

Brandon Selectboard Meeting Agenda
Monday, April 14, 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 Selectboard Members' Remarks
- 3 Recurring Matters
 - a Selectboard minutes — March 24, 2025
 - b Warrant — April 14, 2025 \$280,630.04
- 4 Presentation by CornerstoneHousing Partners for 30 Conant Square
- 5 Town Manager's Report
- 6 Community Development Report
- 7 Designate board chair or vice-chair to sign payroll warrants between meetings
- 8 Certify compliance for Town Road & Bridge Standards and Network Inventory
- 9 Approve annual financial plan for town highways
- 10 Consider purchase order # 12401 for used Case JX65 tractor for roadside mowing
- 11 Consider road closure request tabled at previous meeting (Park Street, May 2, 5:45PM-6:30PM)
- 12 Authorize formation of a working group to update the 2002 Brandon Workbook
- 13 Public Comment and Participation
- 14 Adjourn

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

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

Board Members In Attendance: Doug Bailey, Brian Coolidge, Ralph Ethier, Cecil Reniche-Smith, Jeff Haylon

Others In Attendance: Seth Hopkins, Bill Moore, Billy Bullock, Jan Coolidge, Steven Jupiter, Ken Manning, Brent Buehler, Gerad Lowell, Robin Douglas, Tom White, Barbara White, Serge Cotnoir, Vicki Disorda, Claire Astone, Kevin Thornton, Chris Conlin

Others by Zoom: Keith Whitcomb, Neil Silins, Thomas Kilpeck, Elana Sadlon, Adam Murach, Todd Nielsen, Jim Leary, Jack Schneider, Tom Kilpeck, Bruce Jenson

1. Call to order

The meeting was called to order by Doug Bailey at 6:45PM.

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

Motion by Jeff Haylon/Cecil Reniche-Smith to enter into executive session at 6:45PM regarding the appointment or employment or evaluation of a public officer or employee in accordance with 1 V.S.A. (313) (3)(a)(3) to include Serge Cotnoir. **The motion passed unanimously.**

2. Executive Session

The Board came out of executive session at 7:00PM. There was no actions required.

The Board recessed the Select Board meeting to reconvene as the Cannabis Control Board at 7:00PM.

The Board reconvened the Select Board meeting at 7:05PM.

3. Select Board Members' Remarks

Doug Bailey asked anyone who wished to speak to be polite and respectful to all. Anyone wishing to speak was also asked to come to the podium.

4. Recurring Matters

a) Select Board Minutes – March 10, 2025

Motion by Cecil Reniche-Smith/Jeff Haylon to approve the minutes of March 10, 2025. **The motion passed unanimously.**

b) Warrant – March 24, 2025 - \$174,281.28

Motion by Jeff Haylon/Ralph Ethier to approve the warrant in the amount of \$174,281.28. **The motion passed unanimously.**

Cecil Reniche-Smith asked about the \$580.00 service call for Access Mobility. Seth Hopkins reported it is the platform lift at the town office that had passed the annual inspection and in weeks after had required service. They said it was a wear item and they were able to repair it but recommended replacing it if it needs repair again.

Doug Bailey asked about McCullough Brothers Tree Removal. Bill Moore advised this was for a tree on Park Street and work on Steinberg Road and North Birch Road and were trees that the Tree Warden had identified. It was noted that three estimates were not obtained but they did as many trees as they could do in three days.

c) Updated Employee Blanket Payroll Authorization

Motion by Brian Coolidge/Cecil Reniche-Smith to approve the updated employee blanket payroll authorization. **The motion passed unanimously.**

Seth Hopkins reported the changes included adding Cara Boudreau, operator-in-training at the Wastewater Treatment plant, retention/merit raise for Winston Forbes (CDL, HWY); retention/merit raise for Kyle Leedom (CDL, HWY) and retention/merit/contract raise for Ethan Kelleher (police officer).

5. 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 reported there are two vacancies on the BRAVO Advisory Board. Mr. Hopkins announced the Town has been awarded a \$15,600 grant as part of the VTrans Better Roads program and the Town's match will come from staff time. The Historic Preservation Commission is applying for a grant to update the Brandon Workbook. Mr. Hopkins attended the Fire District meeting and reported they voted to accept the solar credits. Mr. Hopkins has reached out to the bus vendors with regard to the bus shelter to see if modifications can be made to take advantage of the Park and Ride shelter. Mr. Hopkins noted that Sue Gage did a good job balancing and analyzing the funding for the wastewater treatment plant upgrade. The project cost \$6,720,092.94 and there was a voter-approved bond, USDA bond and contributions from rate payers. The local responsibility will be less than 60% of the total project cost and is the largest project the Town has undertaken since Segment 6. The project spanned three town managers, two wastewater treatment system chief operators and called upon the expertise of a team of engineers at Aldrich & Elliott and State of Vermont officials. The contractor was Naylor/Breen. Brandon is investing to ensure the wastewater treatment is in compliance with State and Federal environmental regulations for the protection of both public health and the waterways of Vermont. An open house will be scheduled in the future. There was a series of interviews for the wastewater treatment opening and Cara Boudreau will be an operator-in-training. Mr. Hopkins reported he has talked with the town attorney and the tax sale letter was drafted and approved with several people to receive letters. He had outreach from Spardella Slate and the re-slating of the town hall will begin in May and will work with access restrictions.

Cecil Reniche-Smith asked if there was anywhere that would be suitable for a shelter for the busses if a private interest would like to fund it. There was a discussion with The Bus and the highest volume is Central Park and it is not sure a shelter there could be optimally situated. Bill Moore stated Tri-Valley Transit comes through Brandon and stops at the same four locations: the Post Office, Estabrook Park, Park Village, and Central Park. They were going over the numbers to determine which stop is the busiest and will connect with Marble Valley Transit. Between the two, perhaps the Post Office. There is the possibility to move a stop to where there is already a shelter near Dunkins, but Hannafords is not a stop.

Ralph Ethier asked about the wastewater treatment part that failed. Seth Hopkins stated there are three clarifiers and all have the part in them and two of them failed. One will be repaired and the other is a more substantial repair and will take more consideration. The wastewater treatment plant can run 100% with two clarifiers.

Jeff Haylon requested an update on the road salt inventory. Seth Hopkins reported there was a delivery of salt and no other will be purchased at this time.

Brian Coolidge asked who the Town's attorney is. It was noted that the attorney is Jim Carroll of Carroll, Boe and Kite.

Doug Bailey noted in reviewing the general ledger, the Town has exceeded the annual revenue and the expense side is looking good.

Tom Manning questioned the status of the delinquent taxpayer letter. Seth Hopkins reported the attorney started working on the letter when the statute read a certain way and after January 1st, they had to go according to the new statute to be sure they were sending an accurate letter with interest and penalties. During this time, the Town has generated delinquent tax notices.

Mr. Manning asked if anyone has made an effort to contact the Town. Mr. Hopkins reported some agreements have been made with bringing taxes up to date within a year.

