

Brandon Select Board Meeting
May 22, 2023
7:00 p.m.

The Brandon Select Board will meet Monday, May 22, 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 – May 8, 2023
 - b) Select Board Meeting Minutes – May 8, 2023
- 3) Town Manager's Report
- 4) Rec Director's Report
- 5) Public Comment and Participation
- 6) Consider Capital Asset Policy
- 7) Consider Blanket Payroll Authorization for Current Fiscal Year
- 8) Consider Sale of 500-Gallon Fuel Tank and Related Equipment
- 9) Current Projects Matrix
- 10) Requests for Local Option Tax Funds
 - a) \$157,023 for Town Farm Road Rebuild 2022 (draws \$0 grant)
 - b) \$50,000 for McConnell Road Culvert (draws \$210,000 structures grant)
 - c) \$25,000 for North Street Bridge Scoping (draws \$75,000 BRIC grant)
 - d) \$10,000 for Forest Dale Connector Path Scoping (draws \$40,000 TA grant)
- 11) Consider Purchase of Wood Chipper for Highway Department
- 12) Fiscal
 - a) Warrant – May 22, 2023 – \$1,668,156.68
- 13) Adjournment

**Brandon Select Board Special Meeting
May 8, 2023**

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

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

Others In Attendance: Seth Hopkins, Bill Moore, Stephen Jupiter, Brent Buehler, Sam Stone, Wayne Rausenberger, Doug Bailey, Heather Fjeld, Marielle Blais, Jeff Sacks, Jim Emerson, Annie Stratton, Sue Gage

Others by Zoom: Bruce Jenson, Susan Johnson

1. Call to order

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

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

2. Public Comment and Participation

Brent Buehler spoke highly of candidate Doug Bailey. Susan Johnson spoke about young families and the need to have young representation on the Board.

3. Announce Names of Candidates Interested in Open Select Board Seat

Tracy Wyman announced the following individuals who have submitted letters of interest in the open Select Board seat: Doug Bailey, Ralph Ethier, Heather Fjeld Nelson, Samantha Stone, and Marielle Blais.

Motion by Cecil Reniche-Smith/Tim Guiles to enter into executive session at 6:15PM for 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. **The motion passed unanimously.**

6. Executive Session

The Board came out of Executive session at 7:15PM.

Motion by Cecil Reniche-Smith/Brian Coolidge to appoint Heather Fjeld Nelson to the Select Board. **The motion passed unanimously.**

Tracy Wyman thanked all candidates for their interest in the open seat. Sue Gage was present to administer the oath of office to Heather Fjeld Nelson.

15. Adjournment

Motion by Brian Coolidge/Cecil Reniche-Smith to adjourn the Select Board meeting at 7:19PM. **The motion passed unanimously.**

Respectfully submitted,

Brian Coolidge
Board Clerk

Brandon Select Board Meeting
May 8, 2023

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

Others In Attendance: Seth Hopkins, Bill Moore, Stephen Jupiter, Brent Buehler, Sam Stone, Wayne Rausenberger, Doug Bailey, Heather Fjeld, Marielle Blais, Neil Silins, Jan Coolidge, Mike Frankiewicz, Sue Gage, Ralph Ethier, Steve Bissette, Trisha Welch, Helyn Anderson, Judy Bunde, Jack Schneider, Jim Emerson, Tom Kilpeck, Peter Werner, Karleen Werner, Barbara Scribner, Scott Scribner, Sharon Stearns

Others by Zoom: Bruce Jenson, Annie Stratton, Nancy Leary, Susan Johnson, Sara Stevens, Larry Stevens, Heather Norton

1. Call to order

The meeting was called to order by Tracy Wyman – Board Vice-Chair at 7:20PM.

a) Agenda Adoption – Motion by Cecil Reniche-Smith/Brian Coolidge to adopt the agenda as amended. **The motion passed unanimously.**

Add Item 8a – BEC Presentation on Solar Decommissioning

2. Approval of Minutes

a) Special Select Board Minutes – April 17, 2023

Motion by Brian Coolidge/Tim Guiles to approve the minutes of the April 17th Special Select Board meeting. **The motion passed with two abstentions – Heather Fjeld Nelson and Cecil Reniche-Smith.**

b) Select Board Minutes – April 24, 2023

Motion by Cecil Reniche-Smith/Brian Coolidge to approve the minutes of the April 24th Select Board meeting. **The motion passed with one abstention – Heather Fjeld Nelson.**

3. Board reorganization

a) Board Chair

Motion by Cecil Reniche-Smith/Brian Coolidge to appoint Tracy Wyman as the Chair of the Select Board.

Tracy Wyman advised he is not a computer or an email person but will be reactive and return telephone calls. He has had requests to consider the Chair position from people and he appreciates the support.

Tim Guiles noted he has a great respect for Mr. Wyman but has concern whether the things the Board Chair needs to do are items that he can do, that include correspondence with people via email and writing the year-end Town reports and is not sure if Mr. Wyman is a good fit. Mr. Wyman noted the Statute reads the chairperson is responsible for running the meetings, attend functions of the town and assist with setting the agenda. He did not believe that Mr. Guiles' comments had to do with chair duties according to state statute.

The motion passed with one no vote – Tim Guiles.

b) Vice-Chair

Motion by Brian Coolidge/Heather Fjeld Nelson to appoint Cecil Reniche-Smith as the Vice Chair of the Select Board. **The motion passed unanimously.**

c) Clerk

Motion by Tim Guiles/Brian Coolidge to appoint Heather Fjeld Nelson as Clerk of the Board. **The motion passed unanimously.**

4. Town Manager's Report

Seth Hopkins provided the following report and submitted the report in advance.

"Focus Areas During Reporting Period:

Mr. Hopkins met with nearly off (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), assessors (2), police (4 officers plus one 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 Moore 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 E-Bikes (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.

Staffing:

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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 the Select Board:

I met with Wanda Murray of the Town Attorney's office regarding the tax sale. The Select Board 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 manager. 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."

Cecil Reniche-Smith asked since the State is requiring the PFAS monitoring if there may be State funding. Seth Hopkins will follow-up on this, but the engineers did indicate it is on the Town. The first test will determine the on-going monitoring mode.

Brian Coolidge asked about the North Street bridge. Mr. Hopkins reported the State is conducting a scoping study. For the Arnold District, the Town will do the major ditching and was awarded a Class 2 paving grant. Mr. Coolidge asked about the culvert that was done last year. Mr. Moore had worked with the contractor and the money was held back. These funds will be

used by the paving contractor that will be mostly funded with the Class 2 paving grant and the funds that were not paid to the previous contractor.

Mr. Hopkins reported Shawn Erickson has indicated the Wheeler Road sections would be a priority. There is \$150,000 paving amount from the highway carry forward from the previous year.

Brian Coolidge stated the lamppost in Green Park and a light on Mill Lane is out. Bill Moore reported an electrician was able to fix both of those items and should be working now.

Peter Werner asked if the Transfer Station was always run by the Town. Tracy Wyman reported it was run by the Town and outsourced to a contractor.

Stephen Jupiter asked if there is a reason the PFAS testing is happening. Mr. Hopkins advised it is a state-wide blanket effort and there is not a particular reason but it has been found that it has been prevalent.

Jim Emerson asked who is responsible for remediation. Seth Hopkins advised the Town will work with the State, but it is the responsibility of the Town.

