

Brandon Select Board Meeting
June 12, 2023
7:00 p.m.

The Brandon Select Board will meet Monday, June 12, 2023 at 7:00 p.m. at the Brandon Town Hall located at 1 Conant Square expecting to consider the items noted on this agenda. Agendas shall be posted on the community bulletin board located at the Town Office at 49 Center Street and on the community bulletin board located at the Junction Store & Deli at 2265 Forest Dale Road. The Select Board reserves the right to add additional items, if necessary, at the beginning of the meeting.

Interested parties may also attend this meeting electronically:

- Video Conference via ZOOM: Meeting ID (253 279 4161)
- Conference call: Dial (929) 205 6099

- 1) Call to Order
 - a) Agenda Adoption
- 2) Approval of Minutes
 - a) Select Board Meeting Minutes – May 22, 2023
- 3) Town Manager's Report
- 4) Rec Director's Report
- 5) Public Comment and Participation
- 6) Historic Preservation Commission Contract (grant-funded)
- 7) Consider Late Homestead Penalty
- 8) Consider Financial Management Questionnaire
- 9) Consider Capital Asset Policy
- 10) Tabled from May 22nd Meeting: Use of 1% Tax and ARPA Funds and Chipper
- 11) Consider RLF – Brandon Bakery & Pizza LLC – dba Gourmet Provence
- 12) Select Fuel Suppliers for FY2023-2024 Based on Bids Received
- 13) Fiscal
 - a) Warrant – June 12, 2023 – \$635,850.51
- 14) Adjournment

**Brandon Select Board Meeting
May 22, 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, Cecil Reniche-Smith, Heather Nelson

Others In Attendance: Seth Hopkins, Bill Moore, Stephen Jupiter, Jack Schneider, Doug Bailey, Bernie Carr, Wayne Rausenberger, Jan Coolidge, Brent Buehler, Steve Cijka, David Roberts, Dorthea Langevin, Gail Cordner, Sue Gage, Tom Kilpeck, Leif Nelson

Others by Zoom: Bruce Jenson, Annie Stratton, Neil Silins, Marielle Blais

1. Call to order

The meeting was called to order by Cecil Reniche-Smith – Board Vice-Chair at 7:10PM.

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

2. Approval of Minutes

a) Special Select Board Minutes – May 8, 2023

Motion by Brian Coolidge/Tim Guiles to approve the minutes of the May 8th Special Select Board meeting. **The motion passed unanimously with one abstention – Heather Nelson.**

b) Select Board Minutes – May 8, 2023

Motion by Brian Coolidge/Tim Guiles to approve the minutes of the May 8th Select Board meeting. **The motion passed unanimously.**

3. Town Manager's Report

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

"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.

Brandon Select Board Meeting
May 22, 2023

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."

Other Updates:

Mr. Hopkins recently attended a meeting regarding the wastewater project that will be shut down soon. The EPA will be doing a site audit in late June that is not a matter of concern but will be looking for the practices being followed and to ensure maximum environmental items are done. Mr. Hopkins noted the wastewater treatment facility will be completed March 2024.

The paving bid for the Arnold District went out today and delinquent tax letters went out on Friday. The total delinquent balances are \$532,729 in taxes and \$198,100 for sewer totaling \$730,829. Because the billing is being combined with the Fire District, their delinquencies are \$147,271 that brings the total to \$878,100 for the Fire District and the Town.

Mr. Hopkins received information from the Insect Control district. The Town's application is considered complete and the Trustee of Public Funds will consider this after July 1st.

Tim Guiles stated setting up a goal-setting meeting as a workshop is a good idea and suggested having the Town Manager schedule this meeting when all are available. Mr. Hopkins suggested initially scheduling one meeting to allow for a free exchange of ideas and perhaps having an additional meeting 6 months later.

Brian Coolidge stated there were two significant expansion projects for water and sewer and asked if anyone had been notified. Seth Hopkins stated this information came from Tim Kingston and these are river crossings or banks with sewer collection lines. On the north side of Park Street, the project could cost \$160,000 to ensure the line is encased. The ends are becoming exposed from the casings and the bank is eroding around the pipe. There is another double river crossing on the east side of Pearl Street/north side of Maple Street that would cost more in the \$200,000 range to fix. The wastewater operators are aware that collection is an exposure and continue to inspect the areas. Cecil Reniche-Smith asked if this is for shoring up the riverbanks and Steve Cijka confirmed that would be the case. Ms. Reniche-Smith asked if this is something that needs to be done soon and Mr. Cijka advised it is likely in the next several years. There are 12 river crossings that were installed in 1960 and there had been a prior break. Mr. Cijka stated these need to be looked at as the river has been changing and will tend to erode things more than ever. Ms. Reniche-Smith stated this is something to plan during budget time but does not need to be done immediately.

Tim Guiles stated the Town Manager was going to get quotes for diesel, heating oil and propane. Mr. Guiles has talked with Jack Schneider of the BEC regarding biodiesel and Mr. Guiles would like this to be in the mix. He understands it is appropriate in some seasons but noted Middlebury has had success with it.

Jan Coolidge asked why the wastewater projects were not discussed during the Sewer meeting. Seth Hopkins stated the Select Board designates itself as the Sewer Commissioners and could discuss these during this meeting. Mr. Hopkins noted some towns have one meeting for all committees. Ms. Coolidge asked how many households are in the delinquent taxes. Sue Gage stated it is around 3% or 150 households.

Brent Buehler asked if the Town had to wait until covid was over before collecting delinquent taxes. Sue Gage advised the Board had waived penalties and interest during the declared state of emergency and this will be the first tax-sale post-pandemic. The penalties and interest have been applied since the declared emergency ended. A tax sale is usually done once per year.

4. Rec Director's Report

Brandon Select Board Meeting
May 22, 2023

Bill Moore provided the following report:

“ 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.”

5. Public Comment and Participation

Wayne Rausenberger stated when Bill Moore was interim Town Manager, Mr. Rausenberger had asked if Union Street would be repaved from Ella Dean Drive to High Pond Road and his response was there is no money in the budget and grants will be explored. There is a section between Twin Oaks and Ella Dean Drive that is in very bad shape and the Town has been doing cold patching that does not last. Mr. Rausenberger expressed concerns for safety in having to avoid the section and he hopes the Town can do something and suggested having Public Works dig up the pavement and put dirt down and leave it until the road can be paved with a sign, Rough Road Ahead. Mr. Rausenberger also indicated the front windows in the town office need to be replaced and the Town received \$500,000 to renovate the town office. The renovation did not cost the taxpayers any money and he was told two years ago that the Town was researching estimates for the windows. With regard to the Town Hall, he understands the floor needs replacing but the Board needs to consider replacing the roof. The majority of the roof is over 160 years old and before doing the floor the Town should replace the roof. Seth Hopkins stated there will be a discussion regarding paving and in the interim Mr. Erickson has hot mix to do patching and perhaps that would be a better fix. Mr. Hopkins has concerns with regard to historic restrictions with the other repairs and the Town will need to assure that there is not a compliance problem and that all restrictions are being honored. With regard to the town hall roof, Mr. Hopkins contacted Spardella who did the maintenance on the slate roof in 2015. They had provided a proposal and at that time noted the roof was at the end of life and should be replaced. Mr. Hopkins has asked them to provide a new proposal and they will do a site visit to determine what shape the chimneys are in. In 2015, the proposal was \$160,000 to replace the roof with slate. Mr. Rausenberger noted if the roof is lost, all the work done in the building is for not.

Bill Moore reported there will be energy audits done in the town hall and town offices that may provide an income stream from federal grants. The State is preparing to open up the grant application. Seth Hopkins stated the challenge

Brandon Select Board Meeting
May 22, 2023

for this grant opportunity for energy work is to submit accurate plans with wiring and structural components that could be difficult to provide.

Jan Coolidge asked when the slate will be put back on the Town Hall roof that had fallen off during the winter. Seth Hopkins advised he will look into this. Ms. Coolidge also suggested having someone check whether there is mold in the ceiling due to leaks. Brent Buehler asked if it would be possible to use synthetic material for the roof. Mr. Hopkins stated Spardella would like to quote a standing seam and it would be up to the Select Board to determine if they want to consider it. Tim Guiles would like to see all options for the Select Board to consider if they are applicable to a historic building.

Doug Bailey stated there had been a discussion about the waterfalls in back of Blue Moon as there is some stone missing. It was going to be looked at and reported back to the Select Board, as it seems this should be shored up. Seth Hopkins stated the dam is owned by the Town and he can reach out to River Corridors to determine what they would allow. Bernie Carr thought once the dam was taken down, it had to be left off and may be part of the issue as it would not be the same waterfall. Doug Bailey suggested confirming this information.

Brent Buehler asked if there has been a restructuring of the town departments and job descriptions. Seth Hopkin advised the goal is to settle that as of July 1st.

Bernie Carr expressed safety concerns with snow falling from the town hall roof if it were replaced with a standing seam roof.

6. Consider Capital Asset Policy

Sue Gage advised she has updated the numbers on the Town's Capital Asset policy that is in place. The Town does not capitalize anything under \$5,000. This was updated as Bill Moore needs a policy for grants. The VLCT does not have a Capital Asset policy model and she left everything the same except the valuations. Tim Guiles suggested, if adopted, to continue to bring it up to the present as there are likely no computers that now cost more than \$5,000 and also suggested seeing if there is a model policy. Sue Gage advised she will create a new policy for the Board's consideration. Cecil Reniche-Smith confirmed with Ms. Gage this is not a time sensitive issue.

7. Consider Blanket Payroll Authorization for Current Fiscal Year

Cecil Reniche-Smith stated at the last meeting the Board asked the Town Manager to put something together for the Board's consideration. Seth Hopkins stated he received assistance from Jackie Savelle, Sue Gage, and Bill Moore. There are four staff on an annual salary, most staff are hourly and there are some occasional staff. All hourly rates and salaries would be subject to the personnel policy and the two contracts. Approval of this document would provide the Treasurer with the authorization to do payroll and would bring the Town into compliance with statute.

Motion by Tim Guiles/Heather Nelson to approve the blanket payroll authorization document for the current fiscal year. **The motion passed unanimously.**

8. Consider Sale of 500-Gallon Fuel Tank and Related Equipment

Seth Hopkins stated this came to his attention and is located at the wastewater plant and the Town no longer purchases gasoline in bulk purchases as it was not cost efficient. There is still diesel fuel located at the Highway department. There is value in this and advised the two wastewater operators have indicated it is not necessary. Mr. Hopkins suggested divesting it through a sealed bid.

Motion by Tim Guiles/Heather Nelson to authorize the Town Manager to sell the 500-gallon fuel tank and related equipment. **The motion passed unanimously.**

Seth Hopkins asked if the Board would want the sealed bids to come to the Select Board or to be opened at the Town Office and brought to a Board meeting. Cecil Reniche-Smith suggested authorizing the Town Manager to invite bids and present the

bids to the Select Board. Heather Nelson felt comfortable with the Town Manager handling this and Ms. Reniche-Smith agreed it could be handled administratively. Tim Guiles stated the goal of the policy was to be as fair as possible to assure that people are paying the right amount and the Town is getting as much for the asset as possible. Mr. Guiles suggested, similar to Ebay that someone would put a bid in and over a period of time, the Town would achieve the best value. There was a perception that not having a sealed bid is cumbersome and a sealed bid is the best possibility of getting a good deal, but Mr. Guiles wants to assure the Town is getting the most value and to assure there is transparency. Heather Nelson stated as there is potential for towns switching to electric, it would be good to see it sold before no one wants it, and it is not a large value. Mr. Guiles suggested an eBay type environment with the bids available for public view. A page could be made on the Town's website that would be updated as the bids come in. It was suggested a minimum starting bid could be noted, and there could also be a buy-it-now cost. Tom Kilpeck asked if this falls within the policy. Mr. Hopkins stated previously if someone proactively came to the Town with an offer on a Town asset that was no longer of use the sale price was known. Mr. Kilpeck suggested the Town could use Municibid, a municipal eBay to sell assets. Mr. Guiles suggested determining if this program has a fee or can act locally. Ms. Gage noted that Jackie Savela and she go through the Town's assets during the audit. Mr. Guiles suggested listing this item locally and researching Municibid for the future. The Board was in consensus. Mr. Hopkins suggested it could be advertised in The Reporter, VLCT and on FPF.

Motion by Tim Guiles/Heather Nelson to authorize the Town Manager to do advertising of this asset, sell as an open bid, and create a page on the Town's website. **The motion passed unanimously.**

Bernie Carr agreed that more policies allow for more clarity. Cecil Reniche-Smith stated it is more of an issue of policy when someone comes to the Town, and the other scenario is for the Town to sell assets. Tim Guiles advised both scenarios fall under the same policy with some fine-tuning.

9. Current Projects Matrix

Seth Hopkins reported Bill Moore, Sue Gage, Jackie Savela, and he met to develop a projects matrix that includes the Public Works projects and the outside funding sources. Mr. Hopkins asked the Board to consider the funding sources for the projects. There is a fund balance in the General Fund but discouraged using it. Other funding includes the 1% Local Option Tax fund and the ARPA grant. Mr. Hopkins noted the matrix is for the Select Board's information. Tim Guiles thanked Mr. Hopkins and noted he did not have specific questions but would like to make a motion on the Library request for ARPA funding.

. Library Funding

Cecil Reniche-Smith recused herself from this discussion as she is on the Board of Trustees for the Brandon Library.

Motion by Tim Guiles to formally commit \$100,000 of ARPA funding and provide the Brandon Library a letter of commitment to proceed with their funding needs.

Brian Coolidge was not prepared to take action until the Board Chair was present. Mr. Guiles stated this has been discussed in the past and there is a timeliness need for this. Heather Nelson noted she would prefer to also wait until all members were present.

The motion failed without a second.

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)*

Brian Coolidge requested to table all of the local option tax fund requests until Tracy Wyman was present. Cecil Reniche-Smith thought the best use of the Board's time would be to wait until the next meeting to have a complete and open

discussion. Tim Guiles stated that is admirable, but statutorily the present members exist as a board and to stop the work while waiting for a 5th is not good process. Ms. Reniche-Smith disagreed that it is not wanting for everyone to be involved, but as a matter of responsivity to the Town, as they are entitled to have all board members present for expenditures of Town monies. Ms. Reniche-Smith noted these are significant amounts of money and suggested a full board needs to be present. Heather Nelson noted she would feel more comfortable with larger amounts that all board members are present, as these items are not time sensitive. Ms. Reniche-Smith stated with significant amounts of money, having a full board would be optimum practice.

