

**Brandon Selectboard Meeting Agenda
Monday, March 10, 2025 @ 7PM
Brandon Town Hall, 1 Conant Square, Brandon, Vermont**

Zoom Meeting ID	253 279 4161
Zoom Link	https://zoom.us/j/2532794161
Telephone Option	Dial (929) 205-6099. Enter Meeting ID 253 279 4161 # then # again

- 1 Call to Order & Agenda Adoption
- 2 Election of Selectboard Chair, Vice-Chair, Clerk per 24 VSA § 871(a)
- 3 Selectboard Members' Remarks
- 4 Consider Proposed 2025 Selectboard Reorganization Resolution
- 5 Recurring Matters
 - a Selectboard minutes — February 24, 2025
 - b Warrant — March 10, 2025 \$80,783.93
 - c Updated Employee Blanket Payroll Authorization
- 6 Town Manager's Report
- 7 Community Development Report
- 8 Ratify Seasonal Road Posting
- 9 Public Comment and Participation
- 10 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 management team."
- 11 Executive Session per 1 VSA § 313(a)(3) regarding the appointment or employment or evaluation of a public officer or employee, to include the town management team.
- 12 Adjourn

PROPOSED 2025 SELECTBOARD REORGANIZATION RESOLUTION

The selectboard may take the following actions at the first meeting after Town Meeting through a standard motion and a majority vote "to adopt the 2025 Selectboard Reorganization Resolution as proposed".

- 1 Designate the Selectboard as Other Statutory Bodies:
 - a Board of Liquor Control Commissioners per 7 VSA § 166
 - b Board of Health per 18 VSA § 604
 - c Board of Sewage System Commissioners per 24 VSA § 3602
 - d Housing Board of Review per 24 VSA § 5005
 - e Local Cannabis Control Commission per 7 VSA § 166

- 2 Establish Regular Meeting Schedule, Time, and Location per 1 VSA § 312(c)(1)
 - a Second and Fourth Mondays
 - b 7PM
 - c Brandon Town Hall, 1 Conant Square or Zoom Meeting ID #253 279 4161

- 3 Adopt Meeting Rules & Procedures
 - a Rules of Procedure for Selectboard of the Town of Brandon, Vermont
 - b Reports of Appointed Boards, Commissions, and Officials to the Selectboard

- 4 Designate Official and Alternate Newspapers of Record per 1 VSA § 174
 - a Official: The Reporter
 - b Alternate: Rutland Herald

- 5 Designate Physical Location for Posting Meeting Notices per 1 VSA § 312(c)(2)
 - a Bulletin Board outside Town Office, 49 Center Street
 - b Bulletin Board in box lobby at US Post Office, 32 Conant Square
 - c Bulletin Board at Junction Store, 2265 Forest Dale Road

- 6 Appointment of Officials, terms ending at first Selectboard after the 2026 Town Meeting:
 - a Tree Warden per 24 VSA § 871(b) : Neil Silins
 - b Fence Viewers per 24 VSA § 871(b)(1): Bob Kilpeck, Tracy Wyman, Jon Wyman
 - c Inspector of Lumber, Shingles, and Wood per 24 VSA § 871(b)(3): Bob Kilpeck
 - d Weigher of Coal per 24 VSA § 871(b)(4): Olya Hopkins
 - e Green-up Day Coordinator: Jim Leary
 - f Otter Creek Watershed Insect Control District
 - i Representatives (2): Wayne Rausenberger, Kerry White
 - ii Alternate (1): Olya Hopkins
 - g Rutland County Solid Waste District
 - i Representative: Gabe McGuigan
 - ii Alternate: Tracy Wyman

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**Brandon Select Board Meeting
February 24, 2025**

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

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

Others In Attendance: Seth Hopkins, Jan Coolidge, Steven Jupiter, Jeff Haylon, Barry Varian, Joe Bertrand, Karen Rhodes, Billy Bullock, Gary Levitt, Vicki Disorda, Claire Astone, Patrick Snow, Charles Knox, Joelle Logan, Ken Manning Cecil Reniche-Smith, Lisa Curcio, Nick Curcio, Dorothea Langevin, Steve Bisette, Ray Marcoux

Others by Zoom: Keith Whitcomb, Neil Silins, Tricia Welch, Jack Schneider, Rose, Joan

1. Call to Order

The meeting was called to order at 7:04PM by Doug Bailey – Board Chair.

a. Agenda Adoption

Motion by Heather Nelson/Brian Coolidge to adopt the agenda, as amended. **The motion passed unanimously.**

Item 6 – OCCUD Board appointment cancelled from the agenda as the alternate candidate has removed their name for consideration.

2. Select Board Remarks

Doug Bailey stated as noted in previous meetings, he asked all to be nice whether talking to the Board or other community members. He also stated the Board Chair will call people to the podium for comments to be part of the recorded meeting minutes. Mr. Bailey advised this is the last meeting for Heather Nelson and Tim Guiles. Mr. Guiles has been on the Board for 6 years and Ms. Nelson has been a member for 1.5 years. Ralph Ethier is also at the end of his term and will be running for re-election. Mr. Bailey extended his appreciation for the work that Mr. Guiles and Ms. Nelson have done on the Board and noted they will be missed.

Heather Nelson wished to remind everyone that all were at the meeting with the same goal and some may have different ideas, but she believes that everyone’s intentions are for the good of the Town. Ms. Nelson noted she has enjoyed her time on the Board and may run again sometime in the future.

3. Recurring Matter

a. Approval of Select Board Meeting Minutes – February 10, 2025

Motion by Brian Coolidge/Ralph Ethier to approve the Select Board minutes of February 10, 2025. **The motion passed unanimously.**

b. Warrant – February 24, 2025 - \$1,507,924.21

Motion by Tim Guiles/Ralph Ethier to approve the warrants of February 24, 2025, in the amount of \$1,507,924.21. **The motion passed unanimously.**

It was noted this includes the School District’s pass-through, some appropriations and the normal bills.

