

**Brandon Select Board Meeting  
July 8, 2024  
7:00 p.m.**

**The Brandon Select Board will meet Monday, July 8, 2024 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) Recurring Matters**
  - a) Select Board Meeting Minutes – June 24, 2024**
  - b) FY 2023/2024 Warrant – July 7, 2024 - \$279,479.25**
  - c) FY 2024/2025 Warrant – July 8, 2024 - \$78,346.58**
- 3) Town Manager's Report**
- 4) Rec Director's Report**
- 5) Blanket Payroll Authorization for FY25**
- 6) Appointment of Zoning Administrator 7/15/24 – 7/14/27: Larry Stevens**
- 7) Condition and Plan for Neshobe Upper Falls Dam**
- 8) Annual Financial Plan – Town Highways**
- 9) Financial Management Questionnaire**
- 10) Late Homestead Penalty**
- 11) Public Comment and Participation**
- 12) Adjournment**



## **Brandon Select Board Meeting Minutes**

**June 24, 2024**

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

**Board Members in Attendance:** Doug Bailey, Heather Nelson, Tim Guiles and Brian Coolidge.

**Others in Attendance:** Seth Hopkins, Bill Moore, Tom Kilpeck, Linwood Bovey, Jon Wyman, Claire Astone, Linda Gebhard, Billy Bullock, Steve Bissette, Ray Marcoux, Barry Varian, Janet Coolidge, Jack Schneider, Steven Jupiter, Jackie Savela, Vicki Disorda, Sandy Mayo, Cecil Reniche-Smith.

**Others by Zoom:** Keith Whitcomb, Bruce Jenson and Emma Cotton

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

The meeting was called to order at 6:43pm by Doug Bailey-Board Chair

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

**Motion** by Heather Nelson/Brian Coolidge to approve the agenda as posed. **The motion passed unanimously.**

### **2. Executive Session-Regarding 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 and Candidates for Fire Warden and Deputy Fire Warden: Linwood Bovey, Tom Kilpeck and Jon Wyman.**

**Motion** by Heather Nelson/Tim Guiles to go into Executive Session: regarding 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 and Candidates for Fire Warden and Deputy Fire Warden: Linwood Bovey, Tom Kilpeck and Jon Wyman. **The motion passed unanimously.**

Executive Session ended at 7:21pm-no official action was taken.

### **3. Recurring Matters**

#### **a. Approval of Select Board Meeting Minutes-June 10, 2024**

**Motion** by Heather Nelson/Brian Coolidge to approve the meeting minutes of June 10, 2024 with one edit to update to 501(c)(6) on page 5.

Seth had spoken with Ralph Either and an edit needs to be made on page 6, the ACT 250 appeal fee should be changed from \$100 to \$250.

**The motion passed unanimously.**

#### **b. Approval of Warrant-June 24, 2024-\$452,323.54**

**Motion** by Heather Nelson/Brian Coolidge to approve the Warrant of June 24, 2024 for \$452,323.54.



Claire Astone asked if there was any money in the warrant for Newton Road. Seth stated that there was an item on the first page for the final payment of the Newton Road project. 75% is paid by FEMA, 17.5% from the State of Vermont and 7.5% to be paid by the Town.

**The Motion passed unanimously.**

**c. *Approval of Warrant for Library Grant-June 24,2024-\$1,322.50***

**Motion** by Tim Guiles/Brian Coolidge to approve the warrant for Library Grant-June 24,2024 for \$1,322.50. **The motion passed unanimously.**

**4. Town Managers 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 wished to thank the Selectboard for the use of the 1% option tax, which was used to replace the windows at the Town Office. The old windows have been removed and replaced by Royals. Royals will be returning in July to exchange three of the panes due to an error in the manufacture.

The library is scheduled to be opened at the Town Hall until August 2<sup>nd</sup> and will be opening in their new building on September 3<sup>rd</sup>. The library will be doing work on the main room to bring it back to a functioning meeting room.

**5. Rec Directors Report**

The 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 Rec Directors report submitted:

The rec is partnering with Otter Valley's Walking Stick Theater for a community musical production of "Lucky Stiff", auditions will be help on June 27<sup>th</sup> and 30<sup>th</sup> with practices for the September performances.

June 28<sup>th</sup> is the Summer Kickoff Car Meet at Otter Valley Union High School's parking lot. All are welcome 5pm to 9pm.

The first of three sessions of "summer Dance Intensives with Miss Michaela kicked off today with other weeks being July 22<sup>nd</sup> and August 12<sup>th</sup>.

Thanks to enthusiastic parent-coach Alex Barnhardt, kiddos in Pre-K to 6<sup>th</sup> can have Summer Baseball Fun! Starting July 9<sup>th</sup>, this weekly baseball clinic will be hosted at Neshobe School.

On June 17<sup>th</sup> and 24<sup>th</sup> a youth organization that does work in the community came to Brandon to help with some projects. On the 17<sup>th</sup> they worked at the Wastewater plant doing some painting, on June 24<sup>th</sup> they were at Neshobe painting the dugouts and staining the benches around town. They will also be staining the deck at Kennedy Park and helping to eliminate the weeds on the Town sidewalks.



Tim Guiles asked if the Rec Department was going to apply for the grant listed in the Rec report for Land & Water Conversation fund monies. Bill stated that they were looking into applying for the grant and would not do so until they had come before the Board requesting permission to apply.

Claire Astone asked what would be used to spray the weeds in town. Bill stated that it is a mixture of Epsom salt, soap and vinegar.

