

Brandon Select Board Meeting
May 8, 2023
7:00 p.m.

The Brandon Select Board will meet Monday, May 8, 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) Special Select Board Meeting Minutes – April 17, 2023
 - b) Select Board Meeting Minutes – April 24, 2023
- 3) Town Manager’s Report
- 4) Rec Director’s Report
- 5) Public Comment and Participation
- 6) Consider Town Hall Flooring
- 7) Consider Vote to Admit the Town of Proctor to the Otter Creek Watershed Insect Control District
- 8) Consider Formation of a Brandon Emergency Preparedness Committee
- 9) Consider Appointments
 - a) Energy Committee (indefinite term)
 - b) Planning Commission (for remainder of a term ending June 30, 2023)
- 10) Name Town Manager as Authorizing Official on RAMP Phase II Grant
- 11) Consider Designation of One Board Member to Sign Payroll Warrants
- 12) Fiscal
 - a) Warrant – May 8, 2023 – \$377,188.62
- 13) Executive Session
The appointment or employment or evaluation of a public officer or employee, per 1 V.S.A. § 313(3)(a)(3) to include Town Manager Seth Hopkins and Deputy Town Manager Bill Moore.
- 14) Executive Session
The appointment or employment or evaluation of a public officer or employee, per 1 V.S.A. § 313(3)(a)(3) to include Town Manager Seth Hopkins and Deputy Town Manager Bill Moore.
- 15) Adjournment



Town of Brandon
49 Center St
Brandon, VT
05733

17 APRIL 2023

SPECIAL MEETING OF THE SELECTBOARD: SITE VISIT

SELECTBOARD

Seth Hopkins
Chair

Tracy Wyman
Vice-chair

Brian Coolidge
Clerk

Tim Guiles
Selectboard member

Cecil Reniche-Smith
Selectboard member

Selectboard present: Seth Hopkins (chair), Tim Guiles, Brian Coolidge, Tracy Wyman

Others: Interim Town Manager Bill Moore; Brandon citizen Doug Bailey; Rick Dupont and Jameson Haddad from Aldrich & Elliot ("A&E") the engineers; Kevin Burke from Naylor & Breen, the contractors; and Stephen Cijka, Brandon Wastewater Chief Operator.

1 Meeting was called to order by Seth Hopkins, chair at 6:00 PM at the Brandon Wastewater Treatment Plant at 500 Union Street.

2 On motion of Brian Coolidge and second by Tim Guiles, the agenda as warned was adopted for the meeting, 4-0.

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

4 The selectboard proceeded with a site visit following the hydraulic profile of the process from initial inlet through all the treatment and laboratory areas to outflow and were updated on the pre-existing conditions, the history of improvements since 1960, and the current upgrades funded by a taxpayer-approved bond. The tour was led by Rick Dupont and Jameson Haddad with support of Kevin Burke and Stephen Cijka.

5 On motion of Brian Coolidge and second by Tim Guiles, a not debatable motion to adjourn passed by a vote of 4-0.

Adjournment came at 6:50, after which time the board convened at the town hall for the regular meeting.

Respectfully submitted,

Seth Hopkins, chair of selectboard

**Brandon Select Board Meeting
April 24, 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, Cecil Reniche-Smith

Others In Attendance: Bill Moore, Neil Silins, Dennis Reisenweaver, Ken Manning, Steve Bissette, Jack Schneider, Brent Buehler, Jan Coolidge, Ralph Ethier, Doug Bailey, Bernie Carr, Marielle Blais, Stephen Jupiter, Helyn Anderson, Nancy Leary, Jim Leary, Judy Bunde, Devon Fuller, Annie Stratton

Others by Zoom: Bruce Jenson

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/Cecil Reniche-Smith to adopt the agenda. **The motion passed unanimously.**

2. Approval of Minutes

a) Select Board Minutes – April 11, 2023

Motion by Tim Guiles/Cecil Reniche-Smith to approve the minutes of the April 11th Select Board meeting. **The motion passed with two abstentions - Brian Coolidge and Tracy Wyman.**

b) Select Board Minutes – April 17, 2023

Motion by Tracy Wyman/Tim Guiles to approve the minutes of the April 17th Select Board meeting. **The motion passed with one abstention - Cecil Reniche-Smith.**

3. Town Manager’s Report

Bill Moore provided the following report:

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 turning on of the fountains.

A flashing pedestrian crosswalk light was ordered to be installed at the crosswalk that goes from the bank corner to the church.

Rec Department News:

The Rec Department is partnering with the Brandon Fire Department to offer Safety Day at the Fire Department's Volunteer Recruitment Day on May 13th.

Archery will be back on Tuesdays.

Cecil Reniche-Smith questioned if the signs the Town had indicating State law requires vehicles to stop at crosswalks were found. This topic came up a few months ago and Dave Atherton did not know where they were. She noted many people do not stop for the long cross walk by the town hall. Bill Moore stated there has been conversations about the crosswalks and there are lighted signs that cost \$2500 that are radio-controlled. One will be installed by the church and more will be added as the budget will allow. For this crosswalk, signs are far away from the crosswalk and the Town is working to make crosswalks safer. Bernie Carr advised many of the crosswalk signs have been broken, especially the one by the bank corner with trucks hitting them. After Segment 6, some were beyond use.

Jan Coolidge thanked Bill Moore for sending out the email with the agenda. Mr. Moore stated there will be a weekly newsletter that will have the meetings and minutes that have been posted.

Jim Leary stated there are times he is appalled with motorists that are oblivious to the crosswalks and suggested highlighting them.

Ken Manning stated people are also walking between cars and into the road, and suggested people should be stopped from doing that also.

4. Public Comment and Participation

Jim Leary reported Green-up Day is the first Saturday of May and if anyone would like to participate, they can meet in the gazebo in the park between 8AM and 10AM. Anyone interested in obtaining Green-up day bags can also call Mr. Leary. It was noted that Mr. Leary has been the Green-up Day coordinator for many years. Helyn Anderson noted anyone can green up every day. Seth Hopkins stated Ms. Anderson is a model of civic engagement.

Brent Buehler noted he was confused with the creation of an assistant town manager with the new town manager selection and questioned if the new town manager needs an

assistant as there was not an application put out for this position and is a new bureaucratic position. One of the reasons for tax increases is salaries.

Tim Guiles stated this discussion will be done later in the meeting and the Select Board will explain why the decision was made. As a preemptive statement, the Board had talked about making the best use of the talents in Town and came up with a solution that is not fully defined in what the sharing of duties will be. It is not putting the Town into a financial hole and the Board has decided this is the best way to move forward. Mr. Buehler asked why there was no public discussion and why the position was not advertised, as he believes Mr. Hopkins is capable but no big projects are being done and ~~the Town has already gone over budget on some projects.~~ Cecil Reniche-Smith stated four candidates were interviewed and two were highly qualified local candidates that had a lot of support and both had qualities that are good for a town manager. It was determined to offer the town manager's position to Mr. Hopkins and ask Mr. Moore to step up to be more involved in management if it works with Mr. Hopkin's vision. They came up with a solution that they think will keep the Town within budget. It was not advertised as it is within the purview of the town manager to do the hiring of lower-level employees and with a discussion with both Mr. Hopkins and Mr. Moore, it is something that will work. Mr. Buehler stated this is a position that was not advertised before and salaries do not go down and bureaucracy has now grown. Tracy Wyman stated it has not been determined there is going to be an assistant town manager and before moving forward, the Board has to put the town manager in place. Mr. Guiles stated the Board has put a lot of thought into this and it is a fluid plan.

Helyn Anderson asked if the Town would be mandated by law to advertise for an assistant town manager or is it within the town manager's authority. Cecil Reniche-Smith stated it is not required by law. Tim Guiles stated these capacities have always existed and an attempt is being made to build a team approach. Seth Hopkins stated the Town has a personnel policy that talks about in-house hiring first before posting to the outside. Ms. Anderson stated when Mr. Hopkins is hired as town manager, it is within his realm to create a position.

Ken Manning asked where the money was coming from if the person is hired, as the budget has already been voted on. Tim Guiles stated the Board is cognizant of the budget. With Dave Atherton's original salary, combined with Mr. Moore's salary, the Board can come up with a way to compensate each of the people who hold the positions and work within that amount. Mr. Manning stated if the second person is hired, you have to give insurance. Mr. Guiles advised Mr. Moore already works for the Town and it is not a large shift. This is a small, but meaningful recognition that Mr. Moore is doing more than Rec work, but a title has not been determined yet.

Judy Bunde stated the concept is appealing as it takes the strengths of both individuals but noted Mr. Moore already works full-time with Rec and Economic Development and will have to pass off some of what he is doing. It was noted this topic will be discussed during executive session. Tim Guiles stated this is not a partnership and there will be one town manager, with Mr. Moore's role and title to be determined.

