

**Brandon Select Board Meeting**  
**April 24, 2023**  
**7:00 p.m.**

The Brandon Select Board will meet Monday, April 24, 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) Emergency Select Board Meeting Minutes – April 11, 2023
  - b) Select Board Meeting Minutes – April 17, 2023
- 3) Town Manager's Report
- 4) Public Comment and Participation
- 5) Proposal for Digital Cemetery Preservation Project
- 6) Public Works Mutual Aid Agreement Renewal
- 7) Town Hall Floor Replacement Match
- 8) Solar Decommissioning Costs and Solar Project Exploration Process
- 9) VTrans Grants in Aid Enrollment
- 10) VCDP Grant Municipal Policies Adoption
- 11) Fiscal
  - a) Warrant – April 24, 2023 – \$275,280.83
- 12) Executive Session  
The appointment or employment or evaluation of a public officer or employee, per 1 V.S.A. § 313(3)(a)(3)
- 13) Reorganize Select Board Officers
- 14) Executive Session  
The appointment or employment or evaluation of a public officer or employee, per 1 V.S.A. § 313(3)(a)(3)
- 15) Adjournment



Town of Brandon  
49 Center St  
Brandon, VT  
05733

11 APRIL 2023

EMERGENCY MEETING OF THE SELECTBOARD

Selectboard present: Seth Hopkins (chair), Tim Guiles, Cecil Reniche-Smith.  
Others: Interim Town Manager Bill Moore

SELECTBOARD

Seth Hopkins  
Chair

Tracy Wyman  
Vice-chair

Brian Coolidge  
Clerk

Tim Guiles  
Selectboard member

Cecil Reniche-Smith  
Selectboard member

1 Meeting was called to order by Seth Hopkins, chair at 9:00 AM upstairs at the Brandon Town Office, 49 Center Street.

2 On motion of Cecil Reniche-Smith and second by Tim Guiles, the agenda as warned was adopted for the meeting, 3-0.

3 Public comment was invited by the chair; none offered.

4 On motion of Tim Guiles and second by Cecil Reniche-Smith, the warrant in the amount of \$632,424.88 was approved as presented, by vote of 3-0.

5 On motion of Cecil Reniche-Smith and second by Tim Guiles, a not debatable motion to adjourn passed by a vote of 3-0.

Adjournment came at 9:02.

Respectfully submitted,

Seth Hopkins, chair of selectboard

**Brandon Select Board Meeting  
April 17, 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, Tim Guiles, Tracy Wyman

**Others In Attendance:** Bill Moore, Neil Silins, Steve Bissette, Bernie Carr, Stephen Jupiter, Ralph Ethier, Jackie Savela, Doug Bailey, Trisha Welch, Helyn Anderson, Brent Buehler, Jack Schneider, Jim Emerson, Judi Bunde, Vicky Disorda, Jan Coolidge, Ken Manning

**Others by Zoom:** Keith Whitcomb, Bruce Jenson, Annie Stratton, Marielle Blaise, Andrew Torizzo, Sandy Mayo

**1. Call to order**

Seth Hopkins reported the Select Board completed a site visit of the Wastewater Treatment plant just prior to the Select Board meeting.

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

**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 27, 2023*

*b) Special Select Board 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*

**Motion** by Tracy Wyman/Brian Coolidge to approve the minutes of March 27<sup>th</sup>, March 29<sup>th</sup>, April 3<sup>rd</sup>, and April 5<sup>th</sup>. **The motion passed unanimously.**

**3. Town Manager's Report**

Bill Moore provided the following report:

The Highway, Building 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 been some repairs to the chipper and Mack truck that are substantial in nature but needed for continued operation.

The Wastewater department has been busy fixing pumps. Newton Road pump station is operating but there is a pump that needed 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 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 the RRPC and will require a \$10,000 match. This was applied for in December with the Select Board's approval.

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

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

Brandon Idol 80's was a couple of weekends ago. 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.

Mr. Moore apologized for not posting the Select Board agenda on time that required the meeting to be postponed to this week.

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

Jan Coolidge noted disappointment with the Select Board agendas no longer being emailed prior to the meetings and asked why this was eliminated. It was good to have this information, particularly with popup meetings. Bill Moore stated he made the decision in talking with Elaine Smith due to the convenience of the website that is available 24/7 but noted Ms. Coolidge's response was not the only one received and he has since discussed this item with the Select Board Chair, and this can be added back in. Tim Guiles suggested publicizing this option for all those who want to participate.

Jim Emerson of the BEC reported SolarFest is hosting an event on May 13<sup>th</sup> that has been initiated by a group from Woodstock who want to honor renewable energy with music and have chosen Brandon for their site. Mr. Emerson also noted two months ago, he came to the Select Board regarding a request to allocate ARPA funds for solar and noted the BEC continues their efforts in researching sites for a project and suggested the Town and Prudential Committee may want to do a combined site. The Committee would like to obtain bids for a project.

Judi Bunde noted that Vermont ranks #2 in the country for the highest percentage of electricity from renewable sources with 76% of all electricity in Vermont from renewable sources. South Dakota is #1 at 83%. It was noted that a lot of Vermont's electricity is from hydro power.

Helyn Anderson asked who is responsible for cleaning up from the sidewalk plow. Bill Moore noted Ms. Anderson can call him to discuss this issue.

## **5. West Seminary Stormwater System Design Presentation**

Andrew Torizzo from Watershed Consulting was present to provide an update on the West Seminary stormwater system plan. They were contacted by Natural Resource Conservation Group to do a stormwater remediation project that originally came out of the Brandon Stormwater Master Plan. They identified the project as a priority and worked with Nancy Maguire of the Natural Resource Group to get funding for the project. They are 60% through the design phase that is an underground chamber system that sits off West Seminary near the park and manages runoff from Seminary Street to mitigate flooding. They are still working on the plan and the next step is to finalize the 100% engineering design and then the implementation and funding will be the next steps. Mr. Torizzo shared the design with the meeting participants. This is similar to a leach field type system that has a collection and runs down through a pipe that would flow back in the system and discharge near 28 West Seminary Street. The pipe outlet is being redone and there is a lot of storage and treatment. In order to do the project, there is encroachment on the basketball court and playground. To restore the basketball court, it would need to be resurfaced. There are no long-term impacts to the park after completion of the project. Seth Hopkins confirmed this would divert existing stormwater. Mr. Torizzo stated the exit would be in the same location and it would not be an everyday occurrence, but only after the collection area is filled. There is nothing being leached into the ground currently. Mr. Torizzo stated this project would address an issue where there is some erosion and would be credited toward the municipal roads. This helps to implement the Town's Master Plan. Jim Emerson asked the dimension of the chamber system. Mr. Torizzo stated it is 40 feet wide by 200 feet long. Bernie Carr asked if this would impact the main road during construction. Mr. Torizzo stated the catch basin would need to be set and the pipe trenched and would be a one-way type of impact with work staggered from one side to the other. Jan Coolidge asked if there would be a savings to close Seminary Street all at once instead of having a one-way open. Mr. Torizzo stated the level of detail has not been determined and the engineering and pricing is the next

phase of work. They will be producing a summary report and will provide some recommendations. Vicky Disorda asked what the estimated cost of the project will be. Mr. Torizzo stated originally there was an estimate but is outdated and they will be doing an updated cost estimate that will be part of the final package. Mr. Torizzo noted if the Town is interested, Nancy Maguire would help with trying to secure implementation funds. Mr. Torizzo will send Bill Moore the figure for the pre-pandemic estimate. Bill Moore reported he has spoken with Ms. Maguire and was advised there is money that is being invested for stormwater mitigation and there is money out there for this type of a project. Mr. Torizzo stated this could be a project for the next construction season if the Town wants to move forward. There is a lot of funding for non-regulatory projects and there would be a couple of different programs and this would be an attractive project to get funded. Seth Hopkins stated the design makes sense and asked if Board action required. Mr. Torizzo confirmed this was only for an update.

## **6. Municipal Energy Resilience Program Grant Funding**

Jim Emerson stated this MERP grant is funding the State passed for allocation to towns for three opportunities that include a \$4,000 Community Capacity mini-grant that can be used for funding local projects like education opportunities and the BEC is proposing the Town apply for this grant. The BEC has talked with Barbara Noyes Pulling of the RRPC about the grant and it was noted there is no local match. Mr. Emerson stated the BEC needs approval from the Select Board to submit the grant application. The next set of grants related to renovation to municipal buildings with a potential of up to \$500,000 for a project renovation.

**Motion** by Tim Guiles/Tracy Wyman to approve moving forward with the Community Capacity mini grant.

Tim Guiles advised he has been to MERP training to assist with supporting the Town with the process for obtaining the \$500,000 grant. Jim Emerson stated this program is intended for energy conservation. The uses for the mini-grant will include energy information for the Brandon Library, an E-library, development of a Brandon scorecard that is an evaluation of how many heat pumps, E-cars, and solar that is in the Town, an evaluation of greenhouse gases and provide community education of where the Town wants to be in 20 years to achieve the State's goals for renewable energy. Funding would go towards a mailing that would advocate for energy conservation and advertise the Davenport Festival scheduled for July. Bill Moore stated a match for a grant could be the BEC and their volunteers work as an in-kind match.

**The motion passed unanimously.**

## **7. Consider Adoption of Annual Update of Local Emergency Plan**

Seth Hopkins reported he was appointed the Director and Tim Guiles the Coordinator as the Local Emergency Committee. They have been working with Maggie O'Brien in going through the first update of Brandon's Local Emergency Management Plan. Annually, the Select Board needs to approve the information that is on the 1<sup>st</sup> page, checklist, and NIMS adoption. Mr.