## **6. Appointments**

### **a. Fire Warden (5 Year term ending June 30, 2029)**

**Motion** by Tim Guiles/Brian Coolidge to appoint Linwood Bovey to the Fire Warden for a 5-year Term. **The motion passed unanimously.**

### **b. Deputy Fire Warden (5 year term ending June 20, 2029)**

**Motion** by Tim Guiles/Brian Coolidge to appoint Jon Wyman to the Deputy Fire Warden for a 5-year term. **The motion passed unanimously.**

### **c. Rutland Region Transportation Council (1 year term ending June 30, 2025) Jeremy Disorda Rutland Regional Transportation Council Alternate (1 year term ending June 30, 2025) Seth Hopkins Rutland Regional Planning Commission Alternate (1 year term ending June 20, 2025) Lisa Peluso**

**Motion** by Tim Guiles/Heather Nelson to appoint Jeremy Disorda to Rutland Regional Transportation Council, Seth Hopkins to Rutland Regional Transportation Council (Alternate) and Lisa Peluso to Rutland Regional Planning Commission Alternative.

Seth is listed as the alternate to allow the Town to have someone attend the meetings, if there is anyone else who is interested in attending those meetings, they can put their names into that position. Anyone can attend these meetings as they are a public meeting. Claire Astone stated she was interested in attending the meetings to see if it was something she would like to consider.

**The motion passed unanimously.**

## **7. Letter of Support for VCRD Community Visit**

An overview of the program is in the Board Packet, which is available online at the Town website. This is a follow up to last meetings presentation.

**Motion** by Heather Nelson/Doug Bailey to move forward with the VCRD Community Visit and ask for them to accept us as a town.

Claire Astone asked if the public would be involved with this community service. Heather Nelson stated that that was the purpose behind the program and that the community would be asked for their input.

**The motion passed unanimously.**



## **8. Request of Use of Local Option Tax Funds**

This would be the 3<sup>rd</sup> or 4<sup>th</sup> time that the Board has been asked to make the final payment on the Segment 6 project and by no fault of the Boards it has not been made, due to waiting for the big payment to be made on the project. The Town will not be receiving updated bills for the Segment 6 project and Sue Gage has reviewed the activity on this account and nothing has been coming down the pipeline. Sue is asking for the Town to balance the books to close out Fund 46 for the Route 7 project. This amount is what is not being reimbursed for the project.

**Motion** by Tim Guiles/Heather Nelson to approve the transfer of \$24,453.29 from Lot Fund 70 to Fund 46 to close out the Route 7, Segment 6 project.

Tim Guiles asked if this would be the last time the Board would be doing this. Seth Hopkins stated he believed so as we have received a letter from the State. At some time Seth and Due will be breaking down the information to show the entire Segment 6 project in an executive report.

**The motion passed unanimously.**

## **9. Assignment of Funds**

Annual move at the end of the fiscal year to move money to the 2025 budget. The following funds are asking to be moved from the 2024 budget to the 2025 budget:

- \$10,000 of prepaid Winter Sand to be used in fiscal year 2025.
- \$7,000 of tree removal costs, which will not happen until late fall.
- \$1,000 for office equipment that was not used during the 2024 budget year but will need to be used in 2025 to replace office equipment.
- The Energy Committee is asking for \$2,000 to be encumbered for purchases of electrical yard tools, that they will be using to create a lending library for community members to try out. This has been paid for out of their budget but was told that it would be a good use of the Mini Merp money. They are asking to move this in the budget line items.

**Motion** by Tim Guiles/Heather Nelson to approve the \$10,000 in Winter Sand, \$7,000 in tree removal costs, \$1,000 for office equipment and \$2,000 for the energy committee to be moved to the 2025 fiscal year budget.

Seth Hopkins thanked Jackie Savela for working closely with the department heads and committees to provide this list.

## **10. Public Comment:**

Karen Farwell stated that Mr. Hopkins is not a public official but a Town employee and requested an apology for the comments made in the last meeting. Karen stated that she believed that Mr. Hopkins was running the BIC and that it is a conflict of interest with the NOVIS solar project. Tim Guiles stated that the Board does not believe that this is a conflict of interest. The BIC is by design and that Town Manager should be involved in the BIC. Karen stated that past Town Managers have not been on the board of the BIC. Heather Nelson stated that the climate and conversation in the last few months has been unbearable and can understand the frustration. Questions have been asked about BIC due to Heather's lack of understanding and it has been explained and that James



Leary is potentially the new President of the BIC. A conflict of interest would state that someone was benefiting. Karen asked about when there could be a public meeting to discuss the benefits and possible downsides of the project. Doug Bailey provided a brief history on how the Brandon Industrial Corporation was formed and that he does not believe that Seth is running BIC and does not see a difference between this project and other projects that have happened with previous Town Managers. Tim Guiles stated that this project is not using Town money. If there are concerns with the project they should be brought up at a meeting of the BIC. There has been no discussion of the Town needing to buy the solar array after 10 years. The Board was asked to provide a letter of recommendation for the project. Seth stated that the letter he drafted was based on a letter created by the Planning Commission as was the case with a project on lower Carver Street. With these projects a smaller company is made from a larger company. For this project NOVIS is the larger company and NOVIS Brandon Solar LLC would be the smaller company running that project. Karen asked again when there can be a meeting to discuss the details of the project for the citizens of Brandon to obtain an understanding of the project. Cecil Reniche-Smith provided a legal explanation of what a Registered Agent is and that they are no more than one who legal processes can be served. It was also Cecil's understanding that James Leary was now the appointment president of the BIC and that State websites can be slow to update. Cecil also explained that larger corporations i.e. NOVIS create a smaller LLC for that project and that the smaller LLC is responsible for that project for legal purposes. Doug Bailey stated that the Town does not run BIC and does not know what the BIC does. No one is currently building any new industry on this side of the State of Vermont. The Select Board has no power and was only asked if they supported the project. Heather Nelson stated that she does not see where there is a conflict of interest and has not been any specifics to prove otherwise. Jack Schneider provided information that the Towns do not approve the Solar Projects the PUC would approve the project. The PUC has found that going to the Town and gaining support from those sources allows for those solar arrays to be allowed. NOVIS energy followed procedure. There has been no discussion of buying it after a 10-year period. The Town supports the building of the array. Seth Hopkins stated that James Leary would be signing any contracts for the project and that James will take any questions that the public has about the BIC. Seth will also check with the Secretary of State about the State Filing. Karen asked about having an open meeting to discuss the project. Sandy Mayo asked about where the statement about buying the solar array after 10 years had come from and would like James Leary to be present at a meeting to discuss what the agreement is on the project.

