tanks and/or cylinders at the following locations:

Police Station, 301 Forest Dale Road

- 500 gallon tank

Town Hall, 1 Conant Square

- 500 gallon tank

Town Office, 49 Center Street

- (3) 120 gallon tanks

Wastewater Pump Station (back-up engine), 397 Newton Road

- 500 gallon tank

Wastewater Plant, 500 Union Street

- Generator Building - 1000 gallon tank
- Lab Building - 1000 gallon tank
- Chemical Building - (2) 100 gallon tanks
- Main Garage - (2) 100 gallon tanks
- Small Garage - (2) 100 gallon tanks
- Supply Garage - (2) 100 gallon tanks

Please forward quotes to David J. Atherton, Town Manager at datherton@townofbrandon.com. **Quotes will only be accepted through Wednesday, June 22, 2022 at 9:30 a.m.**, and may not be withdrawn for a period of 30 days after that date. The Town reserves the right to waive any informalities, to accept or reject, in whole or in part any or all quotes, or take whatever other action may be deemed to be in the best interest of the Town.

Diesel Fuel and Heating Fuel quotes were mailed and emailed to the following companies:

Champlain Valley Fuels
P.O. Box 723
Middlebury, VT 05753

tfisher@cvph.net

Keyser Energy
Attn: Larry Bigelow
P.O. Box 400
Rutland, VT 05702

info@keyserenergy.com

Mike's Fuels
P.O. Box 90
Bridport, VT 05734

mikesfuels@gmavt.net

Propane quotes were mailed and emailed to the following companies:

Fyles Brothers, Inc.
425 Needham Hill Road
Orwell, VT 05760

fylesbrosinc@gmail.com

Keyser Energy
Attn: Larry Bigelow
P.O. Box 400
Rutland, VT 05702

info@keyserenergy.com

Mike's Fuels
P.O. Box 90
Bridport, VT 05734

mikesfuels@gmavt.net

MAILED: 6/13/22

EMAILED: 6/14/22

ESS

06/24/22
10:52 am

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63558 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 06/27/22 To 06/27/22

Page 1 of 5
Jacolyn

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
311015	06/08/22	pants 103122	10-5-14-10320 Clothing Allowance	134.56	51114	06/27/22
310861	06/21/22	reimburse for postage 06/21/22	10-5-12-30132 Planning/Zoning Postage	4.23	51115	06/27/22
100190	06/14/22	pants 329-9387	10-5-15-10320 Clothing Allowance	118.97	51116	06/27/22
100255	06/21/22	June water portion JUNE 2022	90-5-15-90600 Paid To BFD No 1	61609.59	51117	06/27/22
100280	06/10/22	trash bags 938185/3	10-5-22-43170 Trash costs-Transfer Stat	33.98	51118	06/27/22
100280	06/10/22	reflectors, tote 938281/3	10-5-14-30110 Office Supplies	9.98	51118	06/27/22
100280	06/13/22	elbow, coupler, adapter 938709/3	20-5-55-43160 Maint. Supplies - General	12.39	51118	06/27/22
100280	06/14/22	chlorine tablets 938907/3	10-5-22-43160 Parks Maint.	109.99	51118	06/27/22
100280	06/16/22	trash bags 939182/3	10-5-22-43170 Trash costs-Transfer Stat	33.98	51118	06/27/22
200218	05/31/22	DRB,taxes 4Q,Ad WW asst. 5/31/22	20-5-55-21110 Legal Services	260.00	51119	06/27/22
200218	05/31/22	DRB,taxes 4Q,Ad WW asst. 5/31/22	10-5-12-30310 Legal Advertising	45.50	51119	06/27/22
200218	05/31/22	DRB,taxes 4Q,Ad WW asst. 5/31/22	10-5-10-30310 Legal Advertising	52.00	51119	06/27/22
301085	06/10/22	beaver removal 06102022	10-5-15-20240 Contractors	276.00	51120	06/27/22
100860	06/23/22	389 Newton-FEMA buyout 06/23/22 title insurance	56-5-06-20200 Newton Rd Flood-Legal	605.75	51103	06/23/22
100860	06/13/22	miscellaneous legal 36412	10-5-10-21110 Legal Services	473.00	51121	06/27/22
100860	06/23/22	389 Newton-FEMA buyout 6/23/22 legal fees	56-5-06-20200 Newton Rd Flood-Legal	2143.50	51104	06/23/22
100462	06/01/22	trucking of May sludge 2702901	20-5-55-50170 Trucking	1980.00	51122	06/27/22
301503	06/10/22	diesel fuel 694186	10-5-15-41130 Fuel - Vehicles HW	2333.63	51123	06/27/22
310703	05/31/22	CC - May 2022 18520	10-5-18-30070 Little League Expenses	72.99	51124	06/27/22
310097	06/09/22	service: 06/16 - 07/15 TH 06/09/22	10-5-10-42100 Telephone Exp. Admin.	92.00	51125	06/27/22
310037	06/06/22	service May 06 to Jun 05 PD 06/06/22	10-5-14-42100 PD Telephone Service	50.27	51126	06/27/22
100456	06/13/22	Union St pay request #3 627578	46-5-21-20120 Union Sidewalk Engineer	3857.94	51127	06/27/22
300466	06/08/22	portable toilet fee 71554	10-5-18-30070 Little League Expenses	135.00	51128	06/27/22
300466	06/08/22	portable toilet fee 71556	10-5-18-43130 Estabrook	130.00	51128	06/27/22