Hopkins stated this document is the Executive Summary of the Plan. The Plan has been developed and is very substantial and comprehensive. When going through the Plan with the RRPC, they were surprised with the detail of Brandon's Plan. This process will make sure that everything is current as far as contact information.

**Motion** by Seth Hopkins/Tim Guiles to adopt the Local Emergency Plan as presented.

The Plan is currently on the EOC website that the State furnishes and is the first year that it is available online. Once it is signed off, it will get approved at the State level and will be publishable. There is a copy in the Town Manager's office, but will be available on the website after the approval process. It was asked in the interim if there is already a plan. Mr. Hopkins stated there is an existing Plan that could be viewed at the Town Office. Tim Guiles stated there has been discussion of having an open community meeting to discuss how we will respond as a community and to provide information about the emergency planning. Mr. Hopkins stated there is a desire to have a local emergency plan committee that could commit to checking on neighbors, like the elderly. It was noted that Mr. Hopkins and Mr. Guiles see ways to develop and make it more of a communitywide effort. It was asked if this Plan would cover the a wide variety of emergencies. Mr. Hopkins advised NIMS is a framework and is designed to be a structure for managing an emergency of any type, any scale, and any proportion, and would provide information on what the responses would be. Mr. Guiles stated there are people the Town is connected with and they are very responsive. There is training framework for even house fires, with the Red Cross being able to respond in 2 hours and are capable of housing much larger numbers.

Neil Silins stated most phones are internet-based and in case all cell service is dropped are there means of communication. It was noted that the Town has landlines and there are ways of communication and there has been a discussion of how to alert people in case of emergencies. There is a Vermont Alert System that everyone can subscribe to and local people can get a message out to the community that the State is paying for and furnishing.

Vicky Disorda stated there used to be a siren in Town and asked if it was functional. It was not sure if the siren was still operational and it was questioned if the siren was sounded, what that would mean. Mr. Hopkins stated the system the State has is very good and there will be redundancies with land lines. There is discussion of having districts in the Town where there could be volunteers who could check on neighbors.

Ken Manning noted that there was a hoax call at Middlebury College that resulted in a delay. Vicky Disorda also asked if there is a plan for the elderly. Mr. Guiles stated this population is identified and is the most extensive list for the vulnerable population, and noted he is working on a telephone plan. Ms. Disorda asked if there will be any type of outreach to the community regarding the Plan. Mr. Hopkins stated a local committee will be a good avenue and at the state level, there will be a drill in 2024 that will include simulated hazards. Mr. Guiles stated there are tabletop meetings that can be done, as well as community events. Emergencies will happen but the Town needs to focus on preparedness and resilience. There will be discussions about vulnerable populations and other items to put things into place.

**The motion passed unanimously.**

## **8. Consider Appointments**

### ***a) Health Officer***

Seth Hopkin advised this is a required position. The Deputy Health Officer is not a requirement and Mr. Hopkins declined this position that he previously held and noted the position is open for anyone interested in submitting a letter of interest. The Board thanked Mr. Stevens for his interest in the Health Officer position.

**Motion** by Tracy Wyman/Tim Guiles to appoint Lawrence Stevens as the Health Officer. **The motion passed unanimously.**

## **9. Discuss Scheduling and Signing of Payroll Warrants**

Tim Guiles stated the process with warrants is the bills come to the Select Board for approval and then checks go out. With payroll, this process does not align with the Select Board meetings all of the time, but the Board wants the employees to be paid on time. The suggestion was made to come up with a way for the Board to appoint a subset of the Board to come together to sign warrants in time for payroll to go out. Mr. Hopkins stated the Board may vote to authorize and sign payroll per 24 V.S.A. subsection 1623.

Bill Moore stated the Town has to issue payroll within 6 days of the end of the pay period and asked if there is a mechanism to dispute payroll. Mr. Guiles stated it is the responsibility of the Board to have due diligence in signing the bills. The bills are often for work that is being done, but if there is work that is not satisfied, it might be appropriate to not pay a bill until satisfaction is reached. He stated most falls under standard payroll, but he finds a need for this process. Mr. Moore stated this is just regular payroll, not contractors. Jackie Savela stated the payroll has always come to the Board to be signed. The Department of Labor indicates payroll has to be cut within 6 days after the end of the payroll period. Mr. Guiles stated he is requesting warrants are signed in a timely fashion and stated the theory of the warrant is to sign it before checks are sent out. Mr. Wyman stated when hiring an employee, they are going to do the work and if the process is not broken it doesn't need to be fixed. Mr. Guiles provided an example of Daryl's pay. Ms. Savela stated that his payment was not issued from payroll. Mr. Guiles stated he is not suggesting the warrant is not going to be signed, but thinks the warrant needs to be signed before the checks are written. Doug Bailey stated most payroll is a recurring payroll, except for overtime and agreed there be a way of approving the checks before being distributed, but that will mean one or two people assigned as there needs to have someone to fall back on. Mr. Hopkins stated this will allow the Board to have an exception to authorize one member to sign a warrant for payroll. Ms. Savela stated the process for payroll is the supervisor signs off, Ms. Savela then reviews it, followed by a Town Manager review, and then the Clerk signs off on the transfer of funds. The Select Board then needs to sign a warrant. Ms. Savela is concerned with the timeframe. Mr. Guiles stated there are times the checks have been written without a warrant,



and the Town is not supposed to write a check unless the Select Board signs a warrant. This will guarantee the same thing will happen but will be proper. Ms. Savela noted the Town Manager is authorized to sign a check up to \$10,000. Stephen Jupiter asked if there are a lot of checks that have to be signed. Ms. Savela noted they are all electronic but expressed concern with the timeframe as they are not done until Wednesday afternoon, and she has to have them at the bank by 3PM which is a very tight window. Mr. Jupiter asked if a board member can actually adhere to the limited window to assure that this process is not late. Bernie Carr asked if all Select Board members could be authorized to sign the warrant, as opposed to one person. Mr. Guiles noted the Board needs to follow the intention of what the warrants are. Mr. Bailey asked if the warrant could be approved electronically and Ms. Savela confirmed that it could be done but would be a list of gross wages, as specifics cannot be included. Mr. Wyman stated this procedure has been working this way for a long time.

**Motion** by Brian Coolidge/Tracy Wyman to table this item until the full board was present. **The motion passed with one no vote – Tim Guiles.**

## **10. Fiscal**

Seth Hopkins reported the warrants were approved during a special Select Board meeting last week.

The Select Board recessed at 8:11PM.

The Select Board reconvened at 8:15PM.

**Motion** by Tim Guiles/Tracy Wyman to enter into executive session at 8:15PM for 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. **The motion passed unanimously.**

## **11. Executive Session**

Seth Hopkins joined the executive session at 8:26PM.

The Board came out of executive session at 8:42PM.

There were no actions required.

**Motion** by Tim Guiles/Tracy Wyman to enter into executive session at 8:43PM for 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 and including Bill Moore for a second interview with Town Manager Candidate B. **The motion passed unanimously.**

## **12. Executive Session**

The Board came out of executive session at 8:52PM.

There were no actions required.

**Motion** by Tim Guiles/Tracy Wyman to enter into executive session at 8:53PM for the appointment or employment or evaluation of a public officer or employee per 1 V.S.A.(313)(3)(a)(3) including the Select Board Chair and Bill Moore. **The motion passed unanimously.**

### **13. Executive Session**

Seth Hopkins and Bill Moore left the executive session at 9:03PM.

The Board came out of executive session at 9:21PM.

The Select Board offered Seth Hopkins the Town Manager position and Bill Moore will be part of the Management Team.

### **14. Adjournment**

**Motion** by Brian Coolidge/Tracy Wyman to adjourn the Select Board meeting at 9:22PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary

4/24/23

The Wastewater Treatment Plant Upgrade monthly meeting was held on Thursday. The site is being prepped for the summer shutdown. Naylor and Breen will be back to restart the project in late August/Early September.

Spring clean-up continued with more work being performed in and around the park including the tuning on of the fountains.

Ordered a flashing pedestrian crosswalk light to be installed at the crosswalk that goes from the bank corner to the church.

In Rec News, we officially have archery coming back to Brandon on Tuesdays at Estabrook starting in May.

We are partnering with the Brandon Fire Department to offer safety day at the fire departments volunteer recruitment day on May 13th

## PROPOSAL FOR BRANDON CEMETERY DIGITAL-SCANNING PROJECT

Submitted by the Brandon Museum, 4/17/23

The Brandon Cemetery, adjacent to the Congregational Church, contains hundreds of headstones dating from the late 1700s to the mid-1800s. The stones represent many of the earliest families of Brandon and are an asset to the town in myriad ways: historical, genealogical, cultural. Their physical survival should be a priority in any plan for Brandon's historic preservation.

Unfortunately, most of the stones are made of marble, which is particularly susceptible to environmental damage. Most of the stones have suffered some form of physical degradation over the years and many inscriptions have eroded to the point of limited legibility. Moreover, many stones are cracked and/or broken, some held together with metal fasteners or cement.

The Brandon Museum proposes a systematic digital survey of the entire cemetery, to be overseen by the Innovation Lab of the Archaeology Department at Castleton University. The Lab is run by Professor Matthew Moriarty, an archaeologist who has been working with cutting-edge 3-D scanning technology that will allow us to create "3-D" digital images of each stone, preserving them in exact detail for posterity. The images can be rotated and manipulated digitally, even converted to files that can be 3-D printed.