4. Rec Director's Report

Bill Moore provided the following report:

"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 classics 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."

Cecil Reniche-Smith asked what the Community Extravaganza was about. Mr. Moore advised it will be a community gathering. The Fire Department has been doing outreach and various organizations will be participating on June 3rd with food, music, and fun.

5. Public Comment and Participation

Cecil Reniche-Smith reported the Planning Commission is working on the revision of the Town Plan that needs to be readopted next February. There will be community outreach scheduled for May 21st from 6PM to 8PM in the Town Hall for people to provide input on their vision of what should be in the Town Plan regarding goals, vision, and action items. The Town Plan is available on the Town's website under the Planning Commission. Pizza and Foley Brothers beverages will be available at the event.

Doug Bailey thanked Jim Leary for his Green up Day efforts on Saturday and noted Mr. Leary has been coordinating this effort for a number of years and it is appreciated.

Jan Coolidge was concerned with a statement made at the last meeting that Dave Atherton only worked four days per week and noted that he did not take every Friday off. The Select Board had entered into an agreement that he would only need to work on the Fridays when a Select Board packet was done, due to the other committees and boards he participated on.

6. Consider Town Hall Flooring

Tim Guiles recommended the Board approve the use of \$18,000 of ARPA funds for the Town's portion of the floor repair. Bill Moore stated the project is a tremendous opportunity as this is a 162-year-old building that now has the addition of a heating system that will allow year-round use. There are hundreds of people that use this space for many activities. There are protruding nails that cause a safety issue and a problem for people with mobility issues. The contractor does not recommend repairing the current floor and noted the stains could not be removed. There were quotes provided and the contractor provided a quote for 3- and 4-inch maple. This would be a 1/3 match with the Friends of the Town Hall providing 1/3 and another 1/3 of grant funding.

Motion by Tim Guiles/Cecil Reniche-Smith to authorize an amount not to exceed \$18,000 of ARPA funds for replacement of the town hall flooring.

Cecil Reniche-Smith stated something needs to be done with the floor and if a cheaper stop-gap measure is considered, it would only be a few more years before it needed replacing and the cost would be greater. Now that there is \$56,000 more ARPA funding available, it is good use of the funds.

Judy Bunde supported the motion as the Board can show its appreciation for the work the Friends have done in maintaining the building. The Friends have 2/3rds of the funding and the Town should come in with the other 1/3rd.

Doug Bailey supported the project for a hardwood floor. Mr. Bailey noted that he watched the rebuilding and saw it used as a rec hall and questions doing things like frisbee throwing and suggested considering what is being done for activities in the building. Bill Moore stated he would not encourage activities that would cause damage and advised there was netting set up when there was frisbee throwing. The Rec Department is careful with the building.

Jan Coolidge was in favor of the new flooring, but she does not want the Select Board to forget about the roof, as it is still leaking and she would like to see a new roof in the long-term plan. She noted with the Middlebury Town Hall the roof was the first thing that they did. It is time to think about protecting all of the repairs. Ms. Coolidge stated the hangers that hold the slate need to be fixed and they have replaced quite a few of them.

Peter Werner asked if other materials were considered. Bill Moore reported Dennis Marden wanted to replace hard wood with hardwood. Jan Coolidge stated that depending on the grants and due to the historical nature of the building, other materials may not be used. Brent Buehler asked if it is a historical building and Ms. Coolidge confirmed that it is historical.

Tom Kilpeck suggested working with the Friends of the Town Hall to possibly use some of the ARPA funds to repair the roof. If the roof fails, it will not matter what upgrades were done in the building.

Cecil Reniche-Smith stated once all estimates were provided, the Friends did due diligence in getting local vendors and she appreciates all of the work done in getting this information together.

Helyn Anderson asked if there is any salvage value. Bill Moore will check with the contractor on this subject.

The motion passed unanimously.

7. Consider Vote to Admit the town of Proctor to the Otter Creek Watershed Insect Control District

Seth Hopkins stated the Otter Creek Watershed Insect Control District is asking the Town to consider admitting the Town of Proctor to the District and it was Mr. Hopkins' recommendation to consider a vote. They have been contracting with the District and now would like to now be part of the District.

Motion by Brian Coolidge/Cecil Reniche-Smith to approve admittance of the Town of Proctor to the Otter Creek Watershed Insect Control District. **The motion passed with one abstention – Heather Fjeld Nelson.**

Sharon Stearns noted she is a newly appointed member of District and was present if there were any questions.

8. Consider Formation of a Brandon Emergency Preparedness Committee

Seth Hopkins stated as Emergency Management Director, he and Tim Guiles have attended training and have received input from community members. Mr. Hopkins requested authorization from the Select Board to form a Public Committee to contribute to the town preparedness planning.

Cecil Reniche-Smith asked if the Committee would be for preparedness planning only. Mr. Hopkins stated there has been a suggestion to divide the town into small zones with a roster of people volunteering to knock on doors to check on people. There is also a desire to identify the vulnerable populations. Mr. Hopkins reported they met with the Director from the Town of Goshen who has concerns about their ability to stand alone. There is consideration of a partnering approach with Goshen.

Motion by Cecil Reniche-Smith/ Heather Fjeld Nelson to authorize the Town Manager to form an Emergency Prepared Committee and solicit volunteers for the Committee.

Heather Fjeld Nelson likes considering the vulnerable population as it could make the difference with someone getting out or not in an emergency.

Seth Hopkins had anticipated this would be an informal invitation to meet at a specific date and time as a gathering of people who are interested in helping and would be advertised in the normal locations; FPF, Town website and the Reporter.

Jan Coolidge asked who will be responsible for keeping the information up to date. Mr. Hopkins noted those details will be discussed with the Committee and reported as part of the Emergency Management Plan. The Town was the first one in the county to submit the Plan online and specific vulnerable populations are already listed, but it is suggested to identify individuals in the event of an evacuation.

The motion passed unanimously.

. Energy Committee Report

Jim Emerson noted at a previous meeting, he had provided a proposal for the Town to allocate funds for a solar project to provide energy for the municipality. There had been concerns about decommissioning costs and he provided an update on the costs. There was concern with contaminated materials in the solar panels and Mr. Emerson noted there is no more contamination than in cars. Solar panels are expected to last 40 to 50 years and it is thought that the panels will continue to be used once the expected life is over. They do not make provisions for decommissioning due to the long life and 90% of the materials are now recyclable and sold, like metal racks. Some decommissioned materials are being sold for a profit margin. The BEC has contacted contractors to do a walk-through on selected sites and will come up with cost estimates. The Town does not have many sites that are suitable. The Water District has one suitable location off Newton Road that could service a 150kw system. The Fire Department could build a system themselves. From Mr. Emerson's research, if the Town and Water

District combined for a 250kw system, there would be a savings of \$40,000 to \$50,000 in permitting costs and the larger systems are more cost effective to build. Mr. Emerson noted something in the works is a federal rebate available to non-profits that would bring the next cost down. With the system saving \$25,000 to \$26,000 per year, all funds expended would be recouped in 7 years between the tax rebate and savings. Mr. Emerson met with the Water District and has proposed a joint project and he will be on their agenda for their next meeting to provide them with a presentation on the sites. There will be a study of the electric bills to determine the needs for the type of project that is required. Cecil Reniche-Smith asked if there is a project completion date required for the federal rebate and Mr. Emerson noted that it would be several years. Mr. Emerson intends to go to the schools to see if they have a need for this type of system. Mr. Emerson will have a more comprehensive proposal soon and the BEC would like the Select Board to consider setting aside ARPA funding.

