

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

A G E N D A

Monday, August 11, 2025 @ 7PM, Brandon Town Hall, 1 Conant Square, Brandon, Vermont

- 1 Call to Order & Agenda Adoption
- 2 Selectboard Members' Remarks
- 3 Possible Consent Agenda for Recurring Matters
 - a Minutes of July 28, 2025
 - b FY26 Check Warrant / Orders on the Treasurer
 - c Approve special event liquor permits issued by Town Clerk
 - i #63186 – BABBs LLC., Fran Bull Studio, 685 Arnold District Rd, Wedding Aug 9, 2025
4PM — 10PM
 - ii #63584 – Common Ground Restaurant & Pub LLC, National Bank of Middlebury, 6 Park
St, Brandon Chamber of Commerce Mixer, Aug 5, 2025, 4PM — 5:30PM
- 4 Reports to the Selectboard
 - a Town Manager
 - b Community Development
- 5 Green Fleet Presentation
- 6 North Street Bridge Replacement Design Options Presentation
- 7 Set Fixed Terms for Historic Preservation Commission
- 8 Restructuring Advisory Budget Committee to Comply with State Law
- 9 Ordinance Review Update
- 10 Public Comment and Participation
- 11 Executive session re: employment (staff member) per 1 VSA § 313 (a) (3) to include town management
- 12 (Possible) Executive session re: appointments to the Budget Advisory Committee per 1 VSA § 313 (a) (3)
(This may be omitted pending action on item #8 above.)
- 13 Adjourn

Next regular meeting: Monday, August 25, 2025 @ 7PM

MINUTES OF JULY 28, 2025

SELECTBOARD

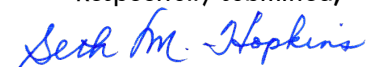
A warned 6PM site visit at the VTrans District 3 Brandon Maintenance Garage, 47 Robert Wood Drive, Brandon, Vermont. The selectboard was present (Cecil Reniche-Smith not), as were Seth Hopkins, Bill Moore, Jeremy Disorda, and Brad Keith. Minutes of regular 7PM meeting follow:

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

Others Present: Seth Hopkins, Bill Moore, Brent Buehler, Gerad Lowell, Barry Varian, Karen Rhodes, Janet Coolidge, Steven Jupiter, Vicki Disorda, Todd Nielsen. By Zoom: Keith Whitcomb, Jack Schneider, Joan Allen, Neil Silins, Tricia Welch, Tom Kilpeck, other(s) with no name on Zoom profile.

- 1 Chair Doug Bailey called the meeting to order at 7PM. All selectboard members were seated. Motion by Reniche-Smith/Coolidge to adopt the posted agenda. Voted 5-0.
- 2 Selectboard Members' Remarks: Doug Bailey noted this would be the board's first attempt at a combined-boards format. The selectboard constitutes itself as the board of sewer commissioners, liquor control commissioners, cannabis control commissioners, and board of health at the annual reorganization following Town Meeting.
- 3 Recurring Matters: The following were moved by Haylon/Reniche-Smith as a consent agenda. Voted 5-0.
 - a Minutes of July 14, 2025: Selectboard, Cannabis Comsn, Liquor Comsn, Sewer Comsn
 - b New liquor license
#62868 — Junction Store & Deli, 2265 Forest Dale Rd, New Owner
 - c New tobacco license
#63161 — JSK Corporation, Junction Store & Deli, 2265 Forest Dale Rd, New Owner
 - d New tobacco substitute license
#63176 — JSK Corporation, Junction Store & Deli, 2265 Forest Dale Rd, New Owner
 - e Approve special event / catering permits issued by Town Clerk at time of receipt
 - i #62972 — Brandon Artists Guild: 7 Center St, Gallery Event 8/8/2025 6PM - 8:30PM
 - ii #63037 — Red Clover Ale Company: Brandon Carnival, Estabrook Field, 930 Grove St, 7/24/2025 5PM - 9PM
 - iii #63074 — Mae's Place, Common Ground Restaurant & Pub LLC: Brandon Carnival, Estabrook Field, 930 Grove St, 7/25/2025 4PM - 10PM
 - f Approve cannabis renewal application, indoor cultivator tier 1 small cultivator
#S-000013097 — Pine Grove Gardens LLC
 - g FY25 Warrant — \$36,492.27
 - h FY26 Warrant — \$203,111.92
- 4 Letter of support for conservation of Ringey parcel #0080-2879 was moved by Coolidge/Reniche-Smith. Voted 5-0. Noted that Joan Allen was present by Zoom for questions and that this process has been successful on many other swamp parcels.
- 5
 - a Town Manager Seth Hopkins provided substantive updates to his advance report (see below).
 - b Community Development report was submitted in advance and read aloud by Bill Moore.
 - c Planning Commission midyear update was received with thanks
- 6 Seth Hopkins presented a summary of the Town Hall roof reslating project. Motion by Reniche-Smith/Haylon to authorize \$69,210.43 from the 1% fund (local option tax) to clear the balance. Voted 5-0.
- 7 Cecil Reniche-Smith led a discussion of the ordinance review process, with public comment (notes below)
- 8 Public Comment was heard (notes below).
- 9 Motion by Coolidge/Haylon to adjourn. Not debatable. Voted 5-0. 7:47PM.