Motion by Brian Coolidge/Heather Nelson to table this item to the next Select Board meeting. **The motion passed – 3 to 1- Tim Guiles.**

11. Consider Purchase of Woodchipper for Highway Department

Seth Hopkins submitted information from Shawn Erickson and noted Mr. Erickson and he had a conversation with Tracy Wyman. Mr. Erickson is prepared to wait and recommends it be considered at a future Select Board meeting.

Motion by Brian Coolidge/Heather Nelson to table this item to the next Select Board meeting. **The motion passed - 3 to 1- Tim Guiles.**

12. Fiscal

a) Warrant – May 22, 2023 - \$1,668,156.68

Motion by Brian Coolidge/Heather Nelson to approve the warrant of May 22, 2023 in the amount of \$1,668,156.68. **The motion passed unanimously.**

Brent Buehler thanked Seth Hopkins for providing the local option update. Mr. Buehler questioned the warrant for the Country Village Campground and Mr. Moore advised this relates to the Brandon Carnival that takes place at the end of July and is the payment for the place where the carnival people stay.

Tim Guiles noted the Board is willing to spend over \$1 million without Mr. Wyman. Cecil Reniche-Smith stated Fiscal is an ongoing Select Board agenda item that comes up at all meetings and everyone has had a chance to review them. The others discussed earlier are one-time asks apart from the warrant and she does feel comfortable with approving the one-time asks but does not want to table the warrant.

15. Adjournment

Motion by Brian Coolidge/Heather Nelson to adjourn the Select Board meeting at 8:24PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary



FOCUS AREAS DURING REPORTING PERIOD

For public awareness: the Arnold District Road will be closed Monday the 12th, Tuesday the 13th, and possibly Wednesday the 14th to set three cross culverts. Thanks to Naylor and Breen for lending the Town their message board to alert motorists to use an alternate route.

The new tandem truck has been delivered and already put to use by the crew; the old truck is carrying the chloride tank for treating the dirt roads and to serve as a backup. Their major work recently has been ditching the Arnold District Road in preparation for resurfacing, but additional work has been done on Churchill Road, Wheeler Road, and Richmond Road. Crew training from the State required for award of a small grant was also completed. The Town highway crew has been out roadside mowing in several areas to enhance road safety by providing clearer visibility and preventing obstructions to motorists.

After speaking with Angus Cheney of the Homeless Prevention Center, I have provided a suggested response protocol to Town staff who may be called upon to respond to requests for assistance from people experiencing homelessness with the end of funding of the pandemic motel housing program.

The motor for the Town clock could not be installed and has been sent back to the manufacturer for warranty repair.

Bill Moore and I held a site visit with Josh Carvajal of River Management to examine the waterfall/dam behind Kennedy Park. I had further correspondence with Zapata Courage of Wetlands. The work we hope to do to restore the waterfall appears to be allowable; we have the applications and I have reached out to Wright Construction who was recommended as being capable of this specialty work.

With Tim Guiles, I have completed additional emergency management training. We have also been assisted by Dennis Reisenweaver in modifying select components of our local emergency management plan to conform with best practices. Ongoing work is ahead of us on this and on the community outreach aspect of preparedness.

With Bill Moore I participated in a state workforce development summit Rep Stephanie Jerome convened here in Brandon. Hand in hand with that, Bill and I met with a facilitator and a group of Brandon residents planning to build homes which will be priced within reach for the local workforce (what the State has termed "missing middle" housing). The Town is working on a three-pronged approach to facilitating this: through collaboration with the planning commission (as the town plan is now open) we recommend expanding the Designated Downtown to include new businesses; with community members we will re-launch the effort to achieve Designated Village Status for Park Village and Forest Dale; with in-house, RRPC, and VT Housing and Community Development planners we will seek a Neighborhood Development Area periphery expansion to to broaden the benefits of our Designated Downtown.

I have had in-person and phone meetings with stakeholders and the engineer to try to tie up a Segó loose end of accessible parking spots which had been pledged to the Baptist church. Potential solutions are imperfect.

I attended the groundbreaking for the Brandon Free Public Library.

RESIDENTS' CONCERNS

Beavers continue to block a culvert under Old Brandon Road, effectively isolating the houses south of the culvert on this dead-end. Our highway foreman has been in consultation with the Town of Monkton who have had success with Beaver Deceivers. Thanks to the town clerk for this Vermont-based reference. In our situation, the culvert under the railroad is actually more problematic, and our foreman is in communication with the railroad, who have been good to work with and also want to find a long-term solution to the flooding of their infrastructure and ours.

Wood Lane is being addressed again as the property has fallen out of compliance with the Brandon Land Use Ordinance. Our zoning officer and rental health officer are both involved.

Plans are forming to address parking on Center Street occasionally blocking business entrances.

Rain gardens / bioswales on Park Street were weeded and cleared last week and the Pearl Street bioswales will be addressed this coming week; those are designed and planted differently.

Several other isolated public works calls were addressed by the road crew.

STAFFING

Officer Kevin Rimmer graduated from the Vermont Police Academy on June 2 and is now in his field training here in Brandon. It is expected that Officer Anna Burtch-MacLeod will complete the part-time Academy training later this month, and that Officer Aiden Alnwick will complete the K9 training and return with Guinness on 1 July. All of this will take pressure off the other officers in the coverage schedule to provide police protection to our community.

Nate McKeighan from Buildings & Grounds will be cross-training at Wastewater with a goal of Nate providing one week of on-call and one weekend on-duty (partial days) per month. This will ensure daily required testing is done and remedy the current situation where the Chief Operator has been working three weekends per month on a sustained basis.

A memo regarding "division of labor" and staff structure is provided with this report.

FOR AWARENESS OF SELECTBOARD

The workers' comp audit has been completed for the calendar year 2022, and due to retirement payouts that year, the lookback premium will be \$8700 above forecast budget. The Town's general labor costs are on the order of \$1.465M per year.

The highway foreman is finding knives for our Little & Co. Road Mower are no longer available as the manufacturer has ceased operation. The head will need replacement and it is possible a Diamond rotary mower can be mounted to the existing arm. Also, the foreman recommends purchase of a 20 ton trailer should be on our radar for doing our own hauling of the excavator and backhoe when required.

The selectboard will meet in workshop format at the town office at 7PM on Monday 19 June for goal-setting with the town manager.

Respectfully submitted,

Seth M. Hopkins.

TO: Brandon Selectboard
DATE: 5 June 2023
RE: Manager and Deputy Responsibilities

Orientation: The selectboard has expressed a desire to use the hiring of a new town manager as an opportunity to address and potentially rebalance some professional roles and responsibilities. Citizens have asked for clarification of job descriptions and expectations of both myself as town manager and Mr Bill Moore as deputy town manager.

Background: Bill and I have now worked closely together for about six weeks. During that time we have performed the customary functions of town management and administration and have had thoughtful exploration regarding the "division of labor" as some have termed the concept. [Bill continues to respond to in-the-field operational needs in the Recreation department as these arise and without my involvement. My Recreation tasks have been in planning and financial aspects of our overall Community Development (Recreation and Economic Development) program.]

Analysis: The statutory responsibilities of the town manager are set forth in 24 VSA §1236 (provided as reference with this memo). Bill and I have considered a division of labor along departmental lines, evaluated chain-of-management theory that could apply to local government in a community of our size, and developed a structural outline of the town staff by major mission area.

Counterarguments: We eliminated a straight hierarchy with the town manager at the top, deputy town manager immediately next, and all "department heads" reporting to Bill as the chief of staff. This would tend to isolate me from the staff more than an enterprise of our size requires. We eliminated a side-by-side siloing of responsibilities by department because it would tend to limit the professional growth that both of us could achieve for the benefit of the Town, the staff, and ourselves. Working in parallel instead of in close collaboration across all areas would limit both of us in our effectiveness as leaders and subject-matter experts and doubtless lead to miscommunication and misalignment of priorities.

It is key to bear in mind that no additional staff have been hired and none are sought in the rebalancing of town management roles. Rather, Bill's elevation to deputy town manager is a recognition that he has in the past served *de facto* as such, which is substantially supported by the selectboard's immediate decision to name him interim town manager when the need arose. He continues to serve as director of two complementary programs, Recreation and Economic Development, which may be usefully and helpfully considered a unified mission of Community Development. In like manner, the selectboard has encouraged a path of broader community engagement and a more robust role for the elected and appointed volunteer boards and committees of our community.

Selected course: While it may look a little unconventional, what appears in the staff organizer provided with this memo recognizes two realities: 1) most of our quote-unquote departments consist of only one or two staff members, so any real hierarchical structure would be excessive; thus we have clustered all staff into **four major mission areas** (Public Safety, Community Development, Administration & Finance, and Public Works), and 2) a town manager and a deputy town manager who can both competently oversee all four major mission areas will facilitate our ability to implement the selectboard's vision and direction with a whole-of-staff approach. A true management team, as the selectboard has appropriately termed the model, will provide the Town with resilience, fuller professional development of employees, and a strong platform to deliver the services the community requires.

Respectfully submitted,
Seth M Hopkins

The Vermont Statutes Online

Title 24 : Municipal And County Government

Chapter 037 : Town, City, Or Village Managers

(Cite as: 24 V.S.A. § 1236)

§ 1236. Powers and duties in particular

The manager shall have authority and it shall be his or her duty:

(1) To cause duties required of towns and town school districts and not committed to the care of any particular officer, to be duly performed and executed.

(2) To perform all duties now conferred by law upon the selectboard, except that he or she shall not prepare tax bills, sign orders on the general fund of the town, call special or annual town meetings, lay out highways, establish and lay out public parks, make assessments, award damages, act as member of the board of civil authority, nor make appointments to fill vacancies which the selectboard is now authorized by law to fill; but he or she shall, in all matters herein excepted, render the selectboard such assistance as it shall require.

(3) To be the general purchasing agent of the town and purchase all supplies for every department thereof; but purchases of supplies for departments over which such manager is not given control, and of the town school district, shall be made according to requisition therefor by such departments or school directors.

(4) To have charge and supervision of all public town buildings and repairs thereon, and all building undertaken by the town, unless otherwise provided for by the selectboard, shall be done under his or her charge and supervision.

(5) To perform all the duties now conferred by law upon the road commissioner of the town, including the signing of orders; provided, however, that when an incorporated village lies within the territorial limits of a town which is operating under a town manager, and such village fails to pay to such town for expenditure on the roads of the town outside the village, at least 15 percent of the last highway tax levied in such village, the legal voters residing in such town, outside such village, may elect one or two road commissioners who shall have and exercise all powers of road commissioner within that part of such town as lies outside such village.

(6) [Repealed.]

(7) To do all the accounting for all of the departments of the town and of the town school districts when the board of school directors so request.

(8) To supervise and expend all special appropriations of the town, as if the same were a separate department of the town, unless otherwise provided for by the selectboard.

(9) To have charge, control, and supervision of the following matters:

(A) the police department, if any, and shall appoint and may remove the officers thereof and shall fix their salaries;

(B) the fire department, if any, and shall appoint, fix the compensation of, and may remove all officers and employees thereof;

(C) the system of licenses, if any, not otherwise regulated by law;

(D) the system of sewers and drainage, if any, except the making of assessments therefor;

(E) the lighting of streets, highways, and bridges;

(F) the sprinkling of streets and highways and laying of dust, except the making of assessments therefor;

(G) the maintenance of parks and playgrounds.

(10) To collect all taxes due the town and to perform all the duties now conferred by law upon the collector of taxes, if the town so votes. Such manager shall continue so to do until the town votes otherwise at a meeting duly warned for the purpose of voting on such question. For the collection of taxes, a town manager may charge and collect the same fees as a collector of taxes, and the fees so collected shall be paid into the treasury of the town. (Amended 1967, No. 147, § 53(b), eff. Oct. 1, 1968; 2011, No. 155 (Adj. Sess.), § 9; 2017, No. 130 (Adj. Sess.), § 12.)

(All staff as of 5 June 2023)

POLICE FORCE
CH David Kachajian
M von Schleusingen
Nick Stenardo
Joe Mannino
Aiden Alnwick
Ethan Kelleher PT
Kevin Rimmer ACDY
A Burtch--MacLeod PT
Admin: Linda Graziano

EMERGENCY MGMT
Seth Hopkins EMD
Tim Guiles EMC

RENTAL & HEALTH
Larry Stevens

ANIMAL CONTROL
Tim Kingston

E-911
Tom Killeck

PUBLIC SAFETY

TOWN MANAGER
Seth Hopkins

DEPUTY MANAGER
Bill Moore

COMMUNITY DEVELOPMENT

RECREATION
Bill Moore
Colleen Wright

ECONOMIC DEVELOPMENT
Bill Moore

WASTEWATER
CH Steve Cijka
Tim Kingston

PUBLIC WORKS

HIGHWAY
FM Shawn Erickson
Dan Snow
Jeremy Disorda
Brian Killeck

BLDGS & GROUNDS
Nate McKeighan

ADMINISTRATION & FINANCE

ADMINISTRATOR
Elaine Smith

ASSESSOR'S CLERK
Karen Folger

TOWN CLERK & TREASURER
Sue Gage
Luanne Merkert
(SEE NOTE)

BOOKKEEPER
Jackie Savela

ZONING OFFICER
Jeff Biasuzzi

NOTE: The Town Clerk & Treasurer are elected positions not subject to oversight of the town manager; likewise, the assistant town clerk and treasurer are appointments of the town clerk, not the town manager. However, close collaboration is advisable and customary.



