

**Brandon Select Board Meeting**  
**April 22, 2024**  
**7:00 p.m.**

The Brandon Select Board will meet Monday, April 22, 2024 at 7:00 p.m. at the Brandon Town Hall (**downstairs**) 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 Meeting Minutes – April 8, 2024**
- 3) Town Manager’s Report**
- 4) Rec Director’s Report**
- 5) Public Comment and Participation**
- 6) Appoint Downtown Parking Solutions Group**
- 7) Forest Dale Shared Use Path Engineering Study Proposal**
- 8) Request for Letter of Support for Solar Array on Clark’s Mill Road**
- 9) Updating Declaration of Inclusion**
- 10)Fiscal**
  - a) Warrant – April 22, 2024 – \$161,926.73**

**11)Executive Session**

**“I move to find that premature general public knowledge of the pending contract negotiation with New England Police Benevolent Association Local 422 will clearly place the Town of Brandon at a substantial disadvantage by disclosing its negotiation strategy.”**

**“I move to enter into executive session to discuss the Town’s pending labor relation agreement with New England Police Benevolent Association Local 422, per 1 V.S.A. § 313(a)(1)(b) for labor relations agreements with employees, to include the Town Manager.”**

**12)Executive Session**

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

**13)Executive Session**

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

**14)Adjournment**

**Brandon Select Board Meeting  
April 8, 2024**

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

**Board Members in Attendance:** Doug Bailey, Heather Nelson, Tim Guiles, Brian Coolidge, Ralph Ethier

**Others In Attendance:** Seth Hopkins, Bill Moore, Neil Silins, Dorothea Langevin, Steve Bissette, Jan Coolidge, Claire Astone, Kenneth Manning, Chris Conlin, Ray Marcoux, Barry Varian, Steven Jupiter, Sandy Mayo, Bernie Carr, Susan Benedict, Karen Farwell, Tom Kilpeck, Steven Jupiter, Vicki Disorda, Jacqueline Carrigan, Patricia Welch, Judy Bunde

**Others by Zoom:** Brent Buehler, Sue Gage, Bill Bullock, Karen Rhodes

### **1. Call to Order**

The meeting was called to order at 7:06PM by Doug Bailey – Board Chair.

#### ***a. Agenda Adoption***

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

Add Executive Session to discuss interview for appointments per 1 V.S.A. 313(3)(a)(3).

Add Executive Session to discuss recent resignations of Town Staff per 1 V.S.A. 313(3)(a)(3).

### **2. Approval of Minutes**

#### ***a) Select Board Meeting Minutes – March 25, 2024***

**Motion** by Brian Coolidge/Ralph Ethier to approve the Select Board minutes of March 25, 2024. **The motion passed with one abstention – Doug Bailey.**

### **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 read the following update to the Town Manager's report:

*"The Town stood up Vermont's southern most activated emergency operations center this morning with Emergency Management Director Seth Hopkins and Emergency Management Coordinator Tim Guiles at the Town Office, in remote communication with Police Chief David Kachajian, Highway Division Chief Jeremy Disorda, and Rutland Regional Emergency Planner Maggie O'Brien.*

*We used this as an exercise, and confirmed on ongoing weakness of communications in the event of a long-term power outage or failure of cellular networks. The regional people as well as the State are aware of this issue.*

*By 10:30AM it was evident that there was significant northbound traffic backed up in Brandon. Upon inspection, the northbound lane of US7 was bumper to bumper for 1 ¾ miles (from Central Park), to Wood's Pond. Chief Kachajian was alerted and responded expeditiously to the center of Town, where he set both sets of traffic signals to caution/flashing (yellow on US7, red on side streets); he proceeded to direct traffic to clear the initial bottleneck. The signals set to caution proved effective. Aforementioned staff intermittently monitored traffic through the day by brief periods of direct observation. Almost*

*instantly at the start of the eclipse shortly after 2PM, the traffic abated to more normal weekday levels, and then quieted further during the approach to Brandon's 99 and 44/100ths percent pure totality after 3PM. The first southbound noticeably long line of cars with out-of-state plates was passing the town office by 4PM. At time of writing (6PM), the stream is still at a crawling pace from the town office north to Lovers' Lane.*

*We had been expecting this level of traffic for the post-Eclipse afternoon/evening, but not necessarily for the day-of-Eclipse morning. I would hazard that the actual number of visitors to Vermont approached or exceeded the high-end of official projections.*

*Thank you to Brandon's Highway Crew for closing the two unpaved roads we had identified as potential mud traps for southbound cars, and thank you to the Brandon Police officers who directed traffic in the late afternoon and early evening. Both of these kept residents and visitors safe.*

*For the Board's awareness on Friday after publication of my report in the board pocket, I received the resignation of Daniel Snow from the Town Highway crew. Dan brought a lot of skill to his position with the Town and worked very hard for us during his tenure. We thank him for all his efforts and wish him well in his new chosen endeavor. He remains a valued community member."*

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

A Rec Director's report was provided by Bill Moore and is available for viewing in the Board packet on the Town's website.

Mr. Moore reviewed the Director's Report:

*"The Brandon Rec baseball registration closes April 9<sup>th</sup>. We extended due to weather. Register today.*

*. Aikido with Sensei Wade offerings have expanded. In addition to 2 classes on Monday evenings, there are some more advanced classes happening on Saturday mornings. These occur in the town hall (upstairs).*

*. Speaking of the Town Hall: Public Events for the next 2 weeks*

- Friday, April 12 – Wildlife Encounters*
- Saturday, April 13 - Bounce House Karaoke*
- Friday, April 19 – Brandon Idol – Pop Concert*
- Saturday, April 20 – WOH Wrestling (Private rental with public tickets)*
- Summer offerings are starting to populate the Brandon Rec website. Camp Broadway presents 2 weeks of theatre camp for ages 5 – 12 at Estabrook Park. Green Room Practicum is a 2-week evening camp for ages 12 – 14 as a fall "warm-up" for kids who will likely want to join Otter Valley's Walking Stick Theater program.*

*. The decades old question of "who let the dogs out" could be answered thanks to a partnership with Cristina Kumka of BowWow Babysitters as the Rec will present Basic Dog Obedience Classes at Estabrook Park. Wednesdays at Estabrook starting May 1<sup>st</sup>.*

*. We are working with a local resident to create a space for a community garden program. Stay tuned for date and location at the next Select Board meeting."*

Mr. Moore also reported there were many successful eclipse events that were put on in coordination with the Middlebury Parks and Rec and the Ilsley and Brandon libraries.

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

Susan Benedict asked about the town hall roof as she had read the roof would be slate. She did not get a chance to express her input but she has problems with spending the money to put a slate roof on because of the cost of repairs and putting the burden on future generations, and suggested a metal standing-seam would be a much better choice in terms of long-term

protection of the building and a cost-effective approach. Seth Hopkins stated the Board had asked the town manager to solicit prices and a total of 6 quotes were received from 3 different companies for slate, asphalt, and standing seam. Former Board Chair, Tracy Wyman, met with Bill Moore and Mr. Hopkins to talk about the concerns. The Town also communicated with Historic Preservation to inquire if future funding would be jeopardized if the roofing material was changed. None of the previously received grants are open for reexamination but a change in materials would not be acceptable for future grants. Mr. Hopkins reported the quotes were \$314,000 for shingle, \$508,000 and \$228,000 for standing seam, and \$336,000 and \$269,000 for slate. Ms. Benedict asked how they compare with upkeep and wear and tear. Mr. Hopkins advised a slate roof's life span is longer than either of the other two alternatives and the slate roof on this building is about 160 years old. He has heard from other preservation groups and the common wisdom is that a slate roof in New England will last 150 years. The standing seam metal roofer that they met with has a 20-year warranty and 30-year useful life. Karen Farwell thanked Ms. Benedict for thinking of future generations and with slate it is about total cost of ownership. She has done research on slate roofs and has found that the roof will last as long as it is reviewed every spring and fall to ensure there are no problems. Ms. Farwell asked if the maintenance and inspections are included as the swales in Town were also supposed to be looked at every spring and fall and they are now going to need to be replanted. She is a fan of historic preservation but noted concern about the cost to the Town in future years. Ms. Benedict had heard the cost was going to be \$700,000 for the slate roof. Mr. Hopkins stated the numbers that he read tonight are the correct numbers with the lowest bid being \$228,000 for standing seam and the second lowest bid of \$269,000 for slate. With regard to maintenance, the Town's practice has been for an annual maintenance that was paid for out of the operating budget for maintenance of buildings and every year that line item has been more than sufficient. Ray Marcoux asked if all the slate needs replacing. Mr. Hopkins advised they are going to take all of the slate off and will reuse as much of the slate that is serviceable.

