

**Brandon Select Board Meeting
February 13, 2023
7:00 p.m.**

The Brandon Select Board will meet Monday, February 13, 2023 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 Meeting Minutes – January 23, 2023
 - b) Special Select Board Meeting Minutes – January 30, 2023
 - c) Special Select Board Meeting Minutes – February 3, 2023
- 3) Interim Town Manager's Report
- 4) West Seminary Park Stormwater Mitigation Presentation by Watershed Consulting
- 5) Public Comment and Participation
- 6) Selection of Diversity & Inclusion Committee for Town Manager Interviews
- 7) Announce Vacancies
 - Rutland Region Transportation Council Representative
 - Deputy Health Officer
- 8) Appoint Emergency Management Director to Regional Emergency Management Committee (per statute)
- 9) Consider Certification of Compliance for Town Road and Bridge Standards and Network Inventory
- 10) Consider Annual Financial Plan – Town Highways
- 11) Consider Vermont State Revolving Fund Loan Agreement
- 12) Fiscal
 - a) Warrant – February 13, 2023 – \$160,898.49
- 13) Executive Session

The appointment or employment or evaluation of a public officer or employee, to include the Town Clerk per 1 V.S.A. § 313(3)(a)(3).
- 14) Executive Session

The appointment or employment or evaluation of a public officer or employee, to include the Interim Town Manager per 1 V.S.A. § 313(3)(a)(3).
- 15) Executive Session

The appointment or employment or evaluation of a public officer or employee without the Select Board Chair to examine Town Manager applications received per 1 V.S.A. § 313(3)(a)(3).
- 16) Adjournment

Brandon Select Board Meeting January 23, 2023

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

Board Members In Attendance: Seth Hopkins, Brian Coolidge, Tracy Wyman, Ralph Ethier, Tim Guiles

Others in Attendance: Dave Atherton, Neil Silins, Bill Moore, Steve Bissette, Marielle Blaise, Linda Grace, Bernie Carr, Jack Schneider, Sandy Mayo, Jim Emerson, George Fjeld, Carol Fjeld, Cecil Reniche-Smith, Steve Bissette, Claire Babyak-Schick, Mike Schick, Judy Bunde, Sue Gage, Helyn Anderson, Thomas Kilpeck, Kevin Waldie

Others In Attendance Via Zoom: Bruce Jenson, Adam Murach, Will Duane, Patricia Welch, Joan Ballen, Susan Johnson, Bruce Jenson, Jan Coolidge, Chris Brickell

1. Call to order

The meeting was called to order by Seth Hopkins, Chair at 7:08PM.

a) Agenda Adoption

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

2. Approval of Minutes

A: Approval of Minutes

a) Select Board Meeting Minutes – January 9, 2023

Motion by Tracy Wyman/Brian Coolidge to approve January 9, 2023 Select Board minutes. **The motion passed unanimously.**

3. Town Manager Report

The Town was awarded the By-Laws Modernization grant. This grant opportunity was provided by the Department of Housing and Community Development. This funding will allow the Planning Commission to utilize the Rutland Regional Planning Commission in re-writing the zoning by-laws to promote healthy growth in Brandon.

The Town received FEMA approval for the new Local Hazard Mitigation Plan on January 13th. This was the final step in the update process.

Wastewater Plant Update: Naylor and Breen is still working on the third clarifier structure. The slab and walls have been poured. They should be stripping forms off the walls in the next day or two and starting to form up the walls of the sludge pumping vault (that is attached to the clarifier). Other than that, the electricians are still picking away at whatever sitework and selective demo that they can. It sounds more definite that the project will shut down for the summer while they wait for electrical equipment, but more details will be received at the monthly meeting.

The North Street Bridge Replacement RFP submittals for engineering services were due on January 19th. Mr. Atherton will be reviewing the three bids received and selecting an engineering firm by the end of the week.

Recreation Department News:

2023 Brandon Idol kicked off on January 14th. A triumphant return of a wildly popular event. The next installment of this competition is the Country Music night on February 18th.

The Table Tennis at the Town Hall is moving (in anticipation of the big library move in March) to Otter Valley North Campus starting Thursday the 26th. Same times and same cast of characters!

Thursday nights in February and March, the town hall (upstairs) will host a disc golf putting league. Commissioner Marty Fjeld is a great advocate for this growing sport and will play host to the adults that will be working on their short game to prepare for the spring season.

Little Otters Youth Wrestling regular season kicks off with a mandatory parents' meeting at Otter Valley on Tuesday, January 24th at 6:30PM. Our K – 6th grade feeder program is a collaboration with the school and Parents of Wrestling booster group.

Monday marks the start of Sensei Wade's winter Aikido session for adults and kids at the Town Hall.

All program registration information is available at Brandonrec.com.

Presented to the Brandon Area Chamber of Commerce was a report detailing economic development goals and potentials that exist within the town. Our collaboration, particularly with the executive director (Bernie Carr) has been successful in encouraging growth and business support. An informal division of labor has been employed via referrals to each of our services by the others.

4. Public Comment and Participation

Tracy Wyman noticed from the Fire District meeting that the Fire Department is part of the Town budget. Sue Gage advised the Fire Department has its own budget and there is a tax for the Fire Department based on their budget with the tax rate listed as Municipal, Fire, and School. Mr. Wyman noted the Fire District does their own water bills but the Fire Department is voted on

by all taxpayers and asked why the Fire Department's budget is not voted by Australian ballot like the School budget. Ms. Gage advised their Prudential Board would have to put that question out to the voters in order to go to Australian ballot. Mr. Wyman stated from the article in The Reporter, it sounds like in years past it could be just a handful of people voting on it. Ms. Gage suggested people should go to the Prudential Board and express the concern they are not getting the full attention of the voters. Ms. Gage noted the Fire Department is a non-profit, but the Fire District is a separate municipality. Bill Moore stated that had been discussed at some of the Fire Department meetings but concerned citizens would need to approach the Prudential Board.

Sue Gage stated each year there is a common level of appraisal and Brandon's is now at 84.5, which means the properties are undervalued by 15%. If the CLA goes under 85%, there can be a demand to do a reappraisal. In a normal year, there are around 16 towns however this year there are 167. Seth Hopkins stated there will likely be a reformulation as there are concerns about lack of professional appraisers having the ability to do that many. Ms. Gage noted due to the CLA, it will increase the education tax rate.

5. Shade Tree Preservation Plan Discussion with Tree Warden

Seth Hopkins noted the Shade Tree Preservation plan provided by Neil Silins was in the Board packet for review. Mr. Silins stated he is awaiting the Select Board's action to either modify, approve, or disapprove the Plan. Tim Guiles questioned the section on the tree replacement policy that indicates an increase of the overall tree diversity is needed. Mr. Guiles suggested it seems a poorly worded specification and suggested the intent is for the tree to be appropriate for the site. Mr. Silins noted there is a larger standard for an appropriate tree, but there is also concern about Emerald ash borer that comes close to Brandon's border and the concern is not all trees be a different species but have a variety so that an issue will not wipe out all of them. Mr. Guiles also questioned the right of way, as he understands right of way extends into people's properties and people do not have 100% control over all area of their property. Mr. Guiles agreed with protecting shade trees but some people may not be aware of the right of way distances. Mr. Silins stated that would be an appendix as the Town has mostly 3-rod roads with a right of way 49.5 feet from the center line. He noted that it would be the responsibility of the Town to remove a tree that is in the right of way for any issues. Mr. Silins advised the implementation of the plan will be on a case-by-case basis and he would not be in favor of softening the language, noting part of this is in State statute and much comes from the state document. The only thing specifically stated is that one can't do changes without the tree warden or arborist discussion. Dave Atherton stated the Town has the right to maintain the area though the landowner still owns the land. Cecil Reniche-Smith stated from a legal standpoint, the ordinance has clearly defined rules and penalties and there is not language that is arbitrary to people. It is true that many people do not realize there is property the Town has authority over. Tracy Wyman asked what happens when a tree is 50% in the right of way. Mr. Atherton stated if there is a tree that may harm people in the right of way, the Town has the authority to act on it. Mr. Hopkins stated the draft plan refers to the Department of Public Works and asked if they or the utility groups have weighed in on the draft. It was noted they have not weighed in at this point. Mr. Silins stated the implementation has more significance in replacing trees and noted the Town has not done a good job of sequential planting and needs trees of various ages so that there are trees remaining when older trees have to be removed to avoid losing the canopies. Mr. Silins noted there are a few trees

on Park Street that are possibly in need of removing. With the shade tree inventory, it will give a listing of the diameters of the trees and the Town should be able to use that to determine where to plant and start populating, with possibly maple trees. Seth Hopkins also noted that he had suggested to Mr. Silins that an ordinance and plan could be used in tandem. Mr. Hopkins suggested the Board take this under advisement until it goes to GMP, VTrans and the Department of Public Works for their input as to how it fits with their operations. Mr. Guiles has talked with some people about trees in their property and it would be helpful to get the word out about the plan to clarify trees that are in the right of way. Mr. Atherton stated there are things that go on below the ground and keeping the right of ways clear is good. Most landowners who see a tree that needs to come down usually contact the Town to determine if it is the Town's responsibility. Mr. Guiles noted he is in support of a tree plan. Cecil Reniche-Smith asked if someone wants to plant a tree in the right of way, if they can plant one with the tree warden's permission and if one is planted without permission, is there a way to resolve this issue retrospectively. Mr. Silins stated if a tree is not posing a problem, it would not be a problem. The State is more concerned with people removing trees. Ms. Reniche-Smith suggested the word needs to get out to people about the right of way. Mr. Hopkins suggested anyone having thoughts on the plan should send comments to either the Tree Warden or Town Manager. He also requested the Tree Warden forward the plan to GMP, VTrans and Department of Public Works. Mr. Silins stated this is something new and is going to take a while for it to become second nature in Town.

6. Approve Warning for March 6, 2023 Town Meeting and March 7, 2023 Ballot

Seth Hopkins advised the Town Clerk has prepared the warning for the Town Meeting on March 6th to hear the budget recommendation and the vote on Tuesday, March 7th. The election articles will be to elect the officers and the usual number of appropriation requests from service agencies.

Sue Gage requested the Select Board considering adding one more article:

Shall the Town of Brandon suspend the 8% penalty on unpaid property taxes for 30 days after the final property tax due date of May 15, thereby giving property owners a grace period should they overlook the May 15 deadline?

Ms. Gage noted there are a number of people who never pay their taxes late and this year there were some that had to pay late and the penalty is a hefty amount of money. She noted the people who are not going to pay are the ones to be penalized. It is noted the penalty would only be the quarter. Seth Hopkins stated it would be the effect of creating another due date. Ms. Gage stated for most property owners, they take this seriously. Mr. Guiles noted that he would make the motion as the Town is looking for compliance rather than punishment.