TOWN OF
BRANDON
OF VERMONT

RECREATION

June 9, 2023

- More Electrical work is planned for Estabrook Park with the addition of lights at the top of the poles on the drive-in screen to allow for more lighting in the southern lot during evening events like the Brandon Carnival, Drive-in Movies and Spooksville.
- The 2nd Annual Davenport Electric Fest is shaping up nicely with confirmations from cool vendors like Beta Technologies and their electric airplane simulator. **July 8th from 12-5 at Otter Valley Union High School.** As a centerpiece of event, The Brandon Chamber and Brandon Museum have enticed Dr. Hal Wallace, curator of the Electricity Collections at the Smithsonian's National Museum of Natural History to give a presentation about Brandon's own Thomas Davenport's world-changing invention and the increasingly impactful legacy thereof.
- Summer Softball practice begins tonight with 15 girls being practice for a 5 week season of
- Coach Sarah Whitney is back with a summer cheer mini camp August 7th -10th.
- games that start at the end of June. Thank you to coach Joe Desabrais and sponsor Graph-X
- Red Clover Ale Company has sponsored a summer men's basketball team that will be competing in a league that is hosted in Rutland. Games start this Sunday
- Summer schedules have impacted the following Brandon Rec Offerings:
 - o Aikido with Sensei Wade will move to OV North Campus Gymnasium on Mondays
 - o Thursday-night Table Tennis is taking the summer off (resumes in September)
 - o Thursday Night Pick-up basketball is moving from Neshobe to Otter Valley starting June 15th

Respectfully Submitted,



Bill Moore

XX April 2023

Possible Contractor

Dear Sr or Madam

The Historic Preservation Commission (BHPC) of the Town of Brandon, Vermont is requesting a cost plus fixed fee or cost reimbursement quote to perform a Preservation Survey for the Town of Brandon.

Statement of Work

The town of Brandon has a long history as a center for commercial and manufacturing activities in central Vermont. The heart of these early activities was its location on or near the Neshobe River.

In the early days, lumbering and wood working were the main focus with a saw mill located on the river. The town is ringed with marble quarries and mines that produced marble, copper, iron and other minerals. As the town grew other industries moved in to town. Notable people in history such as Senator Stephan Douglas and Thomas Davenport (inventor of the electric motor) are associated with Brandon.

The purpose of this procurement is to provide an overall survey of the important historical areas, industries and people associated with the Brandon area. There are three Historic Districts already listed in the National Register of Historic Places, Brandon Village, Rossiter Street and Church Street. However, many areas outside the listed historic districts also have significant historical implications. This study will focus on these other areas and integrate the current information into a more cohesive historical perspective. This will include the old Brandon site, Forest Dale and other areas outside the downtown area. See attached map of the Brandon area that will be included in the study. The study will also focus on the manufacturing and industrial aspects of Brandon. It is estimated that approximately 50 properties will be surveyed with review of historical documentation located at the Brandon Free Public Library, the Brandon Museum and town records.

It is expected that the survey will be performed by a qualified organization that has performed such surveys in the past. It will be supplemented by members of the Brandon Historical Preservation Commission and volunteers. The project should be completed within 18 months once started, A report will be issued that will identify significant and minor historical properties and activities associated with Brandon. Recommendations will be made for future evaluations and actions to include a listing of new historic facilities for consider for inclusion in the National Register of Historic Places.

The purpose of this project is to identify areas of interest that should be pursued by the BHPC, not to provide a detailed analysis of individual activities or properties. The BHPC will use the results of this study to prioritize where the BPHC limited resources should be expended.

Schedule

The following is a draft schedule. The dates in yellow are fixed dates per the grant. The estimated length of the contract can be changed based on effort. The project must be completed by 30 September 2024. It is requested that the successful vendor will also provide quarterly reports to the BHPC.

Schedule

Date	Action
5/31/2023	Establish Grant Agreement with contracted firm
6/10/2023	Clarify goals and scope. Begin collection of data.
11/31/2023	Collect and analyze data
12/1/2023	First progress report due to DHP
3/15/2024	Complete first draft of report
4/1/2024	Second Progress Report
5/31/2024	Complete review of first draft of report
6/15/2024	Incorporate BHPC comments into report
7/31/2024	BHPC review draft of final report
8/31/2024	Completion Deadline to submit final project report, final report and request reimbursement.
9/30/2024	Deadline for DHP to process payment requests and disburse grant funds

Proposal format

The proposal can be in letter form providing the estimated overall cost along with a schedule of labor rates by position category, overhead charges for expenses and other costs, and fixed fee if appropriate. An anticipated schedule, identification of principle investigator(s) (with resume) and a list of similar studies performed by your organization should be provided. A copy of your insurance certificate must be provided. Any exceptions to this request for proposal should be identified.

Funding Statement

This activity that is subject to this procurement will be financed in part with federal funds from the National Park Service, Department of the Interior, through the Vermont Division for Historic Preservation. Since this contract will receive federal funds, the Department of Interior strictly prohibits unlawful discrimination in federally assisted programs on the basis of race, color, national origin, age or handicap. A grant of up to \$12,000 has been awarded to the Town of Brandon.

All quotes are due by **noon, 30 April 2023**. They may be emailed to Dennis Reisenweaver, Chair, Brandon Historical Preservation Commission, dennwr3@aol.com. Questions can be addressed by calling Dennis Reisenweaver at (505) 490-9148 (cell) or sent to dennwr3@aol.com.

Regards

Dennis W. Reisenweaver
Chair, Historic Preservation Commission
Brandon, VT 05733

May 8, 2023 | Proposal

Town of Brandon



Preservation Survey

Brandon Historic

Preservation Commission





May 8, 2023

Mr. Dennis Reisenweaver; Chair
Brandon Historic Preservation Commission
Via email at dennwr3@aol.com

Re: Historic Preservation Commission of the Town of Brandon—Preservation Survey

Dear Dennis:

The Cultural Resources Group at VHB is pleased to submit the enclosed proposal for completing the preservation survey for the Historic Preservation Commission of the Town of Brandon (BHPC). Our team is passionate about identifying and preserving cultural resources and historic sites throughout Vermont. We are excited by the opportunity to work with BHPC to identify resources and historic contexts significant to the Town of Brandon's history.

Our VHB Cultural Resources Group in Vermont is comprised of four historic preservation professionals who collaborate to produce thoughtful, innovative, and technically rigorous reports. Our team is skilled in stakeholder interaction and communication and maintains excellent working relationships with various state agencies including the Vermont Division for Historic Preservation (VDHP), as well as with institutions, developers, and businesses throughout the state. In addition to being responsive and easy to work with, we have developed an extensive practice in identifying and surveying cultural resources.

In the past five years, our group has surveyed over 1,000 resources in Vermont, identified the key architectural and historic features of dozens of different resource types, and developed a deep understanding of the history and context of the state, including in Rutland County. We have conducted robust surveys for the municipalities of Winooski and Middlebury, as well as for the University of Vermont. Our team has also worked with VTrans to survey resources potentially impacted by transportation projects; these transportation surveys require an analysis of a wide variety of resource types within a lengthy corridor and the development of historic contexts. Several of these VTrans projects were in Brandon. Finally, our group is supported by a talented GIS team that can deliver interactive web maps BHPC can use to assist in its review of survey data and subsequent decision-making process.

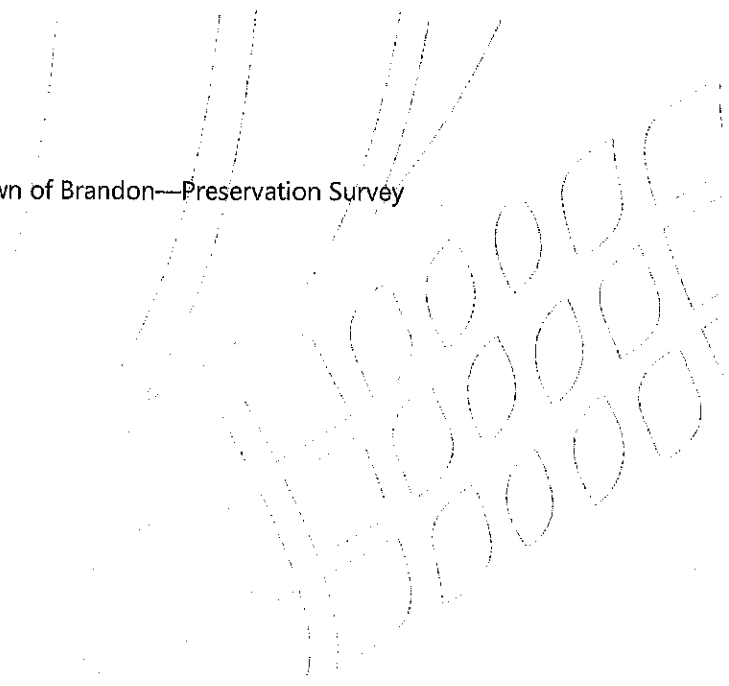
Our team is prepared to leverage our experience with research and survey to deliver a quality work product on schedule and within budget. We have the capacity to begin work as soon as an agreement is in place between BHPC and VHB. Please let me know if you have any questions regarding our enclosed proposal.

Sincerely,

VHB

A handwritten signature in black ink, appearing to read "Britta Tonn", is written over a light gray circular stamp.

Britta Tonn
Vermont Director of Cultural Resources
btonn@vhb.com



Contents

Introduction.....	1
Experience and Qualifications.....	1
Project Approach	3
<i>Proposed Timeline for the Completion of this Work</i>	<i>4</i>
<i>Scope of Work/Work Plan</i>	<i>4</i>
<i>Digital Innovation</i>	<i>5</i>
<i>Proposed Fee Based on the Scope of Work.....</i>	<i>5</i>
References.....	5
Resumes.....	5

Introduction

VHB's Vermont Cultural Resources Group offers a full complement of historic preservation services for public and private-sector clients. These services include cultural resources surveys, historic research, public engagement, building documentation, National Register (NR) and State Register (SR) determinations of eligibility, National Register nominations, historic tax credit applications, local, state, and federal regulatory reviews, research and design for interpretive panels and other exhibits, and adaptive reuse project planning. The expertise provided by our team of preservation planners ensures that products are thoughtfully researched and well-written. VHB's preservation planners all meet the Secretary of the Interior's Professional Qualification Standards for an Architectural Historian (36 CFR 61).

Experience and Qualifications

Collectively, our four-member team has surveyed over 1,000 properties and completed over 50 individual and historic district NR nominations. Our team has a strong working relationship with staff at the Vermont Division for Historic Preservation (VDHP) and have demonstrated success in identifying and surveying historic resources and developing historic contexts. Particularly relevant to the RFP is the Historic Resource Inventory that VHB prepared for the City of Winooski. Within this report, VHB completed a windshield survey of 225 properties and a subsequent intensive survey of 111 of these properties along the City of Winooski's three gateway corridor districts. VHB also conducted an extensive survey of over 550 properties within the Village of Middlebury as part of the village's resurvey and historic district boundary amendment. VHB has written numerous Vermont Architectural Resource Inventory (VARI) forms for smaller historic districts and singular resources. Additionally, VHB has prepared historic property documentation reports for historic resources such as Federal and Greek Revival style homes, farmsteads, churches, grange halls, commercial buildings, state office buildings, railroad depots, Civilian Conservation Corps (CCC) buildings and structures, ski industry resources, dam complexes, and bridges. VHB's Cultural Resources team is well acquainted with and able to recognize the significance of a myriad of historic resource types and possesses a deep understanding of the history of Vermont, including Rutland County and the Town of Brandon.

The following selection of VHB projects highlights our team's depth of knowledge relevant to the scope of work in the RFP, and our experience working in diverse communities throughout Vermont. Relevant projects completed by members of our team prior to joining VHB are included in the attached resumes.

Winooski Historic Resources Inventory and Historic Preservation Bylaw Development | Winooski, VT

On behalf of the City of Winooski, VHB completed a multi-part project that involved the facilitation of community dialogue to help Winooski establish its community preservation priorities, culminating in the development of recommended preservation bylaws for the city. The project began with a reconnaissance survey of 225 properties and a subsequent intensive (VARI) survey of 111 of these properties along the city's three gateway corridors to identify historically and architecturally significant buildings. VHB participated in public meetings with

VHB | Historic Preservation Commission of the Town of Brandon—Preservation Survey

Winooski City Council and various city commissions to present the results of the survey and discuss historic preservation opportunities. Using the results of the VARI survey, community feedback, and knowledge of preservation planning principles, VHB developed recommended preservation bylaws for the city that were presented at various public meetings.

Middlebury Village Historic District – Survey and National Register Nomination Update | Middlebury, VT

VHB completed an extensive update to the Middlebury Village Historic District NR nomination of 1976 (amended 1980 and 2001) as a component of the mitigation required for the Middlebury Bridge & Rail Project. VHB approached the project with the goal of developing more inclusive documentation of the village's resources, history, and significance, expanding the boundary such that the historic district is now the second largest in the state. The historic district contains a diverse mix of properties ranging from late-19th through mid-20th century vernacular to high style houses, industrial complexes, commercial buildings, educational buildings, transportation resources, and several parks. The nomination also included significant research and a robust context for Criterion B, which identified eight individuals that contributed to the significance of the historic district. The first phase of this project involved completing an individual VARI form for each property in the original district and in surrounding neighborhoods; approximately 550 properties were surveyed and documented using digital GIS technology. VHB kicked off the project with a presentation about the NR nomination process at a Town of Middlebury community meeting. Throughout the project, VHB also facilitated regular meetings with staff at VTrans, VDHP, and a historian who served as technical advisor for this project.

VTrans Historic Railroad Resources Survey | Statewide, VT

VHB is presently engaged in a comprehensive survey of railroad resources along state owned rail lines in Vermont. For this project, VHB developed a detailed history of the former Rutland Railroad, Green Mountain Railroad, and Connecticut and Passumpsic Rivers Railroad, outlining the importance of each line to the state and communities through which they passed. The project requires VHB to conduct field surveys of over 280 miles of railroad in order to identify surviving resources related to the railroads and their passage through Vermont.

University of Vermont (UVM) Historic District National Register Nomination Updates | Burlington, VT

VHB completed two NR nomination updates for UVM: the University Green Historic District, and the Redstone Historic District. In addition to a comprehensive re-write of each nomination form, the projects included a VARI survey form for all buildings within the historic districts.

Brandon Segment 6 Section 106 Mitigation (Crescent Park and Central Park) | Brandon, VT

Under contract with VTrans, VHB provided historic resources services to support a Section 106 mitigation documents for a Historic Resource Documentation Package (HRDP). VHB photographed the existing setting and features of two parks in Brandon and conducted historical research to document the changes in the Brandon Village Historic District. The deliverable included a written report, photographic documentation, and maps keyed to photo locations.

Pittsford-Brandon NH 019-3(494) – Route 7 Upgrade | VT

Under contract with VTrans, VHB completed the environmental permitting for Segment 4 of the Pittsford-Brandon project. VHB's work included comparing previous plans and current plans, completing a historic resource ID, as well as the Section 106 and Section 4(f) evaluations. This involved coordination within the VHB team as well as with VTrans.