Doug Bailey clarified the Board is not creating a new position, but reallocating duties that will cover times when someone is not in the office. Tracy Wyman stated there is no new hire and the Board is trying to make things work with the first order of business to get a town manager in place and discuss how to move forward. Mr. Bailey stated the town manager is on call 24/7 and this would provide a backup when he is not available, without creating a new position. Mr. Wyman noted when Mr. Atherton was not in the office, Mr. Moore always stepped up to answer questions. Judy Bunde stated in an effort to be transparent this subject was on the agenda, but the Board could have done this without notifying the public, but with conversations with the town manager and not had to air this to the public in general. Mr. Guiles stated that is why it is fluid and will be a dynamic settling of skills and abilities. Final answers will not be available tonight. Ms. Reniche-Smith stated this is something the Board thinks is best for Brandon and wanted to be open and above board about it and to explain the reasoning for it. There was a lot that went on that cannot be discussed in public. Jan Coolidge asked with Mr. Moore overworked, will this burn him out. Mr. Wyman stated the first goal is the town manager position, and the Board will then meet with the new town manager and Mr. Moore in determining his duties. Mr. Moore will have some role in assisting to run the town.

Dennis Reisenweaver stated there is a position of the town manager, and beyond that is a reorganization within the town structure. There has been someone acting as an interim manager and this person has been filling in without a title, but do they have to have a title. There needs to be job descriptions and he does not think there needs to be an assistant town manager. It was agreed this is a reorganization process. Cecil Reniche-Smith stated the Board is trying to accomplish the hiring of the town manager and it will be determined what falls within his purview and figure ways the team can work in terms of allocation of duties without burning anyone out, while acknowledging the work that is being done. Devon Fuller congratulated Mr. Hopkins for accepting the position and thanked Mr. Moore for all the hard work done as interim town manager. He is sure the rest of the community appreciates all of his efforts.

5. Proposal for Digital Cemetery Preservation Project

Steven Jupiter, as President of the Brandon Museum had met some archeologist from Castleton University and learned that they have 3D scanning technology. One of their students scanned some of the tombstones in one of Brandon's cemeteries. These scans would be a good long-term investment to make copies of all the tombstones in the cemetery, as some are in bad shape. It would be accessible to anyone who may be doing genealogical studies. The Brandon Museum would ask permission from the Town to do this preservation project, as it is public property. The Archeology Department is asking for a stipend for the student of \$3500 to \$4000 to do the entire cemetery. Within that project, Hawk Hill and McConnell Road cemeteries could be done. The scans would belong to the Town and the Museum is putting together a website and the scans could be held on the website and accessible through the site. If the Town chooses not to contribute the Museum would like to ask for funding from other sources. Cecil Reniche-Smith asked about the cemetery on Maple Street. Mr. Jupiter stated if the funding can be obtained, the

student will be happy to do it. Pine Hill cemetery is too large, but the smaller cemeteries could be done. Seth Hopkins stated there are 801 gravestones in one cemetery and 713 have been photographed with various legibility.

Dennis Reisenweaver was surprised that the Historic Preservation Committee had not been contacted. Mr. Jupiter noted there is no physical contact and all scans are done with a laser. Mr. Reisenweaver stated Tom Griffin of the Old Cemetery Association advised there is a photo of all tombstones in Brandon and this seems like a research project to see if their equipment works, and interns usually do not get paid by the university. Mr. Jupiter stated when presenting the project to the Select Board, if the Town was not interested, there would be no point to bringing it to the Historic Preservation Committee and no one was trying to circumvent the Committee, as it is ultimately the Select Board's decision. As far as the funding, Castleton University has no money and they do not have this in their budget. The project was proposed to Castleton University that would pay an intern \$20/hour to scan and prepare the digital files. Find a Grave takes photos, but Castleton's equipment has been perfected and they can take the graves and print in a 3d printer. The tombstones can be read that are not legible to the naked eye and the scans are not just a photograph. There are many people who study the sculpture of stones and are not just looking at the name.

Annie Stratton wanted to clarify Find a Grave and is owned by Ancestry.com and the photos are not guaranteed to be there. She has had a number of her photographs changed or stolen, and the quality varies a great deal. She is a genealogist and Find a Grave is a poor site for doing work. What Mr. Jupiter is talking about is several degrees above that with longevity in guaranteeing the information will be available in the future. Ancestry.com has already broken the contract with the one who founded Find a Grave. There are no guarantees the photos will be there and a lot of the information on the site is not accurate. She agreed it is a good resource right now in lieu of anything else, but she is excited about this project as a way to preserve another part of the history for the Town. There are graveyards that do not receive care and are not properly documented. She can see in the future it being used for that kind of project as that part of the Town's history is being lost.

Seth Hopkins noted Pine Hill Cemetery is privately owned and the Catholic cemetery is owned by the Diocese. All other cemeteries are Town property.

Motion by Tim Guiles/Tracy Wyman to allow permission to pursue the Digital Cemetery Preservation Project with other funding sources to be sought. **The motion passed unanimously.**

6. Public Works Mutual Aid Agreement Renewal

Seth Hopkins reported this item is an adjunct to the Emergency Management plan that came from the RRPC and they are asking for a renewal with no changes to the terms as reported by RRPC.

Motion by Tracy Wyman/Tim Guiles to sign the Mutual Aid agreement for the Public Works Department.

Cecil Reniche-Smith noted the term is for one year, but it calls for a periodic review on a bi-annual basis that seems odd.

Mr. Hopkins stated it is likely that there was a full version this year but will only be changed every two years. It was noted this agreement is for emergency preparedness for lending equipment to other communities in the case of emergencies.

The motion passed unanimously.

7. Town Hall Floor Replacement Match

Bill Moore advised the Friends of the Town Hall are working on a grant for the replacement of the town hall floor to cover 1/3 of the cost. The Friends will cover 1/3 of the cost and they are requesting the Town commit to 1/3 of the cost. The floor is in poor shape and the Friends have invested a lot of money to make the upstairs more usable that includes the new Dennis Marden stage, installation of heat pumps and the painting of the ceiling. The Friends would be spearheading the project and would request that the Town commit to an amount not to exceed \$18000 from the ARPA funding.

Cecil Reniche-Smith asked if there is concern with the historic value of the floor. Mr. Moore was not sure and he has not spoken to Historic Preservation, but it was not thought to have been the original floor. Bids were received from two other vendors and the bid chosen is for a hickory floor. The Friends have contacted the Vermont Council on the Arts for grant funding. Tim Guiles asked if there is a timeliness as the ARPA discussion is supposed to be happen in the next couple of months. Mr. Moore stated the contractor would like a commitment but they have asked for another quote on 4-inch and 3-inch maple for comparison. The project would include tearing up the floor, doing a subfloor and replacing the floor, finishing, and committing to come back over the next few years for the addition of more finish. Estimates were received for refinishing the current floor but there is concern with the splintering. Mr. Moore noted his father has been in the flooring business for 50 years and has advised that it needs replacing. Mr. Moore stated they are committing to do this over December to January break and have asked for a quote on the maple to see what the cost would be versus hickory, noting hickory is harder and would last longer, but maple is more desirable in appearance, but would not last as long. Bernie Carr stated the flooring would be made in Leicester and is all local. Nancy Leary stated she has purchased hickory from the same vendor and it is very durable but the issue is moisture content as it swells. Mr. Moore stated when discussing moisture, the vendor was not concerned due to the town hall having a heated basement. Brian Coolidge requested the Select Board see the other estimates and Mr. Moore will provide the Board this information. Tracy Wyman also requested the cost estimates to refinish the current floor if it would last for 3 to 5 years. Jan Coolidge noted the cost will only go up for the replacement of the floor if that is done. Mr. Moore stated the floor has not been finished properly that he is aware of over the last 10 years and he suspects that there is not a lot of life left. Tim Guiles stated once one refinishes a floor and reapplies a finish on a regular basis, resanding should not be needed and should last a long time if kept up. Mr. Moore advised there

are spots that are spongy and there are significant water stains on the eastern side of the building. Bernie Carr noted for decades this building had no attention and has had a lot of abuse over the years and the Town now has stewards that have done a lot of work. He understands reviewing all bids, but the Friends are a committee of their own and did due diligence and they vetted the best value. The Town is lucky to have a committee that does the work and will provide 2/3rds of the cost. Brent Buehler suggested there may be funding through the Trustee of Public Funds. Tim Guiles suggested including this project on the ARPA funding list, taking no action at this point, and considering the project during the ARPA discussion.

Motion by Tim Guiles/Tracy Wyman to take no action and request the Friends of the Town Hall investigate other funding and add this project to the list for potential ARPA funding. ~~The motion~~ **passed unanimously.**

8. Solar Decommissioning Costs and Solar Project Exploration Process

Mr. Hopkins advised Jim Emerson of the BEC requested this agenda item be postponed to a subsequent meeting.

9. VTrans Grants in Aid Enrollment

Bill Moore reported this letter of intent is for the Select Board to consider for participating in the Municipal Roads Grants-in-Aid program that makes the Town eligible for VTrans grants for various projects.

Motion by Tim Guiles/Tracy Wyman to authorize the signing of the VTrans Grants and Aid project letter of intent. **The motion passed unanimously.**

10. VCDP Grant Municipal Policies Adoption

Bill Moore reported the adoption of the VCDP Grant Municipal policies makes the Town eligible for the VCDP grant program. The policies relate to items such as the drug-free workplace act, fair housing, and other oversight programs. Cecil Reniche-Smith advised these are State and Federal regulations and there is nothing controversial in the policies, with many of the policies already in the Town's policies. Without adopting the policies, the Town would be ineligible for a lot of the funding available.