Motion by Tim Guiles to add the additional Article to the warning. **The motion failed with no second.**

Mr. Hopkins did not think it is in the best interest of the Town for the voters to weigh in on the Town's finances. He does not think it is prudent for the Town and would have the effect of creating a second deadline. George Fjeld felt the date is the date and agreed it should remain the

same. Ms. Gage noted there are other towns that have graduated penalties and Brandon has a hard fast penalty from other towns.

Mr. Hopkins noted there will be an in-person town meeting in the town hall on March 6th that is informational only. Mr. Hopkins suggested doing a live broadcast for people to observe the meeting, as a zoom meeting would not allow people to participate in the meeting. Bill Moore confirmed a live feed would be available.

Motion by Tracy Wyman/Ralph Ethier to approve the March 6, 2023 Town Meeting and March 7, 2023 Ballot warning. **The motion passed unanimously.**

7. Consider Letter of Support for DFW Acquisition of Brandon Swamp Parcel

Seth Hopkins stated this is a 30-acre parcel that is land locked with wet woods and wetlands and has no agricultural value. Joan Allen, Conservation Consultant and Will Duane, Vermont Fish and Wildlife Coordinator were present via zoom to discuss any questions or concerns about the acquisition. Mr. Duane advised he is the Land Acquisition Coordinator and is based out of Montpelier. The DFW has 130 acres of public ownership that is held in trust for the people in Vermont for habitat preservation and wildlife-based recreation like hunting and angling. They are under the umbrella of the Agency of Natural Resources. The department has a strategic acquisition project for preservation. Anyone wishing to speak to him can reach him at willduane@vermont.gov. This parcel is on the west side on the Sudbury line and is one parcel removed from the west line of the Town. When going out Route 73, it is on the right. Mr. Duane stated they receive authorization from the Governor and request a letter of support from the Town. This parcel is not owned by the Town and would be conveyed by the owners of the land.

Motion by Tim Guiles/Tracy Wyman to approve the writing of a letter of support for the DRW acquisition of the Brandon Swamp parcel. **The motion passed unanimously.**

8. Discuss letter received from Briggs Lane Resident

Seth Hopkins stated there is a question of the status of Briggs Lane and the town maintenance. Linda Grace, owner of 3 Briggs Lane, stated the Town Highway Department had advised that Briggs Lane is a Class 4 road. She has researched documents about the Lane and there is a document that refers to a partnership between the property owners and the Town. Everything that she has in writing does not match what she is being told. Mr. Hopkins stated the Town Manager was involved with the right of ways for Segment 6. Mr. Atherton advised when the road was damaged by Irene, there are sewer lines on the road that need to be maintained. The Town paved some of it as this was a better value than constantly bringing stone in due to wash out. It is a Class 4 road due to the size and width, and the pitch cannot be changed. There is a right of way to work on the sewer line, but as far as he is aware, the Town has never done winter maintenance on the road, even when Kate Briggs owned it. The town trucks are too big to get down the road and similar to Mill Lane, there is not the ability to do winter maintenance. The agreement that was referred to is the right of way easements through the areas. Ms. Grace had a 2014 action report that indicates a partnership between the Town and property owner and asked where it indicates Briggs Lane is a Class 4 road. Mr. Atherton advised there is a certification through the

State for all the classifications of roads. As far as the VDAT report, this was suggestive information. Bill Moore noted the State designated 8 downtowns that were affected by Irene and brought in consultants that provided suggestions for the resiliency of the towns. Ms. Grace noted she is looking for confirmation and information. Mr. Atherton advised the Town owns the road as a Class 4 road, but due to the classification is not obligated to maintain it. The Town has to submit classifications to the State every year and there are maps that outline this information. Tim Guiles stated he had previously lived on a Class 4 road and his understanding is that a Class 4 road would have to be raised to a certain level before requesting a town take it over. Mr. Hopkins noted Class 4 is a public road, but it is built at a standard that makes maintenance unadvisable. Ms. Grace is concerned with the parking, particularly with snow, as there are people that sometimes park in the no parking areas and is wondering if this is part of her responsibility. It was noted that the no parking signs were put up by Kate Briggs, but the people who live in the building can park there. The other parking area down below the bookstore is for tenants and bookstore clients. Mr. Guiles stated a Class 4 road's maintenance is the responsibility of the people that live on that road. Mr. Hopkins advised information on this subject can be viewed at the town office.

9. Consider Proposal to Use ARPA Funds for Brandon Solar Project

Jim Emerson, Chair of the BEC, provided a revised proposal for request to use a portion of the ARPA funding. There are details of where to put a solar project, such as the town landfill, Solarfest property, new maintenance garage or other areas. The proposal does not address the location, rather a description of the way to use the ARPA funds to save money for taxpayers every year, with the Government refunding 30% of the cost of a project when placing it on a brown field. The cost of the project is around \$300,000. Tracy Wyman questioned the 40 years of benefits and his main concern is about the decommissioning of the project. Mr. Wyman asked the Town Manager to research this subject. Mr. Wyman noted if the Town is going to put \$300,000 aside for this project, it will need a substantial amount for decommissioning. He does not have a problem with the solar but thinks the ARPA money would be better spent putting new windows in the town office. Dave Atherton advised the PUC website indicates an irrevocable line of credit would be required by an institution for decommissioning. The Town would be signing off on a 30-year credit note and Mr. Atherton did not know what the cost of the decommissioning would be. Mr. Emerson stated the BEC has talked with ACORN and they do allow for a decommissioning cost and they also noted that based on technology much of the materials are recyclable and the decommissioning amount is put in as a safety valve. Mr. Atherton stated the current Green Lantern solar project provides the Town 15% of the total output and it is not owned by the Town. The Town will have to look at what is going to be needed for decommissioning. Tim Guiles stated the 20-to-25-year guarantee is an overly conservative number and it is now predicted that solar system will last 40 to 50 years and it is going to be very profitable to make electricity with solar. Mr. Wyman's research has indicated 20 to 25 years and 6 to 10 years before there is a payback on the project and reiterated the decommissioning needs to be researched. Mr. Guiles stated this is one item that can be a benefit from the start. Sandy Mayo asked if this would be a town-owned solar project. Mr. Emerson advised it could be a town-owned or a community solar project. Mr. Guiles stated currently the Town gets solar credits from Green Lantern, but if they own the solar panels, the Town gets some of the power. Mr. Atherton also noted the Town leases the land and receives taxes from the

Green Lantern project, and there is something in the plan indicating they would replace panels. Mr. Atherton noted decommissioning would have to be clarified as there is an upfront cost for this. Mr. Wyman stated if there was other town property that another vendor could place a solar project on, he would be in favor of that. Mr. Atherton advised he talked to Green Lantern about the landfill as there is a way to not interrupt the clay at the landfill but there is not 3-phase power in that area. Mr. Guiles noted Middlebury chose to do a solar project versus a Green Lantern model due to the sizable benefit. Mr. Emerson noted ACORN did the Bristol project and he could have that information available. Mr. Wyman stated the salvage value is not as much now and he would like to see the figures for the decommissioning costs. George Fjeld asked if a solar array could be big enough to sell back power to GMP for eventual decommissioning funds for the project and suggested also casting it as a solar array for customers to purchase. Mr. Emerson will get back to the Select Board on the cost of decommissioning, but the BEC would like the project on the table as a priority. Mike Shick stated as citizens we have been asked to conserve and a number of people have put up solar and he thinks the Town needs to make a commitment that it is also going to do its part. The towns could then possibly ask the state to take a larger role in sustainable energy. Mr. Shick noted the amount of money is not that much and the benefit could be considerably more than the cost. Mr. Hopkins suggested if it is a town-owned solar, due to the economics, it could be self-sufficient if the project was bonded. ARPA is a one-time, special case scenario for broad benefits to the community and most of the other needs do not fall within a bonding consideration. There was some consideration if it is not the optimal ARPA use, to consider a bond. Jan Coolidge asked what the balance is left unspent from the ARPA funds. Mr. Hopkins advised the Select Board had obligated around \$200,000 and the requests for funding are in the \$500,000 range, plus the solar request of \$300,000. There is \$1.1 million of ARPA funding and the Town has committed to some projects already for the Newton Road pump station, Arnold District culvert and to merge of Fire Districts 1 and 2. These were of a priority nature when there were more restrictions for the funding. Mr. Emerson noted concern about using ARPA funds for sewer and water. Mr. Hopkins advised when there were more restrictions for the funding, wastewater and water projects were promoted. Mr. Atherton advised these types of projects do benefit everyone in the town as when there are issues around the river, they involve fines from the State. Telecommunications, water, and sewer were specified ARPA uses and the U. S. Treasury then changed the regulations to facilitate getting ARPA funds into the community to spend on general items that are done to provide government services to Brandon. Mr. Emerson stated the idea is to benefit the maximum number of people. Mr. Hopkins stated the Town had stepped up to the plate for relief for businesses and tried to broaden the impact for the townspeople. Judy Bunde asked what happened to the idea of doing projects that the Town could not afford to do. Mr. Hopkins stated the Town's highway facility has been identified as a priority as it has safety and environmental issues and is still high on the list of what to do with the ARPA funds. ARPA funding is allowed as a grant match that can be the Town's share, which is the way the Brandon Library will be using the funding provided to them. While working through the budget this season, it was found that the 1% tax is coming in twice the original predictions, ARPA is a second funding, and the third item considered was the General Fund Reserve. Mr. Hopkins reported the Town's budget had not been fully expended and that amount has been put in the General Fund Reserve this year. There was \$100,000 taken to buy down the tax rate and another \$100,000 to pay off leases. Mr. Hopkins again thanked the Budget Committee for all the work on the budget and noted the ARPA funds are one of three sources that allows for discussions for supporting projects. Neil Silins stated with the

decommissioning of the solar panels, the new solar panel materials might be determined to be contaminants and suggested it makes much more sense for someone else to be responsible for the project as abatement would also increase the cost. Mr. Atherton stated the PUC does indicate a non-public array also requires a decommissioning plan.

Sue Gage wished to remind everyone that the Town's ballots will be mailed, but school ballots will not be mailed. One must request a school ballot from the Town Clerk or go to the polls to vote for the school. Jan Coolidge asked why the Town's ballots are mailed. Ms. Gage reported the Board had voted to mail ballots early in the pandemic and it is thought that it is helpful to increase voter participation. The cost to mail the ballots is about \$5,000, but it does increase voter participation and Ms. Gage is in favor of mailing the ballots. Seth Hopkins stated the Select Board could reconsider a change to this at another meeting, but this year's ballots will be mailed. Judi Bunde stated perhaps the Town is incurring the same cost as it would to process all individual requests for mail-in ballots due to the additional time it would cause.

10. FISCAL

a) Warrant – January 23, 2023 - \$174,507.62

Motion by Brian Coolidge/Tracy Wyman to approve the warrant in the amount of \$174,507.62. **The motion passed unanimously.**

Tim Guiles questioned the cost for emergency care for the police dog. Dr. Fjeld reviewed the warrant and advised it was for a scratched eye. Sue Gage advised there is a pool of money from contributions made for the police dog and she will take funds from that pool at the end of the year to replace these funds.

