

**Brandon Select Board Meeting  
December 11, 2023  
7:00 p.m.**

The Brandon Select Board will meet Monday, December 11, 2023 at 7:00 p.m. at the Brandon Town Hall located at 1 Conant Square expecting to consider the items on this agenda.

**ZOOM: Meeting ID (253 279 4161)**

- 1) Call to Order
  - a) Adopt Agenda (posted or as amended)
- 2) Approval of Minutes
  - a) Select Board Budget Workshop Minutes – November 8, 2023
  - b) Select Board Budget Workshop Minutes – November 20, 2023
  - c) Select Board Meeting Minutes – November 27, 2023
  - d) Select Board Budget Workshop Minutes – December 5, 2023
- 3) Town Manager's Report
- 4) Rec Director's Report
- 5) Public Comment and Participation
- 6) VOREC Grant Opportunity
- 7) Fiscal
  - a) Warrant – December 11, 2023 - \$389,950.14
- 8) Executive Session

MOTION to find that premature general public knowledge would place the Town of Brandon at a substantial disadvantage by revealing its negotiating strategy.

MOTION to enter executive session to discuss the Town's pending labor relation agreement with the American Federation of State, County, and Municipal Employees Local 1201 Council 93, per 1 VSA § 313 (a) (1) for labor relations agreements with employees, to include the town manager.

- 9) Executive Session

The appointment or employment or evaluation of a public officer or employee per 1 V.S.A. § 313(3)(a)(3).

- 10) Adjournment



8 November 2023

JOINT MEETING OF THE SELECTBOARD & BUDGET COMMITTEE

In attendance:

Selectboard: Tracy Wyman, Cecil Reniche-Smith, Heather Nelson, Tim Guiles, Brian Coolidge.

Budget committee: Tricia Welch, Barry Varian, Jan Coolidge, Neil Silins, Doug Bailey, Peter Werner.

Others: David Kachajian, Jackie Savela, Ralph Ethier, Dorothea Langevin, Brent Beuhler, Bill Moore, Seth Hopkins

Town of Brandon  
49 Center St  
Brandon, VT  
05733

SELECTBOARD

Tracy Wyman  
Chair

Cecil Reniche-Smith  
Vice-chair

Heather Nelson  
Clerk

Tim Guiles  
Selectman

Brian Coolidge  
Selectman

1 Meeting was called to order by Tracy Wyman, chair, at 7PM. On motion of Heather Nelson and second by Tim Guiles the agenda as warned was adopted for the meeting, 5-0.

2 In advance of the meeting, town manager Seth Hopkins had provided a first draft recommended budget as well as an overview essay, staffing references, VLCT recommendations regarding ARPA, and steering options for spending.

The Public Safety Mission of the Town was the focus of this workshop. Chief David Kachajian made his presentation to the board, following which the board chair facilitated question-and-answer periods with the board, budget committee, and public. Two items that drew considerable deliberation were a recommendation in the town manager's budget to enter into lease-purchase agreements for two electric cruisers to replace the most deficient internal combustion cruisers, and the relative costs and benefits of on-call/call-in/overtime staffing versus hiring an additional officer with the expense that entails for salary and a full benefits package. Town management was directed to develop hard numbers on these alternatives.

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

Adjournment came at 8:45PM.

Respectfully submitted,

*Seth M. Hopkins*

Seth Hopkins, town manager

Minutes of Brandon Selectboard and Budget Committee Workshop  
Monday, November 20, 2023 at Town Hall lower level lobby

Meeting commenced at 6:01pm by Tracy Wyman  
Motion to adopt agent by Brian, second by Cecil

Seth introduced public works and trees - topic for tonight

After first workshop, talk of approaching budget different ways. Tracy wanted a spreadsheet with all of the requests in one place. There are various scenarios presented including a listing of what the budget would look like if we included EVERYTHING on everybody's wishlist - NOT a recommendation by anybody

Discussion about how to make sure that we don't accidentally undercharge other towns and not cover their costs of participating in rec programs.

Moved on to economic development discussion.

Discussion about appropriate for paving v. Including it in regular budget

Discussed highway budget

Discussed buildings and grounds

Motion to adjourn at 8:14 by Brian, second by Tim Guiles

Present: Brian Coolidge, Bill Moore, Tricia Welch, Neil Sillins, Doug Bailey, Barry Varian, Jan Coolidge, Peter Werner, Dorothea, Sandy Mayo, Tracy Wyman, Cecil Reniche-Smith, Heather Nelson, Seth Hopkins

Respectfully submitted,

Heather Nelson

Selectboard member and clerk of the selectboard

**Brandon Select Board Meeting  
November 27, 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, Heather Nelson, Tim Guiles

**Board Members in Attendance via Zoom:** Cecil Reniche-Smith

**Others In Attendance:** Seth Hopkins, Jim Emerson, Jack Schneider, Wayne Rausenberger, Jan Coolidge, Barry Varian, Steve Bisette, Dorothea Langevin, Sandy Mayo, Ralph Ethier, Jeff Schumann, Douglas Perkins, Dave Atherton, Steven Jupiter, Tom Kilpeck, Helyn Anderson

**Others in Attendance via Zoom:** Bruce Jenson, Marielle Blais

**1. Call to Order**

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

***a. Agenda Adoption***

**Motion** by Tim Guiles/Heather Nelson to approve the agenda as posted. **The motion passed unanimously.**

Seth Hopkins advised there is one board member attending by zoom this evening – Cecil Reniche-Smith.

**2. Approval of Minutes**

***a) Select Board Meeting Minutes – November 13, 2023***

**Motion** by Brian Coolidge/Heather Nelson to approve the minutes of the November 13, 2023, Select Board meeting. **The motion passed with one no vote – Tim Guiles.**

**3. Town Manager's Report**

A Town Manager's report was provided by Seth Hopkins and is available for viewing in the Board packet on the Town's website. Mr. Hopkins highlighted one item from the prior report: The sidewalk and all on street parking between Crosby's Sales and Service and the main traffic light in front of the Congregational Church will be closed to parking and foot traffic tomorrow, Wednesday and Thursday for removal of equipment from the church steeple.

Mr. Hopkins provided the following additional information:

*"A public reminder, per the Town's traffic ordinance, there is no parking on any street, or any public parking area, or town highway right-of-way, or "in any manner which may interfere with the removal of snow" from streets or parking areas between midnight and 6AM from November 1<sup>st</sup> to April 1<sup>st</sup>, inclusive.*

*Rep. Stephanie Jerome put me in touch with Doug Farnham, Chief Recovery Officer, who provided me sources to pursue for our expanded Union Street project. Chief Operations Officer Kim Greenwood of the Agency of Natural Resources has today extended further assistance to, in her words, "make sure we turn over every possible stone" for Brandon. Preparing for Town Meeting: The selectboard may wish to determine (a) how it intends to furnish its annual report for the book of reports (now due) and (b) how it wishes to make the proposed budget presentation at the evening informational meeting on Monday 4 March 2024. Town Treasurer Sue Gage reports that the Town has received its quarterly 1% local option tax payment in the amount of \$82,837.12. This is the largest quarterly payment we've ever received, and it brings the cumulative total receipts*

Brandon Select Board Meeting  
November 27, 2023

*since inception of the 1% tax in late 2016 to an amount exceeding \$1.5M. Together with the unobligated amount on hand prior, there is greater than \$190,000 in unassigned 1% Fund."*

Brian Coolidge asked about the scoping grant for the North Street bridge and Mr. Hopkins advised not much has changed. The Town has the brick grant and DuBois and King are working on the plans. Mr. Coolidge also questioned the status of Newton Road and the amount paid on the road. Mr. Hopkins reported he had posted on FPF regarding the opening of the road. The contractor has completed the work and Shawn Erickson has inspected it. The road is plowable and the transitions and driveways have been completed. To date, \$100,000 has been paid. Mr. Coolidge requested the Town Manager do a wage comparison for building and grounds with Middlebury and possibly another neighboring town for the budget workshop on December 5<sup>th</sup>. Dave Atherton noted there is an area of concern on the road. Mr. Hopkins will have Mr. Erickson review this.

Helyn Anderson questioned the status of the south end of Union Street as this section is dangerous. Mr. Hopkins reported there is a proposal to repave it to the completion of Florence Road and is in the budget proposal that is being worked on currently.

#### **4. Rec Director's Report**

Bill Moore submitted a Recreation Report to the Board and is available for viewing in the Board packet on the Town's website. Mr. Hopkins noted he would relay questions, if any, to Mr. Moore, as he was unavailable for the meeting this evening.