The process will not harm the stones. The scanner does not make physical contact. The only preparation will be a non-corrosive algicide to eliminate any moss that may be obscuring details. The actual scanning will be carried out by paid, supervised Castleton students in the Archaeology program. Some of the stone have already been scanned, as a training project, and a link to the images is provided in the email to which this proposal is attached.

The project is envisioned for summer 2023. The Innovation Lab is asking for \$3500 - \$4000 to cover costs of the paid internship, at \$20/hr. for the scanning and the 75+ hours of post-processing necessary to create the final, viewable files.

This will be the first project of its kind in Vermont. It will serve as a template for other towns interested in preserving this important part of their history and material culture. It will provide easy access to these stones for researchers, historians, and genealogists all over the world. But most importantly, it will preserve these stones in their current state, so that no matter what further deterioration they may experience, we will never really lose them.

We ask that the town grant permission for the work and that it agree to cover all or some part of the cost. If the cost cannot be met entirely through town funds, we will seek to make up the difference between the town's contribution and the total cost through applications to other funding sources, including grants and private donations. As a work for hire, the resulting portfolio of digital images (including copyright) will belong to the town and/or the Museum.

**RUTLAND REGIONAL PLANNING COMMISSION  
EMERGENCY MUTUAL AID AGREEMENT  
FOR THE PUBLIC WORKS DEPARTMENTS  
OF ITS MEMBER MUNICIPALITIES**

This Mutual Aid Agreement (the "Agreement") is entered into between the Rutland Regional Planning Commission ("RRPC") and by and among each member municipality that voluntarily executes and adopts the terms and conditions contained herein.

WHEREAS, the Vermont Supreme Court has held and adopted the position that " 'It is a general and undisputed proposition of law that a municipal corporation possesses and can exercise the following powers, and no others: First, those granted in express words; second, those necessarily or fairly implied in or incident to the powers expressly granted; third, those essential to the accomplishment of the declared objects and purposes of the corporation--not simply convenient, but indispensable.' " Valcour v. Vill. of Morrisville, 104 Vt. 119, 158 A. 83, 85 (1932), *citing* Dillon, John, The Law of Municipal Corporations (5th Ed.) par. 237; and

WHEREAS, that upon the adoption of bylaws specifying the process for entering into, method of withdrawal from, and method of terminating service agreements with municipalities, the Vermont Legislature has granted express authority for regional planning commissions to "promote cooperative agreements and coordinate, implement, and administer service agreements among municipalities, including arrangements and action with respect to planning, community development, joint purchasing, intermunicipal services, infrastructure, and related activities...." 24 V.S.A. § 4345b(c); and

WHEREAS, the member municipalities of the RRPC (collectively the "Parties") may voluntarily agree to participate in mutual aid and public works assistance activities conducted pursuant to 24 V.S.A. § 4345b(d)(2); and

WHEREAS, the RRPC has duly adopted bylaws pertaining to the creation of intermunicipal service agreements pursuant to 24 V.S.A. § 4345b(a) and (b); and

WHEREAS, the Parties recognize that they are vulnerable to a variety of potential, natural and man-made disasters that impact vital public works resources including hurricanes, flooding and extreme winter conditions that in the past have caused severe disruption of essential public works services and severe property damage to public roads, utilities and other public works property; and;

WHEREAS, owning and maintaining all the resources needed to respond to extreme, unexpected and high-demand incidents is cost-prohibitive for most municipalities and entering into a mutual aid agreement provides economic and logistical efficiencies to support any gaps in resources and capabilities; and

WHEREAS, the Parties to this Agreement recognize the benefits of mutual aid in protecting the public, health, safety and welfare and fostering a sense of goodwill and community within a specific geographic region and therefore desire to provide mutual aid and assistance to one another during times of disaster and other types of public works emergencies; and

WHEREAS, the Parties recognize that having this mutual aid agreement and related guidelines is essential to ensuring a consistent, coordinated, and timely response in providing mutual aid; and

NOW, THEREFORE, the Parties hereto agree as follows:

### **SECTION 1: PURPOSE**

The Agreement set forth below, is established to provide a means for public works related entities that are controlled by the RRPC member municipalities, that are in need of mutual aid assistance, to be able to request and receive such aid and assistance in a timely manner from the participating member municipalities including but not limited to personnel, equipment, materials and any other services that may be reasonably necessary to respond to an emergency. The purpose of this Agreement is to formalize the regional mutual aid program. This Agreement to render aid is expressly not contingent upon a declaration of a major disaster or emergency by the federal government or upon receiving federal funds.

### **SECTION 2: DEFINITIONS**

- A. Aid and Assistance** – includes, but is not limited to, personnel, equipment, administrative services, infrastructure, supplies and materials necessary to respond to a request for mutual aid.
- B. Aiding Official** – means a person who is designated by the Aiding Party to determine whether and to what extent the Aiding Party should provide Public Works Assistance to a Requesting Party.
- C. Aiding Party** – means a Constituent Municipal entity that furnishes, equipment, services, personnel or any other Public Works assistance to a Requesting Party.
- D. Agreement** – refers to this Agreement for public works emergency services. Rutland Region municipalities may become a party to this Agreement upon ratification of this Agreement by the RRPC and ratification by the legislative body of the Constituent Municipality that is a party to this Agreement. Each Constituent Municipality that ratifies this Agreement, understands that the Agreement contains all Constituent Municipal entities at the time of ratification, and any other eligible municipality in the future.

- E. **Constituent Municipality** – Any municipality located in the Rutland Region, Vermont that is a party to this Agreement.
- F. **Disaster** -- any natural, mechanical, human-made, technological, or civil emergency that threatens to cause damages of a severity and scale that exceeds the maximum capabilities of a Constituent Municipality.
- G. **Emergency** – an event or imminent potential for such an event, either natural or human caused, that results in or may result in, injury or harm to the residences of the Constituent Municipality, or damage to or loss of property.
- H. **Mutual Aid Resource List** – A list maintained by each Constituent Municipality of the public works equipment, personnel and any other resources available for the provision of aid and assistance if needed by another Constituent Municipality.
- I. **Period of Assistance** – the period of time beginning when the Aiding Party assists the Requesting party by providing equipment, personnel, supplies or any other Public Works Assistance and ending when all Public Works Assistance returns to the regular duties of the Aiding Party.
- J. **Public Works Assistance** – means equipment and personnel including, but not limited to; professional engineers, licensed staff, non-licensed personnel who are employed by a Constituent Municipality and used for activities in response to a disaster or emergency, related to roadways, water, stormwater, wastewater and any other public works program.
- K. **Requesting Official** - means any person who is designated by the Requesting Party to request Public Works Assistance from a participating Aiding Party.
- L. **Requesting Party** - means a Constituent Municipal entity that requests, equipment, services, personnel or any other Public Works assistance from an Aiding Party.

### **SECTION 3: PROCEDURES**

- A. **Operations Oversight** – The RRPC shall be responsible for overseeing this Agreement and help to facilitate communications between the Constituent Municipalities. The RRPC will also help to facilitate policies and procedures to guide requests for aid and assistance as set forth below.
- B. **Request for Aid** – When a Requesting Party has been impacted by or is in imminent danger of a disaster or emergency, it may request Aid and Assistance from an Aiding Party, by making a verbal request, followed by a written request, to the Aiding Party, within three business days after aid is

needed or contemplated to be needed. An Aid Request Form shall be an addendum, but not an amendment to or modification of this Agreement. Requests should be made by and to the Aiding Party's authorized Aiding Official. A potentially Aiding Party, should not provide aid on its own without first confirming the need for assistance through the communication of the Aiding Official and Requesting Official to ensure that the type of aid being provided is necessary and needed. The provision of aid by an Aiding Party is entirely discretionary under this Agreement and the ultimate decision as to whether to render aid to a Requesting party shall be at the discretion of the Aiding Official in consultation with the legislative body of the Constituent Municipality if possible.

- C. Designation of Officials** – Each Constituent Municipality shall designate an Aiding Official and Requesting Official and at least one alternate Aiding Official and Requesting Official. Each Constituent Municipality shall be responsible for maintaining its own contact list of all Aiding and Requesting Officials and alternate Officials, along with all means of contact including, but not limited to cell phones, telephones, electronic mail and physical addresses and take reasonable steps to ensure that all Constituent Municipalities have the most current list. The RRPC shall help develop the template of the contact list and annually aid in its distribution after having been provided by the Constituent Municipalities. Said list shall be an addendum, but not an amendment to or modification of this Agreement. The Requesting Officials and the Aiding Officials may be the same person in each municipality (i.e., a director of public works).
- D. Information Needed - Request for Aid and Assistance** – The Requesting Official shall provide, at minimum, to the Aiding Official and RRPC (for informational purposes only): 1) a description of the disaster or emergency prompting the request; 2) what type of specific assistance is needed; 3) a description of the infrastructure impacted and the specific work needed to repair the infrastructure; and 4) an estimate of the type of public works assistance needed and the period of time it will be needed for. It is further recommended that the Requesting Official propose a plan for meeting with the Aiding Official to discuss the scope of the aid and for the Requesting Official to familiarize him or herself with the personnel and equipment of the Aiding Party (similar in nature to a pre-construction meeting). The Aiding Party shall then provide an estimate to the Requesting Party of expected costs for the scope of work requested and needed.
- E. Supervision and Control** – It is the intention of this Agreement that supervision and control of personnel will be structured in accordance with Federal Emergency Management Agency's (FEMA) Incident Command System (ICS) of the National Incident Management System (NIMS), and that if the emergency/disaster is multi-jurisdictional, a Unified Command will be employed when practical.



