

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

The Brandon Select Board will meet Monday, December 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 Hearing Minutes – November 28, 2022
 - b) Select Board Meeting Minutes – November 28, 2022
 - c) Local Hazard Mitigation Plan Hearing Minutes – December 6, 2022
 - d) Select Board / Budget Committee Minutes – December 6, 2022
- 3) Town Manager's Report
- 4) Public Comment and Participation
- 5) Consider Canceling the December 26th Meeting
- 6) Consider Records Management Policy & Retention Plan
- 7) Fiscal
 - a) P.O. 45004 to Cargill, Inc. for Road Salt - \$85,500.00
 - b) P.O. 44736 to Axon Enterprise, Inc. for Body Worn Cameras - \$36,217.00
 - c) Warrant – December 12, 2022 – \$956,236.72
- 8) Adjournment

**Brandon Select Board Hearing
Vermont Community Development Planning Grant for Brandon Library
November 28, 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, Ralph Ethier, Tracy Wyman

Others in Attendance: Cecil Reniche-Smith, Marielle Blais, Claire Astone, Representative Butch Shaw, Susan Benedict, Gail Cordner, David Roberts, Jack Schneider, Carol Fjeld, Sandy Mayo

Other In Attendance Via Zoom: Bruce Jenson, Isaac Wagner, Patricia Welch, George Wetmore, Angelo Lynn, Jan Coolidge

The hearing was opened at 7:22PM by Seth Hopkins - Chair

Seth Hopkins advised this is a block grant for \$55,180 for the Brandon Library. The notice indicates the funds have been used for the completion of a feasibility study on the Brandon Free Public Library to explore design, costs, and environmental impacts of expanding and renovating the Library.

Mr. Hopkins noted the Town Manager has indicated this is the closeout hearing for this grant. There was a hearing held at the beginning of the process and this hearing is to provide the public the opportunity for additional comments.

Isaac Wagner noted he did not have any additional information to add.

David Roberts thanked the Town for their assistance with this grant. They received the money from an Economic Development Block grant. The funds were used for planning, archaeological work, and other items. It was greatly appreciated and helped the project along. They have received an implementation grant that will help with the installation of ADA items. Mr. Hopkins thanked Mr. Roberts and the Trustees of the Library who have worked on this project. Mr. Roberts also wished to thank Dave Atherton and Jackie Savela for their work and administrative burden as the grant required the Town to be the agent and a pass-through for the Library. Mr. Hopkins noted the Town is glad to collaborate with the Library when it can.

Mr. Hopkins noted this is the opportunity for final comments regarding the grant that was issued to the Town to use for planning purposes for the Library project. No additional comments were made.

The hearing closed at 7:27PM.

Respectfully submitted,

Charlene Bryant
Recording Secretary

Brandon Select Board Meeting November 28, 2022

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Other In Attendance Via Zoom: Bruce Jenson, Isaac Wagner, Patricia Welch, George Wetmore, Angelo Lynn, Jan Coolidge

1. Call to order

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

a) Agenda Adoption

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

2. Approval of Minutes

a) Select Board Meeting Minutes – November 14, 2022

b) Select Board/Budget Committee Meeting Minutes – November 21, 2022

Motion by Brian Coolidge/Tim Guiles to approve the November 14th Select Board meeting minutes and the November 21st Select Board/Budget Committee meeting minutes. **The motion passed with one abstention – Tracy Wyman.**

3. Town Manager's Report

Dave Atherton provided the following report that was read by the Recording Secretary:

. There are a few punch list items left on the Arnold District Culvert project that will be addressed in the spring. The contractor will be repaving the entire area as Mr. Atherton is not accepting it as it is. Also, the topsoil, seeding and mulching will be completed in the spring. These items will not be paid until they are completed and accepted.

. Mr. Atherton is working on an RFQ for engineering services for the North Street bridge. This will be funded by the FEMA grant that was awarded to the Town a couple months ago.

. Mr. Atherton received the preliminary plans back from VTrans for the Union Street sidewalk project. He had a phone meeting with the engineer at Dubois & King this morning to review the comments. Most are minimal (tree protection, proper signage) and will be discussing with VTrans hopefully this week for final approval. If approved he will be able to start the right-of-way process.

. As an update on the WWTP construction, the contractor is continuing to work on the excavation for the new clarifier tank, now that the geopiers have been installed. The excavation is wet and slow going as was anticipated. There is a meeting on Thursday with the geopier installers and Geotech engineer to go over some minor issues with the installation and possible remedies to correct them. This is nothing too concerning, but nonetheless needs to be addressed. The electricians are continuing to pick away at small items (selective demo of light fixtures...). Moving forward, the contractor intends to get as much sitework done as possible before the ground freezes up, including underground electrical conduit. Once the excavation of the new clarifier is complete, they will begin forming the concrete footing/slab, then walls, and are prepared to do so in winter conditions (tenting and heat).

4. Public Comment and Participation

Representative Butch Shaw stated this will be his last official meeting as Brandon's state representative. There was redistricting done and Brandon is now a single member town with Stephanie Jerome as its representative. Mr. Shaw will be representing Pittsford and Proctor as of January 4th but noted he will always represent the Town. He stated part of the job that is done is constituent services and he felt that is the most important part of his job in helping members maneuver the State intricacies of the government, especially through Covid. Stephanie Jerome and he assisted many people with unemployment issues during that time. Mr. Shaw noted at one point, Segment 6 was going nowhere and with the help of Representatives Carr and Flory, they were able to help bring the Town and the Agency of Transportation together to get that started, which proved successful. For him, this was a huge constituent service. As a result of Hurricane Irene, many were worried about the eastern side of the State and Mr. Shaw convinced Governor Scott that the western side of the State needed assistance. The funding for many of the repairs and the bypass culvert was the work of the Town's partnership with the State. Another area of constituent work was around the FEMA buyouts on Newton Road, as they are a 75% buyout with the remaining 25% to be from either the homeowners or the town. They met with Governor Scott who worked with the development block grant people to find the matching funds. Stephanie Jerome and he also assisted in getting the 1% local options tax passed and it has been a success for the local budget. From the Community Grant program, the Town has received thousands of grants and this is the first year that Brandon did not apply. These assisted in rebuilding the baseball field, the fencing for the park, the Methodist Church roof, and repairing windows and other types of outside maintenance. Mr. Shaw wished to thank Brandon for allowing him to represent the Town in Montpelier. Seth Hopkins thanked Mr. Shaw and noted that Town staff has known they could count on him, along with the other representatives and it has been a good effective team.

Carol Fjeld reported there has been discussion with the select boards from Goshen, Sudbury, and Whiting with regard to funding for the Brandon Library renovation and have asked for about 8% of the ARPA funds received. Goshen has voted to donate \$4,000 or 8% of its ARPA funding. A request has been made of Leicester for \$28,000 or 8% of their ARPA funding and 8% of Sudbury's funding, but the Library has not received a response from those towns yet. The request from Brandon is \$100,000. David Roberts reported the Library has received a \$100,000 Economic Development Block grant that requires a match. Seth Hopkins advised some of the Town's ARPA funds have been allocated to some urgent infrastructure needs and once the budget workshop season concludes, ARPA and the 1% pool of money for infrastructure and other needs will begin again. The Select Board will invite comments and will reexamine the prior suggestions. They will be looking towards late spring/summer to line up the ARPA commitments. Mr. Roberts advised the block grant match does have a deadline and if the Town's ARPA funds are not available in time, they will use other funds as the Library is glad to accommodate the Town's timing. It was questioned what the balance is in the 1% Option Tax fund. Mr. Hopkins advised the Town receives around \$240,000 per year and the account is currently about \$400,000. Initially, the fund was used for Segment 6.

The Select Board meeting recessed at 7:22PM.

5. Consider Vermont Community Development Program Planning Grant

See Select Board VCDP Program Planning Grant hearing minutes of November 28th.

The Select Board meeting reconvened at 7:27PM.

6. Consider Errors and Omissions

Seth Hopkins advised this process happens after the grand list is lodged to accept items that could be missing from property transfers, decisions made by the Board of Civil Authority or Tax Assessors. Board action is required to accept the document. There is a \$322,200 increase in value, with the grand list 1% of the real value.

Motion by Tracy Wyman/Ralph Ethier to accept the errors and omissions as presented. **The motion passed unanimously.**

9. Fiscal

a) Warrant- November 28, 2022 - \$1,145,020.35

Motion Brian Coolidge/Tracy Wyman to approve the November 28, 2022, warrant in the amount of \$1,145,020.35. **The motion passed unanimously.**

Tim Guiles required additional information on the \$10,000 warrant for the Conant Square shelter and parking and the warrant of \$5,000 for signs. It was noted a shelter hut will be installed with a standing seam roof, bench, and backrest as a waiting area for the Park and Ride. The sign

warrant is for road safety signs for the Highway Department. It was also noted the Library pass-through funds were on a separate warrant.

Seth Hopkins reported the next Select Board/Budget Committee meeting will be scheduled for Tuesday, December 6th at the Town Office.