Chris Conlin asked, on behalf of Jess Murdock of Briggs Lane, if the current issue will be for the Select Board or DRB to consider. Seth Hopkins stated it will be brought before the Select Board but more research needs to be done at the town office.

Neil Silins noted concern with the acoustics in the upstairs of the town hall as it is difficult to hear anyone speaking and suggested mics to enhance the audio in the room.

Patricia Welch stated she is proud of the community with so many things happening and so much hard work going into the events. Many people came to the events and she thanked everyone for their participation.

Sandy Mayo questioned the Town considering an off taker of solar credit by the Brandon Industrial Park. Mr. Hopkins stated the Town is considering the same as what is being done with Green Lantern since 2016. If there is a new private solar array, the Town would take all or a portion of the arrays and in exchange pay a discounted cash amount to the company constructing it. The Green Lantern array produces electricity that is placed into the grid and the quantity is turned into credits that are given to Green Lantern. The credits are only good towards light bills and the Town takes the credits at a nominal value and gives Green Lantern 85% and saves 15% of its electric bill. The new solar array would be a similar model and the model is yet to be set. The Green Lantern deal has been a good savings. Another developer is interested in building a solar array and the Town is looking to cover the balance of what we still have for light bills.

Brent Buehler asked if Historic Preservation recognizes synthetic type slate-looking material. Mr. Hopkins advised they do not approve of this option.

Claire Astone wanted to applaud the administration and employees of the Town for their consideration of safety and noted it was a very festive town. Ms. Astone asked for clarification about Green Lantern as she thought it was because the company owed the Town back taxes. Mr. Hopkins advised the Town owns a lot at the Industrial Park and this was a swap for taxes.

## **6. Appointment to Fill Vacancy on Historic Preservation Commission**

Seth Hopkins reported there has been a vacancy for this Commission and an application came in for that vacancy. Additionally, another commissioner has resigned and there will still be a vacancy to be filled, and this new vacancy will be posted. Tim Guiles suggested the Board have an opportunity to have an interview with the applicant and suggested there could be an executive session for that to happen.

## **7. Appointment to Fill Vacancy on Diversity Committee**

Bill Moore reported Ben Wimett, who expressed interest in filling the vacancy on the Diversity Committee, has been participating in some of the work the Committee has been doing over the last 4 months with the VLCT cohort. He has been a great participant and this will provide a third person for this committee. Mr. Moore advised this committee was all town employees, but now that the initial work has been done, the work can go outside the town staff and provide the ability to increase the committee. This position will also be discussed in the executive session.

## **8. Consider Designating Sole Source Vendor for Town Hall Roof**

Seth Hopkins stated as continued discussion from this evening's public comment, there was a review of information from the three bidding companies. Those requests were from back in November and during the interim, it had been the goal to develop bid specifications by an engineer that will be an expense. Mr. Hopkins asked the Board to recognize there was a competitive proposal process and received 6 proposals and one proposal is for a like-for-like replacement from Spardella. This has been the company that has done the maintenance work on the town hall roof and Mr. Hopkins recommended the Board consider the bidding pool will be small and the Town has 3 bids from companies and that Spardella is the lowest of the three quotes. They know the building and roof and are from Fair Haven and would be a good candidate to maintain a slate roof. Mr. Hopkins recommended electing Spardella as the sole source vendor for the town hall roof.

**Motion** by Tim Guiles/Heather Nelson to approve Spardella as a sole source vendor for the town hall roof.

Ralph Ethier asked how much ARPA money is set aside for the town hall roof. Mr. Hopkins reported the Select Board had set aside \$250,000 based on what was left, plus the remainder of the \$60,000 that was not expended for the proposed town-owned solar array. Currently there has been around \$5,000 spent and it is hoped the last bill was received, but there is one player that Mr. Hopkins is awaiting a response from. Doug Bailey noted there is approximately \$300,000 available. Mr. Hopkins reported the replacement bid was \$269,300 but there are some add-ons for repointing 4 chimneys at \$10,000 per chimney and for redecking the roof would be \$36,800. Mr. Hopkins advised there will be a request to update the quote. Brian Coolidge stated he was not convinced the entire roof needs to be done and was not in favor of replacing the entire roof. Ms. Nelson stated that option has been explored and the rule of thumb is if 25% of the roof needs replacing, it is more cost effective to replace the entire roof. She also noted to keep patching it rather than replacing it would be a problem for future generations. Doug Bailey stated the Town has spent 15 years upgrading the building with a roof that leaks and that should have been done previously and this is one time to get a roof on the building without taxpayer money. Mr. Hopkins advised there is still insurance money that can be used for rebuilding one of the chimneys. Neil Silins suggested there should be a third party to do oversight to assure that the project has been done to specifications.

**The motion passed with one no vote – Brian Coolidge.**

## **9. Consider Certification of Compliance for Town Road and Bridge Standards and Network Inventory**

Bill Moore reported this is an annual certification that provides the Town eligibility for VTrans grants. Seth Hopkins advised the State has indicated that the Town is in compliance with State standards.

**Motion** by Tim Guiles/Ralph Ethier to approve the Certification of Compliance for Town Road and Bridge Standards and Network Inventory. **The motion passed unanimously.**

## **10. Adopt Local Emergency Management Plan Annual Update**

Seth Hopkins reported Tim Guiles and he worked with the RRPC's planner in updating the Local Emergency Management Plan. There are various operations and the short form is required to be updated annually before May 1<sup>st</sup>. Mr. Hopkins stated the recent event was the first time exercising the emergency management plan. The Town was short staffed and because of the nature of the day with some staff not in the building. He noted that every emergency operation center is dead in the water if cell phones go down or there are power outages, and there is nothing invented to remedy that. There has been discussion

with the emergency health planner about getting the community more involved with a “check on neighbor” type of activity if there is a long-term communication issue, and this is something the Town is hoping to implement. There is a multi-year cycle of exercises and work is being done towards a 2025 statewide exercise in a drill kind of format with the scenario of a multi-day power outage. This will help to focus on what is an issue with emergency response. Doug Bailey thanked Mr. Hopkins for the updates that were sent throughout the day to keep the Select Board in the know during the day.

**Motion** by Tim Guiles/Heather Nelson to adopt the local Emergency Management Plan Annual update. **The motion passed unanimously.**

It was asked if the Town would get bond funding for the town hall roof. Mr. Hopkins advised the Town will continue to look for grants for the town hall roof through Community Development and Historic Preservation.

### **11. Adopt Public Works Mutual Aid Agreement**

Seth Hopkins reported this is also an annual update that was developed recently and relates to Rutland County towns sharing heavy equipment in cases of need. To his knowledge, there has not been any mutual aid provided.

**Motion** by Tim Guiles/Heather Nelson to adopt the Public Works Mutual Aid agreement. **The motion passed unanimously.**

Claire Astone thought it is a good thing to do and asked what happens if something is broken in the process. Mr. Hopkins advised the Town’s insurance would continue to apply and there is a stipulation about use. Mr. Hopkins noted it is the same insurance company for all the towns involved in the agreement.

### **12. Adopt Revised Budget Proposal Workshopped March 18<sup>th</sup>**

**Motion** by Tim Guiles/Heather Nelson to adopt the revised budget proposal workshopped on March 18<sup>th</sup>.

Heather Nelson provided a presentation on several points about the proposed budget that should be considered. She advised research has indicated that it is wise to maintain a Reserve Fund of 15% to 30% of the annual budget and the Select Board had adopted a policy. That means a reserve of 15% should be at least \$500,000 and 30% would be \$1 million. As of today, the Reserve Fund is \$719,000 with the expectation of receiving some FEMA payments. In 2022, the previous Select Board opted to withdraw funds to reduce taxes. The proposed budget increase that was voted down was \$534,000 of which \$300,000 was paving, \$50,000 was for two police cars and the remainder was for department increases. The revision from the budget workshop had \$2,000 eliminated for ballots, a reduction of one police car for \$24,000 and a reduction in the paving budget of \$115,000 for paving High Pond. The Board also voted to allocate \$100,000 from the Local Options Tax fund to the remaining paving. The first proposed budget had 3 paving jobs of \$37,000 for North Street, \$166,000 for Union Street and \$115,000 for High Pond for a total of \$318,000. Claire Astone thanked Heather Nelson for her visuals and noted people understand but cannot tolerate a 13% increase in their taxes and many people are living under the poverty level.

