

**Brandon Selectboard Meeting Agenda**  
**Monday, July 14, 2025 @ 7PM**  
**Brandon Town Hall, 1 Conant Square, Brandon, Vermont**

|                  |   |
|------------------|---|
| Zoom Meeting ID  | 253 279 4161  |
| Zoom Link        | <a href="https://zoom.us/j/2532794161">https://zoom.us/j/2532794161</a> |
| 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 — June 23, 2025
  - b Selectboard minutes — July 7, 2025
  - c FY 2024/2025 Warrant — July 13, 2025
  - d FY 2025/2026 Warrant — July 14, 2025
- 4 Town Manager's Report
- 5 Community Development Report
- 6 Awarding of Demolition Bid for FRCF / FEMA Buyout
- 7 Consider Revolving Loan – Fit Factory Fitness LLC
- 8 Set terms for BRAVO Board: 1 July – 30 June
- 9 Board-Driven Ordinances & Repeal of Pool Hall regulations
- 10 FY27 Budget Process
- 11 Public Comment and Participation
- 12 Executive Session per 1 VSA § 313(a)(2) regarding negotiating or securing real estate purchase or lease options [possible swamp lot sale reversal], to include the town management team
- 13 Executive Session per 1 VSA § 313(a)(3) regarding the appointment or employment of a public officer or employee [police department applicants status], to include the town management team
- 14 Adjourn

**MINUTES OF JUNE 23, 2025**

**SELECTBOARD**

Commissioners Present: Doug Bailey, Cecil Reniche-Smith, Ralph Ethier, Brian Coolidge, Jeff Haylon

Others Present: Seth Hopkins, Bill Moore, Tim Kingston, Ian Buckley, Steven Jupiter, Brent Buehler, Gerad Lowell, Karen Rhodes. By Zoom: Vicki Disorda, Bruce Jensen, Neil Silins,

- 1 Chair Doug Bailey called the meeting to order at 7:15 PM.  
Motion by Reniche-Smith/Haylon to amend the posted agenda to authorize payment of the extension to the West Seminary Street sidewalk as item #3c. Amended agenda voted 5-0.
- 2 Selectboard members offered no initial remarks tonight.
- 3 Motion by Coolidge/Ethier to approve the minutes of May 26, 2025. Corrections/clarifications:  
In #7, Bailey, not Reniche-Smith, made the statement about the financial management document  
In #3, clarification that the trustees appointed serve through March 2026 Town Meeting, at which point all three three-year seats are up for election, one for a three-year term, one for two years remaining of a three-year term, and one for one year remaining of a three-year term. Amended minutes voted 5-0.

Motion by Reniche-Smith/Haylon to approve the FY25 warrant of \$196,041.30, noting that \$129,225 was Town Hall slate work. Bailey questioned \$11,210 payment to NEMRC; Hopkins advised this was five months of professional assessor's service (non-employee / contracted work). Warrant voted 5-0.

Motion by Reniche-Smith/Haylon to approve the additional FY25 warrant of \$74,000 for sidewalk repair on West Seminary Street. The town manager was asked to explain the funding involved: The select board had allocated \$175,000 from the ARPA award for sidewalk work in Brandon. This 2024 project came in under budget at \$131,498. The board elected to "do more" with the surplus. Additional work was agreed on West Seminary Street, from the Neshobe House down to where the concrete sidewalk starts, using the remaining ARPA funds. Vermont Roadworks completed this last week; an additional 500ft of sidewalk from Neshobe House up the hill to between #50 and #52 was identified and agreed, and will be funded from the 1% fund, which will have \$300,000 in it after this project. Because the Town Farm Road paving bid [see later this meeting] came in lower than anticipated, the additional amount required from the 1% fund will be \$10,445.50. The additional warrant was voted 5-0.

- 4 The town manager gave highlights of his posted report (full report published in the meeting packet). Vacancies on the energy committee and development review board were noted; roof work on the Town Hall is progressing well; a chronic drainage issue near the Carver Street pump station has been addressed by the Town staff; Bob LaPorte has begun work with the Highway Department and Mikayla Fontana as an officer of the Police Department. The Town received a grant of \$29,000 to bring stormwater drainage up to standard on hydrologically-connected road segments.

Bill Moore spoke about the Union Street sidewalk project. This has been complex. The current focus is on acquiring temporary right-of-way easements from property owners. Completion of this phase is achievable by the end of summer assuming donations of temporary easements by property owners.

Cecil Reniche-Smith encouraged all Brandon residents with concerns to contact the selectboard or town management team directly with questions rather than relying on well-intended but potentially less-informed responses that might appear on Front Porch Forum.

Seth Hopkins has published reports on groundwater monitoring and landfill conditions to the website. Conditions at the closed landfill are stable.

Bill Moore has completed and submitted a triennial open space inventory report to Vermont Emergency Management. Seven successful buyout properties were documented. Bill is organizing the demolition of the buyout at 317 North St (conducted mandatory pre-bid meeting with interested bidders this past Friday) and has another Newton Rd property in progress.

Jeff Haylon and Seth Hopkins attended the Rutland Regional Emergency Management session last Wednesday and will attend the exercise at Chittenden Grange this coming Wednesday.

Seth Hopkins forecast the Town budget to end with a modest surplus but cautioned that the upfitting of the replacement cruiser will come out of that, and there will be more FY25 bills coming during July.

5 Bill Moore gave his community development report (also published). A round of applause was given for all Brandon children having free swimming lessons available to them this summer thanks to the generosity of sponsorship of the swimming lesson program by Nifty Thrifty and Bob Foley of Foley Brothers Brewing. Bill highlighted the new pickleball structure of \$50 season fee for Brandon residents and \$79 for non-residents, for which the board chair expressed thanks. Bill highlighted the Unified Cheer experience for athletes in grades 3-8 to work on cheering basics and social-emotional skills.

Doug Bailey spoke about the 25 Rossiter Street property which has been a topic of conversation recently. He stated the Town did not run the former Boys & Girls Club, and the Town typically would not desire to supplant a potential private enterprise such as a laundromat by operating one as a Town service. Vicki Disorda offered information that Rep. Todd Nielsen is seeking funding to support the purchase of this property to include the laundromat purpose. Karen Rhodes spoke of the burden borne by residents who do not have their own washers and dryers having to trek to Middlebury or Rutland to do their laundry.

6 Public comment: Vicki Disorda asked for clarification on renewing appointments, as she did not see positions posted as available. Seth Hopkins had confirmed with the town office staff that it has been the Town's practice of many years' standing to foster continuity in boards by generally repainting incumbents when they are interested and when the board in question is functioning well. He restated the two openings that were announced earlier in the meeting. Vicki offered that some people have had the opportunity to serve on multiple boards while some have applied multiple times and asked the board to revisit the policy and to post these positions in the future.

7 Renewal of Appointments: Motion by Coolidge/Reniche-Smith to renew appointments of those listed on the memo from Elaine Smith:

- John Peterson and Jack Schneider to the Development Review Board through June 30, 2028
- Neil Silins on the planning commission through June 30, 2026
- Jack Schneider and Natalie Steen on the planing commission through June 30, 2028
- Stephanie Jerome and Karen Lynch on the revolving loan fund through June 30, 2028
- Judy Bunde as alternate on the revolving loan fund through June 30, 2026

Voted 5-0.

8 Award Paving Bid for Town Farm Road: Bid opening result was reported in the meeting packet. The low bid (Wilk) was only \$100.50 less than the next-lowest (Pike). Motion by Coolidge/Reniche-Smith to award the work to Wilk Paving at a cost not to exceed \$148,103.50. Voted 5-0.

9 Select FY26 Fuel Suppliers: Seth Hopkins reported current suppliers have been the low bidders for the past two or more years. FY26 quotes are all lower than FY25 pricing. Motion by Reniche-Smith/Coolidge to purchase on-road Diesel from Champlain Valley Fuels at 35¢ over rack; #2 heating oil from Champlain Valley Fuels at 35¢ over rack, capped at \$2.55 a gallon; propane from Suburban at State of Vermont contract pricing (45¢ over rack; on day of quote, this was \$1.489). Voted 5-0.

Board chair Bailey called a recess at 7:51. The board returned from recess at 7:59.

10 Motion by Reniche-Smith/Coolidge to enter executive session per 1 VSA §313(a)(3) for the town manager's annual review, to include Seth Hopkins. Voted 5-0. Board entered executive session at 8PM. Motion by Reniche-Smith/Coolidge to exit executive session at 8:18PM. Voted 5-0. No action required.

11 Motion by Coolidge/Ethier to adjourn. Not debatable. Voted 5-0.

8:19PM.

Respectfully submitted,

  
Seth M Hopkins, Town Manager

**MINUTES OF JULY 7, 2025**

**SELECTBOARD**

Selectboard Members Present: Doug Bailey, Cecil Reniche-Smith, Ralph Ethier, Jeff Haylon

Others Present: Sue Gage in person; Steven Jupiter and Keith Whitcomb by Zoom.