9. Consider Appointments

a) Energy Committee (Indefinite Term)

Motion by Tim Guiles/Cecil Reniche-Smith to appoint Claire Babyak-Schick to the Brandon Energy Committee for an indefinite term. **The motion passed unanimously.**

b) Planning Commission (for remainder of a term ending June 30, 2023)

Cecil Reniche-Smith reported Bill Mills submitted his resignation from the Planning Commission that has created an opening. Mr. Hopkins has advised there could be a larger number of members on the Commission but it had been reduced in the past due to quorum issues. Ms. Reniche-Smith suggested expanding the Commission to six seats and add Sara Stevens and Neil Silins as members, noting the Commission is a non-adjudicative board but is currently working on the new Town Plan and BLUO that will have to come before the Select Board. The concern with an even numbered board is not as much of a concern. Mr. Hopkins suggested the Board could be increased to seven members and advertise for another person. Tim Guiles suggested the Commission maintain five members with other interested people to attend the meeting to engage and provide opinions. It was noted Sue Gage is an Alternate for the Commission in the event there is not a quorum.

Motion by Cecil Reniche-Smith/Brian Coolidge to change the Planning Commission to a 7-member board and appoint Neil Silins and Sara Stevens to the Brandon Planning Commission.

Ms. Reniche-Smith noted she is seeing more people interested in being active on committees and would like to allow both interested parties to be on the Commission. Sharon Stearns suggested staying with five members as it is an odd number and is a good number of members.

Seth Hopkins advised the Town has a policy for filling vacancies that includes posting the vacancy and requesting letters of interest be received by the Friday before the Select Board meeting when the determination is to be made.

Cecil Reniche-Smith/Brian Coolidge withdrew the first motion.

Cecil Reniche-Smith stated Neil Silins has attended Planning Commission meetings and would like to move to appoint him.

Motion by Cecil Reniche-Smith/Brian Coolidge to appoint Neil Silins to the Planning Commission for the remainder of a term ending June 30, 2023.

Ms. Reniche-Smith stated she was happy to table the motion to the next meeting to allow posting the position. Heather Fjeld Nelson would prefer to do interviews of interested candidates if the Commission was staying with five members but was not opposed to increasing the Commission to seven members.

The motion was tabled to the next meeting.

The Select Board will meet at 6:30PM prior to the next regular Select Board meeting to hold interviews for the position.

10. Name Town Manager as Authorizing Official on RAMP Phase II Grant

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Seth Hopkins advised this is the Regional Asset Mapping Program that the Board needs to designate the Town Manager as the authorizing official and designate a Board member as an alternate.

Motion by Cecil Reniche-Smith/Brian Coolidge to authorize Town Manager Seth Hopkins as the authorizing official for the RAMP Phase II grant with Tracy Wyman as the alternate official. **The motion passed unanimously.**

11. Consider Designation of One Board Member to Sign Payroll Warrants

Seth Hopkins provided the Board the excerpt from 24V.S.A. 1623 regarding the signing of orders. It was noted the Board could authorize one member to examine the payroll warrants or the Board could, in a public meeting. The Select Board could receive a list of employees from the Town Manager with the salary amount or hourly wage for hours worked and the Select Board would authorize in advance, until there is a change in wage, a hire or dismissal, or other actions the list may be revised. Tim Guiles stated he wants there to be appropriate oversight and noted he went to training and is in favor of doing what Mr. Hopkins has suggested. If a change is made, it will have to come before the Select Board.

Motion by Tim Guiles/Cecil Reniche-Smith to authorize the Town Manager to create a document for the Select Board to sign authorizing payroll to be paid in a timely fashion. **The motion passed unanimously.**

Seth Hopkins advised Jackie Savela and he discussed the processes and the payroll for this week has been completed and sent to the outside bookkeeper to be reconciled. This is going to be a good system with the blanket authorization.

12. Fiscal

a) Warrant – May 8, 2023 - \$377,188.62

Motion by Brian Coolidge/Cecil Reniche-Smith to approve the warrant of May 8, 2023 in the amount of \$377,188.62. **The motion passed unanimously.**

Seth Hopkins reported a large portion of the warrant was construction work at the wastewater plant.

The Select Board recessed at 8:39PM.

The Select Board reconvened at 8:42PM.

Motion by Cecil Reniche-Smith/Brian Coolidge 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) to include Town Manager Seth Hopkins and Deputy Town Manager Bill Moore. **The motion passed unanimously.**

13. Executive Session

The Board came out of Executive session at 9:11PM.

There were no actions required.

15. Adjournment

Motion by Brian Coolidge/Cecil Reniche-Smith to adjourn the Select Board meeting at 9:11PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant

Recording Secretary

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9.

This report consists of items not otherwise part of the 22 May meeting agenda.

FOCUS AREAS DURING REPORTING PERIOD

A steering group to enhance community preparedness for emergencies met and has begun liaison work with RRPC planners and the Vermont Department of Emergency Management to conduct a community-invited preparedness session in the coming weeks. Best practices for individual and family resilience, addressing community concerns and questions, and ascertaining interest among members of the community for more extensive participation in preparedness are the likely topics of this event. More info will be forthcoming.

KAS Engineering has been engaged to add PFAS testing to the regular landfill monitoring, per information presented to the selectboard 8 May.

The Town treasurer has been informed that the Town does require a "single audit" due to its use of more than \$750,000 of federal funds in the fiscal year. The pre-audit work will be done during the month of June. A "single audit" is a rigorous, organization-wide examination of finance and compliance to assure effective management, controls, and use of funds.

The Town Treasurer submitted a request to the Trustees of Public Funds for funding toward mosquito abatement. Bill Moore, Wayne Rausenberger and I met with the Trustees and will be providing them supporting information which they have requested before consideration. I have reached out to the Otter Creek Watershed Insect Control District for some of this.

Requests for quotes were sent out for FY2024 heating oil, diesel fuel, and propane. I would expect to have quotes in hand for the board's consideration on 12 June.

At the request of Jeff Cohen from Fire District No. 2, to facilitate the paperwork part of the merger between Fire District No. 1 and No. 2, I have done some research and with assistance of several of the Town staff and Brian Sanderson at VTrans (regarding the A-76 standard for Class 3 roads) determined that a few items flagged in a 2016 review of the Brandon traffic ordinance remain unresolved or at least their resolution is unclear: relevant to this discussion, the Town's acceptance of Chipmunk Lane and a portion of Spring Pond Drive in the Forrest Brook neighborhood. It appears that Chipmunk Lane may have already been ready for Town acceptance, since perhaps as long ago as a 1984 deed conveyance. Spring Pond Drive does not readily appear to have had a deed conveyed. The lead developer, Mr William E Brooks, passed away 5 May 2022. Further research will be conducted and the probable next step will be requesting Town acceptance of these roads once all requirements to prudently do so are met.

The motor for the Town clock has arrived and it is hoped installation can be done by our in-house clock expert, Mr Dan Snow.