06/24/22
10:52 am

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63558 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 06/27/22 To 06/27/22

Page 2 of 5
Jacolyn

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
300466	06/08/22	portable toilet fee	10-5-18-60100	130.00	51128	06/27/22
		71556	Seminary Hill			
300466	06/13/22	jettted plugged force main	20-5-55-20240	902.50	51128	06/27/22
		71657	Contractors			
101007	06/06/22	hub cap for truck #6	10-5-15-41160	18.30	51129	06/27/22
		31972	HW Maint. Supplies-Vehicl			
300187	06/11/22	stone	10-5-15-46140	528.05	51130	06/27/22
		231791	Gravel			
101011	06/16/22	tissue, paper towels	10-5-22-43180	442.40	51131	06/27/22
		448328	Maint. Supplies Bldgs.			
310603	06/22/22	officiating	10-5-18-30070	55.00	51132	06/27/22
	06/22/22		Little League Expenses			
100725	06/14/22	oil filter	10-5-15-41160	3.39	51133	06/27/22
		184361	HW Maint. Supplies-Vehicl			
100725	06/15/22	oil	10-5-15-41160	17.70	51133	06/27/22
		184390	HW Maint. Supplies-Vehicl			
100725	06/17/22	lube	10-5-15-41160	8.92	51133	06/27/22
		184553	HW Maint. Supplies-Vehicl			
310233	06/02/22	7 Conant Sq - lighting	10-5-22-42130	31.78	51134	06/27/22
	06/22	047828	Bldgs & Grounds Electric			
310233	06/06/22	Newton Rd - pump station	20-5-55-42130	672.26	51134	06/27/22
	06/22	089202	Electric			
310233	06/03/22	Central Park, lights	10-5-22-42130	545.39	51134	06/27/22
	06/22	170028	Bldgs & Grounds Electric			
310233	06/03/22	Estabrook Park	10-5-22-42130	51.41	51134	06/27/22
	06/22	240302	Bldgs & Grounds Electric			
310233	06/06/22	WWTP	20-5-55-42130	285.28	51134	06/27/22
	06/22	260302	Electric			
310233	06/03/22	Carver St - pump station	20-5-55-42130	45.66	51134	06/27/22
	06/22	290502	Electric			
310233	06/03/22	Green Park	10-5-22-42130	21.97	51134	06/27/22
	06/22	317702	Bldgs & Grounds Electric			
310233	06/03/22	Country Club pump station	20-5-55-42130	27.74	51134	06/27/22
	06/22	338602	Electric			
310233	06/02/22	car chargers	10-5-22-42500	329.28	51134	06/27/22
	06/22	339840	Electric EV Car Stations			
310233	06/06/22	Town Hall	10-5-22-42130	67.04	51134	06/27/22
	06/22	451302	Bldgs & Grounds Electric			
310233	06/03/22	Brookdale pump station	20-5-55-42130	26.78	51134	06/27/22
	06/22	467702	Electric			
310233	06/02/22	Crescent Park	10-5-22-42130	150.90	51134	06/27/22
	06/22	737937	Bldgs & Grounds Electric			
310233	06/03/22	street lights	10-5-22-42130	2861.63	51134	06/27/22
	06/22	851302	Bldgs & Grounds Electric			
310233	06/03/22	WWTP security light	20-5-55-42130	25.47	51134	06/27/22
	06/22	860302	Electric			
310233	06/06/22	Champlain St pump station	20-5-55-42130	388.84	51134	06/27/22
	06/22	867202	Electric			
310259	06/22/22	binder, rean paper	10-5-13-30123	367.76	51136	06/27/22
		INVKT007118	Records Preservation			