Respectfully submitted,



TOWN MANAGER'S UPDATES DELIVERED AT 28 JULY 2025 MEETING

PUBLIC WORKS MISSION

- I will meet with the Sudbury selectboard on Monday, August 4th about our Town posting signage in their Town to help avoid allisions with the Sanderson Covered Bridge.
- Tree watering has been increased to every other day by our highway division chief. This is a 3 hour commitment of Town staff time for each round of watering.

PUBLIC SAFETY MISSION

- Chief Kachajian conducted a formal interview with a candidate for lieutenant today.
- I participated today in a Front Porch Forum training on deploying FPF in emergencies. Our Local Emergency Management Plan designates Front Porch Forum, VT-ALERT, the Town's opt-in text messaging system and the Town website as official platforms through which the Town will disseminate information in emergencies.

ADMINISTRATION & FINANCE MISSION

- I worked with the Town's professional assessor regarding criteria to incorporate into our request for proposals for townwide reappraisal.
- The Town's professional staff has no requests for assigning (formerly referred to as "encumbering") FY25 funds for specific purposes in FY26.
- I would highlight the Town Treasurer's successful migration of the Town's operating accounts and the fact that her management of these accounts has earned the Town \$61,626 in bank interest in FY25. This represents very nearly 2% of the total spending in the Town's FY25 operating budget of \$3,328,881. This is not delinquent tax interest, just bank interest.
- An updated FY25 budget summary is provided tonight. The delinquent taxes collected since the close of FY25 *plus those projected to be received via payment plans through the end of August* have been entered. The surplus reported in my published board packet was \$52,534. The new projected FY25 surplus (reliant on those August payments) is \$121,818.

COMMUNITY DEVELOPMENT MISSION

- Congratulations to Colleen Wright on a successful Brandon Carnival. It was my pleasure to be dunked, and surprising that the people who lined up to dunk me were not Brandon residents.

Respectfully submitted,



Seth M. Hopkins, Town Manager

The nature of discussion at this meeting is provided below as captured and digested by artificial intelligence. If further detail is required, the Zoom recording of the meeting is posted on the Town website. Notes on Commission Meetings

Notes on Agenda Consolidation

Created on July 28, 2025 at 7:00 PM by Minutes AI

Agenda Adoption

- Motion to adopt the consolidated agenda for the Select Board, Cannabis Commission, Liquor Commission, and potentially Sewer.
- Second motion on the agenda.

- All in favor: Aye.

Select Board Remarks

- The Select Board also acts as the boards for liquor, cannabis, sewer, and the Board of Health.
- The goal is to consolidate agendas for efficiency.
- This new format aims to streamline meetings and simplify recording.

Recurring Matters (Consent Agenda)

- Motion to move items 3A through 3H to a consent agenda.
- Seconded.
- Items include cannabis, liquor permits, and warrants.
- All in favor: Aye. Opposed: No one.