RESIDENTS' CONCERNS

I requested a meeting with Mr Benjamin Wimett who is an advocate for accessibility and access (serves on the staff of the UVM Center on Disability and Community Inclusion). We met in-person

on the lower level of the town hall and he has advised me as to the appropriate modification to the sidewalk-level door at the town office. I requested a quote from Royal in Rutland who made a site visit here this week. Ben was pleased to hear about the crosswalk enhancements (flashing signage) Bill Moore had ordered and will be installed for the bank corner crosswalk. He suggested a few other areas where we might make improvements but stated that "Segment Six fixed a lot more than it broke". He appreciated the outreach from the Town and is happy to assist us as we make progress in accessibility for all our residents and visitors going forward.

Citizens called or stopped by the town office with several concerns which were promptly addressed by our very able highway foreman and crew. These included blocked culverts in three locations, two sidewalks which were promptly repaired with hot mix by the town crew, and in-village town trees in both Brandon and Forrest Brook. Upon receipt of reports from other residents, the zoning officer has sent advice of non-compliance to owners of two properties of concern in order to encourage compliance with community standards as set forth in the Brandon Land Use Ordinance. Our Town staff, whether in the office, on patrol as law enforcement, keeping our wastewater operation working safely, or out in the field doing zoning, highway, and buildings-and-grounds work, continue to demonstrate dedication to the community we serve.

STAFFING

The highway crew is again operating on their summer schedule of four ten-hour days, Monday through Thursday from 6 to 4. This decreases "mobilization" time lost by starting and stopping each job and is the preference of the staff. It has been past practice. They have been doing ditching along the Arnold District Road in preparation for the resurfacing to come.

One of the highway crew is expected to be out for three months beginning 5 June. The highway foreman advises he and the balance of the crew will work to sustain the workload required and may call upon the secondary wastewater operator from time to time.

FOR AWARENESS OF SELECTBOARD

Two significantly expensive riverbank stabilization projects will be required to protect the wastewater infrastructure and prevent any adverse environmental impact from a broken pipe at these sites. One is at a river crossing behind the north side of Park Street and the other is in a difficult-to-access spot in the Pearl Street - Maple St - Russell Ln vicinity. We will be seeking funding sources.

The highway foreman advises a new wood chipper is needed as soon as possible and has requested development of a capital equipment and road plan. I strongly support this approach.

REQUEST

The employment agreement between the town manager and the selectboard calls for an annual goal-setting meeting. I would request that the board consider a workshop-style session such as we use to craft the town budget. It is important to me that my time be spent to best effect the priorities of the selectboard while recognizing that being responsive to community concerns and ensuring general efficiency of Town operations are also standard expectations and key to performing the job well.

Respectfully submitted,

Scott M. Hopkins


TOWN of
BRANDON
1800 VERMONT
RECREATION

May 19, 2023

- Electrical contractor completed work at Estabrook Park for safety lighting. Motion sensor upgrades to lights in restrooms, added motion sensor lights under the covered walkway, added 4 motion sensor lights to all 4 corners of building, upgraded lot lights to LEDs and fixed timer so the park and ride area has lighting from 6:00 – 10:00 PM and 4:30 – 6:00 AM. All of this has been done to make users feel more comfortable/safe and to dissuade potential vandals.
- Adding 2 new summer camp offerings: **Dance Camp Intensives** with Miss Michaela and a **FREE First Lego League** robotics camp for 9-12 year olds. Registrations will open soon at brandonrec.com
- Thanks to work from our football commissioner **Duke Whitney**, the Brandon Rec baseball field at The Neshobe School will soon have a snack shack. Thanks to donations from **Silver Maple Construction, Naylor & Breen** and **Patch Electric**. The hope is to have the shack open in time for our **June 4th** baseball/softball picture day.
- Miss Michaela Dance 2022-2023 program ended with a final show at OV on May 20th. Thank you to the volunteer parents, **Jeff Hull**, the **Friends of Otter Valley Music** as well as **Otter Valley Union High School** for helping to make this our most successful year yet! Dance classes will resume again in the fall.
- **May 25th** the 2nd **Cruise-In with Ripton Mountain Distillery** in Lot A will be happening! Thanks to assistant to the Rec Director, **Colleen Wright**, word has spread and more cool cars will be there showing off from 6-8!
- It is not too early to thank our baseball sponsors as the season is in full swing! **McCullough Bros Hawks (3 Teams!)** **American Legion Post 51**, **Brandon Area Masons – (St Paul’s Lodge and Union Lodge)**, **The Carter Insurance Agency**, **Graph-X**, **Mae’s Place**, **Mountainside Flooring**, **Pockette Pest Control** and **Townline Equipment**.
- The **Inaugural Brandon Extravaganza** is scheduled for **June 3rd**. Food, Music, Games and Fun to help build community.

Respectfully Submitted,


Bill Moore

TOWN OF BRANDON
CAPITAL ASSET POLICY

POLICY PURPOSE AND OBJECTIVES

Subject to the standards established by the Governmental Accounting Standards Board in Statement No. 34, the Town of Brandon adopts this Capital Asset Policy.

The objective of this system is to help the voters and taxpayers understand the extent to which the Town has invested in capital assets, including roads, bridges, and other infrastructure assets.

DEFINITIONS

Capital Assets means property owned by the Town, including, but not limited to: computers, computer equipment, software, and peripherals; vehicles and machinery; copiers and office equipment; land and structures; and infrastructure such as roads, bridges, rights-of-way, culverts.

General Capital Assets means items which meet all of the following criteria:

The asset is tangible and complete;

The asset is used in the operation of the Town's activities;

The asset has a value and useful life, at the date of acquisition, which meets or exceeds the following:

a minimum of Five Thousand Dollars (\$5,000.00) in value and a minimum of two (2) years of life for software, computer equipment, office equipment, and other equipment; or

a minimum of five (5) years of life for automobiles, trucks, and motorized equipment; or

a minimum of two (2) years life for all capital improvements; or

any structures and/or land; or

a minimum three (3) years life for infrastructure and infrastructure improvements.

PROCEDURES

All general capital assets must be recorded at either historical cost, or an estimated historical cost. Any assets acquired through donation shall be recorded at their estimated fair market value on the date of the donation.

Capital costs may include, in addition to purchase price and/or construction cost, incidental costs such as bond issuance costs and interest, transit insurance, freight, duties, title search costs, title registration, installation and 'breaking-in' costs.

Depreciation shall be calculated using the straight-line method.

ANNUAL INVENTORY

A physical inventory of all equipment and vehicles shall be completed each year, and submitted to the Bookkeeper and Treasurer by June 1st.

Department heads shall be required to complete and approve all inventories and adjustments for all Town owned properties and equipment. Department heads shall be responsible for providing information on new assets, adjustments, and retirement of capital assets.

The Treasurer shall maintain the documentation files for audit purposes, including reconciling balances to the general ledger.

INCONSISTENT POLICIES REPEALED

This Policy shall amend and replace any provisions of any Policy of the Town of Brandon in effect at the time of enactment of this amended Policy governing any activity included in this amended Policy.

SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Policy, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

The Selectboard hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional or ineffective.

EFFECT

No section of this Policy shall be construed to supersede or replace any Vermont statute or Federal act or regulation.

This Policy shall be entered in the minutes of the Selectboard's meeting.

The foregoing Policy is hereby adopted by the selectboard and the treasurer of the Town of Brandon, Vermont, this ____ day of _____, 2023, and is effective as of this date until amended or repealed.

