

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

The Brandon Select Board will meet Monday, July 24, 2023 at 7:00 p.m. at the Brandon Town Hall located at 1 Conant Square expecting to consider the items noted on this agenda. Agendas shall be posted on the community bulletin board located at the Town Office at 49 Center Street and on the community bulletin board located at the Junction Store & Deli at 2265 Forest Dale Road. The Select Board reserves the right to add additional items, if necessary, at the beginning of the meeting.

Interested parties may also attend this meeting electronically:

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

- 1) Call to Order
 - a) Agenda Adoption
- 2) Approval of Minutes
 - a) Select Board Meeting Minutes – July 10, 2023
- 3) Town Manager’s Report
- 4) Rec Director’s Report
- 5) Public Comment and Participation
- 6) Appoint Moderator of the Town of Brandon
- 7) MPM Resolution – Forest Dale - Brandon Scoping Study
- 8) Library Grant Resolution
- 9) Consider Working Group for Personnel Policy Revisions
- 10) Discuss ARPA Suggestions from Community
 - a) Presentation by Brandon Essential Cares
 - b) Collated Suggestions
- 11) Fiscal
 - a) Warrant FY 2022/2023 – July 23, 2023 - \$182,355.87
 - b) Warrant FY 2023/2024 – July 24, 2023 - \$125,393.31
- 12) Executive Session

The appointment or employment or evaluation of a public officer or employee, to include the Town Manager per 1 V.S.A. § 313(3)(a)(3).

- 13) Adjournment

**Brandon Select Board Meeting
July 10, 2023**

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

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

Others In Attendance: Seth Hopkins, Bill Moore, Bernie Carr, Ralph Ethier, Janet Coolidge, Steven Jupiter, Dorothea Langevin, Doug Bailey, Susan Benedict, Steve Bessette, Matt Funk

Others in Attendance via Zoom: Jack Schneider, Brent Buehler, Marielle Blais, Sue Gage

1. Call to order

The meeting was called to order by Tracy Wyman - Board Chair at 7:38PM.

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

2. Approval of Minutes

a) Select Board Meeting Minutes – June 26, 2023

Motion by Brian Coolidge/Cecil Reniche-Smith to approve the minutes of the June 26th Select Board meeting. **The motion passed unanimously.**

3. Town Manager's Report

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

“FOR THE AWARENESS OF THE COMMUNITY

The Brandon Highway Department will close the portion of Arnold District Road from Hollow Rd and Adams Rd north to the Leicester town line for all or a portion of the following workdays:

Monday through Thursday, 10 - 13 July

Monday through Thursday, 17 - 20 July, and if needed

Monday through Thursday, 24 - 27 July

In preparation for paving later this season. Access to Park Village will remain unrestricted. This has been announced on the Town website and Front Porch Forum (27 June), and the School District, Fire, Police, and Rescue have been notified. Signage will be posted.

FOCUS AREAS DURING REPORTING PERIOD

*The town crew installed the bus shelter and bike rack at the Conant Square Park & Ride. We are in communication with the State about the requirements to close out this grant, which requires a 50% match. The project was estimated at \$185,000 (which would require a \$92,500 match from the Town) but current tracked expenses to date are on the order of \$80,000 (which would require a \$40,000 match from the Town). The two remaining components are the "wear course" of pavement (to be completed in conjunction with the completed redevelopment of the private Tenny Brook parcel with the car wash, gas station, and Dunkin'); and the line striping. ***Of note: the town crew was able to save the lamppost that was struck by a vehicle earlier this spring, and it will require neither replacement nor insurance claim.*

Congratulations to the Brandon Independence Day Committee for an amazing day celebrating our shared identity as Americans. Support from the incomparable Bill Moore and Colleen Wright, the Brandon Police

Brandon Select Board Meeting

July 10, 2023

pg. 1

Department, and Highway and Buildings & Grounds staff made the parade and related festivities memorable to Brandon citizens and visitors for all the right reasons.

I have had consultations from two different providers about integrating technology into public-facing town operations (permit applications, etc.). More to come on this possibility.

A grants-in-aid application has been submitted and awarded for work on portions of Wheeler Road and Richmond Road. This will require a \$5,250 Town match and draws a \$21,000 grant from VTrans. The Town's match will be in-kind (labor and materials within the HWY budget).

I completed collaboration with VHB to execute the contract for their consultant work on the Historic Preservation Commission survey (our match is \$5,000 written as a line item in this year's budget). VHB will execute the contract and undertake the work in the near future.

I submitted our stormwater inspection (relates in large part to the sand filters and other mitigation features installed as part of Segment 6); our submission is "deemed complete" on the State's progress checker. This will be an annual obligation on the Town's part and the State requires we obtain an engineer's approval to submit. Recurring cost to budget will be about \$2,500.

Our town bookkeeper Jackie Savelle is taking on Brandon's participation in the VLCT compensation and benefits survey. Prior results of this survey are available at the town office for any selectboard member or Brandon resident interested in the topic.

The fuel tank at Wastewater was to be picked up on Monday 10th by the successful bidder from Maine and the transaction completed. The successful bidder for the jetter expects to complete that transaction and pick up the jetter on 22nd July.

We held a highly productive meeting with town office staff and Brandon Fire District No. 1 water superintendent Ray Counter and treasurer Kristy Pinkham regarding the combined billing and other matters of concern to our two independent municipalities. We will follow up on 14 July and expect to undertake creation of some standard operating procedures by staff and after that a memorandum of understanding for consideration by the selectboard and prudential committee.

RESIDENTS' CONCERNS

Tom Markowski of Markowski Excavating will take a look at the waterfall in the center of town on Monday 10 July. I hope to have his initial impressions to share with the selectboard.

One glass company has made their site visit to quote replacement of the three oversized plate glass windows on the town office ground level; two others have site visits scheduled.

I have no update from Ed Lowell about downtown trees or Sbardella about the Town Hall roof.

A conference call with DuBois & King Engineers is set for 12 July regarding implications of perhaps redesigning Union Street sidewalk project per previous board member suggestion and of incorporating water and sewer into the project.

I have met with a few citizens with concerns about sidewalks and distributed to the selectboard highway foreman Shawn Erickson's November 2022 estimates of \$63,000 for Pearl Street sidewalks and \$38,000 for Carver Street sidewalks.

In consultation with the chief of police and highway foreman, we marked pavement for No Parking along the north edge of Central Park near the monument and gazebo, from the easternmost crosswalk west to the

Brandon Select Board Meeting

July 10, 2023

pg. 2

fire hydrant. This is the narrow end of the lot, and there have been challenges for residents, visitors, and business owners due to lack of sufficient room to maneuver. Police will be able to exercise discretion for "standing" vehicles which are attended and briefly occupying that space for unloading or loading for farmer's market or other events in the park. This will also ensure access for emergency vehicles.

STAFFING

One of the town crew is out for the summer so there will be a contracted truck-and-laborer from M&M on the Arnold District Road work mentioned earlier in this report. This arrangement has worked for the town crew in the past, including last year's Town Farm Road work.

FOR AWARENESS OF THE SELECTBOARD (FUTURE/LONG-TERM)

Highway foreman Shawn Erickson advises that the lower portion of Carver Street is not suited to a shim-and-overlay resurfacing approach. The road will need roadbed reconstruction more along the lines of last year's Town Farm Road project. The road is also too high from a drainage point of view in relation to adjoining sidewalk and driveways to neighboring properties.

ADDITIONAL UPDATES:

Brandon appears to be weathering the rainfall well and has been spared the destruction of many of our neighboring communities to the south and east.

Tom Markowski's waterfall site visit has been postponed one week due to inability to view or access the dam due to high flows.

Likewise, the fuel tank auction winning bidder prudently postponed his travel from Maine to complete the transaction and pick up the tank, which was to be today.

We received a revised quote on the woodchipper engine replacement.

The town office and town clerk's office will close ½ hour early at 3:30 tomorrow afternoon for a staff meeting.

We did finalize the VHB contract for the historic property survey and the Brandon Historic Preservation Commission will begin scheduling work with them.

The State of Vermont grant administrator for the Conant Square Park & Ride called and informed me on Friday that this grant had expired October 23, 2022. They gave us a few options and are able to grant a 9-month extension without going to the Designated Downtown Board, which is the option we selected. The 9 months is from the expiration date of the original grant, so the extension ends later this month. We need to get the wear course of pavement down and the lines striped. This will be done in conjunction with the adjoining parcel redevelopment, which is very near completion.

(Jenni Lavoie. Other options were close grant with work done prior to 23 Oct 2022 but all other work is non-participating; or request one-year extension but we would be asking for an extension of an already-expired grant and that seemed inadvisable to her.)

Lastly, I would respectfully suggest that the board's designation of ARPA money and 1% money over the last few meetings is most appropriately viewed not as new spending of money, but as taking a comprehensive look at previously-agreed grants and purchases, and rather being careful to assign funds to those so that the Town and the board do not find themselves in a position of not having funds needed to match a grant due to no systematic tracking of those obligations and assigning funds to meet them."

Mr. Hopkins stated for additional awareness to the community, the Arnold District Road may be closed Monday through Thursday for the next 3 weeks.

Cecil Reniche-Smith asked if the match for the Park and Ride grant is a 50% match and that was confirmed. She noted it was on track for \$80,000 with the Town having to come up with \$40,000. Mr. Hopkins noted the painting and striping will be done by the town crew. This grant was presented to the Board at town meeting in 2020 just before Covid. It was presented as a grant and the Select Board had agreed but no funding source identified. Sue Gage stated everything has been paid for so far, but it will need to be earmarked where the money will come from. Seth Hopkins stated with reimbursable grants, there is a fund established to pay out until receiving the refund from the State and then determining where the other funds will come from. Ms. Reniche-Smith asked if this is something that should have been budgeted for. Mr. Hopkins stated the source of the match should have been planned. When Mr. Hopkins presented the Board with a matrix, this item was not on the matrix. Ms. Reniche-Smith noted this is a good learning experience in terms of making sure where money will come from. Brian Coolidge noted concern the Board has been spending the money down and Mr. Hopkins stated the Town is limited to those pots of money. Mr. Hopkins suggested ARPA money is most appropriate for new spending but taking a comprehensive look and being careful to assign the funds is important. What is being done is good management and it may seem that the Town has spent \$500,000, but the Town overextended itself to do a lot of great projects to make the community a better place.