Sandy May also asked about the Davenport celebration and if the Town is obtaining a grant for that celebration and if the police would be involved. Bill Moore stated that the Davenport festival is taking a break for this year and our friends at Solar Fest are applying for a \$150,000 tourism grant and if they receive the grant, they will be partnering to have a multiple day town event. The group putting together this event would address any public safety concerns and the funds would be provided by that grant.

Ray Marcoux asked about the fire hydrant on Newton Road that was being used to water the marijuana plants and if this water was being metered. Seth Hopkins stated that there is a hose attached to the fire hydrant and that it would need to go to the Prudential board to see if anyone had given permission for that to be used and if it was being metered.



Vicki Disorda asked about not seeing any notice to the repeal of ACT 250. Seth Hopkins stated that it would be in this weeks Reporter and that they public would have 44 days from publication to respond.

**Motion** by Brian Coolidge/Tim Guiles to recess the meeting and enter into the Liquor Commissioners and Sewer Commissioners meetings.

**The motion passed unanimously.**

**11. Executive Session-Town's labor agreement with New England Police Benevolent Association**

**Motion** by Tim Guiles/Brian Coolidge to enter into executive session at 8:51pm.

Executive session exited at 8:52

**Motion** by Tim Guiles/Brian Coolidge to ratify the contract as it was most recently revised.

**The motion passed unanimously.**

**12. Adjournment**

**Motion** by Brian Coolidge/Tim Guiles to adjourn.

**The motion passed unanimously.**

Respectfully submitted,

Hillary Knapp

Substitute Recording Secretary



07/02/24

04:13 pm

## TOWN OF BRANDON Accounts Payable

Check Warrant Report # 63773 Prior FY Invoices

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Jacolyn

All Invoices For Check Acct 01(10 General Fund) 07/07/24 To 07/07/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100015	06/20/24	ALLEN ENGINEERING & CHEMI chlorine 11250525001	20-5-55-50120 Sodium Hypochlorite	2715.00	1755	07/08/24
310590	07/01/24	AMERICAN WINDOW CLEANING june windows 8181	10-5-22-43100 Town Office	60.00	1756	07/08/24
100255	06/29/24	BRANDON FIRE DISTRICT #1 June payments 06/29/24	90-5-15-90600 Paid To BFD No 1	80632.32	1757	07/08/24
100280	06/21/24	BRANDON LUMBER & MILLWORK saw blades 43012/3	20-5-55-43160 Maint. Supplies - General	28.99	1758	07/08/24
100280	06/23/24	BRANDON LUMBER & MILLWORK mineral oil, oil soap 43371/3	20-5-55-42140 Maint. Supplies - Bldgs	10.58	1758	07/08/24
100280	06/24/24	BRANDON LUMBER & MILLWORK paint for dugouts 43488/3	10-5-18-30070 Little League Expenses	67.34	1758	07/08/24
100280	06/24/24	BRANDON LUMBER & MILLWORK painting supplies/dugouts 43489/3	10-5-18-30070 Little League Expenses	45.23	1758	07/08/24
100280	06/24/24	BRANDON LUMBER & MILLWORK rags in a box 43490/3	10-5-18-30070 Little League Expenses	13.99	1758	07/08/24
100280	06/24/24	BRANDON LUMBER & MILLWORK painting supplies/dugouts 43505/3	10-5-18-30070 Little League Expenses	85.68	1758	07/08/24
100280	06/24/24	BRANDON LUMBER & MILLWORK painting supplies/benches 43516/3	10-5-22-43160 Parks Maint.	393.79	1758	07/08/24
100280	06/24/24	BRANDON LUMBER & MILLWORK stain 43577/3	10-5-22-43160 Parks Maint.	51.34	1758	07/08/24
100280	06/25/24	BRANDON LUMBER & MILLWORK cleaning supplies 43666/3	10-5-22-43100 Town Office	32.95	1758	07/08/24
100280	06/25/24	BRANDON LUMBER & MILLWORK spray paint 43687/3	10-5-22-43100 Town Office	17.18	1758	07/08/24
100280	06/26/24	BRANDON LUMBER & MILLWORK splice tap 43782/3	10-5-22-43080 Highway Bldg Maint	8.59	1758	07/08/24
100280	06/26/24	BRANDON LUMBER & MILLWORK brush, ext pole 43788/3	10-5-22-43160 Parks Maint.	29.98	1758	07/08/24
301503	06/19/24	CHAMPLAIN VALLEY FUELS diesel fuel 534376	10-5-15-41130 Fuel - Vehicles HW	239.73	1760	07/08/24
301043	06/28/24	CIVES CORPORATION, DBA link, valve 4534848	10-5-15-41160 HW Maint. Supplies-Vehicl	48.99	1761	07/08/24
310037	06/19/24	CONSOLIDATED COMMUNICATIO service: May 18 to Jun 17 TH 06/18/24	10-5-22-43150 Town Hall Repair/Maint.	83.40	1762	07/08/24
100470	06/04/24	CROSBY'S SALES & SERVICE cleaner 0071475	10-5-22-43120 Municipal Mowing-maint	5.46	1763	07/08/24
300466	06/19/24	DUNDON PLUMBING & HEATING portable toilet @ OV 90458	10-5-18-30070 Little League Expenses	140.00	1764	07/08/24
300466	06/26/24	DUNDON PLUMBING & HEATING pumping of wet wells 90703	20-5-55-20240 Contractors	787.50	1764	07/08/24
100494	06/21/24	ENDYNE INC testing 492342	20-5-55-22120 Testing	45.00	1765	07/08/24
100494	06/26/24	ENDYNE INC testing 492757	20-5-55-22120 Testing	275.00	1765	07/08/24
100494	06/26/24	ENDYNE INC testing 492771	20-5-55-22120 Testing	25.00	1765	07/08/24
100494	06/27/24	ENDYNE INC testing 492944	20-5-55-22120 Testing	205.00	1765	07/08/24