1. When any personnel or equipment is deployed under the terms of this agreement, the Aiding Official shall meet with the Requesting Official. Orders by the Requesting Official will be given to the Aiding Official who will then give orders or direction to their personnel. The Aiding Official shall maintain reasonable contact with the Requesting Official as long as the Aiding Party is providing Public Works Assistance. The personnel of the Aiding Party may only be under the direct control of the Requesting party by a written mutual agreement.
2. In all instances and at all times, the Requesting Official or a designee thereof, shall have the right and responsibility to ensure that all personnel from the Aiding Party are asked to perform only those tasks or operations that are consistent with their training and are in accordance with their home protocols and accepted safe practices.
3. Personnel from the Aiding Party shall continue with the assigned tasks until the Requesting Party releases said personnel and equipment or until the Aiding Party recalls said personnel and equipment. No recall by an Aiding Party shall occur until, if reasonable given the facts and circumstances, the Aiding Official discusses the need for recall with the Requesting Official.
4. Each Aiding Party shall operate in accordance with the protocols of its Constituent Municipality, and all Aiding Party personnel shall act within the scope of his or her own training and certification or under the supervision of a person with the appropriate training and certification. Aiding Party personnel shall not be required to perform in a way that is inconsistent with the practices of their Constituent Municipality protocols or inconsistent with safe practices.
5. The Aiding Official shall be responsible for maintaining all records for time, materials and equipment provided to the Requesting Party; be responsible for the operation and maintenance of equipment provided by the Aiding Party; and report work process to the Requesting Party.

**F. Mutual Aid Resource List** – Public works resources are included in the annual local emergency plan for each Constituent Municipality. The RRPC shall annually distribute a list of the public works resources for all Constituent Municipalities. All original and updated public works resource lists shall be considered an addendum to, but not a modification of this Agreement.

**G. Funds Payable By Each Municipality** – the Constituent Municipalities agree that the funds, coming in the form of the amount of services provided by each Constituent Municipality shall be based on the resources available to them at the time aid and assistance is made by a Requesting Party in accordance with Section 4 Part A.

## **SECTION 4: REQUESTS FOR REIMBURSEMENT**

- A. Procedures for Reimbursement** – Unless the Aiding Party and the Requesting Party agree to a different structure in writing, the Requesting Party shall be ultimately responsible for the reimbursement of the Aiding Party's costs incurred under this Agreement.
1. Within 30 days of the return of all personnel and equipment of the Aiding Party to the Constituent Municipality's homework station, the Aiding Municipality may submit to the Requesting Party, an invoice of all charges related to the aid provided pursuant to this Agreement. The invoice provided by the Aiding Party shall be paid within 30 days of receipt.
  2. All invoices generated by the Aiding Party shall be provided to the Requesting Party.
  3. Invoices by the Aiding Party shall follow the following standards.
    - a. Personnel. Charges for personnel shall be in accordance with the standard practices of the Aiding Party, including wages, salaries, contributions for insurance and retirement and personnel from the Aiding Party shall continue to accumulate seniority at the rate of the Aiding Party.
    - b. Equipment. Charges for equipment supplied by the Assisting Party, shall be reimbursed at the rental rate established for the same or substantially similar equipment by the regulations of the Federal Emergency Management Agency (i.e., current FEMA Schedule of Equipment Rates), or at any other rate agreed to by the Aiding Party and Requesting Party in writing. Rent for equipment includes the cost of fuel and other consumable supplies, maintenance, service, repairs and ordinary wear and tear.
    - c. Transportation. The Aiding Party shall transport needed personnel and equipment by reasonable and customary means and in accordance with the Aiding Party's usual transportation and travel payment schedule. If such a schedule is unavailable, transportation charges shall be the reasonable and customary rates for such transportation.
    - d. Materials and Ancillary Expenses. Charges for materials and ancillary expenses such as consumable supplies, related to the provision of aid pursuant to this agreement shall be the reasonable and actual costs incurred by the Aiding Municipality.

4. The Aiding Party may invoice the Requesting Party for all expenses incurred during the Period of Assistance. All invoices shall be submitted by the Aiding Official to the Requesting Official. The invoices shall clearly delineate the time and expenses associated with personnel, equipment, transportation and any materials or ancillary expenses. Any question or dispute about an invoice from an Aiding Party shall first be discussed between the Requesting Official and the Aiding Official. If the Parties are still unable to reconcile an invoice, then they shall follow the next sequential procedures of the Dispute Resolution section of this Agreement.

## **SECTION 5: INSURANCE AND LIABILITY**

- A. Insurance** – Each Constituent Municipality shall bear the risk of its own actions, as it does with its day-to-day operations. The Aiding Party shall be responsible for providing insurance to the fullest extent possible, including but not limited to workman’s compensation insurance, general liability insurance, excess liability insurance, and any other types of insurance coverage in amounts recommended by the Vermont League of Cities and Towns, Property and Casualty Intermunicipal Fund (VLCT-PACIF). Such insurance shall cover damage or injury to person, property or equipment owned or provided by an Aiding Party to the extent the damage or injury may have occurred while rendering aid to a Requesting Party.
- B. Indemnification** - To the extent allowed by law, each Requesting Party agrees to indemnify and hold harmless any Aiding Party and its employees, officers, administrators, elected officials and agents from any claim relating to cost, damage or injury of any description to any person or property caused by or through the action of any Aiding Municipality while rendering aid pursuant to his Agreement. Acts of gross negligence, willful misconduct, malfeasance, and/or criminal/illegal behavior are exempt from indemnification.
- C. Liability** – No Constituent Municipality shall have any liability to any other Constituent Municipality by reason of their inability or lack of desire to respond to a request for aid.

## **SECTION 6: TERM, MODIFICATION AND PERIODIC REVIEW**

- A. Term** – This Agreement shall be in effect for one (1) year from the date signed by the initial Constituent Municipality. Thereafter, this Agreement shall be renewed for additional one year terms on an annual basis in conjunction with the local emergency plan.
- B. Termination** – Any Constituent Municipality may voluntarily terminate and withdraw from its participation in this Agreement at any time by a Requesting or Aiding Official giving written notification to the designated Requesting or Aiding

Officials of all other Constituent Municipalities to this Agreement. Electronic mail communications shall be considered written notification for purposes of this Agreement. Termination and withdrawal shall not be effective until sixty (60) days after written notification has been sent. Withdrawal by a Constituent Municipality shall not impact the liability or obligation incurred by the Constituent Municipality under this Agreement prior to the date of termination.

- C. Modification** – Pursuant to 24 V.S.A. § 4345b(d)(4) any modification or amendment to this Agreement shall not become effective unless approved by the RRPC and the legislative body of all the municipalities who are a party to this Agreement. The RRPC shall assist in coordinating any modifications or amendments to this Agreement.
- D. Periodic Review** – On a biennial basis, the designated Aiding and Requesting Officials shall meet to review the terms of this Agreement and make any suggestions as to alterations or modifications if needed base on past performance. The RRPC shall coordinate all meetings under this section.

## **SECTION 7: MISCELLANEOUS PROVISIONS**

- A. Dispute Resolution** – In respect to any dispute that arises pursuant to this agreement the Parties shall first make a good faith effort to work out differences among themselves. Should informal discussions between the Parties fail, then the Parties shall engage the services of a mutually agreed upon third party mediator. The costs of this third party mediator shall be split evenly between the Parties. Should attempts at mediation through a third party mediator fail, then any Party may seek redress in any Vermont Court of competent jurisdiction.
- B. Severability** – Should any clause, portion, section, provision or any other part of this Agreement be held invalid by a court of competent jurisdiction, such judgment shall not affect, impair or invalidate any other portion of the Agreement. The remaining portions of this Agreement shall remain in full force and effect without regard to the provisions that have been invalidated.
- C. Execution of Counterparts** – This agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument.

NOW THEREFORE, both the Rutland Regional Planning Commission through its duly authorized representative has executed this agreement and all counterparts thereto. Photographic copies shall be considered valid counterparts. Each of the Constituent Municipalities so desiring, have caused this Agreement to be executed by a duly authorized representative, after a vote allowing that duly authorized representative to execute this Agreement by the Constituent Municipality's governing legislative body.


Approved and executed at Brandon, Vermont this 24th day of April 2023.

For the Constituent Municipality of Brandon, Vermont.

By: \_\_\_\_\_  
Duly Authorized Representative for Selectboard of Brandon

Approved and executed at Rutland, Vermont this 1<sup>st</sup> day of May 2023.

For the Rutland Regional Planning Commission

By:  \_\_\_\_\_  
Duly Authorized Representative  
for the Rutland Regional Planning Commission

The Friends of the Town Hall are working on applying for a grant to replace the aging floor in the upstairs of the Brandon Town Hall. They are willing to pay for 1/3 of the cost and are applying for grants to provide funding for 1/3. The town would need to commit to paying our share 1/3. The current floors only have 1 sanding left and the cost to refinish that would only last 3-5 years would be equal to the town's "1/3" of a tear out and replacement. I am asking that the town consider committing an amount not to exceed \$18,000 from the ARPA funding. The town hall is an increasingly used community resource; free and low cost programming that occurs in the space that is harmoniously managed in partnership with the rec and the Friends of The Town Hall at a frequency that makes the project qualify as a community benefit.