Doug Bailey stated there was a lot of ARPA discussion and a lot of money was spent but he understands that money was allocated that needed to be assigned to grants and there are always funds that are needed. Everything was positive and hard decisions were made and the Board worked hard through the meetings that included \$223,000 for a new DPW truck with the money to be allocated. As a former Board member, he was surprised that this item did not come up during the budget meetings. The budget process needs to be better followed and the process starts with the Town Manager and Bookkeeper meeting with department heads and then bringing the information to the Budget Committee. Mr. Bailey noted there were 8 meetings and the missing piece was that the Town Manager was not present and he does not want the Board to be criticized for not having the information. The information asked for was a project tracker as there had been previous problems with items missing. He likes the idea of a project tracker as well as a grant tracker. Mr. Bailey stated the Town is fortunate to have the 1% Option fund and ARPA money as there are other towns having issues right now. Mr. Bailey reminded the Board to have all the facts and to be financially careful. Brian Coolidge clarified that there were 6 meetings and the Town Manager was there for some of them and suggested not to lay blame. Brent Buehler applauded the transparency and discipline that is happening right now. Janet Coolidge stated the Select Board has the final decision on the budget and the Town Manager only presents it. She suggested using this as a learning experience and going back and looking at the data. Ms. Coolidge asked what departments were over or under budget and requested a final copy of the budget be sent to the Budget Committee. Mr. Hopkins will send the final budget and the numbers discussed. In the context of reducing the shortfall, Mr. Hopkins was pleased with help from the Town Treasurer and was reminded there are adjustments that need to be made with some items that will be added to the revenue side to reduce the \$300,000. This number will fluctuate before the final fiscal year funding gets done and will then be the time to speak about where the budget lands. He will send the final budget to the Budget Committee at that time. Doug Bailey stated he was not talking about the budget but about the truck and it should have been discussed. Tracy Wyman noted when the truck was ordered, it would have been good to determine the funding at that time. Seth Hopkins reported some of the overages for buildings and grounds in the budget were for heating fuel, the electric bill, and a notice from GMP of a 5% increase in electric rates. He will take responsibility for the ADA openers at the Town Office. Outside of buildings and grounds, the highway department overages included \$28,000 for fuel, \$4,000 for signs and posts, \$12,000 for fluoride and \$5,000 for winter sand totaling \$50,000. It was noted the Town has been underfunding the highway department in the past. Cecil Reniche-Smith asked about the excess fuel cost. Mr. Hopkins talked with Shawn and it was due to the Town consuming more, as more jobs have been done in-house. Mr. Hopkins stated when writing budgets close, it has been flat for 7 years but it means there could be a risk for overages. Tim Guiles will provide a report on propane, electricity and #2 heating fuel when the fiscal year data is received. Janet Coolidge noted the town hall is being used a lot more and it is difficult to plan for the expenses. With the heat pumps, there will be savings in both the heating and cooling.

4. Rec Director's Report

Bill Moore thanked all who helped make the Brandon Independence Day a success. Mr. Moore advised last weekend the 2nd Annual Davenport Event was held and special thanks to Nate Doty, Emily Eckert, David Hammond, Kevin Thornton, and Jack Schneider. Also, thanks to the sponsors; GMP, Stone CDJR, go! Vermont, Positivenergy, SolarFest and Oliver

Brandon Select Board Meeting
July 10, 2023

Subaru. It was a great day and the move to the OVUHS campus made it a nicer event. The total attendance was over 400 with 300 in attendance last year. The Town partnered with SolarFest who provided solar trucks. There were a number of food vendors at the event. The SolarFest event will be happening this weekend. There will be a new event held on August 19th, For the Love of Dogs. Fall event planning is underway and the Rec Department will be creating a program for stipend commissioners who will help with coordinating soccer and football. Cecil Reniche-Smith stated the August 19th event will be a car show for the benefit of the Rutland County Humane Society.

5. Public Comment and Participation

Tracy Wyman reported as of July 6th, the State has announced there will be grants available for charging stations. It would be for places like Hannafords or public buildings with \$7 million that will be awarded for charging stations for EVs. Mr. Wyman noted grant information is available through the Rutland Region Planning Commission. Tim Guiles stated perhaps some of the businesses in the downtown would also be interested. Bill Moore reported he sent this information to the schools and noted there is only a 5% match with the possibility of getting a Level 3 charging station. Bernie Carr stated if there is a committee for this process, the Chamber would like to assist. Brent Buehler asked what the future of charging is and will it evolve into something else. Tim Guiles stated Tesla is just the receptacle and noted some states are moving to the Tesla handle and many vehicles can charge with either one. It is a small thing to do in putting the handle on the charging system.

Janet Coolidge stated the July 4th parade brings a lot of business to Brandon but she was disappointed in the parade because it used to be that candy could not be thrown from the floats due to safety. Ms. Coolidge requested a copy of the guidelines and Bill Moore advised he will provide a copy. Mr. Moore encouraged Ms. Coolidge to join the Parade Committee as they are in need of volunteers. Ms. Coolidge suggested having someone at the beginning of the parade to remind the participants of the rules.

Tim Guiles reported he had just received information from the Energy Committee that the RRPC has indicated for the charging station grant there is a 5% match for government, 10% match for commercial and that Brandon does not qualify for Level 3 charging. Mr. Guiles noted the Level 2 charger is good for the community as it allows people to stay in town and take advantage of what the Town has to offer. Mr. Guiles was not sure if the Tesla chargers are free as that was more than 4 years ago.

6. ARPA Discussion

Cecil Renice-Smith stated she would benefit from having a discussion of where the Town wants to go with the funds rather than specific line items for the \$500,000 uncommitted ARPA funds. One thing she would like to think about, after speaking with Devon Neary of the RRPC, is ways to leverage the money through grants. This would be a way to increase the money, but the Town needs to make sure that it is being strategic. She suggested one item would be the Union Street sidewalk. There is a \$300,000 match and suggested possibly using part of the ARPA funds for this project and use the rest to leverage some other larger project.

Heather Nelson stated it is good to be strategic in getting grants. If using the money for normal budget items, it may get people accustomed to spending this amount of money.

Brian Coolidge stated the salt shed would not take a lot of ARPA funds and agreed with doing sidewalks. Ms. Reniche-Smith asked if there are other grants available for the salt shed. Bill Moore advised he has not looked into this, as they would be straight forward expenditures.

Tim Guiles noted there is \$559,061 of ARPA funding remaining and his goal with ARPA spending is the greatest good for the greatest number of people and he would like to do a legacy project. Mr. Guiles encouraged the Board to bond items like the salt shed and town garage as it makes sense for those projects. Mr. Guiles suggested using the funds for a solar project that produces income going forward.

Tracy Wyman thought there were beneficial projects like the salt shed and windows for the town buildings and the roof for the town hall. Sidewalks are a big thing that need to be discussed. The ARPA funds have to be assigned by the end of 2024 and spent by 2026. Mr. Wyman noted that as far as coming up with the actual projects, he is open to suggestions of how to handle them. Tim Guiles stated it would be appropriate to put something in the Reporter to solicit information from the community for discussion at the next meeting.

Cecil Reniche-Smith stated there had been discussion about what people might like to see in Town and there were projects brought up at a Planning Commission meeting and those minutes are on the Town's website. Ideas like the connecting path to Forest Dale, purchasing the old barbershop and turning it into public restrooms, recreation ideas, sidewalk improvements and a swimming pool were the most talked about. She would like to solicit ideas and have them mailed to Mr. Hopkins to compile and then present to the Select Board at a subsequent meeting. Susan Benedict asked the Select Board to think about the town hall roof and using something other than slate. It is a beautiful building and Ms. Benedict suggested good roof tiles or standing seam and solar panels as this would provide energy for the building. She also suggested going with NASA squares and suggested talking with Stephanie Jerome.

Doug Bailey stated both the town office and town hall have to be done in compliance with historic preservation and with all the work the Friends of the Town Hall have done, he suggested the roof should be done. He noted Mr. Buehler had indicated there is composite material that looks like slate.

Brian Coolidge asked about the smaller town office windows upstairs when replacing the windows in that building. Seth Hopkins reported the Town had already bought and paid for the second-floor windows that would be a permanent installation and would become sealed. He noted there is not a lot of window-opening due to the noise, and the Town had already paid for the windows. Brian Coolidge stated the windows should be used if they have already been paid for.

Seth Hopkins read the following from the 1961 Town of Brandon history: *"On May 22, 1947, the ... Town Farm was sold by the town together with all livestock and equipment ... This money was deposited [and] ... had great potential for good in town government affairs. However, by 1948 it became apparent that unless a positive policy was established for the handling of this fund it would be wasted piecemeal on current expenses of insignificant value instead of performing notable service for the town."*

Mr. Hopkins thought this process will avoid piecemealing the ARPA funds.

Tim Guiles stated there was information in the Town Manager's report about closing out a grant and asked if the Board needed to find the matching funds for the close out. Seth Hopkins suggested waiting until the final figure is determined.

Heather Nelson suggested using the payment drop box for the community to provide suggestions regarding the ARPA funds. Mr. Hopkins suggested the drop box in front of Neshobe School and Town Office could be used for suggestions.

7. Appointment: Development Review Board Alternate – 2 seats (3-year terms ending June 30, 2026)

Mr. Hopkins reported a letter of interest has been received from Ralph Ethier for the Alternate position on the Development Review Board.

Motion by Tim Guiles/Brian Coolidge to approve the appointment of Ralph Ethier as an Alternate to the Development Review Board for a 3-year term ending June 30, 2026. **The motion passed unanimously.**

8. Set Property Tax Rate for Year Ending June 30, 2024

Seth Hopkins reported the calculation is based on the grand list and components of tax rate and is before the Board to be approved.