10. Adjournment

Motion by Brian Coolidge/Tim Guiles to adjourn the Select Board meeting at 7:34PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary



6 December 2022

LOCAL HAZARD MITIGATION PLAN HEARING

In attendance:

Selectboard: Seth Hopkins (chair), Brian Coolidge, Ralph Ethier; Tracy Wyman (late).

Others: Jan Coolidge, Neil Silins, Jackie Savelle, Stephanie Bourque (RRPC), Jack Schneider, Cecil Reniche-Smith (both Brandon planning commissioners).

By phone: David Atherton

Town of Brandon
49 Center St
Brandon, VT
05733

SELECTBOARD

Seth Hopkins
Chair

Tracy Wyman
Vice-chair

Brian Coolidge
Clerk

Tim Guiles
Selectman

Ralph Ethier
Selectman

1 Meeting was called to order by Seth Hopkins, chair of selectboard, at 6:30PM. On motion of Brian Coolidge and second by Ralph Ethier the agenda as warned was adopted for the meeting, 3-0. Public present sat around the tables with the board.

2 Stephanie Bourque of RRPC provided the up-to-date completed draft copy of Brandon's local hazard mitigation plan and led the board through an examination of all aspects of it. Content up to page 14 had been reviewed with the selectboard and public at the August public hearing, so we started on page 14 with hazard mitigation strategy. She introduced the LHMP review tool as a guide and encouraged us to work through the table 6 recommendations which call for hazard mitigation to be integrated throughout all town operations; annual evaluation and action aspects were highlighted in an accompanying chart.

It was noted that Brandon is one of only four towns in the Rutland Region with the enhanced 17.5% Vermont ERAF reimbursement match to the 75% FEMA eligibility, due to our having completed all four requirements plus the additional river corridor rules.

Next steps are to publicize that the plan is ready for public comment which is open through 19 December. We will have another hearing on that date, then send our plan to the State of Vermont for review; upon return, the board will be in a position to address any revisions required by state review, and then adopt the plan and submit to FEMA.

3 Public comment: Seth Hopkins and others thanked Ms Bourque for the plan's clarity and ease of application. Neil Silins inquired as to how the people of the community would be alerted in a non-internet way if there were a town-wide hazard of an emergency nature. Discussion ensued regarding the old fire siren; more thought is needed on this area.

4 On motion of Brian Coolidge and second by Ralph Ethier a not debatable motion to adjourn passed by a vote of 4-0.

Adjournment came at 6:51 PM.

Respectfully submitted,

Seth M. Hopkins.

Seth Hopkins, chair of selectboard



6 December 2022

JOINT MEETING OF THE SELECTBOARD & BUDGET COMMITTEE

In attendance:

Selectboard: Seth Hopkins (chair), Brian Coolidge, Ralph Ethier, Tracy Wyman.

Budget committee: Barry Varian, Jan Coolidge, Neil Silins, Doug Bailey, Peter Werner.

Others: David Kachajian, Jackie Savela

By phone: David Atherton

Town of Brandon
49 Center St
Brandon, VT
05733

SELECTBOARD

Seth Hopkins
Chair

Tracy Wyman
Vice-chair

Brian Coolidge
Clerk

Tim Guiles
Selectman

Ralph Ethier
Selectman

1 Meeting was called to order by Seth Hopkins, chair, at 7PM. On motion of Brian Coolidge and second by Tracy Wyman the agenda as warned was adopted for the meeting, 4-0. Public present sat around the large tables with the board & committee.

2 Jackie Savela highlighted changes made to the budget since our previous workshop. Seth Hopkins provided a one-page summary of the status of the ARPA fund, the Local Option (1%) tax fund, the unrestricted general fund reserve, and obligations of those funds which had been approved by, or recommended to, or requested of, the selectboard. He also made a number of suggestions about funding sources for various projects. The one-page summary and suggestions may be found attached to these minutes.

The group had a thorough discussion of pros and cons of the board chair's five recommendations (which did receive the endorsement of the town manager), leaving some to be addressed at the 19 December workshop. There was broad consensus to accept suggestion #1 to fund the half-a-cruiser at \$20,000 each year from Local Option (1%) revenue rather than from the operating budget, as the 1% tax was represented to the voters as a way to take pressure off the property tax for capital expenditures. There was also broad consensus to accept suggestion #3 to remove the \$72,350 line item for sidewalks from the operating budget to be paid for by cash-on-hand in the Local Option (1%), for the same reasoning. There was concern expressed about the impact on future years' budgets of the amount of money suggested in #5 for bringing down the amount to be raised by taxes; the board chair indicated that was the maximum he was comfortable with and a lower number may be prudent. All agreed to consider and come back ready to decide next time.

The inflationary economic climate and low labor participation rate were identified as key challenges in retaining skilled and dedicated staff.

3 On motion of Brian Coolidge and second by Ralph Ethier a not debatable motion to adjourn passed by a vote of 4-0.

Adjournment came at 9:20PM.

Respectfully submitted,

Seth M. Hopkins

Seth Hopkins, chair of selectboard

From Selectboard Chair for Consideration of 6 Dec 2022 Selectboard-Budget Committee Workshop

ARPA

30 March 2022	Town Treasurer Sue Gage reported the total award to the Town of Brandon as	\$1,116,488.75
Meeting of	Purpose of ARPA expenditure	Board Action
10 Jan 2022	Offter Creek Communications Union District	Discussed
14 Feb 2022	Fire District 1 & Fire District 2 connection	VOTED
14 Feb 2022	Newton Road Pump Station rebuild	Amended+VOTED
?	Computer upgrades	?
26 Sept 2022	Library Renovation & Expansion	Under consideration
(Reporter says 8% is being asked of all towns which would be \$89,319 for Brandon)	Arnold District Culvert	Town Manager recommendation
Apparent unassigned balance of fund if all above items are approved/funded in full:		\$480,981.75

LOCAL OPTION TAX (1% Fund)

5 Dec 2022	Town Treasurer Sue Gage reported the FY 2021-22 year-end balance of this fund as	\$409,427
30 Nov 2022	Tax receipts and bank interest	+138,721
30 Nov 2022	Pre-owned excavator	- 45,000
?	Town Farm Road Summer 2022 Rebuild	-120,000
?	Union Street Sidewalk Replacement	-300,000
Apparent unassigned balance of fund:		\$83,148.00 (in 2024 or 2025)

UNRESTRICTED GENERAL FUND (Net of surplus of previous years' budget[s])

1 Dec 2022	Town Treasurer Sue Gage reported the FY 2021-22 year-end balance of this fund as	\$784,157.14	General
		\$152,100.07	Highway*
*NOTE CHANGE OF STATE LAW (Act 157 of 2022) no longer requires Highway and General fund balances to be kept separate.			
30 Nov 2022	Heat pumps for Town Hall and police station	-40,400	VOTED
Apparent unassigned balance of fund:		\$895,857.21	

Personal observations and suggestions:

- LOT (1%) was represented to the voters as being a way to take pressure off the property tax. Now that Seg6 is closed out we can start doing that.
- LOT (1%) is running about \$208,000 per year on the five-year average but was \$272,935 in most recent fiscal year (trend is steadily slightly upward).
- Suggestion 1: Reserve \$20,000 of LOT per year (10%) for half-a-cruiser program (LOT is restricted to capital expenditures).
- Suggestion 2: Fund \$150,000 of paving from unrestricted general fund balance-on-hand for FY 2022-23 (exhaust previous HWY carryover[s]).
- Suggestion 3: Remove \$72,350 of Sidewalks from operating budget; fund from LOT balance-on-hand, revenue to replenish for 2024-25 Union Street work.
- Suggestion 4: Revise proposed 7% staff raise to 5% raise with a 2% inflation acknowledgment one-off payment.
- Suggestion 5: Expend \$200,000 of unrestricted general fund balance-on-hand to bring down amount to be raised by taxes. The remaining balance of \$543,757 would still fall within the selectboard's fund balance policy.

**TOWN OF BRANDON
RECORDS MANAGEMENT POLICY & RETENTION PLAN**

I. PURPOSE

All Vermont public agencies are responsible for creating, managing and disposing of records in accordance with State and Federal laws and regulations. This policy is to ensure that all town of Brandon employees conform with and are aware of those mandates.

II. SCOPE

All town of Brandon records are public records defined by 1 V.S.A. § 317 as: “any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business.”

III. POLICY STATEMENT

It is the policy of the town of Brandon to comply with 1 V.S.A. Chapter 5, Subchapter 3 (referred to as “Vermont’s Public Records Laws”). All written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the normal course of town/city business, shall be managed in accordance with the Record Retention Schedule below.

IV. UNIFORM LAWS, STANDARDS, AND PROCEDURES

- a. 1 V.S.A. §§315-320: Access to Public Records, including V.S.A. § 317A: Disposition of Public Records
<https://legislature.vermont.gov/statutes/chapter/01/005>
- b. 3 V.S.A. § 117: Vermont State Archives and Records Administration
<http://legislature.vermont.gov/statutes/section/03/005/00117>
- c. 3 V.S.A. § 218: Agency/Department Records Management Program
<http://law.justia.com/codes/vermont/2012/title03/chapter9/section218>
- d. Archives and Records Management Standards and Best Practices
<https://sos.vermont.gov/vsara/manage/information-governance/standards/>

V. GENERAL RECORD SCHEDULES and DISPOSITION ORDERS

Vermont State Archives & Records Administration’s (hereafter referred to as VSARA) General Record Schedules (GRS) shall govern the management of records, specifically access, retention, and disposition. In limited circumstances Disposition Orders (DO) may continue to be used until superseded by GRS.