#### **5. Public Comment and Participation**

Cecil Reniche-Smith advised there is a public hearing scheduled on the proposed updates to the Town Plan on Wednesday, December 20<sup>th</sup> at 6PM in the Town Hall. The Town Plan can be found on the Town's website and hard copies are available in the Library and at the Town Office.

Jan Coolidge advised the Friends of the Town Hall will be hosting Moonlight Madness on December 6<sup>th</sup> and December 8<sup>th</sup> in both the main floor and ground level.

#### **6. Review and Update from Otter Creek Watershed Insect Control District**

Douglas Perkins advised he is the outgoing Chair of the District and noted Jeff Schumann and he were present to answer questions about the current year and discuss the future of the District. Mr. Perkins noted Tim Kingston, Sharon Stearns, and Kyle Bearor are the three representatives from Brandon. Last year Proctor voted to join as a full member and there are now six towns that are members. Due to the amount of rain this year, it provided good conditions for breeding mosquitoes and stalled the treatment. They went out 42 times in Brandon but that was not enough and there were 171 requests from residents for service. Overall, the number of service requests was up 200% over the last couple of years. For this year, at the annual meeting, Mr. Schumann was elected as Chair, Lynn Peck – Treasurer and Jeff Whiting – Auditor of the District, which is a new position. Barry Varian thanked Mr. Perkins for the work the District did this year, recognizing it was a horrible season for mosquitos.

Jeff Schumann thanked Brandon, as they are the only town that pays on a quarterly basis. The District runs into cash flow problems in the summer as many towns do not pay until taxes are collected. The District will be doing a quarterly invoicing, as the District has had to borrow funds in the past and would like to avoid this. Mr. Schumann noted there is difficulty in dealing with Montpelier in terms of permits and chemicals and the District continues to work with them as it is believed that more control should be allowed with larvicide. There are 16 Class 2 wetlands and some are not accessible and there could be a 3-to-4-day window and the District has to get out at the right time within a 72-hour window. The State is not allowing the District to use Malathion and it is not sure how long the replacement will be successful. The new auditor position has been created to have internal controls on the way business is done and to possibly streamline some of the work. Heather Nelson questioned the reason for the District's fine. Mr. Schumann stated there is a situation where the State has completed an inspection and there are some questions in terms of a flow meter. The District does not have flow meters and will determine if they need them. Another violation was whether a chemical was sprayed in an area that was not supposed to be sprayed. Mr.

Schumann spoke with the person who wrote the violation and will be meeting again on December 19<sup>th</sup> for an ongoing discussion. The District has been sited but there has not been a resolution. Mr. Schumann does not believe there were violations but were misunderstandings. The District can go to a full appeal or to the Superior Court, but there is further discussion that will take place before the situation is resolved. Mr. Varian asked if there is another chemical that can replace the one not allowed and Mr. Schumann advised Cornell has done resistance testing and they do not see a resistance with this chemical but they do not have a replacement at this time.

## **7. Consider Draft Revisions to Personnel Policy**

Tim Guiles advised Cecil Reniche-Smith and he reviewed the Personnel Policy and provided suggested changes as listed in the handout to the Board.

**Motion** by Tim Guiles/Cecil Reniche-Smith to approve the proposed changes to the Personnel Policy as stated in the Board packet. **The motion passed unanimously.**

## **8. Consider Results of Requests for Proposals: Town Hall Roof**

Seth Hopkins provided three proposals from Titan Roofing, McElwain Contracting LLC, and Sbardella Slate. Tim Guiles noted standing seam is the least expensive option. He knows that slate has longevity, but there are challenges with doing repairs and he would like to consider a standing seam roof. Heather Nelson asked if standing seam would be acceptable for the historical aspect. Mr. Hopkins advised that option would need a signoff by Historic Preservation. Cecil Reniche-Smith stated her experience between standing seam and slate for snow avalanche potential is the same for both. Dave Atherton asked if these were bids or proposals as the amount of money would require a competitive bid process due to the Town's Procurement policy. Barry Varian asked if all quotes require complete removal of the existing roof. Mr. Hopkins stated the proposals indicate existing slate has some value and is taken into consideration in the proposal. Tracy Wyman suggested going out for a formal bid from the three companies and noted there needs to be clarification about material approval for the historical aspect. Mr. Hopkins advised that Sue Gage indicated Historic Preservation is not flexible about windows but is more flexible with roofs, but he would like a specific clearance to change the material.

**Motion** by Heather Nelson/Tim Guiles to go out to bid for the town hall roof for whatever roof material is approved by Historic Preservation.

Mr. Wyman stated the Board needs to determine how to pay for the project. It was noted there is still \$240,000 ARPA funds available but are not currently set aside for the town hall roof. Brian Coolidge would like to wait until the budget is finalized as some money may be needed for budget issues. Heather Nelson did not agree with using the one-time ARPA funds for balancing the budget. She is concerned with the funds being taken back by the government and noted once the Town has a project planned, it can be allocated. Dave Atherton noted there was a ruling that select boards can place the money in a restricted fund that supersedes everything else. Seth Hopkins stated this was discussed and the Select Board can choose to place all of the remaining ARPA funds into a capital reserve fund. Cecil Reniche-Smith stated VLCT indicated that a new reserve fund could not be created. Mr. Wyman agreed the ARPA funds should not be used for balancing the budget, but there are other items like equipment, police car, or dump truck that the funds could be used for. Ms. Reniche-Smith stated many of the things in the budget discussions are about capital expenditures that are normally included in the budget and she would not want the Board to give a false impression that sources other than taxpayer money can be found for normal town expenditures. Ms. Nelson noted the Town has been trying for a decade to replace the town hall roof and she wants to move forward with the bidding process, once it is determined the material that Historic Preservation will allow. Mr. Wyman suggested a friendly amendment to the motion to send the bids after January 1<sup>st</sup> as he would like to get through the budget season first.

Jan Coolidge stated the roof has been needed for many years and felt there needs to be a commitment made next year to replace it. Mr. Wyman stated if slate is required, there is \$240,000 remaining in ARPA funds and the current lowest cost would have a \$29,000 deficit and it would need to be determined where the remaining funds would come from. Tim Guiles supported Ms. Coolidge's point to commit to doing the roof next summer as there is a growing interest on the Board in doing this. With the increased 1% options tax funds, the \$29,000 could come out of those funds. Mr. Wyman agreed but did not think waiting until after budget season is completed is too long before doing the bidding process. Heather Nelson felt

comfortable in using money from this fund when the Town received \$87,000 in one quarter. The Board has a chance to do something that is vital for the Town and she would like to move forward with the understanding that a competitive bid process is needed. Dave Atherton noted the Town could hire someone to create bid specs so that the contractors know what to bid on and historically the Town had done a 3-week bid process. He strongly urged the Town to look at the new ARPA rulings about reserve funds as opposed to capital funds to assure the money is obligated the right way. Seth Hopkins advised what has been provided are proposals to allow the Board to decide on the scope of the work and the bid process will be done similar to other larger purchases. Mr. Hopkins noted the Town does not have a resident engineer and questioned if the Board would like to hire an engineer to do specs for the formal bid process. Tim Guiles stated there are three qualified companies that have included details and have included extras if decking is needed to be done and suggested there is enough information to put out to bid.

**The motion passed with 2 no votes – Tracy Wyman and Brian Coolidge.**

Wayne Rausenberger stated the town hall roof has been a problem forever and thought it would be a smart move to replace it, but noted concern with installing new flooring on the main floor until the roof is replaced. Helyn Anderson stated the roof has been on for over 100 years and slate is a material that will last forever if it is properly maintained. She noted concern with standing seam as it can be dangerous with snow falling and she feels slate is the preferred choice noting the town hall is a focal point of the Town and encouraged the Select Board to fund the project.

### **9. Consider Proposal and Quotes for Town-owned Solar Array at Brandon Industrial Park**

Seth Hopkins noted information was provided regarding proposals for a town-owned solar array and for discussion of securing a lease with the Brandon Industrial Corporation (BIC).

Tracy Wyman questioned the status of the \$60,000 the Select Board approved for the proposed location on Town Farm Road. It was noted the funds were allocated for the development cost and construction, but not site specific, and to date no funds have been spent. Heather Nelson requested Mr. Emerson provide details on what has happened to date. Jim Emerson advised the Industrial Park would have a more favorable lease cost and the BEC has received some preliminary quotes for installing the system. There is a projection of cumulative savings of over \$1 million over 35 years. It would take 10 years to pay off a bond for the cost of the project, less the \$60,000 that would be needed for permitting and preliminary fees. Cecil Reniche-Smith stated the Industrial Park land is not owned by the Town and would require a lease with the BIC. Mr. Emerson stated the BIC would be willing to lease the land for \$1 per year. Dave Atherton advised that Tom Whittaker has indicated the BIC Board has not met concerning this topic and noted concern with discussion of a lease agreement. Mr. Emerson advised the Town Farm Road parcel is still a viable option that would require a commitment of \$2,000/year for a lease. Mr. Atherton noted concern with quotes and estimates in going out for a bond vote as guidelines need to be followed for bidding a project when federal funds are used. Tim Guiles suggested there is enough information for the Board to decide whether to move forward on the project. The point Mr. Atherton made is regarding proper process and the Town will do whatever is needed to meet the process.