1 Chair Doug Bailey called the meeting to order at 7PM.

2 Selectboard members offered no initial remarks tonight.

3 Set FY26 Tax Rate

- Sue explained the methodology for setting the tax rate: divide the number to raise by the grand list.
- The town budget, appropriations, and fire district are considered.
- The town picks up a portion of the veterans exemption and exempt properties' education portion.
- Town rate: 1.0017, a 0.48% increase.
- Education rates: Homestead is 1.6824, non-residential is 1.8224.
- Non-residential rate decreased by 2.148%.
- Homestead rate increased by 0.616%.
- Total tax rates: Residential is 2.6841 (0.564% increase), non-residential is 2.8241 (1.232% decrease).
- The state bumped up the CLA due to being below market value.
- Sue is unsure if the state funded it with one-time money and may ask the representative about it.

Taxes on Residential Values

- Change from last year to this year.
  - Average house in Brandon assessed at \$186,000 will see a \$28 increase over the year.
  - \$400,000 house will see a \$60 increase, \$300,000 house will see a \$45 increase, \$200,000 house will see a \$30 increase, and \$100,000 house will see a \$15 increase over the year.
- Non-residential properties will see a slight decrease compared to last year.

Tax Rate Setting

- Motion by Reniche-Smith/Haylon to set the tax rate as presented by Town treasurer. Voted 4-0.
- Sue Gage will bring the document into Seth tomorrow.

4 Motion by Reniche-Smith/Haylon to enter executive session per 1 VSA §313(a)(3) for the town manager's annual review. Voted 4-0. Board entered executive session at 7:11PM. Motion by Reniche-Smith/Haylon to exit executive session at 7:15PM. Voted 4-0. Selectboard approves town manager's cost of living salary adjustment (2.5%) as it appeared in the FY26 line-by-line detail of the budget proposal published on the website before Town Meeting Day; the FY26 budget was adopted by the voters.

5 Motion by Haylon/Reniche-Smith to adjourn. Not debatable. Voted 4-0.

7:16PM.

Respectfully submitted,



Seth M Hopkins, Town Manager

07/11/25

01:54 pm

## TOWN OF BRANDON Accounts Payable

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Check Warrant Report # 63873 Prior FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 07/13/25 To 07/13/25

| Vendor | Invoice Date | Invoice Description<br>Invoice Number                             | Account                                    | Amount Paid | Check Number | Check Date |
|--------|--------------|---|--|-------------|--------------|------------|
| 100406 | 06/30/25     | ADDISON INDEPENDENT LDFLA directory 2025<br>159418                | 10-5-21-75000<br>Economic Development      | 600.00      | 3177         | 07/14/25   |
| 100015 | 06/20/25     | ALLEN ENGINEERING & CHEMI chlorine<br>11250631001                 | 20-5-55-50120<br>Sodium Hypochorite        | 2560.00     | 3178         | 07/14/25   |
| 101199 | 06/09/25     | AM CONSTRUCTION SUPPLY IN blades<br>4265                          | 10-5-15-41110<br>New Equipment-Misc. Tools | 599.98      | 3179         | 07/14/25   |
| 310590 | 07/07/25     | AMERICAN WINDOW CLEANING windows 6-26-25<br>8906                  | 10-5-22-43100<br>Town Office               | 65.00       | 3180         | 07/14/25   |
| 100190 | 06/26/25     | BLUE SEAL FEEDS boots for CB<br>40947816                          | 20-5-55-10320<br>Clothing Allowance        | 24.99       | 3181         | 07/14/25   |
| 100255 | 06/30/25     | BRANDON FIRE DISTRICT #1 June water payments<br>06/30/25          | 90-5-15-90600<br>Paid To BFD No 1          | 109950.51   | 3182         | 07/14/25   |
| 100280 | 06/24/25     | BRANDON LUMBER & MILLWORK clamp, wire connectors<br>100004/3      | 10-5-22-43160<br>Parks Maint.              | 14.98       | 3183         | 07/14/25   |
| 100280 | 06/26/25     | BRANDON LUMBER & MILLWORK hose<br>100283/3                        | 20-5-55-43160<br>Maint. Supplies - General | 34.99       | 3183         | 07/14/25   |
| 100280 | 06/23/25     | BRANDON LUMBER & MILLWORK battery<br>95822/3                      | 10-5-12-40100<br>Energy Cm Public Outreach | 299.99      | 3183         | 07/14/25   |
| 100280 | 06/18/25     | BRANDON LUMBER & MILLWORK batteries, drop cloth<br>98863/3        | 10-5-22-43160<br>Parks Maint.              | 35.98       | 3183         | 07/14/25   |
| 100280 | 06/18/25     | BRANDON LUMBER & MILLWORK fasteners<br>98874/3                    | 10-5-22-43100<br>Town Office               | 2.60        | 3183         | 07/14/25   |
| 100280 | 06/20/25     | BRANDON LUMBER & MILLWORK goggles<br>99231/3                      | 20-5-55-43160<br>Maint. Supplies - General | 6.99        | 3183         | 07/14/25   |
| 100280 | 06/23/25     | BRANDON LUMBER & MILLWORK concrete, tub, gloves<br>99690/3        | 10-5-22-43160<br>Parks Maint.              | 79.96       | 3183         | 07/14/25   |
| 100280 | 06/23/25     | BRANDON LUMBER & MILLWORK box cover/wire connectors<br>99740/3    | 10-5-22-43160<br>Parks Maint.              | 7.58        | 3183         | 07/14/25   |
| 100280 | 06/24/25     | BRANDON LUMBER & MILLWORK paint strainers, soap<br>99945/3        | 10-5-22-43080<br>Highway Bldg Maint        | 17.96       | 3183         | 07/14/25   |
| 100462 | 07/01/25     | CASELLA WASTE MANAGEMENT June trucking of sludge<br>3163408       | 20-5-55-50170<br>Trucking                  | 2580.00     | 3184         | 07/14/25   |
| 301503 | 06/25/25     | CHAMPLAIN VALLEY FUELS diesel fuel<br>574871                      | 10-5-15-41130<br>Fuel - Vehicles HW        | 577.05      | 3185         | 07/14/25   |
| 311047 | 07/07/25     | CHARTER HOUSE COALITION appropriation<br>JUNE 2025                | 10-5-25-70560<br>Charter House Coalition   | 3000.00     | 3186         | 07/14/25   |
| 310801 | 06/18/25     | COLOMB MARK officiating<br>06/18/25                               | 10-5-18-30070<br>Little League Expenses    | 60.00       | 3187         | 07/14/25   |
| 310037 | 06/18/25     | CONSOLIDATED COMMUNICATIO service: May 18 - Jun 17<br>TH 06/18/25 | 10-5-22-43150<br>Town Hall Repair/Maint.   | 83.40       | 3188         | 07/14/25   |
| 100456 | 07/08/25     | DUBOIS & KING INC scoping study TAP #8<br>725002                  | 56-5-18-20120<br>Engineer-TAP Forest Dale  | 1783.87     | 3189         | 07/14/25   |
| 100456 | 07/11/25     | DUBOIS & KING INC Engineer-Final rpt edits<br>725034              | 56-5-17-20100<br>North St Bridge-Engineeri | 1994.16     | 3190         | 07/14/25   |
| 300466 | 06/24/25     | DUNDON PLUMBING & HEATING portable toilet fee<br>100145           | 10-5-18-30070<br>Little League Expenses    | 140.00      | 3191         | 07/14/25   |
| 300466 | 06/30/25     | DUNDON PLUMBING & HEATING portable toilet fee<br>100365           | 10-5-18-30070<br>Little League Expenses    | -70.00      | 3191         | 07/14/25   |
| 300466 | 06/30/25     | DUNDON PLUMBING & HEATING portable toilet fee<br>100366           | 10-5-18-30070<br>Little League Expenses    | -70.00      | 3191         | 07/14/25   |