Letter of Support for Joan Allen

- Motion to approve a letter of support for Joan Allen regarding the sale of the swamp lot to the State.
- Seconded.
- Joan Allen is present via Zoom.
- All in favor: Aye. Opposed: No one.
- Joan Allen: "Thank you very much. I appreciate your support. We tried to make it as easy as possible for you."

Town Manager's Report

- Town Manager submitted a report in advance.
- Updates across public works, public safety, administration, and finance.
 - Public Works:
 - Suggestion to post covered bridge signage in Sudbury to prevent trucks from damaging the bridge.
 - Increased tree watering to every other day.
 - Public Safety:
 - Formal interview conducted for the lieutenant's position.
 - Front Porch Forum training about deploying Front Porch Forum in emergencies.
 - Designated platforms for emergency information: Front Porch Forum, Vermont Alert system, town's opt-in text messaging system, and the town's website.
 - Administration and Finance:
 - No requests to assign funds from FY25 into FY26.
 - Town treasurer's management of accounts earned \$61,626 in bank interest in FY25.
 - Updated FY25 budget summary projects a surplus of \$121,818.

Town Manager Updates

- Time will tell if the second payment comes in on time.
- Colleen Wright was congratulated on a successful and safe Brandon carnival.
 - It was free and fun.
 - The town manager was dunked and was surprised that the people who lined up to dunk him were not Brandon residents.
- The board was thanked for their work on the budget.
 - The targets are being hit.
 - It's good to get to the year end and not be looking at a deficit.

Community Development Report

- Brandon Rec fall offerings have been added to the website.
- Adult Summer Co-Ed softball season ends August 17th.
 - It's been a great and safe season.
 - Thanks to the efforts of lead commissioner Dakota Booska.
 - This partnership will be back in 2026.
- Contacting paving companies for a third quote for finishing the Estabrook Tennis to multi-use court project.
 - Demo work is done.
 - Getting a third quote to compare and bring back to the select board for approval.
- Fountain installation started today at Seminary Hill Park.
 - Two fountains are being installed.
 - Hose connection for watering purposes.
 - Six or seven trees between the dog park and Seminary Hill require watering.
- Next week is the last week with Youth Works volunteers.
 - Youth Works is a missionary organization that provides camp experiences from different churches.
 - They pay to have Youth Works minister in missions for them.

- They will be helping this week with the Seminary Hill park work, spraying the bricks within the downtown for grass control, painting the floor of the Central Park gazebo, and Independence Day decorating.
- Upcoming Colleen Wright events at Estabrook Park:
 - For the Love of Dogs car show on August 16th.
 - Water slide day on August 17th.
- 317 North Street demolition is nearly complete.
 - Richard Reed and son expect to have seeding finished by the end of this week.
- A written report from Jack Snyder from the planning Commission is in the packet.

Open Positions on Town Committees

- Voting member opening on the Energy Committee.
 - Meets the first Monday at 4:30pm.
- Planning commission alternate opening.
 - Meets the first Monday at 6:00pm.
 - Alternates attend and contribute and discuss at meetings.
 - They vote in the absence of a voting member.
- Alternate spot open on the Development Review Board.
 - Meets the fourth Thursday at 7pm to consider applications.
- Spots for consideration of the select board regarding the budget, the FY27 Budget Advisory Committee.
 - Will probably meet the first and third Monday evenings.
 - Application and letter of interest due by noon on Thursday of this week.

Questions from the Board

- The youth works group: Do they only do sort of town like beautification, public property type things or do they work with individual residents sometimes?
 - They primarily work with organizations.

Questions from the Public

- Brent Buehler: Shirley Farr's bequests was for the trees in Brandon.
 - Perhaps some of the money administered by the trustees of public funds could be used for spraying, pruning, fertilizing.
- Act 181: Where to find information?
 - Rutland Regional Planning Commission's website: rutlandrpc.org.

Request for Local Option Tax

- Request for local option tax for the balance of the town hall roof.
- A summary of the project is in the packet.