SIGNATURES.

Selectboard Chair

Treasurer

Selectboard Members:



TOWN MANAGER

BLANKET PAYROLL AUTHORIZATION
FOR FISCAL YEAR ENDING 30 JUNE 2023

Pursuant to 24 VSA §1623 (a) (2), the Selectboard of the Town of Brandon authorizes the Treasurer of the Town of Brandon to make payroll payments to the following individuals at the rates approved and set forth below. This authorization is effective through the close of the current fiscal year on 30 June 2023 unless earlier modified or revoked by vote of the Selectboard.

SALARIED STAFF: Annual amounts to be paid in 26 installments

Gage, Susan M	\$71,500	Kachajian, David W	\$88,400
Hopkins, Seth M	\$75,000	Moore, William III	\$70,000

HOURLY STAFF: Regular hourly wage for permanent full- and part-time employees

Alnick, Aidan C	\$25.00	Kelleher, Ethan	\$18.50	Savelle, Jacolyn	\$25.00
Biasuzzi, Jeffrey M	\$27.58	Kilpeck, Brian	\$25.00	Smith, Elaine	\$24.87
Burtch-MacLeod, Ana	\$18.50	Kilpeck, Thomas	\$25.00	Snow, Daniel	\$27.00
Cijka, Stephen J	\$33.20	Kingston, Timothy	\$31.20	Stendardo, Nicholas	\$25.00
Danforth, Susan G	\$15.00	Mannino, Joseph	\$25.00	Stevens, Lawrence F	\$25.00
Disorda, Jeremy S	\$26.00	McKeighan, Nathan	\$21.00	VonSchleusingen, Michael	\$27.31
Erickson, Shawn M	\$34.10	Merkert, Luanne	\$24.37	Wright, Colleen	\$20.80
Folger, Karen P	\$26.78	Newell, Michaela	\$35.00	Wyman, Jonathan	\$20.00
Graziano, Linda	\$23.63	Rimmer, Kevin M	\$22.61	###	

OCCASIONAL STAFF: Non-contracted; elected/appointed/seasonal

Board of Civil Authority (12)	\$13.18 per hour	Summer camp staff (5)	\$15 per hour
Knapp, Hillary	\$110 per hearing/\$50 per decision	Bryant, Charlene	\$150 per meeting
Selectboard members (5)	\$1,200 each per year in 3 payments of \$400 each in March, July, and November		
	###		

The Town of Brandon Personnel Policy and the Collective Bargaining Agreements with the New England Police Benevolent Association and the American Federation of State, County and Municipal Employees terms apply.

ADOPTED this 22nd day of May, 2023.

SIGNATURES of SELECTBOARD:

05/11/23
12:42 pm

TOWN OF BRANDON Accounts Payable
Vendor History Report 310560: BEARDSLEY
Void Unpaid Paid Invoices for by status/check date

Page 1 of 1
TOB-Elaine

Invoice	Description	Inv Date	Due Date	Amount	Status/Type	Check Date	Check #	PO#
Account Number	Description			Amount				
80522	500 gallon tank	02/18/16	03/14/16	2,234.00	Paid	03/14/16	41698	
10-5-14-41130	Fuel - Vehicles			2,234.00				
80432	tank gauge	02/03/16	02/22/16	61.72	Paid	02/22/16	41643	
10-5-14-41130	Fuel - Vehicles			61.72				
80398	fuel tank & equipment	01/22/16	02/08/16	1,754.92	Paid	02/08/16	41581	
10-5-14-41130	Fuel - Vehicles			1,754.92				
				=====				
				4,050.64				

The Town owns a 500 gallon gasoline tank with associated equipment (gauge, dispenser, base). This was procured in 2016 at the cost shown above and is located at Wastewater. Due to changes in how the Town vehicles are fueled, the wastewater operators and highway foreman do not require this. I would request the board consider selling this asset. The "Brandon Policy for selling a town asset" adopted 23 March 2020 is provided in the packet and I've added that policy to the Town website.

Respectfully submitted,
Seth Hopkins
17 May 2023



TOWN MANAGER TO SELECTBOARD (Thank you to the Town Treasurer and Bookkeeper for accurate information)

Project	Estimate	Outside Funding	Town Match	Status
Arnold District Culvert	\$407,789	\$200,000 Structures Grant	\$207,789 from ARPA	Estimated ARPA need was \$123,935; now \$83,854 over the estimate
Arnold District Paving	\$351,000	\$200,000 VTrans Class 2 Hwy	\$152,100 HWY rollover	Preparing Invitation to bid
Union Street Sidewalk (const 2025)	\$600,000	\$300,000 VTrans MAB / Transportation Alternatives	\$300,000 from 1% Tax Fund	Plans in review at VTrans; await Brandon Hist. Presv.; Working w/ Atty on R-o-W
Town Farm Road Sec 1	\$120,000 \$157,023	Not any	1% Tax Fund per board vote	Complete \$37,023 over the estimate
New England Woodcraft Stormwater	\$354,738	100% ANR	Not any (but staff time)	Summer 2023 Work Season
Newton Road Pump Station	\$400,000 \$226,538	Not any	\$40,000 WW short-lived asset fund ARPA: Fund 1/2 NTE \$365,350	Complete \$173,462 under the estimate
Town Hall Roof	??	To be sought (Hist Presv., etc.)	?	Requested Sbardella eval 9May23
North Street Bridge Study	\$100,000	\$75,000 BRIC Grant	\$25,000 BOARD NEEDS TO DESIGNATE SOURCE	Design being engineered by DuBois & King
North Street Bridge Itself	Results from scoping study	Not yet	Not yet	Not yet
FEMA & FRCF Flood Buyouts (32 Marble; 110 Newton; 310 Newton; 337 Newton; 17 Burke)	varies (reimbursements)	100% Flood Resilient Communities and/or FEMA	\$0 (but significant staff time)	varies; Town has ordered asbestos testing by KAS
McConnell Rd Culvert	\$260,000	\$210,000 VTrans Structures Grant	\$50,000 BOARD NEEDS TO DESIGNATE SOURCE	Application submitted 12Apr23
Wheeler Rd Bridge	??	??	??	Application submitted
Forest Dale Connector Path Scoping Study	\$50,000	\$40,000 Transportation Alternatives	\$10,000 BOARD NEEDS TO DESIGNATE SOURCE	Bill to update
CONCEPT ONLY	Highway Barn & Shop	Salt Shed	Estabrook Tennis & Skate	Town Solar Array

ONGOING PROJECTS MATRIX

For 22 May 2023



TOWN MANAGER TO SELECTBOARD

Project	Obligate	Voted?	Board Action	Date
Otter Creek Communications Union	\$56,000		Discussed WITHDRAWN	10 Jan 2022
Fire Dist #1 & #2 Connection	\$125,000	<input checked="" type="checkbox"/>	Reimbursement requested 18 May 2023; In warrant 22 May 2023	14 Feb 2022
Newton Rd Pump Station	\$226,538	<input checked="" type="checkbox"/>	Fund Half Not To Exceed \$365,350	14 Feb 2022
Computer upgrades	\$4,035		(Cannot be reclassified to General Fund, already reported)	Dec 2021
Library Renovation & Expansion	\$100,000		Discussed	26 Sept 2022
Arnold District Culvert	\$207,789		\$123,935 discussed; \$83,854 over the estimate	
Replace Town Hall Floor in Maple	\$18,000	<input checked="" type="checkbox"/>	VOTED	8 May 2023
Apparent voted <input checked="" type="checkbox"/> obligations:	\$369,538			
Apparent total obligations:	\$373,573		Includes computer upgrades authorized via purchasing policy	
Apparent unobligated ARPA:	\$742,915		Arnold District Culvert must be met but \$207,789 is not final	
More likely unobligated ARPA:	\$535,126		If Arnold District Culvert is paid at amount above	