4. 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.

Seth Hopkins provided the following highlights from his report. The annual town meeting will be held next Monday night at the Town Hall beginning at 7PM. The floor agenda will include the Select Board presenting the proposed budget and a floor vote on continued tax exemption for the senior center. The budget vote, election of officers and appropriations will be by paper ballot at the American Legion on Tuesday. The Town received the net quarterly local option tax payment in the amount of \$86,153, that is the largest February payment received and is \$20,000 more than last February. Mr. Hopkins also wished to thank Mr. Guiles and Ms. Nelson for their terms of service on the Select Board.

Doug Bailey stated people shopped in Brandon over the holiday for the 1% option tax to be that high and is a very good sign. Mr. Bailey requested an update on the delinquent property taxes. Seth Hopkins reported the number of properties that are now at the Town's attorney for collection is 75. The initial list was given to the attorney and returned to the Town with questions. Jackie Savela provided a response to the attorney and the letters will now be sent to the property owners to either create a payment plan or pay their taxes to avoid a tax sale.

5. Community Development Report

Seth Hopkins reviewed Bill Moore's report that is available for viewing in the Board packet on the Town's website.

"An ongoing Baseball/softball clinic with Otter Valley and Pittsford Rec registration is open. Starting on Sunday, March 30th, youth in grades 3 - 6 will work with OVUHS varsity players and coaches to prepare for the upcoming seasons.

The next themed Brandon Idol Concert, "Year they were born" will be held on March 14th. Doors open at 6:30 with the show starting at 7pm.

Sunday skating at Neshobe is an opportunity to roller skate/blade with music. Runs 1:00 - 3:00 and will continue until the 1st week of April.

The Brandon Independence Day Celebration Committee is looking for some volunteer help with vendors, donations, and parade support. Please reach out to help with the July 5th celebration.

Wednesday nights 6:00- 8:00 is the indoor disc golf putting league, which is held upstairs in the town hall. Commissioner Cory Barron will oversee this program through the end of March.

The Vermont Council on Rural Development reached out to confirm that they have approved doing a community visit, likely starting January of 2026. This is a way for towns to engage and bring together residents, set common goals and directions in a neutral and facilitated structure, and access resources that will help them take action on those goals.

Claire Astone asked if there is a procedure for assisting people with payment of their taxes. Seth Hopkins stated it could be a direct contribution to the taxpayer or anyone can put money on a tax bill without the property owner's permission at the Town Office. Ms. Astone asked if it is possible to see a list of the properties that are at risk. Mr. Hopkins advised there is a public list that is compiled with property names that used to be published in the Town Report. The list can be provided to the Town Clerk for the public's viewing.

6. Consider Appointment of Alternate for OCCUD Board

This agenda item was cancelled due to the withdrawal of the interested party for the appointment.

7. Consider BRIC Scoping Grant for Floodplain Restoration Requesting 25% Town Match

Seth Hopkins advised the Building Resilient Infrastructure and Communities (BRIC) grant program was in the Board's information for consideration. There is a planning/scoping grant available and one area for consideration is for hazard

mitigation. The Town had sent possibilities for the grant that included floodplain restoration on either side of Union Street and Pearl Street, and a third area was Newton Road as recent buyouts on Newton Road have made restoration a possibility. The grant is a 25% town match and 75% federal funding that could be a commitment up to \$25,000 to do a plan or scope done. The RRPC is ready to help with this and the application deadline is the end of February. The funds are only for a plan and the availability of funds for construction is not certain.

Motion by Brian Coolidge/Doug Bailey to decline the BRIC scoping grant.

Tim Guiles stated the Town has done a lot with leveraging federal funds and it is worth weighing the benefit and allowing the government to pick up the larger amount. Heather Nelson asked if this would impact future FEMA funds and Mr. Hopkins did not think so as this is to create a plan for a project that would help to avoid future flood damage and other infrastructure damage. Brian Coolidge noted not knowing if there would be federal money for a project, he would rather spend the funds elsewhere. Mr. Hopkins stated it is not certain if there is implementation or construction funding available. For Union Street or Pearl Street, it would be a mini version of Champlain Street in putting culverts in the road. Mr. Hopkins is not sure what the recommendations could be for Newton Road. Doug Bailey was concerned that other times that a scoping study was done, it was so expensive that it could have been done by the Town at a lesser cost and suggested the funds could be used to put culverts on Union Street and Pearl Street, and the State has indicated there are many things that the Town cannot do on Newton Road. Mr. Hopkins stated the Town would put up 100% of the funds and would receive 75% back. Jan Coolidge stated with the 25% match, what happens if the Town decides that the project is not going to be done. Mr. Hopkins advised it is just a scoping grant and they only require that the plan gets engineered. Charles Knox stated with regard to Union Street, one would have to build the road up almost five feet due to Otter Creek. Neil Silins stated he is hesitant to see the Town pay all up front. Mr. Hopkins advised that is how every grant is handled, except for the ARPA grants. Heather Nelson stated it feels too unpredictable to risk that amount of money for projects that the Town may not be able to afford.

The motion passed with one opposed – Tim Guiles.

