

**Brandon Select Board Meeting**  
**April 10, 2023**  
**7:00 p.m.**

The Brandon Select Board will meet Monday, April 10, 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 – March 27, 2023
  - b) Special Select Board Meeting Minutes – March 29, 2023
  - c) Special Select Board Meeting with Selection Committee Minutes – April 3, 2023
  - d) Special Select Board Meeting with Selection Committee Minutes – April 5, 2023
- 3) Town Manager's Report
- 4) Public Comment and Participation
- 5) West Seminary Stormwater System Design Presentation
- 6) Municipal Energy Resilience Program Grant Funding
- 7) Consider Adoption of Annual Update of Local Emergency Plan
- 8) Consider Appointments
  - Health Officer
  - Deputy Health Officer
- 9) Discuss Scheduling and Signing of Payroll Warrants
- 10) Fiscal
  - a) Warrant – April 10, 2023 – \$632,424.88
- 11) Executive Session  
The appointment or employment or evaluation of a public officer or employee, per 1 V.S.A. § 313(3)(a)(3) excluding the Select Board Chair for a second interview with Town Manager Candidate A.
- 12) Executive Session  
The appointment or employment or evaluation of a public officer or employee, per 1 V.S.A. § 313(3)(a)(3) excluding the Select Board Chair for a second interview with Town Manager Candidate B.
- 13) Executive Session  
The appointment or employment or evaluation of a public officer or employee, per 1 V.S.A. § 313(3)(a)(3) excluding the Select Board Chair for deliberation.
- 14) Adjournment

**Brandon Select Board Meeting  
March 27, 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, Cecil Reniche-Smith, Tim Guiles, Tracy Wyman

**Others In Attendance:** Bill Moore, Neil Silins, Marielle Blais, Doug Bailey, Jack Schneider, Steve Bisette, Ralph Ethier, Scott Schribner, Gail Cordner, Dorothea Langevin, Steven Jupiter, Sandy Mayo, David Snow, Brent Buehler

**Others by Zoom:** Keith Whitcomb, George Wetmore, Jan Coolidge, Bruce Jenson, Annie Stratton

**1. Call to order**

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

**a) Agenda Adoption – Motion** by Brian Coolidge/Tracy Wyman to adopt the agenda. **The motion passed unanimously.**

**2. Approval of Minutes**

**a) Select Board Minutes – March 13, 2023**

**Motion** by Tracy Wyman/Cecil Reniche-Smith to approve the minutes of March 13, 2023. **The motion passed unanimously.**

**3. Town Manager's Report**

Bill Moore provided the following report:

The slowing down of winter weather has seen our highway department doing spring preparations. This time of the year that means much in the way of vehicle maintenance and operating the chipper to clear overgrowth and any larger branches that have fallen in the right of ways.

On March 21<sup>st</sup>, Assistant Wastewater Plant Operator, Tim Kingston, fielded a call after 5PM for an overflow at the manhole in Green Park. Dundons was called to vac out 4,500 gallons of grease, water and non-flushable wipes. This is a good time to remind wastewater connected users, both commercial and residential, to make sure that grease and non-toilet paper wipes are not entering the system. Businesses that have commercial dishwashers should have their required grease traps cleaned regularly.

A reminder that the Select Board will be holding a special meeting on April 10<sup>th</sup> (6:00PM) at the Wastewater Treatment plant to inspect the progress of the upgrade work being performed. This will be held prior to the regular meeting.

We will not be considering the Salt Shed request. While we do have a ballpark figure, Shawn is waiting for another quote for a different style building.

The Town was awarded a Municipal Planning grant in the amount of \$23,760, partnering with the Rutland Regional Planning Commission on a project to expand an interactive map of the region's cultural, historical, and recreational assets to facilitate local tourism and support connected communities. This will also allow for a community calendar specific to Brandon as a part of this project. This was a grant applied for back in November.

Mr. Moore had a zoom call with Paula Jackson from Vermont Rural Water regarding their apprenticeship program and our need to start recruiting for another person to train for when our long-time current Chief Operator, Steve Cijka, retires in November of 2024. The training hours required are substantial and the time to start recruiting was yesterday. They can help us to advertise and train for the position. We are also considering cross training an employee from the Highway or Buildings and Grounds to help be a fail-safe, in case of an emergency.

The Brandon Free Public Library has begun the major portion of their move into the meeting room. They are opening on April 11<sup>th</sup>.

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

Registration for spring baseball/softball and T-ball registration has been extended to April 1<sup>st</sup>. Registrations received after the deadline are subject to a \$30 late fee.

Square dancing will be happening at 6:30PM on April 1<sup>st</sup>.

Brandon Idol 80's concert will be held on April 8<sup>th</sup>. Doors open at 6:30PM. \$5 admission.

April 14<sup>th</sup> is the ever popular Wildlife Encounter program and not to be outdone, April 15<sup>th</sup> WOH Wrestling will be hosting a full slate of matches.

Cecil Reniche-Smith asked if there is protocol for inspecting restaurant grease traps. Bill Moore advised the Town does not have protocol for inspecting but do occasionally remind restaurant owners about this subject. Seth Hopkins stated a food service annual inspection is done and that is part of the process.

Seth Hopkins asked whether the planning grant noted in the report was the Ramp grant. Bill Moore confirmed it was the Ramp grant and the Town is now spearheading this effort. Mr. Moore noted it is a way to have a community calendar specific to Brandon to showcase what is happening in the Town. Neil Silins questioned if with the Ramp grant whether Brandon is the only active town. Mr. Moore advised the RRPC will be responsible for bringing other towns on board.

Doug Bailey asked what the additional building for the Highway Department is for, as this had not come up on a wish list during the budget season and he sees this as a budget breaker. Bill Moore advised the Highway Foreman, who has 30+ years of experience has indicated this is a need for the department that will allow for more storage and mixing, and to keep the salt cleaner. This was an issue this year and it will allow for the Town to get bigger loads. Mr. Bailey stated the Department Managers need to be reminded that November/December timeframe should be the time to share this information. Tim Guiles stated it is important to get other people involved early as it is a matter of designing the entire space. Bill Moore reported part of Shawn's decision-making for placement of the salt shed took into consideration where a new town garage would be. Cecil Reniche-Smith asked if it would make sense to talk about the building of the shed as part of the new town garage construction as there could be cost-savings. Mr. Moore advised this would be a standalone building that has cement footings and noted he trusts the Department Head's judgement. Ms. Reniche-Smith asked if there are materials in common for bidding out an entire project. Mr. Moore advised this is a quonset-type structure that would not be similar to the town garage. Brent Buehler asked if this could be funded by the local option tax and Mr. Hopkins noted that could be a consideration. Mr. Bailey asked what was spent on the last hoop building and Mr. Moore thought it was around \$35,000 to \$40,000, however, this structure would have cement footings and asphalt for the salt to sit on. Dave Snow stated the Town ran out of salt because the supply chain is broken with only one vendor in the area and the idea of going to a larger structure is good. He noted the State takes priority and a building for the Town is needed as the salt could be obtained early and would save money.

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

Sue Gage reminded that dog licenses are due by Monday, April 3<sup>rd</sup>. She noted it is a good thing to do as the \$5.00 goes to the V-Snip Program and dogs are easier to find when they are lost.

Bill Moore reported the Rental Enforcement Officer and Health Officer have tendered their resignation for the end of the month and the Town will be advertising for these positions. Seth Hopkins noted this will be the first notice that the Town is looking for a local Health Officer, and a Rental Housing Code Enforcement Officer, which are both part-time stipend positions. There is a Deputy Health Officer available until a Health Officer is appointed.

## **5. Consider Vermont Gran Fondo Request to use Roadways for Cycling Event**

Seth Hopkins reported the Town received a letter from the organization making this request. Bill Moore advised this event was held prior to the pandemic and is non-disruptive and provides some economic activity for the Town. The local emergency services have not had any issues. The route of the event will be Route 73 from Brandon Gap to Forest Dale and Route 53 to Salisbury on June 24<sup>th</sup>. Tim Guiles noted they are asking for an 8-hour timeframe.

**Motion** by Tim Guiles/Cecil Reniche-Smith to approve the Vermont Gran Fondo request to use the roads as outlined in their letter. **The motion passed unanimously.**

## **6. MPM Recommendation for Union Street**

Bill Moore stated this is related to the Transportation Alternative grant that requires a municipal project manager. Mr. Moore advised the Town could bid out this position or appoint the Town Manager, as Mr. Atherton previously filled this position. The other options require hiring outside agencies that would require more time and a change in the timeline. Mr. Moore estimates the position would take about five hours per week and noted he is willing to take on the management of the project. Tim Guiles asked if the Town would save money if the Town Manager was appointed or if there would be additional payment for the position. Mr. Moore advised there would be no additional salary for this position and noted he would also be willing to do the management in his capacity as Economic Development Manager.

**Motion** by Tracy Wyman/Tim Guiles to appoint Bill Moore as the Municipal Project Manager for the Union Street project. **The motion passed unanimously.**

Dave Snow asked if the sewer lines would be replaced and Bill Moore reported it is the plan to do everything at once. Mr. Snow asked if that also included the water lines and Mr. Moore reported Dave Atherton had discussed this previously with Ray Counter, however Mr. Moore has not had a conversation with Mr. Counter to date. The water line was part of the plan, as well as the sewer lines for the project. Brent Buehler asked what salary would be paying for the municipal project manager's position. Tim Guiles noted that Mr. Moore would be doing the project management as part of his position, but if Mr. Moore did not get the town manager position, he would do this management as a town employee going forward and that would not affect the budget. Neil Silins stated if Mr. Moore is not successful in becoming the full-time town manager, it would be included as part of the economic development position and suggested assigning a dollar value. Cecil Reniche-Smith stated as interim town manager, Mr. Moore can do the work and whoever the town manager becomes, there could be a discussion of who would continue with this task. Mr. Moore noted he did not want to see a delay in this project.

## **7. Appointment of Rutland Region Transportation Council Alternate**

Seth Hopkins advised that Dan Snow has expressed interest in this appointment. Tracy Wyman noted it is good that Mr. Snow is willing to take this appointment as he is part of the Highway Department.

**Motion** by Tracy Wyman/Tim Guiles to appoint Dan Snow as the Alternate to the Rutland Region Transportation Council. **The motion passed unanimously.**

## **8. Tandem Truck Funding Discussion**

Seth Hopkins noted the Select Board had authorized on January 24, 2022 a purchase order for a tandem truck that is now ready for the Town to take delivery of. Sue Gage stated a year ago the tandem truck was approved for purchase and came to her desk for bids for leasing. She noted interest rates have increased and there is nothing budgeted. The Town can either add a new lease and go over budget. There is \$100,000 budgeted to pay down the current lower interest leases as the best interest rate is 5.17%. An option could be to use the \$100,000 and lease less or buy it outright with local option tax funds. Seth Hopkins advised the Town could use ARPA funds, the fund balance or the local option tax funds. Tracy Wyman recommended using 50% ARPA funds and 50% local options tax. Tim Guiles suggested using the \$100,000 for the lease, as he would prefer the ARPA funds be saved for a larger ARPA discussion. Mr. Wyman noted he did not have an issue with using the fund balance but would prefer to see the truck purchased outright. Mr. Hopkins reported the local option tax fund balance is \$574,514. Mr. Guiles stated the Town has little debt and the other leases have lower interest rates and the Town should not be in a hurry to pay them off and would prefer to use the \$100,000 for the purchase of the new truck. Cecil

Reniche-Smith stated a town's bond rating is based on debt management, but when a town pays off debt in chunks it is a negative credit rating and it is preferred that a town pay what is due. Ms. Reniche-Smith agreed with Mr. Guile's recommendation to use the \$100,000 and local option tax funds. Ms. Gage noted concern that the only lease payment in the budget for next year is the grader and if the lease payments earmarked for the \$100,000 are not paid, the Town may be over budget. Doug Bailey agreed with keeping the low rate leases in place and questioned if the Police Department may still be understaffed this year and suggested those funds could be used. Bill Moore advised the Police Department intends to be fully staffed by 2024.

**Motion** by Brian Coolidge/Tracy Wyman to use the local option tax funds to purchase the tandem dump truck, after exhausting the excess from the pay-off of the two leases.

