

Brandon Select Board Meeting
September 12, 2022
7:00 p.m.

The Brandon Select Board will meet Monday, September 12, 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 Public Hearing Minutes – August 22, 2022
 - b) Select Board Meeting Minutes – August 22, 2022
 - c) Select Board Public Hearing Minutes – September 5, 2022

- 3) Town Manager’s Report

- 4) Public Comment and Participation

- 5) Consider Nomination for Town Fair Voting Delegate

- 6) Presentation of Results of Green Fleet Policy

- 7) Appointments
 - a) Otter Creek Watershed Insect Control District Representative Alternate
 - b) Select Board

- 8) Announce Vacancy of Constable

- 9) Consider FY23 Municipal Resolution for Bylaw Modernization

- 10) Discussion of the Draft Brandon Local Hazard Mitigation Plan

- 11) Fiscal
 - a) Warrant – September 12, 2022 - \$1,229,362.69

- 12) 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).

- 13) Executive Session (*if needed*)

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

- 14) Adjournment

Brandon Select Board Hearing August 22, 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

Others in Attendance: Dave Atherton, Mat Clouser, Steffanie Bourque, Bernie Carr, Ralph Ethier, Jim Emerson, Bill Moore, Cecil Reniche-Smith, Jeff Haylon, Jack Schneider, Molly Kennedy

Other In Attendance Via Zoom: Isaac Wagner, Erica Politano, Marielle Blais, Neil Silins, Patricia Welch

Hearing Notice: The Town of Brandon is/are considering making application to the State of Vermont for a VCDP Accessibility Modification Grant 2022 under the Vermont Community Development Program. A public hearing will be held at 7:00 PM on 8/22/2022 at Brandon Town Offices, 49 Center St., via ZOOM: Meeting ID (253 279 4161) , by Conference call: Dial (929) 205 6099, in order to obtain the views of citizens on community development, to furnish information concerning the amount of funds available and the range of community development activities that may be undertaken under this program, the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds. The proposal is to apply for \$100,000 in VCDP funds which will be used to accomplish the following activities: Complete accessibility upgrades at the Library including a four stop elevator (LULA), and accessible bathroom modifications.

1. Call to order

The hearing was open by Seth Hopkins, Chair at 7:00PM.

Seth Hopkins noted this hearing was to discuss the grant application for the Brandon Library with Molly Kennedy from the Library and Isaac Wagner, Grant Administrator, present to provide comment and answer questions.

Isaac Wagner stated with regard to the Brandon Library renovation project, there is a source of funds the Library is eligible to use from the Vermont Community Development Program that is an accessibility modification grant. A large percentage of the renovation will come from a lift tower and an accessible bathroom. The Library is asking the Town to apply for this grant to offset some of those costs. The grant would work similar to the one the Town had supported the Library for prior to this project. The Library is nearly finished with the prior grant and this process will be the same as the last grant with the Library incurring expenses and submitting invoices to the Town. The Town will then use the grant funds to pay on behalf on the Library. Mr. Wagner noted he has worked with Jackie Savela in this past.

Molly Kennedy stated this grant would function the same as the block grant and noted Dave Atherton was instrumental in moving that along. The Select Board is the technical facilitators and the Library would manage the project and will be responsible for working with the contractors, with the Town being a pass-through entity. Seth Hopkins noted the Select Board had discussed this project and grant at a previous meeting.

Motion by Tim Guiles/Tracy Wyman to approve the Town to act as the pass-through using the terms of the Vermont Community Development Program for the Library project. **The motion passed unanimously.**

11. Adjournment

The hearing closed at 7:05PM.

Respectfully submitted,

Charlene Bryant
Recording Secretary

**Brandon Select Board Meeting
August 22, 2022**

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Others in Attendance: Dave Atherton, Mat Clouser, Steffanie Bourque, Bernie Carr, Ralph Ethier, Jim Emerson, Bill Moore, Cecil Reniche-Smith, Jeff Haylon, Jack Schneider, Molly Kennedy

Other In Attendance Via Zoom: Isaac Wagner, Erica Politano, Marielle Blais, Neil Silins, Patricia Welch

1. Call to order

The meeting was called to order by Seth Hopkins, Chair at 7:05PM.

a) Agenda Adoption

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

Add two executive sessions: first session regarding the collective bargaining agreement for the Police contract under the provisions of 1 V.S.A. 313(3)(a)(1) and a second session to consider the letters of interest for the Select Board vacancy under the provisions of 1 V.S.A. 313(3)(a)(3).

2. Approval of Minutes

a) Select Board Meeting Minutes – August 22, 2022

Motion by Tracy Wyman/Brian Coolidge to approve the August 22nd Select Board meeting minutes as submitted. **The motion passed unanimously.**

3. Town Manager's Report

Dave Atherton provided the following report:

The Highway Department has started work on Town Farm Road. Sections of the paved portion will be closed during the day for culvert replacement and asphalt removal and rebuilding of the gravel base. Today all of the asphalt was removed.

The Newton Road pump station rebuild is tentatively scheduled to start on September 1st. The concrete pad has been poured for the new generator and trenching has been dug for new pipe.

VLCT is offering a grant to update zoning by-laws. Mr. Atherton has passed the information on to the Zoning Administrator to present to the Planning Commission and it is hoped the Planning Commission will have something to bring forward to the Select Board.

VLCT has also asked municipalities to consider holding a legislative candidates forum prior to the November election. Mr. Atherton thinks this would be a great event to host at the Town Hall and has emailed Karen Horn at VLCT for more info.

The Town received the annual “true-up” check from Green Lantern Solar in the amount of \$13,507.96. This is in addition to the 15% of the total output received that helps with the electric bills for the year.

Rec News:

B-Rec Dance Lesson with Michaela are back, a longer session that will span fall, winter and spring starts on September 13. Classes for ages 3 – 17 will be held at the Town Hall and Otter Valley!

Slide out of Summer party at Estabrook is being held on Sunday, August 28th 3pm – 6pm. A massive slip and slide, Water Slide, karaoke, a bounce house, \$1 hot dogs, face painting, snow cones are all on tap. Say adios to a wonderful summer and hello to back to school! Free admission!!! This a collaboration with the Brandon Area Toy Project and Allie Mae Foundation.

Pick-up Basketball has returned to the gym at Otter Valley. Adults of all ages and abilities play on Thursdays @ 7pm and Sunday at 7am. Registration is free.

Seth Hopkins noted the Chamber has traditionally hosted candidate nights and asked if the Chamber would be interested in collaborating on this event. Bernie Carr stated the Chamber would be glad to discuss collaborating on this item.

Seth Hopkins asked if there was a response from VLCT regarding the application submitted for participation on the VLCT Welcoming and Engaging Communities Cohort. Dave Atherton has not received a response yet.

Mr. Hopkins asked what expenses would be incurred for the zoning update. Mr. Atherton advised there would be a match for the grant but it was not known what the amount would be. Bill Moore thought that an outside person was brought in the last time the by-law updates were done. Mr. Atherton stated the update to the zoning regulations is being done as there has been a lot of changes. The Town has changed some things, like the Sign Ordinance, but it is helpful to keep updating the document.

4. Public Comments and Participation

Erika Politano noted that she had met with Mr. Atherton in June with a concern about the condition of the sidewalk on Pearl Street and what the Town's plan was to redo those sidewalks. There are areas where grass is growing through, and drop-offs and ankle-brakers. Ms. Politano noted that she has had people indicate they have fallen on the walks. She is concerned that if it is not taken care of, there could be incidents that would not bode well for the Town. She also noted that the street is quite dark at night and it is difficult to see when walking on the sidewalk. Dave Atherton advised Pearl Street sidewalk is not in the paving schedule for this year, but Shawn and he have discussed taking up the sidewalk and repaving these sidewalks and Carver Street's sidewalks next year. He noted this is a capital project but there would not be time in this construction season to do them this year but could be added to the schedule next year. Mr. Atherton stated both Carver and Pearl Streets are bad and the Town can do a lot of asphalt sidewalk compared to concrete sidewalks. The Town is planning to do them next year but if there are some spots that are really bad, cold patch could be done. Ms. Politano also requested the lighting be looked at as well and she thought the cold patching would be a good idea as there are areas with a large drop off. Seth Hopkins stated the Board is aware the Town did not provide the attention to infrastructure for a long time and it is very expensive to rebuild sidewalks. There was some grant funding used to do the Union Street sidewalk and Mr. Hopkins thanked Ms. Politano for bringing this to light and was glad there is a solution for next season.

5. Brandon Energy Committee Report and Brief Presentation

Jim Emerson, Energy Committee Chair, thanked for Board for allowing the Brandon Energy Committee (BEC) to exist. The BEC has been successful in bringing SolarFest to Town, assisted with the Davenport Electric Fest and participated in the July 4th parade. A routine article is submitted to The Reporter and the Committee had provided the Town information about electric police vehicles. The Committee has evaluated solar installations for the Town and for community solar. Mr. Emerson advised the Inflation Reduction Act will provide opportunities that include a 30% tax credit that used to be for businesses and homeowners but is now also available for non-profits and municipalities. The BEC is researching how it could be used for a solar project for the Town. The Committee is also working to evaluate the Town with regard to greenhouse gas emissions for both the municipality and businesses. The BEC now has 7 committee members with sub-committees for Conservation, Generation, Transportation and Education that consist of committee members and volunteers. Outside groups have been invited to future BEC meetings that include BROCC, the Heat Squad and Efficiency Vermont. The Committee had 20 goals last year and achieved 8 and are now up to 38 goals. The Conservation working group met and will be organizing a "Button-Up" campaign with SolarFest assisting with training on how to do this campaign regarding insulation, lightbulbs, etc. It is hoped to support local landlords with supplying some of the supplies to do the buttoning up at no cost. The Transportation group just recently met and the Generation group will be meeting this week. Mr. Emerson and Jack Schneider have been providing assistance to SolarFest with their September 10th day-long event. SolarFest would like to extend an invitation for Town staff and the Select Board to attend the event at no charge.

Brian Coolidge asked how many residents the BEC has spoken with to date. Mr. Emerson reported there are articles placed in The Reporter that speaks to the town residents concerning their work. It is hoped to do a door-to-door survey that will be launched in the spring to obtain

information and also provide residents with information about energy conservation. Jeff Haylon advised the Committee will introduce themselves to as many people as they can in Town and it is hoped to do this survey every 5 to 8 years. Jack Schneider reported the BEC was also at HarvestFest last year and Mr. Moore has indicated that they can participate in this year's event. The Committee provided information from all the outside groups that included Neighborworks of Western Vermont, BROCC, and Efficiency Vermont at these events. Mr. Emerson advised that one of the goals of the BEC is to educate people. Dave Atherton advised the Mission Statement should be revised due to the number of people now on the Committee. He also noted that there could be many people in Town that could benefit from weatherization to save on energy costs and noted that one of Bristol's Energy Committee goals was to reach out to 20 households per year to do weatherization and suggested it would be great for this Committee to do that. Mr. Emerson reported that is in the BEC's plan for the fall to provide information about the outside entities like Efficiency Vermont and will start with the landlords. Mr. Atherton also suggested talking with Stephanie Jerome as there are specific funds for landlords with many incentives and a large pot of money. Mr. Emerson advised he will also be bringing grant information to the Select Board's attention. It was noted that all the agencies are trying to coordinate as they do have some overlapping and Barbara Noyes-Pulling of the RRPC will develop a document that provides the information on all the agencies. Mr. Atherton suggested Bill Moore, Stephanie Jerome, and he would be glad to meet with the agencies to facilitate something at the town office. Bill Moore suggested the BEC provide energy efficient items at the events like lightbulbs. Mr. Emerson will contact Efficiency Vermont to see if they can provide these items. Seth Hopkins thanked Mr. Emerson and the BEC for their work and noted it is impressive that people care about this subject and that people are willing to serve on the Committee and also be volunteers. He thinks the model is admirable and thanked the Committee for finding ways for people to help.