8. Consider Interim Procedure for Ethics Complaints

Heather Nelson stated when taking the ethics course, she did not think it is named correctly, as the discussion was only about conflicts of interest. Doug Bailey, Seth Hopkins, and she worked on a document that includes a flow chart for following the process. Vermont provided what the roles are to be and this document is considered an interim procedure. There is a model for the complaint form that one can submit anonymously or with a name. The remainder of the form discusses who the complaint is against, the alleged allegation and which law or rule is applicable. When someone wants to submit a complaint, the flow chart provides the process. When a person would like to submit a complaint, they can submit it to the Select Board and if one wishes for the complaint to be anonymous, they can submit it to the State. The State would consider whether it is a valid complaint and would then respond to the Select Board. If the complaint is submitted to the Select Board, if against a member of town staff it would go to the Town Manager, if it against an elected or appointed official it would be received by the Select Board to be determined if the code of ethics has been alleged and if determined it meets the criteria of code of ethics, the Select Board would investigate in executive session and announce a decision in public session. If there is a complaint and the Select Board determines in public session the complaint does not meet the criteria, no further action would be taken. The majority of this work was discussion about how to maintain confidentiality. The Board wants to assure the privacy of both the person submitting the complaint and the person the complaint is about while having as much transparency as possible. The form also indicates whether it is a repeat complaint to know what is different each time. Doug Bailey noted Ms. Nelson did a great job in creating the document as there has to be a process of what is to be done and is considered an interim policy. They have checked with numerous other towns and no one has had any actions yet. Tim Guiles stated there seems to be a disconnect between privacy and anonymity and he did not see the reason for anonymity and he would like to see that reflected in the policy. It was noted that one town's policy that was reviewed would not accept anonymous complaints. There was also the question of how many Select Board members would require a complaint to move forward and it was decided that it would need to be more than one, but not a majority. Mr. Bailey stated it is assumed that a complaint about an employee will go to the Town Manager, but if it is a complaint about a Select Board member, that person would have to recuse themselves.

Neil Silins thanked all who worked on the process and agreed with Mr. Guiles' statement as it is a good distinction. An anonymous complaint raises the potential for bullying and that could be destructive. Mr. Silins asked with the State's ethics rules around conflict of interest whether the Town would consider expanding the areas. Mr. Bailey advised the State's requirement was this is the minimum but towns could do more. Mr. Bailey suggested starting out with the minimum and going from there. He noted the Town does things in the open and there have not been many conflicts of interest in the past.

Ralph Ethier suggested if an anonymous complaint was determined to be a valid ethics violation, the person would then need to be named. Mr. Bailey suggested the document could either be adopted at this meeting or revisions could be made and adopted at a subsequent meeting. Seth Hopkins suggested the document could be edited and adopted at this meeting. Mr. Hopkins currently has a pending ethics complaint and is awaiting the Board's decision on establishing a procedure. Brian Coolidge suggested it is a work in progress and it could either be edited at this meeting or wait until the next meeting with the new Board. Ms. Nelson noted she could see both sides of whether or not to allow anonymous complaints. Mr. Guiles noted not allowing anonymous complaints is not denying anyone from submitting a complaint, as the complaint could be submitted directly to the State. Claire Astone stated confidentiality is different and the person that creates the complaint could sign their name but not want their name or complaint publicized. It should be like whistle blower protection. Mr. Hopkins stated what Ms. Astone outlined is how a submission to the State is set up and is all confidential until it is submitted to the Select Board and they would receive it in an executive session. Heather Nelson suggested the document indicate an anonymous complaint is not allowed.

Motion by Heather Nelson/Tim Guiles to edit the Town's Municipal Code of Ethics and Compliant form to only accept complaints with a name. **The motion passed unanimously.**

Heather Nelson stated if someone wants to fill out a complaint form, there are people at the Town Office or a Select Board member who could assist in completing the form. Seth Hopkins clarified that the allegation the Town has received to be on the Select Board's next meeting agenda for executive session did not disclose a name. Mr. Hopkins noted the person submitting the complaint had also sent the complaint to the State. Mr. Hopkins noted if the Board wants to wait for the State to refer the complaint to the Town it will be confidential, if the Select Board chooses to act on it, it will not be confidential. Heather Nelson stated if it was submitted to the State, the Select Board would not be controlling it and did not think the Select Board should not be acting on it. Mr. Hopkins noted he will communicate that the Select Board will wait for the review from the State.

9. Public Comment and Participation

Jan Coolidge stated last Thursday she attended an event at 6:00PM and noted concern with cars parked illegally to the edge of the bridge. This concern has been mentioned before and Ms. Coolidge asked if there is a plan to address it. Seth Hopkins advised he has discussed this subject with Jeremy Disorda and there is a plan to consult with VTrans and affix no parking signs on the bridge.

Neil Silins read the following:

"I am submitting this as a private citizen for discussion. It is my understanding that Brandon has a town forest, which was set aside for the benefit of the town and townspeople. While some forest resources have been contracted to one or more individuals, apparently access is by private agreements with some surrounding property owners.

There does not seem to be public access and I'm not sure that most townspeople are aware of the forests existence or location. I submit that this property is in fact public property, and public access should be made by legal and binding easements or the like where necessary. Additionally, an inventory of resources should be taken to evaluate their nature and quantities."

Seth Hopkins stated he could not make recommendations at this time but could take it under advisement. Mr. Hopkins is aware of some past research regarding access and he will review the research and consult with the person who has the lease on the town forest and timber harvesting. Tim Guiles stated this subject had been brought up on occasion over the past six years he has been on the Board and noted it is hard to access. There is a forester who does work with the timber. Mr. Guiles

would like to help with making it more accessible for citizens to make good use of the forest. Neil Silins noted he would also be willing to work on this project.

Patrick Snow requested that next time there is a snowstorm that the sidewalks between the post office and the bridge in front of the town office be cleared. He has been a shut in for two weeks due to the storms. On the clearer side of the road, he has been stuck several times and had to have someone stop traffic for him to make his way home. Heather Nelson stated this is on the Town's radar. Doug Bailey stated it is noted the Town needs to do a better job on clearing the sidewalks. Cecil Reniche-Smith stated that particular stretch of sidewalk between the post office and the bridge is always in the shade and the ice was very thick. It is treacherous for everyone and suggested something needs to be done. Mr. Bailey noted that Mr. Hopkins and he have also talked to the business owners about doing a better job of clearing the sidewalks in front of their businesses.