07/02/24

04:13 pm

## TOWN OF BRANDON Accounts Payable

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Check Warrant Report # 63773 Prior FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 07/07/24 To 07/07/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100494	ENDYNE INC	06/28/24 testing	20-5-55-22120	45.00	1765	07/08/24
		493122	Testing			
101139	GOSHEN MNT. LANDSCAPING	06/26/24 Green pk-stone wall caps	10-5-22-43160	192.50	1766	07/08/24
		1991	Parks Maint.			
311128	GREEN MOUNTAIN GARAGE	06/20/24 Batteries-radar cart	10-5-21-75000	363.98	1767	07/08/24
		215357	Economic Development			
311128	GREEN MOUNTAIN GARAGE	06/24/24 repair jetter hose	20-5-55-43160	22.99	1767	07/08/24
		215520	Maint. Supplies - General			
311128	GREEN MOUNTAIN GARAGE	06/25/24 towels	10-5-22-43160	13.59	1767	07/08/24
		215550	Parks Maint.			
311128	GREEN MOUNTAIN GARAGE	06/26/24 hinge pin	10-5-15-41160	21.84	1767	07/08/24
		215594	HW Maint. Supplies-Vehicl			
300600	HOLLAND COMPANY INC	06/28/24 sodium bisulfite	20-5-55-50140	2562.29	1768	07/08/24
		PI-28084	Sodium Bisulfite			
100792	HULBERT SUPPLY CO INC	06/20/24 for vent pipe repair	10-5-22-22130	125.53	1769	07/08/24
		X0222840	Testing/Monitor Fee			
100792	HULBERT SUPPLY CO INC	06/20/24 for vent pipe repair	10-5-22-22130	13.50	1769	07/08/24
		X022839	Testing/Monitor Fee			
311101	MANNINO, JOSEPH	06/24/24 Training-mileage	10-5-14-10310	475.70	1770	07/08/24
		6/24/24	Travel & Expenses			
310630	MASTERCARD	06/11/24 DVD evidence storage case	10-5-14-30110	139.99	1771	07/08/24
		12111	Office Supplies			
310630	MASTERCARD	06/12/24 radar-GHSP Grant	10-5-14-90000	1725.00	1771	07/08/24
		12112	Reimburs Equip Grants			
310630	MASTERCARD	06/25/24 K9 supplies	10-5-14-40440	130.94	1771	07/08/24
		12113	Police Dog Expenses			
310630	MASTERCARD	06/12/24 Drinking fountain-Seminay	10-5-18-62000	7257.90	1771	07/08/24
		12197	DOG PARK EXPENDITURES			
		2- Bi-Level drinking/pet stations, 1 paid for by BFD, one for Dog park.				
310630	MASTERCARD	06/14/24 batt pwd speakers	10-5-22-43150	798.00	1771	07/08/24
		12198	Town Hall Repair/Maint.			
310630	MASTERCARD	06/13/24 freezer-evidence storage	10-5-14-21110	199.00	1771	07/08/24
		12199	Legal Services			
310630	MASTERCARD	06/03/24 cocaine test swab	10-5-14-30120	121.38	1771	07/08/24
		12323	Professional Supplies			
310630	MASTERCARD	06/05/24 DVD duplicator, cable	10-5-14-30210	151.93	1771	07/08/24
		12324	Office Equipment			
100949	MITCHELL TEES & SIGNS, IN	06/17/24 shirts	10-5-14-10320	83.00	1772	07/08/24
		41019	Clothing Allowance			
100156	NAYLOR & BREEN BUILDERS,	06/20/24 WWTF PR #20	40-5-20-50500	152399.85	1773	07/08/24
		WWTF PR#20	Contractor			
311228	NEW ENGLAND WOODCRAFT	07/01/24 123 prescott lane ub	20-2-00-02120	106.09	1774	07/08/24
		0993	Sewer Fee Credits			
310595	OCCUPATIONAL HEALTH PARTN	05/01/24 Service Agreemnt-L2, 1yr	10-5-17-61160	2245.64	1775	07/08/24
		05012024	Worker's Comp Insurance			
310595	OCCUPATIONAL HEALTH PARTN	05/01/24 Service Agreemnt-L2, 1yr	20-5-55-61160	277.55	1775	07/08/24
		05012024	WW Workers Comp.			
301088	PETE'S TIRE BARNS, INC	06/10/24 tires	10-5-14-41110	580.28	1776	07/08/24
		023887	New Equipment - Vehicles			
311229	REBHS CORP	06/26/24 Toolship-mat, lock, airtag,	10-5-12-40100	2600.00	1777	07/08/24
		1003	Energy Cm Public Outreach			



07/02/24  
04:13 pm

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # 63773 Prior FY Invoices  
All Invoices For Check Acct 01(10 General Fund) 07/07/24 To 07/07/24