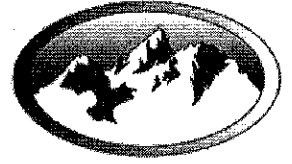
**Mountainside Flooring, LLC**

18 Hooker Road

Leicester, VT 05733

802-558-7543

mountainsideflooringvt@gmail.com



# Estimate

**ADDRESS**

The Friends of the Brandon Town  
Hall

**ESTIMATE # 1016**

**DATE 04/06/2023**

**EXPIRATION DATE 04/13/2023**

DESCRIPTION	QTY	RATE	AMOUNT
Pre-finished 6" Select Hickory Flooring (per square foot)	3,000	8.50	25,500.00
Flooring Installation	3,000	4.00	12,000.00
Flooring Installation Prep Work -- Up to 4 days of labor for our crew to remove the current flooring and make any small repairs necessary to prep the subfloor for the new flooring installation (this price is labor only - materials to make repairs would be billed separately at the purchase price)	1	4,000.00	4,000.00
Complete New Subfloor (Materials & Labor)	1	6,000.00	6,000.00
1)Materials: 100 sheets of plywood at \$35/sheet (price as of 4/5/23 - this material price is based on current market price and could change depending on when this project happens)			
2)Labor to install the new subfloor			

**Please Note:**

If you purchase flooring and installation from us, we will screen and re-coat the floor once a year for the first 3 years at no additional charge.

SUBTOTAL 47,500.00

TAX 0.00

TOTAL ~~47,500.00~~

+ 3,000 for 4"

50,500.00

Accepted By

Accepted Date

The timeframe for this order is subject to the availability of lumber. Flooring quantities are subject to a +/- 5% allowance. A signature verifies you approve the product(s) listed above. Review any attached documents for additional conditions regarding your flooring installation or refinishing project if applicable. Thank you for your business.

## Town Manager

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**From:** Sue Gage  
**Sent:** Friday, April 21, 2023 11:35 AM  
**To:** Town Manager  
**Subject:** FW: State fiscal year 2024 Grants in Aid participation  
**Attachments:** SFY24 Letter of Intent Fillable Form.pdf; enrollment data FY24 GIA 042123 1030am.pdf

We are NOT enrolled currently.

Sue

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**From:** AOT - HWY Vtrans Grants In Aid <AOT.HWTVtransGrantsInAid@vermont.gov>  
**Sent:** Friday, April 21, 2023 11:27 AM  
**To:** Emmons, Christine <Christine.Emmons@vermont.gov>; AOT - HWY Vtrans Grants In Aid <AOT.HWTVtransGrantsInAid@vermont.gov>  
**Subject:** FW: State fiscal year 2024 Grants in Aid participation

Good morning,  
Here is this week's friendly reminder for the SFY24 Grants in Aid program enrollment:

As of 10:30 am today, Friday April 21<sup>st</sup> we have received Letters of Intent to participate from 139 municipalities. If you confirm your municipality is listed as "enrolled" on the attached enrollment spreadsheet, please disregard this email. If your municipality is not on the list and you wish to participate in this funding opportunity for FY24, please complete the letter of intent (attached) and send it to [grantsinaid@vermont.gov](mailto:grantsinaid@vermont.gov) no later than May 5<sup>th</sup>.

If you have any questions, please contact us at [Grantsinaid@vermont.gov](mailto:Grantsinaid@vermont.gov)

Thank you!

Alan, Ashley, Christine & Ross

Full press release below:

### **Agency of Transportation Invites Municipalities to Participate in Road Grants Program**

Barre, Vt. – The Vermont Agency of Transportation (AOT) invites municipalities to participate in the Municipal Roads Grants-in-Aid Program, which provides funding for municipalities to implement best management practices (BMPs) in accordance with the Vermont Department of Environmental Conservation (DEC) Municipal Roads General Permit (MRGP).

Grants-in-Aid awards will be made available through AOT and will total approximately \$3.6 million dollars in this grant cycle. Municipalities will submit reimbursement requests directly to AOT for work completed, and AOT will reimburse up to 80% of the municipality's documented construction expenses, including in-kind support, for BMPs on hydrologically connected roads.



AOT anticipates receiving funding to support BMP implementation under this program and intends to provide grant funds to participating Vermont municipalities that agree to the terms (see participation Letter of Intent on the AOT website). The municipality must return the signed letter **by May 5, 2023** to be eligible.

**Eligible BMPs according to the MRGP Standards:**

1. Grass and stone-lined drainage ditches and stone check-dams
2. Turnouts, cross culverts, and other disconnection and infiltration practices
3. Lowering of high road shoulders
4. Installation or replacement of drainage culverts and driveway culverts on non-perennial streams within right-of-way and installation of culvert headwalls and outlet stabilization
5. Stabilizing conveyance zones
6. Addressing gully erosion on Class 4 roads
7. Stabilizing catch basin outlets.

Details, documents, and the Initial Funding Offers are available on the [AOT website](#).

###



LETTER OF INTENT TO PARTICIPATE IN THE SFY24 MUNICIPAL ROADS GRANTS-IN-AID PROGRAM

We, the Legislative Body of the Municipality of Town of Brandon certify that the municipality will:

- Construct one or more road best management practices (BMPs) to bring connected road segments into full compliance with Municipal Roads General Permit (MRGP) standards, to be completed by September 30, 2024.
• Construct the road BMPs on hydrologically connected road segments - roads that drain directly into surface waters (streams, rivers, ponds, lakes and wetlands). Refer to the Vermont Department of Environmental Conservation (DEC) map layer for hydrologically connected municipal roads in Vermont. This map layer is available at: http://anr.vermont.gov/maps/nr-atlas.
• Prior to construction of the BMPs, receive Construction Authorization from VTrans to verify the appropriate location of the connected road segment and BMP(s) to meet MRGP standards.
• Post a Clean Water Project sign during construction (select projects only).
• Provide a minimum of 20% local match (in-kind and/or cash). Match can include quantified in-kind contributions such as transportation, municipally owned road equipment, crew labor, municipal staff time and other costs directly related to the BMP construction project as part of this program. Funds from other federal or state grant programs or local match for those other federal and state grant programs cannot be included as match.
• Complete all reporting and invoicing requirements using the VTrans requested format.
• Submit all Performance Reports and Request reimbursement no later than 12/30/2024 (90 days from end of grant period).
• Complete a post construction assessment of each road segment repaired and provide the post construction assessment to DEC using the MRGP portal/app and certify during the request for reimbursement, that the repaired road segments are "fully compliant" with MRGP.

Date: April 24, 2023

(Duly Authorized Representatives)

Municipality: Town of Brandon

Primary Contact Name: Seth Hopkins

Address: 49 Center Street Brandon 05733
Street Address Town Zip

Email: manager@townofbrandon.com Phone: 8022473635 X210

Town Clerk (2nd contact): Susan Gage Email: sgage@townofbrandon.com

Unique Entity Identifier (SAM #) #: J4C5TNNDUEP3 Fiscal Year End Month (MM): 06

Note: Primary Contact is responsible for grant execution on Town's behalf, Secondary Contact must be Town Clerk.

This form must be submitted via email by May 5th, 2023 to indicate participation.

Return signed Letter of Intent to: VTrans Municipal Roads Grants-in-Aid Program, c/o VTrans Municipal Assistance Program, via email: Grantsinaid@vermont.gov

This is a letter of intention to participate only. THIS IS NOT A GRANT, CONTRACT or AGREEMENT.

**MUNICIPAL POLICIES AND CODES (FORM MP-1)**

Consistent with the provisions of the Vermont Community Development Program, and federal law, the (check one)  Town  City  Village of **Brandon** has adopted the following policies and codes:

**Equal Employment Opportunity Policy (required by 24 CFR 570.904 and modeled on the State of Vermont's State Government EEO Plan for FY 2017):**

A. It is the policy and practice of this municipality to assure that no person will be discriminated against, or be denied the benefit of any activity, program, or employment process, in any area of employment, including but not limited to recruitment, advertising, hiring, promotion, transfer, demotion, lay off, termination, rehiring, rates of pay, benefits, development opportunities, and/or other compensation. This municipality is strongly committed to non-discrimination and equal opportunity in all employment actions for qualified persons without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identification, or disabling condition. It is the policy of this municipality to provide a workplace that is free of harassment for being a member of a protected class, and this municipality prohibits retaliatory action for any protected activity. With this in mind, the following policy is set in place.

1. This municipality shall consider all qualified applicants for available positions without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability, provided the individual is qualified to perform the work available. Attempts will be made to contact known sources of minority and women potential applicants to maximize the participation of such applicants.
2. All recruitment advertisements will include the municipality's commitment to Equal Employment Opportunity, and job specifications/descriptions should be reviewed periodically and properly identify job-related requirements.
3. EEO posters shall be placed and maintained in conspicuous locations.
4. Advancement to positions of greater responsibility is based on an individual's demonstrated performance.
5. Compensation, benefits, job assignments, layoffs, employee development opportunities, and discipline shall be administered consistent with federal and state laws, and without bias to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability.
6. Executive, management and supervisory level employees have the responsibility to further the implementation of this policy and ensure conformance by subordinates.
7. Any municipal employee who engages in discrimination of a member of a protected class or unlawful harassment may be subject to appropriate discipline.
8. Any supervisory or managerial employee who knows of unlawful discrimination or harassment in the workplace, and fails to take immediate and appropriate corrective action, may be subject to disciplinary action.