Doug Bailey thanked Bill Claussen for his review of the budget and his clarification on the Rec Department figure in the Annual Report, noting \$182,730 is the correct figure. Mr. Bailey noted he did a comparison of the budget from last year to this year and advised there are categories that did not have funds that the current budget now has funding. One category had \$85,000 but with nothing left, adding another \$85,000 has a 3% increase. The payment of one cruiser for one year was added and last year there was zero in that line. Mr. Bailey noted the Town should always have a capital fund for this item. Wages in town went up \$38,000 for the entire staff. This was a standard 4% across the board with some people taking less. Insurance premiums went up \$11,600, which the Town has no control over. The only thing different is code enforcement that falls in line with zoning with the Town looking to increase the Zoning Administrator’s hours at a cost of \$16,000. When adding everything up it is \$184,000 and the difference is \$211,000 from last year. Mr. Bailey noted the line-item budget is a really tight budget. Mr. Bailey advised last year the amount to be raised by taxes was brought down by \$100,000 as there was extra in the Reserve Fund. Mr. Hopkins noted that the Town Clerk and he reviewed the budget with Mr. Bailey and Ms. Gage reminded that Newton Road cost over \$8,000 in one day and noted the Reserve Fund is for emergencies that happen. If it is reduced too low, the Town could be in trouble.

Brian Coolidge stated he is in favor of less government and all these things are good, but the Board did not cut much and felt that the Board can do better as many people cannot afford the increase that is still 10.8%.

**Motion** by Brian Coolidge to eliminate the deputy position. **There was no second to the motion.**

**Motion** by Brian Coolidge/Doug Bailey to keep the Zoning position as is and not increase the hours. **The motion failed.**

Tim Guiles stated the Town would be well served with the zoning person to be in the office more days per week and he would like to stay with the improved plan.

Vicki Disorda stated at the last DRB meeting about the laundromat, the Zoning individual was not competent with zoom and if that is his approach to his job, she questions whether a more competent person is warranted.

**Motion** by Brian Coolidge/Heather Nelton to not institute the Go-Gov program.

Seth Hopkins stated the Gov Pilot Program is added so that the Town does not need additional staff to do taxes. The current situation is that the Town needs a better way to track the use of staff, equipment, and materials. This type of information is expected when going for funding, and this program is needed because we do not have a system to keep track. The current staff is obligated for the tasks and this is designed to avoid needing to bulk out the staff. The cost is for five \$2,000 modules. Mr. Hopkins noted the City of Rutland tested this and found it to be successful in collecting rental housing permit fees that had not been realized, moved land use permits along to increase the tax base and allowed them to track grants. They have now gone to an unlimited plan and five is the minimum number. Tim Guiles noted what appeals to him is it is online to allow people to add things in a system and is a much more modern process to allow people to interact with the Town.

Claire Astone noted Mr. Coolidge wants to lower the percent of increase and she is not hearing that anything is being given up.

Judy Bunde stated she remembers going to the polls five times for a budget vote and the reason was the Town could not afford the increases. The way it got passed was to pull the paving projects and expenditures and put them in as appropriation to see what it took for the core functioning of the Town. Paving stayed out of the budget and was always in as an appropriation. She stated although the 1% tax is for infrastructure, she believes it was used for paving and also helped with funds for Segment 6. Ms. Bunde thought the Select Board has done an excellent job controlling costs and they are trying to make a compromise with the increase. Everything has increased and it is the Select Board's job to do things as efficiently as possible. Pulling the paving budget partially to soften the blow is extremely wise and well thought out. She does not want to pay more but this Town for the previous four years had almost no increase and it is time to take a look back at what the tax bills have been. There was a decrease done in a time when taxes were up. She suggested people should praise the Select Board and Committee.

Jan Coolidge suggested taking \$100,000 and using the 1% money because the community was saying that a 13.4% increase was too much. She stated there has been a small reduction, but this is the Select Board's chance to make changes as it costs the Town money to do revotes.

**Motion** by Doug Bailey to amend the original motion to adopt the budget numbers taking all paving out of the budget and add an appropriation for paving on the next ballot. **There was no second to the motion.**

Tim Guiles stated the Board needs to come up with a budget for the entire town but this quorum does not represent the entire town. He is glad there is interest but there should not be a decision made by a show of hands and should be a process of deliberation and what is best for the town.

Neil Silins noted the Board is elected for the community and the Budget Advisory Committee had nothing to do with the process as there was some discussion during three meetings but the Select Board made the decision to add the paving.

Sandy Mayo noted she was appalled at Mr. Guiles comments. She asked if the Board had considered Mr. Claussen's recommendations of reducing tools by \$2,500, lowering guardrails by \$5,000 and reducing tree maintenance by \$1,500. Ms. Mayo also did not think the Town should be paying the Police Chief for gas going back and forth to work due to the cost for maintenance and gas. She is also concerned with clothing allowance and professional development for the Police Department. Heather Nelson advised some of these questions were sent to the Police Chief and Mr. Hopkins responded to many of the questions. Tricia Welch stated the Budget Committee was not involved in the decisions, but provided input for changes that the Select Board did not make. She stated there are many people that are not happy with the budget going up and not just the number of people in attendance. Mr. Guiles stated he does respect that people come out and speak. The democratic process is to elect representatives and it is up to them to shape policy in the town. He noted the Board did not agree with the Budget Committee's suggestions. He reiterated he has the greatest respect for people coming to the meetings.

Claire Astone stated she has been in conversation with the police chief and with regard to his car, the Chief would be happy to not take his car home, but the issue is when having to travel back to town for an incident, the police car is needed to travel at a needed pace. Ms. Astone noted she has worked with the Chief and she wants the public to understand there is a practical reason for driving the car. Vicki Disorda suggested also removing the second cruiser from the budget. Doug Bailey stated two cruisers are being retired and with regard to the clothing allowance that is part of the union contract. With regard to the tools for the road crew, those tools are needed and \$2,000 is a small amount for this line item. The biggest item that changed was for paving and with the revised budget the increase has gone from 19.5% to a 10.8% increase.

**Motion** by Doug Bailey/Heather Nelson to call the question. **The motion passed.**

**The original motion passed with one no vote – Brian Coolidge.**

### **13. Adopt Warning for Special Town Meeting**

**Motion** by Tim Guiles/Heather Nelson to adopt the special town meeting warning as presented. **The motion passed.**

### **14. Adopt Updated Employee Blanket Payroll Authorization**

Seth Hopkins reported the update of the blanket payroll authorization is due to Winston Forbes being hired for the Highway department, retaining Shawn Erickson for call-in work and the removal of Anna Burtch-MacLeod. Mr. Hopkins advised that an update regarding Dan Snow will be brought to the next meeting.

**Motion** by Heather Nelson/Ralph Ethier to adopt the updated Employee Blanket Payroll authorization. **The motion passed unanimously.**

### **14. Fiscal**

#### ***a) Warrant – April 8, 2024 - \$698,910.71***

**Motion** by Tim Guiles/Heather Nelson to approve the warrant of April 8, 2024, in the amount of \$698,910.71. **The motion passed unanimously.**

The Board recessed at 8:54PM

The Board reconvened at 9:07PM

**Motion** by Tim Guiles/Heather Nelson to enter into executive session at 9:07PM for the appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313(3)(a)(3) regarding appointments. **The motion passed unanimously.**

### **15. Executive Session**

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The Board came out of executive session at 9:29PM.

**Motion** by Tim Guiles/Heather Nelson to appoint Karen Farwell to the Historic Preservation Committee. **The motion passed unanimously.**

**Motion** by Tim Guiles/Heather Nelson to appoint Ben Wimett to the Diversity Committee. **The motion passed unanimously.**

**Motion** by Tim Guiles/Heather Nelson to enter into executive session at 9:30PM for the appointment or employment or evaluation of a public officer or employee per 1 V.S.A. 313(3)(a)(3) regarding resignations. **The motion passed unanimously.**

#### **16. Executive Session**

The Board came out of executive session at 9:38PM. There were no actions required.

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

#### **17. Executive Session**

The Board came out of executive session at 9:57PM. There were no actions required.

**Motion** by Tim Guiles/Brian Coolidge to find that premature general public knowledge of the pending contract negotiation with New England Police Benevolent Association Local 422 will clearly place the Town of Brandon at a substantial disadvantage by disclosing its negotiation strategy. **The motion passed unanimously.**

**Motion** by Tim Guiles/Brian Coolidge to enter into executive session at 9:58PM to discuss the Town's pending labor relation agreement with New England Police Benevolent Association Local 422 per 1 V.S.A. 313(a)(1)(b) for labor relations agreements with employees, to include the Town Manager. **The motion passed unanimously.**

#### **18. Executive Session**

The Board came out of executive session at 10:21PM. There were no actions required.