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Jacolyn

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100478	ROYAL GROUP, INC.	06/10/24 gun safe repair	10-5-14-30210	385.74	1778	07/08/24
		712196	Office Equipment			
300375	RUTLAND CITY	06/24/24 May sludge processing	20-5-55-50160	6300.00	1779	07/08/24
		35871 SLUDG	Sludge Disposal			
300592	SUBURBAN PROPANE, L.P.	06/20/24 propane @ Town Office	10-5-22-42100	118.55	1780	07/08/24
		545058	Heating - Propane			
101148	SULIK-DOTY, KAITLIN	07/02/24 June swim	10-5-18-30000	432.00	1781	07/08/24
		07/02/24	Swim Lesson Expense			
330348	VERIZON WIRELESS	06/13/24 service May 14 - Jun 13	10-5-14-42100	40.38	1782	07/08/24
		9966606303	PD Telephone Service			
330348	VERIZON WIRELESS	06/13/24 service May 14 - Jun 13	10-5-15-42100	40.38	1782	07/08/24
		9966606303	HW Telephone			
330348	VERIZON WIRELESS	06/13/24 service May 14 - Jun 13	20-5-55-42100	40.38	1782	07/08/24
		9966606303	Wastewater Telephone			
330348	VERIZON WIRELESS	06/13/24 service May 14 - Jun 13	10-5-18-42100	20.19	1782	07/08/24
		9966606303	Recreation Telephone			
330348	VERIZON WIRELESS	06/13/24 service May 14 - Jun 13	10-5-21-10310	20.19	1782	07/08/24
		9966606303	Travel & Expenses			
100146	VLCT PACIF	05/29/24 deductible Lufkin claim	10-5-17-65000	1000.00	1783	07/08/24
		20240266-G01	Insurance Deductible			
310046	W.B. MASON CO INC	06/07/24 chair, office supplies	10-5-14-30210	229.50	1784	07/08/24
		247058313	Office Equipment			
310046	W.B. MASON CO INC	06/07/24 chair, office supplies	10-5-14-30110	68.94	1784	07/08/24
		247058313	Office Supplies			
310046	W.B. MASON CO INC	06/07/24 DVD spindle	10-5-14-30110	116.99	1784	07/08/24
		247060011	Office Supplies			
310046	W.B. MASON CO INC	06/07/24 pens	10-5-10-30110	44.25	1784	07/08/24
		247217085	Office Supplies			
310646	WATERSHED CONSULTING ASSO	06/28/24 NE Woodcraft-60% Plan	56-5-14-20100	11920.25	1785	07/08/24
		2024-2245	NE Woodcraft- Engineering			
Report Total				279479.25	=====	

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 \$ \*\*\*279,479.25  
Let this be your order for the payments of these amounts.

FY 2023-2024



07/02/24

04:14 pm

## TOWN OF BRANDON Accounts Payable

Check Warrant Report # 63774 Current FY Invoices

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Jacolyn

All Invoices For Check Acct 01(10 General Fund) 07/08/24 To 07/08/24

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100275	07/01/24	BRANDON FREE PUBLIC LIBRA appropriation JULY 2024	10-5-25-70470 Brandon Library	7666.67	1786	07/08/24
310699	07/01/24	BRANDON GLC SOLAR, LLC monthly solar 210B	10-5-22-42130 Bldgs & Grounds Electric	2365.00	1787	07/08/24
310699	07/01/24	BRANDON GLC SOLAR, LLC monthly solar 210B	20-5-55-42130 Electric	1935.00	1787	07/08/24
100280	07/01/24	BRANDON LUMBER & MILLWORK wasp & hornet spray 44629/3	20-5-55-43160 Maint. Supplies - General	5.59	1788	07/08/24
100280	07/01/24	BRANDON LUMBER & MILLWORK shears 44728/3	20-5-55-43160 Maint. Supplies - General	19.99	1788	07/08/24
100280	07/02/24	BRANDON LUMBER & MILLWORK flexvolt batteries, brush 44868/3	20-5-55-43160 Maint. Supplies - General	255.99	1788	07/08/24
100310	07/01/24	BRANDON SENIOR CITIZENS C appropriation JULY 2024	10-5-25-70480 Senior Citizen Center	1291.67	1789	07/08/24
310097	06/21/24	COMCAST service 6/28 to 7/27 WW 06/21/24	20-5-55-42100 Wastewater Telephone	205.15	1790	07/08/24
300466	06/21/24	DUNDON PLUMBING & HEATING portable toilets - July 6 90537	10-5-18-60900 July 4th Celebration	534.00	1791	07/08/24
330364	07/01/24	GOVERNMENT FINANCE OFFICE annual fee 2025	10-5-13-10330 Dues & Subscriptions	160.00	1792	07/08/24
311128	07/01/24	GREEN MOUNTAIN GARAGE hardware 215774	10-5-15-41160 HW Maint. Supplies-Vehicl	2.65	1793	07/08/24
311128	07/02/24	GREEN MOUNTAIN GARAGE terminal protectors 215842	20-5-55-43160 Maint. Supplies - General	16.98	1793	07/08/24
101152	07/01/24	MISTY KNOLL FARM turkey tube ground bones 389712	10-5-14-40440 Police Dog Expenses	75.00	1794	07/08/24
100788	06/26/24	NEW ENGLAND MUNICIPAL RES annual disaster recovery 55208	10-5-10-30130 Service Contracts	845.20	1795	07/08/24
100788	06/26/24	NEW ENGLAND MUNICIPAL RES CAMA disaster recovery 55247	10-5-11-22140 Property Assessor	804.42	1795	07/08/24
310418	07/01/24	SILLOWAY NETWORKS INC monthly service & support 42221851	10-5-10-30134 Technical Support	839.25	1796	07/08/24
100487	07/01/24	TREASURER, COUNTY OF RUTL county tax JULY 2024	10-5-17-71100 County Tax	13313.27	1797	07/08/24
100067	06/18/24	VLCT Dues- FY 24 - 25 8392	10-5-10-10330 Dues & Subscriptions	6745.00	1798	07/08/24
300382	05/27/24	VLCT EMPLOYMENT RESOURCE 2024-Q3 Unemployment Ins REN037486-Q3	10-5-17-61150 Unemployment Insurance	1488.25	1799	07/08/24
300382	05/27/24	VLCT EMPLOYMENT RESOURCE 2024-Q3 Unemployment Ins REN037486-Q3	20-5-55-61150 WW Unemployment	111.75	1799	07/08/24
100146	05/20/24	VLCT PACIF 2024 Q3 W/C,P&C Ins pymt REN240068-Q3	10-5-17-61110 VLCT Insurance	20296.50	1800	07/08/24
100146	05/20/24	VLCT PACIF 2024 Q3 W/C,P&C Ins pymt REN240068-Q3	20-5-55-61110 Insurance Expenses	3642.00	1800	07/08/24
100146	05/20/24	VLCT PACIF 2024 Q3 W/C,P&C Ins pymt REN240068-Q3	10-5-17-61160 Worker's Comp Insurance	14854.75	1800	07/08/24
100146	05/20/24	VLCT PACIF 2024 Q3 W/C,P&C Ins pymt REN240068-Q3	20-5-55-61160 WW Workers Comp.	1966.50	1800	07/08/24
100146	05/20/24	VLCT PACIF 2024 Q3 W/C,P&C Ins pymt REN240068-Q3	10-5-17-61110 VLCT Insurance	-1431.40	1800	07/08/24