Vicki Disorda asked what other functions the town's attorney does. Seth Hopkins noted this is an attorney the Town uses instead of a staff attorney for specific things. The Town first contacts VLCT, which provides a number of staff attorney hours. Ms. Disorda asked if it is just the Town Manager or also the elected officials who could use the attorney. Mr. Hopkins stated the Select Board could choose to use the town's attorney or go to the VLCT. Cecil Reniche-Smith stated it would be the Select Board as an entity and noted if one is an elected official who is being sued, they can rely on the services of an attorney of the town, but if they are sued in a personal capacity, they would rely on their own attorney. Mr. Hopkins noted the Trustees are independently elected and they could choose another attorney as they fund their own operation. The Select Board would be from the legal services line of the Town, but the Trustees pay from the income of the trust. Claire Astone asked who has oversight over the Trust as in reading the will, there are points on how the funds were intended to be spent and Ms. Astone asked who oversees that. Cecil Reniche-Smith stated there is a state statute that anytime funds are directed through a bequest or a non-federal grant that the Town has not sought, there has to be a three-member Board of Public Funds elected to officiate over the grant. When Shirley Farr made her bequest, there were three trustees and they serve certain terms and are elected on town meeting day. They are elected officials and separate from the Select Board and the Select Board has no control over what they do. The Trustees of Public Funds are the ones to ask and currently their meetings are held in a private headquarters and the Select Board would like them to have them in a public meeting area. Ms. Astone asked how they operate. Ms. Reniche-Smith stated it is assumed they act in good faith and if not, there needs to be some follow-up. Seth Hopkins stated they have a report in the Town Report Book that is a summary of the requests they have received, the interest and the principle. They are accountable to the voters and if the voters want to find out more details, Mr. Hopkins suggested communicating with them prior to one of their meetings.

Brent Buehler asked if the wastewater treatment plant repairs are under warranty and Mr. Hopkins confirmed that they are.

Billy Bullock stated at a past meeting there was discussion about painting the crosswalk lines. Seth Hopkins advised it is not warm enough and this has to wait until spring. Mr. Bullock stated he witnessed people not stopping for the crosswalks. Mr. Hopkins stated there was an effort to put cones in the road and that was not successful. There is a plan to paint the crosswalks. Tom White stated Middlebury uses flags at the rotary. Mr. Hopkins stated that had been suggested and Jeremy Disorda is looking into this. Cecil Reniche-Smith asked if there has been discussion of doing a diagonal crosswalk from the town office to the town hall. Mr. Hopkins was not aware of this as it was not part of the original design but will inquire why there is not one there and will advise the Board.

Tom Manning asked how much the Town paid the attorney for the tax letters. Mr. Hopkins noted the Town has spent \$229 since July but has not received a recent bill from the attorney.

6. Community Development Report

Bill Moore provided the following Community Development Report:

"Robin Douglas started as the Rec Assistant. She will be working to support all recreational programs.

Basketball has ended. Special thanks to all volunteer coaches.

March 27th is the deadline for baseball/softball registration for grades 3 - 6. Grades Pre-k - 2 deadlines are April 10th.

March 30th there will be a spring equipment swap being held in collaboration with Otter Valley and the Pittsford Rec from 9:30 - 11:00AM in the gym lobby at the high school.

March 30th will also mark the first of 4 baseball/softball clinics for youth in grades 3 - 6. A great way to work with OV Varsity athletes to prepare for the upcoming seasons.

Kids Idol registration has only 4 spots left for the April 4th concert. The winner will perform at the Brandon Idol finale on May 16th.

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Brandon Idol "Classic Rock" concert is to be held on April 11th. Doors open at 6:30, show at 7:00.

Swimming lesson registration will open on April 1st (No fooling). Three 1-week sessions starting in June to be held at the Brandon Inn.

Vendor Application Registration is open for the July 5th Brandon Independence Day Celebration. Spots will fill fast."

Mr. Moore also noted on March 29th Electric Bear will be performing and this will be a free concert sponsored by Red Clover. Mr. Moore also noted that the Town is in the midst of a scoping study for the connector path and are doing outreach to landowners who will be receiving an invitation to fill out a survey. This was funded by way of a grant and approved local option tax funds to see where the path would go and what the cost would be. Mr. Moore noted this is not a commitment for future funding.

Mr. Moore noted when outside vendors rent the town hall, they bring their own insurance and it is a straight rental. The Friends of the Town Hall had come up with a rental structure and this could be revisited now that the Town is managing the town hall year-round but the Town wants to be sure that the space is being used. He noted there is also meeting space for rent and an office space is available.

7. Consider Appointment to the Energy Committee

Motion by Jeff Haylon/Cecil Reniche-Smith to appoint Serge Cotnoir to the Energy Committee for an indefinite time. **The motion passed unanimously.**

Ms. Reniche-Smith and Mr. Bailey thanked Mr. Cotnoir for volunteering to serve on the Energy Committee.

8. Vermont 250th Anniversary Appointments

Bill Moore reported in 2023 the State adopted a resolution to participate in the Vermont 250th Anniversary that will be next year. Seth Hopkins asked the high school if there was any interest in participating but no volunteers have responded. Kevin Thornton has a concept for the event and has reached out to Ellen Knapp and Sophie Moore to assist. It was noted this is not a regular committee and will disband after the celebration.

Motion by Brian Coolidge/Jeff Haylon to appoint Kevin Thornton, Ellen Knapp, and Sophie Moore as the Vermont 250th Anniversary Committee. **The motion passed unanimously.**

9. Consider Request to Close Park Street, Friday, May 2, 2025, 5:45PM to 6:30PM for Half-o-ween Witch Walk

Bill Moore advised this is not a Brandon Rec event but is a Colleen Wright and Brandon Chamber event and is similar to the Zombie Walk event during the solar eclipse. The date is six months out from Halloween and would include closing Park Street for the group to walk from one end to the other, followed by an event behind the Brandon Inn.

Brian Coolidge asked if there is no other area to hold this and Mr. Moore stated the thought is to be part of the downtown area and Park Street would be close to the activities. Cecil Reniche-Smith asked if there has been outreach to the residents of Park Street about the closure. Mr. Moore stated it would be a 5:45PM closure and the parade would be 6:00PM. The Police Chief and the Fire Chief are agreeable to help. The closure would be from the top of Park Street to where it meets Route 7. The Fire Department would help close the street and assist with redirecting traffic. It would be volunteer work and the Town would not incur any cost. Mr. Moore advised the Chamber is also co-sponsoring and would take care of the insurance. Mr. Moore noted that no one complained about the Zombie Walk and some of the Park Street residents are involved in the planning of this event. Ms. Reniche-Smith asked about the first Saturday in May as there is a market in Central Park and it is the day that Green-up is doing their bag distribution and there is generally a dumpster in the area. Jim Leary advised the dumpster will be located at the transfer station and Mr. Leary will be handing out route assignments and bags from 8AM to 10AM and he would like to keep this in Central Park.

Doug Bailey stated for the closure of Park Street, there was a problem with the air stream event and he would like to have assurance the Park Street residents are in favor of this event. Mr. Moore stated the group went door to door with flyers and the organizer is Barbara Scribner of Park Street and it is quite different from the air stream event.

Jan Coolidge did not think this is a good idea as at some point the State is going to say no more road closures and questioned why this could not be done at Estabrook Park as the traffic would not be affected. Claire Astone asked where the trucks would be rerouted. Mr. Moore stated the trucks would be rerouted to High Street. Ms. Astone did not think it was a good idea due to the weight of the trucks. Tom Manning suggested using the sidewalks rather than closing the road.

Bill Moore stated this is a Chamber and Colleen Wright event and there are two Select Board meetings prior to this time and suggested reaching out to the Chamber, DBA and Colleen Wright for clarification.