The Select Board recessed at 8:07PM.

The Select Board reconvened at 8:13PM.

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/Heather Nelson to enter into executive session at 8:14PM 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.**

11. Executive Session

The Board came out of executive session at 8:48PM. There were no actions required.

12. Adjournment

Motion by Brian Coolidge/Ralph Ethier to adjourn the Select Board meeting at 8:49PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63833 Current FY Invoices
All Invoices For Check Acct 01(10 General Fund) 03/10/25 To 03/10/25

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
310590	03/03/25	AMERICAN WINDOW CLEANING	windows 2/27/25 8664	10-5-22-43100 Town Office	65.00	2741	03/10/25
100255	03/01/25	BRANDON FIRE DISTRICT #1	February water payments 3/1/25	90-5-15-90600 Paid To BFD No 1	15569.07	2742	03/10/25
100275	03/03/25	BRANDON FREE PUBLIC LIBRA	appropriation MARCH 2025	10-5-25-70470 Brandon Library	7666.67	2743	03/10/25
311248	03/06/25	BRANDON GLC SOLAR LLC	monthly solar:2/4- 3/4/25 4218 B	10-5-22-42200 Solar Credit Exp-BFD	1447.45	2744	03/10/25
311248	03/06/25	BRANDON GLC SOLAR LLC	monthly solar:2/4- 3/4/25 4218 B	10-5-22-42130 Bldgs & Grounds Electric	664.67	2744	03/10/25
311248	03/06/25	BRANDON GLC SOLAR LLC	monthly solar:2/4- 3/4/25 4218 B	20-5-55-42130 Electric	59.04	2744	03/10/25
100280	02/21/25	BRANDON LUMBER & MILLWORK	hex key set 80549/3	10-5-22-43150 Town Hall Repair/Maint.	5.99	2745	03/10/25
100280	02/26/25	BRANDON LUMBER & MILLWORK	spray paint for truck #2 81130/3	10-5-15-41160 HW Maint. Supplies-Vehicl	37.96	2745	03/10/25
100280	02/27/25	BRANDON LUMBER & MILLWORK	weatherstrip, spring 81262/3	10-5-15-41160 HW Maint. Supplies-Vehicl	33.97	2745	03/10/25
100280	02/28/25	BRANDON LUMBER & MILLWORK	weatherstrip, tape 81348/3	10-5-15-41160 HW Maint. Supplies-Vehicl	32.97	2745	03/10/25
100280	02/28/25	BRANDON LUMBER & MILLWORK	fasteners 81359/3	10-5-15-41160 HW Maint. Supplies-Vehicl	31.90	2745	03/10/25
100280	03/03/25	BRANDON LUMBER & MILLWORK	trash bags 81710/3	10-5-22-43160 Parks Maint.	11.99	2745	03/10/25
100280	03/06/25	BRANDON LUMBER & MILLWORK	contractor bags 82167/3	10-5-22-43160 Parks Maint.	39.98	2745	03/10/25
100310	03/03/25	BRANDON SENIOR CITIZENS C	appropriation MARCH 2025	10-5-25-70480 Senior Citizen Center	1291.67	2746	03/10/25
300967	02/25/25	BRANDON, TOWN OF	water @ Estabrook EST 02/25/25	10-5-22-42120 Bldgs & Grounds Water Fee	70.22	2747	03/10/25
300967	02/25/25	BRANDON, TOWN OF	water @ Police Dept. PD 02/25/25	10-5-22-42120 Bldgs & Grounds Water Fee	81.51	2747	03/10/25
300967	02/25/25	BRANDON, TOWN OF	water @ Town Hall TH 02/25/25	10-5-22-42120 Bldgs & Grounds Water Fee	89.45	2747	03/10/25
300967	02/25/25	BRANDON, TOWN OF	water @ Town Office TO 02/25/25	10-5-22-42120 Bldgs & Grounds Water Fee	99.28	2747	03/10/25
300967	02/25/25	BRANDON, TOWN OF	water @ WWTF WW 02/25/25	20-5-55-42120 Water	1334.77	2747	03/10/25
100198	02/11/25	CARGILL INCORPORATED	salt 2910640094	10-5-15-47110 Road Salt	2809.45	2748	03/10/25
100198	02/18/25	CARGILL INCORPORATED	salt 2910672410	10-5-15-47110 Road Salt	2777.17	2748	03/10/25
100198	02/24/25	CARGILL INCORPORATED	salt 2910697374	10-5-15-47110 Road Salt	1986.68	2748	03/10/25
301503	02/17/25	CHAMPLAIN VALLEY FUELS	heating fuel 560764	10-5-22-42110 Heating Fuel	730.99	2749	03/10/25
301503	02/19/25	CHAMPLAIN VALLEY FUELS	diesel fuel 561446	10-5-15-41130 Fuel - Vehicles HW	2069.75	2749	03/10/25
301503	02/27/25	CHAMPLAIN VALLEY FUELS	heating fuel @ Highway 562083	10-5-22-42110 Heating Fuel	764.57	2749	03/10/25