In a few instances VSARA has yet to issue a GRS to define the retention period. These documents will be retained until a ruling has been made.

VI. RECORDS MANAGEMENT GUIDELINE

On an annual basis beginning in December, 2022 and every December thereafter, the town of Brandon will review and dispose of any records that have been completed, closed, expired, or superseded as specified in the Record Retention Schedule (below) provided that:

1. The record has been authorized for destruction through a GRS or DO; and
2. The minimum retention requirement for the record, as stated in the applicable GRS or DO, has been fully met.
3. Any additional retention requirement adopted by the town/city and included in this policy has been fully met.

Records not yet covered by a GRS or DO will not be destroyed, and will be retained by the town of Brandon.

VSARA has defined the term "permanent retention" as meaning until the State of Vermont no longer exists.

The term "audit" is defined as an examination by a public accounting firm.

Documents may be scanned for ease of access, but this is not considered permanent retention unless provision is made by the town of Brandon to transfer files to future file formats.

To bring the town of Brandon into compliance with this policy, an internal review and subsequent destruction of records as authorized by this policy will take place beginning in December, 2022.

This Policy supplants any Record Retention Policy or practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision.

The Brandon Select Board reviewed and approved this procedure at their most recent meeting on December 12, 2022.

VII. REFERENCES

The following references are used for determining the record retention schedule: Disposition Order (DO), State of Vermont Agency of Administration, Public Record Division, State of Vermont General Record Schedule (GRS) and VSARA, and the Environmental Protection Agency.

- GRS-1000.1002 Accounting Records
https://sos.vermont.gov/media/lpsgglsr/grs-10001002_accounting.pdf
- GRS-1000.1102 Administrative Policy Records
https://sos.vermont.gov/media/rztj0udv/grs-10001102_administrating.pdf
- GRS-1493.1004 Appointment Records
https://sos.vermont.gov/media/otch5ghs/grs-14931004_appointmentrecords.pdf
- GRS-1000.1007 Audit Records
https://sos.vermont.gov/media/x0losbrt/grs-10001007_auditing.pdf
- GRS-1000.1012 Budgeting
https://sos.vermont.gov/media/o2mb3bga/grs-10001012_budgetrecords.pdf
- GRS-1000.1126 Contracts
https://sos.vermont.gov/media/i4rfdit2/grs-10001126_contracting.pdf
- GRS-1000.1033 Enforcement
https://sos.vermont.gov/media/htha1dzh/grs-10001033_enforcing.pdf
- GRS-1633.1110: Granting and Awards Records
https://sos.vermont.gov/media/vthhgny3/grs_publicfunds.pdf
- GRS-1601.1119: Infrastructure Construction Records
https://sos.vermont.gov/media/fqkbqlbu/grs_infrastructure.pdf
- GRS-1601.1153: Infrastructure Development Records
https://sos.vermont.gov/media/fqkbqlbu/grs_infrastructure.pdf
- GRS-1601.1153: Infrastructure Planning Records
https://sos.vermont.gov/media/fqkbqlbu/grs_infrastructure.pdf
- GRS-1000.1100: Investigation Records
https://sos.vermont.gov/media/lx3day1n/grs-10001100_investigatingrecords.pdf
- GRS-1482.1104: Land Use and Related Permits
https://sos.vermont.gov/media/t20jowbl/grs-14821104_permittinglanddevelopment.pdf
- GRS-1633.1110: Lending & Loan Records
https://sos.vermont.gov/media/vthhgny3/grs_publicfunds.pdf
- GRS-1000.1062: Marketing Records
https://sos.vermont.gov/media/ed5fglyg/grs-10001062_marketingrecords.pdf
- GRS-1000.1063: Monitoring Records
https://sos.vermont.gov/media/bs3bgnap/grs-10001063_monitoringrecords.pdf
- GRS-1000.1103: Operational / Managerial Records
https://sos.vermont.gov/media/klxll2ro/grs-10001103_managing.pdf
- GRS-1009.1103: Payroll Management Records
https://sos.vermont.gov/media/20shnjvc/grs-10091103_payrollrecords.pdf
- GRS-1304.1103: Personnel Files
https://sos.vermont.gov/media/zdka4izb/grs-13041103_managingemployees.pdf
- GRS-1570.1108: Tax Appeals
https://sos.vermont.gov/media/be1ehtva/grs-15701108_taxappeals.pdf

- GRS-1570.1170: Tax Assessments and Related Records
https://sos.vermont.gov/media/0imnmfby/grs-15701170_taxassessments.pdf
- GRS-1000.1000: Transitory Records
https://sos.vermont.gov/media/0mxm1ffr/grs-10001000_transitoryrecords.pdf
- SRS-1490.1059: Liquor Licenses and Permits - Municipalities
https://sos.vermont.gov/media/c1wlvprz/controlcommissioners_approvedrecordschedule.pdf
- SRS-1350.1059: Dog Licenses
SRS-1690.1103: Managing Elections
SRS-1348.1103 Managing Local Elections
SRS-1689.1103 Managing Primary Elections
SRS-1714.1000 Municipal Clerk Transitory Records
SRS-1319.1109 Voter Registration Records
[https://sos.vermont.gov/media/p2sgfyhj/municipalclerks_approvedrecordschedule_revised2017.p
df](https://sos.vermont.gov/media/p2sgfyhj/municipalclerks_approvedrecordschedule_revised2017.pdf)

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VIII. RECORDS RETENTION PLAN

The following table reflects the types of records maintained by the Brandon, their location, GRS or DO retention references, retention required by the reference, and the town/city additional retention requirements. This policy authorizes town/city employees to properly dispose of records that have reached the end of their retention period.

Record Type	Location of Record	Schedule	GRS Citation or DO #	minimum retention	Town of BRANDON retention	Disposal Method
941	financial files	Payroll Records 1009.1103	GRS 1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred
Agendas	town website	Administrative Policy Records 1000.1102	GRS 1000.1102.4	(if minutes reflect the agenda, end of calendar year plus one year	follow State GRS	delete from website
Applications for a board or committee	miscellaneous file cabinets	Appointment Records GRS 1493.1004	GRS 1493.1004.8	until obsolete	3 years	recycle
Appointment decisions		Appointment Records GRS 1493.1004	GRS 1493.1004.133	Permanent	Permanent	Record all appointments in the Selectboard minutes
Bank Statements	financial files	Accounting Records 1000.1002	GRS 1000.1002.53	until audit complete	7 years	recycle or shred
Bid Award Letters	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.133	expired plus 3 years	follow State GRS	recycle
Bids	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.149	expired plus 3 years	follow State GRS	recycle
Budget reports	financial files	Budget Records GRS 1000.1012	GRS 1000.1012.144	end of fiscal year plus 3 years	7 years	recycle
Calendar of meetings	town website	Administrative Policy Records 1000.1102	GRS 1000.1102.19	end of calendar year plus 1 year	follow State GRS	delete from website

Record Type	Location of Record	Schedule	GRS Citation or DO #	minimum retention	Town of BRANDON retention	Disposal Method
Cancelled checks	financial files	Accounting Records 1000.1002	GRS-1000.1002.101	until audit complete	7 years	recycle
Cash Received Report	financial files	Accounting Records 1000.1002	GRS-1000.1002.104	until audit complete	7 years	recycle
Check Registers	financial files	Accounting Records 1000.1002	GRS-1000.1002.144	until audit complete	7 years	recycle
Check stubs	financial files	Accounting Records 1000.1002	GRS-1000.1002.101	until audit complete	7 years	recycle
Contract Award Letters	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.133	expired plus 3 years	follow State GRS	recycle
Contracts	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.26	expired plus 3 years	follow State GRS	recycle
Correspondence (routine)	miscellaneous file cabinets	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.28	until obsolete	1 year	recycle or shred
Correspondence about Contracts, substantive	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.53	expired plus 3 years	follow State GRS	recycle
Correspondence regarding appointments or resignations	miscellaneous file cabinets	Appointment Records GRS 1493.1004	GRS 1493.1004.53	3 years	follow State GRS	recycle or shred if personnel issues
Correspondence, Routine	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.28	until obsolete	1 year	recycle
Delinquent Tax Agreements/payment plans	DTC files	Tax Assessments GRS 1570.1170	GRS 1570.1170.5	expired plus 3 years	7 years	recycle
Deposit Receipts	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	7 years	recycle