Roof Repair Costs (Seth Hopkins)

- Original quote to re-slate the roof, repoint chimneys, and re-deck the roof: \$377,600.
- Change orders totaled \$37,470 and consisted of:
 - Snow guards on the west side of the building.
 - Rebuilding the northwest chimney.
 - Repairing rot on the deck of the building, especially around the chimneys and eaves.
- Total cost (accepted bid plus extra work): \$415,070, which matches what was paid to Spardella.

Previous Board Votes

- Previous board votes totaled \$345,859.57, including:
 - \$266,345.38 from the town's ARPA award.
 - \$55,676.60 from the cancelled solar array proposal.
 - \$23,837.59 net available from the insurance settlement for the chimney after replacing the boiler.
- Remaining gap to be met: \$69,210.43.
- Recommendation: Use the 1% fund to meet the gap.

Discussion on Redecking (Seth Hopkins)

- The original contract included the option to redeck the whole roof with new plywood over the existing wood for \$36,800.
- In addition, prep work was required and was done in spots on the deck and around the eaves.
- The slate does not go all the way down to the eavesdrop on both sides because the eaves are bowing, and copper was used instead as it is lighter and will serve as a snowbelt.
- Motion to designate \$69,210.43 from the 1% fund to cover the remaining roof repair costs.
- The motion was seconded.

Questions and Discussion

- Question about using the operating budget surplus instead of the 1% fund.
- Reasoning for using the 1% fund (Seth Hopkins):
 - It's a perfect capital expense, and the 1% fund is restricted to capital expenses.
 - The fund balance is close to the floor of 15%.
 - The fund balance is more flexible for emergencies.
- The \$121,000 surplus in the general fund does not necessarily equate to a \$121,000 increase in the fund balance.
- Recommendation from Jan Coolidge to include the \$100,000 earmarked for paving in future reports.
- Concern about a select board tying the hands of future boards regarding spending from the 1% fund on paving.

Vote

- Motion to use \$69,210.43 from the 1% fund passed unanimously.

Ordinance Process Discussion led by Cecil Reniche-Smith

- Reviewing ordinances and policies to ensure they are up to date and being followed.
- The binder includes sections for ordinances, policies, and procedures.

Ordinances vs. Laws

- Ordinances are the municipal version of a law.
- Ordinances often cover things not covered by state law or where state law allows municipalities to tweak laws.
- Examples of ordinances: land use, traffic, animal control, waste disposal.

Ordinance Review Process

- The town is reviewing ordinances to identify those that are no longer relevant, need updating, or are already covered elsewhere.
- Example: The sign ordinance may be repealed because signs are now governed by land use ordinances.
- Policies will also be reviewed and tweaked as needed.
- There is a built-in appeal and review period for ordinances.

Public Input and Qualifications (Exchange between Vicki Disorda and primarily Cecil Reniche-Smith)

- A resident, Vicki Disorda, inquired about the process and the qualifications of the person reviewing the ordinances.
- The reviewer stated her qualifications: graduate of Vermont Law School, summa cum laude 1996, judicial clerk, private practice as an insurance defense lawyer, and 12 years as a senior assistant attorney general.
 - Licensed to practice in Oregon, Connecticut, and Washington.
- The reviewer clarified that she is not currently practicing law in Vermont but has the qualifications to do the review.

Transparency and Public Access

- Vicki Disorda raised concerns about the review process not being as public as other town planning activities.
- It was clarified that the reviewer is initially highlighting outdated ordinances, which will then be brought to the Select Board for public discussion.
- The public has 44 days to petition the board if they disagree with a proposed repeal.
- The ordinance book is available to the public, with frequently used ordinances on the town website.
- An offer was made to bring the binder to the town office for public review.

Defining "Substance"

- Vicki Disorda asked for a definition of "substance" in relation to ordinance changes.
- Changing punctuation may or may not be substantive.
- Example: A sign ordinance from 1955 may need updating to reflect current sign types.
- If an ordinance has been superseded by newer regulations (e.g., land use ordinances), it would be brought to the board for repeal.