Neil Silins noted there is spoon carving at the Town Hall on Sundays from 2:30 to 4:30PM.

Jim Emerson reported there is a Button Up program for landlords scheduled for February 25th.

The Select Board recessed at 8:50PM.

Motion by Tracy Wyman/Ralph Ethier to enter into executive session at 9:00PM for the appointment or employment or evaluation of a public officer or employee, to include the Town Manager per 1V.S.A(313)(3)(a)(3). **The motion passed unanimously.**

11. Executive Session

The Town Manager left the executive session at 9:15PM.

The Select Board came out of Executive Session at 9:45PM.

The Select Board accepted Dave Atherton's resignation with sincere appreciation and gratitude for his dedication to the Town.

12. Adjournment

Motion by Tracy Wyman/Ralph Ethier to adjourn the Select Board meeting at 9:45PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Meeting Minutes – Monday January 30, 2023

Attendance: Seth Hopkins, Tracy Wyman, Tim Guiles, Ralph Ethier, Brian Coolidge, Bill Moore, David Roberts, Chris Brickell, Tricia Brickell, Rod Pulsifer, Judi Pulsifer, Devon Fuller, Bernie Carr, Marielle Blais, Claire Astone, Cecil Reniche-Smith, Jim Emerson, Natalie Steen, Riker Wikoff, Jim Leary, Jan Coolidge, Doug Bailey, Helen Anderson, Brent Buehler, Steven Jupiter, Judy Bunde, Darcy Wijsenbeek

Agenda item 1 - The meeting was called to order at 7pm by select board chair, Seth Hopkins.

Agenda item 2 – Tim Guiles made a motion (seconded by Tracy Wyman) to adopt the agenda as written. The motion passed 5-0

At 7:03, Seth announced that he will be seeking the town manager position so he is recusing himself from any board activity that has to do with the town manager hiring process. Seth excused himself and went home.

Vice chair, Tracy Wyman took over leading the meeting.

Agenda item 3 – Public comment and participation

There was an open discussion about how to proceed with recruiting, and hiring a new town manager.

At 7:10, board member Tim Guiles made the motion (and seconded by Ralph Ethier) to adopt the following 7 step process:

- 1) Accept Resignation
- 2) Board meets to determine process going forward
- 3) Board seeks community input
- 4) Board starts recruitment phase
- 5) Board interviews each candidate
- 6) Board meets to discuss pros/cons of each candidate
- 7) Board selects new town manager

The motion passed 4-0

Tim Guiles proceeded to describe Recruitment Guidelines he had found on line written by the International City/County Management Association (ICMA). They suggest that if the hiring panel is lacking in diversity, they recommend expanding the panel to include members of the community. Tim made the motion (seconded by Brian Coolidge) to form a 3-member diversity and inclusiveness committee that would participate in the interviews of the town manager candidates. A discussion ensued. The suggestion was

made to increase the number to 5 so the motion was amended. During the discussion it was made clear that the inclusiveness committee would be able to ask questions and hear all of the interview process and would then give their observations to the select board. The select board will make the final decision about which candidate to hire for town manager.

The motion passed 4-0

More discussion ensued about the recruiting process. Tim Guiles summarized recent experiences the town has had with in-house recruiting vs. hiring a firm to recruit for us. Tim Guiles made the motion (seconded by Tracy Wyman) to proceed with an in-house search.

A discussion ensued about diversity, equity, inclusion, interviews and job description. Suggestions were made to post the job opening in the following locations:

VLCT website
The Seven Days Newspaper
The Rutland Herald
Front Porch Forum
FaceBook
The Brandon Reporter
VT Digger
The Neshobe PTO
The Friends of Otter Valley Music

The motion passed 4-0

The board recessed at 8pm and Tim Guiles made the motion (seconded by Ralph Ethier) to enter executive session at 8:08pm regarding the appointment or employment or evaluation of a public officer or employee per 1 V.S.A. § 313(3)(a)(3).

The motion passed 4-0

In attendance was Tracy Wyman, Tim Guiles, Brian Coolidge, and Ralph Ethier. The board invited Bill Moore into the executive session at 8:31.

The board came out of executive session at 8:46 and announced the following results:
1) The board offered the job of interim town manager to Bill Moore and he accepted. Bill will start on Monday, February 6th and hold that position until a town manager is appointed. Dave will continue to be the town manager until his last day on Tuesday, February 21. Bill will also be applying for the town manager position. He will receive

additional monetary compensation during his tenure as interim town manager.

2) The board has decided to move forward with forming an up-to-5 member diversity and inclusion committee to aid in the interviews for town manager. Any one who is interested may contact the select board. Contact can be with a written letter, or an email, or a text, or a phone call. You may contact any select board member or use the info below:

Tim Guiles
44 Carver St
Brandon, VT 05733
call or text: (802)279-2168
email: tguiles@townofbrandon.com

3) The board has decided to move forward with recruitment of a town manager. We will be finalizing a job description in the next few days and publicizing widely in our region.

A motion to adjourn was made by Brian Coolidge (and seconded by Ralph Ethier) at 8:49.

The motion passed 4-0

respectfully submitted,

Brian Coolidge
Town of Brandon Select Board Member (clerk)

Meeting Minutes – Friday February 3, 2023

Attendance: Seth Hopkins, Tracy Wyman, Tim Guiles, Ralph Ethier, Brian Coolidge, Bill Moore, Olya Hopkins, Steven Jupiter, Claire Astone, Susan Benedict.

The meeting was called to order at 7:30pm by select board chair, Seth Hopkins.

Agenda item 1 – Seth Hopkins made a motion (seconded by Tracy Wyman) to adopt the agenda as written. The motion passed 5-0

Steven Jupiter had questions about Dave's resignation as the EMD (Emergency Management Director). Susan Benedict had questions about the role of the EMD. Claire Astone asked about what are the qualifications for EMD and she was concerned about overnight shelters being available. Bill Moore answered these concerns. Seth Hopkins spoke about the options of the American Legion hall and the congregational fellowship hall.

At the end of this agenda item, Seth recused himself and offered to leave the room for the next discussion. The people in the room were comfortable with him staying to hear the discussion.

Vice chair, Tracy Wyman took over leading the meeting. There was some discussion about the town manager job posting description. Olya, Claire, and Susan each shared different perspectives about the job posting. Tim Guiles read the job posting. Tracy Wyman explained why he thought the job description was adequate. Tim Guiles talked about when and where the job posting was posted.

Tracy Wyman spoke about the interview committee. Steven Jupiter asked for clarification about the deadline for interested people to apply to be on the interview committee.

Claire raised a concern about including the salary range in the job posting. Tim pointed out that the salary range in the posting was on the lower end of town manager salaries.

The next topic of discussion was the appointment of an Emergency Management Director. Seth announced that he had sent his FEMA student transcript showing the completion of 5 courses to each board member and that he was willing to fill the role of EMD if appointed - - - he then recused himself and left the room.

Tim Guiles said that he also had completed 3 of the FEMA courses in the past when he was a volunteer EMT in Williamstown, VT. Tim stated that he was willing to be an assistant EMD if appointed - - - so he recused himself and left the room.

Brian Coolidge made a motion (seconded by Ralph Ethier) for Seth to be appointed the EMD and for Tim to be the assistant EMD. Some discussion ensued. Steven Jupiter asked about compensation - - - and Brian explained that there is no compensation for the EMD position. Vote was 3-0 for Seth as EMD and Tim as the alternate.

Tim and Seth returned to the meeting. Brian went on to explain that Seth had recently completed the FEMA Diversity Awareness Course(IS00020.22) on December 30, 2022. Claire asked if Brandon is affiliated with the Red Cross. Seth explained that the Red Cross is not directly associated with Brandon.

After completing this agenda item, Tim Guiles spoke about correspondence he had with VLCT concerning the board's recent appointment of Bill Moore as our interim town manager. VLCT confirmed that our appointment was proper because we had made it clear that we expected Bill to operate under Dave's authority during the last few weeks of Dave's employment. VLCT suggested that it might help matters if we called Bill's position an Assistant Town Manager until Dave's employment ended.

At 8:40 the board recessed to enter executive session.

Agenda item 2 – Tracy Wyman made the motion (seconded by Tim Guiles) to enter Executive Session per 1 VSA paragraph 313(3)(a)(3)

The motion passed 4-0

In attendance was Tracy Wyman, Tim Guiles, Brian Coolidge, and Ralph Ethier.

At 9:02 the board returned from executive session.

Brian Coolidge made a motion (seconded by Ralph Ethier) to reclassify Bill Moore as Assistant Town Manager until Dave's employment is complete.

The motion passed 4-0.

A motion to adjourn was made by Brian Coolidge (and seconded by Tim Guiles) at 9:04.

The motion passed 4-0

respectfully submitted,

Brian Coolidge
Town of Brandon Select Board Member (clerk)



Interim Town Manager's Report

2-13-23

Dave Atherton's last day was Friday. The town was fortunate to have Dave Atherton's leadership as Brandon experienced transformative infrastructure improvements and economic growth. Eight years of his management has left the municipal government in a much better financial position than when he had started. I am happy to help during this period of transition, acting as interim manager to help bridge the gap between Dave and whomever the select board taps to be our community's next leader. There is still much in the way of getting up to speed on the many projects that were in the works.

Wastewater Treatment Plant Upgrade – Project update meeting scheduled for 2/16 with Aldrich and Elliot.

VTrans structures grant information has been released. It is our intention to apply for a grant to replace a culvert on McConnell road that had been identified by Shawn Erickson. Approval of the engineering and grant application will be a part of your board packet at February 27th meeting.

Want to acknowledge the quick response of the Brandon Police Department to the swatting call at Otter Valley. Our lone officer on duty that day, Chief David Kachajian, responded immediately to the report. He joined on scene by Pittsford Chief Warfle as well as Rutland Town police and Vermont state troopers dispatched out of the Rutland Barracks. Brandon Area Rescue Squad was on scene as well. The Chief and I were in contact with newly appointed Emergency Management Director, Seth Hopkins, through-out the incident.

With the outpouring of volunteers that have approached the board regarding their placement on the town manager hiring committee, I would encourage the board to ask some of these folks that do not get selected (to one of the 5 positions) to encourage them to stay involved and serve on some of our other boards/committees for which the town needs representation and participation. These include, but are not limited to: The Planning Commission, Development Review Board, The Otter Creek Watershed Insect Control District, Rutland Regional Planning Commission, Rutland Regional Transportation Council, Rutland County Solid Waste District, The Otter Creek Communications Union District, Brandon Revolving Loan Fund. I will work with the chairs of these boards to develop an onboarding/training process for each.

In Rec News: The Grift concert on 2/4 was attended by north of 125 people. The next Town Hall special event will be the Brandon Idol Country concert on February 18th. 12 Singers will be featured and adult beverage service provided by Mae's. Tickets \$5 at the door.