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63833 Current FY Invoices
All Invoices For Check Acct 01(10 General Fund) 03/10/25 To 03/10/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
301503	02/26/25	diesel fuel 563171	10-5-15-41130 Fuel - Vehicles HW	735.13	2749	03/10/25
310097	02/27/25	service Mar 4 to Apr 3 TO 02/27/25	10-5-10-42100 Telephone Exp. Admin.	638.50	2750	03/10/25
310097	02/21/25	service: Feb 28 - Mar 27 WW 02/21/25	20-5-55-42100 Wastewater Telephone	210.03	2751	03/10/25
310037	02/18/25	service: Feb 18 to Mar 17 TH 02/18/25	10-5-22-43150 Town Hall Repair/Maint.	83.40	2752	03/10/25
330426	02/25/25	paggers: Mar 1 - May 31 244-16883	20-5-55-42100 Wastewater Telephone	39.00	2753	03/10/25
301157	03/06/25	officiating 03/06/25	10-5-18-40050 Youth Basketball	60.00	2754	03/10/25
301091	09/01/22	8/22 Signal maint 7020 201966	10-5-15-45120 Signs & Posts	4500.00	2755	03/10/25
100494	02/21/25	testing 522159	20-5-55-22120 Testing	155.00	2756	03/10/25
100494	03/03/25	testing 523582	20-5-55-22120 Testing	377.00	2756	03/10/25
100494	03/04/25	testing 523636	20-5-55-22120 Testing	245.00	2756	03/10/25
311128	02/17/25	couplers 224915	20-5-55-41180 Maintenance-Vehicles	53.98	2757	03/10/25
311128	02/20/25	links, chain 225061	10-5-15-41160 HW Maint. Supplies-Vehicl	64.78	2757	03/10/25
311128	02/24/25	battery 225187	10-5-15-41160 HW Maint. Supplies-Vehicl	43.60	2757	03/10/25
311128	02/24/25	hose end fitting 225192	10-5-15-41160 HW Maint. Supplies-Vehicl	18.49	2757	03/10/25
311128	02/27/25	fuel cap 225345	10-5-15-41160 HW Maint. Supplies-Vehicl	9.99	2757	03/10/25
311128	02/27/25	blades, gel, contact tip 225350	10-5-15-41160 HW Maint. Supplies-Vehicl	33.47	2757	03/10/25
310233	03/03/25	7 Conant Sq lighting 03/25 047828	10-5-22-42130 Bldgs & Grounds Electric	39.91	2758	03/10/25
310233	03/04/25	WWTF 480 volt service 03/25 079168	20-5-55-42130 Electric	3291.03	2758	03/10/25
310233	03/04/25	Newton Road pump station 03/25 089202	20-5-55-42130 Electric	586.46	2758	03/10/25
310233	03/04/25	Central Pk/traffic lights 03/25 170028	10-5-22-42130 Bldgs & Grounds Electric	328.53	2758	03/10/25
310233	03/04/25	Estabrook Park 03/25 240302	10-5-22-42130 Bldgs & Grounds Electric	75.57	2758	03/10/25
310233	03/04/25	Carver St pump station 03/25 290502	20-5-55-42130 Electric	45.32	2758	03/10/25
310233	03/04/25	Green Park 03/25 317702	10-5-22-42130 Bldgs & Grounds Electric	28.83	2758	03/10/25
310233	03/04/25	Highway garage 03/25 337202	10-5-22-42130 Bldgs & Grounds Electric	259.85	2758	03/10/25
310233	03/04/25	Country Club pump station 03/25 338602	20-5-55-42130 Electric	27.37	2758	03/10/25

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All Invoices For Check Acct 01(10 General Fund) 03/10/25 To 03/10/25

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
310233	03/03/25	GREEN MOUNTAIN POWER	7 Conant Sq car chargers	10-5-22-42500	322.82	2758	03/10/25
	03/25		339840	Electric EV Car Stations			
310233	03/04/25	GREEN MOUNTAIN POWER	Town Hall	10-5-22-42130	1147.77	2758	03/10/25
	03/25		451302	Bldgs & Grounds Electric			
310233	03/04/25	GREEN MOUNTAIN POWER	Brookdale pump station	20-5-55-42130	34.81	2758	03/10/25
	03/25		467702	Electric			
310233	03/03/25	GREEN MOUNTAIN POWER	Crescent Park	10-5-22-42130	105.70	2758	03/10/25
	03/25		737937	Bldgs & Grounds Electric			
310233	03/04/25	GREEN MOUNTAIN POWER	Police Station	10-5-22-42130	365.88	2758	03/10/25
	03/25		822212	Bldgs & Grounds Electric			
310233	03/04/25	GREEN MOUNTAIN POWER	street lights	10-5-22-42130	2992.82	2758	03/10/25
	03/25		851302	Bldgs & Grounds Electric			
310233	03/04/25	GREEN MOUNTAIN POWER	WWTF security light	20-5-55-42130	26.63	2758	03/10/25
	03/25		860302	Electric			
310233	03/04/25	GREEN MOUNTAIN POWER	Champlain St pump station	20-5-55-42130	360.42	2758	03/10/25
	03/25		867202	Electric			
310233	03/04/25	GREEN MOUNTAIN POWER	Town Office	10-5-22-42130	553.71	2758	03/10/25
	03/25		941302	Bldgs & Grounds Electric			
101095	02/25/25	HALL'S WELDING LLC	steel sheet	10-5-15-41160	151.20	2760	03/10/25
			0406	HW Maint. Supplies-Vehicl			
101156	02/17/25	KONICA MINOLTA PREMIER FI	copier contract	10-5-10-30130	284.42	2740	03/07/25
			549405090	Service Contracts			
311176	02/26/25	LILY WHITE CLEANING SERVI	cleaning	10-5-22-10120	87.50	2761	03/10/25
			022625	PD Custodian			
311176	02/26/25	LILY WHITE CLEANING SERVI	cleaning	10-5-22-10130	218.75	2761	03/10/25
			022625	Admin Custodian			
311176	03/05/25	LILY WHITE CLEANING SERVI	cleaning	10-5-22-10130	183.75	2761	03/10/25
			030525	Admin Custodian			
311176	03/05/25	LILY WHITE CLEANING SERVI	cleaning	10-5-22-10120	70.00	2761	03/10/25
			030525	PD Custodian			
101164	02/26/25	MARBLE VALLEY FIRE LLC	insp / maint @ HWY	10-5-22-43080	359.00	2762	03/10/25
			2622	Highway Bldg Maint			
101164	02/26/25	MARBLE VALLEY FIRE LLC	fire ext inspection	20-5-55-42150	289.50	2762	03/10/25
			2623	Outside Maint. - Bldgs			
310843	03/05/25	MISSION COMMUNICATIONS LL	service package Carver PS	20-5-55-20240	563.40	2763	03/10/25
			2005454	Contractors			
301083	02/21/25	MVP SELECT CARE INC	HRA/FSA admin fee sset-up	10-5-18-10218	38.25	2764	03/10/25
			CINV008269	HRA			
301083	02/21/25	MVP SELECT CARE INC	HRA/FSA admin fee sset-up	20-5-55-10218	69.50	2764	03/10/25
			CINV008269	HRA WW			
301083	02/21/25	MVP SELECT CARE INC	HRA/FSA admin fee sset-up	10-5-10-10218	69.50	2764	03/10/25
			CINV008269	HRA Admin			
301083	02/21/25	MVP SELECT CARE INC	HRA/FSA admin fee sset-up	10-5-13-10218	69.50	2764	03/10/25
			CINV008269	HRA			
301083	02/21/25	MVP SELECT CARE INC	HRA/FSA admin fee sset-up	10-5-15-10218	34.75	2764	03/10/25
			CINV008269	HRA HW			
101151	02/27/25	NEW ENGLAND BIOASSAY INC	effluent toxicity test	20-5-55-22120	2650.00	2765	03/10/25
			7914	Testing			
301088	02/24/25	PETE'S TIRE BARNS, INC	tire	10-5-15-41170	303.54	2766	03/10/25
			044691	HW Tires - Vehicles			