Motion by Jeff Haylon/Cecil Reniche-Smith to table this discussion to a subsequent meeting. **The motion passed unanimously.**

10. Ratify Contract Modification with New England Police Benevolent Association

Seth Hopkins reported the main goals of the work the Select Board and Town Management Team did was retention and recruitment. A contract modification has been agreed to starting with \$34/hour for a certified officer, credit for years of service for certified officers, and to extend the contract to June 30, 2028. Doug Bailey stated these proposed changes have been communicated and the Board could motion to accept.

Motion by Cecil Reniche-Smith/Jeff Haylon to ratify the memorandum of agreement with the New England Police Benevolent Association to make the changes as set by the Town Manager. **The motion passed unanimously.**

Vicki Disorda asked what the former hourly rate was and Mr. Hopkins advised it was \$26.91/hour.

Chris Conlin asked if they are going to be required to live locally. Seth Hopkins advised the Town can require them to live within the on-call distance that is a 45-minute response time to the police station. Doug Bailey stated our Police Chief lives a distance away, but that is not a contracted position.

11. Status of Open Ethics Complaint

Cecil Reniche-Smith advised the Select Board received a complaint and the law requires the Board to investigate the complaint. There were questions on the procedure laid out for responding and the Board reached out to VLCT and State Ethics Board and were advised the Board is on its own to figure it out. The VLCT could offer general training they are working on and the Ethics Board can offer individual officials advice but said that they do not assist with the investigations. For that reason, the Select Board needs to figure out how to investigate it and ask the public for patience as the Board wants to give everyone involved due process. The complaint had to do with actions by elected officials not members of the Select Board and because they are separately elected, there is not much the Select Board can do even if a violation is found. It was noted that the legislature needs to rethink how this is done as the legislation provided is less than helpful and it is hoped the legislature figures this out as Brandon is not the only town struggling with this.

Vicki Disorda stated the Select Board is appointed as the Ethics Board and are acting in a different capacity and the other individuals have to answer to the Ethics Board. Doug Bailey stated the Select Board is trying to get guidance from the State and the first complaint is a complex scenario and there are different groups involved. Ms. Reniche-Smith stated each town's legislative Select Board is not necessarily an Ethics Board and the legislature does not talk about groups that are not under the Select Board's jurisdiction. Mr. Bailey stated the Select Board's jurisdiction would include town employees and appointed committees. Mr. Hopkins stated the town clerk, library trustees and moderator are not under their jurisdiction. Jeff Haylon noted the Brandon Library is not a municipal library and the State does provide authority over that. Cecil Reniche-Smith stated the statute does not tell how to deal with the code of ethics when they are not under the jurisdiction of the Select Board. Ms. Disorda thanked the Board Chair for bringing the Valley Community Center to the public's attention and noted that most of the school board members were concerned as they thought it was going to be voted on by Australian ballot.

Jan Coolidge asked if someone wants to make a complaint of the Trustees of Public Funds, who would they submit the complaint to. Cecil Reniche-Smith stated as of January 1st; they are required to do the conflict-of-interest training but she does not know whether they have done that. Mr. Hopkins advised following the Select Board's appointment, he sent a message to all people and advised all the link to the training and there is a deadline around September. There will be a list generated of who should have completed the training. Ms. Reniche-Smith stated the Select Board has received the complaint, but there are entities that are not under the jurisdiction of the Select Board and the Board is trying to figure out how to investigate it.

12. Public Comment and Participation

Doug Bailey noted that the public comment section is an opportunity for the public to briefly share concerns not on the posted agenda, but the Select Board cannot act on them immediately but the concerns will be added to the public comment.

Barbara White read the following:

"On April 5th from noon-2pm there will be an event in town at Central Park called Hands Off 2025. It is part of a National Day of Mobilization for those Americans who are angered by the actions of the President, Congress, and the billionaire Elon Musk.

In disagreement and frustration with the unconstitutional actions taken by this administration, people will be gathering in Central Park on the 5th as a group known as Indivisible Brandon.

This group is one of several hundred groups under the national group Indivisible. Go to Indivisible.org for more information.

A core principle behind all Indivisible and Hands Off events is a commitment to nonviolent action. We expect all participants to seek to de-escalate any potential confrontation with those who disagree with our values.

A de-escalation zoom training will be held on April 2nd. Press releases will be appearing in the local papers.

For more information google: Hands Off Indivisible Brandon. You may also email me at: barbara@indivisiblebrandon.org"

Kevin Thornton thanked the Select Board for appointing the Vermont 250th Committee. He noted Brandon is unique in the U.S. with the formation of the Slavery Society and Flower Girls with Brandon having the only tradition of the Flower Girls that is uniquely important. Also, Brandon was where Thomas Davenport worked on electrical devices and was a visionary and believed that electrical power would be the most important power because it was clean. Brandon has national and world acclaim to historical performance and something special can be done for the 250th celebration. Mr. Thornton advised Ellen Knapp has preserved the tradition of the Flower Girls organization for over 40 years. Sophie Moore was a Flower Girl in 2014 and is interested in history and will make a wonderful addition to the Committee. Mr. Moore stated Tricia Welch has advised she was also interested in participating on the Committee.

Vicki Disorda asked the legal distinction between a village and a district. Seth Hopkins stated the town is the district and the village is not a legal designation. When talking to the State, Mr. Hopkins noted Brandon village is the spot where it is indicated the state highway begins and ends. Ms. Disorda asked if a person was in a position to benefit personally from their position and they chose not to use the town's attorney but a different attorney, would it be a conflict. Cecil Reniche-Smith stated if it is someone who is subject to the code of ethics and may have a conflict of interest or the appearance of one, they could consult their own attorney rather than a town's attorney. Ms. Reniche-Smith stated the decision of a person subject to the complaint, the statute lays out what the conflicts are and provides a flow chart, but whom they choose to consult is up to the person and it is not an ethical problem. The person has to decide based on the information they have and based on the State Ethics Board. If they decide that they don't have a conflict and are free to make the decision, it can be challenged, but consulting with their own private attorney is not a problem. Mr. Hopkins stated if a town official has need of legal counsel and choose to go to their own attorney, they personally incur that expense. Ms. Reniche-Smith stated one can also call the Ethics Committee and ask for advice. The Select Board is going to look to other towns to determine if they have other procedures.

Jan Coolidge stated a month ago she complained about cars parking on the bridge. She appreciates the signs on the bridge but noted there are still cars parking illegally and she witnessed someone parking illegally and advised them they were.

Brent Buehler stated Article 12 of Shirley Farr's will indicates the use was for proper sewage disposal or general use. It was noted the Trustees of Public Funds did an interpretation of the will and noted it was for sanitation improvements, wetlands, and water management. Mr. Buehler stated in looking back eight years he has not seen it used for sewage or sanitation and suggested the Town could request funds for these areas. He stated that these funds are not being used appropriately and that is a problem. Cecil Reniche-Smith asked if the Town has asked them for funds for mosquito spraying or sewage issues. Mr. Hopkins stated the Board has not asked the Trustees for any funds for sewage. Mr. Bailey noted that it is a good point and is worth considering.