07/02/24  
04:14 pm

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # 63774 Current FY Invoices  
All Invoices For Check Acct 01(10 General Fund) 07/08/24 To 07/08/24

Page 2 of 2  
Jacolyn

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100146	VLCT PACIF	05/20/24	2024 Q3 W/C, P&C Ins pymt	20-5-55-61110	-252.60	1800	07/08/24
			REN240068-Q3	Insurance Expenses			
311118	WP ENGINE INC	05/26/24	website hosting	10-5-10-30134	590.00	1801	07/08/24
			INV06680498	Technical Support			
					-----		
					78346.58		
					=====		

Report Total

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 \$ \*\*\*\*78,346.58  
Let this be your order for the payments of these amounts.

FY 2024-2025



#### FOR AWARENESS OF THE TOWNSPEOPLE

The town clerk's office (downstairs) will be closed Thursday and Friday, July 4th and 5th.  
The town administrative office (upstairs) will be closed Thursday, July 4th.

#### FOLLOW-UP ITEMS FROM PREVIOUS MEETINGS

I worked with the State to continue to advance the Town's request for ERAF (Emergency Relief and Assistance Fund) monies to be combined with FEMA aid received for our response to the July 2023 flooding. As related in an earlier report, State ERAF of 17½% of the Newton Road reconstruction and the Wagner and Birch Hill repairs will augment the 75% of cost that FEMA covered for those projects. FEMA covered 100% of our wastewater treatment facility and our river debris removal costs.

I assisted with the renewal of the transfer station's decennial permit. I worked with the selectboard's chosen fuel suppliers to enter into FY25 contracts. I collaborated with the police officers' union representative to finalize the ratification of the 2024-2027 police contract.

The Town has received MERP energy assessments for the Town Hall, highway garage, and town office. We await the MERP assessment for the wastewater treatment facility. Those will all be provided to the board as a package when that last one arrives.

The Town has received a positive response from wastewater management officials at the State of Vermont, as follows: "After review, the resolution you have reached for staffing is acceptable and I am happy to see a third team member has already been hired. Regarding the possibilities of using the 2014 study as a basis to move forward with infrastructure projects, I will be contacting our funding experts and be in touch with any relevant updates. Best Regards, Aaron Krymkowski"

#### FOCUS AREAS DURING REPORTING PERIOD

I am working with the engineers and Town staff to plan an open house so the community can learn about the wastewater treatment process as well as see the results of its investment in clean water.

I created a web page on the Town site to comply with the provisions of S55 and its expansion of requirements for Open Meeting Law.

<https://www.townofbrandon.com/resources/vermont-open-meeting-law/>

I participated in the Planning Commission Walkabout and in the following Planning Commission meeting as they make progress on the Brandon Land Use Ordinance rewrite.

I had many other meetings with town officers, staff, townspeople, our state representative, and responded to a number of requests for information from various parties. Various tax repayment situations and public works matters were the most frequent topics.

#### FINANCIAL SNAPSHOT

FY24 Revenue Budget \$3,448,880 Actual \$_____	Not done at time of report; update Monday
FY24 Expense Budget \$3,346,150 Actual \$_____	Not done at time of report; update Monday



FINANCIAL SNAPSHOT	
Actual Revenue Minus Actual Expense / Net Gain or (Loss)	Not done at time of report; update Monday
<b>***Expect further adjusting entries by Town Bookkeeper and Treasurer during July***</b>	
Unrestricted / Unassigned Fund Balance	Not done at time of report; update Monday
1% (Local Option) Tax Fund Available / Undesignated [\$100,000 board-reserved for paving not included at right]	\$174,765
Known Grant Matches Not Yet Designated	UNION STREET
Delinquent property taxes (prior years)	\$549,028 (was \$572,321)
Delinquent wastewater (prior years ['over 120 days'])	\$199,086 (was \$198,514)
Tax Sale Status	70 accounts at attorney for letters

#### FOR AWARENESS OF THE SELECTBOARD

As Independence Day is Thursday, the Town staff and I are finalizing reports and warning the selectboard meeting on Wednesday. Bill Moore and I will be working at the town office on Friday, and verbal updates to this report may be in order at your meeting on Monday.

#### TOWN MANAGER'S RECOMMENDATIONS FOR ITEMS ON THIS AGENDA

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

Respectfully submitted,

Town Manager





July 8, 2024

A busy weekend in Brandon with the Independence Day celebration. Many thanks to the members of the BIDCC committee and volunteers for their hard work. Planning for 2025 begins this week! If you are interested in helping, please reach out to me.

Thanks to the efforts of **Brent Wilbur**, a weekly **pick-up soccer** scrimmage group will be happening at Estabrook for kids (grade 7 and up) and adults. Will run **6 – 7:30 on Mondays** through the summer.