Ordinance Review Process

- The board will have a full discussion at a public meeting if changes are desired.
- There are approximately 75 ordinances, policies, procedures, and resolutions in the book, with about 25 being ordinances.
- Cecil is doing legwork and initial review to avoid duplicated efforts, but no changes will be made until the Select Board reviews them.
- The catalyst for this was a company approaching the board, not the pool hall ordinance.

Background on Ordinance Review Project

- A company offered to review ordinances, ensure they don't conflict with state law, reorganize them, and provide a bound volume and online version.
- The board considered doing it themselves and recognizes it may take a long time.
- Public comment: The current process is more engaging and collaborative than farming it out.
- Digitizing the ordinances will make them accessible online, addressing the issue of limited availability.

Public Comment on Ordinance Review

- Tricia Welch thanked Cecil for volunteering and commended the board for finding a cost-effective way to review the ordinances.
- She emphasized that the process is above board, with no changes occurring without board and public discussion.
- The board members are happy to help Cecil with the review process, working in pairs to avoid open meeting violations.

Public Comment on 1% Fund

- Jan Coolidge asked for clarification on the \$100,000 allocated to paving from the 1% fund during the budget process.
- The funds were committed to FY26 paving, allowing for earlier bidding and more favorable participation.
- A board vote carries through when the next board is seated, but a board vote can't say ongoing/repetitive decisions will occur after a new board is seated.

Other Public Comments and Adjournment

- No other public comment was made.
- Mr. Coolidge made a motion to adjourn, which was seconded and unanimously approved.

08/07/25

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01:47 pm

Check Warrant Report # 63884 Current Prior Next FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 08/11/25 To 08/11/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
311028	AMERICAN LEGION POST #55	07/29/25	appropriation AUG 2025	10-5-25-70170 American Legion Post #55	6250.00	3295	08/11/25
300541	ARC RUTLAND AREA	07/29/25	appropriation AUG 2025	10-5-25-70330 ARC of Rutland	1000.00	3296	08/11/25
311015	BEN'S UNIFORMS	07/16/25	shirts 214770	10-5-14-10320 Clothing Allowance	146.98	3297	08/11/25
311262	BOUDREAU CARA	08/01/25	clothing reimb. 8/1/25	20-5-55-10320 Clothing Allowance	81.95	3298	08/11/25
100245	BRANDON AREA CHAMBER OF C	07/29/25	appropriation AUG 2025	10-5-25-70140 Chamber of Commerce	250.00	3299	08/11/25
100305	BRANDON AREA RESCUE SQUAD	07/29/25	appropriation AUG 2025	10-5-25-70130 Brandon Rescue Squad	20645.00	3300	08/11/25
100255	BRANDON FIRE DISTRICT #1	08/01/25	July water payments 7/31/25	90-5-15-90600 Paid To BFD No 1	39498.05	3301	08/11/25
100275	BRANDON FREE PUBLIC LIBRA	07/29/25	appropriation AUG 2025	10-5-25-70470 Brandon Library	7666.67	3302	08/11/25
100625	BRANDON INDEPENDENCE DAY	07/29/25	appropriation AUG 2025	10-5-25-70110 BIDCC -4th of July Com.	1750.00	3303	08/11/25
100280	BRANDON LUMBER & MILLWORK	07/28/25	drain spade, shovel 106113/3	20-5-55-41110 New Equipment-Misc Tools	63.98	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	07/29/25	brushes 106282	10-5-15-43120 Park Maint.	25.40	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	07/29/25	PVC elbow 106308/3	10-5-15-43120 Park Maint.	1.60	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	07/29/25	PVC cement 106309/3	10-5-15-43120 Park Maint.	13.99	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	07/30/25	park maint items 106354/3	10-5-15-43120 Park Maint.	253.35	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	07/30/25	paint/supplies-Sanderson 106366/3	10-5-15-43120 Park Maint.	164.43	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	07/30/25	park maint items 106381/3	10-5-15-43120 Park Maint.	84.91	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	07/30/25	elbow 106422/3	10-5-18-62000 DOG PARK EXPENDITURES	1.88	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	07/31/25	saw blade 106537/3	10-5-18-62000 DOG PARK EXPENDITURES	23.99	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	07/31/25	painting supplies 106543/3	10-5-15-43120 Park Maint.	164.77	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	07/31/25	painting supplies 106563/3	10-5-15-43120 Park Maint.	158.26	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	08/04/25	rebar 107160/3	10-5-18-62000 DOG PARK EXPENDITURES	14.62	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	08/06/25	joints, marker 107596/3	10-5-18-62000 DOG PARK EXPENDITURES	21.97	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	08/06/25	tube cutter, ball valves 107609/3	10-5-18-62000 DOG PARK EXPENDITURES	65.97	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	08/06/25	drill bit 107667/3	10-5-18-62000 DOG PARK EXPENDITURES	12.99	3304	08/11/25
100280	BRANDON LUMBER & MILLWORK	08/06/25	fasteners 107678/3	10-5-15-43120 Park Maint.	34.32	3304	08/11/25