Jan Coolidge asked where the current budget stood and where it will be by the end of June. Sue Gage noted that she could have something for the Select Board by the next meeting regarding these figures. Tim Guiles stated the local options tax is not bottomless and there could be other things the Town could do with the funds and suggested if there is a way to fund the truck within the budget, it would be best to use the \$100,000. He would rather see the Town weather the lease payments and possibly use the local option tax funds at the end of the year. Cecil-Reniche Smith noted the lease payments are around \$67,000 and suggested using the budgeted funds to pay off the leases since the budget had been worked around these, and use the remainder of the funds plus the local option tax to purchase the truck. Sue Gage stated the lease quotes have to be acted upon before the next Select Board meeting and the delivery would be 3 to 4 weeks. Ms. Gage advised when using the local option tax and using everything planned as before, by November, that amount would be replenished.

**Motion** by Cecil Reniche-Smith/Tracy Wyman to amend the original motion to include: after exhausting the excess from the pay-off of the two leases. **The motion passed unanimously.**

**The amended original motion passed unanimously.**

Seth Hopkins noted he was distressed that the Select Board needed to have this discussion and recommended for the future when signing a purchase order, a line is inserted in the operating budget as a placeholder as a reminder. Mr. Hopkins stated the Town's financial situation is strong and has a lot of borrowing authority and is healthy. Doug Bailey stated if is fortunate the Town is in a strong financial spot, but it is distressing that there have been a couple of things that have come to light after the budget season.

## **9. Fiscal**

### ***1) General Fund Warrant – March 27, 2023 - \$204,220.02***

**Motion** by Brian Coolidge/Tracy Wyman to approve the warrant in the amount of \$204,220.02. **The motion passed unanimously.**

The Select Board recessed at 7:50PM.

**Motion** by Brian Coolidge/Tracy Wyman to enter into executive session at 7:57PM for the appointment or employment or evaluation of a public officer or employee per 1 V.S.A.(313)(3)(a)(3) to include Interim Town Manager, Bill Moore . **The motion passed unanimously.**

## **9. Executive Session**

The Board came out of executive session at 8:28PM.

There were no actions required.

**Motion** by Tim Guiles/Tracy Wyman to enter into executive session at 8:30PM for the appointment or employment or evaluation of a public officer or employee per 1 V.S.A.(313)(3)(a)(3) without Seth Hopkins or Bill Moore in attendance. **The motion passed unanimously.**

## 10. Executive Session

The Board came out of executive session at 9:41PM.

The Board discussed the next steps to be taken in the town manager hiring process. The results of the conversation are as follows:

- 1) There were 12 applications received and 1 was withdrawn so we now have 11 applicants. Each of the 4 remaining select board members now has a copy of each applicant's cover letter and resume.
- 2) On Wednesday, March 29<sup>th</sup> the remaining 4 select board members will meet in a duly warned executive session at 7pm at the town office to narrow the 11 applicants down to 4 who will be interviewed. The board will determine which questions they want asked of each applicant.
- 3) The inclusivity committee is being organized by Sue Gage. They will meet sometime this week to determine which questions they want to have included in each interview.
- 4) The interviews will be held on 2 evening duly warned executive sessions next week, Monday April 3<sup>rd</sup> and Wednesday April 5<sup>th</sup>.

## 12. Adjournment

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

Respectfully submitted,

Charlene Bryant  
Recording Secretary

**Brandon Select Board Meeting  
April 3, 2023**

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

**Board Members In Attendance:** Brian Coolidge, Cecil Reniche-Smith, Tim Guiles, Tracy Wyman

**Others In Attendance:** Town Manager Selection Committee (Sue Gage, Sara Stevens, Sharon Stearns, Brent Buehler, Vicki Disorda)

**1. Call to order**

The meeting was called to order by Tracy Wyman – Board Vice-Chair at 6:00PM.

**a) Agenda Adoption – Motion** by Tim Guiles/Brian Coolidge to adopt the agenda. **The motion passed unanimously.**

**3. Public Comment and Participation**

There was no discussion held.

**Motion** by Cecil Reniche-Smith/Tim Guiles to enter into executive session at 6:01PM for the appointment or employment or evaluation of a public officer or employee per 1 V.S.A.(313)(3)(a)(3) excluding Seth Hopkins. **The motion passed unanimously.**

**4. Executive Session**

The Board came out of executive session at 6:49PM.

There were no actions taken.

**Motion** by Cecil Reniche-Smith/Tim Guiles to enter into executive session at 6:50PM for the appointment or employment or evaluation of a public officer or employee per 1 V.S.A.(313)(3)(a)(3) including the Town Manager Selection Committee in attendance. **The motion passed unanimously.**

**5. Executive Session**

Interview of first applicant began at 7:00PM and applicant departed at 7:58PM.

Interview of second applicant began at 8:00PM and applicant departed at 8:55PM.

The Board came out of executive session at 9:20PM.

There were no actions taken.

**6. Adjournment**

**Motion** by Tim Guiles/Tracy Wyman to adjourn the Select Board meeting at 9:21PM. **The motion passed unanimously.**

Respectfully submitted,

Brian Coolidge  
Board Clerk

**Brandon Select Board Meeting  
April 5, 2023**

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

**Board Members In Attendance:** Brian Coolidge, Cecil Reniche-Smith, Tim Guiles, Tracy Wyman

**Others In Attendance:** Town Manager Selection Committee (Sue Gage, Sara Stevens, Sharon Stearns, Brent Buehler, Vicki Disorda)

**1. Call to order**

The meeting was called to order by Tracy Wyman – Board Vice-Chair at 6:00PM.

*a) Agenda Adoption* – **Motion** by Cecil Reniche-Smith/Tim Guiles to adopt the agenda. **The motion passed unanimously.**

**3. Public Comment and Participation**

There was no discussion held.

**Motion** by Cecil Reniche-Smith/Tim Guiles to enter into executive session at 6:01PM for the appointment or employment or evaluation of a public officer or employee per 1 V.S.A.(313)(3)(a)(3) including the Town Manager Selection Committee in attendance. **The motion passed unanimously.**

**4. Executive Session**

Interview of first applicant began at 6:01PM and applicant departed at 6:58PM.

Interview of second applicant began at 7:00PM and applicant departed at 9:35PM.

The Board came out of executive session at 9:35PM.

There were no actions taken.

**5. Adjournment**

**Motion** by Tracy Wyman/Brian Coolidge to adjourn the Select Board meeting at 9:21PM. **The motion passed unanimously.**

Respectfully submitted,

Brian Coolidge  
Board Clerk



4-10-23

The highway and buildings and grounds crew has been working on spring clean-up and vehicle maintenance. The downtown is looking great thanks to their efforts. In addition to the usual spring clean-up, they worked on cleaning up the parking area at Estabrook and assisted the rec department in adding new dirt to the softball diamond. There have had to be some repairs to the chipper that and Mack truck that are substantial in nature but needed for continued operation.

Wastewater department has been busy fixing pumps. Newton Road pump station is operating but there is a pump that need to be fixed. The influent pump at the plant is in need of a pump motor replacement or repair; the timing is poor, as the pump is scheduled to be replaced as a part of the upgrade. Root X has been applied liberally to cut down root infestation in the main lines.

Spring fever has our police department responding to a greater number of juvenile situations. This includes some vandalism at seminary hill park with a port-a-let being knocked over by a small group of kids. In brighter news, a non-profit organization called Brady's K-9 fund is donating a bulletproof vest to Guinness, a \$1500 savings that will help protect him when he is on duty.

The town has been awarded a \$40,000 Transportation Alternatives Grant for a scoping study regarding a Brandon-Forest Dale Connector Path. This was a grant applied for through RRPC and will require a \$10,000 match. This was applied for back in December with the select board's approval.

In rec News:

Summer planning is underway, now that the rec has the summer camp schedule from the school. Our camps will be run at Estabrook and Branbury. Stay tuned for more details.

Brandon Idol 80's was this past weekend. The Finals are on May 6<sup>th</sup>.

Some new community events will be popping up in May and June at the Gazebo, in Lot A and at Estabrook. Partnerships with the Fire Department and area businesses will see Brandon busier than ever this summer!

# TOWN OF BRANDON, VERMONT CONTRACT DRAWINGS FOR SEMINARY STORMWATER SYSTEM

MARCH, 2023

**SELECTBOARD**

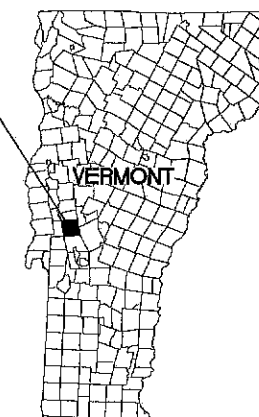
- SETH HOPKINS, CHAIR
- TRACY WYMAN, VICE CHAIR
- SUE GAGE, CLERK
- LUANNE MERKERT, ASSISTANT CLERK
- BRIAN COOLIDGE
- TIM GUILLES
- RALPH ETHIER

**TOWN MANAGER**

BILL MOORE



PROJECT LOCATION



**INDEX OF DRAWINGS**

DRAWING No.	DRAWING TITLE
T	TITLE SHEET AND INDEX OF DRAWINGS
1	GENERAL NOTES AND LEGEND
2	PLAN AND PROFILE STA. 0+00 TO #+##
3	STORMWATER DETAILS AND SECTIONS
4	ROADWAY DETAILS
5	EROSION CONTROL DETAILS AND NOTES

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**LOCATION MAP**  
SCALE: 1"=1,000'

CHECKED	DESCRIPTION	DATE	No.

TOWN OF BRANDON, VERMONT

SEMINARY STREET STORMWATER SYSTEM

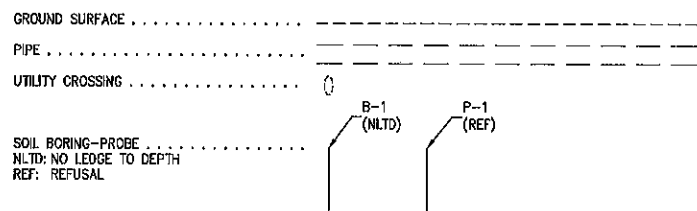
TITLE SHEET AND INDEX OF DRAWINGS

DESIGNED JAB	PROJECT NO. 22037
DRAWN EDS	DRAWING NO. T
CHECKED JAB	
DATE MAR. 2023	

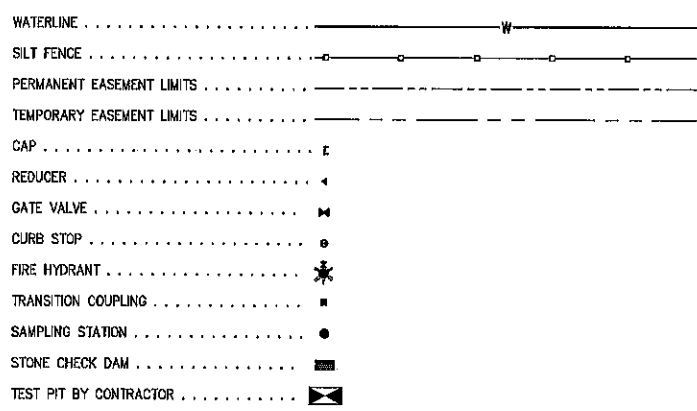
**PLAN-EXISTING**

PROPERTY LINE	PL
RIGHT-OF-WAY	
MAJOR CONTOUR	350
MINOR CONTOUR	351
WATERLINE	W
SANITARY SEWER	SS
STORMDRAIN	SD
CULVERT	D
OVERHEAD POWER	OHP
OVERHEAD TELEPHONE	OHT
UNDERGROUND TELEPHONE CONDUIT	UGT
FENCE-MISCELLANEOUS	X
FENCE-CHAINLINK	O
STONE WALL	⊖
SWALE	⊖
TREE LINE	⊖
BITUMINOUS PAVEMENT	⊖
GRAVEL ROAD-DRIVE-PATH	⊖
SIDEWALK-CONCRETE	⊖
CURB	⊖
CAP	⊖
GATE VALVE	⊖
CURB STOP	⊖
FIRE HYDRANT	⊖
WELL-BEDROCK	⊖
MANHOLE	⊖
CLEAN OUT	⊖
CATCH BASIN-DRYWELL	⊖
PRV VAULT	⊖
METER PIT	⊖
FLUSHING HYDRANT	⊖
ELECTRICAL PEDESTAL	⊖
TELEPHONE PEDESTAL	⊖
UTILITY POLE	⊖
GUY WIRE	⊖
DECIDUOUS TREE	⊖
CONIFEROUS TREE	⊖
STUMP	⊖
SHRUB	⊖
BOLLARD	⊖
MAILBOX	⊖
SURVEY STATION	⊖
TEMPORARY BENCHMARK	⊖
PROPERTY PIN	⊖
MISCELLANEOUS SIGN	⊖
TEST PIT BY OWNER	⊖