#### **19. Adjournment**

**Motion** Brian Coolidge/Heather Nelson to adjourn the Select Board meeting at 10:22PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary

#### FOLLOW-UP ITEMS FROM PREVIOUS MEETINGS

The Town has submitted and received receipts for three applications for Class 2 paving grant funds for FY25 [portions of Cobb Hill Road, Union Street, and North Street].

The Town has received confirmation from the Division of Watershed Management that 2023 flood response extends the Town's deadlines for compliance with Municipal Roads General Permit requirements for improving road segments. The FY24 segment quota (5) will be added to the FY25 quota (18).

We are working with a Vermont certified lead abatement contractor regarding abatement required preparatory to installation of the three large sidewalk-level windows at the town office.

#### FOCUS AREAS DURING REPORTING PERIOD

I sent a letter to the editor of The Reporter regarding the revised budget proposal, which The Reporter published on 10 April. I sent a post to Front Porch Forum in response to a guest editorial in the 17 April edition of The Reporter. Both of these accompany my report.

The Town staff responded to a public information request, has partially fulfilled it, and is working to complete its fulfillment of it.

We activated the Town's opt-in text alerts for high water road closures.

FEMA was in Brandon on Tuesday to consider mitigation possibilities at Newton Road. We met at the town office to review Brandon's flooding history and explore mitigation options and then went up to Newton Road for another site visit. The follow-up from FEMA raised the possibility of conducting a hydrologic & hydraulics ("H&H") study in light of the the 14 square miles of watershed drained by the Neshobe. The Town will not pursue that at this time due to the cost of time and money involved, and rather undertakes to complete the reconstruction of the road as previously contemplated, which is acceptable to FEMA. Voluntary buyouts continue to proceed.

Our three small FEMA projects are "obligated" meaning at their near-disbursement step, and our large project (Newton Road) is pending disposal of the mitigation aspect mentioned above.

I participated in the first of three VLCT webinar trainings in their grant writing and management series. I also participated in a VLCT risk management training. I attended the Brandon planning commission meetings of April 1 and 15 and shared information about one-acre vs ten-acre Act 250 review. I took active part in the quarterly meeting of town managers facilitated by Rutland Regional Planning Commission. Brandon always receives compliments from other Rutland County officials on its vibrancy and volunteerism.

I participated in the monthly meeting with the engineers and contractor on the wastewater facility upgrade. The project is at 97% complete and a walkthrough is planned for May 16th at 9AM. Ongoing meetings will be held to square up paperwork and financial obligations.

I had many meetings with town officers, staff, townspeople and a journalist, and responded to many requests for information from various parties.

FINANCIAL SNAPSHOT	
Operating Expenses	85% thru funds / 83% thru year
Unrestricted / Unassigned Fund Balance >>>SEE NOTE<<<	\$560,265
1% (Local Option) Tax Fund Available / Undesignated	\$249,025
Known Grant Matches Not Yet Designated	UNION STREET
Delinquent property taxes (prior years)	\$333,530 (was \$334,403)
Delinquent wastewater (prior years ['over 120 days'])	\$185,413 (was \$188,866)
Number of payment plans for delinquent accounts	23 active

>>>NOTE: A reduction in unrestricted fund balance of \$152,100 occurred through the Treasurer's transfer to "Reserved by Selectboard" funds as voted by the Selectboard during its budget proposal workshopped in November and December 2022 and adopted on 9 January 2023. This resulted from Highway surplus funds which are now called upon to square up accounts with the Arnold District Road paving project completed in the late Fall of 2023. The Town has since submitted its reimbursement request for just under \$200,000 of Class 2 paving funds for this project. The transfer represents the Town's match. The project actually was completed significantly under budget through use of Town crew and Town equipment. Once the grant funds are received from the State and the project closed out, the underspending of this project will be available for redesignation, including possible return to the unrestricted general fund balance. A comprehensive recap of the project and any resulting surplus from it will be provided to the selectboard upon the Town's receipt of the Class 2 grant funds.

**FOR AWARENESS OF THE SELECTBOARD**

Our valued buildings & grounds staffer Nate McKeighan has returned to work following recovery from an off-work injury. We are glad to have Nate back in time to spruce everything up for springtime.

**TOWN MANAGER'S RECOMMENDATIONS FOR ITEMS ON THIS AGENDA:**

I recommend approval / adoption of all warned items presented tonight.

Respectfully submitted,



Town Manager

# Letter to the Community

## Budget revision: A responsive approach

The Selectboard has heard the concerns of the voters regarding affordability. A three-hour workshop session with the budget committee and many citizens produced a revised budget which was scrutinized at two additional Selectboard meetings. The revised budget cut \$241,300 in spending (6.4%) from the budget that was rejected. This is almost half of the increase previously proposed. The total spending is up 6.23% over the current year, and the amount to be raised by taxes is up 10.7%, largely because previous boards had been doing exactly what this board is being asked to do (use funds from reserves to keep tax increases lower).

The board has made actual

cuts to spending (High Pond Road and one cruiser will not happen in FY25) and has funded some needed projects using a wider range of resources (Union Street and North Street paving more than half from the 1% Local Option Tax fund rather than all from property taxes). The revised proposal retains funds in the operating budget for paving roads, though only 28% of what had been proposed.

Over the past 9 years, the Town has proposed budgets plus paving articles that were remarkably stable. These budgets plus paving articles ranged from an increase of 4.65% in 2019 to a decrease of 4.64% in 2023, and averaged an annual increase of 0.88% over nine

years. This is an exceedingly responsible sustained record of respect for Brandon taxpayers as evidenced by stable spending plans and functionally flat tax levies. General inflation in the economy and a very tight labor market have caught up with us, deferred maintenance of the police fleet has caught up with us, and less than robust local funding of road paving has caught up with us. This is still a budget that represents a significant upward adjustment, yes. But it is also a budget in Brandon's best tradition of a public process resulting in a consensus plan to deliver necessary Town services.

*Respectfully submitted,  
Seth Hopkins, town manager*

## Correction

In last week's issue (4/3/24), we mistakenly stated that Frank Farnsworth had been the editor of Dateline Brandon. He was instead the publisher and editor of The

Brandon Bugle, the successor paper to Dateline Brandon. Mim Welton was the editor of Dateline Brandon. Our apologies for the error.

## Leicester News

### Bingo, dog registration and Green Up Day will keep the town busy

The Leicester Historical Society is sponsoring Prize Bingo on Sat., Apr 13, at 1:00 p.m. at the Senior Center at the Four Corners. Refreshments sold and all are welcome!



Town Clerk Julie Delphia reminds dog owners of the requirement to register dogs. Cost information is available on the town website. To avoid penalties and fees, be sure to register your dog(s) before the dog census is scheduled.



Brandon Forum No. 3096 - Front Porch Forum

## Guest Editorial on Diversity

Seth Hopkins • Town Manager, Brandon

### Discussion

Today's Reporter featured a guest editorial about diversity. Some context is required and would have been provided if any Town official had been consulted ahead of publication.

The Town of Brandon was a leader in Vermont's Declaration of Inclusion movement. The creators and initiators of this statewide effort confirm that Brandon was the third community of 143 (so far) in Vermont to have adopted this aspirational statement. They further advise, "in fact you can take credit for the whole initiative because Brandon adopting the Declaration gave me the courage and the belief that this would be good for all of Vermont" and thanked us for our "forward-thinking example".

The Brandon selectboard considered and adopted the then-current Declaration of Inclusion at a regular meeting on January 25, 2021. We made no modifications to the proposed wording, as part of the spirit of the Declaration is that the essentials of it be a unifying force up and down Vermont. We did not remove reference to socio-economic diversity.

The Town has followed up on the Declaration by forming a Diversity committee which has developed a mission statement and made two annual reports to the Town in the town report book, all of which speak to socio-economic diversity in our community. The committee continues to participate in two different statewide "municipal cohort" training series.

The authors of the Declaration state that "about one year ago, perhaps 18 months ago" the phrase "socio-economic" was added to the Declaration. The Town was not made aware of that at the time but certainly continues to support the current wording of the Declaration including socio-economic diversity.

There is no desire to "ignore" [in the wording of the headline] the financial challenges many Brandon taxpayers face and overcome. A dispassionate consideration of the record and the facts would confirm that.

Email Author

Reply to Forum



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

April 22, 2024

With baseball registration closed, our numbers of participant are up; 168 vs 145 in 2023. This means 14 teams playing on 4 fields over the course of the next 8 weeks. Field clean-up day is scheduled for **April 28<sup>th</sup> – 11am**. Reach out if you are interested in participating in the helping!