08/07/25

TOWN OF BRANDON Accounts Payable

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01:47 pm

Check Warrant Report # 63884 Current Prior Next FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 08/11/25 To 08/11/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100310	BRANDON SENIOR CITIZENS C	07/29/25 appropriation AUG 2025	10-5-25-70480 Senior Citizen Center	1291.67	3306	08/11/25
301503	CHAMPLAIN VALLEY FUELS	07/23/25 diesel fuel 577173	10-5-15-41130 Fuel - Vehicles HW	579.29	3307	08/11/25
310097	COMCAST	07/27/25 service: Aug 4 to Sep 3 PD 7/27/25	10-5-14-42100 PD Telephone Service	446.68	3308	08/11/25
310097	COMCAST	07/27/25 service Aug 4 to Sep 3 TO 07/27/25	10-5-10-42100 Telephone Exp. Admin.	633.76	3309	08/11/25
310097	COMCAST	07/21/25 service: Jul 28 to Aug 27 WW 07/21/25	20-5-55-42100 Wastewater Telephone	204.95	3310	08/11/25
310037	CONSOLIDATED COMMUNICATIO	07/18/25 service: Jun 18 to Jul 17 TH 07/18/25	10-5-18-21050 Bldg Maint- Town Hall	83.40	3311	08/11/25
101202	DUBY ALEXANDRA	08/04/25 camp staff 08/04/25	10-5-18-60120 Summer Arts Camps	238.00	3312	08/11/25
100494	ENDYNE INC	07/25/25 testing 540989	20-5-55-22120 Testing	45.00	3313	08/11/25
100494	ENDYNE INC	07/31/25 testing 541577	20-5-55-22120 Testing	270.00	3313	08/11/25
100494	ENDYNE INC	08/01/25 testing 542839	20-5-55-22120 Testing	45.00	3313	08/11/25
311201	FRESHYSITES, LLC	08/01/25 website hosting- 1 yr. 0079808	10-5-10-30134 Technical Support	460.00	3314	08/11/25
311128	GREEN MOUNTAIN GARAGE	07/21/25 flap wheel, end brushes 231294	10-5-15-41160 HW Maint. Supplies-Vehicl	16.97	3315	08/11/25
311128	GREEN MOUNTAIN GARAGE	07/23/25 chucks, towels, pliers 231440	10-5-15-41160 HW Maint. Supplies-Vehicl	64.47	3315	08/11/25
311128	GREEN MOUNTAIN GARAGE	07/24/25 relay for golf cart 231499	10-5-18-20600 Equipment /Supplies	18.99	3315	08/11/25
311128	GREEN MOUNTAIN GARAGE	07/28/25 hitch pin 231616	20-5-55-41150 Other Supplies - Vehicles	10.99	3315	08/11/25
311128	GREEN MOUNTAIN GARAGE	08/06/25 batteries for grader 232026	10-5-15-41160 HW Maint. Supplies-Vehicl	511.98	3315	08/11/25
310233	GREEN MOUNTAIN POWER	08/04/25 7 Conant Sq - lighting 08/25 047828	10-5-21-22500 Electric EV Car Stations	44.43	3316	08/11/25
310233	GREEN MOUNTAIN POWER	08/05/25 WWTF 480 volt service 08/25 079168	20-5-55-42130 Electric	3254.10	3316	08/11/25
310233	GREEN MOUNTAIN POWER	08/05/25 Newton Rd pump station 08/25 089202	20-5-55-42130 Electric	221.49	3316	08/11/25
310233	GREEN MOUNTAIN POWER	08/05/25 Estabrook Park 08/25 240302	10-5-18-21110 Electric- Estabrook	60.55	3316	08/11/25
310233	GREEN MOUNTAIN POWER	08/05/25 Carver St pump station 08/25 290502	20-5-55-42130 Electric	46.70	3316	08/11/25
310233	GREEN MOUNTAIN POWER	08/05/25 Green Park 08/25 317702	10-5-15-42125 Electric-Parks/Lights	25.49	3316	08/11/25
310233	GREEN MOUNTAIN POWER	08/05/25 Country Club pump station 08/25 338602	20-5-55-42130 Electric	28.41	3316	08/11/25
310233	GREEN MOUNTAIN POWER	08/04/25 7 Conant Sq car chargers 08/25 339840	10-5-21-22500 Electric EV Car Stations	426.32	3316	08/11/25
310233	GREEN MOUNTAIN POWER	08/06/25 Town Hall 08/25 451302	10-5-18-21100 Electric- Town Hall	201.95	3316	08/11/25