**Motion** by Tim Guiles/Heather Nelson to allow the Town Manager to negotiate a lease with the BIC and move forward with a March 2024 vote on bonding this project.

Cecil Reniche-Smith suggested moving forward with a bond vote would be good. Heather Nelson questioned if the \$60,000 would be lost if the bond vote failed. Mr. Emerson advised expenditures would not be incurred until spring, which would be after the vote. Tim Guiles stated there may be some small expenditures required but the Select Board has allotted \$60,000. Brian Coolidge noted concern that the quoted decommissioning fees were low and thought the Board is moving too quickly on this project. Mr. Emerson advised the party that quoted the decommissioning cost indicated it is an ample estimate based on experience. Mr. Guiles advised at the end of life, there is still value in the panels and the decommissioning amount is ample. Tracy Wyman noted concern that the Town needs to secure a lease prior to going for a bond vote. Sandy Mayo also expressed concern with how fast the project is moving forward, noting she has been doing research on solar panels and companies and has not seen much detail regarding the project. Mr. Guiles stated in allowing the Town to negotiate a lease, if it is not favorable, the bond vote would not move forward.

**The motion passed with two no votes – Brian Coolidge and Tracy Wyman.**

**10. Fiscal**

*a) Warrant – November 13, 2023 - \$1,215,777.74*

**Motion** by Tim Guiles/Heather Nelson to approve the warrant of November 27, 2023, in the amount of \$1,215,777.74. **The motion passed unanimously.**

**11. Adjournment**

**Motion** by Brian Coolidge/Tim Guiles to adjourn the Select Board meeting at 8:15PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary



**Brandon Budget Workshop  
December 5, 2023**

**Staff present:** Town Manager Seth Hopkins, Deputy Town Manager Bill Moore, Town Clerk Sue Gage, Jackie Savela

**Selectboard members present:** Tracy Wyman, Tim Guiles, Heather Nelson, Brian Coolidge, Cecil Reniche-Smith (by Zoom).

**Budget Committee members present:** Jan Coolidge, Doug Bailey, Barry Varian, Neil Silins, Peter Werner, and Tricia Welch (by Zoom).

**Also present:** Jim Emerson, Steven Jupiter, Ralph Ethier, Sandy Mayo.

**Call to Order:**

The meeting was called to order at 6:00 pm by Tracy Wyman.

Motion by Guiles / Nelson to adopt the agenda for the Budget Workshop of 12-5-23.  
Motion passed.

**Public Comment:**

Neil Silins said the budget advisory committee meets and talks with the Selectboard about it, but that only the Selectboard members vote. The advisory committee has no more input. He said that townspeople are interested in a beneficial budget and he would like to see consideration of having the budget advisory committee members voting on the budget.

Tim Guiles said the advisory committee members were not voted in by the public. He thinks it is appropriate for them to be a part of the public process. And that the Selectboard is responsible for the budget. Silins said it would be good to have a bigger spread of representation. Barry Varian said he is in favor of the budget committee having a positive influence on the process but he does not think it is appropriate for anyone other than the Selectboard to have the final say. Silins said he thinks the hearts and minds of the Selectboard might not include what the advisory committee wants. Guiles said a small group of people could get on the advisory committee and tilt the process. Elections keep that from happening.

Sue Gage said she believes it is statutory that the Selectboard authorizes the budget that goes before the voters. She can look into that.

Silins said it is an issue for him that the advisory committee talks and talks but that the Selectboard will vote how they would have to begin with. Then the advisory committee hasn't had input except as a mild suggestion. Jan Coolidge asked the Selectboard to think about the budget committee's role.

Tracy Wyman said at the next meeting, Dec. 18, he would like to hear from one individual talking for the advisory committee on where they think the budget should be

and what they think would sell. He said that is when the Board will be doing the most adjustments.

Guiles said it is his understanding the budget committee is made up of townspeople who want to come to the meetings and pay attention. He is impressed that the budget committee will make that effort. It is more than a narrow point of view. He said that anyone can do that; anyone who wants to be involved can be. He feels that the budget committee has no more or less sway than others who come to the Board's meetings. He said he thinks it is important for each Selectboard member to weigh what they think is important. It may not reflect the budget committee.

Varian said he does not agree the budget committee should be involved in voting. Many of those on the budget advisory committee have been doing this for quite a while and have a much more detailed understanding of the budget process. He said their influence in the conversation is more than an "off the street" perspective. Heather Nelson said she has learned from those with other perspectives and with more knowledge than she has. She hopes to get input from all budget committee members. Doug Bailey said ten or eleven years ago when he was on the Selectboard, there was no budget committee. Just a group of naysayers who would come to their meetings. The Board wanted to get other people involved and to listen to others. The budget committee gets something in the town report and gives the public more background to what was looked at than just what the Selectboard members provide.

By Zoom chat, Tricia Welch said she has been surveying people on the street about police coverage and the budget. She said he has talked with about 35 people who have said they would accept an increase in the police budget to get 24 hour coverage and keep officers safe. She also said she thought the budget committee would have more input in the decision than just listening.

Seth Hopkins thanked everyone for the thoughtful process. This is the last of the three workshops to introduce new information. The next meeting, the fourth workshop, will be a more holistic analysis. He said he has heard rumors that people are saying the town budget is up 20%. He said he went to great pains at the last budget meeting in saying that the budget spreadsheet that had been presented had everyone's recommendations on it. It was an opportunity to see what everyone was asking for all on one page. It was not a proposed budget. Wyman said he had asked for it – a wish list to include what everyone wanted. Peter Werner and Bailey said there has been statewide news about town budgets increasing 20% and that is perhaps where rumors are coming from.

**Budget Review:  
Revenues:**

#9 – Tax Revenue - Hopkins said the tax revenue line item is the amount to be raised by taxes, which will be determined by what comes up during the budget workshops. Penalties and interest are back after taking a break during covid.

#10 – Town Administration - Hopkins said these are miscellaneous revenues and vendor permits.

#11 – Assessor - The assessors have some revenue from the state to help prepare for re-appraisal. It is not much. Based per parcel.

#12 – Code Enforcement – Hopkins said this is zoning revenue. Zoning Administrator Jeff Biasuzzi has said there about 65 permits a year. Larry Stevens does rental code compliance. There is a \$25 annual registration for each rental unit.

#13 – Town Clerk – Gage said they receive some monies from the State. There are PILOT funds (Payment in Lieu of Taxes for properties they own) and Current Use. There is a small check annually from the Railroad. There are fees received for liquor license renewals. As for Land Records. Gage said there was a lot of recording going on during covid but that has dropped down. Property sales are robust but they have tapered off and people are not mortgage refinancing. There are fees for vault time set by statute. There are fees from Green Mountain Passports, copies, marriages licenses, and hunting and fishing licenses.

Any clerk in the state can do birth and death certificates. We do a lot of deaths because we have a funeral parlor in town. There are dog license revenues. Gage said there are revenues for Records Preservation which matches a line item on the Expenditures side. Those monies are set aside for preservation. Interest revenue is increasing. Penalty and Interest revenue is substantial and consistent.

Overall revenues are down 5% and Gage said that bulk of that is in land recordings.

#17 – Intergovernmental and #19 Transfer In-Debt – Hopkins said there are no revenues forecasted. The Town intends to apply to the Trustees of Public Funds for mosquito abatement but it is not being projected in the budget.

Questions and Discussion on Revenues: Discussion on cannabis license fees. There has been some revenue. Discussion on which line item it was going into and if there were going to be annual fees or if the fees were just for new licenses.

**Expenditures:**

#9 Tax Expenditures – Hopkins said a tax sale is in the process of being accumulated so we know which properties are eligible. There are people still working on payment

plans, designed to clear what they owe in a year. That is the town's preference. The town attorney is expecting a late winter tax sale. Hopkins said there are a lot of properties on the list because there hasn't been a sale since covid.