Swim Lessons are back on the menu! Brandon Rec lessons at the Brandon Inn Pool have 3 different 1 week sessions scheduled for the **weeks of June 24, July 15 and July 29**.

2 more Bus Trips have been scheduled. An **October 3<sup>rd</sup> trip to Salem, MA** and the annual winter NYC trip (**December 14<sup>th</sup>**) Once the parking has been confirmed, these will be live on the Brandon Rec website and will fill up in a matter of a week.

With the return of the Buildings and Grounds person, park clean-ups are going well. The reinstallation of picnic tables and deployment of extra reuse receptacles to accommodate the move to the outdoors will occur over the next couple of weeks.

Vermont Tennis Court Resurfacing is to be visiting by the end of April to help with the work plan for the conversion of the Estabrook court.

Some Rec affiliated events and dates to keep in mind as summer approaches:

- July 6 Independence Day Parade and Fireworks (Downtown)
- July 25-28 Brandon Carnival (Estabrook)
- August 3 Punk Rock Festival (Estabrook)
- August 17 For the Luv of Dogs Car Show (Estabrook)
- August 18 Waterslide Day and Nerf War (Estabrook)

Respectfully submitted,



Bill Moore

TO Selectboard  
FROM Town Manager  
RE Parking Solutions Group  
DATE 22 April 2024

Applications received from community members for the Downtown Parking Solutions Group accompany this memo.

I recommend to the selectboard that the following be appointed to do this work; they represent at least one downtown resident, downtown merchant, community member residing in the village but not the Designated Downtown, and the Chamber executive director. Rather than have a police and a highway representative, those roles will be represented by Deputy Town Manager Bill Moore who will liaise with the police and highway departments as part of the town management team.

Bernie Carr  
Stephanie Corliss  
Dorothea Langevin  
Janet Mondlak  
Bill Moore  
Barbara Scribner

The working group is already at a substantial size, and while a small number of stakeholder groups previously identified are not present in the group, their concerns will be in the awareness of the group members, and there is no need for the group to delay undertaking its work.

I thank all these volunteers for their engagement!

Respectfully submitted,



Town Manager

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



<b>Position Applying for</b>	Downtown Parking Solutions Group		
<b>Your name</b>	Stephanie Corliss		
<b>Physical address</b>	16 Conant Sq	<b>Mailing if different</b>	N/A
<b>Best telephone</b>	408-636-3825	<b>Alternate telephone</b>	N/A
<b>Email address</b>	smcorliss@gmail.com		
<b>You understand that your application for this position will be made public:</b>	<input checked="" type="checkbox"/> YES initials <u>SC</u>		
<b>You are a legal resident of the Town of Brandon, Vermont</b>	<input checked="" type="checkbox"/> YES initials <u>SC</u>		

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

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

Appointees are asked to:

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

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

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

Signature:  Date: 3/31/24

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

**From:** Stephanie Corliss smcorliss@gmail.com  
**Subject:** Downtown Parking Solutions Group  
**Date:** April 3, 2024 at 9:37 AM  
**To:** Seth Michael Hopkins shopkins@townofbrandon.com



**IRONSCALES** couldn't recognize this email as this is the first time you received an email from this sender smcorliss@gmail.com

Seth and Selectboard members,

I am submitting my interest to be part of the downtown parking solutions group. I grew up in Brandon, moved away for years and returned to my hometown in the fall of 2020 to be near family. For 20 months, I was a resident of the Smith Block Apartments. I now own 16 and 18 Conant Sq. I reside at 16 Conant Sq.

As you know, parking can be tricky for everyone. Parking for renters is difficult and frustrating due to the lack of available spots. The renters in town also significantly impacts the accessibility of our local businesses. My mother, on more than one occasion, was not able to find accessible parking and was unable to frequent a local business. As you can figure out, I purchased a property without a driveway or access to private off-street parking. I rely on downtown parking, which thankfully is just in front of my building, for daily and overnight parking. However the spots in front of my house are also utilized by the nearby church, bookstore, upcoming dispensary as well as other residents in the area. I am acutely aware of my own impact on our downtown businesses. In the winter, the snow and inability to always properly plow due to parking also presents a negative impact on spaces available.

I believe that a thriving downtown benefits our entire community. I also believe that a thriving community not only includes business and consumers but also a stable resident community. It is of great concern if downtown is not able to be accessed by all of our community members. I feel that my perspective could benefit the group to find solutions that benefit our entire community.

Attached is my completed cover sheet.

Thanks for your consideration,

Stephanie Corliss

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



Position Applying for	Downtown Parking Solutions Group		
Your name	Stephanie Corliss		
Physical address	16 Conant Sq	Mailing If different	N/A
Best telephone	408-636-3825	Alternate telephone	N/A
Email address	smcorliss@gmail.com		



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



<b>Position Applying for</b>	Parking Committee		
Your name	Dorothea Langevin		
Physical address	18 Conant Square, Brandon	Mailing if different	
Best telephone	802*458*1847	Alternate telephone	
Email address	<a href="mailto:dorothea.langevin@gmail.com">dorothea.langevin@gmail.com</a>		
You understand that your application for this position will be made public:	<input checked="" type="checkbox"/>	YES	initials <i>DL</i>
You are a legal resident of the Town of Brandon, Vermont	<input checked="" type="checkbox"/>	YES	initials <i>DL</i>

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

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- Contribute to efficient work by reviewing all appropriate material before each meeting
- Advise the town manager immediately should you resign before your term ends

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

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

Signature:  Date: 4/10/24

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

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



<b>Position Applying for</b>	<del>Elkton</del> Downtown Parking		
<b>Your name</b>	Janet Mondlak		
<b>Physical address</b>	812 Park St	<b>Mailing if different</b>	Po Box 66
<b>Best telephone</b>	802-558-1760	<b>Alternate telephone</b>	
<b>Email address</b>	janetmondlak@gmail.com		
<b>You understand that your application for this position will be made public:</b>	<input checked="" type="checkbox"/>	<b>YES</b>	initials <i>JM</i>
<b>You are a legal resident of the Town of Brandon, Vermont</b>	<input checked="" type="checkbox"/>	<b>YES</b>	initials <i>JM</i>

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

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- Contribute to efficient work by reviewing all appropriate material before each meeting
- Advise the town manager immediately should you resign before your term ends

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

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

Signature: *Janet Mondlak* Date: 3-27-24

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

JANET MONDLAK  
PO BOX 66  
BRANDON VT 05733  
802-558-1760      janetmondlak@gmail.com

March 27, 2024

Seth Hopkins, Town Manager  
Town of Brandon  
49 Center St.  
Brandon, VT 05733

Dear Seth:

I am interested in being a part of the panel member of the Downtown Parking Solutions Group. As a downtown business owner who spends a lot of my daytime hours looking out onto Center St., I feel I would have a lot to add.

Thank you for considering my interest.

Sincerely,



Janet Mondlak



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



Position Applying for	Downtown parking & bike-sharing committee		
Your name	Barbara Scribner		
Physical address	69 Park Street	Mailing if different	
Best telephone	727 459 9680	Alternate telephone	
Email address	Bscribner28@gmail.com		
You understand that your application for this position will be made public:	<input checked="" type="checkbox"/>	YES	initials <i>BS</i>
You are a legal resident of the Town of Brandon, Vermont	<input checked="" type="checkbox"/>	YES	initials <i>BS</i>

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

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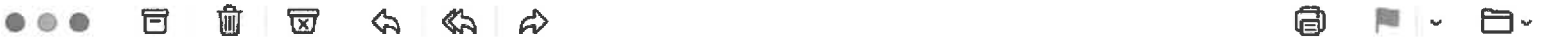
In a brief letter submitted with this cover sheet, please summarize the reasons you are requesting appointment, any skills or qualifications you may bring to the position, and any other information you feel would be relevant and helpful to the selectboard as it makes its selection.

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

Signature: Barbara Scribner

Date: 4/13/2024

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BS

**Barbara & Scott Scribner**  
Downtown parking solutions working group committee  
To: Seth Michael Hopkins

Inbox - T...n of Brandon April 16, 2024 at 3:01PM

IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender [bscribner28@gmail.com](mailto:bscribner28@gmail.com)

Hello Seth,

I hope this email finds you well.

Please accept this cover sheet as an expression of my interest in joining the downtown parking solutions working group.

With an extensive career in human resources, recruiting, and finance I have exceptional communication and relationship skills. I have experience working on cross-functional teams, enjoy solving problems and working with others to achieve a common goal.