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63833 Current FY Invoices
All Invoices For Check Acct 01(10 General Fund) 03/10/25 To 03/10/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
311018	02/21/25	REPRO 2024 Town Report 129470	10-5-10-30511 Town Report	4068.47	2767	03/10/25
300375	02/21/25	RUTLAND CITY Jan sludge processing 37253SLUDG	20-5-55-50160 Sludge Disposal	7200.00	2768	03/10/25
310418	03/03/25	SILLOWAY NETWORKS INC support- update email add 29753848	10-5-10-30134 Technical Support	37.50	2769	03/10/25
310418	03/03/25	SILLOWAY NETWORKS INC monthly service & support 29754204	10-5-10-30134 Technical Support	782.11	2769	03/10/25
310921	02/26/25	STEARNS SERVICES LLC payroll procesing- Feb 1281	10-5-10-30130 Service Contracts	360.00	2770	03/10/25
300592	02/13/25	SUBURBAN PROPANE LP propand @ Town Hall 548504	10-5-22-42100 Heating - Propane	261.56	2771	03/10/25
300592	02/13/25	SUBURBAN PROPANE LP propane - WW Chem Bldg 548508	20-5-55-42110 LP Gas - Bldgs	104.38	2771	03/10/25
300592	02/20/25	SUBURBAN PROPANE LP propane @ Town Hall 548669	10-5-22-42100 Heating - Propane	291.96	2771	03/10/25
300592	02/20/25	SUBURBAN PROPANE LP propane @ Town Office 548670	10-5-22-42100 Heating - Propane	227.64	2771	03/10/25
300592	02/20/25	SUBURBAN PROPANE LP propane @ WW lab bldg 548673	20-5-55-42110 LP Gas - Bldgs	556.28	2771	03/10/25
300592	02/20/25	SUBURBAN PROPANE LP propane: WW supply garage 548675	20-5-55-42110 LP Gas - Bldgs	153.81	2771	03/10/25
300592	02/20/25	SUBURBAN PROPANE LP propane: WW main garage 548676	20-5-55-42110 LP Gas - Bldgs	6.60	2771	03/10/25
300592	02/20/25	SUBURBAN PROPANE LP propane @ Police Dept 548682	10-5-22-42100 Heating - Propane	466.18	2771	03/10/25
311173	02/12/25	USABLUBOOK yellow buffer 00621250	20-5-55-30120 Professional Supplies	135.57	2772	03/10/25
330348	02/13/25	VERIZON WIRELESS service: Jan 14 - Feb 13 6106019961	10-5-18-42100 Recreation Telephone	20.22	2773	03/10/25
330348	02/13/25	VERIZON WIRELESS service: Jan 14 - Feb 13 6106019961	10-5-21-10310 Travel & Expenses	20.22	2773	03/10/25
330348	02/13/25	VERIZON WIRELESS service: Jan 14 - Feb 13 6106019961	20-5-55-42100 Wastewater Telephone	40.44	2773	03/10/25
330348	02/13/25	VERIZON WIRELESS service: Jan 14 - Feb 13 6106019961	10-5-14-42100 PD Telephone Service	40.44	2773	03/10/25
330348	02/13/25	VERIZON WIRELESS service: Jan 14 - Feb 13 6106019961	10-5-15-42100 HW Telephone	40.44	2773	03/10/25
330348	02/23/25	VERIZON WIRELESS service: Jan 24 - Feb 23 6106746906	10-5-14-20233 MDT/Aircards	320.14	2773	03/10/25
300075	02/25/25	VERMONT AGENCY OF NATURAL MRGP Stormwater fee-2025 8023-9040 25	10-5-15-20300 State Permits	1350.00	2774	03/10/25
310046	02/12/25	W B MASON CO INC cleaner, detergent 252316221	10-5-22-43180 Maint. Supplies Bldgs.	26.58	2775	03/10/25
310046	02/14/25	W B MASON CO INC labels/receipt books/ink 252362154	10-5-10-30110 Office Supplies	104.93	2775	03/10/25
310046	02/20/25	W B MASON CO INC certificate paper 252485635	10-5-10-30110 Office Supplies	115.38	2775	03/10/25
311070	02/28/25	WEX BANK Fuel - Feb 2025 103213234	20-5-55-41130 Fuel - Vehicles	73.98	2776	03/10/25

03/07/25
12:02 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63833 Current FY Invoices
All Invoices For Check Acct 01(10 General Fund) 03/10/25 To 03/10/25

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Jacolyn

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
311070	02/28/25	Fuel - Feb 2025 103213234	10-5-14-41130 Fuel - Vehicles	409.57	2776	03/10/25
310570	02/26/25	blade for trackless B 21096	10-5-15-41160 HW Maint. Supplies-Vehicl	494.00	2777	03/10/25
Report Total				80783.93		

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 \$ ****80,783.93
Let this be your order for the payments of these amounts.