#10 Town Administration – Hopkins reviewed some of the line items. There is a little overtime for Jackie and Elaine. Animal Control officer Tim Kingston is paid a stipend. There are other fees associated with wages. There are some dues, subscriptions and professional development.

Hopkins said the Town wants to buy access to a program called GOV PILOT. It is software that achieves some tasks that we otherwise need staff to do. Some of these costs are being apportioned to Administration. Some to Highway, etc. Hopkins said the vendor was chosen because Rutland City has had a positive experience with them.

\$500 was added for emergency management to pay for text alerts, etc. and also for the possibility of VT Emergency Management doing local preparedness training. The Town Report line was increased because we are exploring a local source for doing the layout. All prices in that field are up.

The total Administration expenses are up 2-3/4%.

Questions and Discussion: Legal services are up from \$10K to \$15K. Are we expecting something? Hopkins said there is nothing on the radar. This was increased to better reflect expenses even in a normal year. For example, there was one recent zoning enforcement issue that cost the town almost \$1000. The town hires an outside attorney, rather than someone on staff with salary and benefits.

Why are service contracts and technical support up to \$12,000 and \$15,000? Hopkins said it reflects costs. For example, the Town has Office 365 Office Suites which costs \$700-800 a month. Plus anti-malware software. Gage said a few years ago we had a data breach and she lost five years' worth of work. Now, everything is backed up to the cloud and it feels more secure. We have contracts for our professional grade equipment like copiers.

Jan Coolidge said she was of the understanding that when Hopkins became the Town Manager, that Bill Moore was to be the Deputy Town Manager temporarily until Hopkins was up to speed. Hopkins said there has been a lot of thought about the scope of the Town Manager position. It is a big job with a big salary. There was an honest desire to lessen the job and push the salary down 25%. In that way, there is a team approach between he and Moore and it is not an overwhelming job. They cover for each other. He said he was not under the impression it was temporary. Guiles said it was not the intention of the Board for it to be temporary..

#11 – Assessor – Hopkins said there is a \$0 increase. Karen Folger does clerical work and works six hours a week for the town. Lisa from NEMRC is a professional and paid more like an attorney.

#12 - Code Enforcement – Jeff Biasuzzi is the Zoning Administrator and is an appointee of the Selectboard. He works 12 hours a week -- 1-1/2 days. Hopkins said there is ongoing discussion about creating one larger job between ZA and Rental Housing. Maybe also the Assessor's clerk. Perhaps to make it one 60% job and get more coverage in the office. Jeff and Karen communicate and are in the office at the same time but it means most of the week there is no one available to assist people in this regard.

Cecil Reniche-Smith, who is also on the Planning Commission, said she gets a lot of calls about zoning enforcement and difficulties people have. The two comments she hears most are, "You need someone who can be there every day if possible." And, "You need someone there often enough and also to do enforcement, which is not necessarily happening." She would like to see the two part time positions combined to create one larger position that would allow us to have a Z.A. in the office four days a week to address some of the issues she has been hearing from developers and townspeople. Hopkins said he concurs with Reniche-Smith.

Hopkins said the town has been doing zoning, land use, and permitting on a shoestring. It can be admirable in a way to be frugal. But he has had conversations with people about difficulties and delays to redevelop and develop new properties because of this bare bones department.

Hopkins said he has been talking to people about how these positions were handled in the past. At one time there was a full time zoning and rental position, combined. There are different levels of service the town can choose to acknowledge and that the townspeople sound like they are wanting. Moore said because of the current levels, it falls to other town staff to do some zoning work. Gage said for example, her office has to do zoning's filing. Hopkins said Biasuzzi has prioritized moving along permit requests and enforcement is not necessarily happening. Some tasks will hopefully be picked up with the GOV PILOT but it won't pick up all the slack.

Guiles asked about the large increase in the LHO/ Rental Code line item. Hopkins said the rental housing program hasn't been actively managed in the last few years. More time will be needed to do retroactive catch up work. There are landlords not realizing they need to register. This needs to be rebuilt. Money is needed to make sure rental housing is safe and habitable. The town hasn't even been reminding landlords they need to register every year. There are approximately 400 rental properties in town that need to be tracked. Moore said there had been talk of the State taking over rental inspections and we were hesitant to invest in our program. But that hasn't happened. This also provides an opportunity to address short-term rentals. Hopkins said it appears there is room in the current allotment for the Rental Housing Officer to do more work. Right now, he responds to landlords and tenant complaints. He doesn't keep set hours in the office.

Hopkins said the biggest increase in this department is because two of the five of the GOV PILOT modules are being charged to this department. One is for rental housing registrations. The other is for land use permits – one of the modules.

Also in this department is Energy. Jim Emerson said the committee has gained statewide recognition from the work they have done and he will be presenting at an upcoming statewide forum on how energy committees work. He was congratulated on those successes and being recognized on a statewide level.

There was discussion about the energy request, which is not on the proposal in hand. Hopkins said the request is for \$4250 and read a list of the proposed items that make up that number. There was discussion on the energy library, which is in the Library. Emerson said part of the expenditure is to do a town wide mailing to educate people about the committee's goals and work. They would like a lending library of electric tools and to be able to support the maintenance of tools and bikes.

Reniche-Smith said there was criticism about the last town wide mailing. Emerson said there were some mistakes made that wasted about \$20 due to human errors. The success was that they reached 27 people about the mission for people to be more efficient. Brian Coolidge said he thinks a mass mailing is wasteful. He thinks it can be done with social media like Front Porch Forum and Facebook. He said the majority of people will throw it away.

There was further clarification about the total expenditures in this department. The hope is that the cost of GOV PILOT will be offset by the money it saves the town and the ability to apply for grants because we will have data. Guiles said most of the increase in Code Enforcement, which is up 21%, is due to items not related to the energy committee's request of \$4250.

#13 Town Clerk – Gage said the overall increase request is 4.42%. She reviewed line items. The Town Clerk salary is up 2% and the Assistant Town Clerk's is up 4%, to matches everyone else's. There will be more elections in 2024. We are still mailing ballots from town.

The Matching Records Preservation line item is matched from the revenue side. Even if it is not all spent now, it will get spent. Every once in a while there is a large amount and it comes from the reserve.

Brian Coolidge said he thinks it is time to stop mailing ballots townwide. Covid is over. If people want a ballot, they can call. Gage said it is a decision of the Selectboard.

Gage said it costs \$1000 for programming of the tabulator and the budget presumes no revotes. We have to print the ballots and pay for postage for absentee ballots.

Jan Coolidge said if people are capable of calling for a school ballot, they can call for a town ballot. Gage said again, that it is a Board decision.

Reniche-Smith said she would like to keep mailing ballots. She believes it increases voter participation; not everyone can get to the polls. She thinks it is good to have both – ballots by mail and in person. Brian Coolidge said people can vote early in the town office. This would be a good way to trim the budget substantially without causing a disservice. The Town doesn't need to mail a ballot for people to throw them away. Guiles said he would like this to be a Board agenda item, he agrees with Reniche-Smith. Nelson said she would tend to agree because she leans toward increasing voter turnout. But she said she also sees that it would be good to be consistent with the school board.

Gage said that for the general election, the State will be mailing a ballot. There will be more of it, not less. She reminded that this discussion is for the FY25 budget. There are a lot of upcoming elections and in some, ballots will be mailed and others, like the VT primary next summer, ballots will not be mailed. The presidential ballot next November will be mailed. Gage said mailing ballots does increase voter participation, that is a fact. Questions on whether it is worth the money?

There was a question about leases being paid off last year. Gage said it is in Highway. The \$33,000 is the remaining payment for the grader.

#17 Intergovernmental – Hopkins said these are agreements the town has made for insurance or another district we belong to. There is very little discretion.

Hopkins explained changes in the Mosquito Control line item. This is a big increase - up \$10,000 -- based on a reformulation the district did. They use many factors in determining what each town is going to pay. There are two Brandon town reps to the district and they were at the last Selectboard meeting explaining the changes. The district puts different weights into an algorithm and Brandon's went up the most of all the towns. This was a rebalancing.

#19 Debt Service – Hopkins said the Route 7 bond from 2006 will be retired in 2026. There is still the police department bond and the "catch-up" bond for Segment 6 which we will have for a long time. The Route 7 bond from 2006 will be completed in Dec. 2026 (FY27). That is \$150,000. Gage said the only amount that went to Route 7 out of the \$3.2 million bond was \$750,000. We did a lot of deferred maintenance.

Hopkins explained the bi-annual paving grant we are eligible for (and receive) which is for larger roads like Arnold District and McConnell. We always pay 20% and they pay 80%. He explained how it is reflected in the budget.