07/11/25

01:54 pm

## TOWN OF BRANDON Accounts Payable

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## Check Warrant Report # 63873 Prior FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 07/13/25 To 07/13/25

| Vendor | Invoice Date              | Invoice Description<br>Invoice Number              | Account                                    | Amount Paid | Check Number | Check Date |
|--------|---------------------------|--|--|-------------|--------------|------------|
| 300466 | DUNDON PLUMBING & HEATING | 06/18/25 portable toilet fee<br>99950              | 10-5-18-30070<br>Little League Expenses    | 140.00      | 3191         | 07/14/25   |
| 101007 | EARLES TRUCK REPAIR INC   | 06/25/25 wheel nuts for trk #4<br>50849            | 10-5-15-41160<br>HW Maint. Supplies-Vehicl | 38.40       | 3192         | 07/14/25   |
| 100494 | ENDYNE INC                | 06/23/25 testing<br>536328                         | 20-5-55-22120<br>Testing                   | 250.00      | 3193         | 07/14/25   |
| 100494 | ENDYNE INC                | 06/24/25 testing<br>536525                         | 20-5-55-22120<br>Testing                   | 135.00      | 3193         | 07/14/25   |
| 100494 | ENDYNE INC                | 06/27/25 testing<br>536948                         | 20-5-55-22120<br>Testing                   | 45.00       | 3193         | 07/14/25   |
| 310613 | FLEETPRIDE INC            | 06/25/25 parts for trk #4<br>126746116             | 10-5-15-41160<br>HW Maint. Supplies-Vehicl | 778.75      | 3194         | 07/14/25   |
| 310613 | FLEETPRIDE INC            | 06/26/25 parts for trk #4<br>126789634             | 10-5-15-41160<br>HW Maint. Supplies-Vehicl | 112.87      | 3194         | 07/14/25   |
| 300187 | FLORENCE CRUSHED STONE    | 06/14/25 gravel/stone<br>5020830                   | 10-5-15-46140<br>Gravel                    | 2134.53     | 3195         | 07/14/25   |
| 300187 | FLORENCE CRUSHED STONE    | 06/30/25 3/4 minus & rock fines<br>5020953         | 10-5-15-46140<br>Gravel                    | 4605.74     | 3195         | 07/14/25   |
| 100009 | FRANKLIN PAINT CO INC     | 06/24/25 paint<br>188885                           | 10-5-15-45130<br>Line Painting             | 1878.29     | 3196         | 07/14/25   |
| 311128 | GREEN MOUNTAIN GARAGE     | 06/17/25 pipe adapters<br>229889                   | 10-5-15-41160<br>HW Maint. Supplies-Vehicl | 26.17       | 3197         | 07/14/25   |
| 311128 | GREEN MOUNTAIN GARAGE     | 06/24/25 brake parts cleaner<br>230176             | 10-5-15-41160<br>HW Maint. Supplies-Vehicl | 41.88       | 3197         | 07/14/25   |
| 311128 | GREEN MOUNTAIN GARAGE     | 06/25/25 spring brake cage bolt<br>230242          | 10-5-15-41160<br>HW Maint. Supplies-Vehicl | 6.49        | 3197         | 07/14/25   |
| 311128 | GREEN MOUNTAIN GARAGE     | 06/25/25 oil<br>230251                             | 10-5-15-41160<br>HW Maint. Supplies-Vehicl | 20.98       | 3197         | 07/14/25   |
| 311128 | GREEN MOUNTAIN GARAGE     | 06/26/25 hose nozzle<br>230304                     | 20-5-55-41110<br>New Equipment-Misc Tools  | 17.49       | 3197         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/03/25 7 Conant lighting<br>07/25 047828         | 10-5-22-42130<br>Bldgs & Grounds Electric  | 42.00       | 3198         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/07/25 WWT# 480 volt service<br>07/25 079168     | 20-5-55-42130<br>Electric                  | 3953.75     | 3198         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/07/25 Newton Rd pump station<br>07/25 089202    | 20-5-55-42130<br>Electric                  | 361.13      | 3198         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/07/25 Central Pk/traffic lights<br>07/25 170028 | 10-5-22-42130<br>Bldgs & Grounds Electric  | 19.32       | 3198         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/07/25 Estabrook Park<br>07/25 240302            | 10-5-22-42130<br>Bldgs & Grounds Electric  | 70.50       | 3198         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/07/25 Carver St pump station<br>07/25 290502    | 20-5-55-42130<br>Electric                  | 51.33       | 3198         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/07/25 Green Park<br>07/25 317702                | 10-5-22-42130<br>Bldgs & Grounds Electric  | 28.03       | 3198         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/07/25 Country Club pump station<br>07/25 338602 | 20-5-55-42130<br>Electric                  | 32.30       | 3198         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/03/25 7 Conant Sq car chargers<br>07/25 339840  | 10-5-22-42500<br>Electric EV Car Stations  | 274.86      | 3198         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/07/25 Town Hall<br>07/25 451302                 | 10-5-22-42130<br>Bldgs & Grounds Electric  | 145.78      | 3198         | 07/14/25   |

07/11/25  
01:54 pm

TOWN OF BRANDON Accounts Payable  
Check Warrant Report # 63873 Prior FY Invoices  
All Invoices For Check Acct 01(10 General Fund) 07/13/25 To 07/13/25

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Jacolyn

| Vendor | Invoice Date              | Invoice Description<br>Invoice Number  | Account                                   | Amount Paid | Check Number | Check Date |
|--------|---------------------------|--|---|-------------|--------------|------------|
| 310233 | GREEN MOUNTAIN POWER      | 07/07/25 Brookdale pump station<br>07/25 467702  | 20-5-55-42130<br>Electric                 | 41.28       | 3198         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/03/25 Crescent Park<br>07/25 737937   | 10-5-22-42130<br>Bldgs & Grounds Electric | 246.54      | 3198         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/07/25 Police station<br>07/25 822212  | 10-5-22-42130<br>Bldgs & Grounds Electric | 30.33       | 3198         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/07/25 street lights<br>07/25 851302   | 10-5-22-42130<br>Bldgs & Grounds Electric | 3421.91     | 3198         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/07/25 WWTF security light<br>07/25 860302   | 20-5-55-42130<br>Electric                 | 30.46       | 3198         | 07/14/25   |
| 310233 | GREEN MOUNTAIN POWER      | 07/07/25 Champlain St pump station<br>07/25 867702   | 20-5-55-42130<br>Electric                 | 60.50       | 3198         | 07/14/25   |
| 301525 | GURNEY LORI P             | 06/25/25 MMPI 3 administration<br>06/25/25   | 10-5-14-21110<br>Legal Services           | 65.00       | 3200         | 07/14/25   |
| 300600 | HOLLAND COMPANY INC       | 06/26/25 sodium aluminate<br>PI-33965  | 20-5-55-50150<br>Sodium Aluminate         | 11106.27    | 3201         | 07/14/25   |
| 310552 | INNOVATIVE SURFACE SOLUTI | 07/07/25 chloride<br>PS-INV009686  | 10-5-15-46150<br>Chloride                 | 5532.24     | 3202         | 07/14/25   |
| 310335 | KAS INC                   | 06/26/25 groundwater monitoring<br>609210052-7   | 10-5-22-22130<br>Testing/Monitor Fee      | 4730.90     | 3203         | 07/14/25   |
| 101156 | KONICA MINOLTA PREMIER FI | 06/19/25 copier contract<br>558188850  | 10-5-10-30130<br>Service Contracts        | 293.93      | 3204         | 07/14/25   |
| 100029 | LAWES AGRICULTURAL SERVIC | 06/17/25 grass seed<br>38058   | 10-5-15-44110<br>Ditching                 | 117.50      | 3205         | 07/14/25   |
| 311176 | LILY WHITE CLEANING SERVI | 06/25/25 cleaning<br>062525  | 10-5-22-10120<br>PD Custodian             | 70.00       | 3206         | 07/14/25   |
| 311176 | LILY WHITE CLEANING SERVI | 06/25/25 cleaning<br>062525  | 10-5-22-10130<br>Admin Custodian          | 183.75      | 3206         | 07/14/25   |
| 311176 | LILY WHITE CLEANING SERVI | 07/02/25 cleaning<br>070225A   | 10-5-22-10130<br>Admin Custodian          | 218.75      | 3206         | 07/14/25   |
| 310630 | MASTERCARD                | 06/16/25 Crash Invest class<br>12145   | 10-5-14-10340<br>Professional Development | 52.00       | 3207         | 07/14/25   |
| 310630 | MASTERCARD                | 05/28/25 lab supplies, log book<br>12378   | 20-5-55-41110<br>New Equipment-Misc Tools | 173.39      | 3207         | 07/14/25   |
| 310630 | MASTERCARD                | 05/28/25 lab supplies, log book<br>12378   | 20-5-55-30110<br>Office Supplies          | 34.98       | 3207         | 07/14/25   |
| 310630 | MASTERCARD                | 06/18/25 hedge trimmer;Park light<br>12417   | 10-5-22-43120<br>Municipal Mowing-maint   | 213.99      | 3207         | 07/14/25   |
| 310630 | MASTERCARD                | Central Park light- wire,connectors,epoxy. repair for ins claim.<br>06/18/25 hedge trimmer;Park light<br>12417 | 10-5-15-10500<br>HW Ins Claim Exp         | 92.54       | 3207         | 07/14/25   |
| 310630 | MASTERCARD                | Central Park light- wire,connectors,epoxy. repair for ins claim.<br>06/12/25 card-retirement-CB<br>12419       | 10-5-10-10310<br>Travel & Expenses        | 50.00       | 3207         | 07/14/25   |
| 310630 | MASTERCARD                | 06/01/25 light,flag,lock,vest,wcam<br>12420  | 10-5-22-43160<br>Parks Maint.             | 107.40      | 3207         | 07/14/25   |
| 310630 | MASTERCARD                | 06/01/25 light,flag,lock,vest,wcam<br>12420  | 10-5-18-10320<br>Dues & Subscriptions     | 6.99        | 3207         | 07/14/25   |
| 310630 | MASTERCARD                | 06/01/25 light,flag,lock,vest,wcam<br>12420  | 10-5-22-43160<br>Parks Maint.             | 117.56      | 3207         | 07/14/25   |