Revision 10 March 2025: Remove Michael VonSchleusingen, police officer (resigned); Add Robin Douglas, assistant to recreation director (new hire); Move Tom Kilpeck (E-911) and Jonathan Wyman (snowplowing) to Occasional Staff; Add Jakob Stevens (snowplowing) and Jason Disorda (CDL snowplowing); Adjust Jonathan Wyman's wage for experience and parity; Move Susan Danforth to within the Summer camp staff group.

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 salary to be paid in 26 installments

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

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

Buckley, Ian	\$25.00	Kelleher, Ethan	\$27.45	Savela, Jacolyn	\$27.30
Disorda, Jeremy	\$34.32	Kilpeck, Brian	\$28.35	Smith, Elaine	\$27.16
Douglas, Robin	\$25.00	Kingston, Timothy	\$34.07	Stevens, Lawrence	\$26.00
Forbes, Winston	\$26.00	Leedom, Kyle	\$23.00		
Graziano, Linda	\$26.46	Merkert, Luanne	\$26.61		

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

Board of Civil Authority (12)	\$14.01 per hour	Summer camp staff (8)	\$15 per hour
Disorda, Jason (CDL snow)	\$30 per hour	Kilpeck, Thomas (E-911)	\$25 per hour
Stevens, Jakob (snow)	\$25 per hour	Jonathan Wyman (snow)	\$25 per hour
Knapp, Hillary	\$110 per hearing/\$50 per decision	Bryant, Charlene	\$150 per mtg
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 terms apply; the American Federation of State, County and Municipal Employees is currently without members in this bargaining unit and has advised they will commence the process of withdrawing representation from Brandon.

ADOPTED this 10th day of March 2025.

SIGNATURES of SELECTBOARD:

Thanks to all who voted on Tuesday. The Town of Brandon is well-positioned for a successful FY26 with its operating budget and foundation funding for our capital needs. Congratulations to Ralph Ethier, Cecil Reniche-Smith, and Jeff Haylon on their election.

Following Jeff Haylon's election to the Selectboard, he has resigned from the Energy Committee. Brandon residents wishing consideration for appointment by the selectboard should submit the appointments cover sheet and a letter of interest to me by email.

The weeks on either side of Town Meeting were filled with positive activity in the town manager's office, all moving toward the goal of a better Brandon for all of us.

Bill Moore and I conducted interviews with candidates for assistant to the recreation director and are pleased to report that Robin Douglas has been offered the position and accepted. She brings strong organizational skills, clear thinking, and through-the-ranks experience as a parent, coach, and commissioner in Brandon's recreation program. We welcome her to the Town team and look forward to all she will do with her position.

The scope of work for the grant-funded energy navigators was finalized in a collaborative effort between the energy committee, me, Jackie, and our insurers. The structure in place is the most appropriate way to safeguard the Town while facilitating the goals of this grant program.

On February 26th, I served as the sponsor of the VTrans application before Brandon's Development Review Board regarding Segment 4 of USRoute 7. This is the roadway from Otter Valley southward into Pittsford and involves total reconstruction of the roadway during the 2026 construction season. Our dedicated DRB members continue to judiciously apply Brandon's Land Use Ordinance to ensure that projects appropriately balance community standards with landowner rights.

I participated in a brief VLCT remote training on February 27th in support of a smooth onboarding of new and returning members of the selectboard.

I followed up regarding the Town Forest questions raised at the February 24th selectboard both with the person who raised the questions and with the leaseholder and adjacent landowner. I have proposed a meeting which could be productive.

I had further helpful discussions with the New England Police Benevolent Union representative regarding strategies for reconstituting our police force and will bring those recommendations to the selectboard in executive session as they involve modifying our collective bargaining agreement. I also made outreach to leadership at the Vermont Police Academy on recruitment, and Board Chair Doug Bailey and I had a productive in-person meeting with them on March 7th.

Lauren Tessaro, who had addressed the selectboard this winter regarding her concerns about geoen지니어ing, gave me additional information including a bill under consideration in the Vermont House of Representatives. I provided that to the new selectboard after Town Meeting.

I placed the K9 cruiser, a 2018 Ford Interceptor SUV, on Municibid on March 4th. The auction is open through March 18th. Brandon residents interested in bidding who would like assistance with the bidding are invited to come to the town office, and Bill or I will help them place their bid.

The Town has conducted directed police patrols for speed on Arnold District Road and other areas in response to community member requests, and responded as resources (human, equipment, and materials) permit to address concerns regarding conditions on sidewalks. This has been a challenging winter, there is a statewide salt shortage, and a suggestion that we provide sidewalk care "every day" is not within the scope of the Town's current resources or prudent deployment of their use. The selectboard-adopted winter operations policy (most recently reviewed/ revised and readopted in March 2024, and available on the town website) lays out the board's prioritization, which the Town staff implements.

On your selectboard table tonight are copies of a "selectboard handbook" which is a best practice recommended by VLCT. It contains useful resources to assist selectboard members in carrying out their duties through their terms of office.

As we start a new board year, I restate my thanks to the selectboard for the opportunity to serve Brandon as your appointed town manager, and I renew my commitment to deliver efficient government service and foster building of community among all the people of Brandon.