Brandon Select Board Meeting

July 10, 2023

pg. 6

Motion by Tim Guiles/Brian Coolidge to accept the tax rate as presented for the coming year. **The motion passed unanimously.**

Tim Guiles noted there were four years of tax rates provided and this year the rate is going up by .0001% and is something to be proud of.

9. Fiscal

a) Warrant – July 9, 2023 – FY 2022/2023 - \$177,410.50

b) Warrant – July 10, 2023 – FY 2023/2024 - \$89,179.83

Motion by Brian Coolidge/Tim Guiles to approve the warrant of July 9, 2023, in the amount of \$177,410.50. **The motion passed unanimously.**

Motion by Tim Guiles/Cecil Reniche-Smith to approve the warrant of July 10, 2023, in the amount of \$89,179.83. **The motion passed unanimously.**

It was noted the warrant for the chairs related to the DBA purchasing the café sets for the downtown.

Bernie Carr reported the Chamber Auction was a success and thanked the Town for the use of the town hall. Mr. Carr noted it is good to have a permanent home for the auction going forward to be more successful. There were over 300 bidders and the town hall got a lot of exposure and people loved it. Dennis Marden and the Friends of the Town Hall have been very helpful.

The Board recessed at 8:47PM.

Motion by Cecil Reniche-Smith/Brian Coolidge to enter into executive session at 8:49PM regarding the appointment or employment or evaluation of a public officer or employee, to include the Town Manager, per 1 V.S.A. 313(3)(a)(3). **The motion passed unanimously.**

10. Executive Session

The Board came out of executive session at 9:17PM. There were no actions required.

Motion by Brian Coolidge/Tim Guiles to enter into executive session at 9:18PM regarding the appointment or employment or evaluation of a public officer or employee, to include the Town Manager, per 1 V.S.A. 313(3)(a)(3). **The motion passed unanimously.**

11. Executive Session

The Board came out of executive session at 9:37PM. There were no actions required.

12. Adjournment

Motion by Brian Coolidge/Cecil Reniche-Smith to adjourn the Select Board meeting at 9:38PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

FOR AWARENESS OF THE COMMUNITY

The Brandon Highway Department may **close** the portion of **Arnold District Road** from Hollow Rd and Adams Rd north to the Leicester town line for all or a portion of the following workdays:

- Monday through Thursday, 24 - 27 July

in preparation for paving later this season. Access to Park Village will remain unrestricted. This has been announced on the Town website and Front Porch Forum (27 June), and the School District, Fire, Police, and Rescue have been notified. Signage will be posted. *Due to flood events requiring highway crew reconstruction response on other roadways, the intermittent Arnold District closures were not undertaken as planned and will be extended until work can be completed.*

Newton Road remains closed at this time.

FOCUS AREAS DURING REPORTING PERIOD

Certainly flood response has occupied the lion's share of staff time across most departments (public works and public safety in particular) since the previous selectboard meeting. I have been updating the selectboard, generally daily, as conditions have warranted. While many, many Brandon residents are breathing a sigh of relief that in general our community was spared the worst impacts of the rainfall, tornado, and resulting wind and flood damage that have prevailed through much of Vermont, a small number of residents have been very seriously impacted. The Town has endeavored to be responsive and helpful. There are three main damage categories:

1 Steep roads in the eastern third of the Town of Brandon:

Wagner Road was heavily damaged and repaired; a resident sent a very nice thank you note to the town crew for their hard work. Regrading was required on Birch Hill and North Birch Hill.

2 Flat roads south and west of the village:

Lower Carver Street, Union Street, Pearl Street, Short Swamp Road, Long Swamp Road, and Champlain Street were all flooded for several days as the main flow of the Otter Creek reached Brandon. These roads are all surrounded by waterways, swamps, etc., and do not generally suffer structural damage but are unusable while water is high enough to overtop them.

3 Roads in direct alluvial fan path of Neshobe River:

One home on North Street has lost land to erosive action of the Neshobe River. A tree large enough to span the full breadth of the river just above the North Street bridge was removed by Tracy and Jonathan Wyman.

Newton Road was washed out ... amazingly, TWICE in three days. Extremely heavy flow caused the river to exceed its banks on Friday night. Saturday morning, the Town obtained authorization from state river management official Josh Carvajal to work in the river to remove alluvia (boulders, stones) deposited in this event. The goal was to increase the capacity of the river for water and to protect Town infrastructure (water, wastewater, and roadway) as well as homes and families all along Newton Road. With more heavy rain in the forecast, this was done on Saturday though the emergency efforts of the Town of Brandon crew using Town equipment as well as Mr

Howard Stickney with a huge excavator much better-suited to the requirements of the job. The Town and residents of Newton Road began repairing driveway access to homes. In a stinging rebuke from Mother Nature, a Sunday night downpour washed away basically all the work that the Town and Mr Stickney had just done on Saturday. Monday the work began again. The residents are all safe and have access to their homes. Power, water, and wastewater are all functional.

Our regional partners at Rutland Regional Planning (Maggie O'Brien) and Vermont Emergency Management (Stephanie Smith), as well as our State partners at VTrans (Brian Sanderson) and the Vermont National Guard, have all been exemplary to work with and supportive of our recovery efforts. They have reached out many times and also responded to our outreach to them.

Our wastewater treatment facility was accepting ten times its normal flow and more than three times its designed and licensed flow during these heavy rain events. The system was overwhelmed and resulted in three discharges of partially treated effluent in excess of 1M gallons. The wastewater commissioners have this on the agenda for long-range planning but in the immediate and short range, what can be done is being done by our experienced system operators. This situation is occurring in towns and cities all over Vermont, some with far worse long-term prognosis (catastrophic flooding of entire treatment facilities, etc.).

The internationally-read *Christian Science Monitor* had two journalists in Brandon on the 13th and Brandon's successful flood mitigation efforts to protect the downtown were highlighted in a story in the *Monitor* the following day.

<https://www.csmonitor.com/Environment/2023/0714/When-the-floods-surged-a-focus-on-readiness-helped-Vermont>

We have filed an insurance claim as the stone chimney cap on the NW chimney of the Town Hall was dislodged in the high wind event (tornado warning) of 13 July. The chimney topper stove in through the slate and roof deck and allowed infiltration of water into the building during accompanying and subsequent rain. The chimney itself has also lost bricks.

The National Guard were in Brandon on Wednesday to assess damage and connect Towns to resources.

We have met face-to-face and onsite with most Newton Road residents and provided them information about recovering from the damage to their property. Most of them report limited damage to their homes, with outdoor debris, scouring, and so forth being the prevalent impact to their properties. A few property owners have expressed initial interest in the buyout program.

NON-FLOOD MATTERS

The wastewater jetter has been paid for and picked up by the successful bidder (\$1,550). The fuel tank has been paid for and picked up by the successful bidder (\$1,250). Both of these amounts will be credited to FY23 revenues (jetter to wastewater revenue in the enterprise budget and fuel tank to police revenue in the operating budget).

The 14 July meeting with the Fire District was cancelled due to flood response; reschedule date to be determined.

The Trustees of Public Funds have voted to provide \$10,000 to the Town for mosquito abatement efforts. This will be a FY24 contribution (we had budgeted \$14,000 in FY23 but were not

successful in our application at that time; accordingly we budgeted \$0 for FY24 but will now receive \$10,000 in FY24).

I have requested an additional extension to our again-current grant for the Conant Square Park & Ride, as the paving contractor who will complete the commercial property redevelopment and our project has suffered flood damage at their headquarters and also redeployed staff to work on restoring roads in harder-hit flooded communities throughout Vermont.

A conference call with DuBois & King Engineers on 12 July recommended retaining sidewalks on both sides of Union Street as best practice and not going backward by eliminating an existing sidewalk. Incorporating water and wastewater into the project may be possible; the following is an "order of magnitude" very rough estimate of cost:

sidewalk and stormwater (current project):	\$709,000 (\$300,000 grant)
add engineering for water & wastewater:	\$60,000
add drinking water (900 feet):	\$400,000
add wastewater (900 feet):	\$400,000
total for reconstruction of infrastructure:	\$1.569M

Right-of-way needs to clear before requesting funding for any water or wastewater funding. Town attorney is still to advise on right-of-way recommendation from engineers and Town.

Two of the four monitoring wells at the closed landfill did test at PFAS levels that exceed the Vermont standard; the recommended course is to conduct two more rounds of PFAS testing before determining whether any remediation is required. Potential downstream receptors are reported to be at a distance and the next monitoring of the landfill wells will indicate whether monitoring off-site will be recommended or required. The full report from the testing will arrive at the town office this week and be provided to the board or any interested member of the public.

Police Chief Kachajian is actively pursuing grants for training and equipment purposes.

RESIDENTS' CONCERNS

Tom Markowski's site visit to the waterfall scheduled for July 10 was rescheduled for July 17 and then cancelled due to flood condition at the falls; reschedule date to be determined.

Two glass companies have made site visits to quote replacement of the three oversized plate glass windows on the town office ground level; one other has a site visit planned.

Ed Lowell has ordered and will plant replacements for five downtown trees that have failed to thrive.

STAFFING

Officer Aiden Alnwick has successfully brought K-9 Guinness through training and our police dog is now certified for missing persons searches and narcotics.

FOR AWARENESS OF THE SELECTBOARD (FUTURE / LONG-TERM)

The Chief of Police advises that two of the cruisers are experiencing age-related problems and are not in service at this time, and a third is ready for warranty work. He has sourced a lease-to-purchase possibility for the Town's next cruiser.

Respectfully submitted,

Serd M. Hopkins.



TOWN of
BRANDON
EST. 1766 VERMONT
RECREATION

July 24, 2023

The Brandon Carnival starts on Thursday, July 27th @ 5:00 PM. Thanks to sponsors: Rutland Regional Medical Center The Carter Insurance Agency, Nifty Thrifty, Olivia's Croutons, SolarFest, Graph-X, Celebration Rentals, Pockette Pest Control, Wyman's Timber Harvesting & Services, Dundon's

Free Entertainment includes: Wrestling, Brandon Idol Singers, Vermont Trivia Championship, Rock and Roll Art Show, the Aaron Audet Band, Beyond the Barn Petting Zoo, Circus Camp Demo and Performance Arts 4H Show. Miller amusements will provide the rides and midway. Always free to enter and park!

