

**Brandon Selectboard Meeting Agenda
Monday, June 9, 2025 @ 6PM
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 Executive session per 1 VSA § 313 (3)(a)(3): Appointment of a public officer: Applicants for vacancies on Trustees of Public Funds.
- 3 Selectboard Members' Remarks
- 4 Recurring Matters
 - a Selectboard minutes — May 26, 2025
 - b Warrant — June 9, 2025
- 5 Town Manager's Report
- 6 Community Development Report
- 7 Financial Management Questionnaire
- 8 Late Homestead Penalty
- 9 Official response to Reappraisal Order
- 10 Name town manager as selectboard's designee for all reappraisal-related matters (Communications with Division of Property Valuation & Review, etc.)
- 11 Public Comment and Participation
- 12 Executive session per 1 VSA § 313 (3)(a)(3): Evaluation of a public officer or employee: town manager annual review
- 13 Adjourn

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



Position Applying for: TRUSTEE OF PUBLIC FUNDS

Your name **Brent L. Buehler**

Physical address **24 Rossiter St.,** Mailing if different
Brandon, VT 05733

Best telephone **757-621-1450** Alternate telephone

Email address **details@detailsinteriordesign.com**

You understand that your application for this position will be made public: **YES initials**

You are a legal resident of the Town of Brandon, Vermont **YES initials**

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

- Attend at least one meeting of that board before applying to be seated on it
- Provide the information requested on this cover sheet to town manager Seth Hopkins (manager@brandonvermont.gov)

Appointees are asked to

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

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

Agreement and signature

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

Signature: *Brent L. Buehler*

Date: 05.21.2025

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



Brent L. Buehler
24 Rossiter St.
Brandon, VT 05733
757-621-1450

details@detailsinteriordesign.com

May 21, 2025

Mr. Seth Hopkins, Town Manager
29 Center Street
Brandon, VT 05733

Re: Appointment to Town Board

Dear Mr. Hopkins,

I am requesting appointment to the vacancy, created by the resignation of Tanner Romano, to the Trustees of Public Funds. I feel I have a good and thorough understanding of the intent behind the funds left to the Town of Brandon in the Will of Shirley Farr, the purpose behind creating the Trust, and that its purpose still remains the sewer and sanitation needs of the town. By today's standards and expenses, I believe the primary purpose would almost certainly require any interest and profits from the investments of the Trust's principal be used entirely for sewer and sanitation since those services are not provided through taxation, and there would be little likelihood of any remaining funds not expended for those purposes.

Although the Trustees are elected to manage the Public Fund, the Town of Brandon remains the owner of all the fund's assets, and unless, as a Trustee, I were to be advised otherwise, I believe disbursement of any monies should be through requests submitted by the Town Manager, and that those requests must align with the Will's primary intended purposes. This may require more interaction and understanding between the Trustees and Town Manager than has occurred in the past.

While I have never managed a Trust, and may have much to learn about doing so, I have owned a business, in partnership, for 43 years, and managed the finances of the business for most of that time, and in doing so, know how to honor and follow the required rules and regulations involved.

I know there is a concern on how to serve the entire community beyond those connected to the town's sewage system, and I have some ideas on how to do that, along with a curiosity as to whether additional investment policies adopted by the Town are possible within the State of Vermont's regulations regarding Trusts or the management of these funds.


Because of recent events, now is the time to align the Trust with the wishes of Shirley Farr, and I believe I am in a position, should I be appointed as a Trustee of Public Funds, to serve the Town in doing so.

Respectfully,

Brent L. Buehler

Enc.: Application for Trustee of Public Funds

RECEIVED
MAY 14 2025

RECEIVED
MAY 14 2025
By 

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

TOWN of
BRANDON
EST. 1761 VERMONT

Position Applying for

Your name	Faith Daya		
Physical address	12 W. Seminary St	Mailing if different	
Best telephone	508-904-0404	Alternate telephone	802-465-8288
Email address	faithdaya55@gmail.com		
You understand that your application for this position will be made public:		<input checked="" type="checkbox"/> YES	initials JMD
You are a legal resident of the Town of Brandon, Vermont		<input checked="" type="checkbox"/> YES	initials JMD

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Agreement and signature

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

Signature: Faith Daya Date: MAY 14, 2025

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Faith Daya
12 West Seminary Street
Brandon, VT 05733
May 14, 2025

Mr. Seth Hopkins
Town Manager, Brandon, VT

Dear Mr. Seth Hopkins:

I wish to express my interest in the open position on the board of the Trustees of Public Funds. My husband and I purchased our home in Brandon in 2013, we were retiring and looking to embrace a change, that change brought us to Brandon, wanting to live in a walkable village we found the perfect home. Our experience living in Vermont was nothing but wonderful, we made good friends and worked with amazing crafts people to renovate our home. Brandon is truly my happy place.

Most of my working career was spent with Bose Corporation where I held many positions in finance, the last being Finance Systems Manager, I was responsible for the implementation of a financial system worldwide and the operation of that system.

Upon my retiring and moving to Vermont I have been involved in The Makery at the Hannaford Career Center in Middlebury where I am responsible for a volunteer-based makers community space that is self-funding. I also serve on the New Music On The Point board a non-profit in Leicester, VT. I supported the Brandon Free Public Library fundraising effort running financial reports using the Little Green Light software. I have always been interested in matters of the community, trying to be aware of issues impacting Brandon. I do not have any associations that would conflict with the position of Trustee of Public Funds.

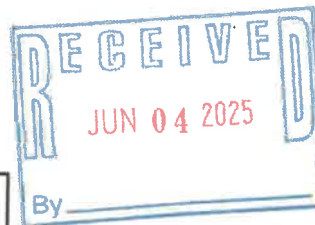
I feel my experience in finance being a decision maker and understanding the guidelines of the trust left to Brandon by Shirley Farr would allow me to make the right decision that would best fit Ms. Farr's wishes and the Town of Brandon.

I will admit that I have only learned of this board recently and I have attended one meeting and will attend the May 15 meeting via ZOOM. I have read all the minutes and would look forward to serving.

Thank you for your time and consideration. I am available to discuss this opportunity with you.

Sincerely,

Faith Daya



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



Position Applying for	
Your name	DEVON FULLER
Physical address	83 Park
Best telephone	202-850-6962
Email address	dfuller83@gmail.com
You understand that your application for this position will be made public:	
<input checked="" type="checkbox"/> YES initials DF	
You are a legal resident of the Town of Brandon, Vermont	
<input type="checkbox"/> YES initials	

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Agreement and signature

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

Signature: DF

Date: 6/4/25

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

To Whom it may concern,

I'm writing to express my interest in filling one of the seats on the Trusses of Public Funds board. I have lived in Brandon for 18 years and have sat on many boards in those years and feel that my experience would make me a good candidate to fill a spot on the Trustees board. I'm very proud to live in the town of Brandon and have always worked to make it a better place for everyone that lives here. I take my positions on town boards very serious and would do the same if I was chosen for this position. Thank you for your time and for considering me for the open seat.