07/11/25  
01:54 pm

TOWN OF BRANDON Accounts Payable  
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| Vendor | Invoice Date              | Invoice Description<br>Invoice Number           | Account                                    | Amount Paid | Check Number | Check Date |
|--------|---------------------------|---|--|-------------|--------------|------------|
| 310630 | MASTERCARD                | 06/01/25 light, flag, lock, vest, wcam<br>12420 | 10-5-18-60900<br>July 4th Celebration      | 71.96       | 3207         | 07/14/25   |
| 310630 | MASTERCARD                | 06/01/25 light, flag, lock, vest, wcam<br>12420 | 10-5-10-30210<br>Office Equipment          | 29.99       | 3207         | 07/14/25   |
| 310630 | MASTERCARD                | 06/01/25 light, flag, lock, vest, wcam<br>12420 | 10-5-18-20600<br>Equipment /Supplies       | 27.99       | 3207         | 07/14/25   |
| 301083 | MVP SELECT CARE INC       | 07/08/25 FSA / HRA<br>CINV011570                | 20-5-55-10218<br>HRA WW                    | 10.50       | 3208         | 07/14/25   |
| 301083 | MVP SELECT CARE INC       | 07/08/25 FSA / HRA<br>CINV011570                | 10-5-13-10218<br>HRA                       | 7.00        | 3208         | 07/14/25   |
| 301083 | MVP SELECT CARE INC       | 07/08/25 FSA / HRA<br>CINV011570                | 10-5-18-10218<br>HRA                       | 3.50        | 3208         | 07/14/25   |
| 301083 | MVP SELECT CARE INC       | 07/08/25 FSA / HRA<br>CINV011570                | 10-5-10-10218<br>HRA Admin                 | 7.00        | 3208         | 07/14/25   |
| 301083 | MVP SELECT CARE INC       | 07/08/25 FSA / HRA<br>CINV011570                | 10-5-15-10218<br>HRA HW                    | 3.50        | 3208         | 07/14/25   |
| 100274 | PETTY CASH - TOWN OFFICE  | 07/07/25 postage and elections<br>JUNE 2025     | 10-5-10-30132<br>Postage Expenses          | 27.13       | 3209         | 07/14/25   |
| 100274 | PETTY CASH - TOWN OFFICE  | 07/07/25 postage and elections<br>JUNE 2025     | 10-5-10-30132<br>Postage Expenses          | 68.25       | 3209         | 07/14/25   |
| 100274 | PETTY CASH - TOWN OFFICE  | 07/07/25 postage and elections<br>JUNE 2025     | 10-5-13-20010<br>Elections                 | 19.15       | 3209         | 07/14/25   |
| 100274 | PETTY CASH - TOWN OFFICE  | 07/07/25 postage and elections<br>JUNE 2025     | 10-5-10-30132<br>Postage Expenses          | 24.94       | 3209         | 07/14/25   |
| 310334 | RAMAGE ALEX               | 06/18/25 officiating<br>061825                  | 10-5-18-30070<br>Little League Expenses    | 160.00      | 3210         | 07/14/25   |
| 311232 | SHERWOOD, ARNOLD          | 07/07/25 tax overpaid/state paymen<br>JUNE 2025 | 10-2-00-02120<br>Anticipated Tax Credits   | 235.37      | 3211         | 07/14/25   |
| 310921 | STEARNS SERVICES LLC      | 07/10/25 2nd quarter processing<br>1298         | 10-5-10-30130<br>Service Contracts         | 135.00      | 3212         | 07/14/25   |
| 300592 | SUBURBAN PROPANE LP       | 06/18/25 propane @ WW lab bldg<br>540440        | 20-5-55-42110<br>LP Gas - Bldgs            | 517.30      | 3213         | 07/14/25   |
| 100729 | TREASURY OPERATIONS DIVIS | 07/07/25 marriage fees to state<br>JUNE 2025    | 10-2-00-02113<br>Marriage Lic. Fees to Sta | 195.00      | 3214         | 07/14/25   |
| 330348 | VERIZON WIRELESS          | 06/13/25 service May 14 - Jun 13<br>6116002638  | 10-5-15-42100<br>HW Telephone              | 40.44       | 3215         | 07/14/25   |
| 330348 | VERIZON WIRELESS          | 06/13/25 service May 14 - Jun 13<br>6116002638  | 10-5-14-42100<br>PD Telephone Service      | 40.44       | 3215         | 07/14/25   |
| 330348 | VERIZON WIRELESS          | 06/13/25 service May 14 - Jun 13<br>6116002638  | 20-5-55-42100<br>Wastewater Telephone      | 40.44       | 3215         | 07/14/25   |
| 330348 | VERIZON WIRELESS          | 06/13/25 service May 14 - Jun 13<br>6116002638  | 10-5-18-42100<br>Rec Telephone-do not use  | 20.22       | 3215         | 07/14/25   |
| 330348 | VERIZON WIRELESS          | 06/13/25 service May 14 - Jun 13<br>6116002638  | 10-5-21-10310<br>Travel & Expenses         | 20.22       | 3215         | 07/14/25   |
| 310046 | W B MASON CO INC          | 06/26/25 paper<br>255167927                     | 10-5-10-30110<br>Office Supplies           | 181.96      | 3216         | 07/14/25   |
| 311070 | WEX BANK                  | 06/30/25 Fuel cards - June 2025<br>105733900    | 20-5-55-41130<br>Fuel - Vehicles           | 102.46      | 3217         | 07/14/25   |
| 311070 | WEX BANK                  | 06/30/25 Fuel cards - June 2025<br>105733900    | 10-5-22-43120<br>Municipal Mowing-maint    | 156.81      | 3217         | 07/14/25   |



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| Vendor       | Invoice<br>Date | Invoice Description<br>Invoice Number           | Account                             | Amount<br>Paid | Check<br>Number | Check<br>Date |
|--------------|-----------------|---|-------------------------------------|----------------|-----------------|---------------|
| 311070       | 06/30/25        | WEX BANK<br>Fuel cards - June 2025<br>105733900 | 10-5-15-41130<br>Fuel - Vehicles HW | 15.55          | 3217            | 07/14/25      |
| 311070       | 06/30/25        | WEX BANK<br>Fuel cards - June 2025<br>105733900 | 10-5-14-41130<br>Fuel - Vehicles    | 160.97         | 3217            | 07/14/25      |
| Report Total |                 |   |                                     | 168911.88      |                 |               |

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 \$ \*\*\*168,911.88  
Let this be your order for the payments of these amounts.

FY 24-25

07/11/25

01:53 pm

## TOWN OF BRANDON Accounts Payable

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Check Warrant Report # 63872 Current FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 07/14/25 To 07/14/25