Motion by Cecil Reniche-Smith/Tim Guiles to adopt and sign the VCDP Municipal Policies and Codes document for continued eligibility for the Vermont Community Development grants. **The motion passed unanimously.**

11. Fiscal

a) Warrant – April 24, 2023 - \$275,280.83

Motion by Tim Guiles/Tracy Wyman to approve the warrant of April 24, 2023 in the amount of \$275,280.83. **The motion passed unanimously.**

Seth Hopkins noted part of the warrant was for FEMA buyouts.

Cecil Reniche-Smith stated she had asked Mr. Moore how many miles of piping the Town has in viewing the warrant for RootX. Mr. Moore was not sure of how many miles the Town has, but noted it is many miles.

Bernie Carr stated the beauty of a small town is having discussions like tonight and noted he is proud of the discussions that took place and hopes that discussions like these continue.

Neil Silins reported he has started a committee to develop a 50-year plan for Brandon's forest urban canopy. There is a Tree Preservation plan that does not include a 50-year plan. The intent is to have a ready supply of seedlings when the older trees fail. The committee that was formed has a good start on the plan.

The Select Board recessed at 8:09PM.

Motion by Tim Guiles/Brian Coolidge to enter into executive session at 8:11PM for the appointment or employment or evaluation of a public officer or employee per 1 V.S.A.(313)(3)(a)(3) without the Board Chair. **The motion passed unanimously.**

12. Executive Session

The Select Board invited Seth Hopkins to enter the executive session at 8:42PM.

The Board came out of Executive session at 9:03PM.

The Board reconvened at 9:05PM

Motion by Cecil Reniche-Smith/Brian Coolidge to appoint Seth Hopkins as Town Manager at a salary of \$75,000, with duties pursuant to statute and the contract executed 4/24/2023. **The motion passed unanimously.**

Seth Hopkins announced his resignation from the Select Board.

Tracy Wyman, Vice Chair, announced the opening on the Select Board and that the Board will be accepting letters of interest until close of business on May 5, 2023.

Brian Coolidge asked if the Board would have an Executive Session preceding the Select Board meeting on May 8th to fill the open position so that there will be a full Select Board for the public meeting.

Jan Coolidge noted that Sue Gage would have to be present to administer the oath of office before the new member could participate.

The issue of reorganization was raised, Vice-Chair Wyman stated reorganization will take place after the new Select Board member is appointed.

Motion by Cecil Reniche-Smith/Brian Coolidge to postpone the agenda item regarding board reorganization until the May 8th meeting when it is anticipated there will be a full Select Board. **The motion passed 3 to 1 - Tim Guiles dissenting.**

Judy Bunde asked whether the Select Board will review the letters of interest before the May 8th meeting. Vice-Chair Wyman stated the plan is to review the letters over the weekend and enter executive session for the purpose of choosing the new select board member.

Stephen Jupiter asked whether there will be public interviews. Cecil Reniche-Smith explained the issue of interviews had come up, and the Board anticipates that the Board will already know the candidates, but if the Board needs additional information, then it will conduct interviews during the executive session preceding the May 8th public meeting.

Seth Hopkins suggested that if interviews are necessary, the Select Board can postpone the appointment until such time as it has been able to conduct the interviews. Steven Jupiter asked if the Select Board is required to have five members to act. Cecil Reniche-Smith explained that it is not a legal requirement, but a practical and pragmatic position. With only four members the Select Board runs the risk of tie votes on actions.

Stephen Jupiter sought clarification of the timing for potential interviews and method of application. Cecil Reniche-Smith explained there is an application cover sheet to be submitted along with the letter of interest. Marielle Blais spoke in favor of the names of all applicants being made public, and referenced her surprise that when she submitted her letter of interest for the open Board position, her application was not made public. Steven Jupiter noted the appointment will be of particular public interest because it is taking place so soon after the election and the person selected will be serving almost a full term. Annie Stratton emphasized the importance of knowing who is being considered for the position given that it is for an elected office. Ken Manning asked why the process can't be drawn out to give more time for interviews. Bernie Carr noted there are a number of decisions and actions the Board will need to be taking as the end of the fiscal year approaches, and the sooner it is at full-strength the better.

A suggestion is made that the names be included in the warning for the Select Board's May 8th meeting, but Vice-Chair Wyman noted because of deadlines for posting the warning, the deadline for accepting applications would need to be adjusted. Bill Moore suggested the May 8th executive session can be warned as part of a special meeting, which has a 24-hour posting deadline that would allow the Board to keep the May 5th deadline for applications, but still allow a warning that contains the names of the interested candidates.

Bernie Carr noted although there is value in knowing the names of interested candidates ahead of time, the public does not vote on those candidates.

Steven Jupiter noted the last time an appointment was made, there was resentment on the part of some members of the public who felt everything was being done behind closed doors. Cecil

Reniche-Smith stated that, as a person involved in that last proceeding, her concern was not that the Board was acting in secret but that she was afraid the Board did not have all the information it needed about her for a fully informed decision.

Following a lengthy discussion, the Select Board concluded the best course of action would be to warn a special meeting for May 8th to precede the regularly scheduled Select Board meeting. At the special meeting, the Board would enter executive session for the purpose of evaluating the letters of interest and conducting any necessary interviews.

Judy Bunde voiced concern about the Board's ability to conduct interviews and evaluate the candidates in the time the Board was allotting.

Motion by Tracy Wyman/Tim Guiles to recess for executive session. **The motion passed unanimously.**

Steven Jupiter asked if the allocation of duties will be discussed between Seth Hopkins and Bill Moore. Vice-Chair Wyman responded the Select Board cannot answer that question at this time. Steven Jupiter asked Tim Guiles if he would send him a report of any actions taken, for the newspaper. Cecil Reniche-Smith stated the Board did not anticipate taking any action following the executive session.

Motion by Tracy Wyman/Tim Guiles to enter into executive session at 9:39PM for the appointment or employment or evaluation of a public officer or employee per 1 V.S.A.(313)(3)(a)(3) including Bill Moore and Seth Hopkins. **The motion passed unanimously.**

14. Executive Session

The Board came out of executive session at 9:48PM.

There were no actions required.

15. Adjournment

Motion by Cecil Reniche-Smith/Brian Coolidge to adjourn the Select Board meeting at 9:49PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary



This report consists of items not otherwise encompassed on the 8 May meeting agenda.

FOCUS AREAS DURING REPORTING PERIOD

I met with nearly all [22 of 24] of the town staff at their duty stations for introductions and to gain understanding of their approach to their work: wastewater [2], highway and buildings & grounds [5], town office [4], town clerk's office [2], code officers [2], assessors [2], police [4 officers + 1 administrator]. One police officer is away on training, and one is at the police academy, so I have not yet met with those two.

I have had frequent meetings with deputy town manager Bill Moore, who continues to provide me valuable and ongoing situational awareness and other onboarding / orientation. Bill and I have exchanged offices: he is in the SW corner and I am in the NW corner.

I provided some time management strategies and shared relevant resources from the Eisenhower Foundation with select staff.

We completed the transfer of the two eBikes (electric-assist bicycles) which the Brandon Energy Committee obtained by grant funding from the Climate Catalysts Innovation Fund of the Vermont Council on Rural Development.

I have provided a posting procedure guidance document to all town boards and committees to foster our efforts at transparency and compliance with Vermont Open Meeting Law.

RESIDENTS' CONCERNS

- Stormwater reported to be running past rather than into the storm drain at Park & High Streets
- A decaying tree on Fox Rd reported to be at risk of coming down on a home
- A culvert near the wastewater plant reported to be flooding a portion of neighboring property Highway Foreman Shawn Erickson and I inspected all these in site visits in one 30-minute trip. He will take appropriate action; none is of an emergency nature. I have followed-up with phone calls to two and an email to the third resident who had raised the matters. The residents appear supportive of the plans Shawn has to address these items.

Bill Moore also fielded two residents' public works concerns, a culvert on Richmond Road and a drainage issue on Maple Street, and coordinated a response by Shawn Erickson.

I have reached out to a community member who uses mobility assistance to ascertain the best way to facilitate access to the town office building from the sidewalk without assistance.

A replacement motor for the town clock was ordered by Bill Moore in late February but is still a number of weeks out, as the item is non-stock; an old design must be reproduced to power the existing gears of our antique clock.

(continued next page)

STAFFING

All town departments are operating at full authorized staff with the exception of the police department. The police department (in addition to the administrative position) is authorized/budgeted at a staff of 7 law-enforcement officers (including the chief of police), and currently has 5 on-staff plus 1 at the police academy. Full staffing (7) should be achieved Q2 of 2024.

The Town of Brandon continues to be seen as a desirable place to work. Many Vermont towns are struggling to attract and retain staff; our intentional efforts in this area over a number of years are serving the Town well in this extraordinarily tight post-pandemic labor market.

~~FOR AWARENESS OF SELECTBOARD~~

I met with Wanda Murray of the Town Attorney's office regarding the tax sale. The selectboard had appropriately suspended tax sale during the pandemic, and returning to an annual tax sale as routine business is sound practice for the Town's financial stability and for equitable sharing of the tax burden across the community. Wanda advises that the tax sale would likely occur late in the summer but may be early in the fall.