Colleen has been working hard to expand evening entertainment offerings at the Town Hall and March and April weekend nights are beginning to fill! Stay tuned for more information. Otter Valley has partnered with the rec to allow a move our Table Tennis and Pickleball offering to their North Campus gym space.

Met with folks from the Brandon Free Public Library to coordinate their eventual move into this meeting room space. There will be some equipment moving out of this room and shelving starting to be moved in in anticipation of the big move slated for the end of March. A smaller meeting room will be established in the town hall basement lobby area.

Rutland Emergency Management Committee (REMC): 2022-2023 Reappointment Form

Town name: Brandon

☐ Check here if *both* of your voting members are interested in reappointment.

Is the contact information for both voting members the same? ☐ Yes ☐ No

☒ Check here if one or both of your voting members are *not* interested in reappointment.

Please fill out the table below, even if your voting members and contact information is the same. The first row should be the emergency *management* representative (EMD or other), and the second row the emergency *services* representative.

First Name	Last Name	Title	Designee?	Email Address
Seth	Hopkins	EMD		shopkins@townofbrandon.com
Tom	Kilpeck	fire chief		chief@dunmorehose.org

Proxy Delegations Statements: Voting members should complete the statements below to delegate voting proxies.

Emergency Management Director (or Designee):

I, Seth Hopkins, representing the town of Brandon,
(First name, Last name) (Name)
hereby delegate my vote to Tom Kilpeck for all matters of the Rutland REMC
(First name, Last name)
that require a vote when I am unable to cast a vote.

Emergency Services Voter:

I, Tom Kilpeck, representing the town of Brandon,
(First name, Last name) (Name)
hereby delegate my vote to Seth Hopkins for all matters of the Rutland REMC
(First name, Last name)
that require a vote when I am unable to cast a vote.

Selectboard Approval

Signature: _____ Date: _____
Chairperson

**Certification of Compliance
for
Town Road and Bridge Standards
and
Network Inventory**

We, the Legislative Body of the Municipality of Brandon, VT certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on 08/08, 2013.

We further certify that our adopted standards ☐ do ☐ do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we ☐ do ☐ do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

Date: _____

(Duly Authorized Administrator)

For a summary of your community's road and bridge information please visit: tinyurl.com/rdsinfo

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)

TA-60

Town _____ of **Brandon** Fiscal Year **2024** Begin **7/1/23** End **6/30/24**

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1 2.214	\$ 26,452.28
Class 2 16.01	\$ 70,273.71
Class 3 40.24	\$ 65,613.47
Town Tax Funds – 19 V.S.A. Section 307	\$ 736,900.00
Special Funds (e.g., bonds or earmarks):	
a.	\$
b.	\$
c.	\$
TOTAL	\$ 899,239.46

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 537,810.00
Non-Winter Maintenance	\$ 358,540.00
Major Construction Projects	
a.	\$
b.	\$
c.	\$
TOTAL	\$ 896,350.00

Comments:

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

TA-60 Rev 09-13

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)

(page 2)

We, the Legislative Body of the Municipality of Brandon certify
that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00**
per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

Date:_____

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

Date:_____

District Transportation Administrator



State of Vermont
Maintenance & Fleet Division – District #3
61 Valley View, Suite 2
Mendon, VT 05701
brian.sanderson@vermont.gov

Agency of Transportation

[phone] 802-779-3861
[fax] 802-786-5894
[ttd] 800-253-0191

February 1, 2023

RE: Class 1 and Class 2 Town Highway Centerline Pavement Markings

TO: TOWN SELECTBOARDS, VILLAGE TRUSTEES, AND MUNICIPAL MANAGERS

Please forward this letter to the appropriate road maintenance person in your municipality, as it contains information pertaining to centerline pavement markings on Class 1 and Class 2 highways.

The Vermont Agency of Transportation (VTrans) is required by 19 V.S.A Section 311 to mark all paved Class 1 and Class 2 highways with painted centerlines. VTrans contractors and staff will endeavor to mark all paved Class 1 and Class 2 highways with painted centerlines this season. The painting season runs from April 1st to October 31st, so please try to plan accordingly.

Please be advised that centerlines on Class 1 and Class 2 highways are the only markings VTrans will be marking this year. This may represent a change from previous practice.

To schedule this work as efficiently as possible, VTrans needs to know which roads in your municipality are scheduled for repair and/or retreatment as early as possible. This will improve scheduling of equipment and help avoid unnecessary painting of roads prior to scheduled resurfacing.

Please email your schedule for repair and retreatment of Class 1 and Class 2 highways to AOT.HWYConstructionStatewide@vermont.gov. In addition, all questions during the paving season should be directed to this same email address.

Please include the Town Highway number, length of work to be done, and the anticipated completion date for all planned work. Additionally, please plan to provide marking layout information and/or assistance for any road on which the centerline markings have been obliterated and the centerline markings are to be installed anywhere other than the center of the road.

Should you fail to inform us of your road repairs and/or retreatment schedules promptly, scheduling constraints may not allow us to return to stripe your road(s) after such work is completed. In this case, your municipality could be required to hire its own contractor to complete the pavement markings.

We appreciate your attention to this request and thank you in advance for your prompt cooperation.

Sincerely,

Brian Sanderson
VTrans Project Manager – District 3
802-779-3861
brian.sanderson@vermont.gov



Town Of Brandon

Date: 2/1/2023

SELECTBOARD/TRUSTEES:

1. CHAIR/PRESIDENT: Seth Hopkins

EMAIL ADDRESS: shopkins@townofbrandon.com

WORK PHONE: 802-247-3635

HOME PHONE: 802-247-3300

2. VICE CHAIR: Tracy Wyman

EMAIL ADDRESS: twyman@townofbrandon.com

WORK PHONE: 802-247-3635

HOME PHONE: 802-353-6846

3. Brian Coolidge

EMAIL ADDRESS: bcoolidge@townofbrandon.com

WORK PHONE: 802-247-3635

HOME PHONE: 802-345-8961

4. Tim Guiles

EMAIL ADDRESS: tguiles@townofbrandon.com

WORK PHONE: 802-247-3635

HOME PHONE: 802-279-2168

5. Ralph Ethier

EMAIL ADDRESS: rethier@townofbrandon.com

WORK PHONE: 802-247-3635

HOME PHONE: 802-247-3805

ROAD COMMISSIONER/FOREMAN/SUPERINTENDENT:

Shawn Erickson

EMAIL ADDRESS: highway@townofbrandon.com

WORK PHONE: 802-247-3600

HOME PHONE: N/A

CELL PHONE: 802-353-1768

EMAIL ADDRESS: _____

WORK PHONE: _____

HOME PHONE: _____

CELL PHONE: _____

TOWN CLERK:

Sue Gage

OFFICE MAILING ADDRESS: 49 Center Street

Brandon, VT 05733

WORK PHONE: 802-247-3635

HOME PHONE: 802-734-9492

OFFICE HOURS: M-Th 9am-4pm

E-MAIL ADDRESS: sgage@townofbrandon.com

24-HOUR EMERGENCY CONTACT NAME & NUMBER (DISASTER USE ONLY)

Seth Hopkins 802-247-3300

TOWN/VILLAGE TREASURER:

Sue Gage

OFFICE MAILING ADDRESS: 49 Center Street

Brandon, VT 05733

WORK PHONE: 802-247-3635

HOME PHONE: 802-734-9492

PLEASE COMPLETE AND RETURN THIS FORM TO:

Brian Sanderson – District 3 Project Manager

61 Valley View, Suite 2

Mendon, VT 05701

Brian.sanderson@vermont.gov

LOAN AGREEMENT

Vermont State Revolving Fund

Loan RF1-223-3.0

Loan Amount: \$1,519,457.00

1. Town of Brandon, the Municipality, hereby certifies to the Vermont Municipal Bond Bank ("Bond Bank") that:

(a) It will secure all state and federal permits, licenses and approvals necessary to construct and operate the improvements to be financed by the Loan (the "Project"), if any, as described in Exhibit A;

(b) It has established, or covenants with the Bond Bank to establish, by ordinance, rule or regulation, a rate charge or assessment schedule which will generate annually sufficient revenue to pay:

(i) Principal, administrative fees and interest of the Municipal Bond, as the same becomes due; and

(ii) reasonably anticipated cost of operating and maintaining the improvements to be financed by the Loan, if any, and the system of which is a part;

(c) It has duly established a fund under Title 24 of the Vermont Statutes Annotated, or by other means permitted by law which, for so long as the Municipal Bond shall remain outstanding, shall be maintained and replenished from time to time, and used solely to repair, replace, improve and enlarge the improvement to be financed by the Loan, if any.

2. The Municipality shall make funds sufficient to pay the principal, administrative fees and interest as the same matures (based upon the Maturity Schedule appended hereto as Exhibit C) available to the Bond Bank at least five business days prior to each principal payment date.

3. The Bond Bank and Municipality agree that Loan proceeds will be paid to the Municipality as Project costs are incurred and paid by the Municipality over the course of the Project, but in no event shall payments be made more often than monthly, and only on Municipality's certification, through its authorized representative, that such costs have been paid.

4. The Municipality is obligated to make the principal, administrative fee and interest portion of the Municipal Bond payments scheduled by the Bond Bank on an annual basis. The Municipality may prepay the Loan at its option without penalty.

5. Simultaneously with the delivery of the Municipal Bond and Certificate of Registration (Exhibit C) to the Bond Bank, the Municipality shall furnish to the Bond Bank an opinion of bond counsel satisfactory to the Bond Bank which shall set forth among other things the unqualified

approval of said Bond(s) then being delivered to the Bond Bank and that said Bond(s) will constitute valid and binding obligations of the Municipality.

6. The Municipality shall be obligated to inform in writing to the Bond Bank, or such agent designated by the Bond Bank, at least thirty days prior to each principal payment date of any changes to the name of the official or address to whom invoices for the payment of principal, administrative fees and interest should be sent.

7. The period of performance for this agreement begins upon execution and ends five years after execution.

8. Notwithstanding paragraph 15 hereof, prior to payment of the amount of the Loan, or any portion thereof, the Bond Bank shall have the right to cancel all or any part of its obligations hereunder and after payment of any portion thereof to require a refund of amounts paid if:

(a) Any representation made by the Municipality to the Bond Bank in connection with its application for a loan or additional loans shall be incorrect or incomplete in any material respect; or

(b) The Municipality has violated commitments made by it in its application and supporting documents or has violated any of the terms of this Loan Agreement.

9. The Municipality shall at all times comply with all applicable federal and state requirements pertaining to the Project, including but not limited to requirements of Federal Clean Water Act, Title 24 of the Vermont Statutes Annotated, and the list of Federal Laws and Authorities included as Exhibit B. The enumeration of the Federal Laws and Authorities in Exhibit B shall not be construed as a waiver by the Municipality of any exemption or exception, jurisdictional or otherwise.