Sincerely

A handwritten signature in dark ink, appearing to read "Devon D. Fuller". The signature is fluid and cursive, with the first name "Devon" being more prominent and the last name "Fuller" following in a similar style.

Devon D. Fuller

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



Position Applying for		Trustee of Public Funds	
Your name		Tracy R. Wyman	
Physical address		Mailing if different	
114 Wyman RD Brandon VT 05733			
Best telephone		Alternate telephone	
802-353-6846			
Email address		1099arbub@yahoo.com 802-353-6846	
You understand that your application for this position will be made public:		<input checked="" type="checkbox"/> YES initials TRW	
You are a legal resident of the Town of Brandon, Vermont		<input checked="" type="checkbox"/> YES initials TRW	

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Agreement and signature

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

Signature: _____

Tracy R. Wyman

Date: _____

5/21/25

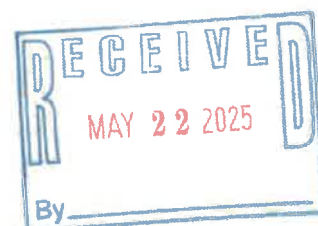
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May 22, 2025

To Seth Hopkins, (Town Manager) and the Brandon
Selectboard:

I would honor the opportunity to serve on the Board of Trustees of Public Funds. With two years of experience on the Planning Commission, eight years on the Brandon Selectboard, and 45 years in business here in Brandon, I believe that I would be a viable and approachable candidate for one of the vacant seats on the Trustee of Public Funds Board. Thank you for your time and consideration.

Tracy R. Wyman



**Brandon Select Board Meeting
May 26, 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, Jack Schneider, Barry Varian, Brent Buehler, Steven Jupiter, Gerard Lowell, David Martin, Jim Leary, Serge Cotnoir, Vicki Disorda, Karen Rhodes, Lisa Wolcott, Michael Wolcott, Joyous Emerson

Others by Zoom: Bruce Jenson, Jan Coolidge, Jessica Doos, Neil Silins, Nita Hanson, Patricia Welch

1. Call to order

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

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

2. Select Board Members' Remarks

Doug Bailey reiterated that attendees be nice and treat everyone with respect.

3. Recurring Matters

a) Select Board Minutes – May 12, 2025

Motion by Cecil Reniche-Smith/Jeff Haylon to approve the meeting minutes of May 12, 2025, as amended. The motion passed unanimously.

Correction Beate Jensen's name on page 4.

Correction of Claire Astone's comment on page 3 that she did not want to reinvent the wheel.

b) Warrant – May 26, 2025 - \$1,590,770.24

Motion by Cecil Reniche-Smith/Jeff Haylon to approve the warrant in the amount of \$1,590,770.24. The motion passed unanimously.

It was noted this warrant includes payments for the appropriations and the school tax.

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. Mr. Hopkins provided the following highlights from his report:

There are two vacancies for the Trustees of Public Funds that the Select Board was advertising for letters of interest through June 5th. There are now three vacancies and Mr. Hopkins questioned if the Board wished to change the window for inquiries. It was decided to maintain the current window for the letters of interest.

Mr. Hopkins met with the Police Chief, Police Officer, and a risk assessor from the insurance company to discuss options for the Sanderson bridge.

The Town had collected delinquent taxes totaling \$181,961 and since the letter from the attorney \$51,676 has been collected.

Chief Kachajian will be making a conditional offer of employment to a Level 2 officer for one of the open positions on Tuesday. The Highway Chief also has a verbal commitment from a qualified individual for the Highway Department.

Brian Kilpeck and Jeremy Disorda completed the first Goshen roadwork and the next work to be done will be roadside mowing after July 1st.

The uninspectable police cruise sold for \$1,400.

The health insurance rates have been announced with Blue Cross Blue Shield having a 13.7% increase and MVP a \$7.5% increase. Currently the Town staff is on MVP, except for the police department that has Blue Cross Blue Shield.

Cecil Reniche-Smith asked if trucks come from both directions on the Sanderson Bridge. Seth Hopkins advised they do come from both sides but most come from the west. Ms. Reniche-Smith asked if there are the same warning signs on both sides and it was confirmed there are. Mr. Hopkins noted the risk assessment person who met with them at the bridge was surprised with the number of issues with the number of signs at the bridge. There is discussion of widening the turnaround on the Town side of the bridge and installing on both sides a telephone pole with a swinging bar that would strike the truck first. The insurance company may have some funds available for these changes. Doug Bailey stated from the Town Manager's report; it was noted that the State's Ethics Committee has said they do not have the manpower to enact the law that has been instituted.

5. Community Development Report

Bill Moore provided the following Community Development Report:

"On May 14th, the Town closed on the purchase of the .74 acres that will complete the Seminary Hill Park. This has been in the making since the SB had approved a match in December. Excited about the park being the Town's.

On May 16th, we received the official grant award for the purchase of a van that will serve as a rec vehicle and eventually a public transit connector. The Town will purchase a white VW ID buzz from Lundgren in Rutland.

Big thank you to Otter Valley advisories (Mr. Rose, Mr. Perta, & Ms. St. Raymond) for their work on May 16th. They stained the Thomas Overlook deck, spread wood chips at seminary, and stained 10 of the 15 downtown park benches. This is a school-wide volunteer day.

On June 7th, the former FOTH sponsored Silent Movie will be showing Saturday, June 7, 2025, 7p.m.: "Underworld" (1927) starring George Bancroft, Evelyn Brent, Clive Brook. This is Director Josef von Sternberg's groundbreaking tale of big city mobsters, widely considered the father of all gangster pictures. Free Will Offering - Proceeds will support the 2026 future silent movie series.

Lego Robotics Camp is back. August 4th - 8th at the Brandon Town Hall. Registration for all programs can be found at brandonrec.com.

The Upstairs of the town hall will be unavailable for use due to the Great Brandon Auction prep and sale through July 13th starting June 16th.

There was a successful Memorial Day parade that was put on by the American Legion and is the 123rd year for the Flower Girls to place flowers around the monument.

Jan Coolidge asked if the purchase of the land for the park came in under budget. Bill Moore reported that the total was \$25,097 and the Town Farm Fund money will pay for the rest of the attorney's fees.