I am eager to contribute my experience and skills to the committee as I'd like to assist the town with resolving the parking concerns.

regards,

Barbara

# Town of Brandon



DuBois  
& King  
inc.

C O S T   P R O P O S A L

## Forest Dale Shared Use Path Brandon TAP TA23

February 26, 2024 (Revised March 22, 2024)



229943X

February 26, 2024 (Revised March 22, 2024)

Steffanie Bourque, MPM  
Submitted by email to sbourque@rutlandrpc.org

**Subject: Forest Dale Shared Use Path-Brandon TAP TA23(3)**

Dear Members of the Selection Committee,

The Town of Brandon (Town) is seeking planning and engineering services to conduct a scoping study to identify ways to improve connectivity for bicyclists and pedestrians in Forest Dale. The follow is D&K's proposaed fee for the project. Thank you for considering the D&K team for the Forest Dale Shared Use Path. We appreciate the opportunity to continue to assist the Town. If you have any questions or require additional information, please do not hesitate to contact me at 802.465.8396 x4813 or jaustin@dubois-king.com.

Sincerely,  
**DuBois & King, Inc.**

A handwritten signature in blue ink that reads 'Jenny Austin'.

Jenny Austin, PE  
Project Manager

## Class of Labor

### Tasks

	Principal/ Director I	Senior Project Engineer II/Project Manager	Staff Engineer	Cultural Resource Specialist	Field Naturalist	Survey Party Chief	Survey Technicians	Total Hours
1. Kickoff Meeting		2						2
2. Base Map/Existing Conditions		4	28					32
3. Local Concerns Meeting		6	1					7
4. Purpose and Need Statement		1	1					2
5. Develop Conceptual Alternatives	1	16	40					57
6. Identify ROW Issues and Utility Conflicts			1			8	20	29
7. Natural & Cultural Resources/Permitting								
7a. Natural Resources Review		1	2		32			35
7b. Archaeological Resources Review				40				40
7c. Historic Resources Review								-
7d. Permitting Needs Review		1	1					2
8. Alternative Evaluations	2	12	40					54
9. Alternatives Presentation Meeting		6	1					7
10. Scoping Study Report	2	48	8					58
11. Public Informational Meeting		4						4
	5	101	123	40	32	8	20	329

	Principal/ Director I	Senior Project Engineer II/ Project Manager	Staff Engineer	Cultural Resource Specialist	Field Naturalist	Survey Party Chief	Survey Technicians	Total Hours
<b>Total Hours</b>	5	101	123	40	32	8	20	329
<b>Labor Rates</b>	\$65	\$43	\$30	\$40	\$40	\$35	\$28	
<b>Labor Cost</b>	\$325	\$4,343	\$3,690	\$1,600	\$1,280	\$312	\$560	\$12,110

### Direct Expenses

<b>Subsistence</b>	Vehicles	260mi.	@ \$0.670/mi	\$174
			<b>Subconsultant</b>	\$9,814
			<b>Total Direct Expenses</b>	\$9,988

### Fee Summary

<b>Direct Labor Cost</b>	\$12,110	<b>Total Labor Cost</b>	\$31,803
(Overhead Rate 162.62%)		<b>Fixed Fee</b>	\$3,180.33
<b>General &amp; Administrative Cost</b>	\$19,693	<b>Direct Expenses</b>	\$9,988
<b>Total Labor Cost</b>	\$31,803	<b>Total Labor Cost</b>	\$44,972



Mr. Doug Bailey  
Select Board Chair  
Town of Brandon  
42 Center Street  
Brandon, VT 05733

April 16, 2024

Doug,

Last evening (4/15) the Planning Commission listened to a presentation by Mike Bailey of SolarFest regarding a 125 kW solar array they wish to erect on the property it purchased north of Champlain St. and behind the former Ron's Auto. Also in attendance was our Town Manager.

Mike had previously presented to the Energy Committee which carefully reviewed SolarFest's responses to the renewable energy developer questionnaire that is a required step in the town's Enhanced Energy Plan. The site is well-screened in all directions and not visible by any neighbor or from Route 7/Grove St.

The Energy Committee voted to endorse the proposal and, as per SOP, the project was directed to the Planning Commission for its review.

The PC deliberated and found no issues with the proposed solar project and unanimously voted to request the Select Board submit a letter of town support for the project to the Public Utility Commission as was previously done in February, 2022 in support of the MHG Solar project.

Regards,

Jack Schneider  
Planning Commission Chair

TO Selectboard  
FROM Town Manager  
RE Updating Declaration of Inclusion  
DATE 22 April 2024

The Town of Brandon was the third community (of 143 so far) in Vermont to adopt what has become a statewide Declaration of Inclusion. The Brandon selectboard unanimously ratified the then-current language of the Declaration at a regular meeting on January 25, 2021. The organizers of the Declaration have thanked Brandon for being a leader in this initiative.

It has come to the attention of the Town that a year or year and a half ago, the Declaration was modified with additional language, which is pasted below for your consideration. As I am certain it remains the selectboard's intent to be a welcoming and inclusive community, I recommend the selectboard consider adopting the updated Declaration to take the place of our current one.

Respectfully submitted,



Town Manager

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#### DECLARATION RATIFIED BY BRANDON SELECTBOARD 25 JANUARY 2021

The Town of Brandon condemns racism and welcomes all persons, regardless of race, color, religion, national origin, sex, gender identity or expression, age, or disability, and will protect these classes to the fullest extent of the law.

As a Town, we formally condemn discrimination of all its forms and commit to fair and equal treatment of everyone in our community.

The Town of Brandon has and will continue to be a place where individuals can live freely and express their opinions.

---

#### UPDATE PROPOSED TO BRANDON SELECTBOARD 22 APRIL 2024

The Town of Brandon condemns racism and welcomes all persons, regardless of race, color, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, or socioeconomic status, and wants everyone to feel safe and welcome in our community.

As a town, we formally condemn all discrimination in all of its forms, commit to fair and equal treatment of everyone in our community, and will strive to ensure all of our actions, policies, and operating procedures reflect this commitment.

The Town of Brandon has and will continue to be a place where individuals can live freely and express their opinions.

---

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # 63759 Current Prior Next FY Invoices  
All Invoices For Check Acct 01(10 General Fund) 04/22/24 To 04/22/24

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
301024	04/05/24	cartridges	40822	10-5-14-30120 Professional Supplies	75.00	1427	04/22/24
101056	04/05/24	payment - winter 2024	04/05/24	10-5-18-50090 Adult Activities	1493.81	1428	04/22/24
301005	04/02/24	oxygen and acetylene	9148496547	10-5-15-41160 HW Maint. Supplies-Vehicl	385.12	1429	04/22/24
200263	04/01/24	WWTF Upgrade Step III	82047	40-5-20-20120 Engineering	17986.90	1430	04/22/24
100015	04/03/24	chlorine	11250498301	20-5-55-50120 Sodium Hypochorite	2715.00	1431	04/22/24
100015	04/03/24	chlorine	11250500501	20-5-55-50120 Sodium Hypochorite	640.00	1431	04/22/24
311126	04/04/24	door decals	17432	10-5-14-41180 PD Vehicle Maintenance	220.45	1432	04/22/24
310189	04/17/24	repairs @ PD (ins. claim)	885447	10-5-22-43090 PD Bldg Maint.	2005.59	1433	04/22/24
310699	05/01/24	monthly solar electric	208B	10-5-22-42130 Bldgs & Grounds Electric	2365.00	1434	04/22/24
310699	05/01/24	monthly solar electric	208B	20-5-55-42130 Electric	1935.00	1434	04/22/24
100280	04/09/24	pliers, voltage tester	29738/3	20-5-55-43160 Maint. Supplies - General	31.58	1435	04/22/24
200218	03/13/24	DRB notice	119020	10-5-12-30310 Legal Advertising	55.25	1436	04/22/24
200218	03/27/24	dog license notice	119182	10-5-10-30310 Legal Advertising	26.00	1436	04/22/24
100198	04/02/24	salt	2909386165	10-5-15-47110 Road Salt	5466.81	1437	04/22/24
100860	03/31/24	re: records request	38625	10-5-10-21110 Legal Services	90.00	1438	04/22/24
100462	04/01/24	March trucking of sludge	2990910	20-5-55-50170 Trucking	1980.00	1439	04/22/24
301503	04/02/24	heating fuel @ Town Hall	528327	10-5-22-42110 Heating Fuel	19.67	1440	04/22/24
301503	04/03/24	diesel fuel	528557	10-5-15-41130 Fuel - Vehicles HW	982.24	1440	04/22/24
301503	04/11/24	heating fuel @ Highway	528570	10-5-22-42110 Heating Fuel	398.61	1440	04/22/24
301503	04/10/24	diesel fuel	529424	10-5-15-41130 Fuel - Vehicles HW	741.39	1440	04/22/24
100411	04/17/24	reimb for sandwich bags	04/17/24	20-5-55-30120 Professional Supplies	9.18	1441	04/22/24
310097	04/02/24	service: 04/09 - 05/08	EST 04/02/24	10-5-18-42100 Recreation Telephone	144.55	1442	04/22/24
310097	03/27/24	service: 04/04 - 04/03	PD 03/27/24	10-5-14-42100 PD Telephone Service	441.35	1443	04/22/24
310097	04/09/24	service: 04/16 - 05/15	TH 04/09/24	10-5-10-42100 Telephone Exp. Admin.	96.02	1444	04/22/24
310097	03/27/24	service: 04/04 - 05/03	TO 03/27/24	10-5-10-42100 Telephone Exp. Admin.	632.17	1445	04/22/24