#### Questions and Discussion:

There was a question about the Town Hall roof. Hopkins said we have received communication in writing that none of our previous grants received and spent are in jeopardy if we do not do a historic material for the roof. We are beyond the look-back periods. However, they will not look favorably if we use anything but slate for the roof in

the future. He said this was from the Division of Historic Preservation. We would then be ineligible for further Historic Preservation funds for the building, which are consistently needed. The historic preservation grant source could potentially be up to \$100,000.

Hopkins said Reniche-Smith has identified the grant and he has made good progress moving it along. He said they may want engineered plans for the slate roof. Varian said he considers that to be good news. He would like to see an engineered design and would like to see a slate roof. He believes with engineering, there could be improvements to the building. There has been a "snow off the roof problem" since the building was built – it even shows in historic photos. This will be the only time to improve roof snow and ice problems forever. Hopkins said he plans to include this information in his next report.

Gage said the town office downstairs heat pump died this summer. Hopkins said this will be recommended to be paid for from the 1% fund.

Jan Coolidge asked about a five-year capital plan for the budget. She said she brings it up every year. She said we are finally going to do the roof. What year are we planning to do the highway? She said we only talk one year at a time and don't plan for other big tickets. Hopkins said he supports a capital plan. We need to identify assets and life spans. That is one of five components that will be addressed with the GOV PILOT software. Previous capital plans are very outdated. Hopkins said the previous Town Manager had a different approach to this but he plans to develop one.

Jan Coolidge said this is the first year without a line item of \$30,000 for a police car. She said in 2017 there was a capital plan for administration. Hopkins said the State has what they consider a capital plan, which is something the Planning Commission writes. But they have been busy with the Town Plan and they are moving on to the Land Use Ordinance. He thinks we could do a capital plan in-house but it will not be put in front of the voters. Jan Coolidge said it keeps being pushed down the road – there is only talk. Hopkins said there is now a Selectboard and management team inclined to do it. Statutorily, the capital plan is the responsibility of the Planning Commission but it has not historically been like that in Brandon.

Moore said the Planning Commission is finishing the Town Plan that should last eight years. From that document there can be actual planning. It will be a comprehensive guidebook and a capital plan can be based on that. He said Hopkins is an amazing planner. We all want to see improvements to Estabrook, the highway garage, etc. Then we look at the finances. Gage said some towns in VT have a good capital plan and a capital fund tax rate so there is always money for improvements.

Hopkins said an accidental way of Brandon doing this is the 1% fund. He gives a lot of credit to the Selectboard for using the 1% funds for Segment 6 and waiting until that was totally finished before looking at the 1% fund for anything else.



Bailey said there have been different viewpoints. We did it for police cruisers. Years ago, the Selectboard wanted cruisers but also trucks and plows, which cost much more. Interest rates were low for years so we bought cruisers and leased snowplows and bigger trucks. Last year rates went up. The 1% fund was hit really hard. A capital plan is very important and it will help in the budgeting process. Since we will be finishing up a bond in the near future, we have the 1% fund and the bond paving, it can set us up nicely for years. It takes a long term plan and a vision. Hopkins said he is serious about this and is making small steps in that direction. He said we will get it in order. And he is committed to budget footnotes.

**Adjourn** - Motion to adjourn by Nelson/ Coolidge at 7:43 pm Passed.

Respectfully submitted,

Janet Mondlak

**FOR PUBLIC AWARENESS:**

Winter operations have begun. The Town provides crew and equipment to clear sidewalks for the benefit of the community. All are reminded that Brandon's Winter Operations Policy states that "objects in the right of way are placed there at the owner's risk, and the Town assumes no responsibility for any damage" to objects so placed. Please be sure there is sufficient clearance for the sidewalk machine (often equipped with snowblower) to operate freely to clear the sidewalk without damage to your personal property, and do not place fences, flower pots, flowerbeds, ornamental landscape curbing, trees/shrubs, mailboxes, or any other object closer than two (2) feet to the sidewalk. Thank you.

**FOLLOW-UP ITEMS FROM PREVIOUS MEETINGS**

The Town of Brandon was the State's first-ever interview for the "Electrify Your Fleet" mini-grants. My participation in that is with the aim to secure two \$2,500 grants for the electric police cruiser lease-purchases I recommended in the budget proposal now being workshopped.

Selectboard vice-chair Cecil Reniche-Smith has identified a preservation grant opportunity to assist with the Town Hall roof replacement. I have made it through the initial screening here, too, and am progressing on the main grant application. The amount available is between \$50,000 and \$100,000 which could serve to close the gap between available ARPA and the slate proposal thus far received.

After public notice, the young tree planted too near the fountain in Central Park was removed. Sumac and other trees naturally growing up at the capped landfill were likewise removed per recommendation of the inspection report. Beaver management in a couple of spots continues to require attention of Town staff to remedy and perhaps avoid overtopping of town highways.

We received a second quote on windows for the town office downstairs but only for two, not three, so have asked for a revision.

I have connected with the high school about the Vermont 250th committee student participation.

**FOCUS AREAS DURING REPORTING PERIOD**

I executed a memorandum of understanding among the Town, the Chamber, and the Friends of Town Hall regarding the annual auction held in conjunction with the Independence Celebration.

The largest amount and intensity of my time was spent in developing FY25 budget proposals, and working to effect a careful staffing up of the Brandon Industrial Corporation which is prerequisite to its consideration of the Town's request for a lease arrangement for a proposed solar array. A site visit was conducted with the new directors of the corporation. I am also in active negotiation with the AFSCME collective bargaining unit and their professional representative and, with a team from the selectboard, with the NEPBA collective bargaining unit and theirs.

I had many meetings, scheduled and unscheduled, with town officers, staff, and townspeople.

Bill Moore and I met with Steffanie Bourque of RRPC to advance the Forest Dale Shared Use Path Scoping Study. We also met with Lisa Kolb regarding FEMA buyouts in-process in Forest Dale. I have worked with layout designers to begin preparation of this year's book of town reports. Town staff and Fire District staff held another joint meeting on the collaboration and workflows.

A landmark of note: It appears that FEMA has in-hand all the information required to process our public assistance claims from the July 2023 flooding.

FINANCIAL SNAPSHOT

FINANCIAL SNAPSHOT	
Operating Expenses (includes tonight's warrant)	49.23% of funds / 42% of year
Unrestricted / Unassigned Fund Balance	\$718,865
Local Option Tax Available / Undesignated	\$193,530
Unobligated ARPA (will report only until fully obligated)	\$249,254
Known Grant Matches Not Yet Designated (excluding Union Street - project is expanding w/ DW&WW)	\$0
Delinquent property taxes (prior years)	\$367,073 (was \$401,682)
Delinquent wastewater (prior years; will no longer be tracking drinking water as water accounts are purview of the Fire District)	\$214,083 (was \$234,397)
Number of payment plans for delinquent accounts	22 active; 5 await taxpayer signature

FOR AWARENESS OF THE SELECTBOARD

In 2023, the Vermont Legislature passed Act 76 which implements a payroll tax of 0.44% on wages for the purpose of a new Child Care Contribution (CCC). This must be considered as a required increase during the budget workshop series. The Town's payroll is approximately \$1.37M so this tax is about \$6,028 for FY25. Collection begins 1 July 2024.

The Town has been awarded a BRIC scoping study grant for the Wheeler Road bridge and culvert: 100% of the scoping/engineering are covered by the grant, up to \$100,000, with up to \$75,000 furnished by FEMA and up to \$25,000 by Vermont Emergency Management. There is no Town match for work within this \$100,000 limit.

Thanks to the Vermont Covered Bridge Society for the wreaths on the Sanderson Covered Bridge, and to the Brandon Police Department for ensuring safety during the decorating.

Thanks to all volunteers organized by the Downtown Brandon Alliance and Brandon Chamber who strung garland and lights for the festive season. Brandon looks beautiful.