The engineers ("KAS") who monitor groundwater at the Town's landfill site have been directed by the State of Vermont to commence testing for PFAS (poly- and perfluoroalkyl substances). This is, to use their term, "costly". The monitoring prior to adding the PFAS testing is done semiannually at a cost to the Town of \$2905 per visit / \$5810 per year. This item was budgeted at \$0 in the current year's budget, although a 6 December 2022 report from the engineering firm (relevant pages provided in board packet) indicated next monitoring would be May 2023. The State of Vermont (Dennis Fekert) has confirmed to me our ongoing obligation, stating that the Town "still must sample the closed landfill as well as maintain the cap". The PFAS sampling and analysis on its own is \$1826 per visit / \$3652 per year. The results of the first PFAS this spring will determine whether further PFAS monitoring will be required. This is potentially an annual \$10,000 recurring budget item.

The Town received confirmation on 1 May that Brandon has zero segments of our municipal road network out of compliance with Vermont's Municipal Roads Stormwater General Permit. Again, this is the result of a strong and sustained effort by previous boards, management, and staff. Brandon has taken seriously its responsibility to manage stormwater and availed itself of several significant opportunities to fund the necessary work to achieve State standards.

The engagement letter for the FY23 audit was authorized by Bill when he was interim. The firm is the same one we've had for the past few years which would tend to make their work efficient. This was budgeted at \$14,000: the quote has come in at not-to-exceed \$16,000, but the wastewater enterprise fund carries \$2,000 of the audit cost, so this should be an on-budget item.

The Otter Creek Communications Union District no longer requires the ARPA set-aside (local match) of \$56,000 it requested at the selectboard meeting of 10 January 2022. The selectboard by consensus had agreed to consider this request in future ARPA discussions. No board vote was taken that night, so no action to rescind is necessary. Going forward, that amount can be viewed as unobligated ARPA funding and available for use as determined and directed by the board.

Respectfully submitted,

Sarah M. Hopkins.

**Brandon Landfill
31 Corona Street
Brandon, Vermont**

VTDEC Project# RU97-0128
Solid Waste Facility ID# RU080
KAS Job# 609210052

**FALL 2022 SEMI-ANNUAL WATER QUALITY MONITORING
REPORT**

December 6, 2022

Prepared for:

Town of Brandon
49 Center Street
Brandon, VT 05733



589 Avenue D, Suite 10
PO Box 787
Williston, VT 05495

www.kas-consulting.com

802 383.0486 p
802 383.0490 f



Region 1 guideline value of 30%. The higher RPD values are presumed to be due to the sample and duplicate being collected from MW-5 at different times versus a reflection of poor data quality.

In the trip blank, acetone was reported at 72.1 micrograms per liter (ug/L). Acetone is a common laboratory contaminant. Since acetone has not been detected at the three (3) sampling locations (MW-1, MW-3, and MW-5) in previous sampling events, acetone is presumed to be due to from cross-contamination at the laboratory versus a contaminant of concern at the landfill.

Recommendation

KAS recommends that groundwater monitoring continue in accordance with Brandon Solid Waste Facility Certification – Monitoring Requirements (7), with the next monitoring event to occur in May 2023. Monitoring wells MW-1, MW-2C, MW-3, and MW-5 will be sampled for COD, chloride, VOCs via 8260C, and total metals (arsenic, cadmium, chromium, copper, iron, sodium, lead, mercury, manganese, nickel, and zinc).



Recreation Directors Report - May 8, 2023 Select Board Meeting

Baseball has begun. 149 players on 12 teams., Archery is nearly full, Sunday Soccer Skills too!

Colleen has been busy! Confirmation of a Cruise-in night in lot A (parking lot next to Central Park) this is a partnership with Ripton Mountain Distillery. On Thursday evenings, cool classic and antique car owners are encouraged to show off their vehicles. Starting in May.

Swimming Lessons with Jake Jacobs – Registration for the Brandon Lessons is open. We have also partnered with the Town of Salisbury to provide administrative support for their lessons as well.

Safety Day is May 13th. The Brandon Fire Department plays host to the annual event and has added some food to the full slate of late morning and early afternoon activities.

The Inaugural Brandon Extravaganza is shaping up to be an eventful community partnership day. Hosted at Estabrook, this is going to be a ton of fun. Keep an eye out for the advertising of this June 3rd event.

There will be some July B-rec summer camps held at Branbury Beach. Into the Wild, Into The Woods and Under the Circus are the weekly themes.

All programming can be found at the brandonrec.com website or at the official Facebook Group, Fans of Brandon Recreation

Met with Disc Golf Committee Chair, Martin Fjeld and his band of enthusiastic volunteers on April 29th. They will be starting weekly work nights (Thursdays) to prepare the town owned parcel behind the American Legion for disc golf.

Respectfully Submitted,



Bill Moore



Consideration of Brandon Town Hall Floor for the May 8, 2023 Select Board Meeting

This project, as many that Dennis Marden and FOTH have engaged in, represents a tremendous opportunity for the Brandon community. This 162-year-old town-owned resource is managed in harmonious partnership with the FOTH. The addition of a heating system 6 years ago has turned the ~~upstairs into a year-round gathering space. The next logical focus for fundraising improvement efforts is~~ the replacement of the failing floor in the main hall. The hundreds of people, both residents and visitors, that use that space for dancing, playing, and other community building activities will be well served with a new surface on which they can recreate. The separation of the tongue and groove and the steadily increasing number of nails that protrude has contributed to the floorboards loosening and moving. This presents a safety issue, especially at events where people are dancing (often in stocking feet!), and particularly has proven to be a problem for people with mobility issues that use walkers or wheelchairs.

All the flooring contractors with whom we have engaged, when asked about refinishing the floor, were uniform in their opinion that it would not be advisable to do so. The process of attempting to sand the floor will result in some additional splintering. There is not enough wood left to sand out any of the stains that exist on/in the floor from some years of neglect.

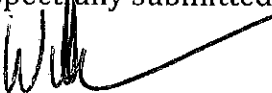
At the previous meeting it was asked that we send the other quotes that were received. They are included in this package. Since that last presentation, the contractor that is "the leader in the clubhouse" returned a quote for 3" and 4" maple that is competitive with the bids for the 4" hickory and addresses the replacement of maple with maple concerns that were raised.

This is a town asset and this opportunity to invest what amounts to getting a 2 to 1 match for our investment as the FOTH committed funding a third from their funds and have applied for grant funding for the remaining third.

I would offer that the select board could fund this project with some of the now uncommitted ARPA funding; specifically, from the Otter Creek Communications Union Districts decision not to use \$56,000 in ARPA funding that a previous board had committed.

I ask that the board consider an amount not to exceed \$18,000 to be committed to this project. This would help to maintain the timeline of a post "moonlight madness" date for installation in time for the mid-January 2024 events.

Respectfully submitted,



Bill Moore
Deputy Town Manager

Mountainside Flooring, LLC

18 Hooker Road

Leicester, VT 05733

802-558-7543

mountainsideflooringvt@gmail.com



Estimate

ADDRESS

ESTIMATE # 1036

The Friends of the Brandon Town
Hall

DATE 04/28/2023

EXPIRATION DATE 05/05/2023

DESCRIPTION	QTY	RATE	AMOUNT
Pre-finished 3" White Maple Flooring (per square foot)	3,000	8.50	25,500.00
Flooring Installation	3,000	4.50	13,500.00
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 49,000.00
 TAX 0.00
 TOTAL

\$49,000.00

2450.00 5%

\$ 51,450.00

\$ 17,150.00

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.

Mountainside Flooring, LLC

18 Hooker Road

Leicester, VT 05733

802-558-7543

mountainsideflooringvt@gmail.com



Estimate

ADDRESS

ESTIMATE # 1035

The Friends of the Brandon Town
Hall

DATE 04/28/2023

EXPIRATION DATE 05/05/2023

DESCRIPTION	QTY	RATE	AMOUNT
Pre-finished 4" White Maple 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

2375
 \$ 49,875 ÷ 3
 \$ 16,624.00 EA

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.

Mountainside Flooring, LLC

18 Hooker Road

Leicester, VT 05733

802-558-7543

mountainsideflooringvt@gmail.com



Estimate

ADDRESS

ESTIMATE # 1017

The Friends of the Brandon Town
Hall

DATE 04/06/2023

EXPIRATION DATE 04/13/2023

DESCRIPTION	QTY	RATE	AMOUNT
Pre-finished 6" Select White Oak Flooring (per square foot)	3,000	10.50	31,500.00
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

(MATERIALS 3,500.00
 LABOR 2,500.00)

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	53,500.00
TAX	0.00
TOTAL	\$53,500.00

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.

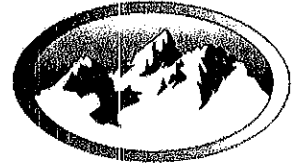
Mountainside Flooring, LLC

18 Hooker Road

Leicester, VT 05733

802-558-7543

mountainsideflooringvt@gmail.com



Estimate

ADDRESS

ESTIMATE # 1018

The Friends of the Brandon Town
Hall

DATE 04/06/2023

EXPIRATION DATE 04/13/2023

DESCRIPTION	QTY	RATE	AMOUNT
Prefinished 6" Select Red Birch Flooring (per square foot)	3,000	10.50	31,500.00
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	53,500.00
TAX	0.00
TOTAL	\$53,500.00

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.