10. If any provisions of this Loan Agreement shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Loan Agreement and this Loan Agreement shall be construed and enforced as if such invalid or unenforceable provision had not been contained herein.

11. This Loan Agreement may be executed in one or more counterparts, any of which shall be regarded for all purposes as an original and all of which constitute but one and the same instrument. Each party agrees that it will execute any and all documents or other instruments, and take such other actions as are necessary, to give effect to the terms of this Loan Agreement.

12. No waiver by either party of any term or condition of the Loan Agreement shall be deemed or construed as a waiver of any other terms or conditions, nor shall a waiver of any breach be deemed to constitute a waiver of any subsequent breach, whether of the same or of a different section, subsection, paragraph, clause, phrase, or other provision of this Loan Agreement. Any delay in exercising rights or requirements of the Loan Agreement does not constitute a waiver of such rights or requirements.

13. The Municipality agrees to indemnify and hold the Bond Bank, the state, its officials, agents, and employees harmless from and against any and all claims, suits, actions, costs, and damages resulting from the negligent performance or non-performance by the Municipality or any of its officials, agents, or employees of the Municipality's obligations under this Agreement, as it may be amended or supplemented from time to time. It is further understood that such indemnity shall not be limited by an insurance coverage.

14. The Municipality agrees that the Loan will be adjusted upon final audit to an amount equal to or less than the project costs determined eligible by the Department of Environmental Conservation and recommended to the Bond Bank for loan participation.

15. The Municipality agrees that if actual final eligible costs are less than the amount paid under the Loan Agreement, repayment of the excess funds will be made within sixty days of the request made by the Department of Environmental Conservation.

16. Increases, amendments, or modifications to the project during construction will be processed for record keeping purposes only, except for the addition of major approved Project Elements, Exhibit A. The Loan Agreement will also be amended upon completion of the project based upon final audited eligible costs, and any increases in the Loan will be made contingent upon availability of funds. All Project records will be retained by the Municipality and made available for state inspection upon request for three years after Project completion or until any audit questions have been resolved, whichever is later.

17. The Municipality will obtain flood insurance for any insurable portion of the Project.

18. The Municipality agrees to use the loan proceeds solely for the project for which the loan is made and any approved amendments thereto. The Municipality further agrees to make prompt payment to the contractors and to apply any interest received to the Project. Once payment has been made to contractors, the applicant shall submit a payment request to the Department of Environmental Conservation (DEC). Funds will be disbursed from Federal Award ID Number CS500001## (## equals last two digits of award year). Upon disbursement, DEC will notify the Municipality of the standard terms and conditions applicable based on the exact amount of federal funds disbursed and relevant capitalization grant being drawn down. Please see <https://dec.vermont.gov/water-investment/water-financing/srf/reimbursement-help> for the standard terms and conditions. If the foregoing link is not accessible, contact DEC for assistance.

19. The terms of this Loan Agreement shall be controlling over those of any prior Agreement with respect to this Loan Agreement. However, this Loan Agreement shall not otherwise supersede the terms of any other agreements between the Municipality and the State.

20. The Municipality agrees to furnish to the Bond Bank such financial statements as the Bond Bank may reasonably request, which statements and supporting records shall be prepared and maintained in accordance with Generally Accepted Accounting Principles (GAAP).

21. This agreement will be funded by approximately 80 percent federal funds. These funds are being awarded in accord with the Federal Clean Water State Revolving Fund, CFDA number 66.458, under the authority of the Environmental Protection Agency. This is not a research and development award. For any accounting year in which the Municipality expends Loan proceeds and other Federal funds of \$750,000.00 or more from all Federal sources, the Municipality shall have an audit performed in accord with the Federal Single Audit Act and furnish a copy to the Vermont Department of Environmental Conservation within 9 months of the end of Municipality's accounting period.

22. By acceptance of this Agreement, the Municipality agrees to complete a Subrecipient Annual Report as provided by the Department of Finance. Prior to submitting the Subrecipient Annual Report, the Municipality must review previous fiscal year disbursements from the Facilities Engineering Division to determine the actual amount of federal funds disbursed from the loan proceeds. The Subrecipient Annual Report must then be submitted to the State of Vermont Department of Finance within 45 days after its fiscal year end, informing the State whether or not a single audit is required for the prior fiscal year. If a single audit is required, the Municipality will submit a copy of the audit report to the Vermont Department of Environmental Conservation within 9 months of its fiscal year end. If a single audit is not required, only the Subrecipient Annual Report to the State Department of Finance is required.

23. The Municipality understands that the provisions of the Davis-Bacon Act, which is codified at Subchapter IV of Chapter 31 of Title 40 of the United States Code and U.S. Department of Labor Memorandum No. 208 ("Memorandum 208"), may apply to the Project, and the Municipality certifies and agrees that with respect to the Project, it has complied and will continue to comply with the requirements of the Davis-Bacon Act and Memorandum 208, as applicable.

24. The effective date of the Loan Agreement is the execution date of the General Obligation Bond.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Attest:

VERMONT MUNICIPAL BOND BANK



Secretary

By: 

Executive Director

Attest:

Town of Brandon

Clerk

By: _____
Chair of the Governing Body

And by: _____

Treasurer

Date _____

List of Loan Exhibits

EXHIBIT A: Project description and conditions

EXHIBIT B: List of Federal Laws and Authorities

EXHIBIT C: General Obligation Bond

EXHIBIT D: Resolution and Certificate

EXHIBIT A

PROJECT DESCRIPTION AND CONDITIONS FOR THIS AGREEMENT

Description:

This construction loan is for the additional construction funds needed for the wastewater treatment facility refurbishment and upgrade. Construction is being funded primarily by USDA and these additional construction funds are needed in order to make project funding whole post bid. This loan also consolidates all of the Step I and II loan funds and additional subsidy that has been provided for this project.

Conditions:

- 1) Repayment of this loan shall commence one (1) year after completion of the project.
- 2) The CWSRF program has determined that the expected weighted average useful life of the funded assets equals or exceeds the loan term.
- 3) The Applicant shall, as a condition of the loan, provide the Department with a digitally formatted copy of any plan or surveys developed with funds awarded under the loan, if the Applicant or any subcontractor develops plans or surveys in digital format. By acceptance of the loan, the Applicant agrees to pass through this requirement to any subcontracts awarded and funded by the loan. This condition is included pursuant to Section 56 of Act 233 of 1994. Such digital formats are subject to the Federal Freedom of Information Act and the State Access to Public Records and Document Statute and, unless otherwise restricted, the Department will release copies of such information to the general public upon request. It shall be acceptable to submit read only copies or copies marked archival copies only. The Applicant, by acceptance of this loan agrees not to copyright any plans or surveys developed pursuant to this action. Acceptable electronic formats include pdf and pdf/A.

EXHIBIT B

LIST OF FEDERAL LAWS AND AUTHORITIES WHERE APPLICABLE

ENVIRONMENTAL:

- “American Iron and Steel” requirements of P.L. 113-76 the Consolidated Appropriations Act of 2014
- Archeological and Historic Preservation 16 USC §469a-1
- Bald and Golden Eagle Protection Act, 16 USC §668-668c
- Clean Air Act, 42 USC §7401
- Coastal Barrier Resources Act, 16 USC §3501
- Coastal Zone Management 16 USC §1451
- Davis-Bacon Act (40 CFR '31.36(i)(5))
- Davis Bacon and Related Acts Wage Rate Requirements (29 CFR 5.5)
- Endangered Species Act, 16 USC §1531
- Floodplain Management, Executive Order 11988, as amended by Executive Order 12148
- Protection of Wetlands, Executive Order 11990 (1977) as amended by Executive Order 12608 (1997)
- Environmental Justice, Executive Order 12898
- Protection and Enhancement of the Cultural Environment, Executive Order 11990 (1977), as amended by Executive Order
- Farmland Protection Policy Act, 7 USC §4201
- Fish and Wildlife Coordination Act, 16 USC §661
- Magnuson-Stevens Fishery Conservation and Management Act, 16 USC §1801 *et seq.*
- Marine Mammal Protection Act, 16 USC §7703 *et seq.*
- Migratory Bird Act 16 USC Chapter 7, Subchapter II: Migratory Bird Treaty
- National Historic Preservation Act 54 USC § 300101 *et seq.*
- Rivers and Harbors Act, 33 USC §403
- Safe Drinking Water Act, 42 USC §300f
- Wild and Scenic Rivers Act 16 USC §1271

ECONOMIC:

- Demonstration Cities and Metropolitan Development Act of 1966, PL 89-754 as amended
- Section 306 of the Clean Air Act and Section 508 of the Clean Water Act, including Executive Order 11738, Administration of the Clean Air Act and the Federal Water Pollution Control Act with Respect to Federal Contracts, Grants, or Loans

SOCIAL LEGISLATION:

- Age Discrimination Act, PL 94-135
- Civil Rights Act of 1964, PL 88-352
- Disadvantaged Business Enterprise, 49 USC § 47113 - Minority and disadvantaged business participation

- Equal Employment Opportunity, Executive Order 11264
- Women's and Minority Business Enterprise, Executive Orders 11625 and 12138
- Section 13 of PL 92-500; Prohibition against sex discrimination under the Federal Water Pollution Control Act
- Rehabilitation Act of 1973, PL 93-112 (including Executive Orders 11914 and 11250)

MISCELLANEOUS AUTHORITY:

- Executive Order 12549 - Debarment and Suspension
- Trafficking and Violence Protection Act of 2000 (P.L. 106-386)
- Uniform Relocation and Real Property Acquisition Policies Act of 1970, PL 91-646
- Signage requirements per 2015 EPA guidance
- 2 CFR 200.216 and section 889 of Public Law 115-232, Prohibition of certain telecommunication and video surveillance services or equipment
- Build America, Buy America (BABA) provisions of the Federal Infrastructure Investment and Jobs Act (IIJA)

\$1,519,457.00

UNITED STATES OF AMERICA
STATE OF VERMONT
Town of Brandon
GENERAL OBLIGATION BOND

The Town of Brandon (hereinafter called the "Municipality"), a body corporate and a political subdivision of the State of Vermont, promises to pay to the Vermont Municipal Bond Bank, or registered assigns, the not-to-exceed sum of \$1,519,457.00 with a preliminary interest at the rate of 0.00% per annum and with a preliminary administrative fee of 2.00%, subject to change based on final disbursed value, beginning on 6/1/2024 as follows:

Vermont EPA Clean Water State Revolving Fund							
Brandon Town, Vermont							
Loan RF1-223-3.0							
Prepared on 6/29/2022							
Loan Terms							
Loan Amount: \$1,519,457.00							
Loan Term Year: 20							
Interest rate: 0.0000%							
Administrative Fee: 2.0000%							
Repayment Date	Payment Number	Principal Due	Principal Payment	Principal Forgiven	Interest Payment	Administrative Fees	Total Payment
6/1/2024	1	1,519,457.00	56,302.68	151,450.00	0.00	27,435.10	83,737.78
6/1/2025	2	1,311,704.32	57,428.73	0.00	0.00	26,234.09	83,662.82
6/1/2026	3	1,254,275.59	58,577.31	0.00	0.00	25,085.51	83,662.82
6/1/2027	4	1,195,698.28	59,748.85	0.00	0.00	23,913.97	83,662.82
6/1/2028	5	1,135,949.43	60,943.83	0.00	0.00	22,718.99	83,662.82
6/1/2029	6	1,075,005.60	62,162.71	0.00	0.00	21,500.11	83,662.82
6/1/2030	7	1,012,842.89	63,405.96	0.00	0.00	20,256.86	83,662.82
6/1/2031	8	949,436.93	64,674.08	0.00	0.00	18,988.74	83,662.82
6/1/2032	9	884,762.85	65,967.56	0.00	0.00	17,695.26	83,662.82
6/1/2033	10	818,795.29	67,286.91	0.00	0.00	16,375.91	83,662.82
6/1/2034	11	751,508.38	68,632.65	0.00	0.00	15,030.17	83,662.82
6/1/2035	12	682,875.73	70,005.31	0.00	0.00	13,657.51	83,662.82
6/1/2036	13	612,870.42	71,405.41	0.00	0.00	12,257.41	83,662.82
6/1/2037	14	541,465.01	72,833.52	0.00	0.00	10,829.30	83,662.82
6/1/2038	15	468,631.49	74,290.19	0.00	0.00	9,372.63	83,662.82
6/1/2039	16	394,341.30	75,775.99	0.00	0.00	7,888.83	83,662.82
6/1/2040	17	318,565.31	77,291.51	0.00	0.00	6,371.31	83,662.82
6/1/2041	18	241,273.80	78,837.34	0.00	0.00	4,825.48	83,662.82
6/1/2042	19	162,436.46	80,414.09	0.00	0.00	3,248.73	83,662.82
6/1/2043	20	82,022.37	82,022.37	0.00	0.00	1,640.45	83,662.82
			1,368,007.00	151,450.00	0.00	305,324.36	
For planning purposes only. Figures subject to change based on actual disbursements.							

EXHIBIT C

This Bond is payable in lawful money of the United States at People's United Bank in the City of Burlington, State of Vermont. Repayment terms shall comply with 24 V.S.A. Chapter 120, §4755 which prohibits deferral of payment. Final payment of this Bond shall be made upon surrender of this Bond for cancellation.

This Bond/Note is issued by the Municipality for the purpose of financing infrastructure improvements under and by virtue of Title 24, Vermont Statutes Annotated, and a vote of the legal voters of the Municipality duly passed on 3/2/2021.

This Bond is transferable only upon presentation to the Treasurer of the Municipality with a written assignment duly acknowledged or proved. No transfer hereof shall be effectual unless made on the books of the Municipality kept by the Treasurer as transfer agent and noted hereon by the Treasurer with a record of payments as provided hereon.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuing of this Bond have been done, have happened, and have been performed in regular and due form, as required by such law and vote, and for the assessment, collection and payment hereon of a tax to pay the same when due the full faith and credit of the Municipality are hereby irrevocably pledged.

IN TESTIMONY WHEREOF, the Municipality has caused this Bond to be signed by its Treasurer, and a majority of its Selectboard and its seal to be affixed hereto.

Town of Brandon

By: _____

Majority of its Governing Body

Date _____

Treasurer

EXHIBIT C

\$1,519,457.00

Town of Brandon

GENERAL OBLIGATION BOND

CERTIFICATE OF REGISTRATION

It is hereby certified that this Bond is a fully registered Bond, payable only to the holder of record as appears of record in the office of the Treasurer of the issuing Municipality. This Bond may be transferred by presentation of the same with an assignment in writing signed by the registered holder. Presentation shall be made to the Treasurer of the Municipality at his office and he shall record such transfer in his records and on the Bond. The name and address of the original registered owner of this Bond is Vermont Bond Bank, 100 Bank St, Suite 401, Burlington, VT 05402.

Treasurer

EXHIBIT D

RESOLUTION AND CERTIFICATE (General Obligation) (Vermont Clean Water State Revolving Fund)

WHEREAS, at meetings of the municipal legislative body of the Town of Brandon (herein called the "Municipality") at each of which all or a majority of the members were present and voting, which meetings were duly noticed, called and held as appears of record, it was found and determined that the public interest and necessity required certain public wastewater improvements described in Exhibit A, and it was further found and determined that the cost of making such public improvements would be too great to be paid out of ordinary annual income and revenue, and that a proposal for providing such improvements and the issuance of bonds of the Municipality to pay for its share of the cost of the same was submitted to the legal voters at meetings thereof, and it was ordered, all of which action is hereby ratified and confirmed; and

WHEREAS, pursuant to the foregoing action, at a meeting of the Municipality which was warned and held at the place and time appointed therefor, there was submitted a proposition to be voted upon by ballot between the hours stated in the Warning, all as appears by reference; and

WHEREAS, the said Warning was duly recorded, published and posted, and said meeting was duly convened and conducted, all as appears of record, and which proceedings are hereby ratified and confirmed in all respects; and

WHEREAS, immediately upon closing of the polls and after counting of the ballots cast, the results as set forth were declared by the moderator, all as appears of record, and pursuant to which the Municipality is carrying forward the authorized improvements and pursuing the same diligently to completion; and

WHEREAS, the Municipality has applied for financial assistance in making the authorized improvements which application has been approved by the Department of Environmental Conservation and the Vermont Municipal Bond Bank, as evidenced by the Funding Application Approval, the terms and conditions of which are found in Exhibit A; and

WHEREAS, pursuant to powers vested in them by law the said governing board is about to enter into a Loan Agreement on behalf of the Municipality with the Vermont Municipal Bond Bank respecting a Loan from said Bank in the amount of \$1,519,457.00 to be discounted by the amount of up to \$151,450, repayable with interest at the rate of 0.00% per annum, together with an administrative fee of 2.00%.

AND WHEREAS, the Bond to be given by the Municipality to the Vermont Municipal Bond Bank at the time of receiving the proceeds of said Loan shall be substantially in the form found in Exhibit C;

THEREFORE, be it resolved that the Governing Body proceed forthwith to cause said Bond to be executed and delivered to the Vermont Municipal Bond Bank upon the price and terms stated, and be registered as the law provides; and

EXHIBIT D

BE IT FURTHER RESOLVED, that the Bond when issued and delivered pursuant to law and this Resolution shall be the valid and binding obligation of the said Municipality, payable according to law and the terms and tenor thereof from unlimited ad valorem taxes on the grand list of taxable property of said Municipality as established, assessed, apportioned and provided by law; and

BE IT FURTHER RESOLVED, that in addition to all other taxes, there shall annually be assessed and collected in the manner provided by law each year until the Bond, or any bond or bonds issued to refund or replace the same, is fully paid, a tax, charge or assessment sufficient to pay the note and bond or bonds as the same shall become due; and

BE IT FURTHER RESOLVED, that execution of the above-referenced Loan Agreement between the Municipality and the Vermont Municipal Bond Bank is hereby authorized, the presiding officer of the legislative body and Treasurer of the borrower being directed to execute said Loan Agreement on behalf of the Municipality and the legislative branch thereof; and

BE IT FURTHER RESOLVED, that the Municipality expressly incorporates into this Resolution each and every term, provision, covenant and representation set forth at length in Exhibit A to be delivered in connection with the issuance and sale of the Bond, execution and delivery of each of which is hereby authorized, ratified and confirmed in all respects, and the covenants, representations and undertakings set forth at length in said Loan Agreement are incorporated herein by reference; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Municipality, and any and all acts or proceedings of the Municipality and of its Governing Body, in, about or concerning the improvements hereinabove described and of the issuance of evidence of debt in connection therewith, are hereby ratified and confirmed.

BE IT FURTHER RESOLVED, that in connection with the pending sale of the Bond in the face amount of \$1,519,457.00 to the Vermont Municipal Bond Bank, execution and delivery of the Bond, this Resolution Certificate, Loan Agreement and incidental documents, all attached hereto, are authorized; and

BE IT FURTHER RESOLVED, that People's United Bank in the City of Burlington, Vermont, is hereby designated the Municipality's paying agent with respect to the Bond and the Loan Agreement.

And we, the undersigned officers, as indicated, hereby certify that we as such officers have signed the Bond payable as aforesaid, and reciting that it is issued under and pursuant to the vote herein above mentioned, and we also certify that the Bond is duly registered in the office of the Treasurer of the Municipality as prescribed by law.

And we, the said officers of the Municipality, hereby certify that we are the duly chosen, qualified and acting officers of the Municipality as undersigned; that the Bond is issued pursuant to said authority; that no other proceedings relating thereto have been taken; and that no such authority or proceeding has been repealed or amended.

EXHIBIT D

We further certify that no litigation is pending or threatened affecting the validity of the Bond nor the levy and collection of taxes, charges or assessments to pay it, nor the works of improvement financed by the proceeds of the Bond, and that neither the corporate existence of the Municipality nor the title of any of us to our respective offices is being questioned.

ATTEST:

Town of Brandon

Clerk

By: _____

Majority of its Governing Body

And By:

Its Treasurer

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose name you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. **ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ¹
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