TOWN MANAGER'S RECOMMENDATIONS FOR ITEMS ON THIS AGENDA:

Item #6 Recommend proceeding with the VOREC grant as presented by the Rec Director

Respectfully submitted,

*Sarah M. Shopkins*

12/08/2023  
08:57 am

TOWN OF BRANDON Tax Administration  
Delinquent Tax Report  
SUMMARY REPORT ONLY

Page 1 of 1  
HTML5SETHMICHAELHOPKINS

Tax Year	Principal	Interest	Penalty	Other	Total
2002-2003	361.80	1271.86	28.96	0.00	1,662.62
2003-2004	359.64	1197.00	28.76	0.00	1,585.40
2004-2005	353.76	1117.30	28.28	0.00	1,499.34
2005-2006	379.84	1126.74	30.40	0.00	1,536.98
2006-2007	428.32	1184.10	34.28	0.00	1,646.70
2007-2008	461.72	1193.88	36.92	0.00	1,692.52
2008-2009	574.48	1368.25	45.96	0.00	1,988.69
2009-2010	591.96	1303.81	47.32	0.00	1,943.09
2010-2011	600.72	1233.78	48.08	0.00	1,882.58
2011-2012	623.90	1156.18	49.92	0.00	1,830.00
2012-2013	620.64	1062.38	49.64	0.00	1,732.66
2013-2014	640.12	977.60	51.24	0.00	1,668.96
2014I	1696.81	1444.01	59.24	0.00	3,200.06
2014S	4.05	5.46	0.32	0.00	9.83
2015-2016	3007.37	3440.13	231.48	0.00	6,678.98
2016-2017	8266.21	7009.71	524.68	0.00	15,800.60
2017-2018	11382.22	8823.76	849.81	0.00	21,055.79
2018-2019	13495.52	7849.59	998.20	0.00	22,343.31
2019-2020	22860.35	10867.98	0.00	0.00	33,728.33
2020-2021	24476.37	9840.55	1811.16	0.00	36,128.08
2021-2022	62322.18	16887.70	4326.78	0.00	83,536.66
2022-2023	104104.54	12359.45	7457.84	0.00	123,921.83
TOTALS	257612.52	92721.22	16739.27	0.00	367,073.01



**From:** Corkins, Caitlin [Caitlin.Corkins@vermont.gov](mailto:Caitlin.Corkins@vermont.gov)  
**Subject:** RE: "Clearance" question  
**Date:** December 4, 2023 at 11:01 AM  
**To:** Bill Moore [bmoore@townofbrandon.com](mailto:bmoore@townofbrandon.com), [shopkins@townofbrandon.com](mailto:shopkins@townofbrandon.com)

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Hi Seth,

Thanks very much for reaching out. Laura forwarded your inquiry to me.

While the Town did receive a grant from us several years ago the required "review period" for this grant has passed. Therefore, we do not currently have any review authority over upcoming projects at the Town Hall unless state or federal funding is involved.

That said, I would encourage the Town to consider repairing the slate roof or replacing it in kind (with new slate) if the slates have reached the end of their useful life. To meet preservation standards, replacement in kind is required. There is no "substitute material" for slate that would meet these standards.

Changing the material of the roof will impact the historic character of the building. While this change alone might not cause the building to lose its historic status, it is this type of change that ... over time ... will slowly lessen the building's historic integrity. The Town should consider the impact of this change given other changes that might be necessary in the future to ensure continued use of the building.

I hope this answers your question, but please do feel free to reach out to me directly if you have additional questions.

Thanks!  
Caitin

**Caitlin Corkins** | Tax Credits and Grants Coordinator  
Vermont Agency of Commerce and Community Development  
1 National Life Dr, Davis Bldg, 6th Floor | Montpelier, VT 05620-0501  
802-828-3047  
[accd.vermont.gov](http://accd.vermont.gov)

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**From:** Trieschmann, Laura <[Laura.Trieschmann@vermont.gov](mailto:Laura.Trieschmann@vermont.gov)>  
**Sent:** Thursday, November 30, 2023 1:32 PM  
**To:** Corkins, Caitlin <[Caitlin.Corkins@vermont.gov](mailto:Caitlin.Corkins@vermont.gov)>  
**Subject:** RE: "Clearance" question

Can you respond to his concerns telling him the grant review is over, and if such a change would affect future grants? thanks so much



TOWN of  
**BRANDON**  
TOWN of VERMONT  
**RECREATION**

December 11, 2023

New Bus Trip Announcement – March 24<sup>th</sup> the Brandon Rec will be going to the Capital Region Flower & Garden Expo at Hudson Valley Community College. \$55 res/\$66 Non-res. This will be a popular preview of all things flower for the spring!

Brandon Rec/Brandon Public library 2024 Quiz Night series is set to start on January 7<sup>th</sup>. The Brandon Inn will host for January and the Neshobe Golf Course will host in February. Takes place on Sundays at 6:30. FREE registration is online.

Working on the joint Brandon Rec/Public Library and Middlebury Rec/Isley Library Total Eclipse event on April 8<sup>th</sup>.

Respectfully submitted,



Bill Moore

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # 63717 Current Prior Next FY Invoices  
All Invoices For Check Acct 01(10 General Fund) 12/11/23 To 12/11/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
200263	12/01/23	ALDRICH & ELLIOTT, PC WWTF Upgrade Step III 81778	40-5-20-20120 Engineering	30735.06	53240	12/11/23
100015	12/06/23	ALLEN ENGINEERING & CHEMI chlorine 11650077701	20-5-55-50120 Sodium Hypochorite	2715.00	53241	12/11/23
310590	11/30/23	AMERICAN WINDOW CLEANING cleaning 11-3-23 7796	10-5-22-43100 Town Office	60.00	53242	12/11/23
330419	11/29/23	BGS POSTAL CENTER (43657) postage plat index cards 62097921	10-5-13-30123 Records Preservation	12.77	53243	12/11/23
310861	12/02/23	BIASUZZI, JEFFREY postage reimbursement 12/2/23	10-5-12-30132 Planning/Zoning Postage	18.08	53244	12/11/23
300341	11/29/23	BOSTON CELTICS GROUP SALE Celtics tickets 12/29/23 11/29/23	10-5-18-60010 Bus Trips	4200.00	53245	12/11/23
100255	11/30/23	BRANDON FIRE DISTRICT #1 Nov water payments 11/30/23	90-5-15-90600 Paid To BFD No 1	19541.34	53246	12/11/23
310851	12/07/23	BRANDON FLORIST SHOPPE, L sympathy bouquet 12/2023	10-5-10-10310 Travel & Expenses	50.00	53247	12/11/23
100275	11/28/23	BRANDON FREE PUBLIC LIBRA appropriation DEC 2023	10-5-25-70470 Brandon Library	7666.67	53248	12/11/23
310699	12/01/23	BRANDON GLC SOLAR, LLC monthly solar 203B	20-5-55-42130 Electric	1935.00	53249	12/11/23
310699	12/01/23	BRANDON GLC SOLAR, LLC monthly solar 203B	10-5-22-42130 Bldgs & Grounds Electric	2365.00	53249	12/11/23
100280	11/20/23	BRANDON LUMBER & MILLWORK drop light 12691/3	20-5-55-43160 Maint. Supplies - General	25.99	53250	12/11/23
100280	11/21/23	BRANDON LUMBER & MILLWORK fasteners 12863/3	10-5-22-43080 Highway Bldg Maint	18.96	53250	12/11/23
100280	11/24/23	BRANDON LUMBER & MILLWORK dust mop, sponge mop 13060/3	20-5-55-43160 Maint. Supplies - General	42.98	53250	12/11/23
100280	11/29/23	BRANDON LUMBER & MILLWORK padlock 13920	10-5-18-20600 Equipment /Supplies	9.99	53250	12/11/23
100280	11/22/23	BRANDON LUMBER & MILLWORK distilled water 8961/3	20-5-55-30120 Professional Supplies	17.94	53250	12/11/23
100310	11/28/23	BRANDON SENIOR CITIZENS C appropriation DEC 2023	10-5-25-70480 Senior Citizen Center	1125.00	53251	12/11/23
300967	11/28/23	BRANDON, TOWN OF water @ Estabrook EST 11/28/23	10-5-22-42120 Bldgs & Grounds Water Fee	69.82	53252	12/11/23
300967	11/28/23	BRANDON, TOWN OF water @ PD PD 11/28/23	10-5-22-42120 Bldgs & Grounds Water Fee	77.26	53252	12/11/23
300967	11/28/23	BRANDON, TOWN OF water @ Town Hall TH 11/28/23	10-5-22-42120 Bldgs & Grounds Water Fee	83.01	53252	12/11/23
300967	11/28/23	BRANDON, TOWN OF water @ Town Office TO 11/28/23	10-5-22-42120 Bldgs & Grounds Water Fee	95.84	53252	12/11/23
300967	11/28/23	BRANDON, TOWN OF water @ Wastewater WW 11/28/23	20-5-55-42120 Water	1300.94	53252	12/11/23
310449	11/28/23	BSN SPORTS LLC soccer & b-ball 923945307	10-5-18-40000 Youth Soccer	2300.00	53253	12/11/23
310449	11/28/23	BSN SPORTS LLC soccer & b-ball 923945307	10-5-18-40050 Youth Basketball	488.83	53253	12/11/23
101123	12/06/23	BULEY, KASSIDY reimburse for shirts 12/5/23	10-5-18-40090 Cheerleading	150.00	53254	12/11/23