6. Request for Tier 1B Designation for Brandon (Act 181/Act250)

Seth Hopkins advised he attended a meeting of the Brandon Planning Commission regarding a presentation by Logan Solomon of the RRPC concerning the details of Act 181 that is a relaxation of Act 250 requirements in certain areas. This
Brandon Select Board Meeting
May 26, 2025

will help to facilitate the growth in streamlining the application. The areas affected would include the designed downtown, village center, planned growth area and the village. Those 4 areas would receive relaxed permitting and would not require Act 250. The Town has water and wastewater and would be in-fill where there is density. There are areas where Act 250 status quo will remain the same and some areas that are rural conservation and forestry. Those would have heightened Act 250 requirements. The Town's option is to be considered for Tier 1B designation or leave it status quo.

Jack Schneider stated every town has to do a town plan and the next step is a future land use map. The Planning Commission sees no downside to this designation. The Town has very strong land use ordinances in place and this primarily effects 10 acres or under in not having to go through the Act 250 expense. The Brandon Planning Commission recommends submitting a request for the Tier 1B designation.

Motion by Cecil Reniche-Smith/Jeff Haylon to request to be considered for Tier 1B designation as described in the Board packet. **The motion passed unanimously.**

Seth Hopkins stated the Town went from 1 acre to 10 acres for when Act 250 would be triggered and Act 181 has additional requirements. The Town is not eligible for Tier 1A designation but is eligible for Tier 1B due to having wastewater and water.

Vicki Disorda stated this would be a significant change without discussion from the general public and expressed concern with the limited number of parking spaces in Brandon, as it would make life much more uncomfortable for people.

Jack Schneider advised the BLUO follows state mandates of 5 dwellings per acre and 50 units on 10 acres would likely be multi-story but it is something that is mandated. Cecil Reniche-Smith stated this is in keeping with what the state law requires and a lot of this information was provided by the Brandon Planning Commission and the RRPC has also addressed this. Mr. Schneider stated the RRPC has had meetings around the county and the public meeting in Brandon was held on the 13th. There will be continued RRPC meetings when they get to the next phase.

Jan Coolidge asked if there is a limit on the lot size for multiple houses. Unless building up, it makes a difference as to how much the structure would take for a footprint. Mr. Hopkins stated this will not change the BLUO and that is where that would get addressed. This action is for retaining or eliminating Act 250 requirements. Doug Bailey stated the additional use of sewer would reduce the cost for the individual users.

Jan Coolidge asked what Act 250 does with 10 acres outside of those areas with water. Mr. Hopkins stated that it would be subject to Act 250 as it is outside the four areas noted and there is no public infrastructure.

Vicki Disorda asked if there is a limit to how high a structure can be and Mr. Schneider advised the building height can be 30 feet.

Jeff Haylon asked the timeline for the designation process. Mr. Hopkins advised it has to be provided to the State by July 1st and his understanding is that the Town will be advised in a matter of months, likely in time for the next building season.

7. Town Report Appropriation Request Info

Ralph Ethier stated this topic comes from the last Trustee of Public Funds meeting where a woman stated there should be a financial statement provided when submitting for an appropriation and she thought that it should be made public. Mr. Ethier thought this was a good idea. Doug Bailey asked if there is a record for anyone who wants to see this information. Seth Hopkins advised this is public information that is available but is not placed in the Town Report. This information is provided to the Town Clerk and Ms. Gage has only been asked a couple of times for this type of information. Cecil Reniche-Smith asked if they are single page financials. Mr. Hopkins noted the financials are not provided in the same format from everyone and are usually 4 to 7 pages, and there are around 15 that are usually submitted. Ms. Reniche-Smith stated that there would be an additional 60 pages and this would be completely the Town's cost. This would be doubling the size of the Town Report and Ms. Reniche-Smith asked if it was possible to make it better known. Mr. Hopkins stated a notice could be on the Town's budget page for the appropriations. Doug Bailey stated a bold statement in the Town Report could be added advising people where they could find the details. Mr. Ethier agreed it would be good information to provide. Mr. Hopkins suggested since the Fire Department and School District are now separate reports, it could be good to determine what the Select Board

wants to accomplish with the Town Report. He stated it would be a good chance to take a fresh look at what the voters would like to see. Jan Coolidge did not think it is wise to print all of the financials but agreed that a statement about the availability of the information should be sufficient for people and if one does not have a computer, they could go into the Town Office to see the information.

8. Purchase of New Cruiser Following Sealed Bid Process

Seth Hopkins provided information on the 11 different bids for the new police cruiser and noted it was a good open bid process. The Brandon Energy Committee (BEC) solicited bids from the Green Fleet policy and also provided information regarding electric police cruisers. The Green Fleet policy does require consideration and the police staff believes that one of the two electric vehicles would be too small. The main concern that they have is with all the equipment they wear in needing more space than provided in the Blazer. Cecil Reniche-Smith asked with regard to the cost if the gas cruisers include the equipment and Mr. Hopkins advised that only the electric cruisers are offered without the police equipment and the gas cars are a police package. There was also a hybrid option and Ms. Reniche-Smith asked if that is something they would like. Mr. Hopkins advised the police staff thought the maintenance cost would be higher risk. Jeff Haylon asked if it is possible for the officers to test drive the vehicles. Mr. Hopkins advised the two Electric vehicles are at Vermont dealers but the others are from another state. Brandon has had Dodge Chargers and Ford Explorers and they know how they drive. Doug Bailey complimented the BEC on the electric cruiser packet. He stated we have heard a great deal of negative comments about how they would not work in Vermont and noted the information provided shows that they can work in Vermont. He would like to have the police chief go to Windham County to see the cars in another police force. Mr. Bailey noted he is not ready to have the public concerned about an electric car but appreciated all the work the BEC did on this. Jeff Haylon agreed with Mr. Bailey and thought the police know best what they need and want to use in the field. Mr. Bailey asked if the Charger was the model that gave the Town problems. Gerard Lowell stated there were suspension parts but there are also now new generations of the motor. Mr. Lowell questioned if they were all-wheel drive with extended warranties. Mr. Hopkins advised they are all-wheel drive with 3-year warranties. Mr. Lowell noted the Town had purchased extended warranties in the past and with more electrical items in the cars, the extended warranty is huge and suggested looking into the extended warranties. It was noted that the all-wheel drive Charger is what the police department prefers.

Brian Coolidge asked where the money is in the police budget. He likes Option G but noted the budget is currently 1.5% over budget. Seth Hopkins stated in the officers salary line, as of tonight there is \$287,000 and that is where the \$60,000 would come from. Mr. Coolidge stated the budget should be 87.5% for the year and the police budget is 89%. Mr. Hopkins stated the officers' salary line has room and the bottom-line figure is not going to exceed the budget for the department. Mr. Hopkins noted the vehicle would be deliverable shortly after the first of the fiscal year.