Brandon Rec is partnering with Otter Valley Varsity Cheerleading Coach, **Kass Bruley**, to offer a 4 day **cheer camp** on **July 18, 19, 25, 26 from 6 – 8 at the OV gym**. Participants in grades 3 and up will receive instruction, a cheer shirt and the opportunity participate in a halftime routine at an OV varsity football game!

The **Brandon Carnival** is right around the corner. **July 25<sup>th</sup> – July 28<sup>th</sup> at Estabrook**. Entertainment includes: the Brandon Idol Singers, PAC Wrestling, Camp Broadway Performance, Wildlife Encounters and the Vermont State Trivia Championships.

Respectfully Submitted,

Bill Moore





Revision 8 July 2024: Reflects FY25 budget cost-of-living increases. Reflects hiring of Ian Buckley as third WW treatment system operator and Kyle Leedom in B&G/HWY to replace Nate McKeighan. Reflects Ethan Kelleher graduating from Police Academy and now full-time.

SELECTBOARD

BLANKET PAYROLL AUTHORIZATION  
FOR FISCAL YEAR ENDING 30 JUNE 2025

Pursuant to 24 VSA §1623 (a) (2), the Selectboard of the Town of Brandon authorizes the Treasurer of the Town of Brandon to make payroll payments to the following individuals at the rates approved and set forth below. This authorization is effective through the close of the current fiscal year on 30 June 2025 unless earlier modified or revoked by vote of the Selectboard.

SALARIED STAFF: Annual amounts to be paid in 26 installments

Gage, Susan	\$81,600	Kachajian, David	\$96,535	Wright, Colleen	\$22,498
Hopkins, Seth	\$78,000	Moore, William III	\$72,800		

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

Alnwick, Aidan	\$28.56	Forbes, Winston	\$25.00	Merkert, Luanne	\$26.61
Biasuzzi, Jeffrey	\$27.58	Graziano, Linda	\$26.46	Rimmer, Kevin	\$27.45
Buckley, Ian	\$25.00	Kelleher, Ethan	\$27.45	Savela, Jacolyn	\$27.30
Cijka, Stephen	\$36.25	Kilpeck, Brian	\$28.35	Smith, Elaine	\$27.16
Danforth, Susan	\$15.00	Kilpeck, Thomas	\$25.00	Stendardo, Nicholas	\$28.56
Disorda, Jeremy	\$34.32	Kingston, Timothy	\$34.07	Stevens, Lawrence	\$26.00
Erickson, Shawn	\$35.81	Leedom, Kyle	\$23.00	VonSchleusingen, Michael	\$30.58
Folger, Karen	\$26.78	Mannino, Joseph	\$28.56	Wyman, Jonathan	\$20.00

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

Board of Civil Authority (12)	\$13.18 per hour	Summer camp staff (8)	\$15 per hour
Knapp, Hillary	\$110 per hearing/\$50 per decision	Bryant, Charlene	\$150 per meeting
Selectboard members (5)	\$1,200 each per year in 3 payments of \$400 each in March, July, and November		

###

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

ADOPTED this 8th day of July 2024.

SIGNATURES of SELECTBOARD:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



TO Selectboard  
DATE 1 July 2024  
RE Neshobe River Upper Falls Town-Owned Dam

The Town of Brandon owns the historic dam in the Neshobe River just upstream of Center Street and the Swifty Overflow Culvert. This is commonly called "the upper falls" of the Neshobe. The "impoundment" of this dam (water held back) is very small. This dam has for many years been deemed by the State of Vermont to be in poor condition. The Town has now (26 June 2024) been provided notice by its insurer that the liability limit for damage caused to property downstream of this dam will be reduced 75%, from \$1M to \$250,000 as of 1 January 2025, and that downstream liability coverage will cease on 1 January 2026 unless the Town can improve the physical condition of the dam sufficient to achieve at least a "fair" rating by the State. At that time it will be subject to underwriting review on a triennial basis. Please note that our present insurance does not cover the dam itself, only damage caused downstream by its failure. The dam is not insurable in its present state and may not be insurable in an improved state.

We had coincidentally scheduled a site visit from Markowski Engineering to evaluate potential repair of this dam to restore the appearance of the waterfall on what turned out to be the first day of the July 2023 flooding. They were obviously otherwise engaged that week, and we did reschedule their visit. In parallel, I have been in correspondence with our Town zoning administrator, the State of Vermont Western Floodplain Manager, the District Wetland Ecologist, and the River Management Engineer about requirements for our doing any work. The following determinations resulted (A, B, C from the River Management Engineer; D from the Western Floodplain Manager; E from the District Wetland Ecologist):

- A) *"Repair to the top course of stones may be completed to restore the historic water level with an even flow across the top of the stones. Some of these stones has displaced or fallen into the channel below the dam face and may be salvaged to be reused."*
- B) *"Removal of additional stones to lower the water level and create a level flow in the center of the dam. Due to the irregular joints of the dam stone layers, there is the potential that removing additional stones will not result in a level top course and may damage lower stone courses."*
- C) *"The dam face has several holes where impounded flows are piping through the stones, a proper repair to the dam may involve removal of accumulated sediments to expose the back face of the dam then repairing the multiple areas of leaks. ... Work on the dam will be regulated under the VT DEC Stream Alteration General Permit (SAGP) and not the Dam Safety Program."*
- D) *"Potential funding/financing options ... are probably more limited in the repair option scenarios; however, if a dam removal were to be considered the funding options are more available. Probably not desirable due to the pleasing aesthetics of the dam/waterfall in the village setting, but that could also look like a series of smaller boulder cascades, floodplain benches, maybe an area where people can go down to the waters edge, etc. ... No State permits for floodplain are required."*
- E) *"There is a small area of wetland along the left bank of the Neshobe looking upstream of the dam in question; however, given its small size, it is not jurisdictional under the Vermont Wetland Rules. In addition, the work that is described falls under the maintenance, replacement and repair Allowed Use of the Rules. Therefore for both reasons, a wetland permit is not required for this work."*

A determination of what scope the selectboard would like to pursue is the next step. "Do nothing" is an option, with the understanding that we will not be insured for downstream damage after 2025. We can fund a cosmetic improvement to restore the waterfall by re-placing and leveling the top course of stones. Or we can pay for an engineer's evaluation/design ahead of an actual structural/functional repair to it.