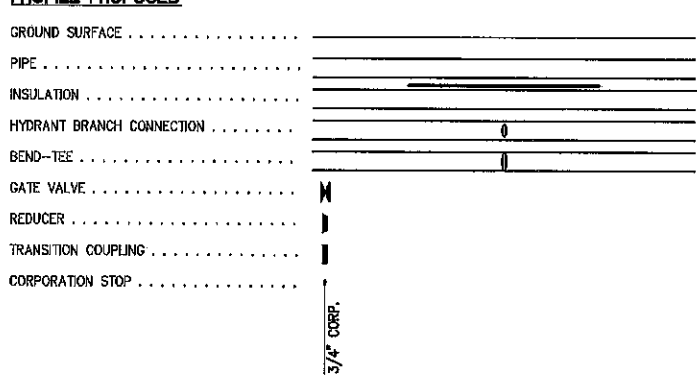
**PROFILE-EXISTING**



**PLAN-PROPOSED**



**PROFILE-PROPOSED**



**GENERAL CONSTRUCTION NOTES**

- SAFETY**
  - A. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS FOR THE SAFETY OF EMPLOYEES ON THE PROJECT AND SHALL COMPLY WITH ALL APPLICABLE PROVISIONS OF FEDERAL, STATE AND LOCAL SAFETY LAWS AND BUILDING CODES TO PREVENT ACCIDENTS OR INJURY. THE CONTRACTOR SHALL ERECT AND PROPERLY MAINTAIN AT ALL TIMES ALL NECESSARY SAFEGUARDS AND BARRICADES FOR THE PROTECTION OF EMPLOYEES ON THE WORK AND SAFETY OF OTHERS EMPLOYED NEAR THE WORK AND THE PUBLIC. FURTHER, THE CONTRACTOR SHALL POST DANGER SIGNS AND OTHER WARNING DEVICES TO PROTECT INDIVIDUALS FROM BEING INJURED IN THE VICINITY OF THE WORK.
  - B. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE V.O.S.H.A. SAFETY REQUIREMENTS. THE CONTRACTOR SHALL INSURE ALL WORK PROCEEDS IN ACCORDANCE WITH V.O.S.H.A. REQUIREMENTS FOR SAFETY TRENCHING, EXCAVATION, AND CONFINED SPACE ENTRY PROCEDURES.
  - C. THE CONTRACTOR SHALL PROVIDE ADEQUATE EQUIPMENT AND FACILITIES AS ARE NECESSARY AND REQUIRED TO PROVIDE EMERGENCY FIRST AID TO ANY PERSON WHO MAY BE INJURED IN THE PROSECUTION OF THE WORK UNDER THIS CONTRACT.
  - D. THE CONTRACTOR SHALL PROVIDE AND INSTALL ALL NECESSARY TRAFFIC CONTROL SIGNS AND DEVICES BEFORE COMMENCING WORK ON THE PROJECT IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
- PROTECTION OF WORK**
  - B. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR THE PROTECTION OF ALL BUILDINGS, STRUCTURES AND UTILITIES (BOTH PUBLIC AND PRIVATE), INCLUDING POWER POLES, SIGNS, UTILITY SERVICES, WATER MAINS, HYDRANTS, SEWERS, FORCE MAINS, STORM DRAINS, BURIED ELECTRICAL OR CONTROL WIRES, GAS LINES, AND TELEPHONE CABLES WHETHER OR NOT THEY ARE SHOWN ON THE CONTRACT DRAWINGS.
  - C. THE CONTRACTOR SHALL CAREFULLY SUPPORT AND PROTECT ANY UTILITIES, STRUCTURES, PIPE LINES, AND CONDUITS WHICH MAY BE ENCOUNTERED DURING COMPLETION OF THE WORK. ANY DAMAGE RESULTING FROM THE CONTRACTOR'S OPERATIONS SHALL BE REPAIRED BY HIM TO THE SATISFACTION OF THE ENGINEER AT CONTRACTOR'S EXPENSE.
- MAINTENANCE OF FLOWS**
  - A. THE CONTRACTOR SHALL, AT HIS OWN COST, MAKE PROVISIONS FOR MAINTAINING FLOW THROUGH EXISTING FORCE MAINS, SEWER LINES, WATERLINES, STORM DRAINS, AND WATER COURSES WHICH MUST BE INTERRUPTED DURING THE PROGRESS OF THE WORK. UPON COMPLETION OF THE WORK, ALL TEMPORARY FLOW DIVERSIONS, STRUCTURES, AND PIPING SHALL BE REMOVED FROM THE SITE.
  - B. THE ENGINEER ANTICIPATES BYPASS PUMPING WILL BE REQUIRED FOR THE INSTALLATION OF SDMH #1 AND ASSOCIATED SEWER LINE. BYPASS PUMPING SHALL BE CONSIDERED INCIDENTAL TO ITEM 900.640.
- BURIED UTILITIES**
  - A. UNDERGROUND UTILITY LOCATIONS ARE APPROXIMATE ONLY. THOSE SHOWN ON THE DRAWINGS ARE BASED ON THE BEST AVAILABLE INFORMATION. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL MEET WITH THE ENGINEER, OWNER, VERMONT AGENCY OF TRANSPORTATION, REPRESENTATIVES OF THE TELEPHONE COMPANY, ELECTRICITY COMPANY, GAS COMPANY, CABLE COMPANY, AND ANY OTHER UTILITY COMPANIES INVOLVED WITH THE CONSTRUCTION OF THIS PROJECT TO COORDINATE THE MARKING, AND TIMING OF DISRUPTIONS OF THE VARIOUS UTILITIES, IF ANY.
  - B. THE CONTRACTOR SHALL EXCAVATE TEST PITS AS SHOWN ON THE DRAWINGS OR AS APPROVED BY THE ENGINEER. THESE SHALL BE EXCAVATED TO LOCATE BURIED UTILITIES AND TO DETERMINE SIZE, LOCATIONS AND/OR MATERIALS OF EXISTING UTILITIES. SOME HAND EXCAVATING MAY BE NECESSARY TO PROTECT UTILITIES. TEST PITS SHALL BE EXCAVATED AT LEAST TWO (2) WEEKS PRIOR TO CONSTRUCTION SO THAT DESIGN REVISIONS MAY BE MADE IF REQUIRED. ALL TEST PITS REQUIRED OR NECESSARY BY THE CONTRACTOR AND ENGINEER SHALL BE INCLUDED IN PAY ITEM 204.22.
  - C. EXISTING UTILITIES SHALL BE PROTECTED OR REMOVAL AND REPLACEMENT SHALL BE COORDINATED WITH THE APPROPRIATE COMPANY. THE CONTRACTOR IS RESPONSIBLE FOR ALL DAMAGE TO EXISTING UTILITIES AND SHALL BE RESPONSIBLE FOR REPAIR OF ANY SUCH DAMAGE AS QUICKLY AS POSSIBLE AT HIS OWN EXPENSE. ALL UTILITIES WHICH MAY BE BROKEN OR DAMAGED SHALL BE REPAIRED TO AS GOOD OR BETTER CONDITION AND RECONNECTED FOR SERVICE. SUBMIT ALL REPAIR METHODS TO THE ENGINEER FOR APPROVAL. NO REPAIR SHALL BE BACKFILLED PRIOR TO INSPECTION BY THE ENGINEER IN THE FIELD. CONTRACTOR SHALL TAKE MEASUREMENTS TO DOCUMENT WHERE ALL SERVICE REPAIRS ARE MADE. RECORDS SHALL BE MADE AVAILABLE TO THE ENGINEER AND OWNER UPON REQUEST AND PRIOR TO THE END OF CONSTRUCTION. THE CONTRACTOR SHALL MAINTAIN A SUPPLY OF REPAIR MATERIALS AND PIPE ON THE JOB SITE AT ALL TIMES IN ORDER TO MINIMIZE THE INCONVENIENCE CAUSED BY SUCH DAMAGE.
- CONSTRUCTION**
  - A. THE CONTRACTOR SHALL USE ONLY DESIGNATED BENCH MARKS FOR REFERENCE ELEVATIONS.
  - B. THE CONTRACTOR SHALL BE RESPONSIBLE FOR HOLDING UTILITY POLES AS NECESSARY. THE COST OF UTILITY POLE HOLDING SHALL BE INCIDENTAL TO THE PIPE. ALL WORK SHALL BE IN CONFORMANCE WITH UTILITY COMPANY REQUIREMENTS.
- SUBSURFACE EXPLORATION LOG IS PROVIDED ON DRAWING 6.**
- GROUND WATER WAS OBSERVED AT APPROXIMATELY ELEVATION 302.5'**
- THE CONTRACTOR SHALL INSTALL A MECHANICAL PLUG IN THE END OF ALL PIPE WORK AT THE COMPLETION OF EACH WORK DAY TO SEAL IT FROM WATER AND SOIL.**
- ADDITIONAL BENDS, AS NECESSARY, SHALL BE PROVIDED BY THE CONTRACTOR AT NO ADDITIONAL COST.**
- CONTRACTOR SHALL DOCUMENT THE LOCATIONS OF EXISTING SEWER AND WATER SERVICES AS THEY ENCOUNTER THEM DURING CONSTRUCTION.**
- EROSION CONTROL, AS NECESSARY, SHALL BE PROVIDED BY THE CONTRACTOR, IN ACCORDANCE WITH CONTRACT DOCUMENTS. EROSION CONTROLS SHALL BE IN PLACE DOWNSTREAM OF THE AREA OF CONSTRUCTION PRIOR TO THE START OF ANY EARTH DISTURBANCE. ALL DISTURBED AREAS ARE TO BE IMMEDIATELY STABILIZED.**
- THE CONTRACTOR SHALL RESTORE ANY DISTURBED AREA WITHIN THREE (3) WORKING DAYS OF INITIAL DISTURBANCE. ALL RESTORATION SHALL BE AS GOOD OR BETTER THAN ORIGINAL CONDITION AND SHALL MEET THE REQUIREMENTS SET FORTH IN THE EROSION PREVENTION AND SEDIMENT CONTROL PLAN BASIS OF DESIGN.**
- SITING**
  - A. THE CONTRACTOR IS RESPONSIBLE FOR RECORDING PRECONSTRUCTION CONDITIONS BY USE OF PHOTOGRAPHS, VIDEO TAPES, AND OTHER METHODS. EXISTING FENCES, GUARDRAILS, SIGNS, CATCH BASINS, CULVERTS, HEADWALLS, ETC. REMOVED BY THE CONTRACTOR SHALL BE REPLACED TO AT LEAST THEIR ORIGINAL CONDITION. THE COST OF THIS PRECONSTRUCTION DOCUMENTATION AND RECONSTRUCTION SHALL BE PAID FOR UNDER THE UNIT PRICE BID ITEM FOR PIPE WORK.
  - B. WASTE, BORROW, AND STAGING AREAS HAVE NOT BEEN IDENTIFIED AS PART OF THIS CONTRACT. CONTRACTOR IS RESPONSIBLE FOR IDENTIFICATION, COORDINATION, PERMISSIONS, PERMITS, CLEARANCES, AND OBTAINING APPROVAL FOR USE IN ACCORDANCE WITH THE VDOT STANDARD SPECIFICATIONS. ONCE APPROVED FOR USE THE CONTRACTOR IS RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH MAINTENANCE, EROSION PREVENTION, SEDIMENT CONTROL, AND PROPER CLEAN UP AND RESTORATION OF SAID WASTE, BORROW, AND STAGING AREA. NO ADDITIONAL OR SEPARATE PAYMENT WILL BE MADE FOR THIS ITEM IN THE SCHEDULE OF PRICES; PAYMENT WILL BE CONSIDERED INCIDENTAL TO ALL OTHER CONTRACT ITEMS. THERE ARE POTENTIAL TIME OF YEAR (TOY) RESTRICTIONS RELATED TO WASTE, BORROW, TREE CUTTING AND STAGING AREAS. CUTTING TREES OUTSIDE OF THE PROJECT LIMITS WILL REQUIRE REVIEW UNDER SECTION 105.26-CONTROL OF WASTE, BORROW, AND STAGING AREA.
- DISPOSAL**
  - A. CONTRACTOR SHALL HANDLE AND DISPOSE OF ALL WASTE MATERIALS IN ACCORDANCE WITH ALL FEDERAL, STATE, AND LOCAL REGULATIONS. PAYMENT WILL BE CONSIDERED INCIDENTAL TO ALL OTHER CONTRACT ITEMS.
- RECORD DOCUMENTS**
  - A. ALL BURIED UTILITIES ENCOUNTERED SHALL BE DOCUMENTED WITH DEPTH AND THREE (3) TIES AND SHOWN BY THE CONTRACTOR ON RECORD DRAWINGS.
  - B. ALL NEW STORMDRAIN LINES AND APPURTENANCES SHALL BE DOCUMENTED WITH THREE (3) DISTANCE TIES AND DEPTH OF BURY, AND SHOWN BY THE CONTRACTOR ON RECORD DRAWINGS. THIS INFORMATION SHALL BE KEPT CURRENT AND SHALL BE PROVIDED TO THE ENGINEER IMMEDIATELY UPON REQUEST.
- DIGSAFE**
  - A. CONTRACTOR SHALL NOTIFY DIG SAFE TWO (2) WEEKS PRIOR TO ANY ANTICIPATED EXCAVATIONS. CONTRACTOR SHALL NOT EXCAVATE IN ANY AREAS UNTIL DIG SAFE HAS BEEN TO THE SITE AND HAS MARKED UTILITIES. (DIG SAFE: 1-888-344-7233)
- SURVEY**
  - A. TOPOGRAPHIC SURVEY DATUM IS BASED ON THE NATIONAL GEODETIC SURVEY USING NAD 83 (1998) HORIZONTAL DATUM AND NAVD 88 VERTICAL DATUM.
  - B. PROPERTY AND RIGHT OF WAY (ROW) LINES SHOWN ON THESE DRAWINGS WERE OBTAINED FROM VERMONT CENTER FOR GEOGRAPHIC INFORMATION (VCGI). THEY SHOW AN APPROXIMATION OF PROPERTY AND ROW LINES AS THEY RELATE TO THE PROJECT DETAILS BASED ON THE SOURCE REFERENCE INFORMATION. A-E DOES NOT WARRANT THE ACCURACY OF THIS INFORMATION. THESE DRAWINGS SHALL NOT BE CONSTRUED AS A PROPERTY PLAT AND DO NOT DEFINE LEGAL RIGHTS OR MEET LEGAL REQUIREMENTS FOR A LAND SURVEY AS DESCRIBED IN 26 V.S.A. 2502(4).
- STANDARDS**
  - A. USE STATE OF VERMONT AGENCY OF TRANSPORTATION, STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2011 AND THE MOST RECENT VERSION OF THE GENERAL SPECIAL PROVISIONS.