Record Type	Location of Record	Schedule	GRS Citation or DO #	minimum retention	Town of BRANDON retention	Disposal Method
Deposit Slips	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	7 years	recycle
Direct Deposit authorization	personnel files	Payroll Records 1009.1103	GRS-1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	follow State GRS	shred
Dog License Returns	miscellaneous file cabinets	Accounting Records 1000.1002	GRS-1000.1002.144	until audit complete	7 years	recycle
Dog Lists	miscellaneous file cabinets	Dog Licenses 1350.1059	SRS-1350.1059.81	Until superseded plus 3 years	follow State SRS	shred
Dog Rabies Certificates, for dogs still in Marshfield	dog files	Dog Licenses 1350.1059	SRS-1350.1059.21	If not superseded, until expired	until superseded	shred
Dog Rabies Certificates, for dogs that have died	dog files	Dog Licenses 1350.1059	SRS-1350.1059.21	Until expired	10 days after the death of the dog	shred
Dog Rabies Certificates, for dogs that have moved out of Marshfield	dog files	Dog Licenses 1350.1059	SRS-1350.1059.21	Until expired	until expired	shred
Dog Warrant	miscellaneous file cabinets	Dog Licenses 1350.1059	SRS-1350.1059.50	Until closed plus 1 year	follow State SRS	recycle
drafts of internal documents not requiring public review	miscellaneous file cabinets	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.37	until obsolete	follow state GRS	recycle

Record Type	Location of Record	Schedule	GRS Citation or DO #	minimum retention	Town of BRANDON retention	Disposal Method
drafts of ordinances/plans submitted to public review	vault	Administrative Policy Records 1000.1102	use citation for the type of document	Permanent	Permanent	archival files in vault
Financial Reports	financial files	Accounting Records 1000.1002	GRS-1000.1002.144	until audit complete	7 years if they can't be re-printed; otherwise until audit complete	recycle
Grant documentation, not of significant administrative value	grant files	Administrative Policy Records 1000.1102	GRS 1000.1102.173	until closed plus 3 years, or as specified in grant agreement, whichever is longer	7 years or as specified in grant agreement, whichever is longer	recycle
I-9	personnel files	Personnel Files GRS 1304.1103	GRS 1304.1103.32	until end of employment, plus 6 years	follow State GRS	shred
Interest allocation	financial files	Accounting Records 1000.1002	GRS-1000.1002.104	until audit complete	7 years	recycle
Invoices	financial files	Accounting Records 1000.1002	GRS 1000.1002.48	until audit complete	7 years	recycle
Invoices from the Town to others	financial files	Accounting Records 1000.1002	GRS-1000.1002.84	until audit complete	7 years	recycle

Record Type	Location of Record	Schedule	GRS Citation or DO #	minimum retention	Town of BRANDON retention	Disposal Method
Invoices paid by the Town	financial files	Accounting Records 1000.1002	GRS-1000.1002.101	until audit complete	7 years	recycle
Marriage License Returns	miscellaneous file cabinets	Accounting Records 1000.1002	GRS-1000.1002.144	until audit complete	7 years	recycle
Minutes of any board or committee	Minute books	Administrative Policy Records 1000.1102	GRS 1000.1102.59	Permanent	Permanent	record in archival minute books
Notes	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.60	until obsolete	follow State GRS	recycle
Notice of Vacancy	board and committee files	Appointment Records GRS 1493.1004	GRS 1493.1004.50	until filled plus 1 year	follow State GRS	recycle
Notices, routine (for regular or special meetings)	town website and/or town bulletin board	Administrative Policy Records 1000.1102	GRS 1000.1102.50	Completed plus one year	follow state GRS	recycle/delete from website
Notices, substantive (for public hearings, adoption of ordinances, etc.)	board and committee files	Administrative Policy Records 1000.1102	GRS-1000.1102.50	Completed plus one year	Permanent	record with minutes
Oaths	miscellaneous file cabinets	Appointment Records GRS 1493.1004	GRS 1493.1004.108	Permanent	Permanent	record in town record book; recycle paper copy
Paycheck stubs	financial files	Accounting Records 1000.1002	GRS-1000.1002.101	until audit complete	7 years	recycle or shred if ssn
Payroll Books	vault	Personnel Files GRS 1304.1103	GRS 1304.1103.81	Permanent	Permanent	boxes in vault

Record Type	Location of Record	Schedule	GRS Citation or DO #	minimum retention	Town of BRANDON retention	Disposal Method
Payroll Deduction authorizations	personnel files	Payroll Records 1009.1103	GRS-1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	follow State GRS	shred
Performance Evaluations	personnel files	Personnel Files GRS 1304.1103	GRS 1304.1103.144	Keep 6 most recent; 6 years, if superseded	until no longer an employee, plus 6 years	shred
Policies	Policy book	Administrative Policy Records 1000.1102	GRS 1000.1102.7	Superseded plus 3 years, then confirm (is it "substantive"?)	follow state GRS	file or recycle
Procedures, enacted by Selectboard	Procedures book	Administrative Policy Records 1000.1102	GRS 1000.1102.73	Superseded plus 3 years, then confirm (is it "substantive"?)	follow state GRS	file or recycle
Procedures, Town Clerk	Procedures book	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.73	Superseded plus 3 years	follow state GRS	file or recycle
Public Records Requests	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.139	until obsolete	follow State GRS, unless substantive - then 1 year	recycle
Publications	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.74	until obsolete	follow State GRS	recycle
Reappraisal mailing	miscellaneous file cabinets	Tax Assessments GRS 1570.1170	GRS 1570.1170.9	superseded plus 3 years	follow State GRS	recycle

Record Type	Location of Record	Schedule	GRS Citation or DO #	minimum retention	Town of BRANDON retention	Disposal Method
Receipt Books	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	7 years	recycle
Reference Sources	miscellaneous file cabinets	Operational/Managerial Records GRS 1000.1103	GRS 1000.1103.8	until obsolete	follow state GRS	recycle
Reference Sources	miscellaneous file cabinets	Transitory Records GRS 1000.1000	GRS 1000.1000.80	until obsolete	follow State GRS	recycle
Remittance Advice from the State	financial files	Accounting Records 1000.1002	GRS-1000.1002.77	until audit complete	7 years if they can't be re-printed; otherwise until audit complete	recycle
Requests for Proposals	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.83	expired plus 3 years	follow State GRS	recycle
Resignation from a board or committee	miscellaneous file cabinets	Appointment Records GRS 1493.1004	GRS 1493.1004.53	3 years	follow State GRS	recycle or shred if personnel issues
Selectboard orders	financial files	Accounting Records 1000.1002	GRS-1000.1002.102	until audit complete	7 years	recycle
Spreadsheets-financial/accounting	financial files	Accounting Records 1000.1002	GRS-1000.1002.104	until audit complete	7 years	recycle
Spreadsheets-bid comparisons	miscellaneous file cabinets	Contracting GRS 1000.1126	GRS 1000.1126.104	expired plus 3 years	follow State GRS	recycle
Studies	miscellaneous file cabinets	Administrative Policy Records 1000.1102	GRS 1000.1102.116	Permanent	Permanent	archival files in vault
Tax Appeal Decisions	miscellaneous file cabinets	Tax Appeals GRS 1570.1108	GRS 1570.1173.133	closed plus 3 years (but a copy is supposed to be in the grand list book)	follow State GRS	recycle, but put a copy in the grand list book

Record Type	Location of Record	Schedule	GRS Citation or DO #	minimum retention	Town of BRANDON retention	Disposal Method
Tax Appeal files	miscellaneous file cabinets	Tax Appeals GRS 1570.1108	GRS 1570.1108.36	closed plus 3 years	follow State GRS	recycle
Tax Appeal Notice of Hearing	on town website	Tax Appeals GRS 1570.1108	GRS 1570.1173.50	closed plus one year	follow State GRS	delete from website
Tax Appeal Requests	miscellaneous file cabinets	Tax Appeals GRS 1570.1108	GRS 1570.1108.67	closed plus 3 years	follow State GRS	recycle
Tax bills	financial files	Tax Assessments GRS 1570.1170	GRS 1570.1170.182	closed plus 3 years	7 years	shred (state payment info is exempt)
Tax Books	vault	Accounting Records 1000.1002	GRS 1000.1002.144	until audit complete	7 years	recycle
Tax Receipts	financial files	Accounting Records 1000.1002	GRS 1000.1002.77	until audit complete	7 years	recycle
Timesheets	financial files	Payroll Records 1009.1103	GRS 1009.1103.144	audit plus 1 year	7 years	recycle
Town Plan	vault	Administrative Policy Records 1000.1102	GRS 1000.1102.69	Permanent	Permanent	Record in town record book and put a copy in the archival files
Town Plan, drafts and record of adoption	vault	Administrative Policy Records 1000.1102	GRS 1000.1102.69	Permanent	Permanent	archival files in vault
Town Report	vault	Administrative Policy Records 1000.1102	GRS 1000.1102.144	Permanent	Permanent	Bind 1 copy
Unemployment report	financial files	Payroll Records 1009.1103	GRS 1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred

Record Type	Location of Record	Schedule	GRS Citation or DO #	minimum retention	Town of BRANDON retention	Disposal Method
W-2	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	Shred
W-4	financial files	Payroll Records 1009.1103	GRS-1009.1103.170	Keep until superseded, plus 4 years	7 years	shred
Wage garnishments	personnel files	Payroll Records 1009.1103	GRS-1009.1103.141	Keep current authorization. Keep superseded authorization until audit complete plus 1 year	follow State GRS	shred
WHT-434	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred
WHT-436	financial files	Payroll Records 1009.1103	GRS-1009.1103.151	Retain until tax paid or due, whichever is later, plus 4 years	7 years	shred

49 CENTER STREET
BRANDON, VERMONT 05733
(802)247-3635
FAX: (802)247-5481

№ 45004

**THIS NUMBER MUST APPEAR
ON ALL INVOICES, PACKING
LISTS AND ANY OTHER
CORRESPONDENCE RELATED
TO THIS ORDER.**

TO: CARGILL, INC.
P.O. BOX 415927
BOSTON, MA 02241-5927

SHIP
TO: HIGHWAY GARAGE
356 CHAMPLAIN ST
BRANDON, VT 05733

[illegible]

PURCHASE ORDER NO.
№ 44736
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS AND ANY OTHER CORRESPONDENCE RELATED TO THIS ORDER.