All Invoices For Check Acct 01(10 General Fund) 06/27/22 To 06/27/22

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100029	06/14/22	LAWES AGRICULTURAL SERVIC conservation mix 27601	10-5-15-44110 Ditching	551.25	51111	06/24/22
300745	06/23/22	LEARY, JAMES 389 Newton-FEMA buyout 6/23/22	56-5-06-20200 Newton Rd Flood-Legal	827.50	51105	06/23/22
		legal fees, overnight packet				
100588	06/14/22	MARKOWSKI EXCAVATING, INC gravel V-23986	10-5-15-46140 Gravel	300.00	51137	06/27/22
100588	06/21/22	MARKOWSKI EXCAVATING, INC gravel V-24020	10-5-15-46140 Gravel	1575.00	51137	06/27/22
310630	05/16/22	MASTERCARD COVID tests 44704	10-5-14-30120 Professional Supplies	95.96	51112	06/24/22
310630	05/25/22	MASTERCARD holster 44705	10-5-14-30120 Professional Supplies	41.06	51112	06/24/22
310630	05/25/22	MASTERCARD K9 supplies 44706	10-5-14-40440 Police Dog Expenses	108.54	51112	06/24/22
310630	05/11/22	MASTERCARD Historic Sign-Park, final 44902-1	10-5-15-45120 Signs & Posts	585.25	51112	06/24/22
310630	05/03/22	MASTERCARD Wetland permit, WW Upgrade 44903	20-5-60-20500 Permits, Fee's, Testing	758.75	51112	06/24/22
310630	05/04/22	MASTERCARD yearly zoom conf subscrib 44904	10-5-10-30130 Service Contracts	349.80	51112	06/24/22
310630	05/09/22	MASTERCARD Sand blaster 44905	10-5-15-41110 New Equipment-Misc. Tools	129.99	51112	06/24/22
310630	05/16/22	MASTERCARD cert mailing-SB hearing 44906	10-5-10-30132 Postage Expenses	7.38	51112	06/24/22
310630	05/05/22	MASTERCARD IPad & case 44907	10-5-15-41110 New Equipment-Misc. Tools	354.28	51112	06/24/22
310630	05/11/22	MASTERCARD headphones,batteries,case 44908	10-5-15-41120 Safety Equipment	44.99	51112	06/24/22
310630	05/11/22	MASTERCARD headphones,batteries,case 44908	10-5-22-43120 Municipal Mowing-maint	316.70	51112	06/24/22
310630	05/11/22	MASTERCARD headphones,batteries,case 44908	10-5-10-30110 Office Supplies	6.98	51112	06/24/22
310630	05/11/22	MASTERCARD headphones,batteries,case 44908	10-5-18-10310 Travel & Expenses	19.99	51112	06/24/22
310630	05/10/22	MASTERCARD popcorn, bags 44909	10-5-18-40120 Play Group/ Family Activi	90.61	51112	06/24/22
310630	05/18/22	MASTERCARD flag,table cover,BB,T-bal 44910	10-5-18-30070 Little League Expenses	87.38	51112	06/24/22
310630	05/18/22	MASTERCARD flag,table cover,BB,T-bal 44910	10-5-18-40050 Youth Basketball	95.00	51112	06/24/22
310630	05/18/22	MASTERCARD flag,table cover,BB,T-bal 44910	10-5-10-30110 Office Supplies	13.99	51112	06/24/22
310630	05/18/22	MASTERCARD flag,table cover,BB,T-bal 44910	10-5-18-20600 Equipment /Supplies	24.99	51112	06/24/22
310630	05/18/22	MASTERCARD flag,table cover,BB,T-bal 44910	10-5-10-30110 Office Supplies	12.67	51112	06/24/22
310630	05/18/22	MASTERCARD flag,table cover,BB,T-bal 44910	10-5-10-30110 Office Supplies	13.59	51112	06/24/22
310630	05/18/22	MASTERCARD flag,table cover,BB,T-bal 44910	10-5-22-43150 Town Hall Repair/Maint.	224.91	51112	06/24/22