6. Consider Joining IDEAL Vermont

Seth Hopkins stated the Town has received an invitation to participate in a new initiative - IDEAL VT. Dave Atherton reported this acronym stands for inclusion, diversity, equity, action and leadership and the initiative will be a coalition of municipalities that are dedicated to advancing racial and other equity forms across the state through shared learning and actions. Brandon has been identified as one of the communities to participate on this committee. Mr. Atherton noted with the Town applying to participate in the VLCT Welcoming and Engaging Communities Cohort, participation in this initiative will help the local DEI committee. Tim Guiles thought this is a step in the right direction. Mr. Hopkins noted this is separate from the VLCT Cohort and there might be a slightly different orientation from this group. Mr. Atherton advised that 15 communities are represented on the Equity Committee and 20 schools are known to have an Equity Coordinator on staff in the State.

Motion by Tim Guiles/Tracy Wyman to approve joining the IDEAL Vermont initiative. **The motion passed unanimously.**

7. Local Hazard Mitigation Plan Draft Presentation/Discussion

Steffanie Bourque of the RRPC was present for a discussion of the draft Local Hazard Mitigation plan. Ms. Bourque noted she was representing the local Hazard Mitigation team as this represents the work they did on the working draft. The Team consists of Dave Atherton, Ray Counter, Shawn Ericson, Tim Kingston, and Abbey Spiegelman. Ms. Bourque has been working with them to update a five-year plan to identify the Town's vulnerabilities and risks to natural hazards and to develop a mitigation plan. In terms of an emergency management focus plan, that plan is a response-focused plan and this plan's focus is on mitigation. This is a five-year plan that requires FEMA approval. The Team is at a critical junction in the plan development process, as the plan should be shared with the local officials and public for comment. Ms. Bourque noted this work is at the half-way point. There is a full Table of Contents but there is content only through Section 5. There is an introduction that lays out the hazard mitigation purpose i.e., the benefits of mitigation planning, and indicates this is not a legally binding contract but is a document to outline goals and actions to prevent future loss of life and property from natural hazards. This is not an all-hazards plan that would include hazards like cyber issues, transportation, or traffic hazards. Section 3 provides a description of the characteristics of the Town. The goal is not to reproduce the Town Plan but choose some key characteristics for this plan's focus. The planning process is Section 4 and there is a need to document all steps in order to do the update. This is the roadmap of the steps to get across the finish line and the work will be accelerated once comments are received to complete the final draft by December. The area for public comments is for the hazard identification and risk assessment in Section 5. The Team did a review and provided a range of hazard impacts and the probability of the happenings, life, local economy, and natural environment. They have identified high winds, different types of flooding and extreme cold and ice as the highest natural hazard risks. Section 5 has profiles that describe the impact at State and Regional levels and Brandon-specific impacts. The impacts are supported by the map that shows the geographic locations. There is a vulnerability summary that will serve as the foundation of the mitigation strategy. The public comment process that will extend through the September 12th Select Board meeting. Ms. Bourque requested this item be added to the meeting agenda for people to share comments. Comments can also be submitted to Mr. Atherton. The Team will then evaluate the comments and button up this section of the document and continue with the mitigation section. After this evening, there will be public notice postings that will include a digital copy of the map and a final working draft. This information will be placed on the RRPC and Town's website and on Facebook. Seth Hopkins advised the draft is also in Board packet link on the Town's website and the only thing missing is the digital map. Ms. Bourque noted the Team is looking to make sure the risks and vulnerabilities are identified to be addressed in the mitigation strategies. Mr. Hopkins noted it is a great process and he felt that it is sensible and reveals what the meaningful risks are. Mr. Hopkins stated if anyone has comments, they can send the information to the Town Manager. Mr. Atherton stated having this local hazard plan keeps the Town's ERAF high so there are funds connected to this process. He noted for the Newton Road project, the ERAF funding was significant for a \$600,000 project where the Town's portion was \$49,000. Mr. Hopkins thanked the Team and Ms. Bourque for all the work that has done on this document.

8. Fiscal

a) Warrant FY 2022/2023 – August 22, 2022 - \$58,882.51

Motion by Tracy Wyman/Brian Coolidge to approve the August 22, 2022 warrant in the amount of \$58,882.51. **The motion passed unanimously.**

The Select Board recessed at 7:52PM.

The Select Board reconvened at 8:00PM.

Motion by Tracy Wyman/Seth Hopkins to find that premature general public knowledge of the proposed modification of the ratified collective bargaining agreement with the New England Police Benevolent Association Local 422 would place the Town, the Select Board, or a person involved at a substantial disadvantage. **The motion passed 3 to 1 – Tim Guiles.**

Motion by Seth Hopkins/Tracy Wyman to enter into executive session at 8:00PM to consider a side letter to the Police Union contract under the provisions of 1 V.S.A. 313(3)(a)(1) to include the Town Manager. **The motion passed 3 to 1 – Tim Guiles.**

9. Executive Session

The Board came out of executive session at 8:34PM.

Motion by Seth Hopkins/Tracy Wyman to authorize the Board Chair to sign the side letter. **The motion passed 3 to 1 – Tim Guiles.**

Motion by Tim Guiles/Tracy Wyman to enter into executive session at 8:36PM for the appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313(3)(a)(3). **The motion passed unanimously.**

10. Executive Session

The Board came out of executive session at 9:05PM.

Board deliberations on the open Select Board seat to continue and the Board Chair will check with the Secretary of State regarding guidance on this subject.

11. Adjournment

Motion by Brian Coolidge/Tracy Wyman to adjourn the Select Board meeting at 9:12PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

5 September 2022

Town Hall basement



Selectboard present: Brian Coolidge, Tim Guiles, Seth Hopkins
Public present: Ashleigh Heath, Jeffrey Heath, Michael A Mahoney, Michael Mahoney II, Cecil Reniche-Smith, Mat Clouser. By Zoom: Christie Whittemore, Richard James, Joe Plotts, PWelc.

Board chair Seth Hopkins called the meeting to order at 7:02 and announced it would be conducted by the VLCT model rules of procedure for vicious dog hearings adopted by the Brandon selectboard. The major discussion happened during items i, j, and k.

- a The hearing was properly noticed and the dog owners were notified by certified USMail
- b Christie Whittemore's written complaint was read aloud into the record by the board chair (attachment) for benefit of the Heaths who had not previously been provided it
- c Ms Whittemore acknowledged receipt of the rules of procedure via email from the board chair; the Heaths were provided a written copy at the opening of the hearing; neither had any questions about the procedure for the hearing
- d Seth Hopkins disclosed having received the complaint directly from Ms Whittemore and having forwarded it to the board; also to having advised her the date of the hearing and providing her the rules of procedure. No conflicts of interest or *ex parte* communications were disclosed
- e Ms Whittemore took the prescribed oath
- f No additional written information was offered
- g Ms Whittemore stated her written complaint substantially covered her concerns
- h No questions were asked by the selectboard of Ms Whittemore
- i The dogs' co-owner Jeff Heath responded to Mrs Whittemore's complaint and expressed their desire to be good neighbors and prevent future problems. He also advised that the complaint was not provided to them with the notice of hearing; the board chair apologized to the Heaths for that. Mr Heath stated that he was unaware of the most recent incident August 28th and had not heard from the animal control officer since June so believed the situation was stabilized and behind them.
- j The board asked and Mr Heath confirmed that they have 5 dogs and all are vaccinated and licensed with the Town. During board discussion following Mr Heath's comments, it was agreed by both parties that the dogs in question can and do climb over a 4' fence but not a 6' fence such as the Whittemores erected on a portion of the shared line.
- k Cecil Reniche-Smith questioned whether without an actual bite to a human could a dog be deemed vicious per the ordinance. The board believes that a solution is at hand which will not require it to designate any dog in this matter vicious. Determination/clarification can then be made through consultation with VLCT for future complaints.

l, m It was generally agreed that the animal control officer ought to be present at such a hearing

AGREEMENT UPON NEXT STEPS
The board confirmed the agreement of both Christie Whittemore and Jeff and Ashleigh Heath is that the Heaths will erect a 6' fence before the end of September sufficient to allow their dogs to be outdoors on the Heaths' property without ability to enter Ms Whittemore's property; and further that until such fence is in place, they will exercise an elevated level of care and caution with their dogs such as keeping them on-leash or otherwise preventing them from running off their property. Ms Whittemore and Mr and Mrs Heath will provide the board chair their phone numbers for him to exchange with the other party so the neighbors can be in communication with each other more readily. The Heaths will provide the board chair photos showing the fence in place by the end of September.

n The board closed the proceedings at 7:43 stating this is the final public hearing on the matter
o The board reserves the right to re-enter deliberative or public session should the proposed solution not be in place by the end of September, or should it fail to be effective.

The selectboard commends Ms Whittemore, Mr & Mrs Heath for comporting themselves with civility and mutual respect during the hearing, and for calmly seeking and creating a solution that will foster safety and better neighborly relations going forward.

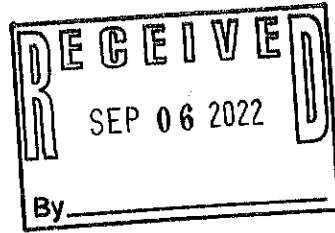
Respectfully submitted,
Seth Hopkins, chair of selectboard

Town Manager Report for September 12, 2022

- Worked has started on the Arnold District culvert replacement. The contractor has started demolition of the old structure and install a diversion for the Arnold Brook. The road will be closed to through traffic for the entirety of the project. The detour is Route 7 North to Cram Road. The project will last until mid-October.
- The Highway Department continues to work on rebuilding the south end of Town Farm Road. They have installed new cross culverts, rebuilt roadside ditches for drainage and rebuilt the road base. Next steps are vibratory compaction on dense grade and installation of smaller grade stone for asphalt base.
- Had a meeting with Devon Colman from the VT Division for Historic Preservation for the 4-year review of our Certified Local Government and Historic Preservation Commission. I did ask him for assistance in getting our Historic Preservation Commission up and running again and he has agreed to meet with them at their September 20th meeting.
- Had a meeting with Andres at Watershed Consulting to discuss next steps on the stormwater mitigation project at N.E. Woodcraft. We will be doing some exploratory work with Wastewater as well as start the final design.
- Attended a VLCT webinar on the Infrastructure Investment Jobs Act. There is a large amount of grant funding opportunities available for road and bridge repair, repair and modernize public transit, expand rail service and installation of EV services.
- Delinquent Tax Update: We have collected \$18,662.75 of delinquent payments in just over two weeks.