Brandon Park Street Roadway and Infrastructure Improvements – Section 106 Mitigation, HRDP | Brandon, VT

Under contract with VTrans, VHB completed an HRDP for the Park Street project. VHB photographed the existing setting and features of Park Street and conducted historical research using resources available at the Brandon Library and digitally. The deliverable included a written report, photographic documentation, and maps keyed to photo locations.

Architectural Historian Consultation Services, Vermont Department of Forests, Parks & Recreation (FPR) | Statewide, VT

VHB is currently consulting with FPR staff and VDHP on a variety of CCC-era and mid-twentieth century State Park and State Forest improvement projects in southern Vermont. These projects are located at Coolidge State Forest, Townshend State Park, Lowell Lake State Park, Mt. Ascutney State Park, Molly Stark State Park, and Coolidge State Park and involve historic building renovations, maintenance planning, and culvert replacements. VHB is tasked with drafting memoranda to FPR that provide architectural and historic analyses of the resources and recommendations for rehabilitation that will preserve character-defining features. VHB completed a survey of Molly Stark State Park in Wilmington that includes research, documentation, and a State Register Historic District eligibility recommendation.

Project Approach

VHB understands that the BHPC is essentially looking to collect data on historic resources in understudied areas of the Town of Brandon that are associated with various themes of Brandon's history. This data will help inform the town's future efforts to document and preserve a wider array of historic resources. VHB proposes to assist Brandon in this endeavor by completing a reconnaissance level survey and documentation of areas outside of the village core and existing historic districts, and to develop historic contexts through which to identify and understand the surveyed resources.

VHB is well-versed in and committed to working with groups of project stakeholders including clients, the public, and VDHP to advance a project efficiently and effectively. To provide a high-quality work product that meets the goals and timeline stated in the RFP, VHB can leverage our experience with historic resource surveys. We are well positioned to understand and complete the scope of this project due to our experience coordinating and conducting complex survey projects throughout Vermont.

VHB will dedicate two preservation planners to this project to ensure that it is completed within the timeline described in the RFP. **Matthew Shoen** will serve as the lead researcher, author, and community engagement specialist for the project, as well as the primary liaison between VHB and BHPC. He will be assisted by **Jenny Fulton**, who likewise has experience identifying, surveying, and documenting cultural resources and has a strong working relationship with staff

at VDHP. Britta Tonn, VHB's Director of Cultural Resources, and Kaitlin O'Shea, Senior Preservation Planner, will serve as technical advisors as needed.

Proposed Timeline for the Completion of this Work

VHB is committed to adhering to our clients' timelines and expectations, and we value transparent and frequent communication. VHB has the capacity to begin work on this project as soon as a signed contract is in hand (assumed in May 2023) and will be available throughout the length of the contract. As a team of four historic preservation professionals, we have the unique ability to complete projects with accelerated timelines because we have the necessary staff resources and positive relationships with staff at VDHP. To this end, VHB has the capacity to work within the time schedule described within the RFP.

Scope of Work/Work Plan

VHB proposes the following scope of work to complete the projects described in the RFP:

- » **June 2023:** VHB will organize a virtual kickoff meeting with BHPC to clarify goals and the project scope. During this meeting important research repositories will be identified along with initial topics of interest that BHPC believe should be pursued. Initial survey areas will also be discussed to facilitate site visit planning.
- » **June-December 2023:** Following the kickoff meeting, VHB will conduct historic research on the Town of Brandon focusing on areas of interest identified by the BHPC such as the old Brandon site, Forest Dale, as well the themes and topics of interest discussed during the kickoff meeting. Research will include a mix of online and archival investigations. It is anticipated that volunteers from BHPC and the Brandon community will assist in collecting research materials and forwarding them to VHB. Research materials collected by VHB will be made available to BHPC at the conclusion of the project.
- » **June-December 2023:** Coinciding with the research and context development, VHB will conduct a reconnaissance-level field survey of properties in Brandon to identify buildings and other resources that speak to the historic contexts being developed. VHB will dedicate at two full days to conduct the field survey to photograph and document historic buildings. The field survey will assist VHB in identifying properties that are historic and will require additional documentation to evaluate their integrity and eligibility. The field survey may also provide insight into potential historic districts. This approach will be guided by National Register Technical Bulletin #24: Guidelines for Local Surveys: A Basis for Preservation Planning.
- » **December 2023-August 2024:** Following the field survey, VHB will produce a comprehensive report for BHPC. The report will summarize VHB's methods, provide a detailed historic context of Brandon's development with special focus paid to the relevant themes identified by BHPC, include recommendations for future evaluations and actions that BHPC may consider pursuing, and include detailed maps of the surveyed properties. A detailed list of properties surveyed by VHB will be included as an appendix to further assist BHPC to process the results of the survey and identify next steps. VHB will provide the first draft of the report to BHPC no later than **March 15, 2024** and conduct two rounds of edits based on feedback. Completion of the final report will occur no later than **August 31, 2024**.

Throughout the project's duration VHB will maintain open communication with BHPC and VHB, completing progress reports and check ins as requested.

Digital Innovation

VHB has developed an innovative and efficient method for completing historic resource surveys by employing the use of GIS-based digital technology on Esri's ArcGIS Online Platform. VHB will employ this technology to supplement the field survey of Brandon. VHB's preservation planners collect historic resource data in the field using tablets; the data includes photographs, addresses, dates of construction, types of resource, and other field observations. The data will be displayed and accessed on a webmap, can easily be downloaded from the mapping software, and can also be used to generate detailed and accurate print maps. The webmaps, with data from the surveys, will be shared with BHPC and other stakeholders.

Proposed Fee Based on the Scope of Work

The proposed fee includes \$11,500, as well as \$125 in direct expenses, for a total of \$11,625. VHB's direct expenses will include round trip mileage to project sites. Mileage fees are calculated at the current standard GSA mileage rate of 65.5 cents per mile.

References

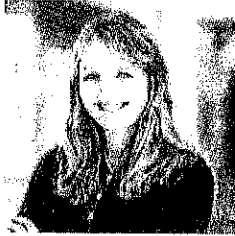
Reference Name and Title	Contact Information
Judith Ehrlich VTrans Historic Preservation Officer Middlebury Village Historic District	802.595.3744 Judith.ehrlich@vermont.gov
Lisa Kingsbury University of Vermont Associate Director of Planning University Green and Redstone Historic Districts	802.656.1059 Lisa.kingsbury@uvm.edu
Sheila Fowler Parks Regional Facilities Manager Southeast Region Architectural Historian Consultation Services	802.773.2657 sheila.fowler@vermont.gov

Resumes

VHB staff resumes are provided on the following pages.

Britta A. Tonn

Vermont Director of Cultural Resources



Education

MS, Historic Preservation,
University of Vermont, 2010

MA, Education, Goddard
College, 2007

BA, History of Art and
Architecture, Middlebury
College, 2002

Organizations/Affiliations

Architectural Historian Board
Member, Vermont Advisory
Council on Historic Preservation

Britta is the Director of Cultural Resources for VHB's Vermont offices. She has extensive experience documenting and assessing the significance of historic resources, completing National Register nominations and historic surveys, navigating various regulatory processes, and providing preservation planning expertise to municipalities and for a variety of historic rehabilitation and development projects. She values both rigorous technical enquiry and a collaborative approach to projects, maintaining excellent working relationships with colleagues, clients, and regulators. Britta meets the Secretary of the Interior's Professional Qualification Standards for an Architectural Historian and Historian (36 CFR 61) and is the governor-appointed Architectural Historian member of the VT Advisory Council on Historic Preservation.

14 years of professional experience

Winooski Historic Resources Inventory and Historic Preservation Bylaw Development, Winooski, VT

On behalf of the City of Winooski, Britta completed a multi-part project that involved the facilitation of community dialogue to help Winooski establish its community preservation priorities; the completion of reconnaissance and intensive historic resource surveys along the gateway corridors to identify significant buildings; and crafting a proposed preservation bylaw for the city. Britta presented the results of the historic resource survey to the Winooski City Council, Planning Commission, and Housing Commission to gather feedback from members of these commissions and the public in attendance at these meetings. The project culminated in a report that included historic context narratives for the city, presented the results of the surveys, a recommended approaches to creating a historic preservation bylaw.

Middlebury Village Historic District Survey and National Register Nomination Update, Middlebury, VT

VHB prepared an extensive update to the existing Middlebury Village Historic District National Register nomination of 1976. Britta and colleague Matt Shoen approached the project with the goal of developing more inclusive documentation of the village's resources, history, and significance, expanding the boundary such that the historic district is now the second largest historic district in the state. The first phase of this project involved completing a VARI form for each building in the original district and in surrounding neighborhoods; approximately 540 properties were surveyed and documented. VHB employed the use of digital GIS technology to expedite the field survey, manage the data collection process, and auto-populate the VARI forms.

Development of Design Guidelines for the Village of Lyndonville | Lyndon, VT

Britta and colleague Kaitlin completed Phase 1 of a two-part project aimed at developing Design Guidelines for Lyndonville's downtown and for the Routes 5, 114 and 122 corridors. Phase 1 involved the development of an Existing Conditions Survey and Report which served as a framework for understanding Lyndonville's need for design guidelines based upon its history, community concerns, and existing conditions. The report included recommendations for the types of design guidelines that should be explored in Phase 2 of the project.

Cambridge STP PS24(6) Historic Resource ID and Section 106 Review, VT

Britta and colleague Matt Shoen completed a Section 106 review that included a reconnaissance level historic resource survey for an approximately 7-mile corridor on Route 108, which involved photographing, describing, and evaluating approximately 167 properties for historic significance, integrity, and National Register eligibility. VHB utilized a custom ArcGIS Collector app tied to a webmap to collect information and photographs of each property within the Study Area and is completed a set of maps showing the research area.

Stowe-Morristown STP PS19(3) Historic Resource ID, VT

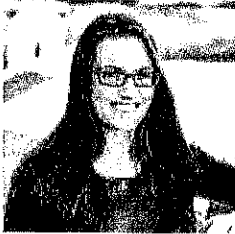
Britta and colleague Kaitlin O'Shea completed a reconnaissance historic resource survey for the 8-mile corridor on Route 100, which included photographing, describing, and evaluating 200 properties for historic significance, integrity, and National Register eligibility. VHB completed a set of maps showing the research area and keyed the parcel number to the property table.

University of Vermont ("UVM") "University Green Historic District" National Register Nomination Update, Burlington, VT

On behalf of UVM, Britta researched, wrote, and produced an update to the existing, 1976 University Green Historic District National Register nomination form. The nomination update was one component of the mitigation required to resolve adverse effects for two building projects which were subject to Act 250. In addition to a comprehensive re-write of the nomination form, the project included an intensive-level survey of all buildings within the historic district. For this survey, each building was documented on the Vermont Historic Sites and Structures Survey ("VHSS") form and evaluated for architectural integrity and historic / architectural significance.

Kaitlin O'Shea

Historic/Cultural Resources



Education

MS, Historic Preservation,
University of Vermont, 2011

BS, Historic Preservation,
University of Mary Washington,
2006

Affiliations/Memberships

Advisor, National Trust for
Historic Preservation

Advisor, Vermont Marble
Museum

UVM-Historic Preservation
Alumni Association

Kaitlin is a Preservation Planner in VHB's Vermont office. With a strong background in and understanding of preservation principles and practice, she provides proficiency in regulatory process and compliance, particularly Section 106 review, and Section 4(f) evaluations, as well as historic documentation, historic resource identification, and project management in the government framework. Kaitlin meets the Secretary of the Interior's Professional Qualification Standards for an Architectural Historian and Historian (36 CFR 61).

17 years of professional experience, 8 years with VHB

VTrans Historic Preservation Services Contracts, Statewide, VT

As part of the Historic Preservation Services 2018 Contract (#PS0709), VHB was selected one of four firms to provide various preservation services to VTrans. Under this authorization, Kaitlin has completed reviews and documentation for historic resource evaluations, Vermont Architectural Resource Inventory (VARI) forms, Section 106 reviews, and Section 4(f) evaluations as well as mitigation projects such as Historic Resource Documentation Packages (HRDPs). Kaitlin is the Project Manager for the recently awarded Historic Preservation Services 2022 Contract (#PS1000), for which VHB was ranked in first place.

Brandon Segment 6 Section 106 Mitigation (Crescent Park and Central Park), Brandon, VT

Under contract with the Vermont Agency of Transportation (VTrans), Kaitlin provided historic resources services to support a Section 106 mitigation documents for a Historic Resource Documentation Package. She photographed the existing setting and features of two parks in Brandon and conducted historical research to document the changes in the historic district. The deliverable included a written report, photographic documentation, and maps keyed to photo locations.

Pittsford-Brandon NH 019-3(494) – Route 7 Upgrade, VT

Under contract with the VTrans, Kaitlin is part of the VHB team completing the environmental permitting for Segment 4 of the Pittsford-Brandon project. Kaitlin's includes comparing previous plans and current plans, completing a historic resource ID, as well as the Section 106 and Section 4(f) evaluations. This involves coordination within the VHB team as well as with VTrans.

Brandon Park Street Roadway and Infrastructure Improvements – Section 106 Mitigation, HRDP, Brandon, VT

Under contract with the VTrans, Kaitlin completed a Historic Resource Documentation Package for the Park Street project. She photographed the existing setting and features of Park Street and conducted historical research using resources at the Brandon Library and digitally. The deliverable included a written report, photographic documentation, and maps keyed to photo locations.

Lamoille Valley Rail Trail STP LVRT(10)(11)(12)(13)(15), Swanton to St. Johnsbury, VT

Under contract with the VTrans, Kaitlin is part of the VHB team designing, engineering, and completing the environmental permits for the remaining 30 miles of the 93-mile project. Building on prior resource assessments, Kaitlin reviewed over 150 bridges,

culverts, and cattlepasses to evaluate their historic integrity and significance as well as the project impact to each resource and the Lamoille Valley Railroad linear historic district. Kaitlin completed all of the Section 106 reviews and related Memorandum of Agreements (MOAs), as well as the Section 4(f) evaluations.

Green Mountain National Forest, Determinations of Eligibility, Mt. Tabor and Rochester, VT

Under contract with the USFS (directly and as a subcontractor), Kaitlin has completed determinations of eligibility for GMNF Bridge 10-6.9 on Forest Road 10 in Mount Tabor (Danby), VT and for Bridge No. 28 on West Hill Road/Forest Road 41 in Rochester, VT. GMNF Bridge 10-6.9 was a 1948 single span reinforced concrete slab bridge with concrete railings on 1937 abutments. Bridge No. 28 in Rochester is a 1960 single span timber beam bridge on interlocking timber abutments. Kaitlin conducted a site visit and reviewed original plans, historic records, and bridge types in order to determine the integrity and significance of the bridges.