| Vendor | Invoice Date              | Invoice Description<br>Invoice Number             | Account                                    | Amount Paid | Check Number | Check Date |
|--------|---------------------------|---|--|-------------|--------------|------------|
| 100275 | BRANDON FREE PUBLIC LIBRA | 07/07/25 appropriation<br>JULY 2025               | 10-5-25-70470<br>Brandon Library           | 7666.67     | 3218         | 07/14/25   |
| 100280 | BRANDON LUMBER & MILLWORK | 07/01/25 ground contact, screws<br>101189/3       | 10-5-15-43190<br>HW Bldg Maintenance       | 112.78      | 3219         | 07/14/25   |
| 100280 | BRANDON LUMBER & MILLWORK | 07/01/25 cleaner, sprayer<br>101274/3             | 10-5-15-43190<br>HW Bldg Maintenance       | 31.57       | 3219         | 07/14/25   |
| 100280 | BRANDON LUMBER & MILLWORK | 07/08/25 insect spray, batteries<br>102380/3      | 20-5-55-43160<br>Maint. Supplies - General | 29.17       | 3219         | 07/14/25   |
| 100280 | BRANDON LUMBER & MILLWORK | 07/09/25 sealant, knife, stones<br>102726/3       | 10-5-15-44110<br>Ditching                  | 25.77       | 3219         | 07/14/25   |
| 100280 | BRANDON LUMBER & MILLWORK | 07/09/25 sealant, knife, stones<br>102726/3       | 10-5-15-43120<br>Park Maint.               | 17.98       | 3219         | 07/14/25   |
| 100310 | BRANDON SENIOR CITIZENS C | 07/07/25 appropriation<br>JULY 2025               | 10-5-25-70480<br>Senior Citizen Center     | 1291.67     | 3220         | 07/14/25   |
| 310097 | COMCAST                   | 07/02/25 service: Jul 9 to Aug 8<br>EST 07/02/25  | 10-5-18-21250<br>Rec telephone             | 160.64      | 3221         | 07/14/25   |
| 310097 | COMCAST                   | 06/27/25 service: July 4 to Aug 3<br>TO 6/27/25   | 10-5-10-42100<br>Telephone Exp. Admin.     | 637.37      | 3222         | 07/14/25   |
| 310097 | COMCAST                   | 06/21/25 service: Jun 28 to Jul 27<br>WW 06/21/25 | 20-5-55-42100<br>Wastewater Telephone      | 209.35      | 3223         | 07/14/25   |
| 300466 | DUNDON PLUMBING & HEATING | 06/19/25 portable toilets/July 4th<br>100084      | 10-5-18-60900<br>July 4th Celebration      | 534.00      | 3224         | 07/14/25   |
| 100494 | ENDYNE INC                | 07/02/25 testing<br>538338                        | 20-5-55-22120<br>Testing                   | 25.00       | 3225         | 07/14/25   |
| 311128 | GREEN MOUNTAIN GARAGE     | 07/01/25 towels, brake cleaner<br>230502          | 10-5-15-41160<br>HW Maint. Supplies-Vehicl | 97.86       | 3226         | 07/14/25   |
| 311128 | GREEN MOUNTAIN GARAGE     | 07/07/25 windshield wash<br>230649                | 10-5-15-41160<br>HW Maint. Supplies-Vehicl | 4.49        | 3226         | 07/14/25   |
| 101131 | HANNA INSTRUMENTS INC     | 07/08/25 meter, electrode, value<br>INC602117751  | 20-5-55-30120<br>Professional Supplies     | 729.97      | 3227         | 07/14/25   |
| 311259 | HUTCHINS, HELEN           | 07/08/25 OVERPAID TAXES<br>0021-0059              | 10-2-00-02120<br>Anticipated Tax Credits   | 669.20      | 3228         | 07/14/25   |
| 310577 | KINGSTON TIMOTHY          | 07/10/25 reimburse for renewal fee<br>07/10/25    | 20-5-55-20530<br>Licenses & Fees           | 275.00      | 3229         | 07/14/25   |
| 311176 | LILY WHITE CLEANING SERVI | 07/02/25 cleaning @ PD<br>070225B                 | 10-5-14-20220<br>PD-Custodian              | 70.00       | 3230         | 07/14/25   |
| 311176 | LILY WHITE CLEANING SERVI | 07/09/25 cleaning<br>070925                       | 10-5-18-21010<br>Custodian- Estabrook      | 35.00       | 3230         | 07/14/25   |
| 311176 | LILY WHITE CLEANING SERVI | 07/09/25 cleaning<br>070925                       | 10-5-14-20220<br>PD-Custodian              | 70.00       | 3230         | 07/14/25   |
| 311176 | LILY WHITE CLEANING SERVI | 07/09/25 cleaning<br>070925                       | 10-5-18-21000<br>Custodian- Town Hall      | 105.00      | 3230         | 07/14/25   |
| 311176 | LILY WHITE CLEANING SERVI | 07/09/25 cleaning<br>070925                       | 10-5-10-21000<br>Custodian- Town Office    | 87.50       | 3230         | 07/14/25   |
| 100788 | NEW ENGLAND MUNICIPAL RES | 06/01/25 annual disaster recovery<br>57293        | 10-5-10-30130<br>Service Contracts         | 870.56      | 3231         | 07/14/25   |
| 100788 | NEW ENGLAND MUNICIPAL RES | 06/01/25 CAMA disaster recovery<br>57315          | 10-5-11-22140<br>Property Assessor         | 828.55      | 3231         | 07/14/25   |
| 311081 | OTTER CREEK WATERSHED INS | 07/10/25 2025 in full<br>2025                     | 10-5-17-71800<br>Mosquito Control          | 51235.00    | 3232         | 07/14/25   |

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| Vendor | Invoice Date              | Invoice Description<br>Invoice Number | Account                   | Amount Paid | Check Number | Check Date |
|--------|---------------------------|---------------------------------------|---------------------------|-------------|--------------|------------|
| 310842 | RHR SMITH & COMPANY       | 07/10/25 field work/fed compliance    | 10-5-10-22110             | 6500.00     | 3233         | 07/14/25   |
|        |                           | 2025-2139                             | Auditors                  |             |              |            |
| 301169 | RUSSELL RESOURCES INC     | 07/08/25 wave vacuum sampler/suppl    | 20-5-55-30120             | 2204.00     | 3234         | 07/14/25   |
|        |                           | 256496                                | Professional Supplies     |             |              |            |
| 301169 | RUSSELL RESOURCES INC     | 07/08/25 wave vacuum sampler/suppl    | 20-5-55-90100             | 20514.00    | 3234         | 07/14/25   |
|        |                           | 256496                                | Capital/New Equipment     |             |              |            |
| 100427 | RUTLAND COUNTY SHERIFF'S  | 07/08/25 Parade/fireworks coverage    | 10-5-14-40430             | 3050.00     | 3235         | 07/14/25   |
|        |                           | 17897                                 | Community Police          |             |              |            |
| 311260 | SHEARER VOLKSWAGEN        | 07/10/25 2025 VW ID Buzz              | 56-5-05-11000             | 64645.00    | 3176         | 07/10/25   |
|        |                           | 7/10/25                               | EECBG- 25 VW Buzz         |             |              |            |
| 311232 | SHERWOOD, ARNOLD          | 07/08/25 OVERPAID TAXES               | 10-2-00-02120             | 1980.40     | 3236         | 07/14/25   |
|        |                           | JULY 2025                             | Anticipated Tax Credits   |             |              |            |
| 310418 | SILLOWAY NETWORKS INC     | 07/01/25 DNS hosting                  | 10-5-10-30134             | 6.00        | 3237         | 07/14/25   |
|        |                           | 29755674                              | Technical Support         |             |              |            |
| 310418 | SILLOWAY NETWORKS INC     | 07/01/25                              | 10-5-10-30134             | 791.71      | 3237         | 07/14/25   |
|        |                           | 29755675                              | Technical Support         |             |              |            |
| 100487 | TREASURER, COUNTY OF RUTL | 07/07/25 county tax                   | 10-5-17-71100             | 13920.11    | 3238         | 07/14/25   |
|        |                           | JULY 2025                             | County Tax                |             |              |            |
| 100515 | VERMONT ADULT LEARNING    | 07/07/25 appropriation                | 10-5-25-70270             | 1000.00     | 3239         | 07/14/25   |
|        |                           | JULY 2025                             | Vermont Adult Learning    |             |              |            |
| 300665 | VERMONT ASSESSORS & LISTE | 07/01/25 membership 7/1 - 6/30        | 10-5-11-10340             | 50.00       | 3240         | 07/14/25   |
|        |                           | 2025/2026                             | Continuing Education      |             |              |            |
| 310045 | VERMONT DEPT OF HEALTH    | 07/07/25 engraved paper               | 10-5-13-30110             | 158.00      | 3241         | 07/14/25   |
|        |                           | 1671                                  | Office Supplies           |             |              |            |
| 100067 | VLCT                      | 05/28/25 Dues FY 25-26                | 10-5-10-10330             | 6894.00     | 3242         | 07/14/25   |
|        |                           | 15825                                 | Dues & Subscriptions      |             |              |            |
| 300382 | VLCT EMPLOYMENT RESOURCE  | 07/11/25 2025-Q3 Unemployment Ins     | 20-5-55-61150             | 85.50       | 3243         | 07/14/25   |
|        |                           | REN040884-Q3                          | NW Unemployment           |             |              |            |
| 300382 | VLCT EMPLOYMENT RESOURCE  | 07/11/25 2025-Q3 Unemployment Ins     | 10-5-17-61150             | 1054.50     | 3243         | 07/14/25   |
|        |                           | REN040884-Q3                          | Unemployment Insurance    |             |              |            |
| 311121 | WILMINGTON TRUST          | 06/25/25 CWSRF pymt #1                | 20-5-55-61090             | 6141.87     | 3244         | 07/14/25   |
|        |                           | 6/25/25                               | WWTF CWSRF RF1-223.3-Prin |             |              |            |
| 311121 | WILMINGTON TRUST          | 06/25/25 CWSRF pymt #1                | 20-5-55-61100             | 2984.63     | 3244         | 07/14/25   |
|        |                           | 6/25/25                               | WWTF CWSRF RF1-223.3-Int  |             |              |            |
| 311118 | WP ENGINE INC             | 05/26/25 managed hosting              | 10-5-10-30134             | 590.00      | 3245         | 07/14/25   |
|        |                           | 112345207                             | Technical Support         |             |              |            |

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| Vendor       | Invoice | Invoice Description |         | Amount    | Check  | Check |
|--------------|---------|---------------------|---------|-----------|--------|-------|
|              | Date    | Invoice Number      | Account | Paid      | Number | Date  |
| Report Total |         |                     |         | 198389.82 |        |       |

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 \$ \*\*\*198,389.82  
Let this be your order for the payments of these amounts.