We are in the middle of fall planning for the following youth activities:

Football (1st – 8th grades), Soccer (PK – 6th) Cheer (4th – 8th) First Lego League (6th – 8th) Disc Golf (1st – 6th) Kickball (4th – 6th) – **VOLUNTEERS NEEDED!** Please reach out with your interest.

Table Tennis has moved to Tuesday nights at North Campus gym and is set to resume from a summer break in Mid-August

Pickleball is looking to add another day of the week (stay tuned)

Dance Classes for adults will be offered this fall. Includes a **West Coast Swing** class as well as some traditional dance styles with **Miss Michaela**.

Met with Nic Stark from Rutland Regional Planning Commission regarding the RAMP (regional asset mapping project) grant work that will ultimately see Brandon have a comprehensive **events calendar**. Brandon's specific site will serve as the template for the other 26 towns that will feed into the master site that highlights the regions recreational assets and events.

The pavilion restrooms at Estabrook received a paint job thanks to a youth volunteer.

Nate from buildings in grounds, with the help of a Hirability work force training person, has spruced up the red storage building at Estabrook including repairing 2 vandalized windows.

Our second week of summer camp at Branbury started today. The "Into the Wild" camp is following the wildly popular "Under The Circus Tent" camp.

There are only 5 spots left in our free (Grant funded by **FIRSTinVT**) **Robotics camp** that starts on July 31st. All program information can be accessed at brandonrec.com

Respectfully Submitted,



Bill Moore



TOWN MANAGER

To: Brandon Selectboard
Re: Vacancy in Office of Moderator of the Town of Brandon
Date: 14 July 2023

On 23 January 2023, Bill Moore was tasked by the selectboard to serve as interim town manager. At that time he was serving as Moderator of the Town of Brandon, having first been elected Moderator in 2016 and continually re-elected without opposition since then.

At the time of Mr Moore's appointment as interim town manager, the Vermont League of Cities and Towns advised that their interpretation of the Vermont "incompatible office" law 17 V.S.A. § 2647 (in this case, the provision (a)(4) that the town manager cannot hold any elective office in the town) would apply to equally to interim town managers as to permanent town managers. Mr Moore accordingly resigned as Moderator to comply with this provision.

At the time of the Annual Town Meeting this year, Mr Moore was interim town manager and accordingly did not stand for election as Moderator, because to be elected would result in non-compliance with this same incompatible offices provision.

Notwithstanding his non-candidacy, on 7 March 2023, Mr Moore received the greatest number of votes in the all-write-in election of the Moderator of the Town of Brandon.

Mr Moore accordingly was not sworn in as Moderator, and the office has since been vacant.

Mr Moore's service as interim town manager has since ended, and the VLCT staff attorney's legal opinion at the time stated in writing: "The incompatible offices statute ... is narrowly tailored to restrict the town manager from holding elective office, but an assistant would not be prohibited from also holding an elective office."

A Moderator is required for any special or annual meeting of the Town.

For the above reasons, I recommend that the selectboard consider appointing Mr Bill Moore to resume his position as Moderator of the Town of Brandon for a term ending with Annual Town Meeting 2024.

Respectfully submitted,

Scott M. Hopkins.

MPM Selection for Municipal Staff Member or Regional Planning Commission Member

The **Town of Brandon** has entered into an agreement with the Vermont Agency of Transportation to develop a project known as **Brandon TAP TA23(2)**. This project is funded in part by the Federal Highway Administration and the Vermont Agency of Transportation. Accordingly, all aspects of project development, from developing a purpose and need statement to constructing the project, must conform to federal and state regulations. The **Town of Brandon** is proposing that the following individual: **Steffanie Bourque, Planner, Rutland Regional Planning Commission** will provide municipal project management services.

The individual named above will be referred to as the Municipal Project Manager or MPM.

The MPM duties will be as outlined in the Town's Grant Agreement and in the MAB Guidebook. Tools to assist the MPM are found on the MAB sharepoint site (<https://outside.vermont.gov/agency/VTRANS/external/MAB-LP>.)

The requirements and responsibilities of the MPM include:

- Responsible for ensuring that ALL aspects of the project follow the "VTrans Project Development Process" and adheres to the Municipal Assistance Bureau (MAB) "Guidebook for Municipally Managed Projects".
- Responsibility for coordinating all project activities and monitoring all aspects of project development on behalf of the municipality. The MPM is responsible for ensuring adherence to federal and state rules and regulations relative to developing and constructing a project.
- Review and monitor project schedule to coordinate all activities necessary for completion of the project. This responsibility includes providing regular progress reports to VTrans (biweekly or monthly depending on scope of project.)
- Solicit and coordinate Request for Proposals / Qualifications and Scope of Services for any and all consulting needs subject to VTrans approval. Examples are available. Act as member of selection team and maintains responsibility for documenting these processes.
- Review and ensure that all provisions of all contracts are met or satisfied and submitted on time and within cost limits. This includes ongoing tracking of expenditures compared to contract amounts and the overall project budget.
- Carefully review all project invoices to ensure billing matches work completed and provide invoices and supporting documentation to VTrans along with a statement attesting to the accuracy, completeness and reasonableness.
- Arrange for, participate in and provide follow-up documentation of all project-related discussions, meetings or hearings.
- Review of project plans and documents for conformance with MAB standards prior to submitting to VTrans.
- Assist the municipality in all right-of-way, utility and/or railroad issues and process.
- Review the project for compliance with all federal, state and local laws, ordinances, regulations and permit requirements, including environmental permitting.
- Assist the municipality in preparing a bid package for construction, in conformance with federal and state regulations. Documents and answers all inquiries during project advertisement. Once bids are received and opened, assist municipality in determining whether apparent low bidder is responsible.

- Coordinate and participate in a Preconstruction Conference in accordance with the MAB guidebook.
- Provide project administration of project during construction, including oversight of construction inspector, conducting periodic field reviews of construction activities, work items and daily record keeping.
- Provide approval on behalf of the Municipality for necessary Change Orders and forward to VTrans for concurrence.
- Provide a certification to VTrans (as the Project Acceptance Memo) that the project was constructed as designed with a summary of all projects costs summarized by phase. (A template can be provided.)
- Coordinate and participate in a substantial completion walkthrough in accordance with the MAB guidebook.
- Keep a master project file, to become the possession of the Town once the project is completed. Should any additional information be necessary to meet any reviews of the project, such as an audit, the MPM will be responsible for providing or securing this.

Proposed MPM candidates should submit responses to the questions on the following page along with a detailed RESUME that highlights their credentials and experience in relation to Project Management. Along with the response to questions and the resume, the project sponsor must submit a letter of appointment and support for the proposed MPM candidate on Municipal Letterhead.

The following questions will be scored by a minimum of two members of the VTrans Municipal Assistance Bureau. The resulting scores will be evaluated to ensure the proposed individual has satisfactory understanding, experience and time available to serve as MPM on this project. Please provide specific examples that support your answers as applicable.

1. Please define: In an average workweek how many hours are you available to allocate to project specific MPM duties for this project? 3-5 hours available each week. Note that this project is likely to take between two and four years from beginning to completion of construction. Please describe your commitment to remain as the MPM for the duration of the project. How would this commitment fit into your routine workload?

We expect the MPM role to take up to 5 hours per week, depending on the stage of the project and the associated workload. The Rutland Regional Planning Commission (RRPC) has a close working relationship with the Town of Brandon and knowledge of the grant project and the stakeholders involved. I intend to work closely with the Town for the duration of the project to ensure an effective and timely approach to completing this scoping study. The RRPC is motivated to continue offering MPM services and with other MPM projects at varying stages, adding this project fits well into my current workload.

2. Please describe your experience and familiarity with the Vermont Agency of Transportation's project development process and experience with projects overseen by the VTrans Local Projects / Municipal Assistance Bureau.

The RRPC has provided support to many VTrans MAB grant program funded projects in the Rutland region. Staff from our organization are currently serving as MPM for projects in Fair Haven, West Rutland, Rutland City, Tinmouth, Wallingford, Pawlet, Mendon, Killington, and Proctor. As a Regional Planner, I work closely with our Transportation Planner and have learned about the VTrans project development process through our current MPM projects and by reviewing the *MA Local Projects Guidebook for Locally Managed Projects*.

The VTrans project development process is comparable to that for public drinking water system projects funded through the Drinking Water State Revolving Loan Fund – which I had direct experience with in my former positions as Project Manager at Marble Valley Engineering and Town Administrator for the Town of Proctor, Vermont.

3. Please describe your experience and/or general knowledge of civil engineering topics related to transportation or stormwater management infrastructure.

As Project Manager at Marble Valley Engineering, I was responsible for technical review of project plans and specifications for site development, utility improvement, and transportation projects. This experience provided me with a good working knowledge of civil engineering topics related to both transportation and stormwater management infrastructure.

With the RRPC, I am the point of contact for Municipal Roads General Permit (MRGP) compliance assistance and the Grants In Aid Program for our member municipalities. I have conducted field assessment of road segments and catch basin outfalls for municipal erosion inventories and have a good working knowledge of the MRGP stormwater management standards. During the 2022 construction season, I provided one-on-one training to our towns on how to use the MRGP assessment and reporting tools to maintain their inventories and demonstrate compliance with permit requirements to improve non-compliant segments. I have also worked with Grants in Aid Program construction grant recipients to identify projects, conduct pre and post-construction site visits to develop work plans and document work complete, and review project grant reimbursement submittals to ensure invoicing matches work complete. For this work, I routinely reference the *Vermont Better Roads Manual*, January 2019 edition, and recommend it to all our towns.

Other guidance documents that I reference for multimodal transportation projects include *Small Town and Rural Multimodal Networks*, December 2016, and *Vermont Pedestrian and Bicycle Facility Planning and Design Manual*, December 2002.

I also continue to strengthen this skill set by attending trainings and workshops – e.g., Vermont Local Roads Roadway Fundamentals, VLR Drainage and Ditches, Stump the Instructor Gravel Roads workshop, Vermont Rivers Program Tier 1, 2, and 3 Rivers and Roads trainings.