TOWN OF BRANDON Accounts Payable  
Check Warrant Report # 63717 Current Prior Next FY Invoices  
All Invoices For Check Acct 01(10 General Fund) 12/11/23 To 12/11/23

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
100198	CARGILL, INCORPORATED	11/22/23	salt	10-5-15-47110	3992.85	53255	12/11/23
			2908848755	Road Salt			
100198	CARGILL, INCORPORATED	11/29/23	salt	10-5-15-47110	3863.10	53255	12/11/23
			2908870920	Road Salt			
311207	CARRIGAN, JACQUELINE	11/29/23	over paid/state payment	10-2-00-02120	283.57	53256	12/11/23
			0035-0004	Anticipated Tax Credits			
300286	CASELLA CONSTRUCTION INC	11/30/23	cold patch	10-5-15-46120	429.51	53257	12/11/23
			100001-36943	Cold Patching			
300604	CHAMPLAIN CONSTRUCTION CO	11/30/23	sand	10-5-15-47120	446.25	53258	12/11/23
			BRANDONNOV23	Winter Sand			
301503	CHAMPLAIN VALLEY FUELS	12/01/23	heating fuel @ HWY	10-5-22-42110	711.06	53259	12/11/23
			504798	Heating Fuel			
301503	CHAMPLAIN VALLEY FUELS	11/22/23	diesel fuel	10-5-15-41130	872.49	53259	12/11/23
			508459	Fuel - Vehicles HW			
301503	CHAMPLAIN VALLEY FUELS	12/01/23	heating fuel @ Town Hall	10-5-22-42110	245.15	53259	12/11/23
			509435	Heating Fuel			
301503	CHAMPLAIN VALLEY FUELS	11/29/23	diesel fuel	10-5-15-41130	906.54	53259	12/11/23
			509701	Fuel - Vehicles HW			
300755	CHEMSEARCHFE	11/17/23	drain cleaner	20-5-55-43160	267.45	53260	12/11/23
			8472428	Maint. Supplies - General			
310703	CITY HALL SYSTEMS, INC.	12/06/23	Nov credit card	10-5-18-40050	267.62	53261	12/11/23
			19883	Youth Basketball			
310097	COMCAST	11/27/23	service 12/04 - 01/03	10-5-14-42100	437.33	53262	12/11/23
			PD 11/27/23	PD Telephone Service			
310097	COMCAST	11/27/23	service: 12/04 - 01/03	10-5-10-42100	627.33	53263	12/11/23
			TO 11/27/23	Telephone Exp. Admin.			
310097	COMCAST	11/21/23	service: 11/28 -12/27	20-5-55-42100	205.71	53264	12/11/23
			WW 11/21/23	Wastewater Telephone			
310037	CONSOLIDATED COMMUNICATIO	11/18/23	service: Nov 18 to Dec 17	10-5-22-43150	88.40	53265	12/11/23
			TH 11/18/23	Town Hall Repair/Maint.			
310177	COTT SYSTEMS, INC.	11/28/23	dec host fee	10-5-13-30123	295.00	53266	12/11/23
			156397	Records Preservation			
330426	CVC PAGING	11/25/23	paggers	20-5-55-42100	37.95	53267	12/11/23
			229-16883	Wastewater Telephone			
301505	DANA SAFETY SUPPLY, INC.	11/28/23	poly partition	10-5-14-41110	901.91	53268	12/11/23
			881355-A	New Equipment - Vehicles			
310733	DENTON & SON	12/01/23	Nov rubbish removal	20-5-55-50160	450.00	53269	12/11/23
			NOV 2023	Sludge Disposal			
300466	DUNDON PLUMBING & HEATING	11/21/23	checked wiring, reset	10-5-22-43150	187.50	53270	12/11/23
			85578	Town Hall Repair/Maint.			
300466	DUNDON PLUMBING & HEATING	11/27/23	filter, cad cell assembly	10-5-22-43150	197.60	53270	12/11/23
			85634	Town Hall Repair/Maint.			
300466	DUNDON PLUMBING & HEATING	11/28/23	portable toilet fee	10-5-18-40000	135.00	53270	12/11/23
			85676	Youth Soccer			
101007	EARLE'S TRUCK REPAIR, INC	10/30/23	repairs to truck #5	10-5-15-41180	5763.60	53271	12/11/23
			39847	HW Outside Maint. - Vehic			
310402	EMBLEM ENTERPRISES, INC	11/21/23	patches	10-5-14-10320	864.35	53272	12/11/23
			905342	Clothing Allowance			
100494	ENDYNE INC	12/05/23	testing	20-5-55-22120	95.00	53273	12/11/23
			472102	Testing			

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
300187	11/30/23	FLORENCE CRUSHED STONE 3/4 minus,plant mix,sand 234186	10-5-15-46140 Gravel	2843.47	53274	12/11/23
300187	11/30/23	FLORENCE CRUSHED STONE 3/4 minus,plant mix,sand 234186	10-5-15-47120 Winter Sand	1827.20	53274	12/11/23
310054	12/06/23	FULLER, DEVON Kennedy Park concerts 12/06/23	10-5-21-75000 Economic Development	1200.00	53275	12/11/23
100650	11/08/23	GALLS LLC boots 026201691	10-5-14-30120 Professional Supplies	151.98	53276	12/11/23
300829	11/30/23	GARLAND'S AGWAY/GT OUTDOO chainsaw 109555	10-5-15-41110 New Equipment-Misc. Tools	700.73	53277	12/11/23
300829	11/30/23	GARLAND'S AGWAY/GT OUTDOO chain 109556	10-5-15-41110 New Equipment-Misc. Tools	22.49	53277	12/11/23
311128	10/31/23	GREEN MOUNTAIN GARAGE deicer, oil 205758	20-5-55-41180 Maintenance-Vehicles	18.97	53278	12/11/23
311128	11/22/23	GREEN MOUNTAIN GARAGE fittings, hose 206702	10-5-15-41160 HW Maint. Supplies-Vehicl	64.64	53278	12/11/23
311128	11/28/23	GREEN MOUNTAIN GARAGE wipers 206907	10-5-15-41160 HW Maint. Supplies-Vehicl	12.49	53278	12/11/23
300600	12/05/23	HOLLAND COMPANY INC sodium bisulfite FI-24860	20-5-55-50140 Sodium Bisulfite	2590.56	53279	12/11/23
200215	11/28/23	JP COOKE CO 2024 dog tags 807828	10-5-13-20250 Dog License Expense	145.25	53280	12/11/23
310751	12/04/23	KILPECK PROPERTY MANAGEME break up ledge, Adams Rd 2372	10-5-15-20240 Contractors	605.00	53281	12/11/23
311176	11/22/23	LILY WHITE CLEANING SERVI cleaning 112223	10-5-22-10130 Admin Custodian	323.75	53282	12/11/23
311176	11/22/23	LILY WHITE CLEANING SERVI cleaning 112223	10-5-22-10120 PD Custodian	175.00	53282	12/11/23
311176	12/06/23	LILY WHITE CLEANING SERVI cleaning 120623	10-5-22-10130 Admin Custodian	350.00	53282	12/11/23
311176	12/06/23	LILY WHITE CLEANING SERVI cleaning 120623	10-5-22-10120 PD Custodian	175.00	53282	12/11/23
311208	11/29/23	LOWELL, EDSEL JR tax overpaid/state paymen 0085-3611	10-2-00-02120 Anticipated Tax Credits	917.53	53283	12/11/23
310528	11/29/23	MAZUR, DAN tax refund/ state payment DEC 2023	10-2-00-02120 Anticipated Tax Credits	168.14	53284	12/11/23
100201	12/05/23	MONDLAK, JANET 12/5 SB budget minutes 12/5/23	10-5-10-10150 Wages-Recording Clerk	150.00	53285	12/11/23
310331	11/27/23	MOTION PICTURE LICENSING license: 1/26/24-1/25/25 504431036	10-5-18-60020 Movies Expense	798.34	53286	12/11/23
301083	12/05/23	MVP SELECT CARE INC Nov 2023 - HRA 2023-11	10-5-18-10218 HRA	2.50	53287	12/11/23
301083	12/05/23	MVP SELECT CARE INC Nov 2023 - HRA 2023-11	20-5-55-10218 HRA WW	5.00	53287	12/11/23
301083	12/05/23	MVP SELECT CARE INC Nov 2023 - HRA 2023-11	10-5-22-10218 HRA	2.50	53287	12/11/23
301083	12/05/23	MVP SELECT CARE INC Nov 2023 - HRA 2023-11	10-5-15-10218 HRA HW	5.00	53287	12/11/23
301083	12/05/23	MVP SELECT CARE INC Nov 2023 - HRA 2023-11	10-5-10-10218 HRA Admin	5.00	53287	12/11/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
301083	12/05/23	Nov 2023 - HRA 2023-11	10-5-14-10218 HRA PD	10.00	53287	12/11/23
301083	12/05/23	Nov 2023 - HRA 2023-11	10-5-13-10218 HRA	5.00	53287	12/11/23
310679	12/01/23	software system 032168928	10-5-18-20210 Registration Software	3295.00	53288	12/11/23
310795	11/21/23	service contract printers IN580060	10-5-10-30130 Service Contracts	68.56	53289	12/11/23
310795	11/21/23	service contract copiers IN580061	10-5-10-30130 Service Contracts	160.00	53289	12/11/23
100156	11/15/23	WWTF PR #13 WWTF PR #13	40-5-20-50500 Contractor	211369.93	53290	12/11/23
311209	11/29/23	tax overpaid/state paymen 0120-0107	10-2-00-02120 Anticipated Tax Credits	232.48	53291	12/11/23
100788	11/29/23	2023 tax forms 53965	10-5-10-30110 Office Supplies	151.90	53292	12/11/23
301088	11/20/23	recycling fee 041076	10-5-15-41170 HW Tires - Vehicles	54.00	53293	12/11/23
301088	11/20/23	tires 041077	10-5-15-41170 HW Tires - Vehicles	2711.31	53293	12/11/23
310736	11/21/23	pest control: Police Dept 30772	10-5-22-43090 PD Bldg Maint.	65.00	53294	12/11/23
310736	11/21/23	pest control: storage 30774	10-5-18-20500 Storage Unit Supply/Maint	50.00	53294	12/11/23
310736	11/21/23	pest control: Town Office 30776	10-5-22-43100 Town Office	70.00	53294	12/11/23
310736	11/21/23	pest control: Town Hall 30777	10-5-22-43150 Town Hall Repair/Maint.	40.00	53294	12/11/23
310488	08/11/23	WWTF improv. financing 267786	20-5-55-21110 Legal Services	97.50	53295	12/11/23
310488	09/19/23	WWTF improv. financing 269729	20-5-55-21110 Legal Services	2307.50	53295	12/11/23
310488	10/13/23	WWTF improv. financing 271915	20-5-55-21110 Legal Services	1170.00	53295	12/11/23
310488	11/08/23	WWTF improv. financing 273197	20-5-55-21110 Legal Services	2175.20	53295	12/11/23
101122	11/20/23	reimbures for meals 11/20/23	10-5-14-10310 Travel & Expenses	40.66	53296	12/11/23
100491	11/23/23	PC hearing notice 00137532	10-5-12-30310 Legal Advertising	170.60	53297	12/11/23
311206	11/28/23	over paid 0094-0067	10-2-00-02120 Anticipated Tax Credits	698.44	53233	11/30/23
310418	12/01/23	wiped old computer 42220025	10-5-10-30134 Technical Support	37.50	53298	12/11/23
310418	12/01/23	monthly service 42220026	10-5-10-30134 Technical Support	828.50	53298	12/11/23
310397	12/04/23	bucket repair SCINV769986	10-5-15-41180 HW Outside Maint. - Vehic	5763.89	53299	12/11/23
310921	11/21/23	consulting fee 1216	10-5-10-30130 Service Contracts	360.00	53300	12/11/23