Mountainside Flooring, LLC

18 Hooker Road

Leicester, VT 05733

802-558-7543

mountainsideflooringvt@gmail.com



Estimate

ADDRESS

ESTIMATE # 1032

The Friends of the Brandon Town
Hall

DATE 04/13/2023
EXPIRATION DATE 04/20/2023

DESCRIPTION	QTY	RATE	AMOUNT
Pre-finished 4" Select Hickory Flooring (per square foot)	3,000	9.50	28,500.00
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)	(MATERIALS LABOR	\$3,500.00	
2)Labor to install the new subfloor		\$2,500.00	

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	50,500.00
TAX	0.00
TOTAL	\$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.

Mountainside Flooring, LLC

18 Hooker Road

Leicester, VT 05733

802-558-7543

mountainsideflooringvt@gmail.com



Estimate

ADDRESS

ESTIMATE # 1016

The Friends of the Brandon Town
Hall

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

1/3 = \$16,000

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.

DANAHER FLOOR RESTORATION, INC.

P.O. Box 96, Clarendon, VT 05759

Tel: (802) 492-3442 Fax: (802) 492-3922

2/28/23

Brandon Town Office

Wood Floor Replacement

Winter/Spring - 2024

Remove 3,000 sq. ft. of existing wood floors and dispose of debris. Re-fasten the subfloor with ring-shank nails to tighten up the subfloor.

Optional: Install a layer of 1/2 " CDX fir plywood over subfloor for a more secure subfloor. Install 3,000 sq. ft. of 25/32" x 2 1/4" 1st grade XLplus maple floor with built-in expansion in each board to alleviate unsightly washer rows.

Sand the wood floors and apply 4 coats of waterbase finish or 3 coats of urethane finish, with option of adding more coats @ \$.50 sf per coat.

Baseboard is not included. This would be done by a local carpenter.

Cost: material & labor @ \$21.00 sq. ft. = \$63,000.00

Optional layer of plywood: If you add a layer of 1/2" plywood, this would be \$1.50 sq. ft. = \$4,500.00

Terms: 40% deposit – balance upon completion and acceptance.

Lori Danaher, President



All Points Construction & Restoration

6375 Route 30
Sudbury, VT 05733

Client: Brandon Town Hall
Property: 1 Conant Square
Brandon, VT 05733

Home: (802) 247-5420

Operator: ALLPOINT

Estimator: Jason M. McNolty

Business: (802) 236-4500

Company: All Points Construction & Restoration

E-mail: allpointsvt@yahoo.com

Business: 6375 Route 30
Sudbury, VT 05733

Type of Estimate:

Date Entered: 2/11/2023

Date Assigned:

Price List: VTRU8X_JAN23

Labor Efficiency: Restoration/Service/Remodel

Estimate: BRANDON_HALL_COMPLET

Estimate for floor replacement of main hall of the structure. This is based on an estimate to remove and replace floor, using an oak 3 1/2" random length pre finished oak floor. A sample will be viewed and approved prior to order. A change in width/species/color may affect pricing



All Points Construction & Restoration

6375 Route 30
Sudbury, VT 05733

BRANDON_HALL_COMPLET
Main Level

Assembly			Height: 8'
DESCRIPTION	QTY	UNIT PRICE	TOTAL
1. Wood Floor Covering Installer - per hour Labor to cut jambs/prep areas for floor Against stage, and door jambs	6.00 HR @	62.00 =	372.00
2. Content Manipulation-charge - per hour Move contents around within the room. To include cabinet area	12.00 HR @	40.65 =	487.80
3. Delivery/handling of flooring from GA Handling and delivery frieght \$1,300.00, + \$500.00 allowance to stock hall from street	1.00 EA @	1,800.00 =	1,800.00
4. Vapor barrier - 15# felt	2,711.90 SF @	0.32 =	867.81
5. R&R Pre-finished solid wood flooring Oak floor based on \$5.59 per SF flooring allowance	2,983.09 SF @	12.92 =	38,541.52
6. Cove molding - 3/4"	253.50 LF @	1.50 =	380.25
7. Paint cove molding - two coats	253.50 LF @	1.05 =	266.18
8. Door threshold, wood	8.00 LF @	14.75 =	118.00
9. Dumpster load - Approx. 30 yards, 5-7 tons of debris Waste/cut debris	1.00 EA @	1,570.33 =	1,570.33

Grand Total Areas:

2,028.00 SF Walls	2,711.90 SF Ceiling	4,739.90 SF Walls and Ceiling
2,711.90 SF Floor	301.32 SY Flooring	253.50 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	253.50 LF Ceil. Perimeter
2,711.90 Floor Area	2,796.84 Total Area	2,028.00 Interior Wall Area
2,305.50 Exterior Wall Area	256.17 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



All Points Construction & Restoration

6375 Route 30
Sudbury, VT 05733

Summary

Line Item Total	44,403.89
Replacement Cost Value	\$44,403.89
Net Claim	\$44,403.89

Jason M. McNolty

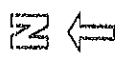
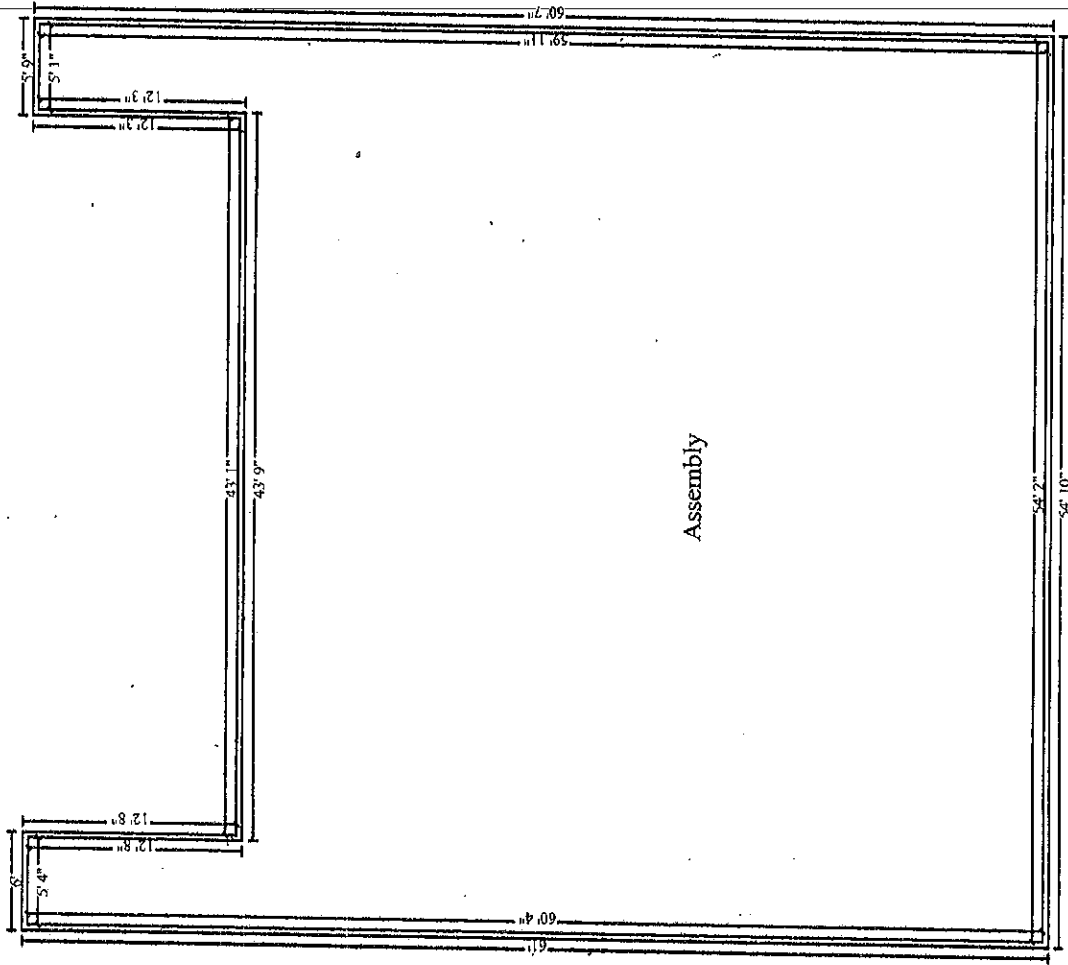


All Points Construction & Restoration

6375 Route 30
Sudbury, VT 05733

Recap by Category

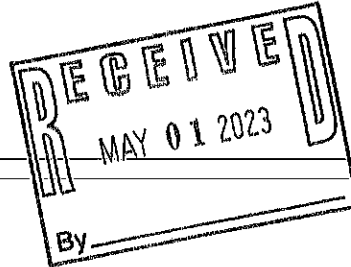
Items	Total	%
CONTENT MANIPULATION	487.80	1.10%
GENERAL DEMOLITION	10,519.60	23.69%
FLOOR COVERING - WOOD	30,832.06	69.44%
PERMITS AND FEES	1,800.00	4.05%
FINISH CARPENTRY / TRIMWORK	380.25	0.86%
FINISH HARDWARE	118.00	0.27%
PAINTING	266.18	0.60%
Subtotal	44,403.89	100.00%





OTTER CREEK WATERSHED
INSECT CONTROL DISTRICT
P. O. BOX 188
BRANDON, VT 05733

Mr. Seth Hopkins, Chair
Brandon Select Board
49 Center St.
Brandon, VT 05733



26 April 2023

Dear Mr. Hopkins,

The Town of Proctor voted, at their 2023 Town Meeting, to join the Otter Creek Watershed Insect Control District (OCW). They have been contracting with the District for mosquito control services for some years. The OCW Board of Trustees, at our meeting on April 20, approved a resolution to admit Proctor to membership in the District and to amend the first paragraph of the Agreement to Create a Union Municipal District to be Known as The Otter Creek Watershed Insect Control District (the Agreement) to add a sentence listing the member towns, including Proctor.