FY 25/26

#### FOR AWARENESS OF THE COMMUNITY

- Work on the Sanderson Covered Bridge has been reconfirmed for the week of July 14. Pearl Street will be dead ended at the bridge from both directions from 7:30AM - 2:30PM daily for about a week.
- Vacancies exist in the following positions. Interested Brandon residents should please submit a cover sheet and letter of interest to the town manager:
  - Member (voting)
    - Energy Committee — meets 1st Monday 4:30PM
  - Alternate (attends/discusses at meetings; only votes in absence of a voting member)
    - Planning Commission — meets 1st Monday 6PM
    - Development Review Board — meets 4th Thursday 7PM

#### PUBLIC WORKS

- Willk Paving may have opportunity to perform the Town Farm Road resurfacing in the next six weeks or so. This is earlier than we often have had road paving done recently, because the selectboard created an advance plan that allowed us to go out to bid earlier in the year.
- All fuel contracts and purchase orders for wastewater chemicals approved by the selectboard at its most recent meeting have been finalized with the respective suppliers for FY26.
- Town staff replaced a lamppost that was struck by a motorist in Central Park; this exhausted our on-hand stock and we are working on replenishment because lead time is so long.
- We have tentative plans for a selectboard site visit at 6PM before the next meeting (July 28) to the state highway barn for a look-around as we consider a course of action to address our deficient town highway barn.
- The north car charging station was replaced under warranty due to a mechanical fault. Upon request of a selectboard member, I have been given written confirmation that the current price to replace one out of warranty would be \$5,220 for the station and \$540 for installation.
- I'm working with the Congregational Church regarding the upcoming steeple and clock repair. The clock belongs to the Town. We will be repainting the face and hands. The clockworks themselves are still an open issue with a knowledgeable local person working with
- Work on the replacement of the slate roof on the Town Hall is nearly complete as of this report; the scaffolding will come down and job site cleared out in coming days. For those curious about conditions and progress, I have posted some photos taken by Sbardella Slate at this page of the Town website:  
<https://www.townofbrandon.com/town-hall-roof-re-slating-summer-2025/>

#### TOWN FINANCES

- The list for tax sale is down from the initial 75 reported around Town Meeting time to the current list of 17 property owners. Many taxpayers have availed themselves of payment plans, making their first payments to stay out of the tax sale by becoming current.
- For the next couple of meetings, I'll include the FY25 department budget summary as that year's bills trickle in, as well as the FY26 (current year) department budget summary.
- I recommend the selectboard consider the FY27 budget workshop process including budget advisory committee, workshop series dates, and communication to the voters. Last year's process was thorough, started early, brought creative solutions, and earned a strong endorsement from the voters at Town Meeting.

## STAFFING

- Chief Kachajian conducted a successful interview with a candidate for police officer on Wednesday of this week a successful interview with another candidate later in the week. Both are advancing in Brandon's accession process. Officer Fontana is in field training with Chief Kachajian here in Brandon, and they and Officer Kelleher are pleased to be assisted by Emily Taylor in the (part-time/temporary) administrative position while the usual person is on leave. Highway, Wastewater, Recreation, and Admin/Finance are staffed at full authorized strength.

## FOLLOW-UP

- I participated in the Vermont Emergency Management local liaison activation drill on June 25th and with EMC Jeff Haylon in the VEM in-person tabletop exercise at the North Chittenden Grange that same day. Brandon is considered a "community champion" in the Rutland Region but we identified lots of ways we can improve in preparedness.
- I fulfilled a periodic requirement of Brandon's Certified Local Government status through an in-person meeting with State architectural historian Elizabeth Peebles. This was informative and will assist us in complying with the requirements of this certification which benefits our community through the Designated Downtown program and benefits individual property owners through tax credits for historic preservation. I followed up in-person with the chair of our historic preservation commission Dennis Reisenweaver.
- I created and distributed an "instructable" for hybrid/Zoom meetings held by all boards and commissions at the Town Hall.
- I had many meetings with residents, town officials, staff, and filled a number of requests for information.

## FINANCIAL SNAPSHOT

- As of Friday, July 11:

| FINANCIAL SNAPSHOT                        |                           |
|---|---------------------------|
| Unrestricted / Unassigned Fund Balance    | \$596,316                 |
| 1% (Local Option) Tax Fund Unobligated    | \$307,145                 |
| Known Grant Matches Not Yet Designated    | UNION STREET (~\$200,000) |
| Delinquent property taxes                 | \$633,841 (was \$660,298) |
| Delinquent wastewater (['over 120 days']) | \$189,917 (was \$194,750) |

Respectfully submitted,



| Account                           | Budget              | Actual              | % of Budget    |
|-----------------------------------|---------------------|---------------------|----------------|
| 10-4-09 Tax Revenues              | 3,185,442.00        | 3,073,084.89        | 96.47%         |
| 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           | 8,726.00            | 56.30%         |
| 10-4-13 Clerk/Treasurer Revenues  | 181,170.00          | 196,047.30          | 108.21%        |
| 10-4-14 Police Dept. Revenues     | 9,500.00            | 31,945.57           | 336.27%        |
| 10-4-15 Highway Dept Revenues     | 181,450.00          | 354,678.48          | 195.47%        |
| 10-4-17 Intergovernmental Revenue | 0.00                | 7,718.00            | 100.00%        |
| 10-4-18 Recreation Revenues       | 76,500.00           | 102,340.40          | 133.78%        |
| 10-4-22 Bldg. & Grounds           | 11,800.00           | 64,499.59           | 546.61%        |
| <b>Total Revenues</b>             | <b>3,665,112.00</b> | <b>3,842,903.99</b> | <b>104.85%</b> |
| 10-5-09 Tax Expenditures          | 5,000.00            | 0.00                | 0.00%          |
| 10-5-10 Town Administration 10    | 415,005.00          | 436,028.30          | 105.07%        |
| 10-5-11 Assessor                  | 41,190.00           | 36,469.23           | 88.54%         |
| 10-5-12 Code Enforcement 12       | 52,565.00           | 47,770.35           | 90.88%         |
| 10-5-13 Town Clerk 13             | 226,580.00          | 220,020.33          | 97.10%         |
| 10-5-14 Police Dept 14            | 856,400.00          | 830,094.63          | 96.93%         |
| 10-5-15 Highway 15                | 755,155.00          | 821,463.24          | 108.78%        |
| 10-5-17 Intergovernmental 17      | 255,235.00          | 228,823.23          | 89.65%         |
| 10-5-18 Recreation                | 186,088.20          | 225,626.12          | 121.25%        |
| 10-5-19 Debt Service 19           | 231,350.00          | 221,494.71          | 95.74%         |
| 10-5-21 Economic Develop. 21      | 50,341.00           | 40,523.99           | 80.50%         |
| 10-5-22 Bldgs. & Grounds          | 253,972.00          | 231,140.98          | 91.01%         |
| 10-5-25 Appropriations 25         | 336,230.00          | 336,230.00          | 100.00%        |
| <b>Total Expenditures</b>         | <b>3,665,111.20</b> | <b>3,675,685.11</b> | <b>100.29%</b> |
| <b>Total 10 General Fund</b>      | <b>0.80</b>         | <b>167,218.88</b>   |                |
| <b>Total All Funds</b>            | <b>0.80</b>         | <b>167,218.88</b>   |                |

07/11/25

01:57 pm

TOWN OF BRANDON General Ledger  
Current Yr Pd: 1 - Budget Status Report  
10 General Fund

Page 1 of 1  
HTML5SETHMICHAELHOPKINS

| Account                           | Budget               | Actual              | % of Budget    |
|-----------------------------------|----------------------|---------------------|----------------|
| 10-4-09 Tax Revenues              | 45,000.00            | 3,205,725.90        | 7,123.84%      |
| 10-4-10 Town Administration Reven | 300.00               | 150.00              | 50.00%         |
| 10-4-11 Assessor Revenues         | 2,000.00             | 0.00                | 0.00%          |
| 10-4-12 Code Enforcement Revenues | 15,500.00            | 53.00               | 0.34%          |
| 10-4-13 Clerk/Treasurer Revenues  | 176,370.00           | 1,224.40            | 0.69%          |
| 10-4-14 Police Dept. Revenues     | 10,550.00            | 0.00                | 0.00%          |
| 10-4-15 Highway Dept Revenues     | 171,300.00           | 0.00                | 0.00%          |
| 10-4-18 Recreation Revenues       | 93,500.00            | 376.00              | 0.40%          |
| 10-4-22 Bldg. & Grounds           | 12,800.00            | 0.00                | 0.00%          |
| <b>Total Revenues</b>             | <b>527,320.00</b>    | <b>3,207,529.30</b> | <b>608.27%</b> |
| 10-5-09 Tax Expenditures          | 5,000.00             | 0.00                | 0.00%          |
| 10-5-10 Town Administration 10    | 440,440.00           | 26,211.75           | 5.95%          |
| 10-5-11 Assessor                  | 41,590.00            | 878.55              | 2.11%          |
| 10-5-12 Code Enforcement 12       | 55,905.00            | 1,656.35            | 2.96%          |
| 10-5-13 Town Clerk 13             | 236,670.00           | 6,129.57            | 2.59%          |
| 10-5-14 Police Dept 14            | 937,000.00           | 21,812.95           | 2.33%          |
| 10-5-15 Highway 15                | 697,655.00           | 11,587.12           | 1.66%          |
| 10-5-17 Intergovernmental 17      | 260,365.00           | 66,209.61           | 25.43%         |
| 10-5-18 Recreation                | 190,230.00           | 3,898.75            | 2.05%          |
| 10-5-19 Debt Service 19           | 222,040.00           | 0.00                | 0.00%          |
| 10-5-21 Economic Develop. 21      | 50,485.00            | 825.97              | 1.64%          |
| 10-5-22 Bldgs. & Grounds          | 266,585.00           | 0.00                | 0.00%          |
| 10-5-25 Appropriations 25         | 248,680.00           | 9,958.34            | 4.00%          |
| <b>Total Expenditures</b>         | <b>3,652,645.00</b>  | <b>149,168.96</b>   | <b>4.08%</b>   |
| <b>Total 10 General Fund</b>      | <b>-3,125,325.00</b> | <b>3,058,360.34</b> |                |
| <b>Total All Funds</b>            | <b>-3,125,325.00</b> | <b>3,058,360.34</b> |                |





July 14, 2025

After what I assume was a tremendously successful Chamber Auction, the town hall upstairs is back open for entertainment. **July 19<sup>th</sup>** the town hall's wildly popular **silent movie** series resumes with a **Jeff Rapsis** accompanied screening of the 1922 comedy "**Grandma's Boy**" Free will donations to support the 2026 series

**July 26<sup>th</sup> L.C. Jazz** returns with big band sound. A **6pm** start time with **\$5 admission** gains you access to a swing dancing fun! Proceeds to benefit music/theatre scholarship funds.