**AE**  
Aldrich + Elliott  
WATER RESOURCE ENGINEERS  
6 Market Place, Suite 2  
Essex Jct., VT 05452  
P: 802.879.7733  
AEengineers.com

C:\Users\Bhaskar\Documents\22037-SEMINARY STREET\22037-SEMINARY STREET.dwg, 3/10/2023, 11:05:58 AM

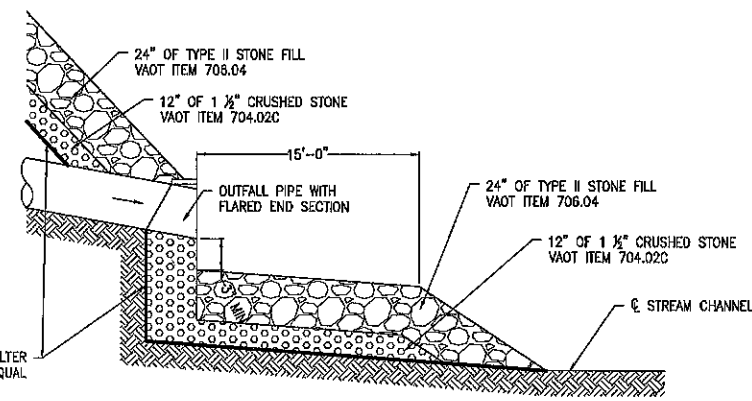
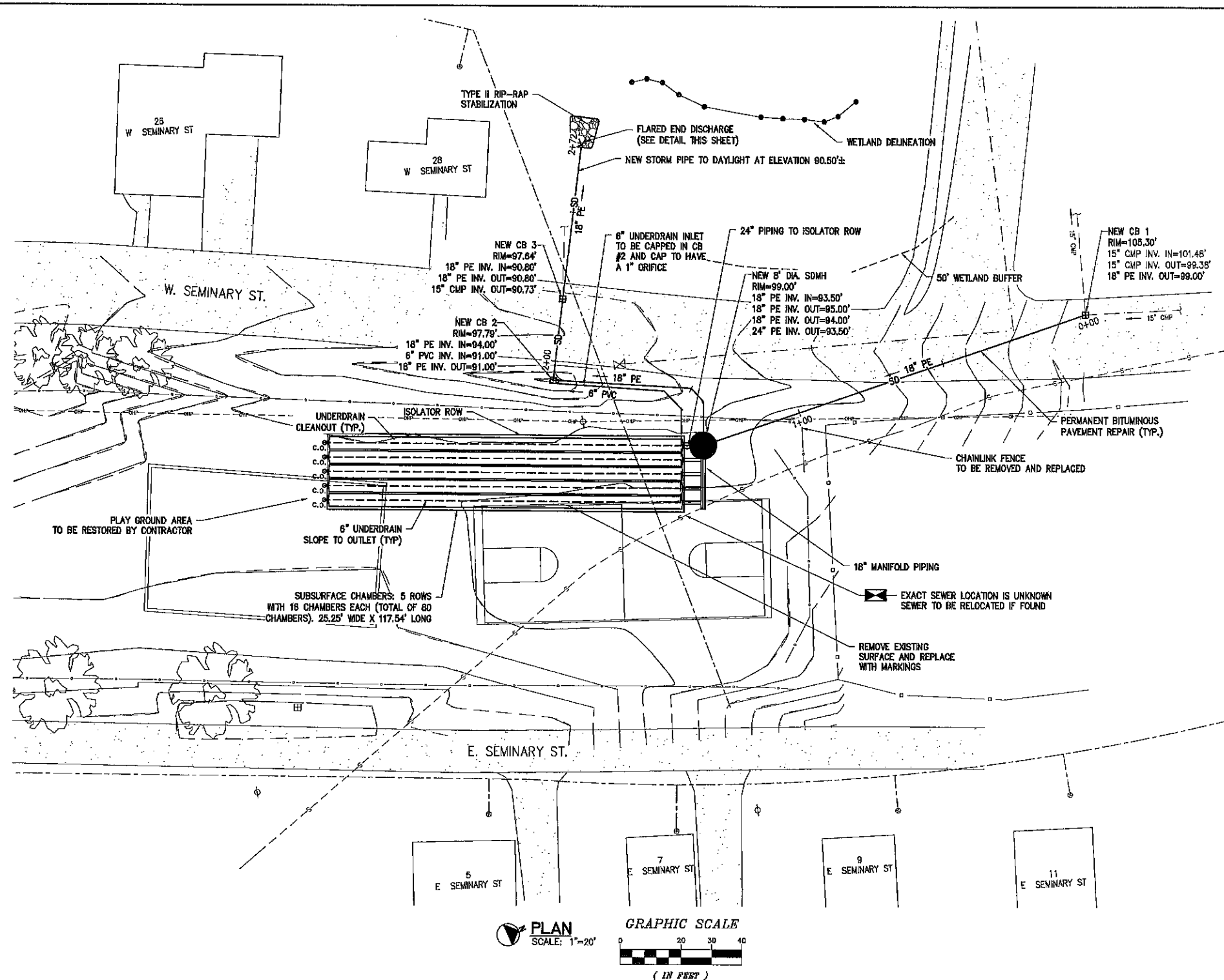
CHECKED	DESCRIPTION	DATE	No.

TOWN OF BRANDON, VERMONT

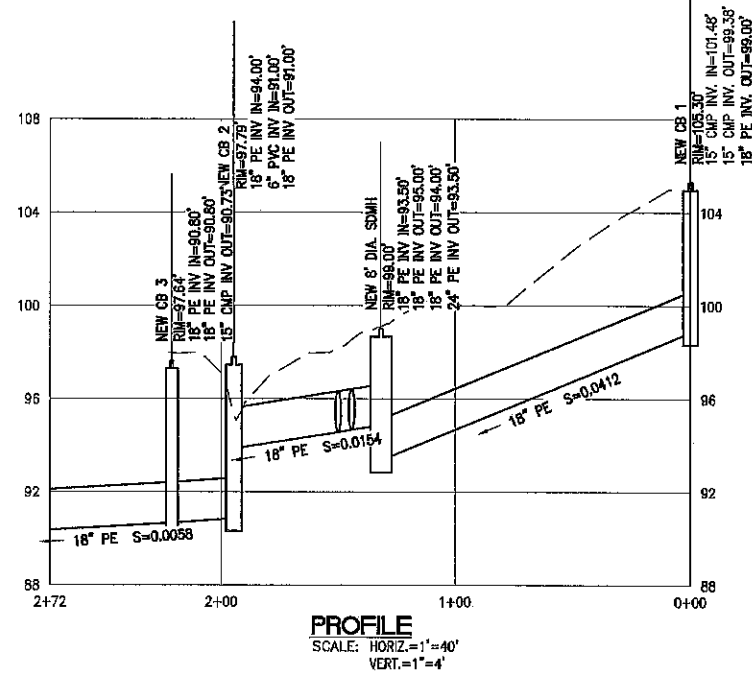
SEMINARY STREET STORMWATER SYSTEM

GENERAL NOTES AND LEGEND

DESIGNED JAB	PROJECT NO. 22037
DRAWN EDS	DRAWING NO. 1
CHECKED JAB	
DATE MAR. 2023	



NOTES:  
 1. PROVIDE A MINIMUM 10' WIDTH OF STONE FILL.  
**TYPICAL STORMDRAIN OUTFALL DETAIL**  
 SCALE: NONE



**PLAN**  
 SCALE: 1"=20'  
**GRAPHIC SCALE**  
 ( IN FEET )

CHECKED	DESCRIPTION	DATE	NO.