Rec Dept. New:

- Thanks to Martin Fjeld, Brandon Rec is starting a Disc Golf program! October Thursdays will see youth ages 6-12 flinging discs of various types into goals at the Rec field at the Neshobe School!
- Another Fall, another Archery offering from instructor Melinda Hardt. The first of 4 lessons begin at Estabrook Park (Drive-in Side) at 4pm on September 14th.
- Speaking of the drive-in. an answer to our most asked question: No Virginia, there will be no Drive-in Movies this year. The rental fee for the the projector (6 weeks - \$4,400) along with fees around EACH screening that range from \$400-600) proved to be too great for the ROI. We are exploring grants to purchase our own used equipment for 2023.
- First Lego League Robotics club starts September 14th with 2 new instructors! Thank you in advance to Jonathan Fries and Kevin Booth for stepping up to help out our fearless Robotics Commissioner and Otter Valley Tech Ed mastermind, Devon Karpak, to grow our budding robotics program. Registration for kids in grades 6-9 will remain open through the end of the month.
- Aikido with Sensei Wade will resume with a new session beginning on October 13th. Both youth and adult classes will be taking place at the Brandon Town Hall this fall and winter.



Vermont League
of Cities & Towns

September 2, 2022

To all Vermont League of Cities and Towns, PACIF, and VERB members:

As part of Town Fair, the Vermont League of Cities and Towns (VLCT), VLCT Property and Casualty Intermunicipal Fund, Inc. (PACIF), and VLCT Employment Resource and Benefits Trust, Inc. (VERB, dba "Unemployment Insurance Program") will hold their **annual business meetings on Thursday, October 6, at 1 PM**. The meetings will be held in person at the **Killington Grand Resort Hotel at 228 East Mountain Road in Killington, Vermont**. The three annual meetings will be held consecutively: VERB will begin the meeting at 1:00 PM, the PACIF meeting will follow, and VLCT's Annual Meeting is expected to convene around 2:00 PM. To access the meeting agenda as well as the draft minutes from last year's meetings, the VLCT Annual Meeting Governing Rules, and more materials as they become available, visit vlct.org/2022AnnualMeeting.

Every VLCT, PACIF, and VERB member that wants to vote at the Annual Meetings must **designate voting delegate(s) by Friday, September 16**. To ensure that all three organizations' members are properly represented and able to participate in the election of officers and any other item that may properly come before the membership, we are asking that **your legislative body designate one official** as the Voting Delegate **for each VLCT organization** that your municipal entity is a member of. You may delegate different people for each VLCT organization or a single person as the delegate for two or all three of the meetings. Keep in mind that only cities and towns are voting members of VLCT, while other municipal entities may participate in the PACIF and VERB meetings.

Designate your Voting Delegate(s) using the Town Fair registration site, www.vlct.org/townfair. Simply click Register, enter the delegate's information, and, when prompted, specify whether the person is the delegate for VLCT, PACIF, VERB, or a combination. Then proceed to selecting the ticket for the delegate (and tickets for any additional non-delegate attendees).

Please consider nominating a deserving local official for one of VLCT's three awards. And while we do not anticipate immediate vacancies on any of the three Boards of Directors, if you are interested in either serving on or nominating a qualified person to serve on one of them, we welcome having lists of appropriate candidates on hand. You will find information and links to all of these nomination forms at vlct.org/2022AnnualMeetings until September 17, 2022.

This year's Town Fair takes place over two full days. Along with the Annual Meetings, Thursday's schedule includes breakfast with topic-specific roundtables, training sessions, and lunch. All attendees are encouraged to join the evening reception which includes dinner, awards, and an opportunity for laughter and fun through a comedy show hosted by municipal members. Friday continues with expanded educational sessions, the Exhibit Hall full of vendors, lunch, recreation time, and the annual meeting of Women Leading Government. We encourage all delegates and other attendees to take advantage of the exceptional networking and learning opportunities throughout the entire event.

With the continued presence of COVID-19, we encourage participants to take precautions to help us assemble safely, including being fully vaccinated and wearing a mask if they choose. **Please do not attend if you feel unwell or have any symptoms of sickness.** Should the State of Vermont or the CDC make changes to their COVID-related guidance, VLCT will notify attendees of any protocol changes.

Thank you for your membership in VLCT and its two risk-sharing trusts. We look forward to seeing you at the annual meetings!



Jessie Baker
President
VLCT Board of Directors



Carl Rogers
President
Property and Casualty
Intermunicipal Fund, Inc.



William Shepeluk
President
VLCT Employment Resource
and Benefits Trust, Inc.

Do you know
Brandon's Municipal Carbon Footprint?

The answer is 337.2 CO2 equivalents measured in metric tons.

One might ask if this is a good number or a bad number - - - and my answer would be that it's just a number - - - neither good nor bad. It is simply a measurement of how much CO2 our town activities generate when we burn fossil fuels to heat our buildings, operate our police cars, and do important things like maintaining our roads with heavy equipment.

Since adopting the Green Fleet Policy in January 2020, at the end of each fiscal year I have gathered all the data (with the help of town employees Elaine Smith and Jackie Savela) showing how much fuel we use for our vehicles (and equipment) and to heat our buildings. I was able to reach back to 2018 so that this year represents the 5th year of carbon footprint data.

There are 9 categories of CO2 producing activity in the town that we track. Here is the chart showing the last 5 years of data.

BRANDON CO2 emissions (CO2 equivalent, in metric tons)

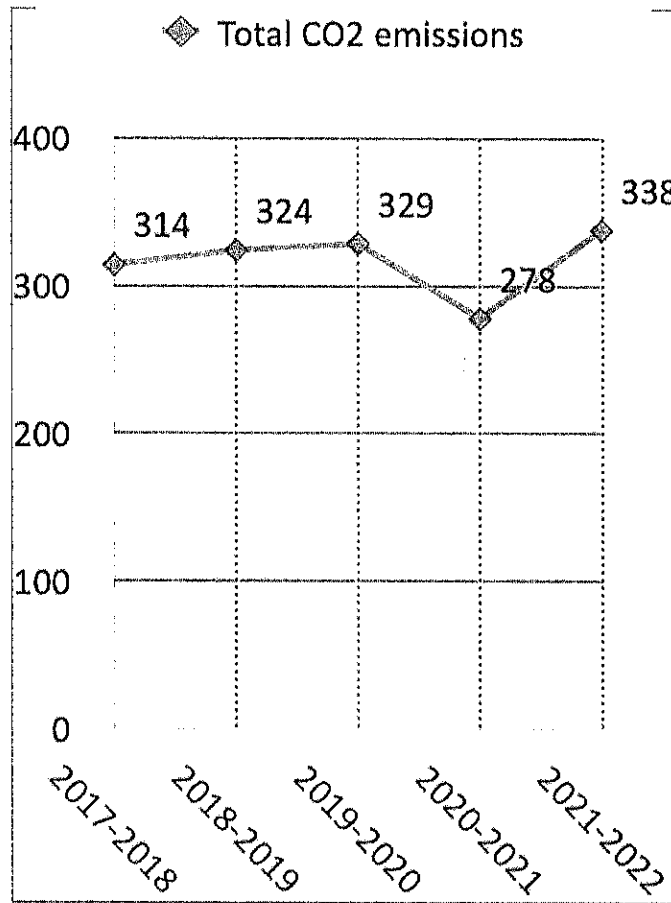
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
GAS - Police	42.6	45.9	41.9	39.3	45.3
GAS - other	20.1	22.0	12.4	11.6	10.3
DIESEL	142.4	124.2	142.1	130.3	148.5
#2 Heating Oil - Highway Garage	39.0	44.7	50.2	25.7	33.4
#2 Heating Oil - Town Hall	18.3	20.5	15.6	14.7	20.0
Propane - Police	6.9	7.2	7.2	7.3	6.4
Propane - Town Office	9.1	11.3	6.8	8.2	7.9
Propane - Town Hall	13.9	13.0	14.9	4.2	17.4
Propane - Waste Water	21.9	35.2	37.5	36.6	41.4
Total CO2 emissions	314.1	324.0	328.6	277.9	337.7

There are some interesting things to see in this data:

- 1) The largest producer of CO2 emissions comes from the diesel fuel we use to run our heavy equipment like dump trucks, the loader, the backhoe, and the grader. It shows that they are doing LOTS of good work for our town.
- 2) The 2nd largest producer of CO2 is our Police Department with its 6 vehicles that use gas.
- 3) In the last 5 years, the town's use of GAS-other for things like mowing and small equipment has been cut in half from 20.1 to 10.3.
- 4) The heating oil usage at the town garage is significantly lower in recent years partly due to new thermostats and efforts by the highway crew to use the heating system conservatively.
- 5) Propane usage at the town office is down possibly because of more electric heat pump usage.

6) Propane usage at the waste water treatment facility is up significantly in the last 5 years - - - and I don't know exactly why that is.

Over the last 5 years, the data shows that the town of Brandon's CO2 emissions are rising slowly. Here is the chart:



You can see that when COVID hit in 2020 and our economy came to a grinding halt, our energy usage dropped suddenly. This year as we return to normal our energy usage has returned its slow upward climb. Some of what this data shows is that Brandon is busy doing good things - - - our roads are well maintained and our town is growing in a good way.

During my lifetime, the level of carbon dioxide in the atmosphere has increased rapidly, causing an increase in global temperature that leads to climate change. I am pleased to live in the state of Vermont because, in 2020, the VT legislature passed the Global Warming Solutions Act which calls for a 40% reduction from 1990 GHG emissions by 2030.

Thus, in the next 7 years, I will be looking for ways to achieve our 40% reduction. Here are some things we either are doing, or could be doing:

- a) Be ready to replace our large work vehicles with electric alternatives as they become available. There are more and more stories of electric dump trucks, loaders, and backhoes in Europe. Soon they will be available here as well.