**July 27<sup>th</sup>**, we are partnering with **The Brandon Museum** to host Howard Coffin **1pm to 3pm** at the Brandon Town Hall. This **free offering** of this renowned historian presentation of "The Great Bennington Battle and Vermont" is a great way to get geared up for the Vermont's 250<sup>th</sup> celebration.

Youth dance, cheer, field hockey and outdoor camps have some limited registration space and start this week. Visit **Brandonrec.com**.

The town has picked up the grant funded **2025 VW ID buzz** on Friday. The phased plan will have it as a rec support vehicle with some volunteer scheduled ride share public transit connections coming online in the next 2 months.

We have started with right of way easement acquisition for the Union Street Sidewalk project, the next phase to be completed.

**Youthworks** is back in town! For the next 3 weeks, we will be working with this organization to complete mini projects all over town. Groups of 10 – 15 youth with counsellors will be helping to beautify public parks and other spaces 3 days a week.

Fall planning is underway; next report will have the fall youth offerings.

Reminder that the **Great Brandon Carnival** is coming **July 24<sup>th</sup> – 27<sup>th</sup>** This former collaboration is now exclusively a field rental to **Colleen Wright Events**. Fun activities on tap with Miller Amusements rides, Vermont State Trivia Championships, Red Clover Open Mic and more.

Respectfully submitted,



Bill Moore



June 27, 2025

Select Board,

The town hosted a bid opening on June 27, 2025 for demolition services of a FRCF/FEMA Hazard Mitigation Program acquired property located at 317 North Street.

Below are the results from the eligible bidders (those that attended the mandatory pre-bid inspection)

|                                     |          |
|-------------------------------------|----------|
| Meecham Excavation                  | NO BID   |
| Govers Excavation                   | \$43,450 |
| Richard Reed & Son, Inc.            | \$15,000 |
| Jack Bowen Excavating               | \$54,750 |
| Harvey Excavating                   | \$38,750 |
| Hallstrom Excavating                | \$48,012 |
| Taconic Excavating                  | NO BID   |
| Complete Demolition                 | \$58,000 |
| K.T. Hathaway LLC.                  | \$48,000 |
| Mountain View Earthworks            | \$44,500 |
| Steady Maintenance                  | \$24,130 |
| Blue Mountain Trucking & Excavating | \$44,400 |

**The apparent low bidder is Richard Reed and Son, Inc.** They have performed this type of work for the town in the past, most recently for properties located at 17 Burke Park and 301 Newton Road. The work was excellent and met the requirements of the FRCF/FEMA program.

It is my recommendation that the select board consider this to be valid bid and award the demolition work to Richard Reed and Son.

Respectfully Submitted,

Bill Moore  
Deputy Town Manager

**Bill Moore**

---

**From:** rareedandson@aol.com  
**Sent:** Friday, June 27, 2025 11:55 AM  
**To:** Seth Hopkins; Bill Moore  
**Subject:** 317 North Street Bid  
**Attachments:** doc06016120250627115626.pdf

Attached please find Richard Reed and Son's bid for the 317 North Street demolition project.

Thank you,  
Ann Reed  
Richard Reed and Son, Inc.

## 5. BID FORM:

CONTRACTOR: Richard Reed and Son Inc.

The Bidder agrees to perform all work described in the RFP for the following Total Bid for this property:

### NOTE:

\* Bids shall include the cost of all subcontractors, sales tax, and other applicable taxes and fees

\* The contractor selected will be held responsible for the total lump sum bid for this project not for individual line items on worksheet(s)

Parcel Number: **0005-0317**

Address of Property: **317 North Street, Brandon VT 05733**

Site Preparation/Mobilization Costs: \$ 3000-

Cost to Raze Primary Structure: \$ 2000-

Cost to Raze Foundations/Slabs: \$ 2000-

Cost to Raze Other Site Improvements: \$ 500-

Disposal Costs \$ 7000-

Cost to Properly Abandon Septic System or Municipal Service Connection: \$ 1000-

Cost to Properly Abandon Water Supply or Municipal Service Connection: \$ 500-

Cost to Properly Remove Fuel Tank from Service: \$ 1000-

Cost to Abate Asbestos: \$ N/A, Report Attached

Other (describe below): \$ Ø

**Subtotal** \$ 17000-

Salvage (describe below): (\$ 2000-)

**Net Dollar Amount (Total Bid for this Property)** \$ 15,000-

Contractor's Notes for "Other" Costs:

None

Contractor's Description of Proposed Salvage:

We plan to salvage the metal roof, front storm door, and the replacement windows.

### Project Requirements

1. All waste generated by the project shall be lawfully disposed of and the contractor shall provide proof of transport by a licensed solid waste hauler to a certified facility to where it was hauled. All costs of disposal are included in the bid.

All buildings, structures shall be demolished and removed unless noted below:

- ☐ None  
☒ Salvaging metal roof, storm door, and replacement windows

2. Septic tanks must be pumped, and filled in place with clean fill, crushed in place, or removed and properly disposed of in accordance with the most recent adoption of Chapter 1 of the Vermont Environmental Protection Rules: Wastewater System and Potable Water Supply Rules.

Septic tanks shall be:

- ☐ Removed or  
☐ Punctured and filled with sand and left on site.

This property is on municipal sewer - to be capped.

3. Septic lines and distribution boxes shall be:

- ☐ Removed or  
☒ Left in place, and capped.

4. Unless otherwise noted, wells must be properly abandoned in accordance with the most recent adoption of Chapter 21 of the Vermont Environmental Protection Rules: Water Supply Rule and sealed no less than 1 foot below finished grade. Springs shall be filled. to be  
This property is on municipal fire district water - capped

5. No demolition or site work shall take place within the town or state road right of way unless as directed below:

☒ None

☐ \_\_\_\_\_

6. Concrete or stone foundations shall be:

- ☐ Removed and recycled or landfilled;  
☐ Foundation stones shall be left on site as follows;  
☒ Broken up and buried in the foundation hole on site **so long as** (1) the concrete is not coated with lead based paint, (2) the contractor obtains an "Insignificant Waste Management Event Approval" from the VTDEC, and (3) the floor was broken up so as not to retain water and **walls are removed to at least one foot below grade;**

- 
7. Contractors are responsible for all access permits and sufficient access to the site, including traffic control and temporary bridges/culverts, if needed.
  8. Erosion control shall be provided using Best Management Practices as outlined at <http://cfpub.epa.gov/npdes/stormwater/menuofbmps/index.cfm> or State of Vermont standards for construction if stricter.
  9. Existing trees and vegetation outside of the needed project area shall be protected with snow fencing or stakes and flagging.
  10. If demolition results in excavation, holes, or unusual contours, then finish grading and/or fill may be required to return the site to a "natural" state, including vegetation. Woody debris on site shall be left in place unless otherwise directed by River Engineer. Standard conservation seeding of the graded site is included in the bid. In cases where the flood has scoured away topsoil, sufficient topsoil shall be brought in as needed to reestablish vegetation. Any off-site fill used on site must be clean and free of invasive plants. If gravel material is required to be removed from the site by the River Engineer, it shall not be placed in any flood zone off site.
  11. Site work will be coordinated with the town so as to not hinder subsequent reuse. Live trees and shrubs shall be preserved, unless not feasible due to demolition.
  12. Specific site work may be required by permits and such work is included in this bid, therefore potential contractors are encouraged to obtain an understanding of such requirements as change orders due to permit conditions will not be allowed. Possible requirements may include dates of work, removal of material, grading, bank alterations, temporary erosion control, berm removal, etc.
  13. Contractors are responsible for any and all permits, notices and certifications, and shall provide a copy of all to the town. Any work within locally regulated flood zones or other areas will require a town permit that is the responsibility of the contractor to obtain prior to beginning work. In addition, any work within the "top of bank" will require either an individual or general stream alteration permit from the State River Engineer, or a letter stating that no permit is needed, that is the responsibility of the contractor to obtain prior to the beginning of work. Also, contractors shall coordinate with the River Engineer to see if any permit is required from the US Army Corps of Engineers, and if such permit is required shall obtain it prior to beginning work. Contractors shall provide the town with copies of the permits or certifications that no such permits are needed.