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # 63717 Current Prior Next FY Invoices  
All Invoices For Check Acct 01(10 General Fund) 12/11/23 To 12/11/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
300592	11/20/23	propane @ WW lab bldg 541531	20-5-55-42110 LP Gas - Bldgs	403.98	53301	12/11/23
300592	11/24/23	propane @ WW lab bldg 541620	20-5-55-42110 LP Gas - Bldgs	462.38	53301	12/11/23
300592	11/24/23	propane @ WW chem bldg 541621	20-5-55-42110 LP Gas - Bldgs	205.57	53301	12/11/23
300592	11/24/23	propane, WW Supply garage 541622	20-5-55-42110 LP Gas - Bldgs	90.96	53301	12/11/23
300592	11/24/23	propane, WW generator 541623	20-5-55-42110 LP Gas - Bldgs	338.57	53301	12/11/23
200277	11/20/23	straighten door frame 7280	10-5-14-41180 PD Vehicle Maintenance	60.00	53302	12/11/23
200277	12/04/23	install partition 7299	10-5-14-41180 PD Vehicle Maintenance	300.00	53302	12/11/23
200277	12/05/23	parts, labor 7301	10-5-14-41180 PD Vehicle Maintenance	978.47	53302	12/11/23
330348	11/13/23	service: Oct 14 - Nov 13 9949286263	10-5-21-10310 Travel & Expenses	20.19	53303	12/11/23
330348	11/13/23	service: Oct 14 - Nov 13 9949286263	10-5-18-42100 Recreation Telephone	20.20	53303	12/11/23
330348	11/13/23	service: Oct 14 - Nov 13 9949286263	20-5-55-42100 Wastewater Telephone	40.39	53303	12/11/23
330348	11/13/23	service: Oct 14 - Nov 13 9949286263	10-5-14-42100 PD Telephone Service	40.39	53303	12/11/23
330348	11/13/23	service: Oct 14 - Nov 13 9949286263	10-5-15-42100 HW Telephone	40.39	53303	12/11/23
330348	11/23/23	service: Oct 24 - Nov 23 9949995774	10-5-14-20233 MDT/Aircards	320.39	53303	12/11/23
310988	09/12/23	fan A20485	10-5-15-44130 Tree Removal/Planting	122.53	53304	12/11/23
300382	11/14/23	2024-Q1 Unemployment Ins REN037486-Q1	10-5-17-61150 Unemployment Insurance	1488.25	53305	12/11/23
300382	11/14/23	2024-Q1 Unemployment Ins REN037486-Q1	20-5-55-61150 WW Unemployment	111.75	53305	12/11/23
300382	11/14/23	2024-Q1 Unemployment Ins REN037486-Q1	10-5-17-61150 Unemployment Insurance	100.00	53305	12/11/23
100146	11/27/23	2024 Q1 W/C,P&C Ins pymt REN240068-Q1	20-5-55-61110 Insurance Expenses	-252.60	53306	12/11/23
100146	11/27/23	2024 Q1 W/C,P&C Ins pymt REN240068-Q1	10-5-17-61160 Worker's Comp Insurance	14854.75	53306	12/11/23
100146	11/27/23	2024 Q1 W/C,P&C Ins pymt REN240068-Q1	10-5-17-61110 VLCT Insurance	-1431.40	53306	12/11/23
100146	11/27/23	2024 Q1 W/C,P&C Ins pymt REN240068-Q1	20-5-55-61160 WW Workers Comp.	1966.50	53306	12/11/23
100146	11/27/23	2024 Q1 W/C,P&C Ins pymt REN240068-Q1	10-5-17-61110 VLCT Insurance	20296.50	53306	12/11/23
100146	11/27/23	2024 Q1 W/C,P&C Ins pymt REN240068-Q1	20-5-55-61110 Insurance Expenses	3642.00	53306	12/11/23
310046	11/15/23	supplies 242593400	10-5-14-30110 Office Supplies	488.28	53307	12/11/23

12/08/23  
01:17 pm

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # 63717 Current Prior Next FY Invoices  
All Invoices For Check Acct 01(10 General Fund) 12/11/23 To 12/11/23

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Jacolyn

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310046	11/20/23	notebooks 242698374	20-5-55-30110 Office Supplies	36.98	53307	12/11/23
310046	11/27/23	bowl cleaner 242783387	10-5-22-43180 Maint. Supplies Bldgs.	9.87	53307	12/11/23
310046	11/22/23	credit CM2327347	10-5-10-30110 Office Supplies	-17.99	53307	12/11/23
311070	11/30/23	fuel cards - Nov 2023 93695472	10-5-22-43120 Municipal Mowing-maint	127.60	53308	12/11/23
311070	11/30/23	fuel cards - Nov 2023 93695472	10-5-14-41130 Fuel - Vehicles	1785.53	53308	12/11/23
311070	11/30/23	fuel cards - Nov 2023 93695472	10-5-15-41130 Fuel - Vehicles HW	108.45	53308	12/11/23
311001	12/08/23	Town Report layout 178	10-5-10-30511 Town Report	320.00	53309	12/11/23
Report Total				----- 389950.14 =====		

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 \$ \*\*\*389,950.14  
Let this be your order for the payments of these amounts.

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