Tom Manning stated he had a conversation with Mr. Moore who was going to call the Police Chief about his complaint. Mr. Moore advised he had not called the Chief that day and indicated he could reach out to him tomorrow or Mr. Manning could provide the information to the Police and fill out an affidavit. Mr. Manning noted there has to be something done with the traffic through Town and asked if only the police could change the traffic lights. Mr. Hopkins advised the lights are on a timer. Currently the library light is working on Daylight Savings Time and the other one is still in need of updating. Mr. Moore noted the Police Chief does patrols and Mr. Manning suggested on weekends when there is no police coverage that the Chief come in for a few hours. Mr. Hopkins advised the State Police suggested maximizing their hours and the weekend daytime hours have low activity and their advice was to do coverage Monday through Friday due to the call volume.

Neil Silins stated during the discussion of the Valley Community Center (VCC) that the Trustee of Public Funds paid \$20,000 for a feasibility study and this is outside the scope of what the will relates to. Mr. Silins asked if the Trustees have a legal responsibility to anyone. Seth Hopkins advised the Trustee's primary responsibility is to the voters. Cecil Reniche-Smith stated the text of that one provision has a catch all phrase and the Trustees may be interpreting it in a way that others may not be. Brent Buehler stated the \$20,000 was for a feasibility study and it was not done yet.

Vicki Disorda asked if the police officers that left are going to be contacted to offer their jobs back. Seth Hopkins advised the Police Chief has been in contact with the officers and the Town would be happy to have them back. Now that the memorandum has been ratified, further conversations can be had with the officers and the advertisement for the openings will be updated. Doug Bailey noted he did reach out to one of the officers but has not received a response. Neil Silins suggested when police officers are hired that they be integrated into the community with meet and greets or coffee hours as the benefits of the introductions will far outweigh the cost for the events.

The Board recessed at 8:49 PM.

The Board reconvened at 9:01PM.

Motion by Cecil Reniche-Smith/Brian Coolidge to enter into executive session at 9:02PM to include the Management Team to consider an ethics complaint per 1VSA 313(a)(3) regarding the evaluation of a public officer. **The motion passed unanimously.**

13. Executive Session

The Board came out of executive session at 9:21PM.

Motion by Brian Coolidge/Ralph Ethier to appoint Cecil Reniche-Smith and Jeff Haylon as the working group to address the ongoing ethics complaint. **The motion passed unanimously.**

Motion by Cecil Reniche-Smith/Ralph Ethier to enter into executive session at 9:22PM to include the Town Management Team regarding the appointment or employment or evaluation of a public officer or employee in accordance with 1 V.S.A. (313) (a)(3). **The motion passed unanimously.**

14. Executive Session

The Board came out of executive session at 9:50PM.

There were no actions required.

15. Adjournment

Motion by Brian Coolidge/Jeff Haylon to adjourn the Select Board meeting at 9:50PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
100015	03/31/25	chlorine		20-5-55-50120	4139.00	2862	04/14/25
			112506010-01	Sodium Hypochorite			
310590	04/01/25	windows 3/27/25		10-5-22-43100	65.00	2863	04/14/25
			8722	Town Office			
100190	04/07/25	CB clothing		20-5-55-10320	118.99	2864	04/14/25
			1744038	Clothing Allowance			
100190	03/10/25	WF clothing		10-5-15-10320	50.99	2864	04/14/25
			40725096	Clothing Allowance			
100255	04/01/25	March water payments		90-5-15-90600	133260.14	2865	04/14/25
			4/1/25	Paid To BFD No 1			
100275	03/26/25	appropriation		10-5-25-70470	7666.67	2866	04/14/25
			APR 2025	Brandon Library			
311248	04/08/25	monthly solar:3/4- 4/3/25		10-5-22-42200	2745.83	2867	04/14/25
			4219 B	Solar Credit Exp-BFD			
311248	04/08/25	monthly solar:3/4- 4/3/25		20-5-55-42130	111.89	2867	04/14/25
			4219 B	Electric			
311248	04/08/25	monthly solar:3/4- 4/3/25		10-5-22-42130	1260.82	2867	04/14/25
			4219 B	Bldgs & Grounds Electric			
100280	03/20/25	hose barb & hose washers		20-5-55-43160	12.18	2868	04/14/25
			84094/3	Maint. Supplies - General			
100280	03/21/25	hose mender clamp		10-5-22-43080	9.99	2868	04/14/25
			84153/3	Highway Bldg Maint			
100280	03/21/25	hose clamp		10-5-22-43080	5.98	2868	04/14/25
			84200/3	Highway Bldg Maint			
100280	03/21/25	clamps		20-5-55-43160	11.96	2868	04/14/25
			84211/3	Maint. Supplies - General			
100280	03/24/25	work light		20-5-55-41110	74.00	2868	04/14/25
			84603/3	New Equipment-Misc Tools			
100280	03/28/25	tool bag set		20-5-55-41110	27.99	2868	04/14/25
			85174/3	New Equipment-Misc Tools			
100280	03/29/25	pump plugs		10-5-22-43080	52.98	2868	04/14/25
			85261/3	Highway Bldg Maint			
100280	03/31/25	sandpaper		10-5-22-43080	13.18	2868	04/14/25
			85458/3	Highway Bldg Maint			
100280	03/31/25	batteries		20-5-55-43160	15.98	2868	04/14/25
			85527/3	Maint. Supplies - General			
100280	04/02/25	keys, locks		10-5-18-30070	63.84	2868	04/14/25
			85757/3	Little League Expenses			
100280	04/04/25	padlock/cleaner/car wash		10-5-22-43080	43.96	2868	04/14/25
			86037/3	Highway Bldg Maint			
100280	04/07/25	ground contacts		10-5-22-43080	41.38	2868	04/14/25
			86482/3	Highway Bldg Maint			
100280	04/07/25	keys		10-5-18-30070	15.96	2868	04/14/25
			86509/3	Little League Expenses			
100310	03/26/25	appropriation		10-5-25-70480	1291.67	2870	04/14/25
			APR 2025	Senior Citizen Center			
100462	04/01/25	March trucking of sludge		20-5-55-50170	2580.00	2871	04/14/25
			3129069	Trucking			
301503	03/19/25	diesel fuel		10-5-15-41130	397.47	2872	04/14/25
			567031	Fuel - Vehicles HW			