Richard Reed and Son, Inc.  
47 Taylor Hill  
Proctor, VT 05765  
(802) 747-9041  
[rareedandson@aol.com](mailto:rareedandson@aol.com)

References:

Town of Pittsford  
Chad Eugair, Highway Foreman  
PO Box 10  
Pittsford, VT 05763  
(802) 483-6886  
[highway@pittsfordvermont.com](mailto:highway@pittsfordvermont.com)

Town of Proctor  
45 Main Street  
Proctor, VT 05765  
(802) 459-3333  
[manager@proctorvermont.com](mailto:manager@proctorvermont.com)

City of Rutland  
Water Department  
Robert Protivansky  
PO Box 969  
Rutland, VT 05702  
(802) 282-7959  
[crutlanddpw\\_461@comcast.net](mailto:crutlanddpw_461@comcast.net)

Neighborworks  
Attn: Aaron Jones  
110 Marble Street  
West Rutland, VT 05777  
(802) 797-8103 or (802) 417-6272  
[ajones@nwwwvt.org](mailto:ajones@nwwwvt.org)



RICHREE-01

RICTR1

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |   |  |
|--|--|---|--|
| <b>PRODUCER</b><br>Digital Insurance LLC- Rutland, VT<br>98 Merchants Row<br>Rutland, VT 05701 |  | <b>CONTACT</b><br>NAME: Trevor Richardson<br>PHONE (A/C, No, Ext): (802) 296-5722<br>E-MAIL: trevor.richardson@onedigital.com<br>FAX (A/C, No): |  |
|  |  | <b>INSURER(S) AFFORDING COVERAGE</b>  |  |
|  |  | <b>INSURER A: Ohio Security Ins Co</b>  |  |
|  |  | <b>INSURER B: General Insurance Co Of America</b>   |  |
|  |  | <b>INSURER C: Ohio Casualty Insurance</b>   |  |
|  |  | <b>INSURER D: West American Insurance Co</b>  |  |
|  |  | <b>INSURER E:</b>   |  |
|  |  | <b>INSURER F:</b>   |  |

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL SUBR INSD WVD                             | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|--|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: |  | BKS64706288   | 4/1/2025                | 4/1/2026                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 15,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>EPL \$ 25,000 |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY   |  | AZG64706288   | 4/1/2025                | 4/1/2026                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$  |
| C        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br>EXCESS LIAB CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 10,000  |  | USO64706288   | 4/1/2025                | 4/1/2026                | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$<br>Aggregate \$ 1,000,000   |
| D        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br><input checked="" type="checkbox"/> N/A | XWW64706288   | 4/1/2025                | 4/1/2026                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 500,000<br>E.L. DISEASE - EA EMPLOYEE \$ 500,000<br>E.L. DISEASE - POLICY LIMIT \$ 500,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Town of Brandon  
49 Center Street  
Brandon, VT 05733

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





July 14, 2025

Selectboard Members,

On July 10th, the Brandon Revolving Loan Fund committee met with Andy Doaner to consider a loan request for Fit Factory Fitness, LLC. The board was impressed by the presentation and his plan to establish a fitness gymnasium facility in a building that was the former home of Upscale Resale. The fitness craze that has emerged since Brandon's last gym closed 15 years ago demonstrates that Brandon can support this type of business, addressing the retail leakage that occurs with the many people that live in our community that travel to either Rutland or Middlebury to work out. Andy Doaner's proven track record as an owner/principal of multiple successful businesses coupled with a comprehensive plan made for a unanimous endorsement from the board members present.

The RLF's recommends the following terms:

**Loan Amount: \$59,989**

**Terms: 5.5 % interest rate as amortized as a 120-month loan with a balloon payment at 60 months.**

**Security:**

- Collateral would be first security interest in all business assets of Fit Factory Fitness, LLC, and first security interest in fitness equipment purchased using the RLF funds.
- Personal Loan Guarantee signed by all of the principals of Brandon Bakery & Pizza LLC.

Respectfully Submitted,

Bill Moore  
Economic Development Officer


TO Selectboard  
RE BRAVO Terms  
DATE 10 July 2025

Brandon's Restorative Action for Victims and Offenders Program (BRAVO, aka Restorative Justice) has to this point had indefinite appointments for its board members. The current BRAVO board chair on behalf of the BRAVO board has requested that the selectboard set terms that are limited-duration / set terms.

Current BRAVO board members are  
Michell Pearl, Chair  
Paula Ashley, Coordinator  
Sue Gage, incoming Coordinator  
Debbie Boyce, a founding member  
Erin Kilpeck, BRAVO member

The BRAVO board is not the same as the restorative justice panels made up of trained volunteers to sit on panels; the BRAVO board is the advisory group charged with recruiting, linking volunteers to training, and working with the chief of police and town manager to further restorative justice in Brandon.

Their preference is for one-year terms for all members, to run from 1 July to 30 June annually. I recommend the selectboard confirm this with a positive vote. We will then include these appointments as part of the "fiscal year" list that we bring to the board late spring. Thank you for your consideration.

Respectfully submitted,  
  
Seth M Hopkins, Town Manager

TO Selectboard  
RE Board-Driven Ordinances & Policies First Step  
DATE 10 July 2025

The Selectboard has influence in leading the community through shaping policy. This is one of its statutory and essential roles as the elected legislative body of the Town. The Town's book of ordinances, policies, and practices is an accumulation of many years' piecemeal votes and is under process of review. It requires constant refreshing to ensure our regulations reflect the selectboard's priorities for Brandon.

The professional solution is to invest in a baseline codification of Brandon's ordinances (and so forth) by a firm specializing in that process. They would also validate local code (ordinance) compliance with current State of Vermont statute. A ballpark for this may be in the range of +/- \$15,000. I would like a sense of the selectboard as to your evaluation of the value of such a project. This would \*not\* be eligible for local option tax funding as that is reserved for capital investments, and this is an administrative task.

A do-it-on-a-shoestring option is simply for me to bring you an ordinance or policy every meeting for your awareness, then lay it over a meeting (potentially with a working group meeting in between as a subcommittee to draft the revision) and act at the next meeting. This will take several years as there are approximately six dozen ordinances, policies, practices, and resolutions.

Regardless of which course you prefer, a reasonable first step could be to clean out the most obviously outdated elements of the ordinance book. Accompanying this memo is a very simple, limited-scope public facing ordinance of 17 December 1952 to regulate pool halls and bowling alleys and to some extent public morals. I submit it for your review and recommend you repeal it. It would be a good practice run for us to apply the process below as set forth by VLCT from applicable Vermont statute [24 VSA § 4442].

Respectfully submitted,

  
Seth M Hopkins, Town Manager

\*\*\*\*\*

**I Proposal and Consideration**

Introduce ordinance/amendment/repeal (O/A/R) at regular selectboard meeting of 14 July 2025  
Act on (O/A/R) by simple majority vote at regular selectboard meeting of 28 July 2025

**II Public Notice**

O/A/R entered into selectboard minutes on 29 July 2025

Copy of O/A/R posted in five public places on (date) \_\_\_\_\_

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

Noticed in newspaper of record (The Reporter) on (date) \_\_\_\_\_  
[not more than 14 days after action of selectboard]

**III Opportunity to Object**

O/A/R effective 60 days after selectboard action [(date) \_\_\_\_\_] if no objection received within 44 days of selectboard action [(date) \_\_\_\_\_]. If petition received within 44 days, selectboard must call a special town meeting, for which another set of dates and requirements apply.

## POOL HALL REGULATIONS POLICY

Feeling that reasonable requirements should be prescribed for the protection and safety of the public, and the preservation of the public morals, the Selectmen in and for the Town of Brandon, Vermont, by virtue of Section 7657 of Chapter 327 of the Vermont Statutes, Revision of 1947, herewith make and promulgate the following regulations concerning the operation of bowling alleys and pool halls within the said Town of Brandon:

FIRST: That an annual fee of \$5.00 shall be paid for the operation of a bowling alley or pool room within the Town of Brandon.

SECOND: That the owner or his employees shall be in attendance within the bowling alley or pool room at all times when it is open to the public for the use of its facilities.

THIRD: That no child under the age of sixteen (16) shall be allowed to bowl or play pool without the written consent of his or her parents, and no child under the age of eighteen (18) shall likewise so play, if in school, without the written consent of the parents.

FOURTH: That the bowling alley or pool room shall be sufficiently and amply lighted at all times so that its operation may be plainly seen from the street by the police or other persons.

FIFTH: That any publications tending to affect the public morals of youth shall not be allowed in either the bowling alley or pool room.

SIXTH: Gambling of any type shall not be allowed at any time.

SEVENTH: The bowling alley and pool room shall be subject to police inspection at any hour of the day.

Dated at the Town of Brandon, County of Rutland, and State of Vermont, this 17th day of December, A.D., 1952.

Recorded in Book #6, Page #138