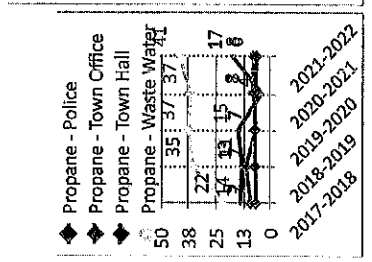
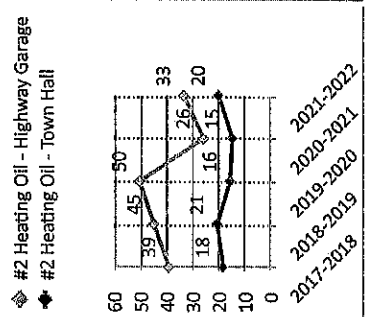
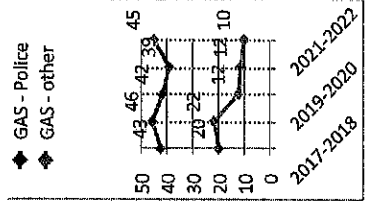
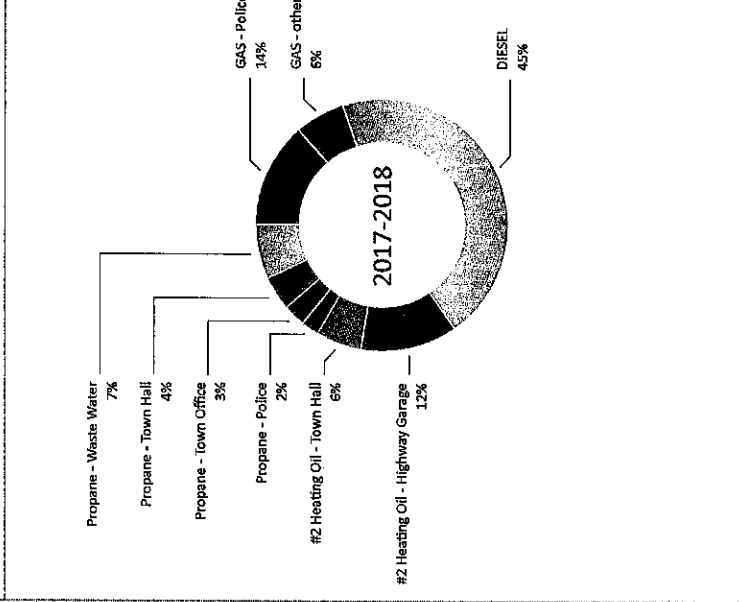
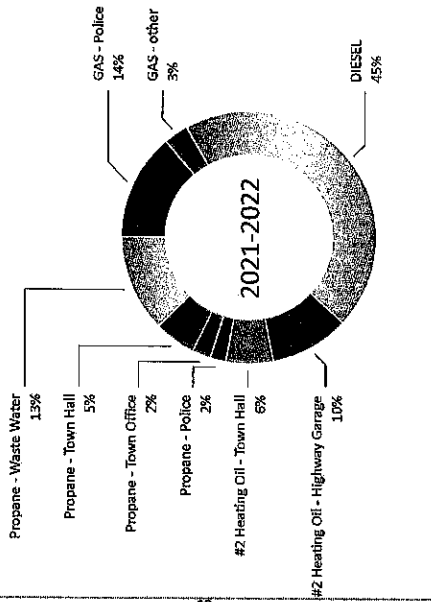
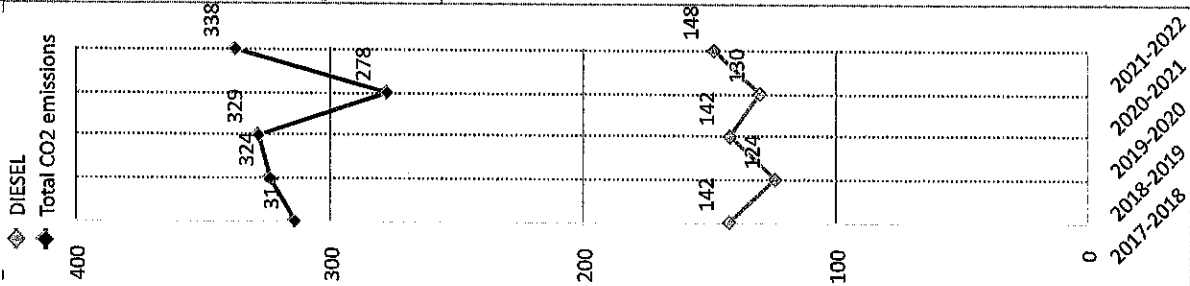
b) Continue to convert our buildings to electric heat pumps for heating and cooling needs. Recently I've heard that our town manager, Dave Atherton, is looking into converting the town hall away from #2 heating oil and propane to efficient electric heat pumps.

c) Continue to urge our police department to join the hundreds of other police departments in our country as they convert their fleet of vehicles to electric cars and trucks. On a similar note, did you know that there is such a thing as an ALL ELECTRIC FIRE TRUCK?!?

I believe that reducing our carbon footprint can lessen the stress on the environment, slow wildlife extinction, reduce health risks and improve local economies. If we all work together, and take advantage of opportunities as they arise, I am confident that we can do our part to help reach the VT CO2 reduction goals.

BRANDON CO2 emissions (CO2 equivalent, in metric tons)

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
GAS - Police	42.6	45.9	41.9	39.8	45.3
GAS - other	20.1	22.0	12.4	11.6	10.3
DIESEL	142.4	124.2	142.1	130.3	148.5
#2 Heating Oil - Highway Garage	39.0	44.7	50.2	25.7	33.4
#2 Heating Oil - Town Hall	18.3	20.5	15.6	14.7	20.0
Propane - Police	6.9	7.2	7.3	7.3	6.4
Propane - Town Office	9.1	11.3	6.8	8.2	7.9
Propane - Town Hall	13.9	13.0	14.9	4.2	17.4
Propane - Waste Water	21.9	35.2	37.5	36.6	41.4
Total CO2 emissions	314.1	324.0	328.6	277.9	337.7



Vehicle/Equipment Fuel Type	FY 2021-2022			FY 2020-2021			FY 2019-2020		
	Starting Mileage (or hours)	Ending Mileage (or hours)	CO2-eq (mt)*	Starting Mileage (or hours)	Ending Mileage (or hours)	CO2-eq (mt)*	Starting Mileage (or hours)	Ending Mileage (or hours)	CO2-eq (mt)*
cans									
EQ1 - PD	51263	65843	11.7	39861	51263	11.1	31267	39861	8.1
EQ2 - PD	94225	101599	12.6	85295	94225	5.2	71409	85295	6.2
EQ3 - PD	26031	42848	15.4	15695	26031	9.7	6943	15695	6.4
EQ4 - PD	6797	14070	10.4	1642	6797	6.2	126	1642	4.2
EQ6 - PD	161577	161577	0	157567	161577	0.0	151329	157567	2.7
EQ7 - PD	80217	92253	12.5	72322	80217	8.6	62104	72322	6.6
EQ8 - PD	53051	60652	15.0	45807	53051	4.5	38754.9	45807	4.9
pickup									
Toro	9097	11321	0.9	7644	9097	2.2	5878	7644	2.7
Truck #2	56036	60080	7.2	51820	56036	5.0	51479	56036	5.9
White Van	78164	81172	33.3	74569	78164	0.8	71798	74569	2.0
Burlett									
backhoe	-227.9	361.4	0.5	62552	6783	10.9	5925	62552	3.4
cans									
chipper	4258	4286	0.6	4252	4258	0.5	4173	4286	0.5
Dodge 5500	40627	47051	9.7	34610	40627	6.8	27942	34610	6.9
excavator									
grader	2867	3300	0.3	2448	2867	15.4	2096.5	2448	15.4
John Deere									
loader	4525	5315	0.4	3812	4525	20.0	3026	3812	17.1
skid-steer	1776	1881.1	1.2	1700	1776	0.9	1692	1776	0.8
trackless	2434	3451	1.9	342	2434	5.4	159.1	342	5.0
truck #1	12465	20519	6.8	4965	12465	12.1	655	4965	10.8
truck #3	39844	44454	5.9	34578	39844	7.9	28993.1	34578	9.2
truck #4	48352.1	59295	3.7	36374	48352.1	30.3	24553	36374	27.8
truck #5	72361	79691	3.8	65757	72361	19.4	50152	65757	15.1
truck #6	56331	62706	3.5	52007	56331	18.5	44666	52007	12.9

Vehicle / Equipment Fuel Type	FY 2021-2022			FY 2020-2021			FY 2019-2020		
	Starting Mileage (or hours)	Ending Mileage (or hours)	CO ₂ -eq (mt)*	Starting Mileage (or hours)	Ending Mileage (or hours)	CO ₂ -eq (mt)*	Starting Mileage (or hours)	Ending Mileage (or hours)	CO ₂ -eq (mt)*
Wastewater Dept. DIESEL			7.1			0.0			0.0
Highway Garage #2 Heating Oil			33.4			0.0			0.0
Town Hall #2 Heating Oil			20.0			33.4			25.7
Police Station Propane			6.4			20.0			14.7
Town Office Propane			7.9			6.4			7.3
Town Hall Propane			17.4			7.9			8.2
WW - Generator Bldg Propane			8.9			17.4			4.2
WW - Lab Bldg Propane			22.1			8.9			9.6
WW - Chemical Bldg Propane			3.9			22.1			17.3
WW - Supply Garage Propane			2.2			3.9			3.1
WW - Small Garage Propane			2.0			2.2			1.8
WW - Main Garage Propane			2.2			2.0			2.1
Total CO ₂ emissions			337.7			277.9			
* Emissions as CO ₂ equivalent, in metric tons									
Chart Summary									
GAS - Police			45.3			45.3			39.3
GAS - other			10.3			10.3			11.6
DIESEL			148.5			148.5			130.3
#2 Heating Oil - Highway Garage			33.4			33.4			25.7
#2 Heating Oil - Town Hall			20.0			20.0			14.7
Propane - Police			6.4			6.4			7.3
Propane - Town Office			7.9			7.9			8.2
Propane - Town Hall			17.4			17.4			4.2
Propane - Waste Water			41.4			41.4			36.6

Vehicle/Equipment	FY 2018-2019				FY 2017-2018				CO ₂ -req (mt)*						
	YTD miles	Gallons Used	MPG	CO ₂ -req (mt)*	Starting Mileage (or hours)	Ending Mileage (or hours)	YTD miles/Used	Gallons Used		MPG					
cans	169.1	0.0	1.4	150.2	0.0	1.3	150.2	0.0	1.1	119.2	0.0	1.1			
EQ1 - PD	8594	810.3	10.6	7976	729.2	10.9	7976	729.2	10.9	14318	23291	8973	689.5	13.0	6.1
EQ2 - PD	13386	1105.5	12.6	14033	1169.6	12.0	14033	1169.6	12.0	48439	57321	8882	702.4	12.6	6.2
EQ3 - PD	8747	683.1	12.8	6791	553.2	12.3	6791	553.2	12.3	93047	94902	1855	147.1	12.6	1.3
EQ4 - PD	1522	120.5	12.6	3552	256.4	10.5	3552	256.4	10.5	75963	84685	8722	653.5	13.3	5.8
EQ6 - PD	5673	529.2	10.7	3563	330.6	11.1	3563	330.6	11.1	96947	108226	11279	1055.3	10.7	9.4
EQ7 - PD	10223	764.5	13.4	9657.2	721.2	14.6	9657.2	721.2	14.6	42583	52446.8	9863.8	682.6	14.5	6.1
EQ8 - PD	7052.1	702.3	10.0	3353.9	335.2	9.7	3353.9	335.2	9.7	19039.3	30396	11356.7	863.8	13.1	7.7
pickup	48349	734.7	63.1	5570	750.6	7.2	5570	750.6	7.2	36445	40979	4534	643	7.1	5.7
Toro	176.6	232.4	0.3	151.2	181.6	0.3	151.2	181.6	0.3	291.9	436.6	144.7	213.5	0.7	1.9
Truck #2	341	27.1	12.5	0	0	0.0	0	0	0.0	0	0	0	0	0.0	0.0
White Van	2765	187.4	14.8	5673	351.8	16.1	5673	351.8	16.1	59491	66125	6634	398.8	16.6	3.5
Burlett	14.1	55	25.7	25583	1040.3	24.6	25583	1040.3	24.6	23469	53500	30031	886.2	33.9	7.9
backhoe	350.2	505.2	0.7	252.6	398.3	0.6	252.6	398.3	0.6	5289.2	5672.4	383.2	523.6	0.7	5.3
cans	57.9	0.0	0.6	11.9	0.0	0.1	11.9	0.0	0.1	0	0	0	103.2	0.0	1.1
chipper	53	73.9	0.7	5.3	14.6	0.4	5.3	14.6	0.4	0	0	0	0	0.0	0.0
Dodge 5500	6693	770.7	8.7	5500	689.5	8.0	5500	689.5	8.0	16435	22442	6007	692.1	8.7	7.0
excavator	88.3	0.0	0.9	0	0	0.0	0	0	0.0	0	0	0	0	0.0	0.0
grader	351.5	1285.2	0.3	483.3	1753.1	0.3	483.3	1753.1	0.3	953.9	1613.2	659.3	2654.7	0.2	27.0
John Deere	20.9	0.0	0.2	0	0	0.0	0	0	0.0	0	0	0	0	0.0	0.0
loader	785	1899.6	0.4	675	1493.8	0.5	675	1493.8	0.5	1637	2351	714	1456.9	0.5	14.8
skid-steer	23	23.9	0.3	50	57	0.6	50	57	0.6	1404.8	1642	237.2	282.2	0.8	2.9
trackless	172.9	347.9	0.5	164.6	373.5	0.4	164.6	373.5	0.4	0	0	0	0	0.0	0.0
truck #1	4308	806	5.3	0	0	0.0	0	0	0.0	0	0	0	0	0.0	0.0
truck #3	5584.9	822.4	6.8	6807.1	1253.7	5.4	6807.1	1253.7	5.4	13735	22186	8451	1471.4	5.7	15.0
truck #4	12021	3320.5	3.6	9613	2735.4	3.5	9613	2735.4	3.5	6836.6	14935	8098.4	2572.5	3.1	26.2
truck #5	6605	1864.6	3.5	5344	1613.9	3.3	5344	1613.9	3.3	47045	54808	7763	2359.3	3.3	24.0
truck #6	7921	2046.7	3.9	5184	1807.6	2.9	5184	1807.6	2.9	33658	39502	5844	1868.9	3.1	19.0