4. Please give a brief overview of your understanding and experience related to the requirements of the right of way process and acquisitions where Federal Highway is a funding source.

I have limited experience with the right-of-way process and acquisitions as they relate to transportation projects. During my time with Marble Valley Engineering, I worked on one project that required preparation of ROW Plans with temporary construction easements for a municipal VTrans funded sidewalk improvement project. I have no experience with the purchase of land or permanent easements – my understanding of these types of ROW acquisitions is limited to the guidance provided in the *MA Local Projects Guidebook* and *Local Transportation Facilities Guide to the Right-of-Way Phase*.

5. Please give a brief overview of your understanding and experience related to securing and complying with environmental permits & clearances.

As Project Manager at Marble Valley Engineering, I was responsible for preparing local, state, and federal permit applications for site development, utility improvement, and transportation projects. I routinely worked with the ANR Permit Specialist for the Rutland region, Rick Oberkirch, to identify the necessary state permits for a given project.

I have experience with the following types of applicable state and federal environmental permits and clearances:

- Stormwater General Permits for Construction Sites
- Stormwater Permit for New Development
- Municipal Roads General Permit
- Wetlands Permit
- Stream Alteration Permit
- Act 250
- Historic Sites
- Threatened & Endangered Species
- Work in State Highway Right of Way (Section 1111 Permit)
- US Army Corps of Engineers General Permit
- Categorical Exclusion Determinations

6. Please define your project management experience, especially where federal funding was involved. This should include your roles and responsibilities for overseeing contracts, solicitation and procurement of services, advertising of bids, compliance monitoring, records management and retention, and project financial oversight / invoicing.

As Project Manager at Marble Valley Engineering, I was responsible for all aspects of civil/structural engineering project management including staffing, budgeting, scheduling, and contract administration. In addition to my project definition and design phase experience described above, I also assisted clients with bid and construction phase support. This included preparation of bid phase documents; bid advertisement, opening, analysis; contract award; coordination and participation at all construction meetings (including preconstruction conference, substantial and final completion inspections); tracking shop drawing submittal and review; coordination with resident engineers to track progress; and process contractor requests for payment. Some of these were municipal projects funded through the Drinking Water State Revolving Loan Fund.

MPM Selection for Municipal Staff Member or Regional Planning Commission Member

With the RRPC, I also administered the Grants in Aid equipment and construction programs in FY21 and FY22. This included working with participating municipalities to 1) identify projects, 2) develop work plans, 3) complete the work on time, 4) re-assess the improved segment(s) and report work complete to update the MRGP Inventory, and 5) prepare the necessary final project cost documentation to seek grant reimbursement.

7. Please describe your role coordinating with multiple internal and external stakeholders to accomplish a project. Be sure to address your techniques for effective communication.

Effective communication is an integral part of every successful project. I have been honing this skill over my 20+ professional career. I rely on clear, succinct, and regular communication with project partners to ensure projects are completed on time, within budget and in accordance with the work plan/scope.

In my role as Regional Planner, I frequently coordinate project meetings, trainings, workshops, and exercises. This includes identifying project stakeholders, scheduling and advertising meetings, developing meeting agendas, and preparing meeting summaries. As an event facilitator, I strive to provide a safe, open, and orderly forum for participation and discussion. When municipal projects require public engagement, I work with local officials to develop a public outreach strategy to ensure opportunities for public information and input are well publicized and easily accessible. Although I have not used online surveys as a tool to solicit public input on any of my past projects, I am excited about the possibility of employing them in future MPM projects.

8. List MAB (or former LTF) projects you have worked on as MPM and indicate VTrans staff person you worked with. (This question not scored)

I am currently serving as MPM for the following projects:

- Fair Haven STP BP21(12) downtown pedestrian improvements construction project. The VTrans Project Supervisor is Christine Emmons/Ross Gouin. This project is in the preliminary planning phase.
- West Rutland STP BP21(14) paved multi-use path construction project. The VTrans Project Supervisor is Derek Kenison. This project is in the conceptual planning phase.
- Rutland City TAP TA22(6) Amtrak Plaza redevelopment construction project. The VTrans Project Supervisor is Jon Lemieux. Design consultant procurement is underway for this project.
- Tinmouth TAP TA22(2) Sand/Salt Shed construction project. The VTrans Project Supervisor is Scott Gurley. A design consultant has been procured and this project is in the kickoff phase.
- Wallingford STP BP22(17) School Street sidewalk replacement construction project. The VTrans Project Supervisor is Jon Lemieux. A design consultant has been procured and this project is in the kickoff phase.
- Pawlet STP BP22(16) village pedestrian improvements construction project. The VTrans Project Supervisor is Peter Pochop. This project is in the initial setup phase.
- Mendon TAP TA22(17) Route 4 corridor scoping study. The VTrans Project Supervisor is Ashley Andrews. This project is in the data collection phase with the Local Concerns Meeting recently held on June 21, 2023.
- Killington TAP TA22(15) bicycle safety and connectivity scoping study. The VTrans Project Supervisor is Derek Kenison. This project is in the data collection phase with the Local Concerns Meeting scheduled for July 13, 2023.
- Proctor TAP TA23(5) tri-town trails scoping study. The VTrans Project Supervisor is Peter Pochop. This project is in the initial setup phase.

Given my current work with our member towns on transportation resiliency projects and MRGP compliance, expansion into this role of MPM is a good fit.

As previously mentioned, I have been the Grants in Aid Program administrator for the RRPC. In this role, I have worked with Christine Emmons, Ashley Andrews, Ross Gouin, and Alan May.

STEFFANIE BOURQUE

Regional Planner



RUTLAND REGIONAL PLANNING COMMISSION

Steffanie Bourque is a Planner at the Rutland Regional Planning Commission (RRPC). Her background is in project management and public administration. She brings nearly twenty years of experience working with the public sector in Vermont to her position.

As a Regional Planner, Steffanie works with communities on a range of resiliency initiatives spanning the emergency management and transportation sectors to strengthen local and regional capacity through proactive planning and preparation.

As the RRPC primary Municipal Project Manager (MPM), she performs the project management duties detailed in the grant agreements for VTrans fund municipal transportation-related projects.

Select Project Experience

Municipal Project Management (MPM) Services: Several VTrans grant programs require municipal recipients provide project management via a designated MPM. Steffanie leverages her planning skills and prior employment experience to assist in the management of both scoping studies and construction projects—from design through construction. She works very closely with each project team to ensure project goals are met and work is completed on time and within budget.

Road Stormwater Management Planning: Road Stormwater Management Plans are a required element under the Municipal Roads General Permit. Steffanie gets out in the field with local highway departments to inventory road segments and determine permit compliance. She has developed a plan template that includes all current MRGP-required elements but is also succinct and easy to read. She works with communities to identify the work and schedule needed to bring road segments into compliance.

Local Hazard Mitigation Planning: Local Hazard Mitigation Plans must be adopted by the municipality and approved by the State and FEMA every five years. In conjunction with the Vermont Hazard Mitigation Planner, Steffanie developed a plan template that includes all the current FEMA-required plan elements but is also succinct and easy to read. She works with communities to update plans that include practical and viable mitigation actions.

EDUCATION

Indiana University-Bloomington

Master of Public Affairs and Master of Science in Environmental Science, 2000

University of Vermont

B.A. Environmental Studies, 1992

PRIOR EMPLOYMENT

Project Manager

Marble Valley Engineering, Rutland, VT
2011-2018

Town Administrator

Town of Proctor, Vermont
2003-2011

Senior Analyst

Project Performance, McLean, VA
2000-2003

SELECT TRAINING

- Vermont Local Roads—*Roadway Fundamentals*
- Vermont Local Roads—*Drainage and Ditches*
- Vermont Rivers Program—*Tier 1 & 2 Rivers and Roads*
- Vermont Rivers Program—*Tier 3 Floodplain Restoration*
- Vermont Stormwater Program—*Road Erosion Inventory Assessments*
- New England Water Works Association—*Fundamentals of Reading Blue Prints*
- New England Water Works Association—*Effective Project Management*

RUTLAND REGIONAL PLANNING COMMISSION (RRPC) COST PROPOSAL FOR MPM SERVICES

Brandon TAP TA23(2)

The following table details the pricing for delivery of Municipal Project Management (MPM) services for Brandon TAP TA23(2) the Forest Dale Shared Use Path Scoping Study Project. This pricing is valid for 60 days from the date of this proposal.

Tasks	Hours	Rate*	Price
Consultant Procurement: RRPC will assist with scoping consultant procurement either through an open solicitation or VTrans At-the-Ready process. RRPC will develop a request for proposals (RFP), conduct the solicitation, oversee review and Selectboard approval, and assist in developing the Consultant contract for signature by the Town and Consultant.	12.00	\$96.91	\$1,162.92
General Project Administration, Meetings, and Coordination with VTrans: RRPC will perform all necessary administrative tasks, project meeting coordination and attendance, and collaborating with Vermont Agency of Transportation staff. These tasks are varied and will be done as needed to complete the project.	18.00	\$96.91	\$1,744.38
Invoice Billing and Accounting: RRPC will manage Town requisitions to VTrans with appropriate documentation and project oversight accounting.	7.50	\$96.91	\$726.83
Existing Conditions Assessment, Cultural/Natural Resources and Utilities: RRPC will review the materials produced by qualified experts and work with VTrans staff in approving these work documents.	1.00	\$96.91	\$96.91
Development of Design Alternatives: RRPC will provide services as requested by the Consultant in preparation of design alternatives. RRPC will supply needed GIS data layers, directly interface with Consultant, and provide a comprehensive review of Consultant material submissions for conformity with state and federal transportation standards. This includes all work tasks necessary to develop the design alternatives.	2.00	\$96.91	\$193.82
Public Meeting(s): RRPC will coordinate and attend all public meetings on behalf of this project.	6.00	\$96.91	\$581.46
Scoping Report: RRPC will coordinate Town review and approval of the project scoping study report.	4.00	\$96.91	\$387.64
Direct Expenses (mileage and printing)		\$100.00	
		TOTAL LABOR AND DIRECT EXPENSES	\$4,993.96

*Billed at hourly rate with fringe and leave and RRPC's current indirect rate of 67.86%. All rates subject to change during contract period, but total project cost not to exceed maximum of \$4,993.96 unless it is mutually agreed upon to amend maximum amount.