All Invoices For Check Acct 01 (10 General Fund) 06/27/22 To 06/27/22

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310630	05/16/22	MASTERCARD UCC filing RLF-Delilah's 44911	37-5-10-21110 Legal Expenses	35.00	51112	06/24/22
100949	04/10/22	MITCHELL TEES & SIGNS, IN signs 30150	10-5-18-62000 DOG PARK EXPENDITURES	216.00	51138	06/27/22
310796	06/17/22	NATIONAL BUSINESS LEASING lease: 7/1/22 - 7/31/22 76695177	10-5-10-30130 Service Contracts	102.00	51139	06/27/22
310795	06/21/22	NATIONAL BUSINESS TECHNOL service contract printers IN490786	10-5-10-30130 Service Contracts	43.12	51140	06/27/22
310795	06/21/22	NATIONAL BUSINESS TECHNOL service contract copiers IN490787	10-5-10-30130 Service Contracts	100.00	51140	06/27/22
100374	04/12/22	NORLAB INC tracing dye 86027	20-5-55-51310 Collection Systems	244.00	51141	06/27/22
301088	06/13/22	PETE'S TIRE BARNS, INC winter tires 014663	10-5-14-41110 New Equipment - Vehicles	623.20	51142	06/27/22
310736	06/17/22	POCKETTE PEST CONTROL pest control: storage 18892	10-5-18-20500 Storage Unit Supply/Maint	50.00	51143	06/27/22
310736	06/17/22	POCKETTE PEST CONTROL pest control: Town Office 18894	10-5-22-43100 Town Office	70.00	51143	06/27/22
310736	06/17/22	POCKETTE PEST CONTROL pest control: Town Hal 18895	10-5-22-43150 Town Hall Repair/Maint.	40.00	51143	06/27/22
310736	06/17/22	POCKETTE PEST CONTROL pest control: Police Dept 18898	10-5-22-43090 PD Bldg Maint.	65.00	51143	06/27/22
311106	06/23/22	ROCHON, RICHARD & RONE 389 Newton-FEMA buyout 06/23/22	56-5-06-20200 Newton Rd Flood-Legal	79.51	51106	06/23/22
		tax proration-not covered by Grant proceeds				
311106	06/23/22	ROCHON, RICHARD & RONE 389 Newton-FEMA buyout 6/23/22	56-5-06-20200 Newton Rd Flood-Legal	155715.86	51107	06/23/22
		net proceeds				
200055	06/09/22	SHERWIN WILLIAMS COMPANY painting supplies 7044-0	10-5-15-45130 Line Painting	136.07	51144	06/27/22
310921	06/22/22	STEARNS SERVICES LLC consulting fee 1138	10-5-10-30130 Service Contracts	360.00	51145	06/27/22
310953	06/23/22	TCE INC Arnold Dist culvert 39057	56-5-10-30100 Arnold Dist Culvert	2120.12	51146	06/27/22
200277	06/07/22	THUNDER TOWING & AUTO REC repairs 70253	10-5-14-41180 PD Vehicle Maintenance	478.41	51147	06/27/22
100900	06/23/22	TOWN OF BRANDON 389 Newton-FEMA buyout 06/23/22	56-5-06-20200 Newton Rd Flood-Legal	665.00	51108	06/23/22
		recording and appraisal fee reimbursement.				
100900	06/23/22	TOWN OF BRANDON 389 Newton-FEMA buyout 6/23/22	56-5-06-20200 Newton Rd Flood-Legal	416.64	51109	06/23/22
		water/sewer payment				
310534	06/22/22	TRAYNOR, NATHAN J officiating 06/22/22	10-5-18-30070 Little League Expenses	110.00	51148	06/27/22
330348	06/13/22	VERIZON WIRELESS service May 14 - Jun 13 9908830263	20-5-55-42100 Wastewater Telephone	40.35	51149	06/27/22
330348	06/13/22	VERIZON WIRELESS service May 14 - Jun 13 9908830263	10-5-18-42100 Recreation Telephone	20.18	51149	06/27/22
330348	06/13/22	VERIZON WIRELESS service May 14 - Jun 13 9908830263	10-5-21-10310 Travel & Expenses	20.17	51149	06/27/22

06/24/22
10:52 am

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63558 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 06/27/22 To 06/27/22

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Jacolyn

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
330348	06/13/22	VERIZON WIRELESS service May 14 - Jun 13	10-5-10-42100	40.35	51149	06/27/22
		9908830263 Telephone Exp. Admin.				
330348	06/13/22	VERIZON WIRELESS service May 14 - Jun 13	10-5-14-42100	40.35	51149	06/27/22
		9908830263 PD Telephone Service				
330348	06/13/22	VERIZON WIRELESS service May 14 - Jun 13	10-5-15-42100	40.35	51149	06/27/22
		9908830263 HW Telephone				
100019	06/23/22	VERMONT DEPT OF TAXES 389 Newton-FEMA buyout	56-5-06-20200	4025.00	51110	06/23/22
		6/23/22 Newton Rd Flood-Legal				
		REW				
100146	06/22/22	VLCT PACIF Thomas claim deductible	10-5-17-65000	1000.00	51150	06/27/22
		20220565-A02 Insurance Deductible				
311001	06/20/22	WHEELER, MANDY Davenport flyer design	10-5-18-60170	18.00	51151	06/27/22
		0170 EV Festival Expenses				
301509	06/20/22	WHITE MULE COMPANY pavement stencils	10-5-15-45130	2350.98	51152	06/27/22
		17682 Line Painting				
		Report Total		258482.92		

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 \$ ***258,482.92
Let this be your order for the payments of these amounts.