B. The municipality is committed to its Equal Employment Opportunity Policy, and as part of the Equal Employment Opportunity Plan will:

1. Recruit, hire, upgrade, train, and promote in all job classifications without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability;
2. Base employment decisions on the principles of Equal Employment Opportunity and with the intent to further the municipality's commitment to workplace diversity;
3. Ensure that all other personnel actions such as compensation, benefits, municipal-sponsored training, educational tuition assistance, social and recreational programs shall be administered without regard to race, color, religion, ancestry, national origin, age, gender, sexual orientation, sexual identity, or disability;
4. Provide reasonable accommodations for applicants and/or employees with disabilities, which will enable them to successfully perform the essential job functions;
5. Ensure that employees and applicants are not subjected to intimidation and/or harassment, threats, coercion, or discrimination because they have filed a complaint, assisted or participated in an investigation or any other activity, or opposed any act or practice made unlawful;
6. Investigate claims of discrimination and unlawful harassment in the workplace; and
7. Promote inclusion and diversity in all levels of the workforce.

**Fair Housing Policy (required by 24 CFR 570.904 and modeled on 24 CFR Part 6):**

The policy set forth herein applies to all housing programs, both present and future, funded through the Vermont Community Development Program.

- A. This municipality will not, directly or through contractual, licensing, or other arrangements, take any of the following actions on the grounds of race, color, national origin, religion, or sex:
1. Deny any individual any facilities, services, financial aid, or other benefits provided under any VCDP-funded program or activity;
  2. Provide any facilities, services, financial aid, or other benefits that are different, or are provided in a different form, from that provided to others under any VCDP-funded program or activity;
  3. Subject an individual to segregated or separate treatment in any facility, or in any matter of process related to the receipt of any service or benefit under any VCDP-funded program or activity;
  4. Restrict an individual's access to, or enjoyment of, any advantage or privilege enjoyed by others in connection with facilities, services, financial aid or other benefits under any VCDP-funded program or activity;
  5. Treat an individual differently from others in determining whether the individual satisfies any admission, enrollment, eligibility, membership, or other requirements or conditions that the individual must meet in order to be provided any facilities, services, or other benefit provided under any VCDP-funded program or activity;
  6. Deny an individual an opportunity to participate in any VCDP-funded program or activity as an employee;

7. Aid or otherwise perpetuate discrimination against an individual by providing VCDP-funded financial assistance to an agency, organization, or person that discriminates in providing any housing, aid, benefit, or service;
8. Otherwise limit an individual in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other individuals receiving the housing, aid, benefit, or service;
9. Use criteria or methods of administration that have the effect of subjecting persons to discrimination or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity with respect to persons of a particular race, color, national origin, religion, or sex; or
10. Deny a person the opportunity to participate as a member of planning or advisory boards.

B. In determining the site or location of housing, accommodations, or facilities, this municipality will not make selections that have the effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination on the ground of race, color, national origin, religion, or sex. This municipality will not make selections that have the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of this policy.

C. This municipality will not, directly or through contractual, licensing, or other arrangements, solely on the basis of handicap:

1. Deny a qualified individual with handicaps the opportunity to participate in, or benefit from, any VCDP-funded housing, aid, benefit, or service;
2. Afford a qualified individual with handicaps an opportunity to participate in, or benefit from, any VCDP-funded housing, aid, benefit, or service that is not equal to that afforded to others;
3. Provide a qualified individual with handicaps with any VCDP-funded housing, aid, benefit, or service that is not as effective in affording the individual an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others;
4. Provide different or separate VCDP-funded housing, aid, benefits, or services to individuals with handicaps or to any class of individuals with handicaps from that provided to others unless such action is necessary to provide qualified individuals with handicaps with housing, aid, benefits, or services that are as effective as those provided to others;
5. Aid or perpetuate discrimination against a qualified individual with handicaps by providing significant assistance to an agency, organization, or person that discriminates on the basis of handicap in providing any housing, aid, benefit, or service to beneficiaries in the recipient's federally assisted program or activity;
6. Deny a qualified individual with handicaps the opportunity to participate as a member of planning or advisory boards;

7. Deny a dwelling to an otherwise qualified buyer or renter because of a handicap of that buyer or renter or a person residing in or intending and eligible to reside in that dwelling after it is sold, rented or made available; or
8. Otherwise limit a qualified individual with handicaps in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other qualified individuals receiving the housing, aid, benefit, or service.

D. This municipality will not, directly or through contracting, licensing, or other arrangements, use age distinctions or take any other actions that have the effect, on the basis of age, of:

1. Excluding individuals from, denying them the benefits of, or subjecting them to discrimination under, a VCDP-funded program or activity; or
2. Denying or limiting individuals in their opportunity to participate in any VCDP-funded program or activity.

**Use of Excessive Force Policy (42 USC sec. 5304(l)):**

This municipality (1) prohibits the use of excessive force by its law enforcement agencies against any individuals engaged in nonviolent civil rights demonstrations; and (2) prohibits its law enforcement agencies from physically barring entrance to or exit from a facility or location that is the subject of a nonviolent civil rights demonstration.

**Policy on the Use of VCDP Funds for Federal Lobbying (Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352 and 43 CFR part 18, New Restrictions on Lobbying. Submission of an application also represents the applicant's certification of the statements in 43 CFR part 18, appendix A, Certification Regarding Lobbying):**

This municipality will not allow the use of VCDP funds to pay any person for the influencing or attempting to influence an officer of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

**Code of Ethics for Administration of Vermont Community Development Program (24 CFR 570.489(h)):**

The following code of ethical conduct for public officials, employees and/or affected contractors covers all aspects of the VCDP, whether or not specifically cited.

1. Goods and services shall be procured in a manner which maximizes free and open competition.
2. Officers and employees shall not participate in any decision concerning matters in which they

have a financial interest.

3. Conflicts, and the appearance of conflicts, of interest shall be avoided in order to assure public confidence in the operations of governments.
4. Every effort will be made to actively recruit woman-owned or minority-owned businesses and to provide opportunities for local residents and businesses, consistent with Section 3 of the Housing and Urban Development Act of 1968.
5. All procurement actions shall be conducted in public and all records related thereto will be open to public review.

**The Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.)** requires Grantees to certify and assure the Department that they will establish a formal written policy that informs employees that the manufacture, distribution, possession and use of illegal drugs in the workplace are prohibited, and an ongoing drug-free awareness program.

If this municipality does not already have a drug-free workplace policy that is at least as robust as the following, it hereby establishes that:

As an employer, the {Municipality} is responsible for maintaining safe, efficient working conditions for its employees by providing a drug-free workplace. Therefore, municipal employees shall not engage in the unlawful manufacture, distribution, possession or use of controlled substances (drugs) on the job or on any municipal work site.

1. The illegal use, possession, sale, distribution, or manufacture of controlled substances in or on property belonging to the municipality will not be tolerated and is considered to be grounds for review and termination of employment at the discretion of the employee's supervisor.
2. Any employee of the municipality who has a controlled substance dependency, or any other controlled substance-related problem, shall immediately seek professional assistance or counseling.
3. Any employee of the municipality who is convicted of violating any criminal drug statute must inform his or her supervisor within 5 days after the conviction. The criminal conviction of any employee of this municipality for the use, possession, sale or distribution of a controlled substance may be considered grounds for review and termination of employment at the discretion of the employee's supervisor.
4. If an employee who is convicted of violating any criminal drug statute works in a federally funded program, the municipality shall notify the agency that provides the federal funding within ten (10) days of the municipality's receiving the notice of the conviction. In the case of the Vermont Community Development Program, notify the Department of Housing and Community Development.
5. Any employee on municipal premises who appears to be under the influence of, or who possesses illegal or non-medically authorized drugs, or who has used such drugs on municipal

premises, may be temporarily relieved from duty pending further investigation.

6. If the use of legal drugs endangers safety, management may (but is not required to) reassign work on a temporary or permanent basis.
7. All current and future employees shall be informed of this policy and shall acknowledge in writing their understanding and acceptance of this policy.

**Subrecipient Oversight Monitoring Policy (required by Uniform Guidance, 2 CFR Part 200):**

The policy set forth herein must be adopted by all municipalities using VCDP funds. Adoption of this policy certifies the Grantee shall be responsible for oversight monitoring of grant funds that are dispersed to a sub-recipient, to ensure the funds are properly managed.

To ensure such funds are managed according to the agreements and requirements of the granting agency, the Municipality will designate a municipal individual responsible for subrecipient monitoring. At a minimum, this will include:

1. Closely monitoring and reviewing the requisition of funds to the funding agency on a regular basis;
2. Reviewing the Subrecipient's financial management systems, internal control procedures, separation of duties, ensuring that different individuals review the invoices for payment and accuracy, from someone who writes the check, to someone who authorizes or signs the check, to someone who reconciles the Bank statements;
3. Reviewing the Subrecipient's procurement policies to ensure that they meet the requirements of 2 CFR Part 200, Uniform Federal Guidance;
4. Reviewing Labor Standards, if applicable, and the appropriate wage rates; securing payrolls and reviewing them for accuracy, and in the event there are any errors securing proof of restitution;
5. Ensuring that contractors are being paid appropriately, and lien waivers and other releases are secured from the contractors;
6. Closely monitoring the progress of the funded project through the review of required progress reports; and
7. Obtaining and reviewing the independent audit if required for the sub-recipient (expenditure of \$750,000 or greater in one fiscal year); or the municipality may determine that its own single audit may be expanded to include the scope of federal funds expended at the subrecipient level; or the subrecipient may be eligible to have a program specific audit.
8. Authorized representatives of the Secretary of the Agency, the Secretary of HUD, the Inspector General of the United States, or the U.S. General Accounting Office shall have access to all books, accounts, records, reports, files, papers, things, or property belong to, or in use



by, any Subgrantee or Subrecipients pertaining to the receipts of VCDP funds as may be necessary to make audits, examinations, excerpts, and transcripts.