Brandon ARPA Award: \$1,116,488

ARPA REQUESTS

For 22 May 2023

“1% Fund” — Local Option Tax Update & Projection

The Town Treasurer has provided and verified the following information:

Fund Balance in Town Report book 6/30/2022	\$409,427
Add: receipts and bank interest through 5/11/2023	\$267,863
Less: 11/30/2022 board vote: Excavator	\$ 45,000
Less: 3/27/2023 board vote: Tandem truck (<i>estimate</i>)	\$230,000
Uncommitted Fund Balance:	\$402,290

Four Requests on Board Agenda 5/22/2023

a Town Farm Rd rebuild 2022 (draws \$0 grant)	\$157,023
b McConnell Rd culvert (draws \$210,000 grant)	\$ 50,000
c North Street Bridge scoping (draws \$75,000 grant)	\$ 25,000
d Forest Dale Connector scoping (draws \$40,000 grant)	\$ 10,000

Total of these four requests: \$242,023

If all are approved:

remaining uncommitted fund balance: \$160,267

For awareness / future planning: The Town will have a Union Street sidewalk obligation on the order of \$300,000 (draws a \$300,000 grant). In the past, discussion had centered on using this replenishing fund as the source. I don't believe a board vote was taken. The need would likely be in 2024 or 2025.

Respectfully submitted,

Seth M. Hopkins



May 22, 2023

REQUEST FOR USE OF LOCAL OPTION TAX FUNDS

Request that Brandon Select Board approve a transfer of \$157,023 from LOT Fund 70 to Fund 10, to fund the Town Farm Road rebuild in summer of 2022.

Susan Gage, Treasurer

Board Approves

Tracy Wyman

Tim Guiles

Brian Coolidge

Cecil Reniche-Smith

Heather Nelson



May 22, 2023

REQUEST FOR USE OF LOCAL OPTION TAX FUNDS

Request that Brandon Select Board approve a transfer of \$50,000 from LOT Fund 70 for Matching funds required for a \$210,000 VTRANS Structures Grant for the McConnell Rd Culvert.

Susan Gage, Treasurer

Board Approves

Tracy Wyman

Tim Guiles

Brian Coolidge

Cecil Reniche-Smith

Heather Nelson



May 22, 2023

REQUEST FOR USE OF LOCAL OPTION TAX FUNDS

Request that Brandon Select Board approve a transfer of \$25,000 from LOT Fund 70 for Matching funds required for a \$75,000 BRIC Grant to assess and complete study of the North Street Bridge.

Susan Gage, Treasurer

Board Approves

Tracy Wyman

Tim Guiles

Brian Coolidge

Cecil Reniche-Smith

Heather Nelson



May 22, 2023

REQUEST FOR USE OF LOCAL OPTION TAX FUNDS

Request that Brandon Select Board approve a transfer of \$10,000 from LOT Fund 70 for Matching funds required for a \$40,000 Transportation Alternatives Grant for a scoping study of a Forest Dale Connector Path.

Susan Gage, Treasurer

Board Approves

Tracy Wyman

Tim Guiles

Brian Coolidge

Cecil Reniche-Smith

Heather Nelson

All Invoices For Check Acct 01(10 General Fund) 05/22/23 To 05/22/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
200263	05/01/23	ALDRICH & ELLIOTT, PC WW-Construction Step III 81267	40-5-20-20120 Engineering	10132.28	52398	05/22/23
100015	05/05/23	ALLEN ENGINEERING & CHEMI chlorine 11250379401	20-5-55-50120 Sodium Hypochorite	1055.00	52399	05/22/23
100605	05/30/23	BAR HARBOR BANK & TRUST WWTF upgrade BAN int 5934-5/30/23	20-5-55-60100 Interest Exp - Short Term	6231.39	52400	05/22/23
311015	04/28/23	BEN'S UNIFORMS shirts 108792	10-5-14-10320 Clothing Allowance	425.00	52401	05/22/23
311015	05/11/23	BEN'S UNIFORMS pants 108920	10-5-14-10320 Clothing Allowance	220.00	52401	05/22/23
100190	04/20/23	BLUE SEAL FEEDS clothing for Tim Kingston 329-8565	20-5-55-10320 Clothing Allowance	178.95	52402	05/22/23
100190	04/27/23	BLUE SEAL FEEDS clothing returned by Tim 329-9399	20-5-55-10320 Clothing Allowance	-81.98	52402	05/22/23
100190	04/27/23	BLUE SEAL FEEDS clothing for Tim Kingston 329-9400	20-5-55-10320 Clothing Allowance	49.99	52402	05/22/23
100255	05/16/23	BRANDON FIRE DISTRICT #1 may portion of payments 05/15/23	90-5-15-90600 Paid To BFD No 1	11999.83	52403	05/22/23
100255	05/09/23	BRANDON FIRE DISTRICT #1 ARPA-consolidate BFD 1&2 5/9/23	25-5-30-01000 Merger of FD #1 and FD #2	125000.00	52404	05/22/23
100255	05/16/23	BRANDON FIRE DISTRICT #1 appropriation MAY 2023	10-2-00-02136 Fire District Payable	81137.50	52405	05/22/23
310699	06/01/23	BRANDON GLC SOLAR, LLC monthly solar electric 197B	20-5-55-42130 Electric	1935.00	52406	05/22/23
310699	06/01/23	BRANDON GLC SOLAR, LLC monthly solar electric 197B	10-5-22-42130 Bldgs & Grounds Electric	2365.00	52406	05/22/23
100280	05/09/23	BRANDON LUMBER & MILLWORK plugs, seal tape 982275/3	10-5-22-43160 Parks Maint.	6.06	52407	05/22/23
100280	05/09/23	BRANDON LUMBER & MILLWORK padlock 982282/3	10-5-22-43160 Parks Maint.	11.99	52407	05/22/23
100280	05/11/23	BRANDON LUMBER & MILLWORK keys 982708/3	10-5-18-30070 Little League Expenses	5.98	52407	05/22/23
100280	05/12/23	BRANDON LUMBER & MILLWORK deck screws, wood glue 982920/3	10-5-22-43160 Parks Maint.	20.58	52407	05/22/23
100280	05/12/23	BRANDON LUMBER & MILLWORK spruce 982936/3	10-5-18-40010 Middle School Football	91.97	52407	05/22/23
100280	05/17/23	BRANDON LUMBER & MILLWORK vinegar, steelwool 983905/3	10-5-18-30070 Little League Expenses	14.98	52407	05/22/23
300967	05/11/23	BRANDON, TOWN OF water @ Estabrook EST 05/11/23	10-5-22-42120 Bldgs & Grounds Water Fee	66.63	52408	05/22/23
300967	05/11/23	BRANDON, TOWN OF water @ Police Dept. PD 05/11/23	10-5-22-42120 Bldgs & Grounds Water Fee	78.11	52408	05/22/23
300967	05/11/23	BRANDON, TOWN OF water @ Town Hall TH 05/11/23	10-5-22-42120 Bldgs & Grounds Water Fee	79.54	52408	05/22/23
300967	05/11/23	BRANDON, TOWN OF water @ Town Office TO 05/11/23	10-5-22-42120 Bldgs & Grounds Water Fee	95.38	52408	05/22/23
300967	05/11/23	BRANDON, TOWN OF water @ Wastewater Plant WW 05/11/23	20-5-55-42120 Water	1498.92	52408	05/22/23
100860	05/12/23	CARROLL, BOE, PELL & KITE misc legal 37556	10-5-10-21110 Legal Services	193.50	52409	05/22/23