Vehicle/Equipment	FY 2018-2019				FY 2017-2018				
	YTD miles Used	Gallons Used	CO ₂ -req (mt)*	MPG	Starting Mileage (or hours)	Ending Mileage (or hours)	YTD miles/Used	Gallons Used	CO ₂ -req (mt)*
Wastewater Dept			0.0						0.0
Highway Garage	2906.1	0.0	50.2		4371.6	0.0	44.7	3813.9	0.0
Town Hall	1322.9	0.0	15.6		2007	0.0	20.5	1789.3	0.0
Police Station	2250.9	0.0	7.2		1222.4	0.0	7.2	1195.2	0.0
Town Office	1176.8	0.0	6.8		1953.8	0.0	11.3	1580	0.0
Town Hall	2536	0.0	14.9		2622.9	0.0	13.0	2412.1	0.0
WW - Generator Bldg	1324.6	0.0	7.6		1727	0.0	10.0	1482.2	0.0
WW - Lab Bldg	3235.2	0.0	18.6		2477.7	0.0	14.3	818.5	0.0
WW - Chemical Bldg	829.6	0.0	4.8		698.7	0.0	4.0	610.9	0.0
WW - Supply Garage	393.5	0.0	2.3		423.8	0.0	2.3	317.3	0.0
WW - Small Garage	245.6	0.0	1.4		271.4	0.0	1.6	227.1	0.0
WW - Main Garage	475	0.0	2.7		313.6	0.0	3.0	342	0.0
Total CO2 emissions			328.6				324.0		314.1
* Emissions as CO ₂ eq									
Chart Summary									
	4715.4	41.9			3165.4	45.9		4794.2	42.6
	1395.4	12.4			2474.5	22.0		2260.7	20.1
	1999.7	142.1			12136.4	124.2		13984.8	142.4
	4906.1	50.2			4371.6	44.7		3813.9	39.0
	1522.9	15.6			2007	20.5		1789.3	18.3
	1250.9	7.2			1222.4	7.2		1195.2	6.9
	1176.8	6.8			1953.8	11.3		1580	9.1
	2536	14.9			2622.9	13.0		2412.1	13.9
	6503.5	37.5			6174	33.2		3798	21.9

David Atherton

From: Dawn Bailey <baileysdbldranch@yahoo.com>
Sent: Thursday, September 8, 2022 10:40 AM
To: David Atherton
Subject: Alternate bug

Dave, I would be interested in the position of alternate for the BLSG board.

Thanks

Doug Bailey

Sent from my iPhone

David Atherton

From: Brickell, Christopher <Christopher.Brickell@vermont.gov>
Sent: Wednesday, September 7, 2022 5:29 PM
To: David Atherton
Subject: FW: VCJC audit - 5/18 VCJC meeting

FYI below. I'm still looking for the Fish and Wildlife email about animal welfare investigations

Christopher Brickell
Deputy Director
Vermont Criminal Justice Council
317 Academy Road
Pittsford, VT 05763
(802) 483-2739
(802) 417-1855 (cell)

From: Brickell, Christopher <Christopher.Brickell@vermont.gov>
Sent: Monday, June 13, 2022 3:07 PM
To: Keegan, Andrew <Andrew.Keegan@vermont.gov>
Cc: Simons, Heather <Heather.Simons@vermont.gov>
Subject: RE: VCJC audit - 5/18 VCJC meeting

Good afternoon Andrew, there was a verbal presentation but attached is the document around which the conversation took place. Getting back to our original discussion I have attached the original conclusion by the A.G.'s office

2.1 Is a constable required to have at least Level II law enforcement certification to issue citations for municipal ordinance violations?

A constable must receive level II certification to enforce municipal ordinance violations. 24 V.S.A. § 2358(b)(2)(B)(i)(XXXVI) requires level II training for any law enforcement officer to investigate a municipal ordinance violation. This includes constables who by definition are law enforcement officers. 20 V.S.A. § 2351a(3)(definition of law enforcement officer). It is noted however, that municipalities have the authority to further limit the scope of the constables' authority, even if they are level II certified. 24 V.S.A. § 1936a (a town may vote to prohibit constables from exercising any law enforcement authority).

FY23 Municipal Resolution for Bylaw Modernization

WHEREAS, the Municipality of BRANDON is applying for funding as provided for in the FY23 Budget Act 182 and may receive an award of funds under said provisions; and

WHEREAS, the Department of Housing and Community Development may offer a Grant Agreement to this Municipality for said funding; and

WHEREAS, the municipality is maintaining its efforts to provide local funds for municipal and regional planning purposes or that the municipality has voted at an annual or special meeting to provide local funds for municipal and regional planning purposes,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality enters into and agrees to the requirements and obligations of this grant program including a commitment to match funds in accordance with the program's requirements;

2. That the Municipal Planning Commission recommends applying for said Grant;

William J. Mills
(Name of Planning Commission Chair)

[Signature]
(Signature)

3. That (Name) David Atherton Title Town Manager

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Bylaw Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

4. If the grant application is successful, and funds are awarded, the following individual will be the signatory on behalf of the municipality:

Name: David Atherton

Title: Town Manager

Email: DAtherton@TownofBrandon.com

Phone: 802 247-3635 X 210

Note: The signatory must either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Passed this 6th day of September, 2022.

- Check the box if the municipality authorizes its regional planning commission to serve as the 'agent' for the applicant municipality, or multi-town applicant municipalities, by assisting with the preparation of the application, supporting grant administration, and being exempt from competitive selection if serving as project consultant.
5. That the Municipal Legislative Body recommends applying for said Grant.

(Legislative Body Chair)

(Signature)

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be issued on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g. Selectboard), and the name and title of the Grant Administrator and Municipal signatory.
- B. Following formal adoption, the Chair of the Planning Commission and Legislative Body must sign upon endorsement by vote of the Planning Commission and Legislative Body.
- C. This form must be submitted with the grant application.

CONSORTIUM APPLICATIONS: For a multi-town application, each municipality must complete a separate Resolution form. All municipalities in a consortium must designate the same Grant Administrator, and signatory from the primary grant municipality.

FY2023

Bylaw Modernization Grants

Program Description and Guide

Special funding to update zoning for needed homes
in great neighborhoods.



Hickory Street, Rutland City, VT

Program Overview

In fiscal year 2023 (July 1, 2022– June 30, 2023)¹, the Vermont Department of Housing and Community Development (DHCD) has up to \$650,000 to grant to municipalities for land use, development, and zoning bylaw updates in support of a pedestrian-oriented development pattern that increase housing choice, affordability, and opportunity in areas planned in accordance with Vermont's smart growth principles (24 V.S.A. §2791). This funding is intended to help municipalities confront the State's housing shortage and ready areas for new housing investments.

Municipalities may submit an individual application for a maximum of \$25,000 or apply with other municipalities as part of a multi-town application. Regional planning commissions may submit multi-town grant applications as an agent for and on behalf of member municipalities. Multi-town applications are eligible for grants up to a maximum of \$60,000 based on a minimum number of participating towns (see details below). All applications are required to provide a minimum cash match of 10%, which will be forgiven for all bylaw modernization projects where bylaw amendments are adopted prior to grant closeout.

A municipality may apply for Bylaw Modernization Grant funding in addition to a recent or fiscal year 2023 Municipal Planning Grant, if there is demonstrated capacity to complete both projects. Municipal Planning Grants (a similar grant program) will be announced September 1 and will be due December 1.

Grant funds will be available statewide. Geographic and regional balance will be strongly factored into awards. Funding decisions will be made by the DHCD Commissioner based on the criteria listed later in this guide.

Grant Timeline

Bylaw Modernization Grant projects must be completed within 24 months. The grant term will be February 1, 2023 – January 31, 2025. No time extensions will be granted.

- **November 1, 2022: application deadline, 6 p.m.**
- December/January 2023: award decisions
- March 1, 2024: mid-project report due
- January 31, 2025: project completion and all funds spent
- February 28, 2025: final report and products submitted

¹ Act 182§28 <https://legislature.vermont.gov/Documents/2022/Docs/ACTS/ACT182/ACT182%20As%20Enacted.pdf>

Eligible Applicants

Single Municipality

Individual municipalities with a confirmed local planning process by the regional planning commission (RPC), including an unexpired Municipal Plan, on or before the application deadline, are eligible to apply. To be confirmed, a locally adopted plan must be approved by the regional planning commission, and the municipality must maintain efforts to provide local funds for municipal and regional planning purposes as required by 24 V.S.A. §4350. Applicants can verify the plan date on the municipal planning data center.

All applications require approval of the municipal governing body and planning commission by resolution. Municipalities may not receive funding if they are suspended or debarred by the Federal or State Government; delinquent in submitting their subrecipient annual reports; or delinquent in submitting their single audit reports (if required).

Eligible Municipalities

For the purposes of the Bylaw Modernization Grant, a municipality is defined by 24 V.S.A. §4303(12). Under this definition an incorporated village is not considered a separate municipality unless the village adopts its own plan and one or more bylaws either before, concurrently with, or subsequent to such action by the town.

Multi-Town Application

Two or more municipalities may apply jointly, with one lead municipality serving as the grant's fiscal agent and grantee. RPCs may submit the grant application as an agent of and on behalf of eligible member municipalities as part of a multi-town grant application (see agent status under consultant selection below). Multi-town applications are eligible for the maximum funding amounts as shown below. The multi-town application must recommend a common project approach that supports efficiencies across municipalities.

Minimum Number of Participating Towns	Maximum Multi-Town Grant Amount
2	\$35,000
3	\$40,000
4	\$45,000
5	\$50,000
6	\$55,000
7	\$60,000

All municipalities in the multi-town application must have a confirmed planning process, and each municipality must submit a separate resolution form in support of the project. No member of a multi-town application may apply for an individual bylaw modernization grant the same year.