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310220	ACCESS MOBILITY LLC	02/01/23	preventative maint lift S5054	10-5-22-43150 Town Hall Repair/Maint.	375.00	51999	02/13/23
310220	ACCESS MOBILITY LLC	02/01/23	preventative maint lift S5056	10-5-22-43100 Town Office	275.00	51999	02/13/23
200263	ALDRICH & ELLIOTT, PC	02/01/23	WWTF Upgrade Step III 81076	40-5-20-20120 Engineering	35053.95	52000	02/13/23
301143	ALLEGIANCE TRUCKS JERICHO	02/01/23	plow lights X12201540401	10-5-15-41160 HW Maint. Supplies-Vehicl	959.96	52001	02/13/23
100015	ALLEN ENGINEERING & CHEMI	01/30/23	chlorine 11250330901	20-5-55-50120 Sodium Hypochorite	1220.00	52002	02/13/23
100015	ALLEN ENGINEERING & CHEMI	01/30/23	pool brush, leaf skimmer 4R1-115937	20-5-55-43160 Maint. Supplies - General	74.94	52002	02/13/23
310590	AMERICAN WINDOW CLEANING	02/08/23	windows 1/26/23 7159	10-5-22-43100 Town Office	60.00	52003	02/13/23
311102	AQUATEC ENVIRONMENTAL, IN	01/27/23	testing 1573	20-5-55-22120 Testing	2825.00	52004	02/13/23
311015	BEN'S UNIFORMS	01/16/23	shirt 107290	10-5-14-10320 Clothing Allowance	66.00	52005	02/13/23
300086	BLACK, ROBERT L	02/06/23	officiating 02/06/23	10-5-18-40050 Youth Basketball	55.00	52006	02/13/23
100275	BRANDON FREE PUBLIC LIBRA	02/08/23	appropriation FEB 2023	10-5-25-70470 Brandon Library	7666.67	52007	02/13/23
100280	BRANDON LUMBER & MILLWORK	01/05/23	spruce 967602/3	10-5-22-43080 Highway Bldg Maint	24.40	52008	02/13/23
100280	BRANDON LUMBER & MILLWORK	01/19/23	pushbroom 969086/3	10-5-22-43080 Highway Bldg Maint	19.99	52008	02/13/23
100280	BRANDON LUMBER & MILLWORK	01/20/23	wire rope clip 969252/3	10-5-18-60160 Net Sports	0.99	52008	02/13/23
100280	BRANDON LUMBER & MILLWORK	01/23/23	snow shovel, rule 969508/3	20-5-55-43160 Maint. Supplies - General	49.98	52008	02/13/23
100280	BRANDON LUMBER & MILLWORK	01/24/23	elbows 969617/3	10-5-15-41160 HW Maint. Supplies-Vehicl	20.97	52008	02/13/23
100280	BRANDON LUMBER & MILLWORK	01/25/23	spruce, plywood 969731/3	10-5-22-43080 Highway Bldg Maint	69.89	52008	02/13/23
100280	BRANDON LUMBER & MILLWORK	01/25/23	screws, spruce 969768/3	10-5-22-43080 Highway Bldg Maint	23.10	52008	02/13/23
100280	BRANDON LUMBER & MILLWORK	01/30/23	lock 970263/3	10-5-18-60060 Ice Skating	27.99	52008	02/13/23
100280	BRANDON LUMBER & MILLWORK	01/31/23	wood screws 970349/3	10-5-22-43080 Highway Bldg Maint	24.99	52008	02/13/23
100280	BRANDON LUMBER & MILLWORK	02/03/23	lock 970699/3	10-5-22-43080 Highway Bldg Maint	19.99	52008	02/13/23
100280	BRANDON LUMBER & MILLWORK	02/03/23	bushing, nipples 970728/3	10-5-15-41160 HW Maint. Supplies-Vehicl	7.57	52008	02/13/23
100280	BRANDON LUMBER & MILLWORK	02/07/23	soap, tape 971185/3	10-5-22-43080 Highway Bldg Maint	26.57	52008	02/13/23
310688	BRANDON POLICE DEPT	02/09/23	petty cash 02/09/23	10-5-14-30132 Postage Expenses PD	30.81	52010	02/13/23
310688	BRANDON POLICE DEPT	02/09/23	petty cash 02/09/23	10-5-14-30120 Professional Supplies	4.90	52010	02/13/23

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200218	BRANDON REPORTER	01/11/23 DRB notice 112632	10-5-12-30310 Legal Advertising	52.00	52011	02/13/23
100310	BRANDON SENIOR CITIZENS C	02/08/23 appropriation FEB 2023	10-5-25-70480 Senior Citizen Center	1125.00	52012	02/13/23
100198	CARGILL, INCORPORATED	01/20/23 salt 2907898986	10-5-15-47110 Road Salt	4707.64	52013	02/13/23
100198	CARGILL, INCORPORATED	01/23/23 salt 2907905054	10-5-15-47110 Road Salt	2663.33	52013	02/13/23
100198	CARGILL, INCORPORATED	01/25/23 salt 2907914317	10-5-15-47110 Road Salt	2968.56	52013	02/13/23
100198	CARGILL, INCORPORATED	01/26/23 salt 2907918920	10-5-15-47110 Road Salt	1881.00	52013	02/13/23
100198	CARGILL, INCORPORATED	01/27/23 salt 2907923681	10-5-15-47110 Road Salt	2820.65	52013	02/13/23
100198	CARGILL, INCORPORATED	01/30/23 salt 2907930167	10-5-15-47110 Road Salt	2736.86	52013	02/13/23
100198	CARGILL, INCORPORATED	01/30/23 salt 2907930168	10-5-15-47110 Road Salt	2568.42	52013	02/13/23
310376	CATERPILLAR FINANCIAL SER	02/23/23 Grader - pymt # 7 33480382	10-5-15-90400 Leased Equipment	32407.93	52014	02/13/23
301503	CHAMPLAIN VALLEY FUELS	01/20/23 diesel fuel 531124	10-5-15-41130 Fuel - Vehicles HW	2117.81	52015	02/13/23
301503	CHAMPLAIN VALLEY FUELS	01/24/23 heating fuel @ Town Hall 532529	10-5-22-42110 Heating Fuel	389.64	52015	02/13/23
301503	CHAMPLAIN VALLEY FUELS	01/23/23 heating fuel @ HWY 535002	10-5-22-42110 Heating Fuel	1721.67	52015	02/13/23
301503	CHAMPLAIN VALLEY FUELS	02/02/23 diesel fuel 535329	10-5-15-41130 Fuel - Vehicles HW	2722.19	52015	02/13/23
301503	CHAMPLAIN VALLEY FUELS	02/01/23 heating fuel @ HWY 535351	10-5-22-42110 Heating Fuel	738.85	52015	02/13/23
300799	CHAMPLIN ASSOCIATES, INC.	01/25/23 controls installation 3538	20-5-55-51230 Outside Equip. - Pump St.	2508.30	52016	02/13/23
311166	CHAPPELL TRACTOR SALES LL	12/18/22 rain jackets & pants P68234	10-5-15-10320 Clothing Allowance	291.17	52017	02/13/23
100411	CIJKA, STEPHEN J	02/06/23 reimb gas for Chev 2500 02/06/23	20-5-55-41130 Fuel - Vehicles	97.19	52018	02/13/23
310703	CITY HALL SYSTEMS, INC.	02/01/23 Jan credit card charges 19107	10-5-18-40050 Youth Basketball	70.45	52019	02/13/23
301043	CIVES CORPORATION, DBA	01/18/23 quick disconnects 4521518	10-5-15-41160 HW Maint. Supplies-Vehicl	134.46	52020	02/13/23
310097	COMCAST	01/27/23 service 02/04 - 03/03 PD 01/27/23	10-5-14-42100 PD Telephone Service	434.31	52021	02/13/23
310097	COMCAST	01/27/23 service 02/04 - 03/03 TO 01/27/23	10-5-10-42100 Telephone Exp. Admin.	619.62	52022	02/13/23
310097	COMCAST	01/21/23 service 01/28 - 02/27 WW 01/21/23	20-5-55-42100 Wastewater Telephone	201.29	52023	02/13/23
310295	DALEY, RICHARD F	02/06/23 officiating 02/06/23	10-5-18-40050 Youth Basketball	55.00	52024	02/13/23
310927	DENNIS NEWTON ELECTRICAL	02/01/23 regrigerant leak 274643	10-5-22-43100 Town Office	741.67	52025	02/13/23

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300466	DUNDON PLUMBING & HEATING	01/23/23 portable toilet fee 77400	10-5-18-60100 Seminary Hill	130.00	52026	02/13/23
300466	DUNDON PLUMBING & HEATING	01/23/23 portable toilet fee 77400	10-5-18-43130 Estabrook	130.00	52026	02/13/23
311167	EMERSON, JAMES	02/06/23 Button-Up Brandon copies 2/6/23	10-5-12-40100 Energy Cm Public Outreach	102.72	52027	02/13/23
100494	ENDYNE INC	01/13/23 testing 435145	20-5-55-22120 Testing	270.00	52028	02/13/23
100494	ENDYNE INC	01/30/23 testing 436297	20-5-55-22120 Testing	367.00	52028	02/13/23
100494	ENDYNE INC	01/30/23 testing 436298	20-5-55-22120 Testing	95.00	52028	02/13/23
310956	ERICKSON, SHAWN	01/30/23 reimb mileage/clothing 01/30/23	10-5-15-10320 Clothing Allowance	44.02	52029	02/13/23
310956	ERICKSON, SHAWN	01/30/23 reimb mileage/clothing 01/30/23	10-5-15-10310 Travel & Expenses	187.77	52029	02/13/23
300187	FLORENCE CRUSHED STONE	01/21/23 3/4 minus 232879	10-5-15-46140 Gravel	649.54	52030	02/13/23
300187	FLORENCE CRUSHED STONE	01/21/23 3/4 minus 232879	10-5-15-46140 Gravel	-450.00	52030	02/13/23
300187	FLORENCE CRUSHED STONE	01/31/23 3/4 stone 232896	10-5-15-46140 Gravel	242.90	52030	02/13/23
310426	FYLES BROS., INC.	01/23/23 propane - WW chem bldg 158252	20-5-55-42110 LP Gas - Bldgs	269.50	52031	02/13/23
310426	FYLES BROS., INC.	01/23/23 propane @ Town Hall 158253	10-5-22-42100 Heating - Propane	127.40	52031	02/13/23
310426	FYLES BROS., INC.	01/30/23 propane @ Police Dept. 160052	10-5-14-42100 PD Telephone Service	441.39	52031	02/13/23
310426	FYLES BROS., INC.	01/30/23 propane WW main garage 160058	20-5-55-42110 LP Gas - Bldgs	338.89	52031	02/13/23
310426	FYLES BROS., INC.	01/30/23 propane WW lab bldg 160078	20-5-55-42110 LP Gas - Bldgs	961.57	52031	02/13/23
100650	GALLS LLC	01/04/23 rechargeable flashlight 023127790	10-5-14-30120 Professional Supplies	156.28	52032	02/13/23
100650	GALLS LLC	01/19/23 boots 023290281	10-5-14-30120 Professional Supplies	195.49	52032	02/13/23
100650	GALLS LLC	01/24/23 misc 023328379	10-5-14-30120 Professional Supplies	433.34	52032	02/13/23
310270	GOOD-WAY DOCUMENT SERVICE	02/08/23 microfilm storage 2022 2016	10-5-13-30123 Records Preservation	7.50	52033	02/13/23
300974	GRAPH-X INCORPORATED	02/04/23 tanks, shirts, hoodies 4736	10-5-18-30060 Basket Ball Expense	964.00	52034	02/13/23
300974	GRAPH-X INCORPORATED	02/04/23 tanks, shirts, hoodies 4736	10-5-15-10320 Clothing Allowance	200.00	52034	02/13/23
100969	GRAPHIC CONTROLS	01/19/23 markers 2126811	20-5-55-43160 Maint. Supplies - General	170.10	52035	02/13/23
311128	GREEN MOUNTAIN GARAGE	01/19/23 fuel filters, oil filters 193428	10-5-15-41160 HW Maint. Supplies-Vehicl	468.15	52036	02/13/23
311128	GREEN MOUNTAIN GARAGE	01/19/23 headlight bulb 193454	10-5-15-41160 HW Maint. Supplies-Vehicl	13.60	52036	02/13/23