All Invoices For Check Acot 01 (10 General Fund) 05/22/23 To 05/22/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100462	05/01/23	CASELLA WASTE MANAGEMENT April trucking of sludge 2850577	20-5-55-50170 Trucking	1732.50	52410	05/22/23
301503	05/08/23	CHAMPLAIN VALLEY FUELS diesel fuel 550225	10-5-15-41130 Fuel - Vehicles HW	2641.22	52411	05/22/23
301503	05/11/23	CHAMPLAIN VALLEY FUELS heating fuel @ HWY 564457	10-5-22-42110 Heating Fuel	108.14	52411	05/22/23
301503	05/12/23	CHAMPLAIN VALLEY FUELS heating fuel @ Town Hall 623494	10-5-22-42110 Heating Fuel	231.49	52411	05/22/23
310703	05/01/23	CITY HALL SYSTEMS, INC. CC - April 2023 19333	10-5-18-30070 Little League Expenses	67.67	52412	05/22/23
310097	05/02/23	COMCAST service: 05/09 - 06/08 EST 05/02/23	10-5-18-42100 Recreation Telephone	111.34	52413	05/22/23
310097	04/27/23	COMCAST service: 05/04 - 06/03 PD 04/27/23	10-5-14-42100 PD Telephone Service	433.07	52414	05/22/23
310097	04/27/23	COMCAST service: 05/04 - 06/03 TO 04/27/23	10-5-10-42100 Telephone Exp. Admin.	618.78	52415	05/22/23
310037	05/06/23	CONSOLIDATED COMMUNICATIO service: Apr 06 to May 05 HWY 05/06/23	10-5-15-42100 HW Telephone	127.68	52416	05/22/23
310037	05/06/23	CONSOLIDATED COMMUNICATIO service: Apr 06 to May 05 PD 05/06/23	10-5-14-42100 PD Telephone Service	50.74	52416	05/22/23
310819	05/09/23	COUNTRY VILLAGE CAMPGROUN July 23rd - 30th 2023 R000004622	10-5-18-61050 Brandon Carnival	1200.00	52417	05/22/23
100470	05/08/23	CROSBY'S SALES & SERVICE string for trimmer 0068984	20-5-55-43160 Maint. Supplies - General	13.17	52418	05/22/23
100470	05/08/23	CROSBY'S SALES & SERVICE parts for trimmer 0068986	20-5-55-43160 Maint. Supplies - General	36.99	52418	05/22/23
100456	04/28/23	DUBOIS & KING INC Union St sidewalk PR #10 423290	46-5-21-20120 Union Sidewalk Engineer	3978.00	52419	05/22/23
100456	05/16/23	DUBOIS & KING INC North St Bridge Engineer 523068	56-5-17-20100 North St Bridge-Engineeri	6979.56	52420	05/22/23
300466	05/09/23	DUNDON PLUMBING & HEATING portable toilet fee 79684	10-5-18-30070 Little League Expenses	135.00	52421	05/22/23
100494	05/04/23	ENDYNE INC testing 445603	20-5-55-22120 Testing	278.25	52422	05/22/23
100494	05/17/23	ENDYNE INC testing 448787	20-5-55-22120 Testing	120.00	52422	05/22/23
100009	05/11/23	FRANKLIN PAINT CO., INC. transducer for sprayer 179086	10-5-15-45130 Line Painting	276.63	52423	05/22/23
310426	05/01/23	FYLES BROS., INC. propane @ Town Offices 181646	10-5-22-42100 Heating - Propane	284.39	52424	05/22/23
310426	05/08/23	FYLES BROS., INC. propane - WW small garage 184430	20-5-55-42110 LP Gas - Bldgs	222.65	52424	05/22/23
311128	05/10/23	GREEN MOUNTAIN GARAGE VT state inspection 198101	20-5-55-41180 Maintenance-Vehicles	60.00	52425	05/22/23
310233	05/03/23	GREEN MOUNTAIN POWER 7 Conant Sq - lighting 05/23 047828	10-5-22-42130 Bldgs & Grounds Electric	34.42	52426	05/22/23
310233	05/04/23	GREEN MOUNTAIN POWER Newton Road pump station 05/23 089202	20-5-55-42130 Electric	464.53	52426	05/22/23
310233	05/04/23	GREEN MOUNTAIN POWER Central Park, lights 05/23 170028	10-5-22-42130 Bldgs & Grounds Electric	542.26	52426	05/22/23

05/19/23
11:31 am

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63664 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 05/22/23 To 05/22/23

Page 3 of 5
Jacolyn

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
310233	GREEN MOUNTAIN POWER	05/04/23	Estabrook park	10-5-22-42130	24.45	52426	05/22/23
			05/23 240302	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	05/04/23	WWTP	20-5-55-42130	1858.36	52426	05/22/23
			05/23 260302	Electric			
310233	GREEN MOUNTAIN POWER	05/04/23	Carver St pump station	20-5-55-42130	43.79	52426	05/22/23
			05/23 290502	Electric			
310233	GREEN MOUNTAIN POWER	05/04/23	Green Park	10-5-22-42130	22.48	52426	05/22/23
			05/23 317702	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	05/04/23	Highway garage	10-5-22-42130	11.87	52426	05/22/23
			05/23 337202	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	05/04/23	Country Club pump station	20-5-55-42130	27.97	52426	05/22/23
			05/23 338602	Electric			
310233	GREEN MOUNTAIN POWER	05/03/23	7 Conant Sq car chargers	10-5-22-42500	55.19	52426	05/22/23
			05/23 339840	Electric EV Car Stations			
310233	GREEN MOUNTAIN POWER	05/04/23	Town Hall	10-5-22-42130	493.09	52426	05/22/23
			05/23 451302	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	05/04/23	Brookdale pump station	20-5-55-42130	29.14	52426	05/22/23
			05/23 467702	Electric			
310233	GREEN MOUNTAIN POWER	05/03/23	Crescent Park	10-5-22-42130	85.35	52426	05/22/23
			05/23 737937	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	05/04/23	Police Station	10-5-22-42130	160.83	52426	05/22/23
			05/23 822212	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	05/04/23	street lights	10-5-22-42130	2807.19	52426	05/22/23
			05/23 851302	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	05/04/23	WWTP security light	20-5-55-42130	24.98	52426	05/22/23
			05/23 860302	Electric			
310233	GREEN MOUNTAIN POWER	05/04/23	Champlain St pump station	20-5-55-42130	223.60	52426	05/22/23
			05/23 867202	Electric			
300600	HOLLAND COMPANY INC	05/10/23	sodium bisulfite	20-5-55-50140	2520.00	52428	05/22/23
			21088	Sodium Bisulfite			
100792	HULBERT SUPPLY CO INC	05/08/23	sump pump & drain kit	20-5-55-41110	275.33	52429	05/22/23
			X018774	New Equipment-Misc Tools			
100792	HULBERT SUPPLY CO INC	05/09/23	union ball valve	10-5-22-43160	50.32	52429	05/22/23
			X018783	Parks Maint.			
100792	HULBERT SUPPLY CO INC	05/10/23	ext tube & angle stop	10-5-22-43160	-28.16	52429	05/22/23
			X018798	Parks Maint.			
310624	KS STATEBANK	05/17/23	payoff- 2019 F550	10-5-15-90400	20952.88	52430	05/22/23
			5/17/23	Leased Equipment			
311176	LILY WHITE CLEANING SERVI	05/17/23	Cleaning -TH,TO, PD,Estab	10-5-22-10120	148.75	52431	05/22/23
			051723	PD Custodian			
311176	LILY WHITE CLEANING SERVI	05/17/23	Cleaning -TH,TO, PD,Estab	10-5-22-10130	402.50	52431	05/22/23
			051723	Admin Custodian			
310630	MASTERCARD	04/06/23	paint-HW plows	10-5-15-41160	160.47	52432	05/22/23
			44959	HW Maint. Supplies-Vehicl			
310630	MASTERCARD	04/17/23	Zoom annual conf subscrip	10-5-10-30130	299.80	52432	05/22/23
			44960	Service Contracts			
310630	MASTERCARD	03/30/23	Prime renewal,answer mach	20-5-55-30110	21.96	52432	05/22/23
			45115	Office Supplies			
310630	MASTERCARD	03/30/23	Prime renewal,answer mach	10-5-10-30110	139.00	52432	05/22/23
			45115	Office Supplies			