Joyous Emerson asked why the Town is in need of a new cruiser after losing a number of police officers. Seth Hopkins stated the cruisers are aging and the Town needs to build a fleet. There are two good vehicles and a new cruiser would replace one of the oldest cruisers to keep the fleet refreshed. Mr. Hopkins noted the Police budget has the capacity to make this payment for this fiscal year. Mr. Emerson asked if the idea is to hire a new officer. Mr. Hopkins advised an offer will be extended tomorrow for an additional officer.

Karen Rhodes thanked Jeff Haylon for his comment of letting the people that do the work pick the appropriate vehicles for the work that they do. It may be nice to have an electric vehicle, but if the Town does not listen to the people that do the work, it is selling them short. She asked the Select Board to listen to the police staff and not go with something that seemed vogue.

David Martin agreed with Mr. Haylon's statement and suggested the specifications matter as having a top line number is not enough for the decision. The operating costs that the BEC provided are what the mpg is and what the costs for operating them are. Hearing from a mechanic is helpful and he thought more investigation is warranted. Mr. Hopkins stated the Green Fleet policy is legitimate and sets the parameters the Select Board to consider alternative vehicles. He stated the primary consideration is when there is an officer safety standard that needs thought. He stated Chief Kachajian is concerned with all of the equipment they need and wants the latitude to fully operate the vehicle safely and the Charger that is the second lowest bid appears to be their preference. He is not discounting looking at the electric vehicles, and perhaps a service vehicle would work with a Tesla, but there is not a non-pursuit vehicle being considered at this point. Mr. Martin stated the Blazer is different from a standard model and he wants to be sure that the Chief was looking at the Ev-blazer and not the standard one.

Cecil Reniche-Smith stated it is a question of the environment we are in right now and the status of our police department. Given that the two officers have expressed a preference, she wants them to know that the Select Board respects their ideas and concerns, and that we acknowledge that they are in the best position to know what they need right now. She would personally go with what the police staff are most comfortable with and feel most safe in. It does not mean that down the line, she would not encourage looking at a hybrid or electric vehicle.

Motion by Brian Coolidge/Ralph Ethier to approve the purchase of the Dodge Charger all-wheel drive, Option G with an extended warranty. **The motion passed unanimously.**

Doug Bailey suggested the Police Chief visit one of the Vermont towns and test drive an electric vehicle. He appreciated all the information from the BEC.

9. Select Board Statement Regarding Ethics Report

Doug Bailey stated the Select Board always welcomes community involvement except on this agenda topic. Over the last 8 weeks, all has been said and the Board knows the comments from the public.

Motion by Cecil Reniche-Smith/Jeff Haylon for the Board to adopt the following statement:

"At the May 12, 2025, meeting of the Brandon Select Board, the Board approved and adopted the Report on the Investigation of Ethics Complaints against two members of the Trustees of Public Funds regarding a pledge for \$20,000 by the TPF to the Otter Valley Athletics Association. After the report was distributed, the original complainant contacted the authors of the Report and demanded the report be withdrawn and changed. The complainant was upset that the Report addressed the issue of potential financial conflicts of interests on the part of the Trustees, even though the complaints themselves did not expressly allege the existence of a financial conflict of interest.

The complainant is correct that his complaints did not expressly state that either Tanner Romano or Laura Miner had an undisclosed financial interest in the outcome of their decision to pledge \$20,000 to the OVM.

However, both complaints did allege that the OVAA was simply acting as a "pass-through" for another entity, the VCC, and alleged that Trustee Romano was a "member, and probable director" of the VCC. A reasonable reader could understand the complaint to be concerned not only with any personal interest the Trustees had in the OVAA, but also with the possibility that, as a "probable director" of the VCC, Mr. Romano may have had financial interest in the funds request. Moreover, once the complaints were accepted by the Board for investigation, the Board had an independent responsibility to analyze the allegations in light of Brandon's policy on conflicts of interest in light of information gathered during the investigation. Finally, appropriate analysis of the issue required examining all the forms which a conflict of interest could manifest, and address whether any of those forms were implicated. That is what the Report did.

The Report is available for review on the town's website. Citizens are advised to read the Report for themselves, rather than rely on media interpretations or word of mouth. The Board understands that many readers of the Report have been dissatisfied with its contents. That is to be expected in these situations. The Board stands behind its investigation and its Report. The Board considers this case to be closed."

The motion passed unanimously.

Doug Bailey advised this statement will be posted on the web page with the original complaint. Mr. Bailey reiterated the Select Board does not oversee the Trustees of Public Funds as they are an elected body. The Select Board has one task in two weeks to name new members to that board from the applications received. This is something the Select Board does for any committee and by law, it is something they have to do. The appointments will only be until March voting and those appointed will have to reapply to run for those positions. Mr. Hopkins advised in March there will be a one-year term of a three-year term, a two-year term of a three-year term and a three-year term on the ballot. Mr. Bailey noted going forward aside from appointing the trustees, the Select Board will not be discussing the Trustees of Public Funds at the Board meetings. Mr. Bailey noted the Select Board learned a lot about ethic complaints and will be making some changes to the policy.

10. Summer 2025 Road Paving Plan and Funding

Brandon Select Board Meeting
May 26, 2025

Seth Hopkins provided information on Wheeler Road and Town Farm Road as the Class 3 roads that need attention and noted the Select Board had indicated \$100,000 could be available for paving. The Town has been advised the match will be \$200,000 for Union Street rather than \$350,000 and the Town Treasurer has advised the 1% option tax fund is \$487,000. There is a new lease payment for the highway truck. The roof on the town hall will use all the ARPA funds including the amount from the solar proposal, the insurance payment from the chimney failure, plus \$30,000 more. Mr. Hopkins noted currently there is about \$200,000 remaining in the option tax fund. Doug Bailey stated Town Farm Road would cost around \$160,000. Mr. Hopkins advised this is only repaving the currently paved sections. Cecil Reniche-Smith suggested doing Town Farm Road as it is the least expensive project.

Motion by Cecil Reniche-Smith/Brian Coolidge to go out to bid on the Town Farm Road paving with use of the local option tax fund. **The motion passed unanimously.**

11. Public Comment and Participation

Brent Buehler stated as the complainant regarding the ethics complaint, he wanted for the record to indicate he did not elude or allege impropriety of either Tanner Romano or Laura Miner.