Funding Amounts & Match

This grant requires a 10% cash match with an identified source of funds in the application.

The minimum required cash match will be forgiven for all bylaw modernization projects with bylaw amendments being adopted prior to grant close out.

Individual Municipality Application

Single municipalities may apply for a grant of any amount between \$2,500 and \$25,000 with a minimum local cash match requirement of 10%, based on the total project cost.

Multi-Town Application

A group of municipalities may apply for a multi-town grant of any amount between \$2,500 and \$60,000 with a minimum local cash match of 10%, based on the total project cost. The minimum required match will be *proportionally* forgiven for all bylaw modernization projects adopted prior to grant closeout, based on the number of participating municipalities.

Match Forgiveness

Below are examples showing how the required cash match and match forgiveness work.

Projects that **ARE** adopted prior to closeout.

Application Type	Total Project Cost, including match	Grant Award	Total Grant Reimbursement Paid to Municipality at Closeout
Single Municipality	\$27,500	\$27,500	\$27,500
Multi-Town*	\$66,000	\$66,000	\$66,000

*Example scenario with all participating municipalities successfully adopting prior to closeout

Projects that **ARE NOT** adopted prior to closeout, will have the required 10% cash match reduced at grant closeout.

Application Type	Total Project Cost, including match	Grant Award
Single Municipality	\$27,777	\$25,000
Multi-Town	\$66,000	\$60,000

Matching Funds

Any source of cash match funds may be used: federal, other state grants, municipal, private, non-profit, or regional planning commission. Projects that demonstrate financial partnership with outside organizations or propose a local match that exceeds the minimum required match amounts are considered to have higher levels of community need in the competitive criteria (shown below)

In-kind contributions or contributions of staff or others' time cannot be offered as a match. Documentation of total project expenditures, and proof of payment by the municipality, including grant and match funds, are required at the close out of the grant. If a project is completed with less than the total project cost expended, the grant award, and required match funds will be proportionately reduced.

Application Type	Min. Grant	Max. Grant	Min. Match
Single Municipality	\$2,500	\$25,000	10% of total project cost
Multi-Town	\$2,500	\$35,000 - 60,000	10% of total project cost

Municipalities seeking funds for large, multi-year projects are encouraged to separate projects into related, stand-alone phases, each with a defined product upon completion and apply for subsequent grants through the Municipal Planning Grant Program to complete later phases (See *Single Project Scope Requirement* below).

DHCD reserves the right to award less than the amount requested, based on the availability of funds or scope of work.

Eligible Activities

Funds *may* be used to:

- Underwrite expenses for public meetings and hearings, informational workshops, citizen surveys, outreach, and notification costs.
- Accommodations and incentives for survey, focus group, survey, or event participation by under-represented and lower-resourced people impacted by the project -- such as event childcare or transportation reimbursement.
- Support research, data collection, capacity studies, inventories, and mapping.
- Pay consultants, interns, regional planning commission staff, or legal fees associated with the project.
- Purchase materials needed to produce a bylaw or implement or administer the project -- like writing supplies, maps, and copies.
- Conduct other non-prohibited activities.

Funds *may not* be used to:

- Support political activities.
- Support projects incompatible with the Regional Plan.
- Pay regional planning commission dues.
- Reimburse expenses incurred before the grant is awarded.
- Subsidize tax mapping (see *Mapping Requirements* below).
- Pay municipal officials or municipal staff.
- Capitalize a "reserve" fund for use beyond the grant period.
- Purchase computer hardware, software licenses or subscriptions, or other equipment not related to a specific grant funded planning event.
- Pay for the cost of administering the grant such as municipal or regional staff time for documenting grant expenditures and submitting the progress report and close-out.
- Support plans, bylaws, and policies that violate the State or Federal Fair Housing Act. Fair housing training is available to all grantees and is encouraged for projects relating to housing and/or revisions to zoning bylaws. Please contact Shaun Gilpin, Housing Policy Specialist at shaun.gilpin@vermont.gov if you are interested in training opportunities.

Mapping Requirement

- All GIS mapping must follow applicable VCGI data guidelines or standards.
- Parcel mapping projects may not be funded through this program.
- Any new GIS data layers created as a result of the project, will need to be submitted via the GIS Data Submission Online Intake Form at closeout.

Single Project Scope Requirement

These grants are limited to projects with a singular and well-defined focus – even if the proposal is part of a larger project. If multiple products or separate consultant projects are proposed for these funds, the application *may* not meet the single project scope requirement. This finding will result in a lower score and only one of the projects will be funded if a grant is awarded.

Coordination with State Agencies

Some local regulatory projects require coordination with State agencies that have planning and regulatory authority, such as setbacks from State highways or community septic systems. For projects where State authority can be anticipated, applicants must identify the relevant agencies as project partners and include a task for coordinating with that agency in the work plan. Applicants are also encouraged to review the work plan with any such agency and include comments from the agency as an attachment to the application.

Project Eligibility

All-grant funded projects must:

- Increase housing choice, affordability, and opportunity in areas planned for pedestrian-oriented smart growth, which may include areas within and adjacent to State designated areas.
- Consult Vermont Housing Finance Agency's community housing profile and housing-ready toolbox.
- Consult the Enabling Better Places: A Zoning Guide for Vermont Neighborhoods.
- Consult the Neighborhood Development Area designation checklists as a model for pedestrian-oriented smart growth neighborhoods, as appropriate.
- Identify municipal water and wastewater disposal infrastructure, municipal water and sewer service areas, and the constraints on that infrastructure based on the best available data;
- Increase allowed housing types and uses, which may include duplexes, to the same extent as single-family homes;
- Include parking waiver provisions in areas planned for smart growth consistent with smart growth principles as defined in section 2791 of this title and as appropriate;
- Review and modify street standards that implement the complete streets principles as described in 19 V.S.A. § 309d and that are oriented to pedestrians
- Reduce nonconformities by making the allowed standards principally conform to the existing settlement within any area designated under chapter 76A of this title and increase allowed lot, building, and dwelling unit density by adopting dimensional, use, parking, and other standards that allow compact neighborhood form and support walkable lot and dwelling unit density, which may be achieved with a standard allowing at least four units per acre or allowing the receipt of a State or municipal water and wastewater permit to determine allowable density or by other means established in guidelines issued by the Department;
- Restrict development of and minimize impact to important natural resources, including new development in flood hazard areas, undeveloped floodplains, and river corridor areas, unless lawfully allowed for infill development in §29-201 of the Vermont Flood Hazard Area and River Corridor Rule;
- Update the municipal plan's housing element, if needed and as provided in subdivision 4382(a)(10) of this title related to addressing lower- and moderate-income housing needs, and implement that element of the plan through the bylaw amendments; and
- Comply with State and Federal Fair Housing Act, including the fair housing provisions of Vermont's Planning and Development Act.

Vermont's Smart Growth Principles

(13) "Smart growth principles" means growth that:

- (A) Maintains the historic development pattern of compact village and urban centers separated by rural countryside.
- (B) Develops compact mixed-use centers at a scale appropriate for the community and the region.
- (C) Enables choice in modes of transportation.
- (D) Protects the State's important environmental, natural, and historic features, including natural areas, water quality, scenic resources, and historic sites and districts.
- (E) Serves to strengthen agricultural and forest industries and minimizes conflicts of development with these industries.
- (F) Balances growth with the availability of economic and efficient public utilities and services.
- (G) Supports a diversity of viable businesses in downtowns and villages.
- (H) Provides for housing that meets the needs of a diversity of social and income groups in each community.
- (I) Reflects a settlement pattern that, at full build-out, is not characterized by:
 - (i) scattered development located outside compact urban and village centers that is excessively land consumptive;
 - (ii) development that limits transportation options, especially for pedestrians;
 - (iii) the fragmentation of farmland and forestland;
 - (iv) development that is not serviced by municipal infrastructure or that requires the extension of municipal infrastructure across undeveloped lands in a manner that would extend service to lands located outside compact village and urban centers;
 - (v) linear development along well-traveled roads and highways that lacks depth, as measured from the highway.

Competitive Criteria

DHCD will use a set of competitive criteria to score and rank applications meeting the eligibility requirements. Grants are awarded based on the application score, the amount of grant funds available, and geographic equity. Applications scoring at or below 50 points will not be funded. The DHCD Commissioner reserves the sole right and responsibility to allocate grant funding.

Competitive Criteria Scoring Summary	Points
Community Need	25
Project Approach & Budget	25
Priority Locations	25
Public Outreach	25
TOTAL	100

Community Need

Projects that identify a clear commitment to meet the project eligibility requirements and thoroughly explain the community's housing goals, need, and urgency will be most competitive. Refer to the community profile on housingdata.org.

Project Approach & Budget

Successful applications and projects invest time and focus on the work plan and budget. Competitive approaches will demonstrate that the project is realistic for a 24-month period, be effectively sequenced, and reflect strong public outreach.

Priority Locations

As a location-based grant, applications that target bylaw modernization in the following eligible smart growth areas will be most competitive.

- ✓ High-demand housing markets with limited affordability and cost-burdened households.
- ✓ Projects that relate to state designated areas in accordance with [24 V.S.A. Chapter 76A](#)
- ✓ Redevelopment-ready and infill-ready areas served by unconstrained water and wastewater
- ✓ Projects that relate to areas likely to result in near-term housing development
- ✓ Projects that relate to areas eligible for [Neighborhood Development Area \(NDA\)](#) designation (also known as 'neighborhood planning' areas mappable on [Vermont's Planning Atlas](#))
- ✓ Municipalities that will use this funding to prepare for and pursue [NDA designation](#)

Public Outreach & Project Partnership

Planning projects are more successful when:

- There is sustained public outreach throughout a project;
- There is strong community support at the outset; and
- They are done in partnership with organizations outside the municipal government.

Competitive applications will demonstrate how the project's design and process will outreach to the broader public and stakeholders. This includes any necessary coordination with relevant State agencies *as well as* under-served, historically discriminated, under-represented, cost-burdened, and lower-resourced populations in the community. The most competitive applications will include effective ways to integrate the participation of and meet the needs of diverse stakeholders impacted by the project.

Zoning can have the effect of excluding and segregate populations. Equity-oriented projects that measure and consider ways to overcome disparities, cost-burdens, or unfair impacts to certain populations will be more competitive.

Application

The fillable PDF application is available on the [Bylaw Modernization Grant](#) webpage. Applications will be submitted by email.

Grant Awards and Administration

Applicants will be notified of award decisions via email in December/January.

In the event of partial funding, applicants are asked to submit a modified work plan and budget. Grant agreements, and requisition invoice forms will be sent to each successful applicant after awards are announced. Completion and submittal of these requisition forms will be required for payment. All grant management forms and instructions will be made available.

Granting term – February 1, 2023 – January 31, 2025.