Chelsea Street Sidewalk Project, South Royalton, VT

On behalf of the Town of Royalton, Kaitlin completed the historic resource identification report for above-ground cultural resources as part of the VTrans MAB project process. VHB was hired to complete the design and engineering for the project. Following the completion of the report, VTrans requested that Kaitlin complete the Section 106 review and Section 4(f) evaluation. The Project involves streetscape and sidewalk reconstruction and redesign as well as pedestrian improvements to revitalize the Chelsea Block.

Hartford Bridge 7 Replacement, VTrans, Hartford, VT

Under contract with VTrans, Kaitlin completed the Section 106 review, MOA, and Section 4(f) evaluation for the replacement of the historic Bridge No. 7, which is located in the Hartford Village Historic District. The project resulted in an adverse effect to the bridge and the historic district. VTrans requested that Kaitlin write the individual Section 4(f) evaluation – the first one to be written in Vermont in seven years. Kaitlin worked closely with VTrans staff and their consulting engineers as part of this process.

Matthew S. Shoen

Preservation Planner



Education

MS Historic Preservation,
University of Vermont, 2021

BA History and English, St.
Lawrence University, 2014

Affiliations/Memberships

UVM Historic Preservation
Alumni Association

Preservation Burlington

Matt is a Preservation Planner in VHB's South Burlington, VT office. His experience includes writing National Register eligibility determinations and nominations, historic resource assessments, and cultural resource surveys. Prior to joining VHB, Matt wrote a total of 46 National Register nominations for a cultural resources firm in Buffalo, NY and for the Preservation Trust of Vermont, and he worked as a Historic Preservation Specialist and project reviewer at the Vermont Division for Historic Preservation. Matt meets the Secretary of the Interior's Professional Qualification Standards for an Architectural Historian and Historian (36 CFR 61).

7 years of professional experience

Middlebury Village Historic District – National Register Nomination, Middlebury, VT

VHB completed an extensive update to the existing Middlebury Village Historic District National Register nomination of 1976. Matt and his colleague Britta Tonn approached the project with the goal of developing more inclusive documentation of the village's resources, history, and significance, expanding the boundary such that the Middlebury Village Historic District is now the second-largest historic district in the state. The updated nomination includes a thorough discussion of Middlebury's industrial history and significance, as well as detailed documentation of three former mill sites and hydroelectric facilities along the Otter Creek. Matt used historic newspaper databases and local archives to develop criteria under which to nominate the expanded historic district. Using this research, he wrote a comprehensive history of Middlebury Village. Matt also conducted photodocumentation within the historic district.

VTrans Historic Railroad Resources Survey, Statewide, VT

VHB are presently engaged in a comprehensive survey of railroad resources along state owned rail lines in Vermont. As part of this survey Matt has completed VARI forms for dozens of resources along the former Rutland Railroad, Green Mountain Railroad, and Connecticut and Passumpsic Rivers Railroad. Matt has also authored a draft context outlining the history of the railroad in Vermont as well as the significance of the three aforementioned lines to the overall development of the state. Finally, Matt undertook site visits and used mobile collection tools to complete field surveys of resources along the railroad lines.

Architectural History Services, Forests Parks and Recreation Statewide, VT

Working with Vermont Forests Parks and Recreation, Matt performed a variety of historic preservation services at five state parks in southern Vermont. These projects included producing a memorandum to facilitate the rehabilitation of a CCC era rangers hut in Calvin Coolidge State Park, writing a district VARI form for Molly Stark State Park, and writing a short memorandum outlining needed repairs on a ranger's hut at Townshend State Park. Each of these projects required significant research to identify the history of subject resources as well as a robust analysis of their historic character defining traits.

Seyon Lodge State Park Historic Resource Assessment, Groton VT

Working with Pare Corps, Matt completed a historic resource inventory of the resources at Seyon Lodge State Park. These resources included a mix of residential buildings, the archeological remnants of a timber crib dam, and a 400-foot concrete dam. Matt conducted extensive research into the history of the park and provided Pare Corps with preliminary determinations of significance which they could use for scoping their project which consisted of repairing the park's concrete dam.

Upper Commons Historic District, Fitchburg, MA

Working with members of VHB's Watertown, Massachusetts office, Matt revised the Upper Commons Historic District in Fitchburg, Mass. For this project Matt had to adapt his work process to the standards required by the Massachusetts Historical Commission. Working on a strict timeline, Matt revised the existing nomination, completed additional research, and successfully articulated the need to expand the district boundaries to include several historically significant mid-century buildings.

Moran FRAME-Educational Booklet, Burlington, VT

Working with his colleagues, Matt produced a comprehensive educational booklet on the history of the J. Edward Moran Generating Plant and the Burlington waterfront. The booklet was thoroughly researched and chronicled the history of Burlington's waterfront, the development of the city's first municipal electric generating plant, the construction of the Moran Plant, and how efforts by the city and citizen groups transformed the waterfront into one of Vermont's premier outdoor recreation spaces. The booklet also included a collection of historic and contemporary photographs which were used to support the text.

CCC Stone Hut Rehabilitation, Forests, Parks and Recreation Shrewsbury, VT

Working alongside VHB Preservation Planning Staff completed a historic building report for the Stone Hut in the Calvin Coolidge State Forest. Matt conducted extensive research into the history of the State Forest, the CCC's involvement in the region, and early Vermont ski history. Matt also performed a comparative analysis of other stone CCC era park buildings in Vermont and around the country. This information was packaged into a Historic Building Report to assist Forests, Parks, and Recreation in rehabilitating the building.

National Register Nominations, Preservation Studios, Statewide, NY

Working for Preservation Studios, Matt wrote a total of 43 National Register Nominations for historically significant properties throughout New York State. Matt conducted hours of research on each property, wrote nominations which provided criteria explaining how a property was historically significant and engaged in dialog with state reviewers. All the while Matt maintained open communication with clients and supervisors regarding his progress.

National Register Nominations, Preservation Trust of Vermont, Statewide, VT

Working as an intern for the Preservation Trust of Vermont, Matt built on his experiences with Preservation Studios to complete eight National Register Nominations for properties which had received Paul Bruhn Historic Revitalization Grants. Matt completed each nomination in a timely fashion, ensuring grantees were able to access their funding. As part of this project Matt wrote two district nominations for the villages of Rupert and Elmore, Vermont.

Jenny C. Fulton

Preservation Planner



Education

MS, Historic Preservation,
University of Vermont, 2021

MFA, Design, Yale University,
1998

BA, Anthropology, Brandeis
University, 1987

Affiliations/Memberships

American Association for State
and Local History, 2022

Association for Preservation
Technology, New England,
2020

Professional Development

Historic Bridge Conservation (2
day workshop), 2020

Historic Plaster Conservation (2
day workshop), 2021

Sustainable Preservation, 2020

Disaster Preparedness &
Resiliency (symposium), 2021

Jenny Fulton is a Preservation Planner on VHB's Vermont Preservation Planning team. She just completed a comprehensive Historic Property Report for 278 Main Street in Burlington VT and is engaged in field survey work for a variety of projects. She is a 36 CFR certified Architectural Historian with experience working for preservation non-profits, for the state SHPO, and as an independent consultant. Her work is informed by her first career as designer for professional theater, film, and later as the interior designer for custom residential design-build firm and as a university lecturer on design and history of the performing arts.

25 years of professional experience

Adirondack Architectural Heritage (AARCH), Preservation Services Staff, NY

Prior to joining VHB, Jenny completed a 224-building NR Residential Historic District Survey in Malone NY. She co-authored preservation easement baseline documentation. Jenny assisted with field services and educational outreach.

Bensonwood, Interior Designer, Walpole NH

Prior to joining VHB, Jenny led space planning and FF&E for custom energy efficient timber frame homes. She drove selections process, wrote RFQS, liased between clients, subs, suppliers, site supervisors, and architects, shepherded interior spaces from concept to punchlist. Jenny initiated and developed a program of Universal Access design solutions. Styled all company photo shoots and maintained sample library.

Preservation Consultant, Architectural Historian

Prior to joining VHB, Jenny provided freelance services on the following projects:

- District Survey and National Register District Nomination, Cambridge, Vermont, 2022 (co-authored with Steven Engelhart of AARCH)
- National Register District Nomination, Saranac Lake NY Downtown District Expansion, 2022
- National Register Individual Nomination Thomson District #10 Schoolhouse, Greenwich NY, 2022
- Easement monitoring with written reports, New Hampshire Preservation Alliance, July-Dec. 2021
- Accessibility Conditions Assessment, 1796 Gen. John Strong Mansion Museum, winter 2020
- Interior Conditions Assessment, 1786 House, Temple NH, private client, 2020

University of Vermont, Graduate Student in Historic Preservation Capstone Projects

Prior to joining VHB, Jenny completed the following Capstone projects as part of her graduate studies in Historic Preservation:

- National Register Individual Nomination, Underhill Town Hall (co-authored with Matthew Shoen and submitted to VDHP fall 2020)
- Architectural Conditions Assessment, East Calais (VT) General Store, fall 2020

VHB | Historic Preservation Commission of the Town of Brandon—Preservation Survey

- The Bridges of George A. Reed, survey of early Vermont reinforced concrete bridges, under auspices of Vermont AOT, fall 2020.
- Fieldwork in the Netherlands on Dutch approaches to preservation planning, March 2020. Gave presentation and submitted 60 pp report.

Vermont Division for Historic Preservation, Intern

Prior to joining VHB, Jenny was hired to create a cyclical maintenance manual for Calvin Coolidge Site, beginning with oral history collection in advance of Site Admin's retirement.

VT Division for Historic Preservation, Historic Sites Operations Staff

Prior to joining VHB, Jenny developed and prototyped cyclical maintenance manual for campus of 26 historic buildings and grounds at the Calvin Coolidge State Historic Site. This model will be used at other Vermont Historic Sites. Work was self-directed with input from Site Admin and maintenance staff.

CONSULTANT/VENDOR AGREEMENT

AGREEMENT made this 1st day of July, 2023, by and between The Town of Brandon, a Vermont municipal corporation with offices at 49 Center St, Brandon VT 05733 (hereinafter referred to as “Town” or “the Town”), and Vanasse Hangen Brustlin, Inc. (VHB) with offices at 40 IDX Drive, Building 100, South Burlington, VT 05403 (hereinafter referred to as “Consultant”).

1. **Term.** This Agreement shall commence on June 1, 2023 and terminate on August 31, 2024 (the “Term”).

2. **Duties.** The Town hereby retains the Consultant to perform the following services (the “Work”), which Work shall not include lobbying activities or services within the meaning of state or federal law:

VHB will perform an overall survey of the important historical areas, industries and people associated with the Brandon area. This study will focus on areas outside the existing historic districts and integrate the current information into a more cohesive historical perspective. This will include the old Brandon site, Forest Dale and other areas outside the downtown area. The study will also focus on the manufacturing and industrial aspects of Brandon. The purpose of this survey is to identify areas of interest that should be pursued by the Brandon Historic Preservation Commission (BHPC), not to provide a detailed analysis of individual activities or properties. The BHPC will use the results of this study to prioritize where the BHPC limited resources should be expended. The Request for Proposal (dated 18 April 2023) and The VHB proposal (dated 8 May 2023) are part of this contract.

3. **Expertise.** The Consultant represents and warrants to the Town that it has sufficient staff available to perform the Work and that all individuals providing the Work have the licensure, background, training and experience to perform properly the Work to be delivered under this Agreement. The Consultant further represents and warrants that it owns or is licensed to use all of the intellectual property that it may transfer to the Town or otherwise include in its deliverables to the Town under this Agreement.

4. **Fees and Expenses.** *Provided* that the Town shall first have received from consultant an original of this Agreement that shall have been countersigned by an authorized Consultant signatory, Consultant shall be paid, as its sole and exclusive consideration hereunder, a consultancy fee of a flat fee of \$11,625. Said consultancy fee shall be payable when project is completed upon the Town’s receipt from Consultant of an invoice that, in form and substance satisfactory to the Town, shall describe the Work that Consultant shall have provided to the Town in the period during the Term for which Consultant seeks payment. Except as specifically provided in the Agreement, all expenses shall be borne by the Consultant. Consultant shall only be entitled to reimbursement of reasonable expenses that are actually incurred and allocable solely to the Work provided to the Town pursuant to the Agreement. The Consultant shall provide such reasonable evidence as the Town may request in support of Consultant’s claims for expense reimbursement. Final payment shall be subject to Consultant’s delivery to the Town of all deliverables in form and substance satisfactory to the Town. Notwithstanding the foregoing, Consultant acknowledges and agrees that if the Work for which the Consultant is being retained by the Town is being funded by a government or private grant, then the Town’s obligation to make payments to Consultant hereunder is contingent upon the Town’s actual receipt of monies

under such grant. No amounts, other than those set forth in this paragraph 4, shall be payable to the Consultant under this Agreement.

5. **Termination.** Either party may terminate this Agreement with thirty (30) days prior written notice to the other party. The Consultant hereby acknowledges and agrees that, anything to the contrary notwithstanding, in the event of such termination, the Town shall only be liable for, and the Consultant agrees only to retain, payment of the portion of the fee earned as a result of Work actually and satisfactorily performed through the effective date of termination.

6. **No Employment Relationship Created.** It is understood and agreed between the parties that the Agreement is not intended to nor does it create an employment contract between the Town, on the one hand, and Consultant and any of its employees, on the other, nor does it create a joint relationship or partnership between the parties hereto. Neither Consultant nor its employees are entitled to benefits that the Town provides for Town employees. Consultant's relationship to the Town is solely and exclusively that of an independent contractor. The Town is interested only in the results to be achieved and the conduct and control of the Work shall be solely with the Consultant. Consultant shall be permitted to engage in any business and perform services for its own accounts, *provided* that the Work is not compromised. Except as specifically permitted in this Agreement, neither party shall use the name or trademarks of the other party or incur any obligation or expense for or on behalf of the other party without the other party's prior written consent in each instance.

7. **No Withholding.** Consultant is solely and exclusively responsible for the satisfaction of Consultant's own local, state, and federal income tax and Social Security withholding that may be applicable to the amounts payable by the Town under this Agreement.