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311128	GREEN MOUNTAIN GARAGE	01/20/23 back-up light socket 193482	10-5-15-41160 HW Maint. Supplies-Vehicl	8.55	52036	02/13/23
311128	GREEN MOUNTAIN GARAGE	01/23/23 wiper blades 193583	10-5-14-41110 New Equipment - Vehicles	45.63	52036	02/13/23
311128	GREEN MOUNTAIN GARAGE	01/24/23 gloves, fittings, hose 193603	10-5-15-41160 HW Maint. Supplies-Vehicl	94.64	52036	02/13/23
311128	GREEN MOUNTAIN GARAGE	02/03/23 air filter, oil filter 194052	10-5-15-41160 HW Maint. Supplies-Vehicl	37.61	52036	02/13/23
311128	GREEN MOUNTAIN GARAGE	02/03/23 elect tape, connectors 194055	10-5-15-41160 HW Maint. Supplies-Vehicl	84.44	52036	02/13/23
311128	GREEN MOUNTAIN GARAGE	02/03/23 adapters 194061	10-5-15-41160 HW Maint. Supplies-Vehicl	24.74	52036	02/13/23
311128	GREEN MOUNTAIN GARAGE	02/07/23 sealer 194210	10-5-15-41160 HW Maint. Supplies-Vehicl	31.20	52036	02/13/23
310566	LUFKIN, MICHAEL	02/06/23 officiating 02/06/23	10-5-18-40050 Youth Basketball	660.00	52037	02/13/23
310766	MAINECAL	02/01/23 calibrate lab equipment 1303	20-5-55-20121 Professional Services	725.00	52038	02/13/23
310630	MASTERCARD	01/17/23 gun case 44731-1	10-5-14-30120 Professional Supplies	71.96	52039	02/13/23
310630	MASTERCARD	01/09/23 notary renewals 44746	10-5-14-10330 Dues & Subscriptions	60.00	52039	02/13/23
310630	MASTERCARD	01/09/23 AED batteries 44748	10-5-14-30120 Professional Supplies	344.99	52039	02/13/23
310630	MASTERCARD	01/09/23 dog food 44749	10-5-14-40440 Police Dog Expenses	80.74	52039	02/13/23
310630	MASTERCARD	01/20/23 returned coveralls 44942-1	10-5-15-10320 Clothing Allowance	-143.96	52039	02/13/23
310630	MASTERCARD	01/24/23 Electric Bikes, accessory 44945	56-5-05-10500 Electric Bike Grant	3254.00	52039	02/13/23
310630	MASTERCARD	01/24/23 Hero microchip reader 44946	10-5-10-91000 Animal Control Expenses	268.99	52039	02/13/23
310630	MASTERCARD	01/17/23 HDMI cables, mic, tape 44947	10-5-18-20600 Equipment /Supplies	351.45	52039	02/13/23
310630	MASTERCARD	01/26/23 postage-FEMA Newton Rd CK 44948	10-5-10-30132 Postage Expenses	13.45	52039	02/13/23
310630	MASTERCARD	01/12/23 notary renewal 44949	10-5-10-10330 Dues & Subscriptions	55.00	52039	02/13/23
310630	MASTERCARD	01/11/23 sympathy flowers 45100	10-5-14-30110 Office Supplies	47.80	52039	02/13/23
310630	MASTERCARD	01/11/23 batteries 45101	10-5-14-30110 Office Supplies	17.88	52039	02/13/23
310630	MASTERCARD	01/31/23 belt equipment 45104	10-5-14-10320 Clothing Allowance	69.63	52039	02/13/23
310630	MASTERCARD	01/20/23 shotgun case 45107	10-5-14-30120 Professional Supplies	36.31	52039	02/13/23
330377	MATTHEW BENDER & COMPANY,	12/08/22 VT STAT 2022 supp pkg 34721355	10-5-14-10330 Dues & Subscriptions	321.31	52041	02/13/23
301142	MCDONALD UNIFORM CO., INC	01/23/23 cap 215168	10-5-14-10320 Clothing Allowance	73.51	52042	02/13/23

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311164 MINER SAW SHOP	01/25/23	sharpened chipper knives 10962	10-5-15-44130 Tree Removal/Planting	51.00	52043	02/13/23
100949 MITCHELL TEES & SIGNS, IN	02/06/23	police academy clothing 82530	10-5-14-10320 Clothing Allowance	173.50	52044	02/13/23
301083 MVP SELECT CARE INC	02/06/23	Jan 2023 HRA 2023-01	10-5-22-10218 HRA	2.50	52045	02/13/23
301083 MVP SELECT CARE INC	02/06/23	Jan 2023 HRA 2023-01	20-5-55-10218 HRA WW	5.00	52045	02/13/23
301083 MVP SELECT CARE INC	02/06/23	Jan 2023 HRA 2023-01	10-5-10-10218 HRA Admin	5.00	52045	02/13/23
301083 MVP SELECT CARE INC	02/06/23	Jan 2023 HRA 2023-01	10-5-18-10218 HRA	2.50	52045	02/13/23
301083 MVP SELECT CARE INC	02/06/23	Jan 2023 HRA 2023-01	10-5-13-10218 HRA	5.00	52045	02/13/23
301083 MVP SELECT CARE INC	02/06/23	Jan 2023 HRA 2023-01	10-5-14-10218 HRA PD	7.50	52045	02/13/23
301083 MVP SELECT CARE INC	02/06/23	Jan 2023 HRA 2023-01	10-5-15-10218 HRA HW	5.00	52045	02/13/23
301088 PETE'S TIRE BARNS, INC	01/24/23	tires 038343	10-5-14-41110 New Equipment - Vehicles	524.28	52046	02/13/23
310736 POCKETTE PEST CONTROL	01/24/23	pest control: Town Hall 25640	10-5-22-43150 Town Hall Repair/Maint.	40.00	52047	02/13/23
310736 POCKETTE PEST CONTROL	01/24/23	pest control: Town Office 25641	10-5-22-43100 Town Office	70.00	52047	02/13/23
310736 POCKETTE PEST CONTROL	01/27/23	pest control: storage 25683	10-5-18-20500 Storage Unit Supply/Maint	50.00	52047	02/13/23
310736 POCKETTE PEST CONTROL	01/27/23	pest control: Police Dept 25686	10-5-22-43090 PD Bldg Maint.	65.00	52047	02/13/23
310842 RHR SMITH & COMPANY	11/11/22	field work - audit 2022-3144	10-5-10-22110 Auditors	1500.00	52048	02/13/23
310842 RHR SMITH & COMPANY	11/25/22	field work for audit 2022-3237	10-5-10-22110 Auditors	800.00	52048	02/13/23
100478 ROYAL GROUP, INC.	02/01/23	replace power supply 697106	10-5-22-43100 Town Office	639.13	52049	02/13/23
300375 RUTLAND CITY	01/27/23	Dec sludge removal 33035 SLUDG	20-5-55-50160 Sludge Disposal	6300.00	52050	02/13/23
100491 RUTLAND HERALD	02/06/23	Town Manager ad 00124161	10-5-10-30310 Legal Advertising	177.66	52051	02/13/23
300929 SCARBOROUGH, DONALD	02/07/23	filters & decals FEB2023	10-5-15-41160 HW Maint. Supplies-Vehicl	451.39	52052	02/13/23
310545 SICA, JASEN	02/07/23	Christmas decorations 02/07/23	10-5-21-75000 Economic Development	313.79	52053	02/13/23
310418 SILLOWAY NETWORKS INC	02/01/23	monthly service & support 42217583	10-5-10-30134 Technical Support	878.41	52054	02/13/23
310133 STATE OF VERMONT	02/02/23	Stormwater OP fee 8477-9050 23	56-5-14-20300 NE Woodcraft- Permits	1064.00	52055	02/13/23
310921 STEARNS SERVICES LLC	01/06/23	consulting fee 1165	10-5-10-30130 Service Contracts	315.00	52056	02/13/23
100682 USA BLUE BOOK	01/12/23	suspenders 232857	20-5-55-10320 Clothing Allowance	43.87	52057	02/13/23

02/10/23

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TOWN OF BRANDON Accounts Payable

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Check Warrant Report # 63624 Current Prior Next FY Invoices

Jacolyn

For Check Acct 01(10 General Fund) All check #s 02/13/23 To 02/13/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100682	01/30/23	USA BLUE BOOK hard hat liners 251926	20-5-55-43160 Maint. Supplies - General	36.00	52057	02/13/23
330348	01/13/23	VERIZON WIRELESS service: cell phones 9925333105	10-5-21-10310 Travel & Expenses	20.15	52058	02/13/23
330348	01/13/23	VERIZON WIRELESS service: cell phones 9925333105	10-5-18-42100 Recreation Telephone	20.15	52058	02/13/23
330348	01/13/23	VERIZON WIRELESS service: cell phones 9925333105	10-5-14-42100 PD Telephone Service	40.30	52058	02/13/23
330348	01/13/23	VERIZON WIRELESS service: cell phones 9925333105	20-5-55-42100 Wastewater Telephone	40.30	52058	02/13/23
330348	01/13/23	VERIZON WIRELESS service: cell phones 9925333105	10-5-15-42100 HW Telephone	40.30	52058	02/13/23
330348	01/13/23	VERIZON WIRELESS service: cell phones 9925333105	10-5-10-42100 Telephone Exp. Admin.	40.30	52058	02/13/23
330348	01/22/23	VERIZON WIRELESS service: Dec 23 - Jan 22 9925967585	10-5-14-20233 MDT/Aircards	280.37	52058	02/13/23
100067	01/24/23	VLCT MAC finance series MAC2022-0882	10-5-10-10340 Professional Development	50.00	52059	02/13/23
100067	02/08/23	VLCT Sue webinar MAC2023-0006	10-5-13-10340 Professional Development	10.00	52059	02/13/23
310046	01/13/23	W.B. MASON CO INC labels 235541456	10-5-10-30110 Office Supplies	16.48	52060	02/13/23
310046	01/25/23	W.B. MASON CO INC paper, tape 235818984	10-5-14-30110 Office Supplies	51.39	52060	02/13/23
310046	02/01/23	W.B. MASON CO INC batteries 235998331	10-5-14-30110 Office Supplies	46.47	52060	02/13/23
310646	01/30/23	WATERSHED CONSULTING ASSO NE Woodcraft 2023-1777	56-5-14-20100 NE Woodcraft- Engineering	16117.00	52061	02/13/23
311070	01/31/23	WEX BANK gas - Jan 2023 86996977	10-5-15-41130 Fuel - Vehicles HW	162.98	52062	02/13/23
311070	01/31/23	WEX BANK gas - Jan 2023 86996977	10-5-14-41130 Fuel - Vehicles	1502.07	52062	02/13/23
311001	01/23/23	WHEELER, MANDY events ad design 175	10-5-18-10330 Advertising/Recruitment	25.00	52063	02/13/23

02/10/23
12:07 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63624 Current Prior Next FY Invoices
For Check Acct 01(10 General Fund) All check #s 02/13/23 To 02/13/23

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Jacolyn

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

160898.49

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 \$ ***160,898.49
Let this be your order for the payments of these amounts.