Grant payments and reporting requirements are as follows:

- **First Payment** – Upon execution of the grant agreement, a requisition may be submitted for an advance payment of 40% of the award amount.
- **Second Payment** – Mid-project progress reports are due March 1, 2024. Requisition for 30% of the award may be submitted along with a progress report, including specific reporting requirements.
- **Third, or Final Reimbursement** – Up to 30% of the award is made on a *reimbursement basis*, after a successful grant closeout.
- **Close out Documentation Requirements** – The reimbursement is made when the following information is submitted, reviewed, and approved by the Department.
 - **Final Project Report** – the report shall be written on a form provided by the Department.
 - **Final Product** – copies of any final products, as detailed in Attachment A of the Grant Agreement. The final product must include evidence that the Bylaw Modernization Grant program, administered by the Department of Housing and Community Development, is credited for funding on the product itself.
 - **Financial documentation** – including a summary ledger to accurately maintain financial records throughout the grant period, and
 - Copies of all invoices and receipts for all project expenditures, including match funds, and one of the following:
 - Copies of all canceled checks, or
 - A detailed transaction report which includes; date, recipient, check number, amount, and the report must be signed and certified by the Treasurer as true and accurate.
 - Canceled checks or detailed transaction reports **must** demonstrate that all invoices have been paid by the municipality.
 - **GIS Work** – If GIS work was done with grant funds, and if new data layers were created, please confer with the consultant and have them submit the new data layers via the [GIS Data Submission Online Intake Form](#).

While grant activities, and all costs associated with the project, must be completed by January 31, 2025, grantees have up to one month after that date to assemble a final report. Final reports must be submitted no later than February 28, 2025.

Purchase of goods and services through the grant must conform with the procurement requirements defined in [Attachment D to the Grant Agreement](#). In most cases, consultants must be selected through a competitive process.

All final products and public communication must acknowledge funding from the Bylaw Modernization Grant Program, administered by the Vermont Department of Housing and Community Development.

Amendments

Minor alterations to the work plan or the approved budget may be allowed but only upon request and approval from DHCD. Substantial alterations are not allowed, and the final product must remain the same.

No time extensions are offered. Projects that cannot be completed within the grant period under the terms of the grant agreement will be rescinded.

Consultant Selection

The rules for consultant selection are detailed in the grant agreement's procurement provisions (see Attachment D of the Grant Agreement).

Pre-Application Process

Consultants may be selected before the application is submitted. If a municipality engaged in a competitive procurement process while developing the grant application and selected a contractor at that time, there is no requirement to re-open the selection process if the grant is awarded, provided the scope of work remains substantially similar to what was in the contractor's proposal.

Simplified Bid Process

For contracts up to and including \$10,000, the grantee is required to obtain price or rate quotations from a reasonable number of sources, but no less than two, and maintain a record of the same in its files.

Competitive Bid Process

For contracts more than \$10,000, the grantee is required to use a competitive selection method, soliciting from an adequate number of sources. A Request for Proposals (RFP) or Request for Qualifications (RFQ) should be broadly publicized to permit reasonable competition. The grantee must maintain records in its grant file to document how the decision was made.

Exceptions to Bid Process

If the grantee is a "rural town" or a multi-town group (which may include rural and non-rural towns) and has identified the regional planning commission as its agent in the application, the simplified bid and competitive processes for hiring the regional planning commission are not required.

Consultants working on an earlier phase of a multi-phase project may be re-selected for the project phase funded by the Bylaw Modernization Grant to maintain continuity between phases with approval by DHCD.



For rural towns with a population of less than 2,500 as defined in 24 V.S.A. §4303(25), the regional planning commission may serve as an agent of the town for the Bylaw Modernization Grant.

The agent is expected to prepare the application, support grant administration and will be exempt from competitive selection if serving as a project consultant, but the municipality must remain the financial administrator.

RPCs may also serve as the agent for any multi-town group, including rural and non-rural towns.

Information

<https://accd.vermont.gov/content/bylaw-modernization-grants>

Program Staff

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TOWN OF BRANDON Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
200263	09/01/22	ALDRICH & ELLIOTT, PC WWTF Upgrade Step III 80794	20-5-60-20130 WW Final Design	2980.24	51408	09/12/22
200263	09/01/22	ALDRICH & ELLIOTT, PC Mapping/SSes Phase I 80815	20-5-60-20150 Sewer Mapping	510.00	51409	09/12/22
301143	08/29/22	ALLEGIANCE TRUCKS JERICHO diesel exhaust fluid X12201013801	10-5-15-41160 HW Maint. Supplies-Vehicl	271.25	51410	09/12/22
310590	08/29/22	AMERICAN WINDOW CLEANING windows 8-26-22 6892	10-5-22-43100 Town Office	60.00	51411	09/12/22
301506	09/07/22	BELANGER, DAVID jiu-jitsu summer classes SEPT 2022	10-5-18-50090 Adult Activities	560.00	51412	09/12/22
311015	08/30/22	BEN'S UNIFORMS shirt 104995	10-5-14-10320 Clothing Allowance	85.00	51413	09/12/22
100190	08/23/22	BLUE SEAL FEEDS K-9 items 329-6118	10-5-14-40440 Police Dog Expenses	75.94	51414	09/12/22
300341	09/08/22	BOSTON CELTICS GROUP SALE 22/23 group sales tickets 09/08/22	10-5-18-60010 Bus Trips	3050.00	51415	09/12/22
100255	08/23/22	BRANDON FIRE DISTRICT #1 august portion of payment AUGUST 2022	90-5-15-90600 Paid To BFD No 1	15932.54	51416	09/12/22
100275	08/23/22	BRANDON FREE PUBLIC LIBRA appropriation SEPT 2022	10-5-25-70470 Brandon Library	7666.67	51417	09/12/22
100280	08/16/22	BRANDON LUMBER & MILLWORK gas can 948276/3	10-5-15-41120 Safety Equipment	32.99	51418	09/12/22
100280	08/20/22	BRANDON LUMBER & MILLWORK trash bags 948885/3	10-5-22-43170 Trash costs-Transfer Stat	33.98	51418	09/12/22
100280	08/21/22	BRANDON LUMBER & MILLWORK gloves, cleaner, broom 949102/3	10-5-18-60070 Estabrook Fundraising	45.56	51418	09/12/22
100280	08/26/22	BRANDON LUMBER & MILLWORK drill bit 949705/3	10-5-22-43080 Highway Bldg Maint	8.59	51418	09/12/22
100280	08/29/22	BRANDON LUMBER & MILLWORK keys 950075/3	10-5-18-40000 Youth Soccer	15.13	51418	09/12/22
100280	08/31/22	BRANDON LUMBER & MILLWORK batteries 950373/3	20-5-55-43160 Maint. Supplies - General	17.99	51418	09/12/22
310688	09/07/22	BRANDON POLICE DEPT reimburse petty cash SEPT 2022	10-5-14-30132 Postage Expenses PD	30.88	51419	09/12/22
310688	09/07/22	BRANDON POLICE DEPT reimburse petty cash SEPT 2022	10-5-14-30110 Office Supplies	10.01	51419	09/12/22
100310	08/23/22	BRANDON SENIOR CITIZENS C appropriation SEPT 2022	10-5-25-70480 Senior Citizen Center	1125.00	51420	09/12/22
301503	08/17/22	CHAMPLAIN VALLEY FUELS diesel fuel 691867	10-5-15-41130 Fuel - Vehicles HW	907.47	51421	09/12/22
301503	08/24/22	CHAMPLAIN VALLEY FUELS diesel fuel 703239	10-5-15-41130 Fuel - Vehicles HW	1990.13	51421	09/12/22
301503	08/30/22	CHAMPLAIN VALLEY FUELS diesel fuel 703886	10-5-15-41130 Fuel - Vehicles HW	1181.58	51421	09/12/22
301144	09/06/22	CHITTENDEN, KYLIE refund of fees 821797	10-5-18-40010 Middle School Football	100.00	51422	09/12/22
310703	08/31/22	CITY HALL SYSTEMS, INC. August - online cc charge 18742	10-5-18-40000 Youth Soccer	197.60	51423	09/12/22
310703	08/31/22	CITY HALL SYSTEMS, INC. August - online cc charge 18742	10-5-18-40010 Middle School Football	197.61	51423	09/12/22

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
310097	08/27/22	COMCAST service: 9/4 - 10/3 PD 08/27/22	10-5-14-42100 PD Telephone Service	426.65	51424	09/12/22
310097	08/27/22	COMCAST service: 9/4 - 10/3 TO 08/27/22	10-5-10-42100 Telephone Exp. Admin.	618.29	51425	09/12/22
310097	08/21/22	COMCAST service: 8-28 - 9/27 WW 08/21/22	20-5-55-42100 Wastewater Telephone	201.51	51426	09/12/22
310177	08/23/22	COTT SYSTEMS, INC. SEPT HOST FEE 148554	10-5-13-30123 Records Preservation	250.00	51427	09/12/22
100470	08/29/22	CROSBY'S SALES & SERVICE blade 0068109	20-5-55-43160 Maint. Supplies - General	25.99	51428	09/12/22
330426	08/25/22	CVC PAGING pagers 214-16883	20-5-55-42100 Wastewater Telephone	52.95	51429	09/12/22
310733	09/01/22	DENTON & SON rubbish removal AUG 2022	20-5-55-50160 Sludge Disposal	450.00	51430	09/12/22
100494	08/10/22	ENDYNE INC testing 418622	20-5-55-22120 Testing	185.00	51431	09/12/22
100494	08/19/22	ENDYNE INC testing 419527	20-5-55-22120 Testing	25.00	51431	09/12/22
100494	08/26/22	ENDYNE INC testing 420170	20-5-55-22120 Testing	45.00	51431	09/12/22
100494	08/30/22	ENDYNE INC testing 420412	20-5-55-22120 Testing	155.00	51431	09/12/22
100494	09/02/22	ENDYNE INC testing 421568	20-5-55-22120 Testing	45.00	51431	09/12/22
300492	08/26/22	FASTENAL COMPANY cap screws, lock nuts VTRUT116367	10-5-15-44120 Roadside Mower- Maint	31.82	51432	09/12/22
330422	08/24/22	FERGUSON ENTERPRISES LLC fabric for Town Farm 1115977	10-5-15-46140 Gravel	2250.00	51433	09/12/22
100027	08/15/22	G STONE COMMERCIAL DIVISI excavator rental 26013	10-5-15-20241 Equipment Rental	6490.00	51434	09/12/22
100650	08/29/22	GALLS LLC vest 021995771	10-5-14-30120 Professional Supplies	125.32	51435	09/12/22
311120	09/01/22	GOODSPEED, JOSHUA refund damage deposit A-339	10-2-00-02710 Deposits Payable	300.00	51407	09/01/22
310455	09/07/22	GRAZIANO, LINDA reimburse for saddle bags SEPT 2022	10-5-14-10320 Clothing Allowance	44.99	51436	09/12/22
100725	08/05/22	GREEN MOUNTAIN GARAGE blister pack capsules 186672	10-5-15-41160 HW Maint. Supplies-Vehicl	13.60	51437	09/12/22
100725	08/18/22	GREEN MOUNTAIN GARAGE oil filter 187237	10-5-15-41160 HW Maint. Supplies-Vehicl	75.40	51437	09/12/22
100725	08/23/22	GREEN MOUNTAIN GARAGE wiper blades 187447	10-5-14-41160 PD Maint. Supplies-Vehicl	34.87	51437	09/12/22
100725	08/27/22	GREEN MOUNTAIN GARAGE diesel exhaust fluid 187655	20-5-55-41180 Maintenance-Vehicles	18.86	51437	09/12/22
100559	09/01/22	HACH COMPANY pH gel probe 13226310	20-5-55-30120 Professional Supplies	450.75	51438	09/12/22
100029	08/16/22	LAWES AGRICULTURAL SERVIC grass seed 28421	10-5-15-44110 Ditching	375.00	51439	09/12/22
100029	08/22/22	LAWES AGRICULTURAL SERVIC hand seeder 28475	10-5-15-44110 Ditching	80.00	51439	09/12/22