All Invoices For Check Acct 01(10 General Fund) 04/14/25 To 04/14/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
301503	03/25/25	heating fuel @ HWY 567050	10-5-22-42110 Heating Fuel	127.72	2872	04/14/25
301503	03/26/25	diesel fuel 567664	10-5-15-41130 Fuel - Vehicles HW	472.25	2872	04/14/25
301503	03/25/25	heating fuel @ HWY 567676	10-5-22-42110 Heating Fuel	178.23	2872	04/14/25
301503	04/02/25	diesel fuel 568212	10-5-15-41130 Fuel - Vehicles HW	446.32	2872	04/14/25
310097	03/27/25	service: Apr 4 to May 03 PD 3/27/25	10-5-14-42100 PD Telephone Service	452.34	2873	04/14/25
310097	03/27/25	service: Apr 4 - May 3 TO 03/27/25	10-5-10-42100 Telephone Exp. Admin.	638.50	2874	04/14/25
310097	03/21/25	service: Mar 28 - Apr 27 WW 03/21/25	20-5-55-42100 Wastewater Telephone	210.03	2875	04/14/25
310037	03/18/25	service: Feb 18 to Mar 17 TH 03/18/25	10-5-22-43150 Town Hall Repair/Maint.	83.40	2876	04/14/25
100470	03/25/25	oil 0071952	10-5-15-41140 Oil - Vehicles	28.00	2877	04/14/25
100494	03/27/25	testing 525736	20-5-55-22120 Testing	65.00	2878	04/14/25
100494	04/03/25	testing 526997	20-5-55-22120 Testing	75.00	2878	04/14/25
100494	04/10/25	testing 527729	20-5-55-22120 Testing	270.00	2878	04/14/25
300187	03/15/25	3/4 minus&drainage stone 5020231	10-5-15-46140 Gravel	10733.74	2879	04/14/25
300187	03/31/25	3/4 minus & stone 5020347	10-5-15-46140 Gravel	2782.64	2879	04/14/25
311128	03/21/25	handle, brushes, pumice 226236	10-5-15-41160 HW Maint. Supplies-Vehicl	46.96	2880	04/14/25
311128	03/31/25	oil 226563	10-5-15-41140 Oil - Vehicles	92.70	2880	04/14/25
311128	04/02/25	hose, fittings 226644	10-5-15-41160 HW Maint. Supplies-Vehicl	32.95	2880	04/14/25
311128	04/03/25	trailer connect kit 226703	10-5-15-41160 HW Maint. Supplies-Vehicl	5.49	2880	04/14/25
311128	04/03/25	hose 226724	10-5-15-41160 HW Maint. Supplies-Vehicl	20.00	2880	04/14/25
311128	04/04/25	diesel exhaust fluid 226779	10-5-15-41160 HW Maint. Supplies-Vehicl	459.98	2880	04/14/25
311128	04/09/25	hydraulic oil 226971	20-5-55-43160 Maint. Supplies - General	13.98	2880	04/14/25
311128	04/09/25	hydraulic oil 226995	20-5-55-43160 Maint. Supplies - General	16.99	2880	04/14/25
310233	04/03/25	7 Conant Sq lighting 04/25 047828	10-5-22-42130 Bldgs & Grounds Electric	43.58	2881	04/14/25
310233	04/07/25	WWTF 480 volt service 04/25 079168	20-5-55-42130 Electric	4891.44	2881	04/14/25
310233	04/04/25	Newton Rd pump station 04/25 089202	20-5-55-42130 Electric	952.07	2881	04/14/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310233	04/04/25	GREEN MOUNTAIN POWER Central Pk/traffic lights	10-5-22-42130	25.61	2881	04/14/25
	04/25	170028	Bldgs & Grounds Electric			
310233	04/04/25	GREEN MOUNTAIN POWER Estabrook Park	10-5-22-42130	88.66	2881	04/14/25
	04/25	240302	Bldgs & Grounds Electric			
310233	04/04/25	GREEN MOUNTAIN POWER Carver St pump station	20-5-55-42130	51.14	2881	04/14/25
	04/25	290502	Electric			
310233	04/04/25	GREEN MOUNTAIN POWER Green Park	10-5-22-42130	27.42	2881	04/14/25
	04/25	317702	Bldgs & Grounds Electric			
310233	04/03/25	GREEN MOUNTAIN POWER Highway garage	10-5-22-42130	106.27	2881	04/14/25
	04/25	337202	Bldgs & Grounds Electric			
310233	04/04/25	GREEN MOUNTAIN POWER Country Club pump station	20-5-55-42130	36.17	2881	04/14/25
	04/25	338602	Electric			
310233	04/03/25	GREEN MOUNTAIN POWER 7 Conant Sq car chargers	10-5-22-42500	389.17	2881	04/14/25
	04/25	339840	Electric EV Car Stations			
310233	04/03/25	GREEN MOUNTAIN POWER Town Hall	10-5-22-42130	895.02	2881	04/14/25
	04/25	451302	Bldgs & Grounds Electric			
310233	04/04/25	GREEN MOUNTAIN POWER Brookdale pump station	20-5-55-42130	37.51	2881	04/14/25
	04/25	467702	Electric			
310233	04/03/25	GREEN MOUNTAIN POWER Crescent Park	10-5-22-42130	113.54	2881	04/14/25
	04/25	737937	Bldgs & Grounds Electric			
310233	04/03/25	GREEN MOUNTAIN POWER Police station	10-5-22-42130	149.35	2881	04/14/25
	04/25	822212	Bldgs & Grounds Electric			
310233	04/04/25	GREEN MOUNTAIN POWER street lights	10-5-22-42130	3314.53	2881	04/14/25
	04/25	851302	Bldgs & Grounds Electric			
310233	04/04/25	GREEN MOUNTAIN POWER WWTF security light	20-5-55-42130	29.50	2881	04/14/25
	04/25	860302	Electric			
310233	04/03/25	GREEN MOUNTAIN POWER Champlain St pump station	20-5-55-42130	383.14	2881	04/14/25
	04/25	867202	Electric			
310233	04/03/25	GREEN MOUNTAIN POWER Town Offices	10-5-22-42130	148.43	2881	04/14/25
	04/25	941302	Bldgs & Grounds Electric			
100215	04/03/25	HADEKA STONE CORP baseball clay, mix	10-5-18-20600	2250.00	2883	04/14/25
		36000	Equipment /Supplies			
101131	04/08/25	HANNA INSTRUMENTS INC pH probe	20-5-55-30120	206.89	2884	04/14/25
		60208460-1	Professional Supplies			
311204	03/25/25	HOPKINS, SETH mileage reimbursement	10-5-10-10310	494.46	2885	04/14/25
	03/25/25		Travel & Expenses			
100792	03/26/25	HULBERT SUPPLY CO INC swivel union, adapter	20-5-55-43160	9.76	2886	04/14/25
		X025750	Maint. Supplies - General			
310151	03/19/25	JACK BOWEN EXCAVATING 110 Newton Road demo	56-5-06-20200	64050.00	2887	04/14/25
		1420	Newton Rd Flood-Legal			
311249	04/03/25	JORDAN, ZACK Kuhn offset mower	10-5-15-41110	4750.00	2855	04/03/25
	4/3/25		New Equipment-Misc. Tools			
301522	03/27/25	KELLY JOHN officiating	10-5-18-40050	60.00	2888	04/14/25
		25-03-27	Youth Basketball			
311176	03/19/25	LILY WHITE CLEANING SERVI cleaning	10-5-22-10120	70.00	2889	04/14/25
		031925	PD Custodian			
311176	03/19/25	LILY WHITE CLEANING SERVI cleaning	10-5-22-10130	245.00	2889	04/14/25
		031925	Admin Custodian			
311176	03/26/25	LILY WHITE CLEANING SERVI cleaning	10-5-22-10130	175.00	2889	04/14/25
		032625	Admin Custodian			