TOWN OF BRANDON, VERMONT

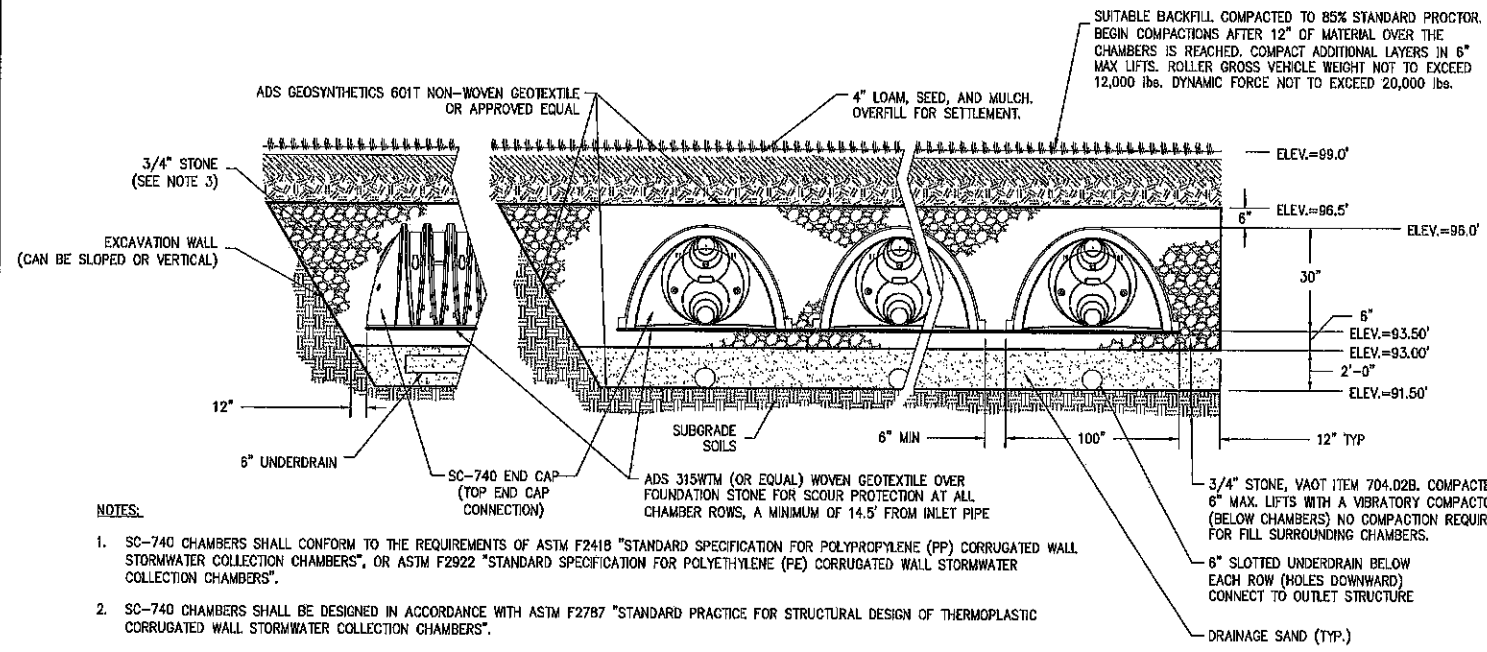
SEMINARY STREET STORMWATER SYSTEM

PLAN AND PROFILES

DESIGNED JAB	PROJECT NO. 22037
DRAWN EDS	DRAWING NO. 2
CHECKED JAB	DATE MAR. 2023

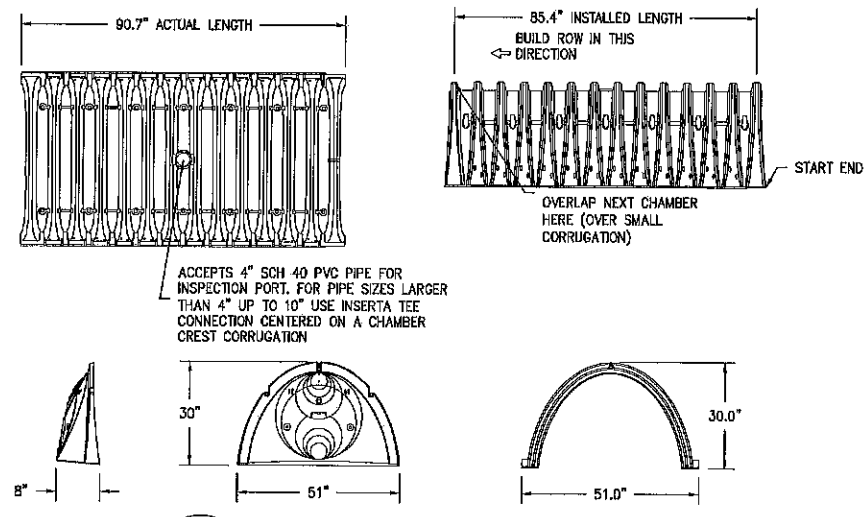
NOTE:  
 1. CONTRACTOR TO HOLD POWER POLES DURING EXCAVATION.

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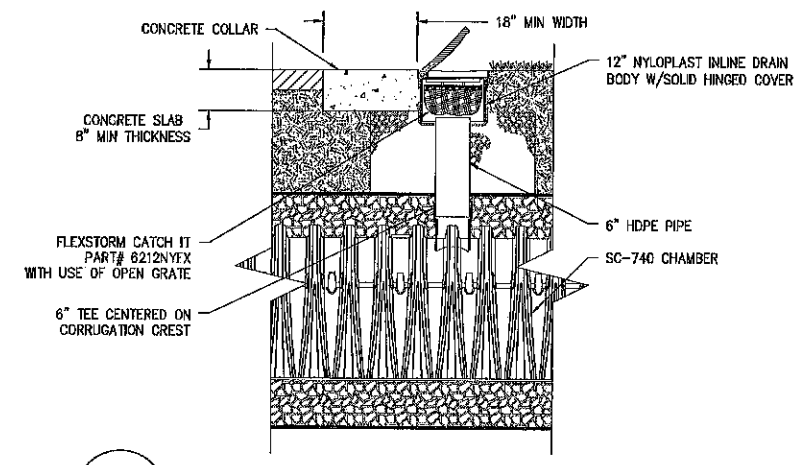


**B**  
**2** STORMTECH SC-740 ISOLATOR ROW DETAIL  
SCALE: NONE

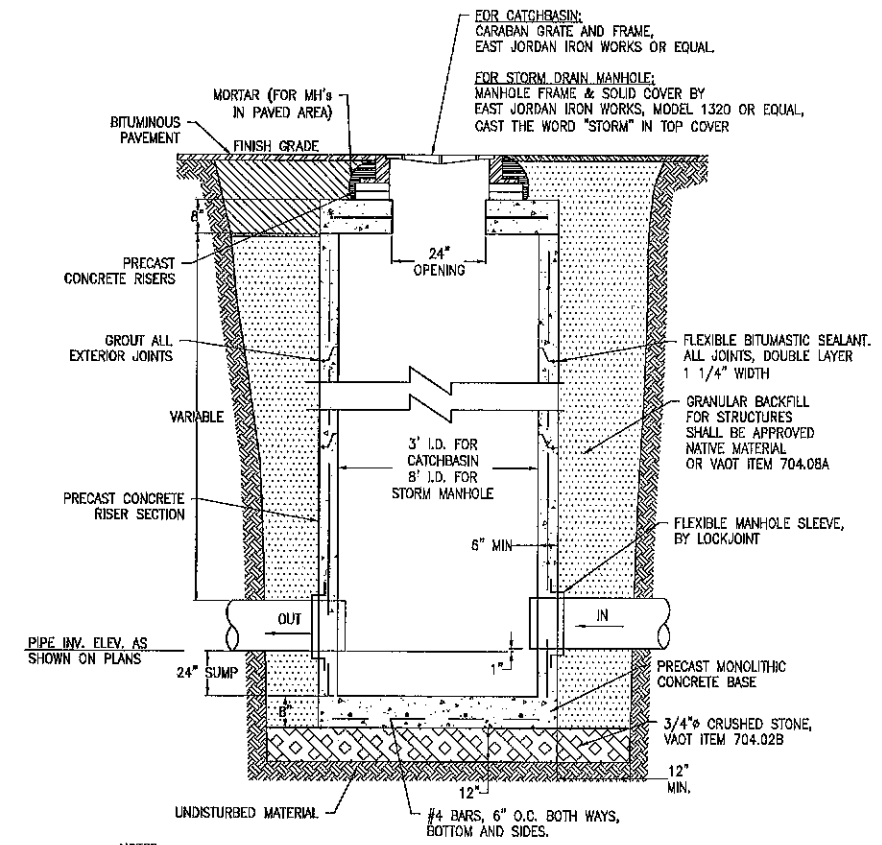
- NOTES:**
- SC-740 CHAMBERS SHALL CONFORM TO THE REQUIREMENTS OF ASTM F2418 "STANDARD SPECIFICATION FOR POLYPROPYLENE (PP) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS", OR ASTM F2922 "STANDARD SPECIFICATION FOR POLYETHYLENE (PE) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
  - SC-740 CHAMBERS SHALL BE DESIGNED IN ACCORDANCE WITH ASTM F2787 "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
  - 3/4" STONE MUST BE EXTENDED HORIZONTALLY TO THE EXCAVATION WALL FOR BOTH VERTICAL AND SLOPED EXCAVATION WALLS.



**A**  
**2** STORMTECH SC-740 DETAILS  
SCALE: NONE

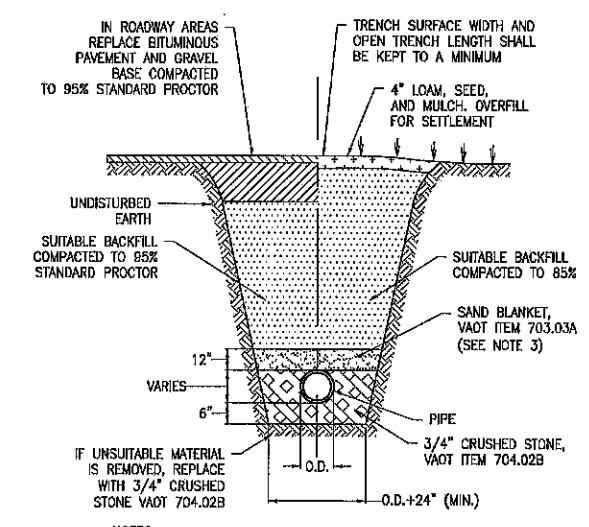


**C**  
**2** STORMTECH SC-740 INSPECTION PORT DETAIL  
SCALE: NONE



- NOTES:**
- IF DEPTH OF CATCH BASIN IS 7 FEET OR LESS FROM RIM TO CENTERLINE INVERT THEN A FLAT TOP WILL BE INSTALLED. IF DEPTH OF MANHOLE FROM RIM TO CENTERLINE INVERT IS MORE THAN 7 FEET THEN A CONICAL TOP WILL BE INSTALLED.
  - CONCRETE=4,000 psi; STEEL REBAR=40,000 psi
  - STRUCTURES SHALL BE DESIGNED TO WITHSTAND AN H2O LOADING.

**D**  
**2** TYPE I CATCH BASIN DETAIL  
SCALE: NONE



- NOTES:**
- NO MECHANICAL TAMPERS SHALL BE USED DIRECTLY OVER PVC PIPE TO ENSURE PIPE IS NOT DAMAGED.
  - BEDDING TO PROVIDE A FIRM, STABLE, CONTINUOUS AND UNIFORM SUPPORT FOR THE FULL LENGTH OF PIPE.
  - FOR INITIAL BACKFILL CONTRACTOR CAN USE 3/4" CRUSHED STONE OR SAND BORROW.

**E**  
**2** TYPICAL STORMDRAIN TRENCH DETAIL  
SCALE: NONE

CHECKED	DESCRIPTION	DATE	NO.

TOWN OF BRANDON, VERMONT  
SEMINARY STREET STORMWATER SYSTEM

STORMWATER DETAILS AND SECTIONS

DESIGNED: JAB	PROJECT NO: 22037
DRAWN: JEB	3
CHECKED: JAB	
DATE: MAR. 2023	

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# Municipal Energy Resilience Program- Community Capacity Building Mini-Grant

Covered municipalities may apply for up to \$4,000 to facilitate public communication, education, outreach, and engagement about municipal energy resilience. 2022 Acts and Resolves No. 172 defines a covered municipality as "a city, town, fire district or incorporated village, and all other governmental incorporated units except for school districts".

To complete the application, please be ready with the following information:

- Contact information for: the municipal representative completing the application, a fiscal contact, and a 'project director' (one contact may fill one or more of these roles)
- Applicant Federal Tax ID
- If applying jointly with other covered municipalities, please list their name and municipal designation (contact info and Tax ID NOT required from joint applicants, just the lead applicant)

For more details, please review Act 172 on our website: [bgs.vermont.gov/municipal-energy-resilience-program](https://bgs.vermont.gov/municipal-energy-resilience-program) under 'More Information'.

**\* Required**

## 1. Covered Municipality Name \*

This is the name of the lead applicant submitting this form. Please do not list any joint applicants here (if applicable).

Town of Brandon

2. Name of Authorized Representative completing this application \*

Bill Moore

3. Authorized Representative Position \*

Interim Town Manager

4. Authorized Representative Email \*

b,ooore@townofbrandon.com

5. Authorized Representative Phone # \*

802 247 3635 x210

6. Covered Municipal Designation \*

This is only for the lead applicant.

- City
- Town
- Incorporated Village
- Unified Towns and Gores
- Fire District
- Other

**7. Complete Address of Organization/Entity \***

This is only for the lead applicant.

49 Center Street, Brandon, Vermont 05733

**8. Name/Title of Fiscal Contact for the Covered Municipality- Person responsible for billing and reimbursement \***

This is only for the lead applicant.

Jackie Savela, Bookkeeper



9. Fiscal Contact Email \*

jsavela@townofbrandon.com

10. Fiscal Contact Phone # \*

802 247 +6 x205

11. Applicant Federal Tax ID \*

This is only for the lead applicant.

03-6000390

12. Project Director Name - Person responsible for management of the grant implementation \*

This is only for the lead applicant.

Bill Moore

13. Project Director Title \*

~~Enter your answer~~

INTERIM TOWN MANAGER

14. Project Director Email \*

bmoore@townofbrandon.com

15. Project Director Phone # \*

802 247 3635 x210

16. Please select the option(s) best describing your intended use for this grant. \*

- Stipend
- Consultant
- Energy planning technical assistance (non-MERP)
- Energy committee
- Flyers
- Community meeting
- Website enhancements/social media strategy

ENERGY LITERACY RESOURCES  
 , town energy scorecard, energy mailings

OR SEE ATTACHED PAGE...