**Whistleblower Protections:**

A. The Municipality shall not discriminate or retaliate against a municipal employee or agent for engaging in the following:

1. Providing to a public body a good faith report or good faith testimony that alleges an entity of municipal or state government, a municipal employee or official, or a person providing services to the municipality under contract has engaged in a violation of law or in waste, fraud, or abuse of authority, or an act threatening health or safety.
2. Assisting or participating in a proceeding to enforce the provisions of this policy.

B. Neither the Municipality nor any municipal officer or employee shall attempt to restrict or interfere with, in any manner, a municipal employee's ability to engage in any of the protected activity described in subsection (a) of this policy. Employees are not required to report misconduct to the municipality or its agents prior to reporting to any governmental entity and/or the public.

C. Neither the Municipality nor any municipal offer or employee shall require employees or agents to forego monetary awards as a result of such reports.

**Texting While Driving Policy (Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving)** requires Grantees to certify and assure the Department that they will establish a formal written policy that informs employees that text messaging while operating a municipal vehicle is prohibited, and to conduct initiatives that encourage voluntary compliance with the municipal policy while off duty. If this municipality does not already have a such a policy that is at least as robust as the following, it hereby establishes that:

This municipality (1) prohibits the practice of texting while driving by its employees in municipal vehicles; and (2) requires its employees to adhere to Vermont statute, 23 V.S.A. § 1095b. "Handheld use of portable electronic device prohibited."

**Adoption**

Adopted by the Legislative Body on the 24th day of April, 2023.

**LEGISLATIVE BODY**

(Typed Name)	(Signature)
Seth Hopkins	_____
Tracy Wyman	_____
Brian Coolidge	_____
Cecil Reniche-Smith	_____
Tim Guiles	_____

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TOWN OF BRANDON Accounts Payable  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
200263	04/01/23	ALDRICH & ELLIOTT, PC WWTF Step III 81239	40-5-20-20120 Engineering	38031.81	52296	04/24/23
301070	04/14/23	ALLEGIANCE TRUCKS LLC repairs to 2013 Intl R40100722201	10-5-15-41180 HW Outside Maint. - Vehic	4701.54	52297	04/24/23
100015	04/07/23	ALLEN ENGINEERING & CHEMI chlorine 11250362801	20-5-55-50120 Sodium Hypochorite	1055.00	52298	04/24/23
100605	03/27/23	BAR HARBOR BANK & TRUST WWTF BAN- int. pymt 5929-APR 23	40-5-20-60100 Int on BAN & GAN notes	3069.73	52281	04/10/23
301072	02/27/23	BEARCOM troubleshoot radio 5518664	10-5-14-20232 Radio Maintenance	291.97	52299	04/24/23
100255	04/18/23	BRANDON FIRE DISTRICT #1 April portion payments APRIL 2023	90-5-15-90600 Paid To BFD No 1	21278.35	52300	04/24/23
310699	05/01/23	BRANDON GLC SOLAR, LLC monthly solar electric 196B	10-5-22-42130 Bldgs & Grounds Electric	2365.00	52301	04/24/23
310699	05/01/23	BRANDON GLC SOLAR, LLC monthly solar electric 196B	20-5-55-42130 Electric	1935.00	52301	04/24/23
100280	04/04/23	BRANDON LUMBER & MILLWORK turnbuckle & eyebolt 977022/3	10-5-18-20600 Equipment /Supplies	24.98	52302	04/24/23
100280	04/06/23	BRANDON LUMBER & MILLWORK spray paint for plows 977271/3	10-5-15-41160 HW Maint. Supplies-Vehicl	27.96	52302	04/24/23
100280	04/07/23	BRANDON LUMBER & MILLWORK paint etc for plows 977422/3	10-5-15-41160 HW Maint. Supplies-Vehicl	46.34	52302	04/24/23
100280	04/10/23	BRANDON LUMBER & MILLWORK paint thinner 977711/3	10-5-15-41160 HW Maint. Supplies-Vehicl	18.99	52302	04/24/23
100280	04/16/23	BRANDON LUMBER & MILLWORK batteries 978791/3	20-5-55-43160 Maint. Supplies - General	35.98	52302	04/24/23
100280	04/18/23	BRANDON LUMBER & MILLWORK rake 979095/3	20-5-55-43160 Maint. Supplies - General	49.99	52302	04/24/23
200218	03/31/23	BRANDON REPORTER FEMA notice x2, dog lic 3/31/23	56-5-06-20200 Newton Rd Flood-Legal	87.75	52303	04/24/23
		FEMA notice 32 Marble St; FEMA notice 110 Newton Rd				
200218	03/31/23	BRANDON REPORTER FEMA notice x2, dog lic 3/31/23	10-5-10-30310 Legal Advertising	19.50	52303	04/24/23
		FEMA notice 32 Marble St; FEMA notice 110 Newton Rd				
200218	03/31/23	BRANDON REPORTER FEMA notice x2, dog lic 3/31/23	56-5-06-20200 Newton Rd Flood-Legal	61.75	52303	04/24/23
		FEMA notice 32 Marble St; FEMA notice 110 Newton Rd				
300967	04/20/23	BRANDON, TOWN OF 337 Newton-Appraisal/reco 4/20/23 AP/R	56-5-06-20200 Newton Rd Flood-Legal	675.00	52285	04/19/23
		FEMA Buyout, Mosley. Refund of Appraisal and recording fees.				
300967	04/20/23	BRANDON, TOWN OF 337 Newton- Disch. Record 4/20/23 REC	56-5-06-20200 Newton Rd Flood-Legal	30.00	52286	04/19/23
		FEMA Buyout, Mosley. Discharge Recording fees				
300967	04/20/23	BRANDON, TOWN OF 337 Newton- Water/Sewer 4/20/23 W/S	56-5-06-20200 Newton Rd Flood-Legal	2583.52	52287	04/19/23
		FEMA Buyout, Mosley. Water/Sewer bill				
100860	04/20/23	CARROLL, BOE, PELL & KITE 337 Newton-Legal fees 4/20/23	56-5-06-20200 Newton Rd Flood-Legal	1500.00	52288	04/19/23
		FEMA Buyout, Mosley. Legal fees.				
100860	04/20/23	CARROLL, BOE, PELL & KITE 337 Newton-Overnight fee 4/20/23 MAIL	56-5-06-20200 Newton Rd Flood-Legal	47.00	52289	04/19/23
		FEMA Buyout, Mosley. Overnight mail fee.				

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100860	04/20/23	337 Newton-Prop tax cred 4/20/23 TXCR	56-5-06-20200 Newton Rd Flood-Legal	317.00	52290	04/19/23
		FEMA Buyout, Mosley. Property Tax Credit. Held in escrow until Town receives payment from the State.				
100860	04/20/23	337 Newton-Title Ins/upda 4/20/23TITLE	56-5-06-20200 Newton Rd Flood-Legal	613.25	52291	04/19/23
		FEMA Buyout, Mosley. Title ins and update fee.				
300286	03/31/23	cold patch 100001-34477	10-5-15-46120 Cold Patching	486.50	52304	04/24/23
100462	04/01/23	March trucking of sludge 2838141	20-5-55-50170 Trucking	2055.00	52305	04/24/23
301503	04/07/23	heating fuel @ Town Hall 557536	10-5-22-42110 Heating Fuel	236.50	52306	04/24/23
301503	04/05/23	diesel fuel 557808	10-5-15-41130 Fuel - Vehicles HW	1156.03	52306	04/24/23
301503	04/07/23	heating fuel @ HWY 557825	10-5-22-42110 Heating Fuel	341.64	52306	04/24/23
100411	04/10/23	ice 04/10/23	20-5-55-30120 Professional Supplies	2.84	52307	04/24/23
100411	04/13/23	ice 04/13/23	20-5-55-30120 Professional Supplies	3.09	52307	04/24/23
310703	04/01/23	CC - March 2023 19262	10-5-18-30070 Little League Expenses	190.52	52308	04/24/23
310097	04/02/23	srevice: 01/09 - 05/08 EST 04/02/23	10-5-18-42100 Recreation Telephone	111.34	52309	04/24/23
310097	04/09/23	service: 4/16 - 05/15 TH 04/09/23	10-5-10-42100 Telephone Exp. Admin.	94.80	52310	04/24/23
310037	04/06/23	service: Mar 06 to Apr 05 HWY 04/06/23	10-5-15-42100 HW Telephone	127.95	52311	04/24/23
310037	04/06/23	service: Mar 06 to Apr 05 PD 04/06/23	10-5-14-42100 PD Telephone Service	51.01	52311	04/24/23
100456	04/18/23	North St Bridge Engineer 423069	56-5-17-20100 North St Bridge-Engineeri	3489.78	52312	04/24/23
300466	04/06/23	portable toilet fee 78870	10-5-18-30070 Little League Expenses	135.00	52313	04/24/23
100494	04/11/23	testing 443130	20-5-55-22120 Testing	25.00	52314	04/24/23
100494	04/18/23	testing 443730	20-5-55-22120 Testing	195.00	52314	04/24/23
300187	03/31/23	3/4 minue & plant mix 232984	10-5-15-46140 Gravel	7127.28	52315	04/24/23
300187	04/07/23	3/4 minus 233015	10-5-15-46140 Gravel	2582.83	52315	04/24/23
310426	04/17/23	propane @ WW lab bldg 179774	20-5-55-42110 LP Gas - Bldgs	396.51	52316	04/24/23
301513	04/14/23	refund of program fee 822279	10-5-18-40000 Youth Soccer	42.00	52317	04/24/23
311128	04/05/23	connector for trailer 196436	10-5-15-41160 HW Maint. Supplies-Vehicl	13.01	52318	04/24/23
311128	04/06/23	grommet for trailer 196491	10-5-15-41160 HW Maint. Supplies-Vehicl	2.95	52318	04/24/23