All Invoices For Check Acct 01(10 General Fund) 04/14/25 To 04/14/25

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
311176	04/02/25	LILY WHITE CLEANING SERVI cleaning 040225	10-5-22-10120 PD Custodian	87.50	2889	04/14/25
311176	04/02/25	LILY WHITE CLEANING SERVI cleaning 040225	10-5-22-10130 Admin Custodian	70.00	2889	04/14/25
311176	04/09/25	LILY WHITE CLEANING SERVI cleaning 040925	10-5-22-10120 PD Custodian	87.50	2889	04/14/25
311176	04/09/25	LILY WHITE CLEANING SERVI cleaning 040925	10-5-22-10130 Admin Custodian	157.50	2889	04/14/25
300087	03/27/25	MARRO STEPHEN R officiating 25-03-27	10-5-18-40050 Youth Basketball	60.00	2890	04/14/25
311194	03/23/25	MIDDLEBURY LOCK LLC work @ Town Hall 4269	10-5-22-43150 Town Hall Repair/Maint.	1982.00	2891	04/14/25
311194	03/23/25	MIDDLEBURY LOCK LLC service call @ Town Hall 4270	10-5-22-43150 Town Hall Repair/Maint.	235.00	2891	04/14/25
310843	04/03/25	MISSION COMMUNICATIONS LL serv cont - Neshobe House 2006666	20-5-55-20240 Contractors	347.40	2892	04/14/25
301083	04/09/25	MVP SELECT CARE INC March '25 -FSA / HRA CINV009406	20-5-55-10218 HRA WW	7.00	2893	04/14/25
301083	04/09/25	MVP SELECT CARE INC March '25 -FSA / HRA CINV009406	10-5-18-10218 HRA	3.50	2893	04/14/25
301083	04/09/25	MVP SELECT CARE INC March '25 -FSA / HRA CINV009406	10-5-13-10218 HRA	7.00	2893	04/14/25
301083	04/09/25	MVP SELECT CARE INC March '25 -FSA / HRA CINV009406	10-5-10-10218 HRA Admin	7.00	2893	04/14/25
301083	04/09/25	MVP SELECT CARE INC March '25 -FSA / HRA CINV009406	10-5-15-10218 HRA HW	3.50	2893	04/14/25
310842	03/31/25	RHR SMITH & COMPANY audit field work 2025-1055	10-5-10-22110 Auditors	400.00	2894	04/14/25
310842	04/04/25	RHR SMITH & COMPANY FY24 Audit work- final 2025-1168	10-5-10-22110 Auditors	100.00	2894	04/14/25
100478	03/12/25	ROYAL GROUP INC fire alarm inspection -TO 720519	10-5-22-43100 Town Office	412.80	2895	04/14/25
310418	04/01/25	SILLOWAY NETWORKS INC remote & in-house support 29754344	10-5-10-30210 Office Equipment	37.50	2896	04/14/25
310418	04/01/25	SILLOWAY NETWORKS INC remote & in-house support 29754344	10-5-14-30210 Office Equipment	450.00	2896	04/14/25
310418	04/01/25	SILLOWAY NETWORKS INC remote & in-house support 29754345	10-5-18-30110 Office/Equip. Supplies	187.50	2896	04/14/25
310418	04/01/25	SILLOWAY NETWORKS INC software 29754511	10-5-10-30134 Technical Support	809.21	2896	04/14/25
310921	03/26/25	STEARNS SERVICES LLC consulting fee 1284	10-5-10-30130 Service Contracts	360.00	2897	04/14/25
310921	04/03/25	STEARNS SERVICES LLC 1st quarter processing 1285	10-5-10-30130 Service Contracts	135.00	2897	04/14/25
300592	03/27/25	SUBURBAN PROPANE LP propane @ Town Hall 535395	10-5-22-42100 Heating - Propane	345.53	2898	04/14/25
300592	03/20/25	SUBURBAN PROPANE LP propane @ Town Office 549306	10-5-22-42100 Heating - Propane	282.75	2898	04/14/25
300592	03/20/25	SUBURBAN PROPANE LP propane @ Police Dept 549317	10-5-22-42100 Heating - Propane	144.60	2898	04/14/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
301160	04/07/25	dogs due ads 13569	10-5-13-20250 Dog License Expense	58.50	2899	04/14/25
301160	03/31/25	ad re police cruiser 157491	10-5-10-30310 Legal Advertising	19.50	2899	04/14/25
301160	03/31/25	DRB notice 157493	10-5-12-30310 Legal Advertising	63.38	2899	04/14/25
100729	04/01/25	1/1/25-3/31/25 licenses APRIL 2025	10-2-00-02113 Marriage Lic. Fees to Sta	130.00	2900	04/14/25
310490	03/15/25	Bond int.only pymts MAY 25	20-5-55-61000 USDA Bond Loan #9 Interes	3194.49 E	41425	04/15/25
310490	03/15/25	Bond int.only pymts MAY 25	20-5-55-60800 USDA Bond Loan #8 Interes	27.94 E	41425	04/15/25
310490	03/15/25	Bond int.only pymts MAY 25	10-5-19-60410 PD Bond Payment	1347.33 E	41425	04/15/25
310490	03/15/25	Bond int.only pymts MAY 25	10-5-19-48140 RT 7 Town Share -2006	3435.75 E	41425	04/15/25
310490	03/15/25	Bond int.only pymts MAY 25	10-5-19-60500 2016 Segment 6 Bond	9097.42 E	41425	04/15/25
311217	04/02/25	APRIL HOST FEE 379300	10-5-13-30123 Records Preservation	295.00	2901	04/14/25
330348	03/13/25	service: Feb 14 - Mar 13 6108495305	10-5-21-10310 Travel & Expenses	20.22	2902	04/14/25
330348	03/13/25	service: Feb 14 - Mar 13 6108495305	10-5-18-42100 Recreation Telephone	20.22	2902	04/14/25
330348	03/13/25	service: Feb 14 - Mar 13 6108495305	10-5-15-42100 HW Telephone	40.44	2902	04/14/25
330348	03/13/25	service: Feb 14 - Mar 13 6108495305	20-5-55-42100 Wastewater Telephone	40.44	2902	04/14/25
330348	03/13/25	service: Feb 14 - Mar 13 6108495305	10-5-14-42100 PD Telephone Service	40.44	2902	04/14/25
330348	03/23/25	service Feb 24 - Mar 23 6109233064	10-5-14-20233 MDT/Aircards	320.16	2902	04/14/25
301524	03/26/25	capital planning forum 1179	10-5-10-10340 Professional Development	15.00	2903	04/14/25
100776	03/31/25	class 19625	20-5-55-10340 Continuing Education	16.00	2904	04/14/25
310046	04/01/25	calculator rolls 253345270	10-5-10-30110 Office Supplies	6.30	2905	04/14/25
311070	03/31/25	Fuel cards - Mar 2025 103854289	20-5-55-41130 Fuel - Vehicles	149.17	2906	04/14/25
311070	03/31/25	Fuel cards - Mar 2025 103854289	10-5-14-41130 Fuel - Vehicles	213.33	2906	04/14/25
311070	03/31/25	Fuel cards - Mar 2025 103854289	10-5-15-41130 Fuel - Vehicles HW	35.49	2906	04/14/25

04/11/25
11:33 am

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63841 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 04/14/25 To 04/14/25

Page 6 of 6
Jacolyn

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
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		Report Total		280630.04		
				=====		

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 \$ ***280,630.04
Let this be your order for the payments of these amounts.

There are several public works related agenda items tonight which are reflective of our current focus on capital equipment efficiencies and infrastructure maintenance. The Town Highway Department has been working on the seasonal evolution to mild-weather operations including clean up of the downtown, equipment changeover, etc. They will go to their summer schedule of four ten-hour days starting next week. Street sweeping has been announced on the Town website and on Front Porch Forum.

A motorist knocked down a triple-globe lamppost on March 26th. The motorist himself did the right thing and alerted the authorities. He spoke with me at the town office, and our police connected with him to fill out the report. The replacement will be against the driver's insurance.