17. Amount requested (\$) - Max of \$4,000 \*

\$4,000

Please enter a number less than 4001

18. Is the applicant a representative government of a city, town, incorporated village, or gore (including the Unified Towns and Gores of Essex County)? \*

If the answer is no, please consider applying with the one of these entities in your common geographic area.

Yes

No

19. Are you applying with another covered municipality, as defined by Act 172, including any of the government entities referenced above or otherwise? \*

Yes

No

Please list all covered municipalities with whom you (the lead applicant) are applying, including their municipal designation. (Only required if yes is selected on question #19)

Town of Brandon

Please understand that to receive a grant, you must comply with the reporting requirement of a summary describing your efforts made with these funds, along with a list of actual expenses, at the end of the State fiscal year in which you received the grant (or annually, if expenses are incurred over more than 1 year).

I understand

22. By checking this box I attest that I have the authority to apply for and enter into agreements on behalf of the named municipality. \*

I understand and agree

23. By checking this box I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent for this application to use the information provided herein for the purpose of consideration. \*

I understand and agree

**Submit**

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CONSERVATION AND RENEWABLE ENERGY

① ENERGY SECTION OF TOWN LIBRARY \$1,000

② DEVELOP A TOWN OF BRANDON ENERGY SCORE CARD (BUILDING OFF THE MODEL ADAMS COUNTY DEVELOPED) AND COVERING RESIDENTIAL, MUNICIPAL, AND COMMERCIAL AREAS (STATISTICAL FEES) \$1,500

③ ~~PROVIDE~~ <sup>PROVIDE</sup> DAVENPORT FEST & OTHER EDUCATIONAL MEETINGS REGARDING ENERGY GENERATION AND CONSERVATION \$1,500

Local Emergency Management Plan Municipal Adoption Form 2023

**Town of Brandon**  
**49 Center St**  
**Brandon, VT 05733**

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the Rutland Regional Planning Commission (RRPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) **on the date shown at right.**

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) **on the date shown at right.**

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points of Contact (POCs) who should have authoritative local information **are listed at right.**

Mark this block if a readopted plan has no changes since the previous year.

Municipality	Town of Brandon
LEMP Adoption Date	April 10, 2023
NIMS Adoption Date	April 10, 2023
EMD Name	Seth Michael Hopkins
Position	EMD
Primary Phone <sup>1</sup>	m: (802) 247-3300
Alternate Phone <sup>1</sup>	w: (802) 247-3635
Email	oskarhop@me.com
Public Contact <sup>2</sup>	m: (802) 247-3300
POC 2 Name	David Kachajian
Position	Chief of Police
Primary Phone <sup>1</sup>	w: (802) 247-0222
Alternate Phone <sup>1</sup>	m: (802) 752-5872
Email	david.kachajian@verme
POC 3 Name	Shawn Erickson
Position	Public Works Foreman
Primary Phone <sup>1</sup>	w: (802) 247-3600
Alternate Phone <sup>1</sup>	m: (802) 353-1768
Email	highway@townofbrande

<sup>1</sup>Indicate whether phone is mobile (M), home (H), work (W).  
<sup>2</sup>EMD Public Contact will be posted on the VEM website.

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed\* \_\_\_\_\_  
**Seth Michael Hopkins, Emergency Management Director**  
Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed\* \_\_\_\_\_  
**Tracy Wyman, Selectboard vice-chair**  
Printed Name, Selectboard / council member

\*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.

**Once completed, send Adoption Form and copy of Local Emergency Management Plan to Rutland Regional Planning Commission.**



Local Emergency Management Plan (LEMP)

## Required Elements

Municipal Adoption	
<input checked="" type="checkbox"/>	Municipal Adoption Form
<input checked="" type="checkbox"/>	Municipal adoption of National Incident Management System (NIMS)
<input checked="" type="checkbox"/>	Contact information for local authorities during an emergency
<input checked="" type="checkbox"/>	Certification that LEMP meets Vermont NIMS / Implementation Guidance
<input checked="" type="checkbox"/>	LEMP adoption by local selectboard / city council (annual)
<input checked="" type="checkbox"/>	Submission of LEMP to Regional Planning Commission (RPC)
LEMP Required Elements	
<input checked="" type="checkbox"/>	Planners
<input checked="" type="checkbox"/>	List of people who wrote / maintain the LEMP
<input checked="" type="checkbox"/>	Municipal Emergency Operations Center (EOC)
<input checked="" type="checkbox"/>	Activation authority
<input checked="" type="checkbox"/>	EOC staff positions and duties (minimum 1)
<input checked="" type="checkbox"/>	List of potential EOC staff members (minimum 1)
<input checked="" type="checkbox"/>	Facility information for potential EOC locations (minimum 1)
<input checked="" type="checkbox"/>	Resources
<input checked="" type="checkbox"/>	Emergency purchasing agent and spending limits (if any)
<input checked="" type="checkbox"/>	List of standing municipal contracts that can be used during an emergency
<input checked="" type="checkbox"/>	National Incident Management System (NIMS) Typed Resource List
<input checked="" type="checkbox"/>	List of other local resources that could be used during an emergency
<input checked="" type="checkbox"/>	Public Information and Warning
<input checked="" type="checkbox"/>	VT-Alert contact information
<input checked="" type="checkbox"/>	Local website / social media information (if any)
<input checked="" type="checkbox"/>	List of local media outlets (if any)
<input checked="" type="checkbox"/>	Public notice sites for non-phone/Internet information
<input checked="" type="checkbox"/>	Vermont 2-1-1 contact information
<input checked="" type="checkbox"/>	Vulnerable Populations
<input checked="" type="checkbox"/>	List of organizations/facilities that serve local vulnerable populations
<input checked="" type="checkbox"/>	Identification and monitoring process
<input checked="" type="checkbox"/>	Shelters
<input checked="" type="checkbox"/>	Spontaneous and regional shelter information
<input checked="" type="checkbox"/>	Opening information for local shelters (if any)
<input checked="" type="checkbox"/>	Service information for local shelters (if any)
<input checked="" type="checkbox"/>	Contact Information
<input checked="" type="checkbox"/>	Emergency Management personnel
<input checked="" type="checkbox"/>	Response organizations
<input checked="" type="checkbox"/>	Municipal officials / public works
<input checked="" type="checkbox"/>	State, region, and adjacent municipality contacts

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. Examples might include plans for specific incident types, shelters, evacuation, and volunteer management - see the VEM website for models, samples, and examples at: <http://vem.vermont.gov>



**NIMS Adoption Document for  
Town of Brandon, Vermont**

DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS  
THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE TOWN OF BRANDON  
VERMONT

WHEREAS, Homeland Security Directive (HSPD)-5 directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS) to provide a consistent nationwide approach for federal, state, local, and tribal governments to work together to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, Presidential Policy Directive (PPD)-8 describes the approach to national preparedness, including the National Preparedness System, as the instrument the nation will employ to build, sustain, and deliver core capabilities; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources improve the Town of Brandon's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

WHEREAS, the Incident Command System components of NIMS are integral to various incident management activities, including emergency management training programs.

NOW, THEREFORE, I, Seth Hopkins, HLEO, of the Town of Brandon, Vermont, by the virtue of the authority vested in me by the Constitution and Laws of the State of Vermont, do hereby establish the National Incident Management System (NIMS) as the the Town of Brandon, Vermont, standard for incident management.

GIVEN under my hand and the Privy Seal of the Town of Brandon, Vermont,  
this 10th day of April in the year Two Thousand and Twenty Three .

BY Seth Hopkins, selectboard chair

/s/ \_\_\_\_\_

Municipality: Town of Brandon

Date Updated: April 10, 2023

# Local Emergency Management Plan

## 1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Seth Hopkins, emergency management director	Tim Guiles, emergency management coordinator

## 2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	EMD or EMC
<b>Preferred EOC Positions and Duties</b>	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
Communications Support	Staffs phones and radio
Situational Awareness	Tracks and answers any Requests For Information (RFI)
Logistics	Tracks and coordinates any Requests For Support (RFS)
Public Information Officer	Produces and posts public information and press releases
<b>Potential EOC Staff Members</b>	
<i>Name</i>	<i>Notes / Contact Information</i>
Shawn Erickson	public works foreman (802) 353-1768
David Kachajian	chief of police (802) 752-5872
Tom Kilpeck	fire chief (802) 236-8389
Seth Hopkins	chair of selectboard (802) 247-3300
Sue Gage	town clerk (802) 734-9492
<b>Primary EOC Location</b>	
Facility / Address:	Brandon Town Office, 49 Center St, Brandon VT 05733
Phone Numbers:	(802) 247-3635
Equipment/Notes:	computers, maps, operations plan (LEMP paper backup)
<b>Alternate EOC Location</b>	
Facility / Address:	Brandon Police Station, 301 Forest Dale Rd, Brandon VT 05733
Phone Numbers:	(802) 247-0222
Equipment/Notes:	computers, maps, operations plan (LEMP paper backup)

### 3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies:		Town manager
Emergency spending limits:	\$10,000	
<b>Businesses with Standing Municipal Contracts</b>		
Type of Contract	Name	Contact Info
Hardware Store	Brandon Lumber	(802) 247-6000
Generator Service & Repair	Brookfield	(802) 485-6567
Plumbing & Heating	Champlain Valley Fuels	(802) 453-2325
Fuel Supplier (heating oil; vehicles)	Champlain Valley Fuels	(802) 388-4975
Propane Supplier	Fyles Brothers	(802) 948-2300
Excavating	Miner Construction	(802) 247-6516
<b>Other Local Resources</b>		
Type of Resources/Skills	Name	Contact Info
Tree Removal	McCullough Brothers	(802) 342-0213
Electrician	Patch Electric	(802) 558-5036
Crushed stone, sand, & gravel	Florence Crushed Stone	(802) 878-5103
Tire Sales	Pete's Tire Barn	(802) 388-4053
Fire & Security Systems	Royal Group	(802) 773-3313
Towing Services & Auto Repair	Thunder Towing	(802) 247-6737
Excavating & Trucking	Markowski Excavating	(802) 483-6469
Excavating & Trucking	Casella Construction	(802) 773-0052
Small Engine Repair	Crosby's Sales & Service	(802) 247-3303
Plumbing & Heating	Dundon	(802) 388-2705
Solid Waste & Recycling Pick-up	Denton & Sons	(802) 247-8340
Equipment Rental	G Stone Commercial	(802) 221-4407
Car & Truck Repair	Green Mountain Garage	(802) 247-3718
Sewer & Water Line Sales	Hulbert Supply Co	(802) 247-4444
Asphalt & Paving	Pike Industries	(802) 223-3002
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> <li>• Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)</li> <li>• Vermont Urban Search and Rescue (USAR, VT-TF1)</li> <li>• Vermont State Police and Special Teams</li> <li>• Community Emergency Response Teams (CERTs)</li> <li>• Swiftwater Rescue Teams</li> <li>• Regional Shelter Support</li> <li>• State government agency expertise / services</li> <li>• Federal response agency expertise</li> </ul> <p>State support the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> <li>• Supplies and equipment (including sandbags)</li> <li>• VTrans Equipment and Personnel</li> <li>• Vermont National Guard Support</li> </ul>		
<p><i>The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i></p>		