On behalf of the OCW Board I write to request that your Select Board schedule a vote, within two months, to admit Proctor as a member town of the District and to approve amending the Agreement accordingly. Approval requires a vote of two thirds of the member towns.

We expect the Board members representing your Town to attend the meeting for which the vote is scheduled, to answer such questions as you may have. Please let them know when the Proctor membership item is on your agenda. Following your vote, please communicate the result to our Chair, by mail to the District address above or by email to dougperkins1750@gmail.com.

Respectfully submitted,

Stephen Belcher
Secretary, Otter Creek Watershed Insect Control District

From: clare babyak-schick <c.babyakschick@gmail.com>

Sent: Sunday, April 30, 2023 4:55 PM

To: Town Manager <manager@townofbrandon.com>

Cc: Jim Emerson <sirjimes@gmail.com>

Subject: Brandon Energy Committee

Dear Mr. Hopkins:

Please accept this letter of interest to be appointed a member of the Brandon Energy Committee. I have been a volunteer with the committee since last summer. My husband, Mike and I had attended the Davenport Festival and met Jim and Jack, who told us all the activities the Energy Committee was doing, and we were eager to participate.

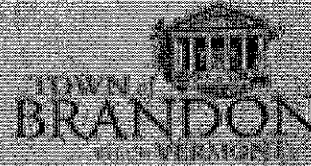
As I volunteer, I have attended meetings, shared my ideas with the group, and have helped with several events, the Button Up events, and helping with a few programs that are in the works for the future. My interest in energy conservation, solar generation and learning is a daily part of my life. I want to help neighbors and people of the community with education of these issues and moving forward. It is certainly my most used phrase "moving forward". And I would be happy to help this committee move forward, too.

I will be happy to drop off the original cover sheet if you prefer.

Respectfully submitted,
Clare

Clare Babyak-Schick
116 Adams Road
Brandon, VT 05733
802-247-4194

**Cover Sheet for Brandon Residents Applying
for Appointment to Town Boards, Commissions,
Committees, and Public Offices**



Position Applying for			
Your name	CLARE BABYAK-SCHICK		
Physical address	116 ADAMS ROAD BRANDON VT 05748	Mailing if different	
Cell telephone	802-247-4134	Alternate telephone	802-417-0350
Email address	C.babiyak@schick.com		
You understand that your application for this position will be made public:		<input checked="" type="checkbox"/> YES initials CBS	
You are a legal resident of the Town of Brandon, Vermont		<input checked="" type="checkbox"/> YES initials CBS	

Thank you for your willingness to serve the Town of Brandon. Applicants interested in serving on a board, commission, or committee of the Town are asked to:

- Attend at least one meeting of that board before applying to be seated on it
- Provide the information requested on this cover sheet to the town manager (manager@townofbrandon.com)

Appointees are asked to:

- Attend all regular and special meetings of the board
- Comply with Vermont Open Meeting Law (a handbook will be provided to you by the Town)
- Follow the Town of Brandon Conflict of Interest and Ethical Conduct Policy
o (published at www.townofbrandon.com under "Resources")
- Contribute to efficient work by reviewing all appropriate material before each meeting
- Advise the town manager immediately should you resign before your term ends

In a brief letter submitted with this cover sheet, please summarize the reasons you are requesting appointment, any skills or qualifications you may bring to the position, and any other information you feel would be relevant and helpful to the selection board as it makes its selection.

By submitting this application, I affirm that the facts set forth in it are true and complete.

Signature: Clare Babyak-Schick Date: April 30, 2023

The Town of Brandon is committed to providing equal employment and volunteer opportunities without regard to race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, disability, or any other protected characteristic as outlined by federal, state, or local laws.

**Cover Sheet for Brandon Residents Applying
for Appointment to Town Boards, Commissions,
Committees, and Public Offices**



Position Applying for	Planning Commission		
Your name	Neil Silins		
Physical address	5 Marble St.	Mailing if different	
Best telephone	773-343-7331	Alternate telephone	
Email address	nsilinsvt@gmail.com		
You understand that your application for this position will be made public:		<input checked="" type="checkbox"/> YES	initials <u>NS</u>
You are a legal resident of the Town of Brandon, Vermont		<input checked="" type="checkbox"/> YES	initials <u>NS</u>

Thank you for your willingness to serve the Town of Brandon. Applicants interested in serving on a board, commission, or committee of the Town are asked to:

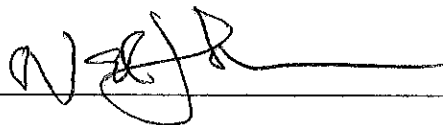
- **Attend at least one meeting** of that board before applying to be seated on it
- Provide the information requested on this cover sheet to the town manager (manager@townofbrandon.com)

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- Contribute to efficient work by reviewing all appropriate material before each meeting
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In a brief letter submitted with this cover sheet, please summarize the reasons you are requesting appointment, any skills or qualifications you may bring to the position, and any other information you feel would be relevant and helpful to the selectboard as it makes its selection.

By submitting this application, I affirm that the facts set forth in it are true and complete.

Signature:  Date: 5/2/23

The Town of Brandon is committed to providing equal employment and volunteer opportunities without regard to race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, disability, or any other protected characteristic as outlined by federal, state, or local laws.

Neil Silins
5 Marble St.
Brandon, VT 05733
May 2, 2023

Mr. Hopkins

~~Town Manager~~

Town of Brandon
49 Center Street
Brandon, VT 05733

Dear Mr. Hopkins:

I am submitting this letter of interest in joining the Brandon Planning Commission as an opening arises. My work experience has involved the physical and environmental concerns of residential and commercial real estate for approximately 40 years. This work has included inquiries regarding local, state and federal statutes and regulations and zoning concerns such as uses, setbacks and the like. I also currently serve as the Brandon Tree Warden and am working (with a committee) on a fifty-year plan regarding the tree canopy in Brandon. I think I am qualified to serve on the Planning Commission.

If you have questions, please contact me by phone at 773-343-7331 or by email at nsilinsvt@gmail.com. I appreciate your time in considering my request.

Sincerely,

Neil Silins

AMENDED RESOLUTION FOR MUNICIPAL PLANNING GRANT

WHEREAS, the Municipality of BRANDON has applied for funding as provided for in the FY_23_ Budget Act and has received an award of funds under said provisions; and

~~**WHEREAS**, the Department of Housing and Community Development has offered a Grant Agreement to this Municipality for said funding; and~~

WHEREAS, the Municipality has undergone a change in Municipal staff which necessitates updating the Department of Housing and Community Development to allow new Municipal staff access to the grant files,

Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality has entered into and agreed to the requirements and obligations of this grant program including a commitment to match funds.

2a. That (Name) Seth M Hopkins Title Town Manager

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grants Management On-Line System, Intelligrants, and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

2b. **(Alternate Authorizing Official for redundancy)**

That (Name) _____ Title _____

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grants Management On-Line System, Intelligrants, and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

2c. That (Name) Jacolyn Savela Title Bookkeeper

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

Passed this 8th day of May, 2023.

LEGISLATIVE BODY*

(name)

(signature)

(CEO)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

INSTRUCTIONS FOR RESOLUTION FORM

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g., Board of Selectmen), and the name and title of the Municipal/ Authorizing Official(s)(M/AO(s); and the Grant Administrator.
- B. Following formal adoption, the Resolution must be signed by a majority of the legislative body.
- C. This form may be either emailed to:

Municipal Planning Grant Program
Department of Housing and Community Development
One National Life Drive, Sixth Floor
Montpelier, VT 05620-0501
Jennifer.lavoie@vermont.gov

- D. An electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.

CONSORTIUM APPLICATIONS:

- E. For consortium applications, each municipality must complete a separate Resolution Amendment form. All municipalities must designate the same Municipal/Authorizing Official(s) and grant Administrator.