A temporary part-time position as admin assistant at the police station has been posted due to an advised leave of absence. <https://www.townofbrandon.com/temp-position-police-secretary/>

The Town's attorney has issued the collection letters to delinquent taxpayers. This letter reflects current Vermont law as amended by the Legislature last session. As collector of delinquent taxes, I am happy to report that the Town's outstanding delinquent tax balance has been reduced by more than \$30,000 in the first week since the letter. Some taxpayers have established repayment plans per the Town's delinquent tax collection policy, requiring repayment in full within one year. Jackie Savela calculates the repayment schedule and prepares the plans for the taxpayers.

I worked with the Rutland County Humane Society and the chiefs of the various Town and Independent agencies to advance the Act 250 review of the Society's relocation to Brandon. I also finalized the Town's clearance per DRB decision in support of Segment 4 (south of OVUHS).

I worked with trustees of the Congregational Church regarding incorporating repainting of the Town Clock into the church's planned steeple project. The clock is the Town's responsibility, and having the work done in conjunction with the church's work will be the most efficient use of public funds for this required maintenance. The clockworks itself still needs repair. A member of a local family who have been Brandon's clockkeepers for many decades has been put in contact with the NH steeple clock specialist identified by the Town to inspect and propose a solution.

Chief Kachajian provided on-scene coverage in case any assistance was required at Saturday's event in the park. Public safety was maintained throughout, and he reported that the only assistance required of him was to help jump-start a car for an attendee after the event. Thank you to all who ensured this constitutionally-protected public assembly was safe and peaceful.

Our whole town was shaken by last Saturday afternoon's stabbing of a beloved community member, Chef Robert Barral of Café Provence. We all join in wishing Chef Robert a full and swift recovery. I sent a letter of appreciation to the Vermont State Police for their response and ongoing protection of our community in a time of diminished local capacity. The Town's emergency opt-in text alert system was activated twice, once to advise the public to the suspect-at-large and then a short time later to the suspect's capture. Those who would like to be included in very infrequent emergency text messages from the Town may sign up here:

<https://www.townofbrandon.com/opt-in-emergency-text-alerts/>

The Town's external audit was submitted on time to the Federal clearinghouse, the state grants administrators, and published on the Town website. This is, once again, a "clean" or "unmodified" audit with no findings of weakness of its financial management or deficiencies in the Town's internal controls. The "Summary of Auditor's Results" page is provided with this report. Sue Gage and Jackie Savelle work closely with the auditors to answer questions, explain the Town's procedures and funds, and generally facilitate the ability of the independent auditors to conduct their work in the most thorough manner.

Following up on the clarifiers at Wastewater: Bill Moore and I, together with our Wastewater Operators, met onsite with the project engineer and the president of A+E. The new south clarifier had not been adversely impacted. The north clarifier has been satisfactorily repaired under warranty. Photographs were taken which A+E feels will be helpful to establishing the conditions that caused the middle clarifier to suffer damage. As determinations are made, I'll update you.

I had many meetings with residents, town officials, staff, and filled a number of requests for information. As of this writing on Wednesday, I have planned to attend the Vermont Bond Bank Capital Planning Forum in Barre (Thursday, April 10).

Respectfully submitted,

Seth M. Hopkins

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)	\$460,654 (was \$493,642)
Delinquent wastewater (prior years ['over 120 days'])	\$214,604 (was \$216,680)

TOWN OF BRANDON, VERMONT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued : Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? yes no
- Significant deficiency(ies) identified? yes no
- Noncompliance material to financial statements noted? yes no

- *Federal Awards*

Internal control over major programs:

- Material weakness(es) identified? yes no
- Significant deficiency(ies) identified? yes no

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported
In accordance with section OMB Compliance Supplement? yes no

Identification of major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
10.760	Water and Waste Disposal Systems for Rural Communities

Dollar threshold used to distinguish between type A and B: \$750,000

Auditee qualified as low-risk auditee? yes no

Section II - Financial Statement Findings

None

Section III - Federal Awards Findings and Questioned Costs

None

TOWN OF BRANDON General Ledger
Current Yr Pd: 10 - Budget Status Report
10 General Fund

Account	Budget	Actual	% of Budget
10-4-09 Tax Revenues	3,185,442.00	3,276,285.91	102.85%
10-4-10 Town Administration Reven	1,750.00	1,650.76	94.33%
10-4-11 Assessor Revenues	2,000.00	2,013.00	100.65%
10-4-12 Code Enforcement Revenues	15,500.00	7,080.00	45.68%
10-4-13 Clerk/Treasurer Revenues	181,170.00	158,979.99	87.75%
10-4-14 Police Dept. Revenues	9,500.00	30,495.07	321.00%
10-4-15 Highway Dept Revenues	181,450.00	350,945.22	193.41%
10-4-16 Animal Control Revenues	0.00	0.00	0.00%
10-4-17 Intergovernmental Revenue	0.00	7,718.00	100.00%
10-4-18 Recreation Revenues	76,500.00	89,254.40	116.67%
10-4-19 Transfer In	0.00	0.00	0.00%
10-4-21 ECONOMIC DEV. REV	0.00	0.00	0.00%
10-4-22 Bldg. & Grounds	11,800.00	36,669.91	310.76%
Total Revenues	3,665,112.00	3,961,092.26	108.08%
10-5-09 Tax Expenditures	5,000.00	0.00	0.00%
10-5-10 Town Administration 10	415,005.00	339,121.58	81.72%
10-5-11 Assessor	41,190.00	23,406.68	56.83%
10-5-12 Code Enforcement 12	52,565.00	38,858.19	73.92%
10-5-13 Town Clerk 13	226,580.00	177,461.40	78.32%
10-5-14 Police Dept 14	856,400.00	716,394.07	83.65%
10-5-15 Highway 15	755,155.00	742,398.61	98.31%
10-5-16 Constable 16	0.00	0.00	0.00%
10-5-17 Intergovernmental 17	255,235.00	215,331.30	84.37%
10-5-18 Recreation	186,088.20	168,664.47	90.64%
10-5-19 Debt Service 19	231,350.00	221,494.71	95.74%
10-5-20 Other Financing 20	0.00	0.00	0.00%
10-5-21 Economic Develop. 21	50,341.00	33,837.12	67.22%
10-5-22 Bldgs. & Grounds	253,972.00	183,736.82	72.35%
Total Expenditures	3,328,881.20	2,860,704.95	85.94%
Total 10 General Fund	336,230.80	1,100,387.31	
Total All Funds	336,230.80	1,100,387.31	



April 14, 2025

Table Tennis @ OV North Campus has been suspended for the spring.

Congratulations to the **2025 Kids idol winner, Owen Lewis**. This second grader's impressive rendition of the song My Shot from the musical Hamilton earned him the title and the opportunity to perform at the **Brandon Idol finale on May 16th**.

Adult Pick-up Basketball on Thursdays will be moving from Neshobe to Otter Valley starting in May.

Summer planning has begun. Some new offerings:

Basketball clinic at OV, Cheer clinic at the Town Hall, Field Hockey, Disc Golf, Archery, and outdoor photography camp and more being planned for the very slate of summer programming. Brochure is being made for distribution in May

Town Hall News:

Colleen Wright Events is renting the town hall to present the always popular, **Wildlife Encounters**, On **April 18th**. \$5 tickets available at the door.

World of Hurt Wrestling returns to the Brandon Town Hall on **April 26th 7pm**. This is a rental; tickets available on their website and at the door on sale at their website.

May 2nd the town hall will host "**Haunted House**" as a part of the **Colleen Wright Events "Halfoween"** weekend. Tickets at the door and online.