### National Incident Management System (NIMS) Typed Resources\*

Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Hydraulic Excavator, Large Mass Excavation	N/A	N/A	N/A	N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation	N/A	N/A	N/A	N/A	1
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact	N/A	N/A	N/A	N/A	
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper	N/A	N/A	N/A	N/A	1
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted	N/A	N/A	N/A	N/A	1
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer	N/A	N/A	N/A	N/A	
Public Safety Dive Team						Track Loader	N/A	N/A	N/A	N/A	
SWAT/Tactical Team	N/A	N/A	N/A	N/A		Trailer, Equipment Tag-Trailer	N/A	N/A	N/A	N/A	
Firefighting Brush Patrol Engine	N/A	N/A	N/A	N/A		Trailer, Dump	N/A	N/A	N/A	N/A	
Fire Engine (Pumper)					2	Trailer, Small Equipment	N/A	N/A	N/A	N/A	1
Firefighting Crew Transport				N/A		Truck, On-Road Dump	N/A	N/A	N/A	N/A	4
Aerial Apparatus, Fire					1	Truck, Plow	N/A	N/A	N/A	N/A	6
Foam Tender			N/A	N/A		Truck, Sewer Flusher	N/A	N/A	N/A	N/A	1
Hand Crew						Truck, Tractor Trailer	N/A	N/A	N/A	N/A	
HAZMAT Entry Team	N/A	N/A	N/A	N/A		Water Pumps, De-Watering					3
Engine Strike Team			N/A	N/A		Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)					1	Water Pump, Water Distribution					1
Fire Boat				N/A		Water Pump, Wastewater					1
Aerial Lift - Articulating Boom	N/A	N/A	N/A	N/A		Water Truck				N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain	N/A	N/A	N/A	N/A		Wheel Dozer	N/A	N/A	N/A	N/A	
Aerial Lift - Telescopic Boom	N/A	N/A	N/A	N/A		Wheel Loader Backhoe	N/A	N/A	N/A	N/A	1
Aerial Lift - Truck Mounted	N/A	N/A	N/A	N/A		Wheel Loader, Large	N/A	N/A	N/A	N/A	1
Air Compressor	N/A	N/A	N/A	N/A		Wheel Loader, Medium	N/A	N/A	N/A	N/A	
Concrete Cutter/Multi-Processor for Hydraulic Excavator	N/A	N/A	N/A	N/A		Wheel Loader, Small	N/A	N/A	N/A	N/A	
Electronic Boards, Arrow	N/A	N/A	N/A	N/A		Wheel Loader, Skid Steer	N/A	N/A	N/A	N/A	1
Electronic Boards, Variable Message Signs	N/A	N/A	N/A	N/A		Wheel Loader, Telescopic Handler	N/A	N/A	N/A	N/A	
Floodlights	N/A	N/A	N/A	N/A		Wood Chipper	N/A	N/A	N/A	N/A	1
Generator	N/A	N/A	N/A	N/A		Wood Tub Grinder	N/A	N/A	N/A	N/A	
Grader	N/A	N/A	N/A	N/A	1	N/A means FEMA does not NIMS Type this piece of equipment.					

\*Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

\*Additional resource information is available on the FEMA Reimbursable Equipment List:

<https://www.fema.gov/assistance/public/schedule-equipment-rates>

#### 4. Public Information and Warning

<i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites / Social Media channels:	www.townofbrandon.com www.brandon.org Front Porch Forum
Local Newspaper, Radio, TV:	Brandon Reporter; Rutland Herald
Public Notice locations:	Brandon Town Office, 49 Center St, Brandon VT Junction Store, 2265 Forest Dale Rd, Brandon VT U.S. Post Office, 32 Conant St, Brandon VT
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

#### 5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i>	
<i>Name / Notes</i>	<i>Contact Info</i>
Bayada Home Health	802-775-7272
Bayada Home Care	802-774-5111
Bayada Hospice (24-hour)	802-282-4122
CARE (Citizen Assistance Registration for Emergencies)	800-347-0488
Rutland Mental Health / Emergency Services (24-hour) (mobile)	802-775-1000 802-779-4383
Southwest Vermont Council on Aging / Helpline (8-4 M-F) Courtney Anderson, Director of Nutrition, Wellness and Community Services	1-800-642-5119 802-772-7828 (8-4 M-F) 802-734-0484 (mobile)
United Way of Rutland County Ashley Bride, Executive Director	802-773-7477 802-353-0175 (mobile)
Visiting Nurse Association & Hospice (8-4 M-F) Nicole Moran (24-hour) Mike Delehanty (24-hour)	802-775-0568 802-353-1052 (mobile) 802-683-9041 (mobile)
Vermont Council for Independent Living	802-779-9021

## 6. Shelters

*During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.*

### **Spontaneous Sheltering**

- Determine the approximate number of people who need sheltering
- Call the State EOC / Watch Officer at 800-347-0488 and request support
- Track the status of residents who need shelter until their situation stabilizes

### **Regional Shelter**

Location / Address:	Rutland High School / 22 Stratton Road, Rutland
Opening Contact:	State EOC 800-347-0488; American Red Cross 833-583-3111
Phone Numbers:	Glenn Scott, Shelter Manager 802-236-8266 Additional Numbers: 802-773-1983 / 802-770-1199

### **Primary/Local Shelter**

Location / Address:	Neshobe School, 17 Neshobe Cir, Brandon VT 05733
Facility Contact(s):	Vicki Wells, Principal
Phone Numbers:	(802) 247-3721
Shelter Manager:	Vicki Wells
Staff Requirements:	
Services:	Warm/Cool <input checked="" type="checkbox"/> Overnight <input checked="" type="checkbox"/> Food Prep <input checked="" type="checkbox"/> Showers <input type="checkbox"/> Healthcare <input type="checkbox"/>
Notes:	
	Capacity: 210      Generator? N      Pets Allowed? Y

### **Alternate Local Shelter**

Location / Address:	American Legion, 550 Franklin St, Brandon VT 05733
Facility Contact(s):	Aaron Tucker, Commander
Phone Numbers:	post: (802) 247-5709; home (802) 465-8022; mobile (802) 683-4444
Shelter Manager:	Aaron Tucker
Staff Requirements:	
Services:	Warm/Cool <input checked="" type="checkbox"/> Overnight <input type="checkbox"/> Food Prep <input checked="" type="checkbox"/> Showers <input type="checkbox"/> Healthcare <input type="checkbox"/>
Notes:	
	Capacity: 125      Generator? No      Pets Allowed? No

### **Annexes (Optional, create and letter as needed)**


See the Vermont Emergency Management (VEM) web site at <http://vem.vermont.gov> for samples and examples of annexes, such as: forms; delegations of authority; debris plans; incident-specific plans, checklists, and matrices; animal disaster references; etc.



**FOR OFFICE USE ONLY**  
Beginning Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Resignation Date: \_\_\_\_\_  
Entered: \_\_\_\_\_

## Town Health Officer Recommendation Form

This is a:  New Appointment  Re-appointment

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

Start Date: \_\_\_\_\_ Town/Municipality: Brandon

County: Rutland Full Name: Lawrence Stevens

Home Delivery Address: 2158 Town Farm Road, Brandon, VT 05733  
(DO NOT USE the Town Clerk Office or a Business for your Home Address)

Street Address for UPS Deliveries: 2158 Town Farm Road, Brandon, VT 05733

Email Address: ryksha98@gmail.com

Telephone(s): W: (802) 247-3635 H: (802) 247-5867 Cell: (802) 236-3523

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

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

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

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

Print Name: \_\_\_\_\_

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



**FOR OFFICE USE ONLY**  
Beginning Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Resignation Date: \_\_\_\_\_  
Entered: \_\_\_\_\_

## Deputy Town Health Officer Recommendation Form

This is a:  New Appointment  Re-appointment

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

Start Date: \_\_\_\_\_ Town/Municipality: Brandon

County: Rutland Full Name: Seth Hopkins

Home Delivery Address: 850 Park Street, Brandon, VT 05733  
(DO NOT USE the Town Clerk Office or a Business for your Home Address)

Street Address for UPS Deliveries: 850 Park Street, Brandon, VT 05733

Email Address: shopkins@townofbrandon.com

Telephone(s): W: \_\_\_\_\_ H: (802) 247-3300 Cell: \_\_\_\_\_

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

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

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

Signed: \_\_\_\_\_  
Chair of the Local Board of Health Board Meeting Date

Print Name: \_\_\_\_\_

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



### E-mail and the Unintended Selectboard Meeting

No technology has done more in the last ten years to revolutionize the way we communicate than e-mail. Everyone uses it, including local officials. But there is a downside to e-mail that local officials should be aware of.

Consider, for example, the typical three-member selectboard. One board member has been doing some research about a family of beavers causing flooding of the town baseball field. The board member has found a solution to the problem that seems (at least on its face) to have some merit. Excited by her find, she sends an e-mail to her fellow board members. Thereafter, the three have a brief e-mail exchange on the merits of this solution and decide to give it a try.

So, what is the problem? By failing to give proper notice of this meeting, and failing to provide the public an opportunity to participate by expressing its opinion on the matter, the selectboard has potentially violated the open meeting law.

Recall that the open meeting law defines a meeting as “a gathering of a quorum of the members of a public body for the purpose of discussing the business of the public body or for the purpose of taking action.” 1 V.S.A. § 310(2). The law also provides that a gathering can be conducted “by audio conference *or other electronic means.*” 1 V.S.A. § 312(a).

If a quorum of board members is conducting a group e-mail discussion about town business, it is very likely that they are violating the open meeting law. The same principle would apply if the board members were talking on the telephone or chatting at the local convenience store. While the result may seem harsh, the larger goal of maintaining the public trust far outweighs the minor inconvenience of saving the discussion for a properly warned meeting.

2. **Delegation of routine matters.** These quorum and open meeting requirements do not prevent a board from delegating authority to handle a particular task to one member of the board, so long as the decision to delegate authority is *properly made by a majority of the board at an open meeting*. For example, the board may vote to authorize one member to sign payroll orders on behalf of the board. 24 V.S.A. § 1623. This is commonly done in towns where payroll must be issued weekly and the board meets monthly.

#### D. CONDUCT OF THE MEETING

1. **Introduction.** As noted in Chapter 2, a selectboard must act as a body and has authority only when acting as a whole. 1 V.S.A. § 172. This means that a selectperson may not act alone unless the board as a whole (or majority) has voted on the issue. Selectpersons acting on their own without the concurrence of the other selectpersons have no authority. *Town of Wolcott v. Behrend*, 147 Vt. 453, 456-7 (1986) (Single selectman could not approve cutting of timber on town property.). The selectboard accomplishes its business through *meetings*. The most effective selectboards are those that make the best use of their meeting time and resources.
2. **Role of the Chair.** At its first organizational meeting, the selectboard must elect a chair. 24 V.S.A. § 871. Often times, the role of board chair is filled by the most senior board member. While experience is important, an effective board chair must be a good leader and have the

# The Vermont Statutes Online

## § 1623. Signing orders

(a) The selectboard may do either of the following:

(1) Authorize one or more members of the board to examine and allow claims against the town for town expenses and draw orders for such claims to the party entitled to payment.

(A) Orders shall state definitely the purpose for which each is drawn and shall serve as full authority to the treasurer to make the payments.

(B) The selectboard shall be provided with a record of orders drawn under this subdivision (1) whenever orders are signed by less than a majority of the board.

(2) Submit to the town treasurer a certified copy of those portions of the selectboard minutes, properly signed by the clerk and chair or by a majority of the board, showing to whom and for what purpose each payment is to be made by the treasurer. The certified copy of the minutes shall serve as full authority to the treasurer to make the approved payments.

(b) This section shall apply to all municipal public bodies authorized by law to draw orders on the municipal treasurer. (Added 1995, No. 110 (Adj. Sess.), § 1; amended 2017, No. 130 (Adj. Sess.), § 13.)