TO: Axon

SHIP TO: Brandon Police Dept.

[illegible]



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-375785-44846.857 JE

Issued: 10/12/2022

Quote Expiration: 11/30/2022

Estimated Contract Start Date: 12/01/2022

Account Number: 135827

Payment Terms: N30

Delivery Method: FedEx - Ground

SHIP TO	BILL TO
Business/Delivery/Invoice-301 Forest Dale Rd 301 Forest Dale Rd Brandon, VT 05733-8320 USA	Brandon Police Department - VT 301 Forest Dale Rd Brandon, VT 05733-8320 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Nick Roche Phone: 6466611266 Email: nroche@axon.com Fax:	David Kachajian Phone: (802) 247-0222 Email: david.kachajian@vermont.gov Fax: (802) 247-0221

Quote Summary

Program Length	60 Months
TOTAL COST	\$36,217.00
ESTIMATED TOTAL W/ TAX	\$36,217.00

Discount Summary

Average Savings Per Year	\$1,318.42
TOTAL SAVINGS	\$6,592.10

Payment Summary

Date	Subtotal	Tax	Total
Nov 2022	\$7,243.40	\$0.00	\$7,243.40
Nov 2023	\$7,243.40	\$0.00	\$7,243.40
Nov 2024	\$7,243.40	\$0.00	\$7,243.40
Nov 2025	\$7,243.40	\$0.00	\$7,243.40
Nov 2026	\$7,243.40	\$0.00	\$7,243.40
Total	\$36,217.00	\$0.00	\$36,217.00

Quote List Price: \$42,809.10
 Quote Subtotal: \$36,217.00

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Term	Qty	List Price	Net Price	Subtotal	Tax	Total
AB3 Camera Bundle								
73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK		8	\$699.00	\$699.00	\$5,592.00	\$0.00	\$5,592.00
74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK		9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2		9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AB3 Multi-Bay Dock Bundle								
74210	AXON BODY 3 - 8 BAY DOCK		1	\$1,495.00	\$1,495.00	\$1,495.00	\$0.00	\$1,495.00
71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK		1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pro License Bundle								
73746	PROFESSIONAL EVIDENCE.COM LICENSE	60m	2	\$2,340.00	\$2,340.00	\$4,680.00	\$0.00	\$4,680.00
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	60m	6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Body Worn Camera TAP Bundle								
80464	EXT WARRANTY, CAMERA (TAP)	60m	8	\$700.20	\$523.93	\$4,191.44	\$0.00	\$4,191.44
73310	AXON CAMERA REFRESH TWO		8	\$790.00	\$591.13	\$4,729.04	\$0.00	\$4,729.04
73309	AXON CAMERA REFRESH ONE		8	\$755.00	\$564.94	\$4,519.52	\$0.00	\$4,519.52
Basic License Bundle								
73840	EVIDENCE.COM BASIC LICENSE	60m	6	\$900.00	\$900.00	\$5,400.00	\$0.00	\$5,400.00
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	60m	6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Body Worn Camera Multi-Bay Dock TAP Bundle								
73689	MULTI-BAY BWC DOCK 1ST REFRESH		1	\$1,585.00	\$730.49	\$730.49	\$0.00	\$730.49
80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	49m	1	\$612.50	\$282.29	\$282.29	\$0.00	\$282.29
73688	MULTI-BAY BWC DOCK 2ND REFRESH		1	\$1,643.00	\$757.22	\$757.22	\$0.00	\$757.22
Individual Items								
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	60m	160	\$24.00	\$24.00	\$3,840.00	\$0.00	\$3,840.00
Total						\$36,217.00	\$0.00	\$36,217.00

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
AB3 Camera Bundle	11534	USB-C to USB-A Cable for AB3 or Flex 2	9	11/01/2022
AB3 Camera Bundle	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	8	11/01/2022
AB3 Camera Bundle	74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	9	11/01/2022
AB3 Multi Bay Dock Bundle	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	1	11/01/2022
AB3 Multi Bay Dock Bundle	74210	AXON BODY 3 - 8 BAY DOCK	1	11/01/2022
Body Worn Camera Multi-Bay Dock TAP Bundle	73689	MULTI-BAY BWC DOCK 1ST REFRESH	1	05/01/2025
Body Worn Camera TAP Bundle	73309	AXON CAMERA REFRESH ONE	8	05/01/2025
Body Worn Camera Multi-Bay Dock TAP Bundle	73688	MULTI-BAY BWC DOCK 2ND REFRESH	1	11/01/2027
Body Worn Camera TAP Bundle	73310	AXON CAMERA REFRESH TWO	8	11/01/2027

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Basic License Bundle	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	8	12/01/2022	11/30/2027
Basic License Bundle	73840	EVIDENCE.COM BASIC LICENSE	6	12/01/2022	11/30/2027
Pro License Bundle	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	6	12/01/2022	11/30/2027
Pro License Bundle	73746	PROFESSIONAL EVIDENCE.COM LICENSE	2	12/01/2022	11/30/2027
A la Carte	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	160	12/01/2022	11/30/2027

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Body Worn Camera TAP Bundle	80464	EXT WARRANTY, CAMERA (TAP)	8	12/01/2022	11/30/2027
Body Worn Camera Multi-Bay Dock TAP Bundle	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	1	11/01/2023	11/30/2027

Payment Details

Nov 2022					
Invoice Plan	Item	Description	Qty	Subtotal	Tax
Year 1	11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2	9	\$0.00	\$0.00
Year 1	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	1	\$0.00	\$0.00
Year 1	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	8	\$1,118.40	\$0.00
Year 1	73309	AXON CAMERA REFRESH ONE	8	\$903.92	\$0.00
Year 1	73310	AXON CAMERA REFRESH TWO	8	\$945.80	\$0.00
Year 1	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	6	\$0.00	\$0.00
Year 1	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	160	\$768.00	\$0.00
Year 1	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	6	\$0.00	\$0.00
Year 1	73688	MULTI-BAY BWC DOCK 2ND REFRESH	1	\$151.46	\$0.00
Year 1	73689	MULTI-BAY BWC DOCK 1ST REFRESH	1	\$146.09	\$0.00
Year 1	73746	PROFESSIONAL EVIDENCE.COM LICENSE	2	\$936.00	\$0.00
Year 1	73840	EVIDENCE.COM BASIC LICENSE	6	\$1,080.00	\$0.00
Year 1	74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	9	\$0.00	\$0.00
Year 1	74210	AXON BODY 3 - 8 BAY DOCK	1	\$299.00	\$0.00
Year 1	80464	EXT WARRANTY, CAMERA (TAP)	8	\$838.28	\$0.00
Year 1	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	1	\$56.45	\$0.00
Total				\$7,243.40	\$0.00

Nov 2023					
Invoice Plan	Item	Description	Qty	Subtotal	Tax
Year 2	11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2	9	\$0.00	\$0.00
Year 2	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	1	\$0.00	\$0.00
Year 2	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	8	\$1,118.40	\$0.00
Year 2	73309	AXON CAMERA REFRESH ONE	8	\$903.90	\$0.00
Year 2	73310	AXON CAMERA REFRESH TWO	8	\$945.81	\$0.00
Year 2	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	6	\$0.00	\$0.00
Year 2	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	160	\$768.00	\$0.00
Year 2	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	6	\$0.00	\$0.00
Year 2	73688	MULTI-BAY BWC DOCK 2ND REFRESH	1	\$151.44	\$0.00
Year 2	73689	MULTI-BAY BWC DOCK 1ST REFRESH	1	\$146.10	\$0.00
Year 2	73746	PROFESSIONAL EVIDENCE.COM LICENSE	2	\$936.00	\$0.00
Year 2	73840	EVIDENCE.COM BASIC LICENSE	6	\$1,080.00	\$0.00
Year 2	74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	9	\$0.00	\$0.00
Year 2	74210	AXON BODY 3 - 8 BAY DOCK	1	\$299.00	\$0.00
Year 2	80464	EXT WARRANTY, CAMERA (TAP)	8	\$838.29	\$0.00
Year 2	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	1	\$56.46	\$0.00
Total				\$7,243.40	\$0.00