12. Adjournment

Motion by Brian Coolidge/Cecil Reniche-Smith to adjourn the Select Board meeting at 8:18PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

06/06/25

TOWN OF BRANDON Accounts Payable

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11:09 am

Check Warrant Report # 63867 Current Prior Next FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 06/09/25 To 06/09/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310540	06/02/25	ACADIA INSURANCE COMPANY Builders Risk-Sandrsn Brd 5648467-10 Builders Risk Policy, required by contractor for repairs to Sanderson Bridge insurance claims.	10-5-15-10500 HW Ins Claim Exp	500.00	3068	06/09/25
100015	05/30/25	ALLEN ENGINEERING & CHEMI chlorine 11250621001	20-5-55-50120 Sodium Hypochorite	2786.00	3069	06/09/25
310590	06/02/25	AMERICAN WINDOW CLEANING window 5/30/25 053026	10-5-22-43100 Town Office	65.00	3070	06/09/25
311015	05/28/25	BEN'S UNIFORMS shirts 212275	10-5-14-10320 Clothing Allowance	312.00	3071	06/09/25
301168	06/04/25	BILLADO BRIAN Brandon Idol payment 06/04/25	10-5-18-50090 Adult Activities	596.00	3072	06/09/25
100255	06/02/25	BRANDON FIRE DISTRICT #1 May water payments 06/02/25	90-5-15-90600 Paid To BFD No 1	12113.57	3073	06/09/25
100275	05/27/25	BRANDON FREE PUBLIC LIBRA appropriation JUNE 2025	10-5-25-70470 Brandon Library	7666.63	3074	06/09/25
100280	05/27/25	BRANDON LUMBER & MILLWORK clorox 94383/3	20-5-55-43160 Maint. Supplies - General	9.18	3075	06/09/25
100280	05/28/25	BRANDON LUMBER & MILLWORK screw 94648/3	10-5-22-43080 Highway Bldg Maint	0.50	3075	06/09/25
100280	05/28/25	BRANDON LUMBER & MILLWORK screws 94649/3	10-5-22-43080 Highway Bldg Maint	23.50	3075	06/09/25
100280	06/03/25	BRANDON LUMBER & MILLWORK soldering flux/copper tee 95729/3	20-5-55-43160 Maint. Supplies - General	15.98	3075	06/09/25
100280	06/03/25	BRANDON LUMBER & MILLWORK cap, tee, saw blade 95831/3	10-5-22-43160 Parks Maint.	29.57	3075	06/09/25
100310	05/27/25	BRANDON SENIOR CITIZENS C appropriation JUNE 2025	10-5-25-70480 Senior Citizen Center	1291.63	3076	06/09/25
300967	05/28/25	BRANDON, TOWN OF water @ Estabrook EST 05/28/25	10-5-22-42120 Bldgs & Grounds Water Fee	70.00	3077	06/09/25
300967	05/28/25	BRANDON, TOWN OF water @ Police Station PD 05/28/25	10-5-22-42120 Bldgs & Grounds Water Fee	81.72	3077	06/09/25
300967	05/28/25	BRANDON, TOWN OF water @ Town Hall TH 05/28/25	10-5-22-42120 Bldgs & Grounds Water Fee	85.01	3077	06/09/25
300967	05/28/25	BRANDON, TOWN OF water @ Town Office TO 05/28/25	10-5-22-42120 Bldgs & Grounds Water Fee	95.73	3077	06/09/25
300967	05/28/25	BRANDON, TOWN OF water @ WWTF WW 05/28/25	20-5-55-42120 Water	1382.56	3077	06/09/25
100860	05/28/25	CARROLL BOE PELL KITE PC purchase from Briscoe 39893	10-5-10-21110 Legal Services	1925.00	3078	06/09/25
301503	05/28/25	CHAMPLAIN VALLEY FUELS diesel fuel 572396	10-5-15-41130 Fuel - Vehicles HW	806.80	3079	06/09/25
310741	06/04/25	CIFONE KENNETH Brandon Idol payment 06/04/25	10-5-18-50090 Adult Activities	596.00	3080	06/09/25
310097	05/21/25	COMCAST service May 28 to Jun 27 WW 05/21/25	20-5-55-42100 Wastewater Telephone	209.35	3081	06/09/25
100470	05/22/25	CROSBY'S SALES & SERVICE for mowing 0072636	10-5-22-43120 Municipal Mowing-maint	331.51	3082	06/09/25
100470	05/13/25	CROSBY'S SALES & SERVICE mower 0072711	20-5-55-51310 Collection Systems	369.00	3082	06/09/25

06/06/25

TOWN OF BRANDON Accounts Payable

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11:09 am

Check Warrant Report # 63867 Current Prior Next FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 06/09/25 To 06/09/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
301100	06/04/25	CROSSMAN JESSICA Brandon Idol payment	10-5-18-50090	1000.00	3083	06/09/25
		06/04/25	Adult Activities			
330426	05/25/25	CVC PAGING paggers	20-5-55-42100	39.00	3084	06/09/25
		247-16883	Wastewater Telephone			
300466	05/28/25	DUNDON PLUMBING & HEATING portable toilet fee	10-5-18-30070	140.00	3085	06/09/25
		99259	Little League Expenses			
101007	03/07/25	EARLE'S TRUCK REPAIR, INC DEF line leak - truck #4	10-5-15-41180	1300.20	3086	06/09/25
		47364	HW Outside Maint. - Vehic			
101007	01/17/25	EARLE'S TRUCK REPAIR, INC start module - trk #1	10-5-15-41180	126.84	3086	06/09/25
		48047	HW Outside Maint. - Vehic			
101175	06/04/25	EDMUNDS ROSS Brandon Idol payment	10-5-18-50090	596.00	3087	06/09/25
		06/04/25	Adult Activities			
311241	06/04/25	ELLIS CARINA Brandon Idol payment	10-5-18-50090	596.00	3088	06/09/25
		06/04/25	Adult Activities			
100494	05/23/25	ENDYNE INC testing	20-5-55-22120	45.00	3089	06/09/25
		532456	Testing			
100494	05/30/25	ENDYNE INC testing	20-5-55-22120	45.00	3089	06/09/25
		533088	Testing			
300187	05/17/25	FLORENCE CRUSHED STONE 3/4 minus	10-5-15-46140	1246.83	3090	06/09/25
		5020596	Gravel			
310985	06/04/25	GAHAGAN ENTERPRISES rental of dance space	10-5-18-50070	3040.00	3091	06/09/25
		06/04/25	Dance Lessons			
100650	05/31/25	GALLS LLC duty belt	10-5-14-10320	113.96	3092	06/09/25
		031496657	Clothing Allowance			
311156	05/26/25	GREEN MOUNTAIN DOOR changed bad cables	10-5-22-43090	239.00	3093	06/09/25
		MAY 2025	PD Bldg Maint.			
311128	05/27/25	GREEN MOUNTAIN GARAGE wire, cut-off wheel	10-5-15-41160	52.03	3094	06/09/25
		228973	HW Maint. Supplies-Vehicl			
311128	05/29/25	GREEN MOUNTAIN GARAGE parts for roadside mower	10-5-15-44120	35.17	3094	06/09/25
		229049	Roadside Mower- Maint			
311128	06/05/25	GREEN MOUNTAIN GARAGE parts for truck #4	10-5-15-41160	26.17	3094	06/09/25
		229351	HW Maint. Supplies-Vehicl			
311128	06/05/25	GREEN MOUNTAIN GARAGE parts for roadside mower	10-5-15-44120	25.75	3094	06/09/25
		229359	Roadside Mower- Maint			
101095	05/28/25	HALL'S WELDING LLC roof for tractor	10-5-15-44120	79.38	3095	06/09/25
		0498	Roadside Mower- Maint			
301167	05/27/25	J O T AMERICAN PATRIOT SA zyme concentrate	20-5-55-51310	1718.77	3096	06/09/25
		05/27/25	Collection Systems			
311176	05/28/25	LILY WHITE CLEANING SERVI cleaning	10-5-22-10120	78.75	3097	06/09/25
		052825	PD Custodian			
311176	05/28/25	LILY WHITE CLEANING SERVI cleaning	10-5-22-10130	166.25	3097	06/09/25
		052825	Admin Custodian			
311176	06/04/25	LILY WHITE CLEANING SERVI cleaning	10-5-22-10120	52.50	3097	06/09/25
		060425	PD Custodian			
311176	06/04/25	LILY WHITE CLEANING SERVI cleaning	10-5-22-10130	157.50	3097	06/09/25
		060425	Admin Custodian			
310586	05/27/25	MARTIN DAVID J reimburse printing costs	10-5-12-40100	19.52	3098	06/09/25
		05/27/25	Energy Cm Public Outreach			
300463	05/27/25	NATIONAL BANK OF MIDDLEBU HW trk loan pymt-LOT fund	70-5-00-05010	10000.00	3066	06/05/25
		71147- 6/25	HW trk loan 12/24-Prin			