8. **Assignment.** Consultant shall not assign its duties hereunder without the prior written consent of the Town.

9. **Binding Effect.** This Agreement shall be binding upon the parties hereto and upon their respective successors and assigns.

10. **Compliance With Laws.** Consultant warrants on its behalf and that of its subcontractors, employees, and agents that it shall comply with all applicable federal, state, and local laws, ordinances, rules, regulations and codes. Consultant and its subcontractors, employees and agents shall obtain and maintain in full force and effect, all necessary permits, licenses, and authorizations required by governmental and quasi-governmental agencies. Consultant shall advise the Town of all permits and licenses required to be obtained in the Town's own name for the Work to be provided hereunder, and shall cooperate with the Town in obtaining the same.

11. **Compliance With Town Policies.** Consultant and its subcontractors, employees, and agents shall comply with all Town policies and procedures with respect to Consultant's activities under or in connection with this Agreement.

12. **Town Approval.** Any price increases or material substitution of goods, services, or facilities shall be subject to prior Town written approval.

13. **Proprietary Rights.** The Consultant hereby acknowledges and agrees that the Town has specially commissioned the Work as a “work made for hire” under Section 101 of the United States Copyright Act of 1976, as amended (the “Copyright Act”). Accordingly, all intellectual property developed by the Consultant for the Town in connection with this Agreement, including but not limited to all monitoring, testing and other data, reports, materials, schematic drawings, illustrations, trademarks, trade names, slogans, logos or other designs in any form, whether electronic, print or any other format, shall be owned solely and exclusively by the Town. All copyrights and patents with respect to such intellectual property created for the Town in accordance with this Agreement shall be registered in the name of the Town of Brandon, Vermont. If the Work is determined not to be a work made for hire under the Copyright Act, then, as of the date of this Agreement or the creation of any of the intellectual property, whichever is earlier, the Consultant irrevocably transfers and assigns to the Town the entire right, title, and interest, including, but not limited to, copyright, in and to the intellectual property, in whole or in part, together with all extensions of such copyrights, that may be secured under the Copyright Act or under any other copyright law or similar law in effect in the United States or in any other countries or under any treaties, conventions, or proclamations. The Consultant agrees to execute and deliver to the Town any documents that may be necessary to effectuate the transfer and assignment of the intellectual property rights in the Work contemplated by this Agreement and to do such other acts and things as may be reasonably requested by the Town to perfect or evidence such transfer. The Consultant shall have no ownership or copyright in Town materials, nor in the intellectual property contained therein, nor in the delivery formats, whether electronic, print or any other form.

14. **Indemnification.** Consultant agrees to defend, indemnify, and hold harmless the Town of Brandon, its successors and assigns, and their respective employees and agents to the fullest extent permitted by law from and against any and all claims or demands whatsoever, including associated costs, expenses, and reasonable attorneys’ fees incurred on account thereof, that may be asserted by Consultant’s employees, employees of Consultant’s subcontractors or agents, or any other persons for loss, damage, death, or injury to persons or property arising in any manner out of or incident to Consultant’s use of Town facilities and/or its performance or nonperformance of this Agreement.

15. **Cooperation.** The parties agree to cooperate with each other in connection with any internal investigations by the Town or Consultant of possible violation of their respective policies and procedures and any third party litigation, except that the Town shall not be required to have any contact with any Union or Union representatives of Consultant’s employees or subcontractors or participate in any Union grievance or other proceedings relative to Consultant’s employees or subcontractors except as a fact witness.

16. **Insurance.** Where Consultant requires the use of a vehicle in the performance of work under this Agreement, Consultant shall, at all times during the term hereof and at its own expense, keep in full force and effect automobile insurance, in amounts acceptable to the Town, for property damage, bodily injury or death. Consultant shall provide the Town with evidence of such insurance upon request.

For Incorporated Consultants: In addition to Worker's Compensation, as required by law, Consultant shall carry Commercial General Liability insurance in the minimum amount of one million dollars (\$1,000,000.00), covering all of Consultant’s activities related to this Agreement. Consultant’s liability policies shall name the Town of Brandon as an additional insured. Consultant shall provide the Town with certificates of insurance evidencing the aforesaid coverage, prior to commencing Work pursuant to this Agreement. The amounts of

insurance required to be obtained by Consultant hereunder shall not constitute a limitation on the indemnification obligations of Consultant.

For Professional Consultants: Consultant shall also carry Comprehensive Professional Liability insurance in the minimum amount of one million (\$1,000,000) dollars, covering all of Consultant's activities related to this Agreement.

For unincorporated consultants: Consultant shall be responsible for her, his, or its own health, accident, vehicle and other insurance.

17. Governing Law and Jurisdiction. Except as may be preempted by federal law, this Agreement shall be governed by the laws of the State of Vermont, without regard to its choice of law principles. Litigation of all disputes between the parties arising from or in connection with this Agreement shall be conducted in a court of appropriate jurisdiction in the State of Vermont, County of Rutland

18. Notices. All notices to the Town of Brandon in connection with this Agreement shall be sent to:

Town of Brandon, ATTN: Town Manager, 49 Center Street, Brandon VT 05733

VHB, ATTN: Britta Tonn, 40 IDX Drive, Building 100. South Burlington, VT 05403

19. Entire Agreement. This Agreement, together with any exhibits or addenda annexed hereto, is the sole, complete, and exclusive expression of the parties' intent with respect to the subject matter hereof. This Agreement may be amended or modified only by a writing countersigned by authorized representatives of each party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

TOWN OF BRANDON

Vanasse Hangen Brustlin, Inc.

By: _____ By: _____

Date: _____ Date: _____

LATE HOMESTEAD PENALTY

32 V.S.A. § 5410

Shall the Select Board of the Town of Brandon penalize late homestead filers per 32 VSA § 5410 (g) for Tax Year Ending 6/30/2024?

(g) If the property identified in a declaration under subsection (b) of this section is not the taxpayer's homestead, or if the owner of a homestead fails to declare a homestead as required under this section, the Commissioner shall notify the municipality, and the municipality shall issue a corrected tax bill that may, as determined by the governing body of the municipality, include a penalty of up to three percent of the education tax on the property. However, if the property incorrectly declared as a homestead is located in a municipality that has a lower homestead tax rate than the nonresidential tax rate, or if an undeclared homestead is located in a municipality that has a lower nonresidential tax rate than the homestead tax rate, then the governing body of the municipality may include a penalty of up to eight percent of the education tax liability on the property. If the Commissioner determines that the declaration or failure to declare was with fraudulent intent, then the municipality shall assess the taxpayer a penalty in an amount equal to 100 percent of the education tax on the property; plus any interest and late-payment fee or commission which may be due. Any penalty imposed under this section and any additional property tax interest and late-payment fee or commission shall be assessed and collected by the municipality in the same manner as a property tax under chapter 133 of this title. Notwithstanding section 4772 of this title, issuance of a corrected bill issued under this section does not extend the time for payment of the original bill, nor relieve the taxpayer of any interest or penalties associated with the original bill. If the corrected bill is less than the original bill, and there are also no unpaid current year taxes, interest or penalties and no past year delinquent taxes or penalties and interest charges, any overpayment shall be reflected on the corrected tax bill and refunded to the taxpayer.

YES _____

NO _____

Selectboard Members:

Date: _____

Tracy Wyman _____

Cecil Reniche-Smith _____

Timothy Guiles _____

Brian Coolidge _____

Heather Nelson _____

Financial Management Questionnaire – Towns and Cities

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?		X		BOOKKEEPER, TREASURER, ADMIN ASSISTANTS
Do you reconcile bank and ledger balances monthly?	X			TREASURER
Are checks always written to specified payees and not to cash?	X			BOOKKEEPER, ADMIN ASSISTANTS
Does the same individual open the mail and deposit checks?		X		ADMIN ASSISTANT
Are pre-numbered checks used for all bank accounts?	X			
Are unopened bank statements delivered directly to the treasurer as received?	X			
Do you always provide a numbered receipt for any cash payment made to the town?	X			
Have select board members attended financial trainings?	X			TIM GUILES
Are bank statements reconciled on a regular basis?	X			TREASURER
Does someone other than the treasurer review bank reconciliations?	X			BOOKKEEPER
Have you deposited town monies anywhere other than a town account?		X		
Have you deposited any non-town monies into a town account?	X			LIBRARY GRANTS
Is interest in town accounts apportioned to each account?	X			
Have there been any changes in authorized signatures during the fiscal year?		X		
Has a signature stamp ever been used for any town account	X			LOCKED IN CLERK'S VAULT
Has there ever been a theft, or unauthorized use of town funds or equipment?	X			MILEAGE CHECK TO DPW MANAGER IN 2018
Are financial records maintained in a computerized system?	X			
Does the town have written policies and procedures for financial operations?	X			WORKING ON UPDATES
Does each town official have copies of these policies and procedures?	X			NOT ALL TOWN OFFICIALS, UPDATING
Have you attended trainings on recordkeeping?	X			
Are checks written by the same individual who approves payments?		X		
Are you a participant in any business which does business with the town?	X			TRANSFER STATION / BOARD CHAIR
Do you maintain separate pages, columns or running balances for each fund?	X			
Do elected town auditors attend financial trainings?				NOT APPLICABLE / NO ELECTED AUDITORS
Are bank accounts and fund balances reconciled on a monthly basis?	X			TREASURER
Does the town loan money to town employees?		X		

As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: BRANDON, Vermont.

Preparer: (signature) _____ (printed name): SUSAN GAGE Title: TREASURER

Received by Select Board (signature): _____ on (date): _____

TOWN OF BRANDON

CAPITAL ASSET POLICY

POLICY PURPOSE AND OBJECTIVES

The purpose of this capital asset policy is to provide control and accountability over capital assets, to gather and maintain information needed for the preparation of financial statements and to fully comply with Governmental Accounting Standards Board in Statement No. 34.

The Capital Asset policy establishes guidelines for determining which expenditures should be capitalized and which should be expensed, how to value capital assets, and how to estimate useful life and determine depreciation.

CAPITAL ASSET DEFINITIONS

CAPITAL ASSET - Capital Assets are expenditures that exceed Five Thousand Dollars (\$5,000) in value with a life exceeding two years. Expenditures that do not meet these criteria are expensed in the current year. Capital Assets may be tangible or intangible and may be depreciable or non-depreciable.

CAPITAL ASSET VALUATION - Capital Assets are valued at historical cost and include any costs necessary to acquire assets or put assets in place.

CAPITAL ASSET USEFUL LIFE - Depreciation is intended to allocate the cost of a Capital Asset over its life expectancy. Capital Assets are depreciated over 3 – 50 years depending on the classification of the asset.

DEPRECIATION - Capital Assets are depreciated using the straight-line basis of depreciation, meaning a portion of the total cost is allocated to each year of the asset life evenly.

DEPRECIABLE AND NON-DEPRECIABLE CAPITAL ASSETS

Capital Assets that are not depreciable include:

LAND. Land should be capitalized at its historic cost, including any professional fees or costs associated with its acquisition. Land is considered to have an unlimited life and is therefore non-depreciable.

CONSTRUCTION IN PROGRESS. The costs of infrastructure, buildings, or improvements where the expenditures are incurred in more than one fiscal year should not be depreciated until the end of the project wherein all historical costs are capitalized.

Capital Assets that are depreciable include:

Land Improvements, Buildings and Building Improvements, Equipment, Vehicles, Infrastructure, and Intangible Assets.

TANGIBLE AND INTANGIBLE CAPITAL ASSETS

TANGIBLE CAPITAL ASSETS. Land Improvements, Buildings and Building Improvements, Equipment, Infrastructure, and other tangible assets.

INTANGIBLE CAPITAL ASSETS. Rights of Way and Agreements that have both value and can be allocated over a period of time.

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.

Useful Life is determined as follows:

Equipment and Vehicles	-	3 – 10 years
Buildings and Building Improvements	-	15 – 50 years
Land Improvements	-	15 – 50 years
Infrastructure	-	15 – 50 years
Intangible Assets	-	Life of Agreement

ANNUAL INVENTORY

A physical inventory of all equipment and vehicles should be completed annually and submitted to the Bookkeeper and Treasurer by June 1st.

Department heads are 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.

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:



June 12, 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



June 12, 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



June 12, 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



June 12, 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



June 12, 2023

REQUEST FOR USE OF LOCAL OPTION TAX FUNDS

Request that Brandon Select Board approve a transfer of \$223,273.38 from LOT Fund 70 for the purchase of a tandem dump truck at the purchase price of \$255,138. The select board approved the purchase on March 27, 2023, and further directed the staff to pay for the truck using remaining fund balance up to \$100,000 after the payoff of two leases. The purchase uses \$31,864.62 of fund balance reserves, and this request is for the balance of \$223,273.38.

Susan Gage, Treasurer

Board Approves

Tracy Wyman

Tim Guiles

Brian Coolidge

Cecil Reniche-Smith

Heather Nelson



TOWN MANAGER TO SELECTBOARD

Project	Obligate	Voted?	Board Action	Date
Offer Creek Communications Union	\$56,000		W I T H D R A W N	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

From: Seth Michael Hopkins shopkins@townofbrandon.com
Subject: Fwd: Vermeer BC1000xl
Date: May 18, 2023 at 12:58 PM
To: Seth Michael Hopkins shopkins@townofbrandon.com



Highway Foreman Shawn Erickson advises:

The Town Crew has been working with the wood chipper as part of the ditching and clearing on Arnold District Road and Wheeler Road. While working on Wheeler Road, the chipper broke down and to bring back to working condition would require repair: \$12,000 would rebuild the motor in our chipper; \$15,000 would get a new motor for our chipper.

Wood chippers rent for \$4,500 per month. The Town paid about \$8,000 for this chipper several years ago and has gotten good use from it to this point and put many hours on it. The Town Crew has done some extra work to maintain and freshen the chipper in the past.

Below are three prices for a new chipper. Shawn believes either of the first two options would be sufficient for the size of the material they put through it. The diesel will likely last longer than the gasoline model, and they do have the diesel tank onsite at the highway barn for fueling it. He has reached out to another dealer for a quote but they have been unresponsive.