Nov 2024					
Invoice Plan	Item	Description	Qty	Subtotal	Tax
Year 3	11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2	9	\$0.00	\$0.00
Year 3	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	1	\$0.00	\$0.00

Nov 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	8	\$1,118.40	\$0.00	\$1,118.40
Year 3	73309	AXON CAMERA REFRESH ONE	8	\$903.90	\$0.00	\$903.90
Year 3	73310	AXON CAMERA REFRESH TWO	8	\$945.81	\$0.00	\$945.81
Year 3	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	6	\$0.00	\$0.00	\$0.00
Year 3	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	160	\$768.00	\$0.00	\$768.00
Year 3	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	6	\$0.00	\$0.00	\$0.00
Year 3	73688	MULTI-BAY BWC DOCK 2ND REFRESH	1	\$151.44	\$0.00	\$151.44
Year 3	73689	MULTI-BAY BWC DOCK 1ST REFRESH	1	\$146.10	\$0.00	\$146.10
Year 3	73746	PROFESSIONAL EVIDENCE.COM LICENSE	2	\$936.00	\$0.00	\$936.00
Year 3	73840	EVIDENCE.COM BASIC LICENSE	6	\$1,080.00	\$0.00	\$1,080.00
Year 3	74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	9	\$0.00	\$0.00	\$0.00
Year 3	74210	AXON BODY 3 - 8 BAY DOCK	1	\$299.00	\$0.00	\$299.00
Year 3	80464	EXT WARRANTY, CAMERA (TAP)	8	\$838.29	\$0.00	\$838.29
Year 3	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	1	\$56.46	\$0.00	\$56.46
Total				\$7,243.40	\$0.00	\$7,243.40

Nov 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2	9	\$0.00	\$0.00	\$0.00
Year 4	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	1	\$0.00	\$0.00	\$0.00
Year 4	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	8	\$1,118.40	\$0.00	\$1,118.40
Year 4	73309	AXON CAMERA REFRESH ONE	8	\$903.90	\$0.00	\$903.90
Year 4	73310	AXON CAMERA REFRESH TWO	8	\$945.81	\$0.00	\$945.81
Year 4	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	6	\$0.00	\$0.00	\$0.00
Year 4	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	160	\$768.00	\$0.00	\$768.00
Year 4	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	6	\$0.00	\$0.00	\$0.00
Year 4	73688	MULTI-BAY BWC DOCK 2ND REFRESH	1	\$151.44	\$0.00	\$151.44
Year 4	73689	MULTI-BAY BWC DOCK 1ST REFRESH	1	\$146.10	\$0.00	\$146.10
Year 4	73746	PROFESSIONAL EVIDENCE.COM LICENSE	2	\$936.00	\$0.00	\$936.00
Year 4	73840	EVIDENCE.COM BASIC LICENSE	6	\$1,080.00	\$0.00	\$1,080.00
Year 4	74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	9	\$0.00	\$0.00	\$0.00
Year 4	74210	AXON BODY 3 - 8 BAY DOCK	1	\$299.00	\$0.00	\$299.00
Year 4	80464	EXT WARRANTY, CAMERA (TAP)	8	\$838.29	\$0.00	\$838.29
Year 4	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	1	\$56.46	\$0.00	\$56.46
Total				\$7,243.40	\$0.00	\$7,243.40

Nov 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2	9	\$0.00	\$0.00	\$0.00
Year 5	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	1	\$0.00	\$0.00	\$0.00
Year 5	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	8	\$1,118.40	\$0.00	\$1,118.40
Year 5	73309	AXON CAMERA REFRESH ONE	8	\$903.90	\$0.00	\$903.90
Year 5	73310	AXON CAMERA REFRESH TWO	8	\$945.81	\$0.00	\$945.81
Year 5	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	6	\$0.00	\$0.00	\$0.00
Year 5	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	160	\$768.00	\$0.00	\$768.00

Nov 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	6	\$0.00	\$0.00	\$0.00
Year 5	73688	MULTI-BAY BWC DOCK 2ND REFRESH	1	\$151.44	\$0.00	\$151.44
Year 5	73689	MULTI-BAY BWC DOCK 1ST REFRESH	1	\$146.10	\$0.00	\$146.10
Year 5	73746	PROFESSIONAL EVIDENCE.COM LICENSE	2	\$936.00	\$0.00	\$936.00
Year 5	73840	EVIDENCE.COM BASIC LICENSE	6	\$1,080.00	\$0.00	\$1,080.00
Year 5	74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	9	\$0.00	\$0.00	\$0.00
Year 5	74210	AXON BODY 3 - 8 BAY DOCK	1	\$299.00	\$0.00	\$299.00
Year 5	80464	EXT WARRANTY, CAMERA (TAP)	8	\$838.29	\$0.00	\$838.29
Year 5	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	1	\$56.46	\$0.00	\$56.46
Total				\$7,243.40	\$0.00	\$7,243.40

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

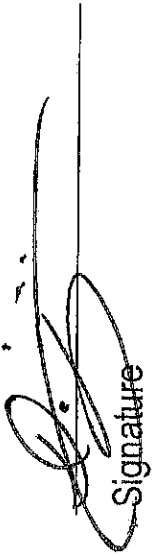
This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.


Signature

10/12/2022

11/28/2022
Date Signed



12/09/22

02:16 pm

TOWN OF BRANDON Accounts Payable

Page 1 of 7

Check Warrant Report # 63612 Current Prior Next FY Invoices

Jacelyn

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

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
200263	ALDRICH & ELLIOTT, PC	12/01/22 WWTF upgrade step III 80987	20-5-60-20130 WW Final Design	36109.95	51764	12/12/22
100015	ALLEN ENGINEERING & CHEMI	11/23/22 chlorine 11152389601	20-5-55-50120 Sodium Hypochlorite	1055.00	51765	12/12/22
310590	AMERICAN WINDOW CLEANING	12/06/22 nov windows NOV 2022	10-5-22-43100 Town Office	60.00	51766	12/12/22
310648	BABCOCK, GREG	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51767	12/12/22
100125	BARTOL, CURT R PH D	11/28/22 psychological evaluation NOV 28 2022	10-5-14-30130 Service Contracts	25.00	51768	12/12/22
301128	BERGERON, MIKE	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51769	12/12/22
310782	BERTRAND, LAURIE	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	109.00	51770	12/12/22
310864	BIXBY, LILY	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51771	12/12/22
301117	BLAKE, ANGELA	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51772	12/12/22
311139	BLANCHARD, BRIANNA	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51773	12/12/22
100190	BLUE SEAL FEEDS	11/30/22 shovels 329-5173	10-5-15-41110 New Equipment-Misc. Tools	62.47	51774	12/12/22
100275	BRANDON FREE PUBLIC LIBRA	12/06/22 appropriation DEC 2022	10-5-25-70470 Brandon Library	7666.67	51775	12/12/22
100280	BRANDON LUMBER & MILLWORK	11/02/22 antifreeze, nozzle, hose 959407/3	10-5-22-43160 Parks Maint.	52.34	51776	12/12/22
100280	BRANDON LUMBER & MILLWORK	11/15/22 gorilla tape 961290/3	20-5-55-43160 Maint. Supplies - General	12.99	51776	12/12/22
100280	BRANDON LUMBER & MILLWORK	11/21/22 fasteners 962068/3	10-5-22-43100 Town Office	3.44	51776	12/12/22
100280	BRANDON LUMBER & MILLWORK	11/21/22 drill bit 962088/3	10-5-22-43100 Town Office	6.59	51776	12/12/22
100280	BRANDON LUMBER & MILLWORK	11/23/22 screws, lags, epoxy 962376/3	10-5-22-43100 Town Office	14.27	51776	12/12/22
100280	BRANDON LUMBER & MILLWORK	12/01/22 multi-colored mini lights 963310/3	10-5-22-43100 Town Office	19.99	51776	12/12/22
100280	BRANDON LUMBER & MILLWORK	12/02/22 propane, couple, PVC pipe 963415/3	10-5-22-43160 Parks Maint.	25.63	51776	12/12/22
100280	BRANDON LUMBER & MILLWORK	12/06/22 incandescent bulbs 964009/3	10-5-22-43160 Parks Maint.	9.18	51776	12/12/22
100280	BRANDON LUMBER & MILLWORK	12/07/22 LED mini lights 964145/3	10-5-18-20600 Equipment /Supplies	51.16	51776	12/12/22
100280	BRANDON LUMBER & MILLWORK	12/07/22 staple gun, staples 964148/3	10-5-22-43160 Parks Maint.	22.98	51776	12/12/22
100280	BRANDON LUMBER & MILLWORK	12/07/22 extension cord, connector 964164/3	10-5-18-20600 Equipment /Supplies	69.98	51776	12/12/22
200218	BRANDON REPORTER	12/01/22 ads for Gobbler Fun Run 12/01/22	10-5-18-10330 Advertising/Recruitment	670.00	51777	12/12/22
100310	BRANDON SENIOR CITIZENS C	12/06/22 appropriation DEC 2022	10-5-25-70480 Senior Citizen Center	1125.00	51778	12/12/22

12/09/22
02:16 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63612 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 12/12/22 To 12/12/22