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
100029	08/30/22	LAWES AGRICULTURAL SERVIC valve & coupler for tank 28540	10-5-15-46150 Chloride	50.00	51439	09/12/22
311122	08/25/22	LAZARUS, DOUGLAS Frame Davenport portrait 8/25/22	10-5-10-30110 Office Supplies	325.00	51440	09/12/22
100588	08/30/22	MARKOWSKI EXCAVATING, INC gravel V-24332	10-5-15-46140 Gravel	693.00	51441	09/12/22
310630	08/02/22	MASTERCARD flowers - funeral 44718	10-5-14-30110 Office Supplies	92.39	51442	09/12/22
310630	08/08/22	MASTERCARD training-Background Inves 44719	10-5-14-10340 Professional Development	75.00	51442	09/12/22
310630	08/15/22	MASTERCARD radio holders 44720	10-5-14-10320 Clothing Allowance	186.66	51442	09/12/22
310630	07/25/22	MASTERCARD returned-outdoor lights 44921-1	10-5-18-61050 Brandon Carnival	-135.92	51442	09/12/22
310630	08/02/22	MASTERCARD Lego team-Reg & challenge 44922	10-5-18-60015 Lego Expenses	372.00	51442	09/12/22
310630	08/27/22	MASTERCARD CO2 tank & refills 44923	10-5-18-40000 Youth Soccer	85.59	51442	09/12/22
310630	08/27/22	MASTERCARD CO2 tank & refills 44923	10-5-18-40010 Middle School Football	119.80	51442	09/12/22
310630	08/01/22	MASTERCARD popcorn, grabber tool 44924	10-5-18-40040 After School Activity	87.98	51442	09/12/22
310630	08/01/22	MASTERCARD popcorn, grabber tool 44924	10-5-18-61050 Brandon Carnival	29.85	51442	09/12/22
310630	08/12/22	MASTERCARD Football 44925	10-5-18-40020 Flag Football	498.50	51442	09/12/22
310630	08/12/22	MASTERCARD mower discharge, battery, 44926 trailer hitch, LED light bar	10-5-22-43120 Municipal Mowing-maint	632.97	51442	09/12/22
310062	09/06/22	MCCULLOUGH BROS., INC. tree removal SEPT 2022	10-5-15-44130 Tree Removal/Planting	9000.00	51443	09/12/22
301083	09/06/22	MVP SELECT CARE INC Aug 2022 HRA 2022-08	20-5-55-10218 HRA WW	5.00	51444	09/12/22
301083	09/06/22	MVP SELECT CARE INC Aug 2022 HRA 2022-08	10-5-22-10218 HRA	2.50	51444	09/12/22
301083	09/06/22	MVP SELECT CARE INC Aug 2022 HRA 2022-08	10-5-15-10218 HRA HW	5.00	51444	09/12/22
301083	09/06/22	MVP SELECT CARE INC Aug 2022 HRA 2022-08	10-5-18-10218 HRA	2.50	51444	09/12/22
301083	09/06/22	MVP SELECT CARE INC Aug 2022 HRA 2022-08	10-5-10-10218 HRA Admin	5.00	51444	09/12/22
301083	09/06/22	MVP SELECT CARE INC Aug 2022 HRA 2022-08	10-5-13-10218 HRA	5.00	51444	09/12/22
301083	09/06/22	MVP SELECT CARE INC Aug 2022 HRA 2022-08	10-5-14-10218 HRA PD	5.00	51444	09/12/22
310795	08/19/22	NATIONAL BUSINESS TECHNOL service contract copiers IN500488	10-5-10-30130 Service Contracts	110.00	51445	09/12/22
310617	08/23/22	OTTER VALLEY UNIFIED UNIO SCHOOL PORTION OF TAXES AUGUST 2022	10-2-00-02137 Property Tax School Share	1065252.87	51446	09/12/22
100691	09/07/22	OTTER VALLEY UNION HIGH S FOOTBALL SEPT 2022 FB	10-5-18-40010 Middle School Football	150.00	51447	09/12/22

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100691	09/07/22	OTTUM VALLEY UNION HIGH S SOCCER SEPT 2022 S	10-5-18-40000 Youth Soccer	400.00	51448	09/12/22
310701	09/07/22	PEAK MOTOR & PUMP labor - pump issues 86287	20-5-55-20240 Contractors	765.00	51449	09/12/22
301088	08/17/22	PETE'S TIRE BARN, INC road serv to replace tire 036920	10-5-15-41170 HW Tires - Vehicles	2419.39	51450	09/12/22
310794	08/31/22	PIONEER MANUFACTURING COM soccer corner flags INV853858	10-5-18-40000 Youth Soccer	325.00	51451	09/12/22
301061	08/16/22	RICHARD A. REED & SON pouring of concrete pad 16321	25-5-20-01000 Newton Rd Pump Station	7000.00	51452	09/12/22
200179	08/25/22	ROOTX root killer 70090	20-5-55-50130 Root-X	10660.00	51453	09/12/22
300375	09/07/22	RUTLAND CITY July processing of sludge 32171 SLUDGE	20-5-55-50160 Sludge Disposal	6300.00	51454	09/12/22
300528	08/31/22	RUTLAND RECREATION & PARK soccer 191230	10-5-18-40000 Youth Soccer	1500.00	51455	09/12/22
310582	08/25/22	SECURSHRED shredding 8/22/2022 402170	10-5-13-30110 Office Supplies	47.00	51456	09/12/22
310418	08/29/22	SILLOWAY NETWORKS INC shipping of desktop 42216221	10-5-13-30210 Office Equipment	12.00	51457	09/12/22
301139	08/22/22	T AND L INC. strobes 147-1	10-5-14-41110 New Equipment - Vehicles	700.00	51458	09/12/22
100630	09/08/22	US POSTMASTER, BRANDON stamp order 9/8/22	10-5-10-30132 Postage Expenses	1472.80	51459	09/12/22
100630	10/15/22	US POSTMASTER, BRANDON renewal of permit #9 SEPT 2022	10-5-10-30132 Postage Expenses	275.00	51460	09/12/22
100682	08/25/22	USA BLUE BOOK cap membrane kits 091516	20-5-55-30120 Professional Supplies	213.32	51461	09/12/22
330348	08/13/22	VERIZON WIRELESS service Jul 14 - Aug 13 9913474790	10-5-21-10310 Travel & Expenses	20.21	51462	09/12/22
330348	08/13/22	VERIZON WIRELESS service Jul 14 - Aug 13 9913474790	10-5-18-42100 Recreation Telephone	20.22	51462	09/12/22
330348	08/13/22	VERIZON WIRELESS service Jul 14 - Aug 13 9913474790	10-5-14-42100 PD Telephone Service	40.43	51462	09/12/22
330348	08/13/22	VERIZON WIRELESS service Jul 14 - Aug 13 9913474790	20-5-55-42100 Wastewater Telephone	40.43	51462	09/12/22
330348	08/13/22	VERIZON WIRELESS service Jul 14 - Aug 13 9913474790	10-5-10-42100 Telephone Exp. Admin.	40.43	51462	09/12/22
330348	08/13/22	VERIZON WIRELESS service Jul 14 - Aug 13 9913474790	10-5-15-42100 HW Telephone	40.43	51462	09/12/22
330348	08/22/22	VERIZON WIRELESS service: Jul 23 - Aug 22 9914096950	10-5-14-20233 MDT/Aircards	240.08	51462	09/12/22
100676	08/10/22	VERMONT DEPT OF MOTOR VEH registration- motorcycle 8/10/22	10-5-14-97000 Capital Improvements	12.00	51406	08/22/22
100067	09/01/22	VLCT Town Fair -2022 22-HSVDEKRF	10-5-10-10340 Professional Development	117.00	51463	09/12/22
300382	10/01/22	VLCT EMPLOYMENT RESOURCE quarterly contribution REN033646-Q4	10-5-17-61150 Unemployment Insurance	1355.50	51464	09/12/22
300382	10/01/22	VLCT EMPLOYMENT RESOURCE quarterly contribution REN033646-Q4	20-5-55-61150 WW Unemployment	123.50	51464	09/12/22

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TOWN OF BRANDON Accounts Payable
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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100146	VLCT PACIF	10/01/22	2022 contribution REN220068-Q4	20-5-55-61110 Insurance Expenses	-690.38	51465	09/12/22
100146	VLCT PACIF	10/01/22	2022 contribution REN220068-Q4	10-5-17-61110 VLCT Insurance	-3792.62	51465	09/12/22
100146	VLCT PACIF	10/01/22	2022 contribution REN220068-Q4	10-5-17-61160 Worker's Comp Insurance	10705.75	51465	09/12/22
100146	VLCT PACIF	10/01/22	2022 contribution REN220068-Q4	20-5-55-61160 WW Workers Comp.	1543.25	51465	09/12/22
100146	VLCT PACIF	10/01/22	2022 contribution REN220068-Q4	20-5-55-61110 Insurance Expenses	4031.00	51465	09/12/22
100146	VLCT PACIF	10/01/22	2022 contribution REN220068-Q4	10-5-17-61110 VLCT Insurance	22217.25	51465	09/12/22
200284	VMCTA	08/23/22	CLERK & ASST MEMBERSHIP SEPT 2022	10-5-13-10330 Dues & Subscriptions	55.00	51466	09/12/22
100648	VTOMA	09/06/22	Fall conference OCT 2022	10-5-10-10340 Professional Development	111.00	51467	09/12/22
310046	W.B. MASON CO INC	08/24/22	flash drives, mailers 232171753	10-5-14-30110 Office Supplies	50.11	51468	09/12/22
311070	WEX BANK	08/31/22	Gas - August 2022 83499706	10-5-14-41130 Fuel - Vehicles	1869.84	51469	09/12/22
311070	WEX BANK	08/31/22	Gas - August 2022 83499706	10-5-15-41130 Fuel - Vehicles HW	178.98	51469	09/12/22
311070	WEX BANK	08/31/22	Gas - August 2022 83499706	10-5-18-20100 Fuel	296.54	51469	09/12/22
311070	WEX BANK	08/31/22	Gas - August 2022 83499706	10-5-22-43120 Municipal Mowing-maint	145.89	51469	09/12/22
311121	WILMINGTON TRUST	09/01/22	Park St CWSRF pymt#2 9/1/22	20-5-55-61050 Park CWSRF RF1-214- Prin	21230.27	51470	09/12/22
311121	WILMINGTON TRUST	09/01/22	Park St CWSRF pymt#2 9/1/22	20-5-55-61060 Park CWSRF RF1-214 -Int	9698.22	51470	09/12/22
330427	WINNING IMAGE GRAPHIX	09/01/22	decals 19780	10-5-18-20600 Equipment /Supplies	60.00	51471	09/12/22

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TOWN OF BRANDON Accounts Payable

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Jacelyn

All Invoices For Check Acct 01(10 General Fund) 09/12/22 To 09/12/22

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
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Report Total

1229362.69

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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 \$ *1,229,362.69

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