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
310037	04/06/24	CONSOLIDATED COMMUNICATIO service: Mar 06 to apr 05 HWY 04/06/24	10-5-15-42100 HW Telephone	129.62	1446	04/22/24
310037	04/06/24	CONSOLIDATED COMMUNICATIO service: Mar 06 to Apr 05 PD 04/06/24	10-5-14-42100 PD Telephone Service	53.13	1446	04/22/24
100456	04/11/24	DUBOIS & KING INC union st sidewalk req #7 424054	46-5-21-20120 Union Sidewalk Engineer	149.93	1447	04/22/24
300466	04/03/24	DUNDON PLUMBING & HEATING circulator pump 88412	20-5-55-20240 Contractors	375.00	1448	04/22/24
300466	04/03/24	DUNDON PLUMBING & HEATING circulator pump 88412	20-5-55-41110 New Equipment-Misc Tools	1059.00	1448	04/22/24
300466	04/03/24	DUNDON PLUMBING & HEATING circulator pump 88412	20-5-55-20240 Contractors	125.00	1448	04/22/24
300466	04/09/24	DUNDON PLUMBING & HEATING portable toilet fees 88491	10-5-18-60100 Seminary Hill	130.00	1448	04/22/24
300466	04/09/24	DUNDON PLUMBING & HEATING portable toilet fees 88491	10-5-18-43130 Estabrook	130.00	1448	04/22/24
300466	04/11/24	DUNDON PLUMBING & HEATING portable toilet @ Neshobe 88587	10-5-18-30070 Little League Expenses	135.00	1448	04/22/24
300466	04/15/24	DUNDON PLUMBING & HEATING replace second circulator 88618	20-5-55-20240 Contractors	250.00	1448	04/22/24
300466	04/15/24	DUNDON PLUMBING & HEATING replace second circulator 88618	20-5-55-41110 New Equipment-Misc Tools	1059.00	1448	04/22/24
100494	04/17/24	ENDYNE INC testing 484761	20-5-55-22120 Testing	120.00	1449	04/22/24
300187	03/30/24	FLORENCE CRUSHED STONE 3/4 minus 234413	10-5-15-46140 Gravel	4973.52	1450	04/22/24
311128	04/05/24	GREEN MOUNTAIN GARAGE air brake chamber 211928	10-5-15-41160 HW Maint. Supplies-Vehicl	135.98	1451	04/22/24
311128	04/10/24	GREEN MOUNTAIN GARAGE silicone 212084	10-5-15-41160 HW Maint. Supplies-Vehicl	7.79	1451	04/22/24
311128	04/15/24	GREEN MOUNTAIN GARAGE brake cleaner, gloves 212276	10-5-15-41160 HW Maint. Supplies-Vehicl	36.94	1451	04/22/24
311128	04/15/24	GREEN MOUNTAIN GARAGE windshield wash 212305	10-5-14-41160 PD Maint. Supplies-Vehicl	26.94	1451	04/22/24
310233	04/03/24	GREEN MOUNTAIN POWER 7 Conant Sq lighting 04/24 047828	10-5-22-42130 Bldgs & Grounds Electric	38.23	1452	04/22/24
310233	04/05/24	GREEN MOUNTAIN POWER WWTP 480 volt service 04/24 079168	20-5-55-42130 Electric	3823.50	1452	04/22/24
310233	04/04/24	GREEN MOUNTAIN POWER Newton Road pump station 04/24 089202	20-5-55-42130 Electric	895.30	1452	04/22/24
310233	04/04/24	GREEN MOUNTAIN POWER Central Pk/traffic lights 04/24 170028	10-5-22-42130 Bldgs & Grounds Electric	576.16	1452	04/22/24
310233	04/04/24	GREEN MOUNTAIN POWER Estabrook Park 04/24 240302	10-5-22-42130 Bldgs & Grounds Electric	58.50	1452	04/22/24
310233	04/04/24	GREEN MOUNTAIN POWER Carver St pump station 04/24 290502	20-5-55-42130 Electric	47.56	1452	04/22/24
310233	04/04/24	GREEN MOUNTAIN POWER Green Park 04/24 317702	10-5-22-42130 Bldgs & Grounds Electric	23.86	1452	04/22/24
310233	04/04/24	GREEN MOUNTAIN POWER Highway garage 04/24 337202	10-5-22-42130 Bldgs & Grounds Electric	147.65	1452	04/22/24

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310233	04/04/24	GREEN MOUNTAIN POWER Country Club pump station	20-5-55-42130	35.89	1452	04/22/24
		04/24 338602 Electric				
310233	04/03/24	GREEN MOUNTAIN POWER 7 Conant Sq car chargers	10-5-22-42500	184.01	1452	04/22/24
		04/24 339840 Electric EV Car Stations				
310233	04/04/24	GREEN MOUNTAIN POWER Town Hall	10-5-22-42130	622.51	1452	04/22/24
		04/24 451302 Bldgs & Grounds Electric				
310233	04/04/24	GREEN MOUNTAIN POWER Brookdale pump station	20-5-55-42130	30.31	1452	04/22/24
		04/24 467702 Electric				
310233	04/03/24	GREEN MOUNTAIN POWER Crescent Park	10-5-22-42130	102.66	1452	04/22/24
		04/24 737937 Bldgs & Grounds Electric				
310233	04/04/24	GREEN MOUNTAIN POWER Police station	10-5-22-42130	136.50	1452	04/22/24
		04/24 822212 Bldgs & Grounds Electric				
310233	04/04/24	GREEN MOUNTAIN POWER street lights	10-5-22-42130	2951.87	1452	04/22/24
		04/24 851302 Bldgs & Grounds Electric				
310233	04/04/24	GREEN MOUNTAIN POWER WWTP security light	20-5-55-42130	26.26	1452	04/22/24
		04/24 860302 Electric				
310233	04/04/24	GREEN MOUNTAIN POWER Champlain St pump station	20-5-55-42130	409.96	1452	04/22/24
		04/24 867202 Electric				
310233	04/04/24	GREEN MOUNTAIN POWER Town Office	10-5-22-42130	9.46	1452	04/22/24
		04/24 941302 Bldgs & Grounds Electric				
311215	04/04/24	HANGRY HOGG LLC refund vendor permit-2024	10-4-10-04270	100.00	1416	04/04/24
		4/4/24 Vendor Permit Revenue				
300600	04/05/24	HOLLAND COMPANY INC sodium bisulfite	20-5-55-50140	2564.86	1454	04/22/24
		PI-26586 Sodium Bisulfite				
310259	04/11/24	KOFILE INC 259 & 260 & 17	10-5-13-30123	741.74	1455	04/22/24
		KT015325 Records Preservation				
311176	04/17/24	LILY WHITE CLEANING SERVI cleaning	10-5-22-10120	175.00	1456	04/22/24
		041724 PD Custodian				
311176	04/17/24	LILY WHITE CLEANING SERVI cleaning	10-5-22-10130	437.50	1456	04/22/24
		041724 Admin Custodian				
310630	03/25/24	MASTERCARD bus. cards-LS Rent/Health	10-5-12-30120	63.11	1457	04/22/24
		12184 Professional Supplies				
310630	03/18/24	MASTERCARD welding wire, paint-plows	10-5-15-41110	207.96	1457	04/22/24
		12185 New Equipment-Misc. Tools				
310630	03/18/24	MASTERCARD welding wire, paint-plows	10-5-15-41160	109.98	1457	04/22/24
		12185 HW Maint. Supplies-Vehicl				
310630	03/03/24	MASTERCARD Adobe Acrobat Pro -1 Year	10-5-10-10330	575.76	1457	04/22/24
		12186 Dues & Subscriptions				
310630	03/25/24	MASTERCARD Zoom - 1 year	10-5-10-10330	299.80	1457	04/22/24
		12187 Dues & Subscriptions				
310630	03/01/24	MASTERCARD outlet,mic,balls,movie	10-5-18-30070	84.96	1457	04/22/24
		12188 Little League Expenses				
310630	03/01/24	MASTERCARD outlet,mic,balls,movie	10-5-18-40040	5.99	1457	04/22/24
		12188 After School Activity				
310630	03/01/24	MASTERCARD outlet,mic,balls,movie	10-5-18-50090	19.98	1457	04/22/24
		12188 Adult Activities				
310630	03/01/24	MASTERCARD outlet,mic,balls,movie	10-5-22-43150	422.10	1457	04/22/24
		12188 Town Hall Repair/Maint.				
310630	03/01/24	MASTERCARD gauge,key,cover,brake sys	10-5-15-41110	104.30	1457	04/22/24
		12189 New Equipment-Misc. Tools				