Respectfully submitted,



FINANCIAL SNAPSHOT	
Unrestricted / Unassigned Fund Balance	\$482,043
1% (Local Option) Tax Fund Available / Undesignated	\$336,376
Known Grant Matches Not Yet Designated	UNION STREET
Delinquent property taxes (prior years)	\$496,596 (was \$495,405)
Delinquent wastewater (prior years [over 120 days])	\$219,248 (was \$220,264)

Account	Budget	Actual	% of Budget
10-4-09 Tax Revenues	3,185,442.00	3,239,609.60	101.70%
10-4-10 Town Administration Reven	1,750.00	15,801.65	902.95%
10-4-11 Assessor Revenues	2,000.00	2,013.00	100.65%
10-4-12 Code Enforcement Revenues	15,500.00	6,575.00	42.42%
10-4-13 Clerk/Treasurer Revenues	181,170.00	143,129.35	79.00%
10-4-14 Police Dept. Revenues	9,500.00	21,104.41	222.15%
10-4-15 Highway Dept Revenues	181,450.00	369,806.33	203.81%
10-4-17 Intergovernmental Revenue	0.00	7,718.00	100.00%
10-4-18 Recreation Revenues	76,500.00	80,989.30	105.87%
10-4-22 Bldg. & Grounds	11,800.00	33,611.72	284.85%
Total Revenues	3,665,112.00	3,920,358.36	106.96%
10-5-09 Tax Expenditures	5,000.00	0.00	0.00%
10-5-10 Town Administration 10	415,005.00	297,071.12	71.58%
10-5-11 Assessor	41,190.00	23,406.68	56.83%
10-5-12 Code Enforcement 12	52,565.00	34,329.62	65.31%
10-5-13 Town Clerk 13	226,580.00	152,883.37	67.47%
10-5-14 Police Dept 14	856,400.00	663,711.75	77.50%
10-5-15 Highway 15	755,155.00	668,648.26	88.54%
10-5-17 Intergovernmental 17	255,235.00	177,533.07	69.56%
10-5-18 Recreation	186,088.20	152,636.58	82.02%
10-5-19 Debt Service 19	231,350.00	207,614.21	89.74%
10-5-21 Economic Develop. 21	50,341.00	28,313.94	56.24%
10-5-22 Bldgs. & Grounds	253,972.00	159,329.34	62.74%
Total Expenditures	3,328,881.20	2,565,477.94	77.07%
Total 10 General Fund	336,230.80	1,354,880.42	
Total All Funds	336,230.80	1,354,880.42	

17/24 = 70.8%

NOTICE

Pursuant to Title 19, Vermont Statutes Annotated, Sections 1109 – 1110, the State Transportation Board has made and promulgated the following rule, now administered by the Agency of Transportation, in accordance with Section 12 of Act No. 246 of 1990:

In order to prevent the abuse of any highway, or portion thereof, posted under the provisions of these Sections from November 15 to December 31 and from January 1 to May 15, inclusive, in each year, or until adoption and announcement of any modifications of said rules, no vehicle having a weight, including vehicle and load, in excess of the weights specified below, shall be operated on any part of the following classes of highways which are posted under the provisions of these Sections:

	<u>State Highways</u>	<u>Town Highways (Class 1, 2 and 3 highways)</u>
Two-axle trucks	20,000 lbs	15,000 lbs
Three-axle trucks	30,000 lbs	18,000 lbs
Tractor-trailer units	40,000 lbs	20,000 lbs

By Order of the Agency of Transportation
Secretary of Transportation

The following roads have been posted in accordance to Title 19, Section 1109-1110 in the Town of Brandon.

<u>HWY #</u>	<u>NAME</u>	<u>CLASS</u>	<u>FROM</u>	<u>TO</u>
4	Pearl Street & Long Swamp Road	2	Corona Street	Sudbury Town Line
5	Union Street & Florence Road	3	Maple Street	Pittsford Town Line
7	Arnold District Road	2	Robert Wood Drive	Leicester Town Line
8	McConnell Road	2	Franklin Street	Forest Dale Road
9	High Pond Road	2	Union Street	Sudbury Town Line
11/13	Hollow Road	3	Champlain Street	Arnold District Road
15	Wheeler Road	3	Forest Dale Road	Leicester Town Line
16	Lover's Lane	3	Grove Street	Wheeler Road
18	Town Farm Road	3	Richmond Road	Leicester Town Line
18	Town Farm Road	3	Forest Dale Road	Newton Road
20	Stone Mill Dam Road	3	Forest Dale Road	Wheeler Road
24	Wagner Road	3	Forest Dale Road	End
27	Paint Works Road	3	Forest Dale Road	McConnell Road
29	Basin Road	3	McConnell Road	End
30	Van Cortland Road	3	McConnell Road	End
31	Country Club Road	3	Franklin Street	Forest Dale Road
33	Park Street (portion)	3	Marble Street	Country Club Road
34	Smalley Road	3	Country Club Road	McConnell Road
35	Wood Lane	3	Franklin Street	McConnell Road
36	Birch Hill Road	3	McConnell Road	Pittsford Town Line
37	North Birch Hill Road	3	McConnell Road	Birch Hill Road
39	Marshall Phillips Road & Hack's Sawmill Road	3	High Pond Road	Sudbury Town Line
42	Carver Street	3	Nickerson Road	Pittsford Town Line
43	Nickerson Road	3	Carver Street	Franklin Street
44	Old Brandon Road	3	Nickerson Road	End
61	Walnut Street/Cedar Street	3	Highland Avenue	Prospect Street
66/69	West Seminary Street	3	Center Street	Highland Avenue
82	Deer Run Road	3	Fox Road	End
84	Fox Road	3	North Street	Deer Run Road

SELECT BOARD, TOWN OF BRANDON