06/06/25

TOWN OF BRANDON Accounts Payable

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Check Warrant Report # 63867 Current Prior Next FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 06/09/25 To 06/09/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
300463	NATIONAL BANK OF MIDDLEBU	05/27/25	HW trk loan pymt-LOT fund 70-5-00-05015 71147- 6/25	HW trk loan 12/24-Int	2275.00	3066	06/05/25
101092	NEWELL MICHAELA	06/04/25	dance lessons 06/04/25	10-5-18-50070 Dance Lessons	9154.47	3099	06/09/25
100478	ROYAL GROUP INC	11/15/24	monitoring 11/19 - 10/24 716970	10-5-22-43100 Town Office	1495.20	3100	06/09/25
310418	SILLOWAY NETWORKS INC	06/01/25	in-house support - PD 29754938	10-5-14-30210 Office Equipment	150.00	3101	06/09/25
310418	SILLOWAY NETWORKS INC	06/01/25	software as a service 29755110	10-5-10-30134 Technical Support	826.71	3101	06/09/25
300592	SUBURBAN PROPANE LP	05/15/25	propane WW supply garage 540044	20-5-55-42110 LP Gas - Bldgs	71.22	3102	06/09/25
300592	SUBURBAN PROPANE LP	05/15/25	propane @ Police Station 540045	10-5-22-42100 Heating - Propane	212.44	3102	06/09/25
301160	THE REPORTER	06/05/25	taxes due x 2 158369	10-5-10-30310 Legal Advertising	78.00	3103	06/09/25
311255	UTILITAC EQUIPMENT AND UP	05/29/25	2023Charger-car only UTE05927-1	10-5-14-90100 New Cruiser Purchase	35999.00	3067	06/05/25
			Upfit charges due on delivery.				
330348	VERIZON WIRELESS	05/23/25	service: Apr 24 - May 23 6114232636	10-5-14-20233 MDT/Aircards	320.12	3104	06/09/25
310046	W B MASON CO INC	05/23/25	folders, markers 254483296	10-5-10-30110 Office Supplies	10.38	3105	06/09/25
310046	W B MASON CO INC	05/29/25	toner 254572025	10-5-10-30110 Office Supplies	105.37	3105	06/09/25
310046	W B MASON CO INC	05/29/25	old credits from:20-11,12 ST-73026128	10-5-14-30110 Office Supplies	-24.48	3105	06/09/25
311070	WEX BANK	05/31/25	Fuel cards - May 2025 105114992	10-5-22-43120 Municipal Mowing-maint	131.02	3106	06/09/25
311070	WEX BANK	05/31/25	Fuel cards - May 2025 105114992	20-5-55-41130 Fuel - Vehicles	157.33	3106	06/09/25
311070	WEX BANK	05/31/25	Fuel cards - May 2025 105114992	10-5-14-41130 Fuel - Vehicles	234.51	3106	06/09/25
100577	WILK PAVING, INC	06/02/25	cold patch W25-013	10-5-15-46120 Cold Patching	648.15	3107	06/09/25

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TOWN OF BRANDON Accounts Payable

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11:09 am

Check Warrant Report # 63867 Current Prior Next FY Invoices

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All Invoices For Check Acct 01(10 General Fund) 06/09/25 To 06/09/25

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

104146.30

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 \$ ***104,146.30
Let this be your order for the payments of these amounts.

FOR AWARENESS OF THE COMMUNITY

In observance of Juneteenth, a Federal holiday, State of Vermont holiday, and Town of Brandon holiday, the town office and highway department will be closed and unstaffed, and the wastewater treatment and police departments will be operating on holiday staffing, on Thursday, June 19, 2025.

PUBLIC WORKS

- Work to repair the Sanderson Covered Bridge will begin as the contractor's schedule allows.
- Work on the replacement of the slate roof on the Town Hall is ongoing.
- The Town issued an invitation to bid for the Town Farm Road resurfacing (source = 1% fund).
- I advised the State that the Town intends to purchase 1,000 tons of road salt on the State contract. They are going out to bid this month and this will function as our reservation.
- I am working with researchers at Dartmouth regarding their interest in our stormwater mitigation efforts.
- With town finance and wastewater staff, we drafted an FY26 wastewater enterprise fund budget which will be presented to the selectboard for consideration at the June 23 meeting. Despite rising costs of operation, no increase in sewer fees is proposed.
- Our sodium hypochlorite vendor extended the Town an FY26 quote 9% lower than the FY25 bid. We accepted.
- The Town received no proposals regarding restoration or removal of the dam at the waterfall in the center of town.
- The first installment payment on the replacement highway truck is in the warrant this meeting. This is from the 1% fund as voted by the selectboard at time of purchase.