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63664 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 05/22/23 To 05/22/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
310630	04/10/23	MASTERCARD Leash k9 45116	10-5-14-40440 Police Dog Expenses	39.77	52432	05/22/23
310630	04/10/23	MASTERCARD Death Invest Class MV 45117	10-5-14-10340 Professional Development	82.00	52432	05/22/23
301083	05/05/23	MVP SELECT CARE INC Apr 2023 - HRA 2023-04	20-5-55-10218 HRA WW	5.00	52433	05/22/23
301083	05/05/23	MVP SELECT CARE INC Apr 2023 - HRA 2023-04	10-5-18-10218 HRA	2.50	52433	05/22/23
301083	05/05/23	MVP SELECT CARE INC Apr 2023 - HRA 2023-04	10-5-22-10218 HRA	2.50	52433	05/22/23
301083	05/05/23	MVP SELECT CARE INC Apr 2023 - HRA 2023-04	10-5-15-10218 HRA HW	5.00	52433	05/22/23
301083	05/05/23	MVP SELECT CARE INC Apr 2023 - HRA 2023-04	10-5-14-10218 HRA PD	10.00	52433	05/22/23
301083	05/05/23	MVP SELECT CARE INC Apr 2023 - HRA 2023-04	10-5-10-10218 HRA Admin	2.50	52433	05/22/23
301083	05/05/23	MVP SELECT CARE INC Apr 2023 - HRA 2023-04	10-5-13-10218 HRA	5.00	52433	05/22/23
310796	05/17/23	NATIONAL BUSINESS LEASING Lease: 06/01/23-06/30/23 79880890	10-5-10-30130 Service Contracts	102.00	52434	05/22/23
310617	05/16/23	OTTER VALLEY UNIFIED UNIO quarterly taxes MAY 2023	10-2-00-02137 Property Tax School Share	1058158.53	52435	05/22/23
310701	05/03/23	PEAK MOTOR & PUMP repair of Baldor Motor 90403	20-5-55-20240 Contractors	4780.00	52436	05/22/23
310794	05/08/23	PIONEER MANUFACTURING COM striping paint INV882108	10-5-18-40000 Youth Soccer	256.00	52437	05/22/23
310794	05/08/23	PIONEER MANUFACTURING COM striping paint INV882108	10-5-18-30070 Little League Expenses	256.00	52437	05/22/23
310105	05/18/23	R.R. CHARLEBOIS, INC 2023 Western Star tandem 5/18/23	10-5-15-90100 New Equip. Purchase	255138.00	52438	05/22/23
310842	04/28/23	RHR SMITH & COMPANY FY23 - Audit - field work 2023-1123	10-5-10-22110 Auditors	3100.00	52439	05/22/23
311186	05/16/23	SANTANDER, NA payoff- Sidewalk machine 5/16/23	10-5-15-90400 Leased Equipment	47182.50	52440	05/22/23
310418	04/28/23	SILLOWAY NETWORKS INC WW-new computer 42218103	20-5-55-30110 Office Supplies	1221.87	52441	05/22/23
310418	05/01/23	SILLOWAY NETWORKS INC tech support 42218261	20-5-55-30110 Office Supplies	531.25	52441	05/22/23
310418	05/01/23	SILLOWAY NETWORKS INC tech support 42218261	10-5-10-30134 Technical Support	972.09	52441	05/22/23
301139	05/04/23	T AND L INC. antenna, repairs 218	10-5-14-41110 New Equipment - Vehicles	110.00	52442	05/22/23
301139	05/04/23	T AND L INC. antenna, repairs 218	10-5-14-41180 PD Vehicle Maintenance	150.00	52442	05/22/23
100571	05/08/23	TAYLOR RENTAL SALES & SER bale chopper belt 01-262134-01	10-5-15-41160 HW Maint. Supplies-Vehicl	30.19	52443	05/22/23
330348	04/23/23	VERIZON WIRELESS service: Mar 30 - Apr 23 9933209075	10-5-14-20233 MDT/Aircards	63.41	52444	05/22/23
300024	05/05/23	VERMONT DIGITAL security system issues 51732455	10-5-22-43090 PD Bldg Maint.	380.00	52445	05/22/23

05/19/23
11:31 am

TOWN OF BRANDON Accounts Payable
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All Invoices For Check Acct 01(10 General Fund) 05/22/23 To 05/22/23

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Jacolyn

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
300024	05/05/23	VERMONT DIGITAL security system issues 51732462	10-5-22-43090 PD Bldg Maint.	140.00	52445	05/22/23
100776	05/04/23	VERMONT RURAL WATER ASSOC classes / Tim Kingston 11392	20-5-55-10340 Continuing Education	160.00	52446	05/22/23
310046	05/03/23	W.B. MASON CO INC folders, markers, cards 238178050	10-5-10-30110 Office Supplies	40.81	52447	05/22/23
310046	05/04/23	W.B. MASON CO INC toner, storage files 238217021	10-5-10-30110 Office Supplies	122.54	52447	05/22/23
330427	05/10/23	WINNING IMAGE GRAPHIX door decals 20362	10-5-15-41160 HW Maint. Supplies-Vehicl	300.00	52448	05/22/23
310186	05/11/23	WYMAN'S TIMBER HARVESTING rubbish & tire disposal 0523002-CON	10-5-17-71440 Green-Up Day	436.00	52449	05/22/23
Report Total				1668156.68		

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 \$ *1,668,156.68
Let this be your order for the payments of these amounts.