GRANT AGREEMENT RESOLUTION - SINGLE GRANTEE

Form PM-1

WHEREAS, the (check one) Town City Village of Brandon
has applied for funding under the Vermont Community Development Program, as provided for in 10
VSA Ch. 29, and has received an award of funds under said provisions; and

WHEREAS, the Agency of Commerce and Community Development has tendered a Grant Agreement
07110 -AM-2022 to this municipality for said funding:

Now, THEREFORE, BE IT RESOLVED as follows:

- 1) that the legislative body of this municipality accepts and agrees to the terms and conditions of said Grant Agreement;
- 2) that (Name) Bill Moore Title Deputy Town Manager
is hereby designated as the person with overall Administrative responsibility for the VCDP activities related to this Grant Agreement; and
- 3) that (Name) Seth Hopkins Title Town Manager
who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is the Town Manager, the City Manager, or the Town Administrator, hereby designated as the Authorizing Official (AO) to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

Passed this 24 day of July, 2023.

LEGISLATIVE BODY

(Typed Name)	(Signature)
Tracy Wyman, Chair	_____
_____	_____
Cecil Reniche-Smith	_____
_____	_____
Tim Guiles	_____
_____	_____
Brian Coolidge	_____
_____	_____
Heather Fjeld	_____
_____	_____

For Agency Use:

Processed By: _____ Date: _____

ARPA SUGGESTIONS FOR CONSIDERATION OF THE SELECTBOARD

12 July 2023 Front Porch Forum:

Selectboard Invites ARPA Suggestions

Seth Hopkins • Town Manager, Brandon

The Selectboard invites public suggestions for use of the Town's remaining ARPA funds. ARPA is a one-time grant of federal funds to communities in response to the pandemic. The Selectboard has designated \$557,427 of Brandon's total ARPA award, and the Selectboard endeavors to conduct a thoughtful process to designate the remaining \$559,061 of Brandon's ARPA award.

Brandon residents with suggestions for how best to use all or part of the remaining funds are invited to email their thoughts to shopkins@townofbrandon.com or write them down and drop them in the payment boxes located outside the town clerk's office or the Neshobe School. All suggestions will be compiled for consideration of the board at its regular meeting of Monday, July 24th. The board does not expect to vote on designations on that date but will hold over to the following meeting or two, with a goal of completing the ARPA designation process within the next few meetings. Thank you for your participation.

Very respectfully,
Seth Hopkins, town manager
(802) 247-3300 call or text

Suggestions were received from (alphabetical by first name):

Anonymous, Beate Jensen, Beth Rand, Bob Foley, Bob Smith, Brandon Wastewater Operators, Dennis Marden, Jean Somerset, Jessica Doos, Sue Wetmore, Tom Whittaker

Suggestions (In no particular order, and not corresponding to the order of the above list):

- Town Hall roof - that jewel deserves some finishing touches
- Construct a trail around Brandon
- Upgrading sidewalks
- 1600 gallon chlorine tank at wastewater (10 day storage)
- Town Hall roof not slate but slate-looking composite or metal roof
- Provide grants to landlords willing to rent to local workers vs using homes for temporary housing like AirBnB or VRBO. Woodstock is doing this: "Across Vermont, but especially in resort towns, people have a hard time finding housing near their work. Woodstock is trying to address the problem by offering grants to landlords if they build new units for local workers or convert short-term rentals to long-term ones. The town is offering landlords up to \$10,000 to build or refurbish accessory dwelling units."
- Delay any decision until at least early 2024. Lots can happen in the next 6 months and whereas other funding sources may be available for catastrophic events, needs can arise that are not on the radar presently.
- Town Hall roof
- Water tank for Brandon Fire District No. 1 (more than half the households in Brandon)
- Support high school graduates or equivalent who want to enter the trades
- Town Hall floor another \$20,000 in case Vermont Arts Council grant does not succeed

- Tennis/pickleball courts in Brandon. Pickleball is very popular.
- A community swimming pool
- Safe sidewalk on Marble Street — the sidewalk is narrow and below the grade of the road with no barrier to prevent vehicles crossing onto the sidewalk. Marble Street is a major road in and out of town with large logging trucks and other big vehicles passing daily. Marble Street is a popular place to walk and many continue onto Wheeler Road which has less traffic. It is also an entry into town for visitors; I wish it could look like Rt 7 with beautiful curbs and sidewalks.
- Water, sewage
- Invest in a trust where compound interest and dividends can be preserved in perpetuity, and used to research, design, build, and support (and pay for) solar and geothermal energy systems for all of Brandon! That would be pretty cool.
- Walking trail along the Neshobe River
- Sidewalks
- Complete funding of Library renovation
- Town Hall floor

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63674 Prior FY Invoices
All Invoices For Check Acct 01(10 General Fund) 07/23/23 To 07/23/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
100406	06/30/23	ADDISON INDEPENDENT Davenport Fest/2023 Direc	10-5-18-10330	750.00	52644	07/24/23
	6/30/23		Advertising/Recruitment			
200263	07/01/23	ALDRICH & ELLIOTT, PC WWTF Upgrade Step III	40-5-20-20120	10840.82	52645	07/24/23
	81392		Engineering			
200218	06/30/23	BRANDON REPORTER Davenport, 7/4, equip sale	10-5-18-10330	417.50	52646	07/24/23
	6/30/23		Advertising/Recruitment			
200218	06/30/23	BRANDON REPORTER Davenport, 7/4, equip sale	10-5-10-30310	26.00	52646	07/24/23
	6/30/23		Legal Advertising			
100860	07/17/23	CARROLL, BOE, PELL & KITE misc legal	10-5-10-21110	193.50	52647	07/24/23
	37743		Legal Services			
100462	07/01/23	CASELLA WASTE MANAGEMENT June trucking of sludge	20-5-55-50170	1980.00	52648	07/24/23
	2877953		Trucking			
300604	06/30/23	CHAMPLAIN CONSTRUCTION CO gravel	10-5-15-46140	1155.63	52649	07/24/23
	BRANJUNE2023		Gravel			
311166	06/21/23	CHAPPELL TRACTOR SALES LL rain jackets and pants	10-5-15-10320	136.42	52650	07/24/23
	P90851		Clothing Allowance			
310703	06/30/23	CITY HALL SYSTEMS, INC. credit card charges	10-5-18-30070	136.47	52651	07/24/23
	19544		Little League Expenses			
310037	07/06/23	CONSOLIDATED COMMUNICATIO service: Jun 06 to Jul 05	10-5-15-42100	130.78	52652	07/24/23
	HWY 07/06/23		HW Telephone			
310037	07/06/23	CONSOLIDATED COMMUNICATIO service: Jun 06 to Jul 05	10-5-14-42100	52.80	52652	07/24/23
	PD 07/06/23		PD Telephone Service			
310956	07/18/23	ERICKSON, SHAWN mileage, use of trailer	10-5-15-10310	226.20	52653	07/24/23
	07/18/23 - 1		Travel & Expenses			
300492	06/30/23	FASTENAL COMPANY lock nuts & cap screws	10-5-15-44120	134.42	52654	07/24/23
	VTRUT121313		Roadside Mower- Maint			
330422	07/14/23	FERGUSON ENTERPRISES LLC pipe	56-5-10-50100	389.80	52655	07/24/23
	1171812		Arnold Dist Rd - paving			
101059	07/17/23	GRABER MANUFACTURING, INC bike racks	10-5-12-40100	1327.00	52656	07/24/23
	0021608		Energy Cm Public Outreach			
310233	07/03/23	GREEN MOUNTAIN POWER 7 Conant Sq - lighting	10-5-22-42130	37.43	52657	07/24/23
	07/23 047828		Bldgs & Grounds Electric			
310233	07/05/23	GREEN MOUNTAIN POWER Central Park, lights	10-5-22-42130	599.38	52657	07/24/23
	07/23 170028		Bldgs & Grounds Electric			
310233	07/05/23	GREEN MOUNTAIN POWER Estabrook Park	10-5-22-42130	60.71	52657	07/24/23
	07/23 240302		Bldgs & Grounds Electric			
310233	07/05/23	GREEN MOUNTAIN POWER Carver St pump station	20-5-55-42130	43.77	52657	07/24/23
	07/23 290502		Electric			
310233	07/05/23	GREEN MOUNTAIN POWER Green Park	10-5-22-42130	25.45	52657	07/24/23
	07/23 317702		Bldgs & Grounds Electric			
310233	07/05/23	GREEN MOUNTAIN POWER Country Club pump station	20-5-55-42130	46.77	52657	07/24/23
	07/23 338602		Electric			
310233	07/03/23	GREEN MOUNTAIN POWER 7 Conant Sq car chargers	10-5-22-42500	76.11	52657	07/24/23
	07/23 339840		Electric EV Car Stations			
310233	07/07/23	GREEN MOUNTAIN POWER Town Hall	10-5-22-42130	233.54	52657	07/24/23
	07/23 451302		Bldgs & Grounds Electric			
310233	07/05/23	GREEN MOUNTAIN POWER Brookdale pump station	20-5-55-42130	29.87	52657	07/24/23
	07/23 467702		Electric			
310233	07/03/23	GREEN MOUNTAIN POWER Crescent Park	10-5-22-42130	221.23	52657	07/24/23
	07/23 737937		Bldgs & Grounds Electric			

07/21/23
01:40 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63674 Prior FY Invoices
All Invoices For Check Acct 01(10 General Fund) 07/23/23 To 07/23/23