TOWN FINANCES

- Delinquent tax collection update: The Town Treasurer advises that \$103,316 in delinquent taxes has been collected in the past three weeks.
- The Town has received official direction from the State that we are required to reappraise all property values. We will prepare a request for proposals from appraisal firms. Reappraisal is necessary to ensure an equitable sharing of the property tax burden among all property owners. Bear in mind that while the vast majority of properties are likely to see their appraised value increase, this will not directly result in a tax increase: immediately following a town wide reappraisal in which values go up, the tax rate goes down because the dollars raised by taxes remain constant, with only whatever increase in spending (if any) approved by the voters at Town Meeting added to the levy.

STAFFING

- We are pleased to welcome to the Brandon Police Department Officer Mikayla Fontana. Officer Fontana is Level 2 certified. She is in a training this week and will be on duty on June 16. We continue to recruit officers to staff up, and our police department positions were highlighted on the most recent Vermont Dept of Labor jobseekers opt-in newsletter.

- The Highway candidate I reported to you last meeting did report for work but after the first day elected not to continue in the position. Jeremy and Bill and I met with another well-qualified candidate on Thursday afternoon. Will keep you posted about any development.
- Elaine is reaching out to currently-serving members of boards regarding their interest in reappointment. "Fiscal year" appointments will be before the selectboard at the June 23rd meeting. (The other large batch of appointments are annual following Town Meeting.)

FOLLOW-UP

- The replacement cruiser has been ordered; likely delivery date after upfitting is Sept 1st.
- I continue to work with AFSCME regarding their release of representation of the Town of Brandon staff. Our current eligible staff do not desire union membership. The process is cumbersome, but the AFSCME representative is a good partner and is facilitating the agreed-upon goal.
- Courtesy awareness: An opportunity exists for a community group or individual to assist with proper display of the Flag at the Pine Hill Cemetery and St Mary's Cemetery. Neither of these are Town-owned. If you or your group have an interest in assisting with proper lighting of the American Flag, please contact me and I will connect you with the appropriate folks. A couple hundred dollars for each location (solar lighting) may be all that is required.
- I had many meetings with residents, town officials, staff, three journalists, and filled a number of requests for information.

FINANCIAL SNAPSHOT	
Unrestricted / Unassigned Fund Balance	\$482,043
1% (Local Option) Tax Fund Undesignated	\$327,734
Known Grant Matches Not Yet Designated	UNION STREET (~\$200,000)
Delinquent property taxes	\$664,152 (was \$741,836)
Delinquent wastewater (['over 120 days'])	\$198,938 (was \$237,879)

I will be out of office on board-approved vacation the week of June 9th.

Respectfully submitted,

Seth M. Hopkins

06/06/25

11:12 am

TOWN OF BRANDON General Ledger
Current Yr Pd: 12 - Budget Status Report
10 General Fund

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Jacolyn

Account	Budget	Actual	% of Budget
10-4-09 Tax Revenues	3,185,442.00	2,951,635.65	92.66%
10-4-10 Town Administration Reven	1,750.00	1,850.76	105.76%
10-4-11 Assessor Revenues	2,000.00	2,013.00	100.65%
10-4-12 Code Enforcement Revenues	15,500.00	8,438.00	54.44%
10-4-13 Clerk/Treasurer Revenues	181,170.00	181,479.27	100.17%
10-4-14 Police Dept. Revenues	9,500.00	31,828.07	335.03%
10-4-15 Highway Dept Revenues	181,450.00	351,005.22	193.44%
10-4-17 Intergovernmental Revenue	0.00	7,718.00	100.00%
10-4-18 Recreation Revenues	76,500.00	102,604.40	134.12%
10-4-22 Bldg. & Grounds	11,800.00	43,722.70	370.53%
Total Revenues	3,665,112.00	3,682,295.07	100.47%
10-5-09 Tax Expenditures	5,000.00	0.00	0.00%
10-5-10 Town Administration 10	415,005.00	417,979.40	100.72%
10-5-11 Assessor	41,190.00	25,259.18	61.32%
10-5-12 Code Enforcement 12	52,565.00	44,226.06	84.14%
10-5-13 Town Clerk 13	226,580.00	209,692.72	92.55%
10-5-14 Police Dept 14	856,400.00	812,016.20	94.82%
10-5-15 Highway 15	755,155.00	795,927.74	105.40%
10-5-17 Intergovernmental 17	255,235.00	228,823.23	89.65%
10-5-18 Recreation	186,088.20	212,690.64	114.30%
10-5-19 Debt Service 19	231,350.00	221,494.71	95.74%
10-5-21 Economic Develop. 21	50,341.00	39,098.72	77.67%
10-5-22 Bldgs. & Grounds	253,972.00	208,722.04	82.18%
10-5-25 Appropriations 25	336,230.00	333,230.00	99.11%
Total Expenditures	3,665,111.20	3,549,160.64	96.84%
Total 10 General Fund	0.80	133,134.43	
Total All Funds	0.80	133,134.43	



June 9, 2025

As Spring Baseball/Softball winds down, we want to thank all of the volunteer coaches for their time. And a huge shoutout to sponsors: **Shady J's BBQ, McCullough Bros (2 teams) Graph-X, Champlain Valley Equipment, Townline Equipment, Carter Insurance Agency, Pockette Pest Control, The Brandon Masons, Morningside Bakery, Café Provence, Mae's Place.**

For fans of Miss Michaela Dance, We have added 2 weeks of dance intensives at the Brandon Town Hall on the weeks of July 13 and August 12. **Fairy Dance Camp** (ages 3- 6), **Strengthening and Skill Work** (7- 12) & **Teen Intensives** (13+) will give dancers some summer practice to get ready for next year's weekly classes.

Pittsford Rec & Brandon Rec are presenting the 1st annual Rec Bike Swap. This event will be held at the **Pittsford Rec Area on June 21st, 9-11.** People can swap a bike, drop off a bike and/or pick up a bike.

Regarding the Brandon Independence Celebration. There have been some inquiries made on front porch forum and 2 emails sent to me, outgoing committee chair, regarding the possibility of mitigating the noise associated with fireworks. The planning for the **2025 celebration** has been going on since last July. The fireworks display has already arranged and paid for and will remain as the culminating event of the 1-day celebration scheduled for **July 5th.** The BIDCC committee made the decision to go from a 2 day to a 1 day celebration after COVID delayed display shot from a downtown location in September of 2020. Since then, the parade and associated activities being in one-location and on one day, logistically, a made for a smoother and more successful event. This volunteer group's core, along with a few newcomers, have all been working for more than a decade to make this as safe and manageable as we can *given the amount of funding and community support we receive.* The logistics of considering moving back to Park Village reintroduces the problems associated with parking and traffic control for cars at the field adjacent to the former firing spot. Exploring such a move and/or silent fireworks/drones and any other changes could absolutely be considered and implemented by future iterations of the committee. Anyone that is interested in joining should reach out to me via email so you can be added to the committee and help plan and work toward making a successful 2026 celebration.