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310630	03/01/24	MASTERCARD gauge,key,cover,brake sys	10-5-15-41120	26.99	1457	04/22/24
		12189	Safety Equipment			
310630	03/01/24	MASTERCARD gauge,key,cover,brake sys	10-5-15-41160	72.35	1457	04/22/24
		12189	HW Maint. Supplies-Vehicl			
310630	03/01/24	MASTERCARD gauge,key,cover,brake sys	20-5-55-51230	23.98	1457	04/22/24
		12189	Outside Equip. - Pump St.			
310630	03/01/24	MASTERCARD gauge,key,cover,brake sys	20-5-55-30110	66.88	1457	04/22/24
		12189	Office Supplies			
310630	03/04/24	MASTERCARD room for training	10-5-14-10310	475.89	1457	04/22/24
		12236-1	Travel & Expenses			
310630	02/26/24	MASTERCARD Motorola batteries	10-5-14-20232	252.72	1457	04/22/24
		12246	Radio Maintenance			
310630	03/05/24	MASTERCARD storage boxes for cruiser	10-5-14-41110	74.86	1457	04/22/24
		12247	New Equipment - Vehicles			
310630	03/11/24	MASTERCARD crime scene evidence tape	10-5-14-30120	25.59	1457	04/22/24
		12249	Professional Supplies			
310630	03/14/24	MASTERCARD trash bag,papr towl,bindr	10-5-10-30110	19.20	1457	04/22/24
		12281	Office Supplies			
310630	03/14/24	MASTERCARD trash bag,papr towl,bindr	10-5-22-43170	134.04	1457	04/22/24
		12281	Trash costs-Supplies			
310630	03/14/24	MASTERCARD trash bag,papr towl,bindr	10-5-22-43180	154.40	1457	04/22/24
		12281	Maint. Supplies Bldgs.			
310630	03/19/24	MASTERCARD supply cabinet	10-5-14-30210	135.98	1457	04/22/24
		12301	Office Equipment			
310630	03/20/24	MASTERCARD flares, containers	10-5-14-30120	92.29	1457	04/22/24
		12302	Professional Supplies			
310630	03/25/24	MASTERCARD wrist rest pad	10-5-14-30110	11.25	1457	04/22/24
		12304	Office Supplies			
310630	03/25/24	MASTERCARD flares	10-5-14-30120	146.00	1457	04/22/24
		12305	Professional Supplies			
310843	04/09/24	MISSION COMMUNICATIONS, L serv pkg - Neshobe House	20-5-55-20240	347.40	1459	04/22/24
		1086411	Contractors			
100788	04/05/24	NEW ENGLAND MUNICIPAL RES Brooks: March 18th & 27th	10-5-11-22140	1211.25	1460	04/22/24
		54885	Property Assessor			
101137	04/01/24	NOP'S METALWORKS waterjet bigger plate	20-5-55-42150	249.57	1461	04/22/24
		8958	Outside Maint. - Bldgs			
100256	04/04/24	OVERHEAD DOOR COMPANY OF replace lock, adjust door	20-5-55-42150	190.45	1462	04/22/24
		48256	Outside Maint. - Bldgs			
100274	04/17/24	PETTY CASH - TOWN OFFICE misc postage	10-5-13-20010	11.00	1463	04/22/24
		APRIL 2024	Elections			
100274	04/17/24	PETTY CASH - TOWN OFFICE misc postage	10-5-12-30132	29.58	1463	04/22/24
		APRIL 2024	Planning/Zoning Postage			
100274	04/17/24	PETTY CASH - TOWN OFFICE misc postage	10-5-10-30132	5.08	1463	04/22/24
		APRIL 2024	Postage Expenses			
310736	04/12/24	POCKETTE PEST CONTROL pest control: storage	10-5-18-20500	50.00	1464	04/22/24
		33980	Storage Unit Supply/Maint			
310736	04/12/24	POCKETTE PEST CONTROL pest control: Town Office	10-5-22-43100	70.00	1464	04/22/24
		33983	Town Office			
310736	04/12/24	POCKETTE PEST CONTROL pest control: Town Hall	10-5-22-43150	40.00	1464	04/22/24
		33984	Town Hall Repair/Maint.			

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310736	04/12/24	POCKETTE PEST CONTROL pest control: Police Dept	10-5-22-43090 33985 PD Bldg Maint.	65.00	1464	04/22/24
310842	04/13/24	RHR SMITH & COMPANY federal compliance audit	10-5-10-22110 2024-1242 Auditors	1500.00	1465	04/22/24
100478	03/28/24	ROYAL GROUP, INC. alarm inspection @ TO	10-5-22-43100 709890 Town Office	414.18	1466	04/22/24
300895	04/11/24	RUTLAND PRINTING COMPANY, 3500 tax bills	10-5-10-30110 00028662 Office Supplies	193.95	1467	04/22/24
310397	04/02/24	SOUTHWORTH-MILTON, INC. for 4000 hr serv - grader	10-5-15-41160 INV3202666 HW Maint. Supplies-Vehicl	5724.99	1468	04/22/24
311132	04/15/24	STENDARDO, NICHOLAS training-room,mileage,mea	10-5-14-10340 4/15/24 Professional Development	619.52	1469	04/22/24
300592	04/05/24	SUBURBAN PROPANE, L.P. propane @ Town Office	10-5-22-42100 543918 Heating - Propane	278.13	1470	04/22/24
300592	04/05/24	SUBURBAN PROPANE, L.P. propane @ Town Hall	10-5-22-42100 543919 Heating - Propane	326.02	1470	04/22/24
300592	04/05/24	SUBURBAN PROPANE, L.P. propane @ WW small garage	20-5-55-42110 543931 LP Gas - Bldgs	55.77	1470	04/22/24
200277	04/24/24	THUNDER TOWING & AUTO REC repairs 2016 Interceptor	10-5-14-41180 7466 PD Vehicle Maintenance	565.17	1471	04/22/24
100630	04/18/24	U.S. POSTAL SERVICE stamp order	10-5-10-30132 4/18/24 Postage Expenses	355.00	1472	04/22/24
300853	04/18/24	USDA WWTF Bond pymt #1	20-5-55-61080 1/19/24 USDA-WWTF Upgrade '23-Int	32984.39 E	42224	04/22/24
300853	04/18/24	USDA WWTF Bond pymt #1	20-5-55-61070 1/19/24 USDA-WWTF Upgrade '23-Pri	48285.61 E	42224	04/22/24
100067	04/16/24	VLCT open meeting law - Steen	10-5-12-10340 6698 Continuing Education	10.00	1473	04/22/24
310046	03/29/24	W.B. MASON CO INC paper	10-5-10-30110 245570587 Office Supplies	23.99	1474	04/22/24
310046	04/03/24	W.B. MASON CO INC ledger paper	10-5-10-30110 245665135 Office Supplies	53.49	1474	04/22/24
310570	04/01/24	WHOLESALE DISTRIBUTORS waterjet	10-5-15-41160 B20843 HW Maint. Supplies-Vehicl	349.05	1475	04/22/24
330427	04/12/24	WINNING IMAGE GRAPHIX name plate	10-5-10-30110 21462 Office Supplies	18.95	1476	04/22/24
330427	04/15/24	WINNING IMAGE GRAPHIX clerk signs	10-5-13-30110 21570 Office Supplies	320.00	1476	04/22/24

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Report Total				----- 161926.73 =====		

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 \$ \*\*\*161,926.73  
Let this be your order for the payments of these amounts.

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