Page 2 of 7
Jacolyn

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310049	10/31/22	BROOK FIELD SERVICES MHD battery 43031	20-5-55-43160 Maint. Supplies - General	179.94	51779	12/12/22
300235	12/01/22	BURLINGTON COMMUNICATIONS antenna BCS11818	10-5-14-41110 New Equipment - Vehicles	19.50	51780	12/12/22
311140	11/29/22	BURTCH-MACLEOD, ANA flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51781	12/12/22
301126	11/29/22	BUZZELL, JENNIFER flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	100.00	51782	12/12/22
310776	11/29/22	CAMERON, ERIN flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51783	12/12/22
100198	11/22/22	CARGILL, INCORPORATED salt 2907722028	10-5-15-47110 Road Salt	4581.09	51784	12/12/22
100198	11/23/22	CARGILL, INCORPORATED salt 2907726175	10-5-15-47110 Road Salt	3728.66	51784	12/12/22
100198	11/30/22	CARGILL, INCORPORATED salt 2907745714	10-5-15-47110 Road Salt	1993.86	51784	12/12/22
311141	11/29/22	CASEY, BRENT flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	40.00	51785	12/12/22
300604	11/30/22	CHAMPLAIN CONSTRUCTION CO sand BRANNOV2022	10-5-15-47120 Winter Sand	2336.71	51786	12/12/22
301503	11/25/22	CHAMPLAIN VALLEY FUELS diesel fuel 731075	10-5-15-41130 Fuel - Vehicles HW	2453.97	51787	12/12/22
301503	11/28/22	CHAMPLAIN VALLEY FUELS service call @ HWY 77558	10-5-22-43080 Highway Bldg Maint	94.00	51788	12/12/22
301503	11/30/22	CHAMPLAIN VALLEY FUELS maintenance of TH furnace 77623	10-5-22-43150 Town Hall Repair/Maint.	291.50	51789	12/12/22
300799	12/01/22	CHAMPLIN ASSOCIATES, INC. installed pump controller 3413	20-5-55-20240 Contractors	2438.00	51790	12/12/22
300799	12/01/22	CHAMPLIN ASSOCIATES, INC. installed pump controller 3413	20-5-55-43160 Maint. Supplies - General	250.00	51790	12/12/22
300799	12/01/22	CHAMPLIN ASSOCIATES, INC. installed pump controller 3413	20-5-55-41110 New Equipment-Misc Tools	975.00	51790	12/12/22
310962	11/29/22	COLALUCA, CHRIS flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51791	12/12/22
310097	11/27/22	COMCAST service: 12/4/22 - 1/3/23 PD 11/27/22	10-5-14-42100 PD Telephone Service	424.13	51792	12/12/22
310097	11/27/22	COMCAST service: 12/4 - 1/3 TO 11/27/22	10-5-10-42100 Telephone Exp. Admin.	615.80	51793	12/12/22
310097	11/21/22	COMCAST service: 11/28 - 12/27 WW 11/21/22	20-5-55-42100 Wastewater Telephone	200.32	51794	12/12/22
301066	11/23/22	CORE & MAIN LP springs R954499	20-5-55-43160 Maint. Supplies - General	500.00	51795	12/12/22
311142	11/29/22	CROSSMAN, CHELSIE flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51796	12/12/22
330426	11/25/22	CVC PAGING airtime fee for 3 pagers 217-16883	20-5-55-42100 Wastewater Telephone	52.95	51797	12/12/22
311143	11/29/22	DELISLE, LINDSAY flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51798	12/12/22
310733	12/01/22	DENTON & SON Nov rubbish removal NOV 2022	20-5-55-50160 Sludge Disposal	450.00	51799	12/12/22

12/09/22
02:16 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63612 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 12/12/22 To 12/12/22

Page 3 of 7
Jacolyn

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
311144 DESABRAIS, KRISTA	11/29/22	flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	100.00	51800	12/12/22
310658 DISORDA, KATELYNNE	11/29/22	flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51801	12/12/22
300466 DUNDON PLUMBING & HEATING	10/05/22	portable toilet fees 74942	10-5-18-60100 Seminary Hill	130.00	51802	12/12/22
300466 DUNDON PLUMBING & HEATING	10/05/22	portable toilet fees 74942	10-5-18-43130 Estabrook	130.00	51802	12/12/22
300466 DUNDON PLUMBING & HEATING	11/30/22	portable toilet fee 76299	10-5-18-43130 Estabrook	130.00	51802	12/12/22
300466 DUNDON PLUMBING & HEATING	11/30/22	portable toilet fee 76299	10-5-18-60100 Seminary Hill	130.00	51802	12/12/22
101007 EARLE'S TRUCK REPAIR, INC	11/17/22	brake chamber 34405	10-5-15-41160 HW Maint. Supplies-Vehicl	56.75	51803	12/12/22
101007 EARLE'S TRUCK REPAIR, INC	11/28/22	replaced air dryer 34430	10-5-15-41180 HW Outside Maint. - Vehic	1089.24	51803	12/12/22
100555 EASTERN ELECTRICAL CO., I	11/26/22	troubleshoot electrical 5009	20-5-55-20240 Contractors	75.00	51804	12/12/22
100494 ENDYNE INC	11/22/22	testing 430412	20-5-55-22120 Testing	95.00	51805	12/12/22
300187 FLORENCE CRUSHED STONE	11/30/22	3/4 minus and sand 232738	10-5-15-47120 Winter Sand	8067.91	51806	12/12/22
300187 FLORENCE CRUSHED STONE	11/30/22	3/4 minus and sand 232738	10-5-15-46140 Gravel	3282.30	51806	12/12/22
310054 FULLER, DEVON	12/02/22	reimburse DBA expenses 2022 DBA	10-5-21-75000 Economic Development	1139.27	51807	12/12/22
310426 FYLES BROS., INC.	11/12/22	inspected boiler 140951	20-5-55-20240 Contractors	95.00	51808	12/12/22
310426 FYLES BROS., INC.	11/21/22	propane @ Police Dept 141909	10-5-22-42100 Heating - Propane	258.13	51808	12/12/22
310426 FYLES BROS., INC.	11/21/22	propane @ Town Office 141967	10-5-22-42100 Heating - Propane	154.25	51808	12/12/22
310426 FYLES BROS., INC.	11/21/22	replace circ pump @ TO 142985	20-5-55-42150 Outside Maint. - Bldgs	1721.43	51808	12/12/22
310426 FYLES BROS., INC.	11/21/22	service call @ WW 142986	20-5-55-20240 Contractors	95.00	51808	12/12/22
310426 FYLES BROS., INC.	11/28/22	propane @ Town Hall 143663	10-5-22-42100 Heating - Propane	462.56	51808	12/12/22
310426 FYLES BROS., INC.	11/28/22	propane @ WW lab bldg 144329	20-5-55-42110 LP Gas - Bldgs	1509.01	51808	12/12/22
310426 FYLES BROS., INC.	12/05/22	propane @ WW main garage 145083	20-5-55-42110 LP Gas - Bldgs	222.65	51808	12/12/22
310426 FYLES BROS., INC.	12/05/22	propane @ WW chem bldg 145157	20-5-55-42110 LP Gas - Bldgs	188.16	51808	12/12/22
100645 G STONE MOTORS INC	11/28/22	nuts & bolts 45594	10-5-15-41160 HW Maint. Supplies-Vehicl	151.10	51809	12/12/22
100645 G STONE MOTORS INC	11/30/22	brake repair - trk #1 81752	10-5-15-41180 HW Outside Maint. - Vehic	5152.41	51809	12/12/22
100650 GALLS LLC	11/21/22	defense spray case 022755910	10-5-14-30120 Professional Supplies	54.51	51810	12/12/22

12/09/22
02:16 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63612 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 12/12/22 To 12/12/22