Respectfully submitted,
Seth Hopkins

Begin forwarded message:

From: Town of Brandon Highway Department <highway@townofbrandon.com>
Subject: FW: Vermeer BC1000xl
Date: May 18, 2023 at 12:28:40 PM EDT
To: Seth Michael Hopkins <shopkins@townofbrandon.com>

From: Michael Nagengast <MNagengast@vermeerallroads.com>
Sent: Wednesday, May 17, 2023 11:42 AM
To: Town of Brandon Highway Department <highway@townofbrandon.com>
Subject: Vermeer BC1000xl



Here are budgetary prices:

72hp gas: \$50,000
49hp diesel: \$56,000
74hp diesel: \$60,000

I have the gas and 49hp available, the 74hp is available in July/Aug.

Thanks!



Michael Nagengast
Salesperson
Vermeer All Roads - Castleton
(800) 333-4183 x6613 (518) 708-4478



This e-mail and any files transmitted with it are confidential. If you are not a named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not a named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not a named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.



June 9, 2023

Selectboard Members,

On June 7th, the Brandon Revolving Loan Fund committee met with Matt Lewis to consider a loan request for Brandon Bakery & Pizza LLC – DBA Gourmet Provence. The board was impressed by the presentation and his plan to grow this existing downtown anchor business by adding to the offerings and expanding the hours. The committee members present unanimously approved a loan with the following terms and conditions:

Loan Amount: \$40,000

Terms: 6.25 % interest rate as amortized as a 180-month loan with a balloon payment at 60 months.

Security:

- Collateral would be second security interest in all business assets of Brandon Bakery & Pizza LLC, and first security interest in equipment purchased using the RLF funds, including but not limited to: a Pizza Oven, Cooler(s), Freezer, Venting Materials, POS Machine, espresso machine and any equipment purchased using the RLF funds – **comprehensive list and serial numbers of equipment to be provided to bookkeeper after purchase.**
- Personal Loan Guarantee signed by all of the principals of Brandon Bakery & Pizza LLC.

The Barral family established a unique business that has served as a draw for Brandon. Matt Lewis and his family have taken up the mantle to provide an expansion to Robert and Line's popular brand with a creative reinvigoration of this legacy business. The select board's approval of this loan is a critical piece in ensuring this succession is successful.

Respectfully Submitted,

Bill Moore
Economic Development Officer



TOWN MANAGER

TO: Brandon Selectboard
DATE: 5 June 2023
RE: Fuel Bids

The following is a summary of bids received in good order by the noticed deadline of 1PM on 5 June 2023 and offered for the consideration of the selectboard.

On-Road Diesel Fuel: 15,000 gallons - Quotes solicited from 8 firms; quotes returned by:
Champlain Valley, Middlebury: 15¢ over Valero Rutland Rack (2 June net = \$2.7785)
Fox Fuel, Pittsford: 20¢ over Rutland Rack price
Irving Energy, Rutland: 40.6¢ over Daily Argus rack price (5 June net = \$2.779)

No diesel bid from: Gecha Fuels; Keyser Energy; Marcell Oil Co; Mike's Fuels; Suburban Propane.

On-Road Bio-Diesel Fuel: Quotes solicited from 2 firms (the only known suppliers); quotes returned by:
Bourne's Energy, Morrisville: B20 blend of 20% biodiesel, 80% traditional; 1 April - 1 Oct
No fixed rate available; (1 June = \$3.38/gal)
Month of May 2023 ranged \$3.32 - \$3.42
Champlain Valley, Middlebury: Price for renewable diesel will be provided when available

#2 Fuel Oil: 5,000 gallons - Quotes solicited from 8 firms; quotes returned by:
Champlain Valley, Middlebury: 15¢ over Valero Rutland Rack (2 June net = \$2.572) OR
Champlain Valley, Middlebury: Fixed price of \$2.75/gal + 02¢ tax = \$2.77/gal
Fox Fuel, Pittsford: 20¢ over Rutland Rack price
Gecha Fuels, Pittsford: 24¢ over Rutland Valero rack pricing (31 May net = \$2.62/gal)
Irving Energy, Rutland: Fixed price of \$2.867/gal
Suburban Propane, Rutland: 35¢ over daily rack price (5 June net = \$2.8426/gal)

No fuel oil bid from: Keyser Energy; Marcell Oil Co; Mike's Fuels

Propane: 11,000 gallons - Quotes solicited from 6 firms; quotes returned by:
Fyles Brothers, Orwell: \$1.59 per gallon
Irving Energy, Rutland: \$1.535 per gallon
Proctor Gas, Proctor: \$1.799 per gallon
Suburban Propane, Rutland: \$1.46 per gallon

No propane bid from: Keyser Energy; Mike's Fuels

Town manager's recommendations:

- continue to source diesel fuel (15¢ over rack) and fuel oil (no recommendation as to rate option) from Champlain Valley Fuels
- do not purchase bio-diesel at this time
- consider changing propane supplier to Suburban Propane based on ~ \$1,430 annual savings

Respectfully submitted,
Seth M Hopkins

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63667 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 06/12/23 To 06/12/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
101058	05/26/23	hoe & rake tool, handles CI23029491	10-5-18-29000 Rec Program Exp total	191.15	52453	06/12/23
301024	05/23/23	ammo 26912	10-5-14-30120 Professional Supplies	773.00	52454	06/12/23
100015	05/18/23	chlorine 11250389801	20-5-55-50120 Sodium Hypochorite	1220.00	52455	06/12/23
310590	05/31/23	windows may 25 7384	10-5-22-43100 Town Office	60.00	52456	06/12/23
311126	06/14/23	Graphics-new cruiser 15064	10-5-14-97000 Capital Improvements	911.50	52457	06/12/23
100605	05/25/23	WWTF BAN- int. pymt 5929-JUN 23	20-5-55-60100 Interest Exp - Short Term	2675.34	52452	06/08/23
311015	05/22/23	uniform shirts 109406	10-5-14-10320 Clothing Allowance	176.00	52458	06/12/23
311187	05/19/23	survey index cards 63106646	10-5-13-30110 Office Supplies	21.60	52459	06/12/23
100275	05/19/23	appropriation JUNE 2023	10-5-25-70470 Brandon Library	7666.63	52460	06/12/23
100432	06/07/23	reimburse for tables 06/07/23	10-5-21-75000 Economic Development	734.54	52461	06/12/23
100280	05/03/23	pruners, blades 981251/3	10-5-18-43120 Parks Maintenance	36.98	52462	06/12/23
100280	05/08/23	gas can, hose 982089/3	20-5-55-43160 Maint. Supplies - General	42.58	52462	06/12/23
100280	05/09/23	plugs 982281/3	10-5-22-43160 Parks Maint.	-2.28	52462	06/12/23
100280	05/13/23	fasteners 983094/3	10-5-18-30070 Little League Expenses	11.56	52462	06/12/23
100280	05/19/23	ladder 983542/3	20-5-55-43160 Maint. Supplies - General	199.99	52462	06/12/23
100280	05/16/23	roof brush, putty knife 983638/3	10-5-22-43080 Highway Bldg Maint	23.77	52462	06/12/23
100280	05/22/23	protective headset 984697/3	10-5-15-45130 Line Painting	37.58	52462	06/12/23
100280	05/23/23	protective headset 984824/3	20-5-55-41120 Safety Equipment	19.98	52462	06/12/23
100280	05/23/23	for concession stand 984977/3	10-5-18-40000 Youth Soccer	137.10	52462	06/12/23
100280	05/24/23	pushbroom, tarp, litter 985206/3	10-5-18-30070 Little League Expenses	92.57	52462	06/12/23
100280	05/25/23	painting supplies 985337/3	10-5-18-20600 Equipment /Supplies	348.59	52462	06/12/23
100280	05/25/23	painting supplies 985337/3	10-5-18-40010 Middle School Football	337.96	52462	06/12/23
100280	05/26/23	painting supplies 985444/3	10-5-18-20600 Equipment /Supplies	54.79	52462	06/12/23
100280	05/26/23	padlock, how, shovel 985618/3	10-5-18-40010 Middle School Football	71.97	52462	06/12/23
100280	05/28/23	lock, seed, insect rep 985884/3	10-5-18-40010 Middle School Football	138.57	52462	06/12/23

06/08/23
02:41 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63667 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 06/12/23 To 06/12/23

Page 2 of 7
Jacolyn

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
100280	BRANDON LUMBER & MILLWORK	05/30/23 hasps, padlock 986077/3	10-5-18-40010 Middle School Football	41.97	52462	06/12/23
100280	BRANDON LUMBER & MILLWORK	05/31/23 keys, id label 986423/3	10-5-18-30070 Little League Expenses	32.69	52462	06/12/23
100280	BRANDON LUMBER & MILLWORK	06/01/23 spruce, plywood, lattice 986467/3	10-5-18-43130 Estabrook	97.54	52462	06/12/23
100280	BRANDON LUMBER & MILLWORK	06/01/23 spruce 986493/3	10-5-22-43100 Town Office	14.56	52462	06/12/23
100280	BRANDON LUMBER & MILLWORK	05/19/23 generator J82721/3	20-5-55-41110 New Equipment-Misc Tools	839.00	52462	06/12/23
310688	BRANDON POLICE DEPT	05/19/23 postage - Petty Cash 5/19/23	10-5-14-30132 Postage Expenses PD	34.60	-----	--/--/--
100310	BRANDON SENIOR CITIZENS C	05/19/23 appropriation JUNE 2023	10-5-25-70480 Senior Citizen Center	1125.00	52464	06/12/23
310390	BTS, INC	05/23/23 moved phones 15187	10-5-10-30130 Service Contracts	85.00	52465	06/12/23
311188	CATTAILS RESTAURANT LLC	05/19/23 tax overpayment 0079-2146	10-2-00-02120 Anticipated Tax Credits	1798.60	52466	06/12/23
301503	CHAMPLAIN VALLEY FUELS	05/17/23 diesel fuel 623482	10-5-15-41130 Fuel - Vehicles HW	754.16	52467	06/12/23
301503	CHAMPLAIN VALLEY FUELS	05/24/23 diesel fuel 624383	10-5-15-41130 Fuel - Vehicles HW	489.80	52467	06/12/23
301503	CHAMPLAIN VALLEY FUELS	05/31/23 diesel fuel 624879	10-5-15-41130 Fuel - Vehicles HW	467.71	52467	06/12/23
300799	CHAMPLIN ASSOCIATES, INC.	06/02/23 labor/parts cc ps rebuild 3748	20-5-55-20240 Contractors	910.00	52468	06/12/23
300799	CHAMPLIN ASSOCIATES, INC.	06/02/23 labor/parts cc ps rebuild 3748	20-5-55-41110 New Equipment-Misc Tools	306.15	52468	06/12/23
300799	CHAMPLIN ASSOCIATES, INC.	05/22/23 pull Carver & CC pumps VFRI-1140	20-5-55-20240 Contractors	1915.00	52468	06/12/23
311047	CHARTER HOUSE COALITION	06/01/23 appropriation JUNE 2023	10-5-25-70560 Charter House Coalition	3000.00	52469	06/12/23
310801	COLOMB MARK	06/07/23 officiating 06/07/23	10-5-18-30070 Little League Expenses	55.00	52470	06/12/23
310097	COMCAST	05/27/23 service: 06/04 - 07/03 PD 05/27/23	10-5-14-42100 PD Telephone Service	431.70	52471	06/12/23
310097	COMCAST	05/09/23 srevice: 05/16 - 06/15 TH 05/09/23	10-5-10-42100 Telephone Exp. Admin.	94.80	52472	06/12/23
310097	COMCAST	05/27/23 service 06/04 - 07/03 TO 05/27/23	10-5-10-42100 Telephone Exp. Admin.	618.78	52473	06/12/23
310097	COMCAST	05/21/23 service 05/28 - 06/27 WW 05/21/23	20-5-55-42100 Wastewater Telephone	202.84	52474	06/12/23
310037	CONSOLIDATED COMMUNICATIO	05/18/23 service May 18 to Jun 17 TH 05/18/23	10-5-22-43150 Town Hall Repair/Maint.	83.45	52475	06/12/23
310177	COTT SYSTEMS, INC.	05/19/23 june host fee 153186	10-5-13-30123 Records Preservation	250.00	52476	06/12/23
100470	CROSBY'S SALES & SERVICE	06/01/23 oil 0069444	20-5-55-43160 Maint. Supplies - General	13.50	52477	06/12/23
330426	CVC PAGING	05/25/23 pager service Jun - Aug 223-16883	20-5-55-42100 Wastewater Telephone	37.95	52478	06/12/23

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63667 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 06/12/23 To 06/12/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
300466	DUNDON PLUMBING & HEATING	05/23/23 portable toilet fee	10-5-18-43130	130.00	52479	06/12/23
		80113	Estabrook			
300466	DUNDON PLUMBING & HEATING	05/23/23 portable toilet fee	10-5-18-60100	130.00	52479	06/12/23
		80113	Seminary Hill			
300466	DUNDON PLUMBING & HEATING	06/01/23 pump out CC ps	20-5-55-20240	390.00	52479	06/12/23
		80387	Contractors			
100494	ENDYNE INC	05/19/23 testing	20-5-55-22120	45.00	52480	06/12/23
		447114	Testing			
100494	ENDYNE INC	05/25/23 testing	20-5-55-22120	360.00	52480	06/12/23
		447536	Testing			
100494	ENDYNE INC	05/25/23 testing	20-5-55-22120	25.00	52480	06/12/23
		447537	Testing			
100494	ENDYNE INC	06/02/23 testing	20-5-55-22120	45.00	52480	06/12/23
		448864	Testing			
310956	ERICKSON, SHAWN	06/05/23 use of trailer, mileage	10-5-15-10310	379.26	52481	06/12/23
		06/05/23	Travel & Expenses			
330422	FERGUSON ENTERPRISES LLC	05/03/23 10 ft sewer spoon	20-5-55-51310	329.11	52482	06/12/23
		0237366	Collection Systems			
300187	FLORENCE CRUSHED STONE	05/20/23 stone	10-5-15-46140	1590.80	52483	06/12/23
		233189	Gravel			
100009	FRANKLIN PAINT CO., INC.	05/22/23 switch tips	10-5-15-45130	390.14	52484	06/12/23
		179295	Line Painting			
310426	FYLES BROS., INC.	05/22/23 propane @ WW main garage	20-5-55-42110	170.91	52485	06/12/23
		186203	LP Gas - Bldgs			
310212	GAGE, SUE	05/31/23 vmcta conf 9/14-9/15	10-5-13-10340	219.73	52486	06/12/23
		JUNE 2023	Professional Development			
100332	GAGNON LUMBER INC	05/26/23 chips	10-5-18-43120	700.00	52487	06/12/23
		68957	Parks Maintenance			
310985	GAHAGAN ENTERPRISES	05/31/23 rental Oct - May	10-5-18-50070	945.00	52488	06/12/23
		20230530	Dance Lessons			
100650	GALLS LLC	05/24/23 spray	10-5-14-30120	216.99	52489	06/12/23
		024601302	Professional Supplies			
100650	GALLS LLC	05/31/23 spray	10-5-14-30120	389.50	52489	06/12/23
		024659625	Professional Supplies			
300974	GRAPH-X INCORPORATED	05/31/23 shirts/caps	10-5-18-30070	1668.00	52490	06/12/23
		4781	Little League Expenses			
300974	GRAPH-X INCORPORATED	05/31/23 shirts/visors	10-5-18-30070	1366.00	52490	06/12/23
		4782	Little League Expenses			
300974	GRAPH-X INCORPORATED	05/31/23 shirts	10-5-18-30070	584.00	52490	06/12/23
		4783	Little League Expenses			
310158	GREEN MOUNTAIN ELECTRIC S	05/15/23 wallplate	10-5-18-43130	1.49	52491	06/12/23
		S4408173.001	Estabrook			
311128	GREEN MOUNTAIN GARAGE	05/22/23 brake cleaner	10-5-15-41160	13.56	52492	06/12/23
		198701	HW Maint. Supplies-Vehicl			
311128	GREEN MOUNTAIN GARAGE	05/27/23 wiper blades	10-5-14-41160	43.37	52492	06/12/23
		198971	PD Maint. Supplies-Vehicl			
311128	GREEN MOUNTAIN GARAGE	05/31/23 batteries	20-5-55-41180	146.58	52492	06/12/23
		199056	Maintenance-Vehicles			
311128	GREEN MOUNTAIN GARAGE	06/07/23 hose clamp	10-5-15-41160	8.25	52492	06/12/23
		199383	HW Maint. Supplies-Vehicl			