May 10th The Brandon Town Hall will once again play host to the wildly popular Jeff Rapsis, silent Movie presenter, and the film "**The Strong Man (1926)** For years the **Friends of the Brandon Town Hall (FOTH)** would produce this unique monthly offering. With the FOTH completing their mission to renovate the town hall, their organization ceased operations BUT have worked to fund this time-honored late-spring to fall monthly offering. Free admission, donations accepted (donations will be used to fund the future year's silent movie series)

Respectfully Submitted,


Bill Moore

The general rule is that a legislative body must approve and sign orders for payment at a duly warned open meeting. This is because Vermont law only gives the selectboard authority to act as a group. 1 V.S.A. § 172. No individual selectboard member (or combination of members) has authority to act on behalf of the town. Vermont law also requires that when an action is taken (such as approving an order for payment) by a majority of the selectboard members, such action must occur within the context of a duly warned open meeting. 1 V.S.A. § 312. This dynamic can make it difficult to ensure that town payments are made on time.

There are, however, two exceptions to the above general rule, and they are found in 24 V.S.A. § 1623. First, the selectboard can vote at a duly warned selectboard meeting to approve certain payments in advance so that there is no need for the members to actually sign the orders. Such a vote must identify the person(s) to whom payment is to be made and the purpose(s) for that payment. The treasurer may then use a certified copy of the minutes of the meeting as full authority to make the approved payment.

The second exception created by 24 V.S.A. § 1623 allows the selectboard to authorize one or more selectboard members to review and approve orders on behalf of the entire board. A vote to give such authorization must take place at a duly warned selectboard meeting and must be reflected in the meeting minutes. A motion to give such authorization might be phrased as "I move that we appoint *[insert name(s) of selectboard member(s)]* to approve and sign orders for *[insert types of claims that the person has authorization to approve such as "payroll," "operating expenses," etc.]* for *[insert period of time]*." Any orders that are approved under this authority must "state definitely the purpose for which they are drawn." The full selectboard must later be provided with a record of all the orders approved.



Unless and until the selectboard votes to take one of the above actions, the individual members may not merely show up at the town office and sign payment orders at their convenience. Doing so would be a violation of the Open Meeting Law, which requires that whenever a majority of the members take an action or make a decision (which is exactly what they are doing when they sign an order approving payment), they must do so within the context of a duly warned open meeting.

Disclaimer: This resource is only intended to provide information and it does **NOT** constitute legal advice. Readers with specific legal questions are encouraged to contact an attorney. The use or downloading of this resource does **NOT** create an attorney-client relationship and will not be treated in a confidential manner.

If you have additional questions please use the ask a question button to submit them.

[Ask a Question](#)

Publication Date

03/11/2024



**Certification of Compliance
for
Town Road and Bridge Standards
and
Network Inventory**

We, the Legislative Body of the Municipality of Town of Brandon certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on August 8, 2013.

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

_____ Date: April 14, 2025

(Duly Authorized Administrator)

For a summary of your community's road and bridge information please visit: tinyurl.com/rdsinfo

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

TA-60

Town of Brandon Fiscal Year 2026 Begin 7/1/25 End 6/30/26

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1 2.214	\$28029.77
Class 2 16.01	\$74517.59
Class 3 40.24	\$69624.98
Town Tax Funds – 19 V.S.A. Section 307	\$524,182.66
Special Funds (e.g., bonds or earmarks):	
a. Non-tax Revenue (fees etc)	\$1,300.00
b. Local Option Tax	\$100,000.00
c.	\$
TOTAL	\$ 797,655.00

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$349,022.92
Non-Winter Maintenance	\$348,632.08
Major Construction Projects	
a. Road paving	\$100,000.00
b.	\$
c.	\$
TOTAL	\$0 797,655.00

Comments:

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

TA-60 Rev 09-13

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)
(page 2)

TA-60

We, the Legislative Body of the Municipality of Brandon certify
that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00**
per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

_____ Date: April 14, 2025

(Duly Authorized Representatives)

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

_____ Date: _____
District Transportation Administrator

TOWN OF BRANDON

49 CENTER STREET
 BRANDON, VERMONT 05733
 (802)247-3635
 FAX: (802)247-5481

PURCHASE ORDER NO.

No 12401

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS AND ANY OTHER CORRESPONDENCE RELATED TO THIS ORDER.

TO: COREY QUENNEVILLE
31 PALMER RD
CHESTER VT 05143

SHIP TO: TOWN OF BRANDON
356 CHAMPLAIN ST
BRANDON VT 05733

DATE		DATE REQUIRED		SPECIAL INSTRUCTIONS		VENDOR NUMBER	
8 APRIL 2025		15 APRIL 2025					
QUANTITY	DESCRIPTION	ACCOUNT NO.		UNIT PRICE	AMOUNT		
		ORG	OBJ				
	CASE JX65 TRACTOR (USED)			\$16,500	\$16,500		
	65 HP < 3,000 HRS						
	8 SPD						
	* WILL BE USED PAIRED WITH						
	KUHN OFFSET MOWER (USED)						
	PURCHASED FROM HWY BUDGET						
	10515-41110 (\$4,750)						
	OTHER QUOTES (NEW) FOR TRACTOR:						
	① KUBOTA 66 HP M6060						
	8 SPD hydrostatic \$36,220 (TOWNLINE)						
	② KUBOTA 62 HP L6060						
	hydrostatic \$43,810 (TOWNLINE)						
	RECOMMEND FUNDING FROM CAPITAL						
	FUND (PROCEEDS OF PLOW TRUCK = \$16,700)						
NOTE: THE TOWN OF BRANDON IS EXEMPT FROM STATE & LOCAL TAXES. TAX EXEMPT #26863. PLEASE NOTIFY IMMEDIATELY IF ANY PORTION OF THIS ORDER CANNOT BE SATISFIED BY THE DATE REQUIRED.						TOTAL	\$16,500
REQUESTED BY <u>Art M. Hopkins</u>				APPROVED BY _____			

General Notes Regarding Brandon Workbook Update

The following are some general ideas based on our discussions from our 8 April 2025 BHPC meeting. As we discussed, we are probably going to have workshops or special meetings to move this project forward. I have contacted Seth to find out the best way to move forward and meet all the open meeting requirements.

Members of the Brandon Workbook Update Working Group

1. BHPC Chair/Grant Coordinator
2. One additional member of the BHPC
3. One member of the Brandon Planning Committee
4. One member of the Brandon Museum
5. An artwork, layout, design person
6. An Architect
7. Two members of the general public

Updates to the 2002 Brandon Workbook

1. Introduction
 - a. Expand to include all of Brandon and Forestdale.
2. Façade Improvement Recommendations
 - a. Update sections 1 and 2
 - b. Do we really need section 3. Should we be including specific recommendations
3. Street and Landscape Recommendations
 - a. Update sections 1 thru 9.
 - b. Is section 10 still valid? Segment 6 information should be deleted.
4. Parking Recommendations
 - a. Update entire chapter
5. Traffic Recommendations
 - a. Update entire chapter
6. Signing Guidelines
 - a. Update chapter to agree with sign ordinance
7. Standards for New, Replacement and Infill Construction
 - a. Ensure sections are consistent with today's standards for historic properties
8. National and State Historic Registry
 - a. New chapter to include
 - i. Requirements
 - ii. Application process