Page 4 of 7
Jacolyn

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
311145	GOULD, LORI	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51811	12/12/22
311128	GREEN MOUNTAIN GARAGE	11/28/22 lug nuts 191340	10-5-15-41160 HW Maint. Supplies-Vehicl	34.58	51812	12/12/22
311128	GREEN MOUNTAIN GARAGE	12/01/22 wire 191481	10-5-15-41160 HW Maint. Supplies-Vehicl	25.40	51812	12/12/22
311128	GREEN MOUNTAIN GARAGE	12/02/22 diesel fuel supplement 191553	10-5-15-41160 HW Maint. Supplies-Vehicl	17.98	51812	12/12/22
311128	GREEN MOUNTAIN GARAGE	12/06/22 miniture bulbs 191699	10-5-15-41160 HW Maint. Supplies-Vehicl	2.97	51812	12/12/22
311128	GREEN MOUNTAIN GARAGE	12/06/22 inspection of F550 191709	10-5-15-41160 HW Maint. Supplies-Vehicl	60.00	51812	12/12/22
100559	HACH COMPANY	11/28/22 lab ware 320323335-2	20-5-55-30120 Professional Supplies	51.17	51813	12/12/22
310779	HEITMANN, DARCIE	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51814	12/12/22
301118	HENDEE, ALISON	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51815	12/12/22
311146	HORNBECK, MIRANDA	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51816	12/12/22
311147	JOHNSON, ERICA	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51817	12/12/22
310335	KAS, INC	12/06/22 landfill monitoring 609210052-2	10-5-22-22130 Testing/Monitor Fee	5810.00	51818	12/12/22
311148	KEITH, JESSE	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51819	12/12/22
301086	LABEN-HARDT, MELINDA	10/21/22 Fall archery program INV-858	10-5-18-40040 After School Activity	600.00	51820	12/12/22
310664	LAFAYETTE, KATEY	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	100.00	51821	12/12/22
310874	LANZA, NICKI	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51822	12/12/22
301130	LAROCQUE, STEPHANIE	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	100.00	51823	12/12/22
310667	MALLORY, JENNIFER	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51824	12/12/22
310668	MARKOWSKI, KELLY	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51825	12/12/22
311149	MILLS, ERIC	11/29/22 flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51826	12/12/22
310331	MOTION PICTURE LICENSING	11/27/22 license: 1/26/23-1/26/24 504412940	10-5-18-60020 Movies Expense	748.21	51827	12/12/22
311155	NANCY LEARY DESIGN LLC	11/16/22 garage design services 1	10-5-22-43080 Highway Bldg Maint	2160.00	51828	12/12/22
100156	NAYLOR & BREEN BUILDERS,	10/19/22 WWTF Upgrade PR #01 WWTF PR #01	20-5-60-50500 Contractor	37622.72	51762	12/01/22
100156	NAYLOR & BREEN BUILDERS,	11/16/22 WWTF Upgrade PR #02 WWTF PR #02	20-5-60-50500 Contractor	328447.54	51763	12/01/22
100788	NEW ENGLAND MUNICIPAL RES	11/09/22 2022 tax forms 2022TAXFORMS	10-5-10-30110 Office Supplies	141.90	51829	12/12/22

12/09/22

02:16 pm

TOWN OF BRANDON Accounts Payable

Page 5 of 7

Check Warrant Report # 63612 Current Prior Next FY Invoices

Jacolyn

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

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100788 NEW ENGLAND MUNICIPAL RES	11/30/22	Lisa Oct 4th, 11th & 18th 51720	10-5-11-22140 Property Assessor	1235.00	51830	12/12/22
311150 PAGE, LISA	11/29/22	flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51831	12/12/22
300485 PATTIS, SARAH	09/22/22	bulbs for Adopt a Garden 09/22/22	10-5-21-75000 Economic Development	333.09	51832	12/12/22
301107 PERRY, SHAWN	11/29/22	flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51833	12/12/22
301088 PETE'S TIRE BARNS, INC	11/23/22	tire 037915	10-5-15-41170 HW Tires - Vehicles	398.82	51834	12/12/22
100283 PIKE INDUSTRIES, INC	10/30/22	paving 44960	10-5-15-46110 Paving Roads	175732.44	51835	12/12/22
310736 POCKETTE PEST CONTROL	11/25/22	pest control: storage 21665	10-5-18-20500 Storage Unit Supply/Maint	50.00	51836	12/12/22
310736 POCKETTE PEST CONTROL	11/25/22	pest control: Police Dept 21667	10-5-22-43090 PD Bldg Maint.	65.00	51836	12/12/22
310736 POCKETTE PEST CONTROL	11/25/22	pest control: Town Hall 21669	10-5-22-43150 Town Hall Repair/Maint.	40.00	51836	12/12/22
310736 POCKETTE PEST CONTROL	11/30/22	pest control: Town Office 21699	10-5-22-43100 Town Office	70.00	51836	12/12/22
311151 FOREMSKI-BEITZEL, HILARY	11/29/22	flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51837	12/12/22
310788 POTTER, ALYSSA	11/29/22	flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51838	12/12/22
311154 FOULIN LANDSCAPING LLC	11/17/22	Arnold District culvert 11/17/22	56-5-10-30100 Arnold Dist Culvert	259130.00	51839	12/12/22
310804 QUENNEVILLE, ALICIA	11/29/22	flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	100.00	51840	12/12/22
310969 QUENNEVILLE, JAIME	11/29/22	flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51841	12/12/22
100491 RUTLAND HERALD	11/07/22	DRB hearing ad 300183112	10-5-12-30310 Legal Advertising	158.80	51842	12/12/22
301121 SANBORN, BRITTANIE	11/29/22	flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51843	12/12/22
311153 SARTOR, CAITLIN	11/29/22	flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51844	12/12/22
310604 SATZ, COURTNEY	11/29/22	flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51845	12/12/22
310605 SAVELA, JACOLYN	11/29/22	flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51846	12/12/22
310951 SEIGLE, HOLLY	11/28/22	refund of fees 821954	10-5-18-40040 After School Activity	45.00	51847	12/12/22
310634 SHELTON TRUCKS, INC.	12/02/22	repairs to Mack 26823	10-5-15-41180 HW Outside Maint. - Vehic	3199.12	51848	12/12/22
310418 SILLOWAY NETWORKS INC	12/01/22	monitoring & management 42217118	10-5-10-30134 Technical Support	845.50	51849	12/12/22
100508 SIRCHIE ACQUISITION COMPA	11/30/22	buccal swab kits 0569616-IN	10-5-14-30120 Professional Supplies	45.90	51850	12/12/22
310921 STEARNS SERVICES LLC	10/26/22	consulting fee 1157	10-5-10-30130 Service Contracts	360.00	51851	12/12/22

12/09/22
02:16 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63612 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 12/12/22 To 12/12/22

Page 6 of 7
Jaccllyn

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
301139	T AND L INC.	11/30/22	siren 195	10-5-14-41110 New Equipment - Vehicles	880.00	51852	12/12/22
311152	THOMAS, TAMMY	11/29/22	flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51853	12/12/22
330348	VERIZON WIRELESS	11/22/22	service Oct 23 - Nov 22 9921207288	10-5-14-20233 MDT/Aircards	240.06	51854	12/12/22
100776	VERMONT RURAL WATER ASSOC	12/01/22	2023 membership renewal 12/01/22	20-5-55-10330 Dues & Subscriptions	245.00	51855	12/12/22
100067	VLCT	11/21/22	MAC Reg Cannabis MAC2022-0486	10-5-12-10340 Continuing Education	56.00	51856	12/12/22
300382	VLCT EMPLOYMENT RESOURCE	11/10/22	2023-Q1 Unemployment Ins REN035495-Q1	20-5-55-61150 WW Unemployment	107.25	51857	12/12/22
300382	VLCT EMPLOYMENT RESOURCE	11/10/22	2023-Q1 Unemployment Ins REN035495-Q1	10-5-17-61150 Unemployment Insurance	1526.75	51857	12/12/22
100146	VLCT PACIF	11/22/22	2023 Q1 W/C,P&C Ins pymt REN230068-Q1	20-5-55-61110 Insurance Expenses	-0.26	51858	12/12/22
100146	VLCT PACIF	11/22/22	2023 Q1 W/C,P&C Ins pymt REN230068-Q1	10-5-17-61110 VLCT Insurance	-1.49	51858	12/12/22
100146	VLCT PACIF	11/22/22	2023 Q1 W/C,P&C Ins pymt REN230068-Q1	10-5-17-61160 Worker's Comp Insurance	15172.75	51858	12/12/22
100146	VLCT PACIF	11/22/22	2023 Q1 W/C,P&C Ins pymt REN230068-Q1	20-5-55-61160 WW Workers Comp.	1850.50	51858	12/12/22
100146	VLCT PACIF	11/22/22	2023 Q1 W/C,P&C Ins pymt REN230068-Q1	20-5-55-61110 Insurance Expenses	3002.50	51858	12/12/22
100146	VLCT PACIF	11/22/22	2023 Q1 W/C,P&C Ins pymt REN230068-Q1	10-5-17-61110 VLCT Insurance	18018.50	51858	12/12/22
310046	W.B. MASON CO INC	11/23/22	foil, glue, pads, soap 234444797	10-5-14-30110 Office Supplies	55.72	51859	12/12/22
310046	W.B. MASON CO INC	11/30/22	toner 234551565	10-5-10-30110 Office Supplies	83.82	51859	12/12/22
310467	WALKER, AMY	11/29/22	flag football refund FOOTBALL2022	10-5-18-40010 Middle School Football	50.00	51860	12/12/22
311070	WEX BANK	11/30/22	gas - Nov 2022 85566094	10-5-14-41130 Fuel - Vehicles	1969.09	51861	12/12/22
311070	WEX BANK	11/30/22	gas - Nov 2022 85566094	10-5-15-41130 Fuel - Vehicles HW	174.72	51861	12/12/22
311070	WEX BANK	11/30/22	gas - Nov 2022 85566094	10-5-22-43120 Municipal Mowing-maint	119.92	51861	12/12/22
311001	WHEELER, MANDY	11/28/22	graphic design 0172	10-5-18-10330 Advertising/Recruitment	18.00	51862	12/12/22

12/09/22
02:16 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63612 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 12/12/22 To 12/12/22

Page 7 of 7
Jacolyn

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

956236.72

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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 \$ ***956,236.72
Let this be your order for the payments of these amounts.