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63667 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 06/12/23 To 06/12/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
311128	06/07/23	GREEN MOUNTAIN GARAGE hose clamp 199385	10-5-15-41160 HW Maint. Supplies-Vehicl	-3.45	52492	06/12/23
301025	05/16/23	IMPACT FIRE SERVICES LLC fire extinguisher maint 25019874	10-5-22-43150 Town Hall Repair/Maint.	85.00	52493	06/12/23
301025	05/16/23	IMPACT FIRE SERVICES LLC fire extinguisher maint 26019873	10-5-22-43100 Town Office	85.00	52493	06/12/23
310552	05/18/23	INNOVATIVE SURFACE SOLUTI chloride PS-INV000354	10-5-15-46150 Chloride	5466.35	52494	06/12/23
301086	06/06/23	LABEN-HARDT, MELINDA spring 2023 archery 06/06/23	10-5-18-40040 After School Activity	660.00	52495	06/12/23
300645	05/17/23	LAMOTTE COMPANY phosphate, reagent, tubes 761571	20-5-55-30120 Professional Supplies	105.65	52496	06/12/23
300645	05/31/23	LAMOTTE COMPANY phosphate, slide 763337	20-5-55-30120 Professional Supplies	71.55	52496	06/12/23
310941	06/07/23	LAUGHLIN, DUANE officiating 06/07/23	10-5-18-30070 Little League Expenses	165.00	52497	06/12/23
100029	05/15/23	LAWES AGRICULTURAL SERVIC grass seed 30366	10-5-15-44110 Ditching	120.00	52498	06/12/23
100029	05/16/23	LAWES AGRICULTURAL SERVIC grass seed 30396	10-5-15-44110 Ditching	360.00	52498	06/12/23
311085	06/01/23	LEXIPOL PoliceOne annual rate INVPR116745	10-5-14-10340 Professional Development	765.36	52499	06/12/23
311176	06/07/23	LILY WHITE CLEANING SERVI cleaning 060723	10-5-22-10130 Admin Custodian	542.50	52500	06/12/23
311176	06/07/23	LILY WHITE CLEANING SERVI cleaning 060723	10-5-22-10120 PD Custodian	201.25	52500	06/12/23
311189	05/19/23	MANY, PAUL E & DEBORAH M tax overpayment 0093-0315	10-2-00-02120 Anticipated Tax Credits	199.01	52501	06/12/23
311190	05/19/23	MCCOY, PARKER tax overpayment 0141-0149	10-2-00-02120 Anticipated Tax Credits	152.15	52502	06/12/23
311193	05/26/23	MIDWEST VAC PRODUCTS LLC 2012 Jetter - 747-FR2000 4248	20-5-55-90100 Capital/New Equipment	50250.00	52451	06/05/23
310721	06/07/23	MORRISSETTE, JOE officiating 06/07/23	10-5-18-30070 Little League Expenses	110.00	52503	06/12/23
301083	06/05/23	MVP SELECT CARE INC May 2023 - HRA 2023-05	20-5-55-10218 HRA WW	5.00	52504	06/12/23
301083	06/05/23	MVP SELECT CARE INC May 2023 - HRA 2023-05	10-5-22-10218 HRA	2.50	52504	06/12/23
301083	06/05/23	MVP SELECT CARE INC May 2023 - HRA 2023-05	10-5-15-10218 HRA HW	5.00	52504	06/12/23
301083	06/05/23	MVP SELECT CARE INC May 2023 - HRA 2023-05	10-5-18-10218 HRA	2.50	52504	06/12/23
301083	06/05/23	MVP SELECT CARE INC May 2023 - HRA 2023-05	10-5-14-10218 HRA PD	10.00	52504	06/12/23
301083	06/05/23	MVP SELECT CARE INC May 2023 - HRA 2023-05	10-5-13-10218 HRA	5.00	52504	06/12/23
301083	06/05/23	MVP SELECT CARE INC May 2023 - HRA 2023-05	10-5-10-10218 HRA Admin	5.00	52504	06/12/23
301111	06/01/23	N.A. MANOSH, INC vactor service/jet 37734	20-5-55-20241 Equipment Rental	600.00	52505	06/12/23

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63667 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 06/12/23 To 06/12/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
301111	06/01/23	N.A. MANOSH, INC vactor service/jet 37734	10-5-15-20240 Contractors	9000.00	52505	06/12/23
310795	05/22/23	NATIONAL BUSINESS TECHNOL service contract printers IN549343	10-5-10-30130 Service Contracts	58.69	52506	06/12/23
310795	05/22/23	NATIONAL BUSINESS TECHNOL service contract copiers IN549344	10-5-10-30130 Service Contracts	130.00	52506	06/12/23
100156	05/16/23	NAYLOR & BREEN BUILDERS, WWTF PR # 08 WWTF PR#8	40-5-20-50500 Contractor	504340.29	52450	05/30/23
100788	05/25/23	NEW ENGLAND MUNICIPAL RES Lisa - 4/18, 4/28 52664	10-5-11-22140 Property Assessor	1116.26	52507	06/12/23
100788	06/01/23	NEW ENGLAND MUNICIPAL RES annual disaster recovery 52762	10-5-10-30130 Service Contracts	820.58	52507	06/12/23
311170	05/30/23	PERKINS ELECTRICAL SOLUTI updates @ Country Club 2366	20-5-55-20240 Contractors	1684.04	52508	06/12/23
100274	05/31/23	PETTY CASH - TOWN OFFICE postage zoning & vitals JUNE 2023	10-5-10-30132 Postage Expenses	27.90	-----	--/--/--
100274	05/31/23	PETTY CASH - TOWN OFFICE postage zoning & vitals JUNE 2023	10-5-12-30132 Planning/Zoning Postage	48.15	-----	--/--/--
310736	05/26/23	POCKETTE PEST CONTROL pest control: storage 27297	10-5-18-20500 Storage Unit Supply/Maint	50.00	52509	06/12/23
310736	05/26/23	POCKETTE PEST CONTROL pest control: Town Hall 27301	10-5-22-43150 Town Hall Repair/Maint.	40.00	52509	06/12/23
310736	05/26/23	POCKETTE PEST CONTROL pest control: Town Office 27302	10-5-22-43100 Town Office	70.00	52509	06/12/23
310736	05/26/23	POCKETTE PEST CONTROL pest control: Police Dept 27303	10-5-22-43090 PD Bldg Maint.	65.00	52509	06/12/23
311104	06/07/23	POLLI, ALEX officiating 06/07/23	10-5-18-30070 Little League Expenses	165.00	52510	06/12/23
301516	05/23/23	RISHEL, JON & PEGGY refund of damage deposit A-346	10-2-00-02710 Deposits Payable	300.00	52511	06/12/23
301517	05/22/23	RUGGERIO, JAMIE refund swim lesson fee 05/22/23	10-5-18-30000 Swim Lesson Expense	38.80	52512	06/12/23
300375	05/25/23	RUTLAND CITY April sludge processing 33632SLUDG	20-5-55-50160 Sludge Disposal	6300.00	52513	06/12/23
300528	06/05/23	RUTLAND RECREATION & PARK summer adult basketball 207195	10-5-18-50030 Adult Basketball	750.00	52514	06/12/23
311191	05/19/23	SAINWOOD, SUZANNE tax overpayment 0030-0037	10-2-00-02120 Anticipated Tax Credits	1296.08	52515	06/12/23
310582	05/19/23	SECURSHRED shredding 5-15-23 425103	10-5-13-30110 Office Supplies	32.00	52516	06/12/23
310545	05/17/23	SICA, JASEN reimb DBA flower pots 05/17/23	10-5-21-75000 Economic Development	181.80	52517	06/12/23
310418	05/18/23	SILLOWAY NETWORKS INC display port to adapter 42218330	10-5-10-30134 Technical Support	14.00	52518	06/12/23
310418	06/01/23	SILLOWAY NETWORKS INC tech support, monitoring 42218503	10-5-10-30134 Technical Support	1167.25	52518	06/12/23
311192	05/19/23	SOMERSET, HAROLD R & JEAN tax over payment 0030-0056	10-2-00-02120 Anticipated Tax Credits	144.64	52519	06/12/23
311103	06/07/23	STANLEY, KEN officiating 06/07/23	10-5-18-30070 Little League Expenses	110.00	52520	06/12/23

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63667 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 06/12/23 To 06/12/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
310921	05/23/23	STEARNS SERVICES LLC consulting fee 1190	10-5-10-30130 Service Contracts	360.00	52521	06/12/23
310921	06/17/23	STEARNS SERVICES LLC consulting fee 1191	10-5-10-30130 Service Contracts	90.00	52521	06/12/23
200277	05/17/23	THUNDER TOWING & AUTO REC brakes/ball joint 70656	10-5-14-41180 PD Vehicle Maintenance	518.97	52522	06/12/23
200277	05/21/23	THUNDER TOWING & AUTO REC repairs, oil change 70662	10-5-14-41180 PD Vehicle Maintenance	204.00	52522	06/12/23
310534	06/07/23	TRAYNOR, NATHAN J officiating 06/07/23	10-5-18-30070 Little League Expenses	275.00	52523	06/12/23
311173	05/09/23	USABLUEBOOK pH probe INV00005485	20-5-55-30120 Professional Supplies	426.46	52524	06/12/23
311173	05/09/23	USABLUEBOOK shovel head, cover lifter INV00005494	20-5-55-43160 Maint. Supplies - General	231.32	52524	06/12/23
330348	05/13/23	VERIZON WIRELESS service: Apr 14 - May 13 9934895867	10-5-21-10310 Travel & Expenses	20.13	52525	06/12/23
330348	05/13/23	VERIZON WIRELESS service: Apr 14 - May 13 9934895867	10-5-18-42100 Recreation Telephone	20.14	52525	06/12/23
330348	05/13/23	VERIZON WIRELESS service: Apr 14 - May 13 9934895867	20-5-55-42100 Wastewater Telephone	40.27	52525	06/12/23
330348	05/13/23	VERIZON WIRELESS service: Apr 14 - May 13 9934895867	10-5-14-42100 PD Telephone Service	40.27	52525	06/12/23
330348	05/13/23	VERIZON WIRELESS service: Apr 14 - May 13 9934895867	10-5-15-42100 HW Telephone	40.27	52525	06/12/23
330348	05/23/23	VERIZON WIRELESS service: Apr 24 - May 23 9935584413	10-5-14-20233 MDT/Aircards	280.35	52525	06/12/23
100067	05/31/23	VLCT Open Mtg Law - Emerson MAC2023-0436	10-5-10-10340 Professional Development	10.00	52526	06/12/23
300416	05/22/23	VT COMMUNITY DEVELOPEMENT conference attendance 081	10-5-21-75000 Economic Development	40.00	52527	06/12/23
310046	05/12/23	W.B. MASON CO INC notebooks 238397030	20-5-55-30110 Office Supplies	11.45	52528	06/12/23
310046	05/19/23	W.B. MASON CO INC trash bags 238544442	10-5-22-43170 Trash costs-Transfer Stat	117.96	52528	06/12/23
310046	05/24/23	W.B. MASON CO INC toner, labels, steno pads 238650743	10-5-14-30110 Office Supplies	273.45	52528	06/12/23
310046	05/31/23	W.B. MASON CO INC envelopes/batteries/clips 238769524	10-5-10-30110 Office Supplies	56.42	52528	06/12/23
311070	05/31/23	WEX BANK fuel - May 2023 89677589	10-5-15-41130 Fuel - Vehicles HW	314.94	52529	06/12/23
311070	05/31/23	WEX BANK fuel - May 2023 89677589	10-5-14-41130 Fuel - Vehicles	2305.73	52529	06/12/23
311070	05/31/23	WEX BANK fuel - May 2023 89677589	10-5-22-43120 Municipal Mowing-maint	119.33	52529	06/12/23
311070	05/31/23	WEX BANK fuel - May 2023 89677589	20-5-55-41130 Fuel - Vehicles	16.58	52529	06/12/23
101038	06/05/23	WHITNEY, BARRY C, JR. snack shack 06/05/23	10-5-18-40010 Middle School Football	1768.66	52530	06/12/23
100577	05/19/23	WILK PAVING, INC hot mix, emulsion HM23-020	10-5-15-46110 Paving Roads	379.00	52531	06/12/23

06/08/23
02:41 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63667 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 06/12/23 To 06/12/23

Page 7 of 7
Jacolyn

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
-----				-----		
		Report Total		635850.51		
				=====		

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 \$ ***635,850.51
Let this be your order for the payments of these amounts.