04/07/23  
11:02 am

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # 63651 Current Prior Next FY Invoices  
All Invoices For Check Acct 01(10 General Fund) 04/10/23 To 04/10/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310806	04/03/23	windshield molding kit 7238	10-5-14-41180 PD Vehicle Maintenance	820.00	52228	04/10/23
100015	03/29/23	chlorine 11250355101	20-5-55-50120 Sodium Hypochorite	1055.00	52229	04/10/23
100190	03/17/23	clothing 329-5383	10-5-15-10320 Clothing Allowance	359.94	52230	04/10/23
100275	03/31/23	appropriation APRIL 2023	10-5-25-70470 Brandon Library	7666.67	52231	04/10/23
100280	03/23/23	lavatory materials 975633/3	10-5-22-43090 PD Bldg Maint.	19.98	52232	04/10/23
100280	03/30/23	keys, chisel set, knife 976454/3	20-5-55-43160 Maint. Supplies - General	33.95	52232	04/10/23
100280	03/31/23	spreader 976517/3	10-5-22-43160 Parks Maint.	52.99	52232	04/10/23
100280	04/06/23	sakrete concrete 977293/3	20-5-55-43160 Maint. Supplies - General	23.97	52232	04/10/23
100310	03/31/23	appropriation APRIL 2023	10-5-25-70480 Senior Citizen Center	1125.00	52233	04/10/23
310049	12/06/22	Neshobe generator 43269	10-5-22-43200 Generator Maint	350.40	52234	04/10/23
311180	04/06/23	tax overpayment/state 0082-1746A	10-2-00-02120 Anticipated Tax Credits	430.54	52235	04/10/23
100860	03/08/23	Misc. 37322	10-5-10-21110 Legal Services	924.50	52236	04/10/23
100860	03/10/23	Misc - BIC Lot D 37339	10-5-10-21110 Legal Services	474.50	52236	04/10/23
301503	03/22/23	heating fuel @ Town Hall 555222	10-5-22-42110 Heating Fuel	113.17	52237	04/10/23
301503	03/21/23	heating fuel @ HWY 555514	10-5-22-42110 Heating Fuel	650.52	52237	04/10/23
301503	03/22/23	diesel fuel 555662	10-5-15-41130 Fuel - Vehicles HW	971.06	52237	04/10/23
301503	03/29/23	diesel fuel 556860	10-5-15-41130 Fuel - Vehicles HW	779.95	52237	04/10/23
301503	03/29/23	heating fuel @ HWY 556879	10-5-22-42110 Heating Fuel	351.56	52237	04/10/23
300799	03/29/23	Carver P.S. alarm upgrade VERI-1084	20-5-55-51230 Outside Equip. - Pump St.	6106.35	52238	04/10/23
300799	04/05/23	troubleshoot pump VERI-1088	20-5-55-20240 Contractors	921.50	52238	04/10/23
300755	03/24/23	degreaser 8170869	20-5-55-43160 Maint. Supplies - General	677.90	52239	04/10/23
100411	03/25/23	gas - Chevy trk 3/25/23	20-5-55-41130 Fuel - Vehicles	88.21	52240	04/10/23
310097	03/27/23	service: 04/04 - 05/03 PD 03/27/23	10-5-14-42100 PD Telephone Service	434.00	52241	04/10/23
310097	03/27/23	service: 04/04 - 05/03 TO 03/27/23	10-5-10-42100 Telephone Exp. Admin.	619.62	52242	04/10/23
310097	03/21/23	service: 03/28 - 04/27 WW 03/21/23	20-5-55-42100 Wastewater Telephone	203.29	52243	04/10/23

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # 63651 Current Prior Next FY Invoices  
All Invoices For Check Acct 01(10 General Fund) 04/10/23 To 04/10/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310177	03/31/23	april host fee 152168	10-5-13-30123 Records Preservation	250.00	52244	04/10/23
310841	04/06/23	taxes overpaid/revise APRIL 2023	10-2-00-02120 Anticipated Tax Credits	284.43	52245	04/10/23
100456	03/31/23	Union Street sidewalk 323348	46-5-21-20120 Union Sidewalk Engineer	3359.11	52246	04/10/23
300466	03/22/23	septic truck @ Green Park 78557	20-5-55-20240 Contractors	1816.25	52247	04/10/23
300466	03/29/23	portable toilet fees 78644	10-5-18-43130 Estabrook	130.00	52247	04/10/23
300466	03/29/23	portable toilet fees 78644	10-5-18-60100 Seminary Hill	130.00	52247	04/10/23
300466	03/30/23	furnace repair/Town Hall 78737	10-5-22-43150 Town Hall Repair/Maint.	329.21	52247	04/10/23
311133	04/06/23	tax overpaid/state APRIL 2023	10-2-00-02120 Anticipated Tax Credits	1184.45	52248	04/10/23
311179	04/01/23	McConnell-Design & Permit 813	56-5-31-20100 McConnell Rd - Engineerin	10000.00	52249	04/10/23
311181	04/06/23	taxes overpaid/state 0034-0016	10-2-00-02120 Anticipated Tax Credits	232.98	52250	04/10/23
100615	03/29/23	filters 1712111	20-5-55-30120 Professional Supplies	261.68	52251	04/10/23
311055	04/06/23	feb taxes over paid APRIL 2023	10-2-00-02120 Anticipated Tax Credits	1628.47	52252	04/10/23
310426	04/03/23	propane @ WW Chem Bldg 176420	20-5-55-42110 LP Gas - Bldgs	217.17	52253	04/10/23
310426	04/03/23	propane @ Town Hall 176421	10-5-22-42100 Heating - Propane	143.87	52253	04/10/23
100650	03/25/23	boots 023966936	10-5-14-30120 Professional Supplies	193.75	52254	04/10/23
100650	03/28/23	cuffs 023992188	10-5-14-30120 Professional Supplies	151.23	52254	04/10/23
310158	03/24/23	thermostat S4350468.001	10-5-22-43080 Highway Bldg Maint	33.93	52255	04/10/23
311128	03/17/23	clearance light 195708	10-5-15-41160 HW Maint. Supplies-Vehicl	25.46	52256	04/10/23
311128	03/21/23	ratchet, wrench 195856	10-5-15-41160 HW Maint. Supplies-Vehicl	28.37	52256	04/10/23
311128	03/28/23	springs 196103	10-5-15-41160 HW Maint. Supplies-Vehicl	3.00	52256	04/10/23
311128	04/05/23	car wash/windshield wash 196459	10-5-14-41160 PD Maint. Supplies-Vehicl	39.48	52256	04/10/23
100215	04/04/23	red diamond mix 33806	10-5-18-20600 Equipment /Supplies	936.00	52257	04/10/23
300600	03/27/23	sodium bisulfite 20302	20-5-55-50140 Sodium Bisulfite	2580.48	52258	04/10/23
100029	03/31/23	fertilizer 29453	10-5-22-43160 Parks Maint.	39.50	52259	04/10/23
311097	04/06/23	taxes overpaid/state APRIL 2023	10-2-00-02120 Anticipated Tax Credits	484.00	52260	04/10/23

04/07/23  
11:02 am

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # 63651 Current Prior Next FY Invoices  
All Invoices For Check Acct 01(10 General Fund) 04/10/23 To 04/10/23

Page 3 of 4  
Jacolyn

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
311176	04/06/23	LILY WHITE CLEANING SERVI Cleaning -TH,TO, PD 040623	10-5-22-10130 Admin Custodian	341.25	52261	04/10/23
311176	04/06/23	LILY WHITE CLEANING SERVI Cleaning -TH,TO, PD 040623	10-5-22-10120 PD Custodian	148.75	52261	04/10/23
310639	04/06/23	MANIERY, DOMINICK wrestling 04/06/23	10-5-18-40070 Youth Wrestling	250.00	52262	04/10/23
330377	03/08/23	MATTHEW BENDER & COMPANY, VT stats 22 rvs 36277975	10-5-14-10330 Dues & Subscriptions	493.61	52263	04/10/23
310843	04/03/23	MISSION COMMUNICATIONS, L serv package Neshobe P S 1074834	20-5-55-20240 Contractors	347.40	52264	04/10/23
301083	04/05/23	MVP SELECT CARE INC Mar 2023 HRA 2023-03	10-5-22-10218 HRA	2.50	52265	04/10/23
301083	04/05/23	MVP SELECT CARE INC Mar 2023 HRA 2023-03	20-5-55-10218 HRA WW	5.00	52265	04/10/23
301083	04/05/23	MVP SELECT CARE INC Mar 2023 HRA 2023-03	10-5-13-10218 HRA	5.00	52265	04/10/23
301083	04/05/23	MVP SELECT CARE INC Mar 2023 HRA 2023-03	10-5-18-10218 HRA	2.50	52265	04/10/23
301083	04/05/23	MVP SELECT CARE INC Mar 2023 HRA 2023-03	10-5-15-10218 HRA HW	5.00	52265	04/10/23
301083	04/05/23	MVP SELECT CARE INC Mar 2023 HRA 2023-03	10-5-14-10218 HRA PD	10.00	52265	04/10/23
301083	04/05/23	MVP SELECT CARE INC Mar 2023 HRA 2023-03	10-5-10-10218 HRA Admin	5.00	52265	04/10/23
310795	03/28/23	NATIONAL BUSINESS TECHNOL service contract printers IN538481	10-5-10-30130 Service Contracts	128.13	52266	04/10/23
310795	03/28/23	NATIONAL BUSINESS TECHNOL service contract copiers IN538482	10-5-10-30130 Service Contracts	154.09	52266	04/10/23
100156	03/14/23	NAYLOR & BREEN BUILDERS, WWTF PR # 06 WWTF PR#6	40-5-20-50500 Contractor	555680.86	52226	04/03/23
311086	04/06/23	NEAPWA registration: equip show MAY 2023	10-5-15-10340 Continuing Education	60.00	52267	04/10/23
310736	03/28/23	POCKETTE PEST CONTROL pest control @ Town Hall 26525	10-5-22-43150 Town Hall Repair/Maint.	40.00	52268	04/10/23
310736	03/28/23	POCKETTE PEST CONTROL pest control: Town Office 26526	10-5-22-43100 Town Office	70.00	52268	04/10/23
100478	03/23/23	ROYAL GROUP, INC. alarm lock @ Town Hall 698661	10-5-22-43150 Town Hall Repair/Maint.	1865.03	52269	04/10/23
100478	03/23/23	ROYAL GROUP, INC. inspect Town Office alarm 698678	10-5-22-43100 Town Office	609.76	52269	04/10/23
300375	03/23/23	RUTLAND CITY Feb sludge processing 33305SLUDG	20-5-55-50160 Sludge Disposal	6300.00	52270	04/10/23
300929	04/03/23	SCARBOROUGH, DONALD refund buildng permit fee 4/3/23	10-4-13-04580 Records Preservation	4.00	52227	04/03/23
300929	04/03/23	SCARBOROUGH, DONALD refund building permit fee 4/3/23	10-4-12-04310 Land Use Permit Revenue	303.00	52227	04/03/23
300929	04/03/23	SCARBOROUGH, DONALD refund building permit fee 4/3/23	10-4-13-04510 Land Records	11.00	52227	04/03/23
310418	04/01/23	SILLOWAY NETWORKS INC monthly monitoring 42218033	10-5-10-30134 Technical Support	901.32	52271	04/10/23

04/07/23  
11:02 am

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # 63651 Current Prior Next FY Invoices  
All Invoices For Check Acct 01(10 General Fund) 04/10/23 To 04/10/23

Page 4 of 4  
Jacolyn

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
310921	03/29/23	STEARNS SERVICES LLC Consulting Fee 1178	10-5-10-30130 Service Contracts	540.00	52272	04/10/23
311178	04/07/23	THE SMALL ENGINE CO Debris Loader 97220	10-5-15-41110 New Equipment-Misc. Tools	9039.99	52273	04/10/23
200277	03/21/23	THUNDER TOWING & AUTO REC repairs 70561	10-5-14-41180 PD Vehicle Maintenance	475.88	52274	04/10/23
100729	04/06/23	TREASURY OPERATIONS DIVIS OCT 2021-DEC 2022 APRIL 2023	10-2-00-02113 Marriage Lic. Fees to Sta	750.00	52275	04/10/23
100729	04/06/23	TREASURY OPERATIONS DIVIS OCT 2021-DEC 2022 APRIL 2023	10-2-00-02113 Marriage Lic. Fees to Sta	550.00	52275	04/10/23
100729	04/06/23	TREASURY OPERATIONS DIVIS OCT 2021-DEC 2022 APRIL 2023	10-2-00-02113 Marriage Lic. Fees to Sta	150.00	52275	04/10/23
100729	04/06/23	TREASURY OPERATIONS DIVIS OCT 2021-DEC 2022 APRIL 2023	10-2-00-02113 Marriage Lic. Fees to Sta	150.00	52275	04/10/23
100729	04/06/23	TREASURY OPERATIONS DIVIS OCT 2021-DEC 2022 APRIL 2023	10-2-00-02113 Marriage Lic. Fees to Sta	400.00	52275	04/10/23
311173	03/15/23	USABLUEBOOK waders 299568	20-5-55-10320 Clothing Allowance	317.95	52276	04/10/23
330348	03/22/23	VERIZON WIRELESS service: Feb 23 - Mar 22 9930763559	10-5-14-20233 MDT/Aircards	280.39	52277	04/10/23
100317	04/06/23	VERMONT STATE TREASURER-D LICENSES MAY-AUG 2022 APRIL 2023	10-2-00-02112 Dog Lic. Fees to State	95.00	52278	04/10/23
310046	03/29/23	W.B. MASON CO INC bubble mailers 237350431	10-5-14-30110 Office Supplies	36.78	52279	04/10/23
311121	03/30/23	WILMINGTON TRUST WW CWSRF #4 3/30/23	20-5-55-61020 2012 WW CWSRF RFI-159	2158.30	52280	04/10/23
Report Total				632424.88		

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 \$ \*\*\*632,424.88  
Let this be your order for the payments of these amounts.

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