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310233	04/04/23	GREEN MOUNTAIN POWER 7 Conant Sq - lighting 04/23 047828	10-5-22-42130 Bldgs & Grounds Electric	38.37	52319	04/24/23
310233	04/07/23	GREEN MOUNTAIN POWER Newton Rd pump station 04/23 089202	20-5-55-42130 Electric	662.05	52319	04/24/23
310233	04/05/23	GREEN MOUNTAIN POWER Central Park, lights 04/23 170028	10-5-22-42130 Bldgs & Grounds Electric	574.54	52319	04/24/23
310233	04/05/23	GREEN MOUNTAIN POWER Estabrook Park 04/23 240302	10-5-22-42130 Bldgs & Grounds Electric	25.30	52319	04/24/23
310233	04/07/23	GREEN MOUNTAIN POWER WWTP 04/23 260302	20-5-55-42130 Electric	1118.53	52319	04/24/23
310233	04/05/23	GREEN MOUNTAIN POWER Carver St - pump station 04/23 290502	20-5-55-42130 Electric	44.29	52319	04/24/23
310233	04/05/23	GREEN MOUNTAIN POWER Green Park 04/23 317702	10-5-22-42130 Bldgs & Grounds Electric	22.95	52319	04/24/23
310233	04/07/23	GREEN MOUNTAIN POWER Highway Garage 04/23 337202	10-5-22-42130 Bldgs & Grounds Electric	145.98	52319	04/24/23
310233	04/05/23	GREEN MOUNTAIN POWER Country Club pump station 04/23 338602	20-5-55-42130 Electric	51.14	52319	04/24/23
310233	04/04/23	GREEN MOUNTAIN POWER 7 Conant Sq car chargers 04/23 339840	10-5-22-42500 Electric EV Car Stations	37.40	52319	04/24/23
310233	04/07/23	GREEN MOUNTAIN POWER Town Hall 04/23 451302	10-5-22-42130 Bldgs & Grounds Electric	898.79	52319	04/24/23
310233	04/05/23	GREEN MOUNTAIN POWER Brookdale pump station 04/23 467702	20-5-55-42130 Electric	30.58	52319	04/24/23
310233	04/04/23	GREEN MOUNTAIN POWER Crescent Park 04/23 737937	10-5-22-42130 Bldgs & Grounds Electric	101.25	52319	04/24/23
310233	04/07/23	GREEN MOUNTAIN POWER Police Station 04/23 822212	10-5-22-42130 Bldgs & Grounds Electric	188.43	52319	04/24/23
310233	04/05/23	GREEN MOUNTAIN POWER street lights 04/23 851302	10-5-22-42130 Bldgs & Grounds Electric	2903.49	52319	04/24/23
310233	04/05/23	GREEN MOUNTAIN POWER WWTP security light 04/23 860302	20-5-55-42130 Electric	25.84	52319	04/24/23
310233	04/07/23	GREEN MOUNTAIN POWER Champlain St pump station 04/23 867202	20-5-55-42130 Electric	570.28	52319	04/24/23
310233	04/07/23	GREEN MOUNTAIN POWER Town Offices 04/23 941302	10-5-22-42130 Bldgs & Grounds Electric	174.43	52319	04/24/23
310138	04/05/23	KNAPP, HILLARY PR ck#31760, 31808, 31991 PR CK REPLAC	80-1-00-01110 Checking #176452019	170.77	52321	04/24/23
		Replace lost PR checks				
100029	04/11/23	LAWES AGRICULTURAL SERVIC grass seed 29560	10-5-22-43160 Parks Maint.	179.50	52322	04/24/23
311176	04/20/23	LILLY WHITE CLEANING SERVI Cleaning -TH,TO, PD 042023	10-5-22-10120 PD Custodian	157.50	52323	04/24/23
311176	04/20/23	LILLY WHITE CLEANING SERVI Cleaning -TH,TO, PD 042023	10-5-22-10130 Admin Custodian	393.75	52323	04/24/23
310630	03/26/23	MASTERCARD dog food 44749-3	10-5-14-40440 Police Dog Expenses	51.94	52324	04/24/23
310630	03/04/23	MASTERCARD LED floor lamps 44956	10-5-22-43150 Town Hall Repair/Maint.	119.98	52324	04/24/23
310630	03/20/23	MASTERCARD engine clutch,shaft,housi 44957	20-5-55-43160 Maint. Supplies - General	2540.00	52324	04/24/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310630	03/03/23	MASTERCARD Adobe Pro x2 44958	10-5-10-10330 Dues & Subscriptions	575.76	52324	04/24/23
310630	02/28/23	MASTERCARD computer speakers 45110	10-5-14-30210 Office Equipment	29.98	52324	04/24/23
310630	03/13/23	MASTERCARD K9 supplies 45112	10-5-14-40440 Police Dog Expenses	140.11	52324	04/24/23
310630	03/16/23	MASTERCARD K9 certification 45113	10-5-14-10330 Dues & Subscriptions	50.00	52324	04/24/23
311183	04/20/23	MOSLEY, DAMON 337 Newton- Net proceeds 4/20/23 PROC	56-5-06-20200 Newton Rd Flood-Legal	43166.08	52292	04/19/23
		FEMA Buyout, Mosley. Net Proceeds.				
311183	04/20/23	MOSLEY, DAMON 337 Newton-Tax Proration 4/20/23 TAX	56-5-06-20200 Newton Rd Flood-Legal	39.32	52293	04/19/23
		FEMA Buyout, Mosley. Property tax proration				
310796	04/17/23	NATIONAL BUSINESS LEASING lease: 5/1/23 - 5/31/23 79608828	10-5-10-30130 Service Contracts	102.00	52325	04/24/23
100788	04/08/23	NEW ENGLAND MUNICIPAL RES Lisa-2/13,2/27, 3/14,3/16 52487	10-5-11-22140 Property Assessor	1615.02	52326	04/24/23
301061	04/04/23	RICHARD A. REED & SON topsoil 17143	10-5-22-43160 Parks Maint.	350.00	52327	04/24/23
311184	03/16/23	RINGLEADER RECORDS LLC TH performance 4/22/23 3/16/23	10-5-18-43140 Town Hall	500.00	52295	04/21/23
200179	04/10/23	ROOTX root killer 77815	20-5-55-50130 Root-X	11475.00	52328	04/24/23
311177	04/05/23	ROWE-FELDMAN, WENDY replace PR ck # 31811 PR CK#31811	80-1-00-01110 Checking #176452019	43.41	52329	04/24/23
311182	04/20/23	RURAL DEVELOPMENT 337 Newton-mortgage payof 4/20/23 MTG	56-5-06-20200 Newton Rd Flood-Legal	105173.40	52294	04/19/23
		FEMA Buyout, Mosley. Mortgage Payoff.				
310921	04/07/23	STEARNS SERVICES LLC consulting fee 1180	10-5-10-30130 Service Contracts	135.00	52330	04/24/23
200277	04/05/23	THUNDER TOWING & AUTO REC repair, bulb 70578	10-5-14-41180 PD Vehicle Maintenance	63.99	52331	04/24/23
200277	04/13/23	THUNDER TOWING & AUTO REC winter/summer tire change 70587	10-5-14-41180 PD Vehicle Maintenance	60.00	52331	04/24/23
200277	04/16/23	THUNDER TOWING & AUTO REC repairs 2019 interceptor 70590	10-5-14-41180 PD Vehicle Maintenance	110.13	52331	04/24/23
200277	04/16/23	THUNDER TOWING & AUTO REC repairs 2016 interceptor 70593	10-5-14-41180 PD Vehicle Maintenance	559.08	52331	04/24/23
310045	04/19/23	VERMONT DEPT OF HEALTH engraved paper 1134	10-5-13-30110 Office Supplies	158.00	52332	04/24/23
310046	03/28/23	W.B. MASON CO INC tape, cable 237324496	10-5-14-30110 Office Supplies	23.13	52333	04/24/23
310046	04/06/23	W.B. MASON CO INC mailers 237575704	10-5-14-30110 Office Supplies	31.32	52333	04/24/23
311070	03/31/23	WEX BANK gas - March 2023 88227249	10-5-15-41130 Fuel - Vehicles HW	36.27	52334	04/24/23
311070	03/31/23	WEX BANK gas - March 2023 88227249	10-5-14-41130 Fuel - Vehicles	1788.46	52334	04/24/23
311070	03/31/23	WEX BANK gas - March 2023 88227249	20-5-55-41130 Fuel - Vehicles	94.30	52334	04/24/23

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Report Total				275280.83		

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 \$ \*\*\*275,280.83  
Let this be your order for the payments of these amounts.

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