Page 2 of 3
JackieSavela

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
310233	GREEN MOUNTAIN POWER	07/07/23	Police Station	10-5-22-42130	115.95	52657	07/24/23
			07/23 822212	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	07/05/23	street lights	10-5-22-42130	2903.49	52657	07/24/23
			07/23 851302	Bldgs & Grounds Electric			
310233	GREEN MOUNTAIN POWER	07/05/23	WWTP security light	20-5-55-42130	25.84	52657	07/24/23
			07/23 860302	Electric			
310233	GREEN MOUNTAIN POWER	07/07/23	Champlain St pump station	20-5-55-42130	153.49	52657	07/24/23
			07/23 867202	Electric			
100811	INITIAL IDEAS	06/06/23	plates	10-5-22-43160	20.00	52659	07/24/23
			55674	Parks Maint.			
100811	INITIAL IDEAS	06/06/23	plates	10-5-10-30110	36.00	52659	07/24/23
			55674	Office Supplies			
100811	INITIAL IDEAS	06/06/23	plates	10-5-18-62000	40.00	52659	07/24/23
			55674	DOG PARK EXPENDITURES			
311059	MADISON NATIONAL LIFE INS	07/06/23	FICA withholding 23-2Q	10-5-15-10211	91.80	52660	07/24/23
			2023-2Q	Fica			
310630	MASTERCARD	06/17/23	dog food	10-5-14-40440	71.88	52661	07/24/23
			44749-6	Police Dog Expenses			
310630	MASTERCARD	06/20/23	training-Officer Wellness	10-5-14-10340	75.00	52661	07/24/23
			44966	Professional Development			
310630	MASTERCARD	06/13/23	Lattice, fence	10-5-22-43160	145.54	52661	07/24/23
			44969	Parks Maint.			
310630	MASTERCARD	06/16/23	monitors, stand, desktop	10-5-10-30210	622.60	52661	07/24/23
			44970	Office Equipment			
310630	MASTERCARD	06/21/23	UCC filing - RLF	37-5-10-21110	35.00	52661	07/24/23
			44971	Legal Expenses			
310630	MASTERCARD	06/22/23	Pre-Stamped Envelope	10-5-10-30132	2269.00	52661	07/24/23
			44972	Postage Expenses			
310630	MASTERCARD	06/27/23	softball, flags, laptop, web	10-5-10-30210	501.97	52661	07/24/23
			44973	Office Equipment			
310630	MASTERCARD	06/27/23	softball, flags, laptop, web	10-5-21-75000	203.87	52661	07/24/23
			44973	Economic Development			
310630	MASTERCARD	06/27/23	softball, flags, laptop, web	10-5-18-30070	57.15	52661	07/24/23
			44973	Little League Expenses			
310630	MASTERCARD	06/27/23	softball, flags, laptop, web	10-5-22-43150	104.00	52661	07/24/23
			44973	Town Hall Repair/Maint.			
310630	MASTERCARD	06/26/23	Plotter paper, ink ribbon	20-5-55-43160	97.18	52661	07/24/23
			45080	Maint. Supplies - General			
310630	MASTERCARD	05/23/23	cage for cruiser	10-5-14-41110	1184.26	52661	07/24/23
			45121	New Equipment - Vehicles			
310630	MASTERCARD	06/05/23	cross pen	10-5-14-30110	37.69	52661	07/24/23
			45123	Office Supplies			
310630	MASTERCARD	06/12/23	light bulbs	10-5-22-43180	23.98	52661	07/24/23
			45124	Maint. Supplies Bldgs.			
310630	MASTERCARD	06/15/23	Street cop train-interview	10-5-14-10340	598.00	52661	07/24/23
			45125	Professional Development			
310630	MASTERCARD	06/15/23	duty hat	10-5-14-10320	71.99	52661	07/24/23
			45126	Clothing Allowance			
310630	MASTERCARD	06/16/23	Traing-crash invest.	10-5-14-10340	48.00	52661	07/24/23
			45127	Professional Development			

07/21/23
01:40 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63674 Prior FY Invoices
All Invoices For Check Acct 01(10 General Fund) 07/23/23 To 07/23/23

Page 3 of 3
JackieSavela

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
310630	06/22/23	MASTERCARD parade detail-supplies 45128	10-5-14-30110 Office Supplies	110.23	52661	07/24/23
100156	06/15/23	NAYLOR & BREEN BUILDERS, WWTf PR # 09 WWTf PR#9	40-5-20-50500 Contractor	139615.88	52663	07/24/23
100788	07/16/23	NEW ENGLAND MUNICIPAL RES Lisa - May 1 thru June 29 52912	10-5-11-22140 Property Assessor	3408.14	52664	07/24/23
310530	07/21/23	PATCH ELECTRIC INC work Town Office & HWY 2389	10-5-22-43080 Highway Bldg Maint	547.80	52665	07/24/23
310530	07/21/23	PATCH ELECTRIC INC work Town Office & HWY 2389	10-5-22-43100 Town Office	585.10	52665	07/24/23
101061	06/28/23	RENICHE-SMITH, CECIL supplies-Town Plan Update 6/28/23	10-5-12-40100 Energy Cm Public Outreach	322.76	52666	07/24/23
300375	06/30/23	RUTLAND CITY June processing of sludge JUNE2023	20-5-55-50160 Sludge Disposal	6300.00	52667	07/24/23
310605	06/14/23	SAVELA, JACOLYN reimb for mileage 07/20/23	10-5-10-10310 Travel & Expenses	56.33	52668	07/24/23
300592	06/29/23	SUBURBAN PROPANE, L.P. propane @ Town Office 58236	10-5-22-42100 Heating - Propane	352.15	52669	07/24/23
300592	06/29/23	SUBURBAN PROPANE, L.P. propane @ WW chem bldg 58237	20-5-55-42110 LP Gas - Bldgs	28.03	52669	07/24/23
300592	06/29/23	SUBURBAN PROPANE, L.P. propane @ WW main garage 58240	20-5-55-42110 LP Gas - Bldgs	108.62	52669	07/24/23
300592	06/29/23	SUBURBAN PROPANE, L.P. propane @ WW small garage 58241	20-5-55-42110 LP Gas - Bldgs	280.32	52669	07/24/23
300592	06/29/23	SUBURBAN PROPANE, L.P. propane WW supply garage 58242	20-5-55-42110 LP Gas - Bldgs	126.14	52669	07/24/23
330447	07/06/23	TMDE CALIBRATION LABS, IN on-site calibration 48249	10-5-14-30130 Service Contracts	697.00	52670	07/24/23
100577	07/14/23	WILK PAVING, INC paving HM23-136	56-5-10-50100 Arnold Dist Rd - paving	1012.09	52671	07/24/23
Report Total				182355.87		

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 \$ ***182,355.87
Let this be your order for the payments of these amounts.

FY 22 - 23

07/21/23
02:10 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63676 Current FY Invoices
All Invoices For Check Acct 01(10 General Fund) 07/24/23 To 07/24/23

Page 1 of 4
JackieSavala

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100015	07/11/23	chlorine 11250413401	20-5-55-50120 Sodium Hypochorite	1395.00	52672	07/24/23
100015	07/13/23	chlorine 11250415401	20-5-55-50120 Sodium Hypochorite	2715.00	52672	07/24/23
310631	07/13/23	sewer lid seal kits 32475	20-5-55-51310 Collection Systems	138.08	52673	07/24/23
100605	07/17/23	WWTF BAN int pymt 5929-7/30	20-5-55-60100 Interest Exp - Short Term	4912.33	52674	07/24/23
100605	07/17/23	WWTF BAN int. pymt 5934-7/30	20-5-55-60100 Interest Exp - Short Term	11118.99	52675	07/24/23
101068	07/11/23	refund for swim lessons 822453	10-5-18-30000 Swim Lesson Expense	52.00	52676	07/24/23
311046	07/17/23	over paid taxes JULY 2024	10-2-00-02120 Anticipated Tax Credits	127.83	52677	07/24/23
310189	07/12/23	install door 792840	10-5-22-43100 Town Office	740.51	52678	07/24/23
311197	07/17/23	tax overpaid 0120-0018	10-2-00-02120 Anticipated Tax Credits	167.07	52679	07/24/23
310699	08/01/23	monthly solar 199B	20-5-55-42130 Electric	1935.00	52680	07/24/23
310699	08/01/23	monthly solar 199B	10-5-22-42130 Bldgs & Grounds Electric	2365.00	52680	07/24/23
100280	07/06/23	liquid nails 992184/3	10-5-18-43130 Estabrook	3.59	52681	07/24/23
100280	07/08/23	caution tape baracade 992514/3	10-5-22-43160 Parks Maint.	9.59	52681	07/24/23
100280	07/08/23	string trimmer 992530/3	10-5-18-60170 EV Festival Expenses	199.00	52681	07/24/23
100280	07/10/23	plexi glass, lattice 992761/3	10-5-18-43130 Estabrook	138.46	52681	07/24/23
100280	07/12/23	marking paint 993121/3	20-5-55-43160 Maint. Supplies - General	19.98	52681	07/24/23
100280	07/13/23	wasp & hornet spray 993292/3	10-5-22-43160 Parks Maint.	5.59	52681	07/24/23
100280	07/14/23	bolts 993369/3	20-5-55-43160 Maint. Supplies - General	2.16	52681	07/24/23
100280	07/15/23	sump pump and hose 993547/3	20-5-55-41110 New Equipment-Misc Tools	158.98	52681	07/24/23
100280	07/16/23	connector and clamps 993668/3	20-5-55-43160 Maint. Supplies - General	7.65	52681	07/24/23
100280	07/17/23	rollers 993809/3	10-5-18-43130 Estabrook	7.98	52681	07/24/23
301503	07/05/23	diesel fuel 625249	10-5-15-41130 Fuel - Vehicles HW	475.06	52682	07/24/23
301503	07/12/23	diesel fuel 625534	10-5-15-41130 Fuel - Vehicles HW	1263.08	52682	07/24/23
310097	07/02/23	service: 07/09 - 08/08 EST 07/02/23	10-5-18-42100 Recreation Telephone	141.34	52683	07/24/23
310097	07/09/23	service: 07/16 - 08/15 TH 07/09/23	10-5-10-42100 Telephone Exp. Admin.	95.60	52684	07/24/23

07/21/23
02:10 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63676 Current FY Invoices
All Invoices For Check Acct 01(10 General Fund) 07/24/23 To 07/24/23