Respectfully Submitted,



Bill Moore

Financial Management Questionnaire – Towns and Cities

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?		X		Finance Manager, Admin Asst, Asst Town Treas and Town Treasurer
Do you reconcile bank and ledger balances monthly?	X			Town Treasurer
Are checks always written to specified payees and not to cash?	X			
Does the same individual open the mail and deposit checks?		X		Admin Asst opens mail. Clerk's office deposits
Are pre-numbered checks used for all bank accounts?	X			
Are unopened bank statements delivered directly to the treasurer as received?				NA Bank statements are downloaded electronically
Do you always provide a numbered receipt for any cash payment made to the town?	X			
Have select board members attended financial trainings?	X			Some have, but not all members
Are bank statements reconciled on a regular basis?	X			Town Treasurer
Does someone other than the treasurer review bank reconciliations?	X			Finance Manager
Have you deposited town monies anywhere other than a town account?		X		
Have you deposited any non-town monies into a town account?	X			Carnival funds were inadvertently deposited and later refunded
Is interest in town accounts apportioned to each account?	X			
Have there been any changes in authorized signatures during the fiscal year?	X			Treasurer added to all Trustees Accounts
Has a signature stamp ever been used for any town account?	X			Used for signing checks after warrant approved
Has there ever been a theft, or unauthorized use of town funds or equipment?		X		
Are financial records maintained in a computerized system?	X			
Does the town have written policies and procedures for financial operations?	X			Most procedures are written, some in statute
Does each town official have copies of these policies and procedures?	X			policies and procedures on the shared drive
Have you attended trainings on recordkeeping?	X			Treasurer, Finance Mgr
Are checks written by the same individual who approves payments?		X		the duties are segregated among staff
Are you a participant in any business which does business with the town?		X		
Do you maintain separate pages, columns or running balances for each fund?	X			
Do elected town auditors attend financial trainings?				NA ELIMINATED AUDITORS
Are bank accounts and fund balances reconciled on a monthly basis?	X			Town Treasurer
Does the town loan money to town employees?		X		

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

Preparer: (signature)  (printed name): Susan Gage Title: Treasurer

Received by Select Board (signature): _____ on (date): _____

LATE HOMESTEAD PENALTY

32 V.S.A. § 5410

Shall the Select Board of the Town of Brandon penalize late homestead filers per 32 VSA § 5410 (g) for Tax Year Ending 6/30/2026?

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

YES _____

NO _____

Selectboard Members:

Date: _____

Doug Bailey _____

Cecil Reniche-Smith _____

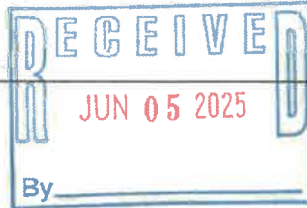
Ralph Ethier _____

Jeff Haylon _____

Brian Coolidge _____



State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401



Agency of Administration

June 1, 2025

Brandon Municipal Officials
49 Center St Brandon, VT 05733

You are receiving this letter because the Vermont Department of Taxes is notifying towns required to reappraise Education Grand List properties. Vermont law 32 V.S.A. § 4041a(b), requires that a municipality maintain its Education Grand List with a coefficient of dispersion (COD) that is at or below 20%, as determined by the Director of Property Valuation and Review (PVR). If the Education Grand List falls outside this parameter, the Director must order the municipality to reappraise. Additionally, Act 68 of 2023 requires Vermont towns to conduct a full reappraisal every 6 years starting January 1, 2025. Regardless of reappraisal order status towns should prepare to adhere to this 6-year schedule.

Based on the results of the 2024 Equalization Study, the COD in Brandon was outside the acceptable parameters, and therefore, an order to reappraise is issued. The municipal CLA was 67.62% and COD was 21.81%. The last year of reappraisal in Brandon was 2020.

What do you need to do?

1. **Please provide this information to your Board of Listers or Assessor.** Additional information about reappraisals, required forms, reappraisal rules, PVR guidance and helpful resources can be found on the Tax Department website at: <https://tax.vermont.gov/municipal-officials/listers-and-assessors/reappraisals>. Please reach out to PVR/your District Advisor with any additional questions.
2. **Within 30 days respond** to this order to indicate receipt of order and intention to develop a detailed compliance plan. A response form is attached. The response must be signed by the chair of the legislative body of the municipality or their designee. If contesting the order, a response in writing is required.
3. **Plan a reappraisal as soon as possible.** Work with PVR/your District Advisor and send a completed detailed compliance plan, Form RA-308, within 150 days of this order. Based on the date of this order the town response is due by Wednesday, October 29, 2025.

If your municipality has already voluntarily scheduled a reappraisal and submitted a detailed compliance plan (Form RA-308), a municipal response within 30 days is still required to indicate receipt and acknowledgement of the order. The municipality does not need to resubmit Form RA-308. The municipality should check in with their District Advisor (DA) about the status of the reappraisal. If any details or the timeline of the reappraisal have changed, please send updated information.

Send communications to: tax.pvr@vermont.gov and your DA (electronic submissions are preferred)
Vermont Department of Taxes, Property Valuation and Review, ATTN: Reappraisal, 133 State Street FL 1,
Montpelier, VT 05633

Sincerely,

Jill Remick, Director, Property Valuation and Review
cc: Selectboard, Board of Listers/Assessor



State of Vermont
Department of Taxes
133 State Street
Montpelier, VT 05633-1401

Agency of Administration

Brandon Municipal Response to Reappraisal Order

Vermont law 32 V.S.A. § 4041a(b), requires that a municipality maintain its Education Grand List with a coefficient of dispersion (COD) that is at or below 20%, as determined by the Director of Property Valuation and Review (PVR). If the Education Grand List falls outside this parameter, the Director must order the municipality to reappraise.

Based on the results of the 2024 Equalization Study the COD in your municipality was outside the acceptable parameters, and therefore, an order to reappraise was issued.

This response acknowledges the municipalities receipt of the reappraisal order. The municipality will work towards submitting a reappraisal compliance plan (Form RA-308) within 150 days of the date of order.

The response must be signed by the chair of the legislative body of the municipality or their designee.

Signature

Date

Please return response to:

tax.pvr@vermont.gov and your District Advisor (electronic submission preferred)

Vermont Department of Taxes, Property Valuation and Review, ATTN: Reappraisal,
133 State Street FL 1, Montpelier, VT 05633