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63661 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 05/08/23 To 05/08/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
100015	04/20/23	chlorine 11250372101	20-5-55-50120 Sodium Hypochorite	1055.00	52340	05/08/23
310590	04/26/23	windows 4-26-23 7334	10-5-22-43100 Town Office	60.00	52341	05/08/23
310075	04/13/23	body armor SI-80800841	10-5-14-30120 Professional Supplies	1390.80	52342	05/08/23
100605	04/24/23	WWTF BAN- int. pymt 5929# MAY 23	40-5-20-60100 Int on BAN & GAN notes	2589.04	52338	04/28/23
100605	04/17/23	WWTF BAN int pymt 5934-4/30/23	40-5-20-60100 Int on BAN & GAN notes	5428.44	52339	04/28/23
301072	04/21/23	FCC license filing fee 5545185	10-5-15-10330 Dues & Subscriptions	350.00	52343	05/08/23
100245	04/26/23	appropriation MAY 2023	10-5-25-70140 Chamber of Commerce	250.00	52344	05/08/23
100305	04/26/23	appropriation MAY 2023	10-5-25-70130 Brandon Rescue Squad	20645.00	52345	05/08/23
100275	04/26/23	appropriation MAY 2023	10-5-25-70470 Brandon Library	7666.67	52346	05/08/23
100625	04/26/23	appropriation MAY 2023	10-5-25-70110 BIDCC -4th of July Com.	1750.00	52347	05/08/23
100280	04/11/23	grade stakes 977860/3	10-5-22-43160 Parks Maint.	7.95	52348	05/08/23
100280	04/13/23	roller, paint brush, tray 978213/3	10-5-22-43160 Parks Maint.	14.55	52348	05/08/23
100280	04/20/23	PVC 979350/3	10-5-22-43080 Highway Bldg Maint	6.57	52348	05/08/23
100280	04/21/23	spray paint 979504/3	10-5-22-43160 Parks Maint.	17.18	52348	05/08/23
100280	04/26/23	paint 980214/3	20-5-55-43160 Maint. Supplies - General	15.98	52348	05/08/23
100280	04/27/23	fastener 980323/3	10-5-22-43120 Municipal Mowing-maint	2.59	52348	05/08/23
100280	04/27/23	knife, spouge, spackle 980385/3	10-5-22-43100 Town Office	13.17	52348	05/08/23
100280	04/28/23	roller, paint brush 980516/3	10-5-22-43160 Parks Maint.	5.78	52348	05/08/23
100280	05/01/23	cable cutter 980976/3	20-5-55-43160 Maint. Supplies - General	22.99	52348	05/08/23
100280	05/03/23	tarp, hold down straps 981240/3	10-5-10-91000 Animal Control Expenses	45.53	52348	05/08/23
100310	04/26/23	appropriation MAY 2023	10-5-25-70480 Senior Citixen Center	1125.00	52349	05/08/23
310390	04/24/23	VM to email issue 15154	10-5-10-30130 Service Contracts	85.00	52350	05/08/23
311185	05/03/23	recording over paid MAY 2023	10-4-13-04580 Records Preservation	28.00	52351	05/08/23
311185	05/03/23	recording over paid MAY 2023	10-4-13-04510 Land Records	77.00	52351	05/08/23
301503	04/24/23	heating fuel @ HWY 563077	10-5-22-42110 Heating Fuel	250.83	52352	05/08/23

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
310097	04/21/23	COMCAST service: 04/28 - 05/27 NW 04/21/23	20-5-55-42100 Wastewater Telephone	202.84	52353	05/08/23
310037	04/18/23	CONSOLIDATED COMMUNICATIO service: Apr 18 to May 17 TH 04/18/23	10-5-22-43150 Town Hall Repair/Maint.	83.45	52354	05/08/23
310177	04/27/23	COTT SYSTEMS, INC. May host fee 152668	10-5-13-30123 Records Preservation	250.00	52355	05/08/23
300466	04/25/23	DUNDON PLUMBING & HEATING portable toilet fees 79280	10-5-18-60100 Seminary Hill	260.00	52356	05/08/23
300466	04/27/23	DUNDON PLUMBING & HEATING jettted main @ 19 River 79394	20-5-55-20240 Contractors	792.50	52356	05/08/23
100494	04/21/23	ENDYNE INC testing 444109	20-5-55-22120 Testing	45.00	52357	05/08/23
100494	04/26/23	ENDYNE INC testing 444410	20-5-55-22120 Testing	195.00	52357	05/08/23
100494	04/28/23	ENDYNE INC testing 444600	20-5-55-22120 Testing	45.00	52357	05/08/23
330422	04/28/23	FERGUSON ENTERPRISES LLC hoses for sludge loading 1153194	20-5-55-43160 Maint. Supplies - General	897.02	52358	05/08/23
100009	04/24/23	FRANKLIN PAINT CO., INC. pump repair kit 178666	10-5-15-45130 Line Painting	151.17	52359	05/08/23
310426	04/24/23	FYLES BROS., INC. propane @ Police Dept. 180792	10-5-22-42100 Heating - Propane	326.34	52360	05/08/23
100650	04/03/23	GALLS LLC boots 024052872	10-5-14-30120 Professional Supplies	258.36	52361	05/08/23
311128	03/31/23	GREEN MOUNTAIN GARAGE filters 196265H	10-5-15-41160 HW Maint. Supplies-Vehicl	325.16	52362	05/08/23
311128	03/31/23	GREEN MOUNTAIN GARAGE filters 196265W	20-5-55-41180 Maintenance-Vehicles	253.89	52362	05/08/23
311128	04/18/23	GREEN MOUNTAIN GARAGE anti-seize 197103	10-5-15-41160 HW Maint. Supplies-Vehicl	24.21	52362	05/08/23
311128	04/24/23	GREEN MOUNTAIN GARAGE manual transfer pump 197341	10-5-15-41160 HW Maint. Supplies-Vehicl	66.52	52362	05/08/23
311128	04/24/23	GREEN MOUNTAIN GARAGE gloves 197342	10-5-15-41160 HW Maint. Supplies-Vehicl	14.35	52362	05/08/23
311128	04/26/23	GREEN MOUNTAIN GARAGE reflectors for sign 197465	10-5-10-91000 Animal Control Expenses	16.40	52362	05/08/23
311128	05/03/23	GREEN MOUNTAIN GARAGE diesel exhaust fluid 197760	20-5-55-43160 Maint. Supplies - General	16.59	52362	05/08/23
100322	04/27/23	GREEN UP VERMONT appropriation MAY 2023	10-5-17-71440 Green-Up Day	300.00	52363	05/08/23
100792	04/19/23	HULBERT SUPPLY CO INC bushing, valve, tape X018619	20-5-55-43160 Maint. Supplies - General	31.07	52364	05/08/23
310552	04/14/23	INNOVATIVE SURFACE SOLUTI chloride PS-INV000092	10-5-15-46150 Chloride	5457.63	52365	05/08/23
310314	04/24/23	INTERSTATE ALL BATTERY CE rechargeable battery 92531	10-5-22-43150 Town Hall Repair/Maint.	39.70	52366	05/08/23
100029	04/18/23	LAWES AGRICULTURAL SERVIC herbicide 29712	10-5-22-43160 Parks Maint.	125.00	52367	05/08/23
100029	04/27/23	LAWES AGRICULTURAL SERVIC grass seed 29949	10-5-15-44110 Ditching	120.00	52367	05/08/23

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Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
301514	04/19/23	LED LIGHTING SOLUTIONS	crosswalk lighting	10-5-15-45120	2547.38	52368	05/08/23
			INV31359	Signs & Posts			
311176	05/04/23	LILY WHITE CLEANING SERVI	Cleaning -TH,TO, PD	10-5-22-10120	157.50	52369	05/08/23
			050423	PD Custodian			
311176	05/04/23	LILY WHITE CLEANING SERVI	Cleaning -TH,TO, PD	10-5-22-10130	341.25	52369	05/08/23
			050423	Admin Custodian			
100126	04/19/23	MILL RIVER LUMBER	bark mulch	10-5-22-43160	420.00	52370	05/08/23
			3497	Parks Maint.			
310906	04/03/23	MODERN CLEANERS & TAILORS	uniform maint	10-5-14-10320	149.50	52371	05/08/23
			DB9B5A	Clothing Allowance			
310795	04/24/23	NATIONAL BUSINESS TECHNOL	service contract printers	10-5-10-30130	63.17	52372	05/08/23
			IN544059	Service Contracts			
310795	04/24/23	NATIONAL BUSINESS TECHNOL	service contract copiers	10-5-10-30130	130.00	52372	05/08/23
			IN544060	Service Contracts			
100156	04/19/23	NAYLOR & BREEN BUILDERS,	WWTF PR # 07	40-5-20-50500	287671.64	52373	05/08/23
			WWTF PR#7	Contractor			
100910	04/14/23	NOBLE ACE HARDWARE RUTLAN	paint	10-5-22-43160	96.88	52374	05/08/23
			022442/1	Parks Maint.			
310595	05/01/23	OCCUPATIONAL HEALTH PARTN	Service Agreement- L2 lyr	20-5-55-61160	367.70	52375	05/08/23
			05012023	WW Workers Comp.			
310595	05/01/23	OCCUPATIONAL HEALTH PARTN	Service Agreement- L2 lyr	10-5-17-61160	3036.95	52375	05/08/23
			05012023	Worker's Comp Insurance			
311081	04/26/23	OTTER CREEK WATERSHED INS	appropriation	10-5-17-71800	10122.75	52376	05/08/23
			MAY 2023	Mosquito Control			
310736	04/28/23	POCKETTE PEST CONTROL	pest control: storage	10-5-18-20500	50.00	52377	05/08/23
			26854	Storage Unit Supply/Maint			
310736	04/28/23	POCKETTE PEST CONTROL	pest control: Town Hall	10-5-22-43150	40.00	52377	05/08/23
			26856	Town Hall Repair/Maint.			
310736	04/28/23	POCKETTE PEST CONTROL	pest control: Town Office	10-5-22-43100	70.00	52377	05/08/23
			26857	Town Office			
310736	04/28/23	POCKETTE PEST CONTROL	pest control: Police Dept	10-5-22-43090	65.00	52377	05/08/23
			26859	PD Bldg Maint.			
311125	04/13/23	POULTNEY POOLS INC	paint	10-5-22-43160	118.93	52378	05/08/23
			234217	Parks Maint.			
311125	04/14/23	POULTNEY POOLS INC	paint	10-5-22-43160	48.98	52378	05/08/23
			234296	Parks Maint.			
311125	04/19/23	POULTNEY POOLS INC	paint	10-5-22-43160	97.96	52378	05/08/23
			234619	Parks Maint.			
300375	04/25/23	RUTLAND CITY	March sludge processing	20-5-55-50160	6300.00	52379	05/08/23
			33469SLUDG	Sludge Disposal			
100566	04/26/23	RUTLAND COUNTY HUMANE SOC	appropriation	10-5-25-70550	1500.00	52380	05/08/23
			MAY 2023	Rutland Co Humane Soc			
300895	04/26/23	RUTLAND PRINTING COMPANY,	tax bills	10-5-10-30110	191.80	52381	05/08/23
			28213	Office Supplies			
310605	04/28/23	SAVELA, JACOLYN	reimb for bike helmets	10-5-18-40040	1095.00	52382	05/08/23
			04/28/23	After School Activity			
101057	03/27/23	SILINS, NEIL	reimb arbor training	10-5-22-43160	50.00	52383	05/08/23
			03/27/23	Parks Maint.			
310921	04/26/23	STEARNS SERVICES LLC	consulting fee	10-5-10-30130	495.00	52384	05/08/23
			1186	Service Contracts			