Respectfully submitted,





**ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS**  
**19 V.S.A. § 306(j)**

TA-60

Town of Brandon Fiscal Year 2025 Begin 7/1/24 End 6/30/25

**INCOME**

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1	\$28,800
Class 2	\$77,400
Class 3	\$73,800
Town Tax Funds – 19 V.S.A. Section 307	\$ 575,155
Special Funds (e.g., bonds or earmarks):	
a. Paving Appropriation	\$85,000
b. Local Options Tax	\$ 100,000
c. ARPA Funds	\$ 175,000
<b>TOTAL</b>	<b>\$ 0    1,115,155</b>

**EXPENSES**

DESCRIPTION	ESTIMATED
Winter Maintenance	\$453,093
Non-Winter Maintenance	\$ 302,062
Major Construction Projects	
a. Sidewalks	\$ 175,000
b. Paving	\$ 185,000
c.	\$
<b>TOTAL</b>	<b>\$ 0    1,115,155</b>

**Comments:**

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

TA-60 Rev 09-13



**TA-60**

We, the Legislative Body of the Municipality of BRANDON certify

Date: \_\_\_\_\_

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

Date: \_\_\_\_\_

2-3



# Financial Management Questionnaire -- Towns and Cities

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?		X		Luanne Merkert, Jackie Savelle, Elaine Smith, Susan Gage
Do you reconcile bank and ledger balances monthly?	X			Susan Gage, Treasurer
Are checks always written to specified payees and not to cash?	X			Petty Cash Reimbursements are made out to Petty Cash
Does the same individual open the mail and deposit checks?		X		Elaine Smith
Are pre-numbered checks used for all bank accounts?	X			
Are unopened bank statements delivered directly to the treasurer as received?	X			Most are recieved by Treasurer via email
Do you always provide a numbered receipt for any cash payment made to the town?	X			Luanne Merkert, Susan Gage
Have select board members attended financial trainings?	X			Some Select Board members but not all
Are bank statements reconciled on a regular basis?	X			Susan Gage, Treasurer
Does someone other than the treasurer review bank reconciliations?	X			Jackie Savelle, Bookkeeper
Have you deposited town monies anywhere other than a town account?		X		
Have you deposited any non-town monies into a town account?	X			We receive payments for Water District
Is interest in town accounts apportioned to each account?	X			Susan Gage, Treasurer
Have there been any changes in authorized signatures during the fiscal year?		X		Luanne Merkert, Susan Gage
Has a signature stamp ever been used for any town account	X			Susan Gage, Treasurer
Has there ever been a theft, or unauthorized use of town funds or equipment?		X		
Are financial records maintained in a computerized system?	X			Luanne Merkert, Jackie Savelle, Elaine Smith, Susan Gage
Does the town have written policies and procedures for financial operations?	X			
Does each town official have copies of these policies and procedures?	X			Luanne Merkert, Jackie Savelle, Elaine Smith, Susan Gage
Have you attended trainings on recordkeeping?	X			
Are checks written by the same individual who approves payments?		X		
Are you a participant in any business which does business with the town?		X		
Do you maintain separate pages, columns or running balances for each fund?	X			
Do elected town auditors attend financial trainings?			NA	We no longer elect town auditors
Are bank accounts and fund balances reconciled on a monthly basis?	X			Susan Gage, Treasurer
Does the town loan money to town employees?		X		

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

Digitaly signed by SUSAN GAGE  
Date: 2024.06.27 11:33:05 -0400

Preparer: (signature) SUSAN GAGE (printed name): SUSAN GAGE

Title: TREASURER

Received by Select Board (signature): \_\_\_\_\_ on (date): \_\_\_\_\_



## LATE HOMESTEAD PENALTY

### 32 V.S.A. § 5410

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

32 VSA § 5410 (g) If the property identified in a declaration under subsection (b) of this section is not the taxpayer's homestead, or if the owner of a homestead fails to declare a homestead as required under this section, the Commissioner shall notify the municipality, and the municipality shall issue a corrected tax bill that may, as determined by the governing body of the municipality, include a penalty of up to three percent of the education tax on the property. However, if the property incorrectly declared as a homestead is located in a municipality that has a lower homestead tax rate than the nonresidential tax rate, or if an undeclared homestead is located in a municipality that has a lower nonresidential tax rate than the homestead tax rate, then the governing body of the municipality may include a penalty of up to eight percent of the education tax liability on the property. If the Commissioner determines that the declaration or failure to declare was with fraudulent intent, then the municipality shall assess the taxpayer a penalty in an amount equal to 100 percent of the education tax on the property; plus any interest and late-payment fee or commission which may be due. Any penalty imposed under this section and any additional property tax interest and late-payment fee or commission shall be assessed and collected by the municipality in the same manner as a property tax under chapter 133 of this title. Notwithstanding section 4772 of this title, issuance of a corrected bill issued under this section does not extend the time for payment of the original bill, nor relieve the taxpayer of any interest or penalties associated with the original bill. If the corrected bill is less than the original bill, and there are also no unpaid current year taxes, interest or penalties and no past year delinquent taxes or penalties and interest charges, any overpayment shall be reflected on the corrected tax bill and refunded to the taxpayer.

YES \_\_\_\_\_

NO \_\_\_\_\_

Selectboard Members:

Date: \_\_\_\_\_

Doug Bailey \_\_\_\_\_

Heather Nelson \_\_\_\_\_

Ralph Ethier \_\_\_\_\_

Timothy Guiles \_\_\_\_\_

Brian Coolidge \_\_\_\_\_