Page 2 of 4
JackieSavola

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
300466	DUNDON PLUMBING & HEATING	07/06/23	portable toilet fee 81401	10-5-18-30070 Little League Expenses	135.00	52685	07/24/23
300466	DUNDON PLUMBING & HEATING	07/17/23	portable toilet fee 81747	10-5-18-30070 Little League Expenses	137.50	52685	07/24/23
100494	ENDYNE INC	07/17/23	testing 453978	20-5-55-22120 Testing	270.00	52686	07/24/23
310956	ERICKSON, SHAWN	07/18/23	use of trailer 07/18/23 - 2	10-5-10-10310 Travel & Expenses	200.00	52687	07/24/23
100756	F.W. WEBB COMPANY	07/10/23	pipe, fabric 81435188	56-5-10-50100 Arnold Dist Rd - paving	4535.88	52688	07/24/23
100756	F.W. WEBB COMPANY	07/10/23	pipe 81441587	10-5-15-46130 Culverts	4477.60	52689	07/24/23
300974	GRAPH-X INCORPORATED	07/11/23	t-shirts 4797	10-5-18-60170 EV Festival Expenses	1060.00	52690	07/24/23
300974	GRAPH-X INCORPORATED	07/11/23	shirts 4798	10-5-18-30070 Little League Expenses	765.00	52690	07/24/23
300974	GRAPH-X INCORPORATED	07/11/23	tees and polos 4799	10-5-18-30070 Little League Expenses	250.00	52690	07/24/23
311128	GREEN MOUNTAIN GARAGE	07/05/23	hose end, hose 200619	20-5-55-41180 Maintenance-Vehicles	141.96	52691	07/24/23
311128	GREEN MOUNTAIN GARAGE	07/10/23	filters, oil 200803	10-5-15-41160 HW Maint. Supplies-Vehicl	78.51	52691	07/24/23
311128	GREEN MOUNTAIN GARAGE	07/12/23	power lube 200949	20-5-55-41180 Maintenance-Vehicles	3.69	52691	07/24/23
311128	GREEN MOUNTAIN GARAGE	07/20/23	bar oil for chain 201286	20-5-55-43160 Maint. Supplies - General	25.99	52691	07/24/23
101070	HODDER, GARY	07/21/23	officiating 07/21/23	10-5-18-40000 Youth Soccer	300.00	52692	07/24/23
300600	HOLLAND COMPANY INC	07/07/23	sodium aluminate PI-22160	20-5-55-50150 Sodium Aluminate	11084.31	52693	07/24/23
300600	HOLLAND COMPANY INC	07/07/23	sodium bisulfite PI-22161	20-5-55-50140 Sodium Bisulfite	2595.70	52693	07/24/23
300600	HOLLAND COMPANY INC	07/19/23	sodium bisulfite PI-22405	20-5-55-50140 Sodium Bisulfite	2539.16	52693	07/24/23
311199	KELTEK INC	07/11/23	Eticket printers & equip 7095	10-5-14-90000 Reimburs Equip Grants	6674.43	52694	07/24/23
311176	LILY WHITE CLEANING SERVI	07/19/23	cleaning 071923	10-5-22-10130 Admin Custodian	277.80	52695	07/24/23
311176	LILY WHITE CLEANING SERVI	07/19/23	cleaning 071923	10-5-22-10120 PD Custodian	140.00	52695	07/24/23
311123	M&M LAWN CARE & TRUCKING	07/13/23	trucking 0710-071323	56-5-10-50100 Arnold Dist Rd - paving	3950.00	52696	07/24/23
311123	M&M LAWN CARE & TRUCKING	07/07/23	trucking 7622	56-5-10-50100 Arnold Dist Rd - paving	950.00	52696	07/24/23
310586	MARTIN, DAVID J	07/10/23	reimb for primer 07/10/23	10-5-12-40100 Energy Cm Public Outreach	86.32	52697	07/24/23
311198	MERRIMAN, CHYNA	07/17/23	tax overpaid 0022-0030	10-2-00-02120 Anticipated Tax Credits	2305.77	52698	07/24/23
311196	MOUNTAINSIDE FLOORING, LL	07/10/23	TH -Floor deposit 1321	25-5-50-01000 Brandon Free Public Libra	18000.00	52642	07/14/23

07/21/23
02:10 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63676 Current FY Invoices
All Invoices For Check Acct 01(10 General Fund) 07/24/23 To 07/24/23

Page 3 of 4
JackieSavola

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
310796	07/18/23	NATIONAL BUSINESS LEASING Lease: 08/01/23-08/31/23 80419627	10-5-10-30130 Service Contracts	102.00	52699	07/24/23
100788	07/17/23	NEW ENGLAND MUNICIPAL RES annual CAMA agreement 52928	10-5-11-22140 Property Assessor	773.48	52700	07/24/23
100910	07/06/23	NOBLE ACE HARDWARE RUTLAN marking paint 027125/1	10-5-15-45130 Line Painting	113.89	52701	07/24/23
310595	07/17/23	OCCUPATIONAL HEALTH PARTN OSHA Respirator testing 00025935-00	20-5-55-41120 Safety Equipment	54.40	52702	07/24/23
310684	07/21/23	PAUL GAMBA PHOTOGRAPHY photo portraits 7212023	10-5-10-10310 Travel & Expenses	350.00	52703	07/24/23
200273	07/05/23	PITTSFORD, TOWN OF July 4th PD coverage 20381	10-5-14-40430 Community Police	839.44	52704	07/24/23
310736	07/18/23	POCKETTE PEST CONTROL pest control: storage 27989	10-5-18-20500 Storage Unit Supply/Maint	50.00	52705	07/24/23
310736	07/18/23	POCKETTE PEST CONTROL pest control: Town Office 27993	10-5-22-43100 Town Office	70.00	52705	07/24/23
310736	07/18/23	POCKETTE PEST CONTROL pest control: Town Hall 27994	10-5-22-43150 Town Hall Repair/Maint.	40.00	52705	07/24/23
310736	07/18/23	POCKETTE PEST CONTROL pest control: Police Dept 27995	10-5-22-43090 PD Bldg Maint.	65.00	52705	07/24/23
300895	07/12/23	RUTLAND PRINTING COMPANY, cards, envelopes 00028363	10-5-10-30110 Office Supplies	248.40	52706	07/24/23
301149	07/17/23	SRB CONCRETE LLC entryway @ 25 Center 524	10-5-15-90300 Sidewalks	2300.00	52707	07/24/23
310921	07/12/23	STEARNS SERVICES LLC consulting fee 1195	10-5-10-30130 Service Contracts	135.00	52708	07/24/23
310921	07/19/23	STEARNS SERVICES LLC consulting fee 1198	10-5-10-30130 Service Contracts	360.00	52708	07/24/23
300592	07/05/23	SUBURBAN PROPANE, L.P. propane WW generator bldg 549951	20-5-55-42110 LP Gas - Bldgs	878.92	52709	07/24/23
300592	07/10/23	SUBURBAN PROPANE, L.P. propane @ Town Office 549955	10-5-22-42100 Heating - Propane	66.87	52709	07/24/23
300592	07/10/23	SUBURBAN PROPANE, L.P. propane @ WW main garage 549957	20-5-55-42110 LP Gas - Bldgs	163.23	52709	07/24/23
300592	07/10/23	SUBURBAN PROPANE, L.P. propane @ WW small garage 549958	20-5-55-42110 LP Gas - Bldgs	242.80	52709	07/24/23
300592	07/10/23	SUBURBAN PROPANE, L.P. propane WW supply garage 549959	20-5-55-42110 LP Gas - Bldgs	3.50	52709	07/24/23
300592	07/10/23	SUBURBAN PROPANE, I.P. propane @ WW chem bldg 549960	20-5-55-42110 LP Gas - Bldgs	17.81	52709	07/24/23
300592	07/10/23	SUBURBAN PROPANE, I.P. propane @ WW lab bldg 549961	20-5-55-42110 LP Gas - Bldgs	581.37	52709	07/24/23
300592	07/06/23	SUBURBAN PROPANE, L.P. replaced regulator 58283	20-5-55-42110 LP Gas - Bldgs	794.92	52709	07/24/23
300853	07/01/23	USDA Champlain St PS Bond pymt 8/1/23	20-5-55-60610 USDA Bond-Champ. PS-Prin	6564.98	-----	---/--/---
300853	07/01/23	USDA Champlain St PS Bond pymt 8/1/23	20-5-55-60600 USDA Bond Champlain PS in	4917.02	-----	---/--/---
330348	07/13/23	VERIZON WIRELESS cell phones 9939629314	10-5-14-42100 PD Telephone Service	40.28	52710	07/24/23

07/21/23
02:10 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63676 Current FY Invoices
All Invoices For Check Acct 01(10 General Fund) 07/24/23 To 07/24/23

Page 4 of 4
JackieSavela

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
330348	07/13/23	VERIZON WIRELESS cell phones 9939629314	10-5-21-10310 Travel & Expenses	20.14	52710	07/24/23
330348	07/13/23	VERIZON WIRELESS cell phones 9939629314	10-5-18-42100 Recreation Telephone	20.14	52710	07/24/23
330348	07/13/23	VERIZON WIRELESS cell phones 9939629314	20-5-55-42100 Wastewater Telephone	40.28	52710	07/24/23
330348	07/13/23	VERIZON WIRELESS cell phones 9939629314	10-5-15-42100 HW Telephone	40.28	52710	07/24/23
301150	07/06/23	VERMONT ENGINE SERVICE, I Chipper engine 9199	10-5-15-97000 Capital Improvements	15625.00	52643	07/20/23
310046	07/10/23	W.B. MASON CO INC trash bags 239599104	10-5-22-43180 Maint. Supplies Bldgs.	255.92	52711	07/24/23
330427	07/06/23	WINNING IMAGE GRAPHIX t-shirts (safety green) 20839B	10-5-15-10320 Clothing Allowance	323.75	52712	07/24/23
330427	07/18/23	WINNING IMAGE GRAPHIX banner 20861A	10-5-18-10330 Advertising/Recruitment	115.00	52712	07/24/23
Report Total				125393.31		

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 \$ ***125,393.31
Let this be your order for the payments of these amounts.

FY 23 - 24