TOWN OF BRANDON Accounts Payable
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
310099	04/26/23	STEPHEN A DOUGLAS BIRTHPL appropriation MAY 2023	10-5-25-70430 Stephen A. Douglas Inc.	1250.00	52385	05/08/23
200277	04/25/23	THUNDER TOWING & AUTO REC repairs 2016 Interceptor 70612	10-5-14-41180 PD Vehicle Maintenance	452.17	52386	05/08/23
330348	05/05/23	VERIZON WIRELESS service: Mar 14 - Apr 13 9932513466	10-5-14-42100 PD Telephone Service	40.27	52387	05/08/23
330348	05/05/23	VERIZON WIRELESS service: Mar 14 - Apr 13 9932513466	10-5-21-10310 Travel & Expenses	20.13	52387	05/08/23
330348	05/05/23	VERIZON WIRELESS service: Mar 14 - Apr 13 9932513466	10-5-18-42100 Recreation Telephone	20.14	52387	05/08/23
330348	05/05/23	VERIZON WIRELESS service: Mar 14 - Apr 13 9932513466	10-5-15-42100 HW Telephone	40.27	52387	05/08/23
330348	05/05/23	VERIZON WIRELESS service: Mar 14 - Apr 13 9932513466	20-5-55-42100 Wastewater Telephone	40.27	52387	05/08/23
301146	05/02/23	VERMONT CANVAS PRODUCTS patched road banners 131954	10-5-15-45120 Signs & Posts	60.00	52388	05/08/23
300024	04/20/23	VERMONT DIGITAL installed ups units 51732410	10-5-14-30130 Service Contracts	120.00	52389	05/08/23
300024	04/20/23	VERMONT DIGITAL plugged into UPS 51732413	10-5-14-30130 Service Contracts	105.00	52389	05/08/23
310592	04/25/23	VERMONT NATURAL AG PRODUC top soil for flowerbeds 90538	10-5-22-43160 Parks Maint.	125.73	52390	05/08/23
100317	05/01/23	VERMONT STATE TREASURER-D dogs jan thru april 2023 MAY 2023	10-2-00-02112 Dog Lic. Fees to State	1289.00	52391	05/08/23
100067	04/20/23	VLCT finance officers training MAC2023-0111	10-5-10-10340 Professional Development	20.00	52392	05/08/23
100067	04/20/23	VLCT Select Board training MAC2023-0305	10-5-10-10340 Professional Development	25.00	52392	05/08/23
100485	04/26/23	VNA & HOSPICE OF THE SOUT appropriation MAY 2023	10-5-25-70200 RAVNA	2550.00	52393	05/08/23
310046	04/12/23	W.B. MASON CO INC self inking stamp 237686242	10-5-14-30110 Office Supplies	31.99	52394	05/08/23
310046	04/14/23	W.B. MASON CO INC paper, towels, tissue 237758390	10-5-10-30110 Office Supplies	113.97	52394	05/08/23
310046	04/14/23	W.B. MASON CO INC paper, towels, tissue 237758390	10-5-22-43180 Maint. Supplies Bldgs.	101.82	52394	05/08/23
310046	04/26/23	W.B. MASON CO INC flash drives 238013881	20-5-55-30110 Office Supplies	113.88	52394	05/08/23
311070	04/30/23	WEX BANK gas cards - April 2023 88920784	10-5-14-41130 Fuel - Vehicles	1794.05	52395	05/08/23
311070	04/30/23	WEX BANK gas cards - April 2023 88920784	10-5-22-43120 Municipal Mowing-maint	23.90	52395	05/08/23
311070	04/30/23	WEX BANK gas cards - April 2023 88920784	10-5-15-41130 Fuel - Vehicles HW	45.62	52395	05/08/23
311070	04/30/23	WEX BANK gas cards - April 2023 88920784	20-5-55-41130 Fuel - Vehicles	135.90	52395	05/08/23
330427	04/07/23	WINNING IMAGE GRAPHIX SB name plate - CRS 20330 A	10-5-10-30110 Office Supplies	18.95	52396	05/08/23
330427	05/02/23	WINNING IMAGE GRAPHIX 15 min parking sign-TH 20510	10-5-22-43150 Town Hall Repair/Maint.	57.90	52396	05/08/23

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301515	05/04/23	refund of swim lesson fee	10-5-18-30000	165.00	52397	05/08/23
	05/04/23	Swim Lesson Expense				
		Report Total		377188.62		

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 \$ ***377,188.62
Let this be your order for the payments of these amounts.

The Vermont Statutes Online

Title 24 : Municipal And County Government

Chapter 051 : Finances; Accounts And Audits

Subchapter 003 : Orders Drawn By Municipal Bodies

(Cite as: 24 V.S.A. § 1623)

§ 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.)



Volunteer / Part-time Position Background Check Guidelines

PURPOSE

The Town of Brandon recognizes the importance of providing quality service to the community by offering a wide variety of facilities and programs. Volunteers are integral to the provision of safe, fun and enjoyable activities for the community. Due to the high level of direct public contact with program participants, the Recreation Department will complete mandatory background checks on volunteers and part-time applicants.

GUIDELINES ON DISQUALIFIERS

A disqualifying offense shall include instances when an applicant has been found guilty, entered a plea of guilty or no contest, regardless of the adjudication. Any person convicted of a felony, sex offense, drug distribution, child abuse or any violent crime shall be prohibited from participation as a volunteer coach in leagues or programs sponsored by the of Town of Brandon Recreation Department. **Only unusual circumstances involving an offense with an extenuating situation may be reviewed for consideration as a volunteer by the Town Manager.** Any person convicted of a misdemeanor, illegal use of drugs or alcohol related crimes may be considered for volunteer participation after additional screening is completed.

For the purpose of this policy, violent crimes are defined as homicide, rape, sexual assault, assault and battery, and robbery.

WHO MUST HAVE A BACKGROUND CHECK

1. All volunteers, 18 years and older, in Recreation Department programs and leagues must have a background check.
2. All background checks must be completed before any person is offered an ongoing position as a volunteer in our organization.
3. Short-term volunteers for special events are excluded from background checks. Short term shall mean (3) days or less of volunteer service.

HOW BACKGROUND CHECKS ARE PROCESSED

1. A background check will be completed on all new volunteers through a screening system upon selection and may be checked annually if volunteer service is terminated during the year. Returning volunteers will be checked periodically.
2. The volunteer will be required to complete and sign an authorization / release for the procurement of an investigative report form.
3. The signed authorization and release form is submitted to the Recreation Director or given to a Departmental representative.



TOWN of
BRANDON
EST. 1761 VERMONT
RECREATION

4. The Director of the Recreation Department and/or the Town Manager are the only people who conduct the background check through the Vermont Criminal Information Center (VCIC) maintained by the Vermont State Police and will be the sole reviewer of the history.
5. If deemed necessary, a meeting will be held between the volunteer and the necessary representatives of the Town of Brandon to decide on a course of action.
6. The Town of Brandon reserves the right to prohibit a volunteer from serving based upon the results of the background check.
7. A copy of this policy shall be included with each volunteer application.

BACKGROUND CHECK AFTER BECOMING A VOLUNTEER or P/T EMPLOYEE...

A volunteer or P/T employee shall report any criminal conviction to the Recreation Director during the period of time the person is volunteering / employed for the Town of Brandon Recreation Department. The Town Manager shall determine what additional background check is necessary and if the criminal conviction disqualifies the volunteer/employee from further service to the Town of Brandon Recreation Department.

Applicant: _____ Date: _____

Applicant Address: _____

VT DL#: _____ DOB: _____

Cell Phone #: _____

Approved: _____ Date: _____
Director of Recreation

Approved: _____ Date: _____
Town Manager

Approved June 9, 2014