08/07/25

TOWN OF BRANDON Accounts Payable

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01:47 pm

Check Warrant Report # 63884 Current Prior Next FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 08/11/25 To 08/11/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310233	GREEN MOUNTAIN POWER	08/05/25	Brookdale pump station 08/25 467702	20-5-55-42130 Electric	34.03	3316	08/11/25
310233	GREEN MOUNTAIN POWER	08/04/25	Crescent Park 08/25 737937	10-5-15-42125 Electric-Parks/Lights	96.34	3316	08/11/25
310233	GREEN MOUNTAIN POWER	08/06/25	Police Station 08/25 822212	10-5-14-42130 PD Electric charges	63.42	3316	08/11/25
310233	GREEN MOUNTAIN POWER	08/05/25	street lights 08/25 851302	10-5-15-42120 Electric-Street Lights	3100.19	3316	08/11/25
310233	GREEN MOUNTAIN POWER	08/05/25	WWTF security light 08/25 860302	20-5-55-42130 Electric	27.58	3316	08/11/25
310233	GREEN MOUNTAIN POWER	08/06/25	Champlain St pump station 08/25 867202	20-5-55-42130 Electric	26.40	3316	08/11/25
100792	HULBERT SUPPLY CO INC	07/23/25	dog park fountain-parts X026946	10-5-18-62000 DOG PARK EXPENDITURES	450.89	3318	08/11/25
100792	HULBERT SUPPLY CO INC	07/23/25	dog park fountain-parts X026946	10-5-18-21070 Maint-W Seminary Playgnd	450.88	3318	08/11/25
100792	HULBERT SUPPLY CO INC	07/28/25	dog park fountain-parts X026978	10-5-18-62000 DOG PARK EXPENDITURES	43.41	3318	08/11/25
100792	HULBERT SUPPLY CO INC	07/28/25	dog park fountain-parts X026978	10-5-18-21070 Maint-W Seminary Playgnd	43.41	3318	08/11/25
101203	HUMMEL JOSH	08/04/25	camp instructor 08/04/25	10-5-18-60120 Summer Arts Camps	800.00	3319	08/11/25
311263	LEXIPOL LLC	06/01/25	PoliceOne Academy-1yr PRA11253085	10-5-14-30130 Service Contracts	512.40	3320	08/11/25
311176	LILY WHITE CLEANING SERVI	07/30/25	cleaning 073025	10-5-14-20220 PD-Custodian	78.75	3321	08/11/25
311176	LILY WHITE CLEANING SERVI	07/30/25	cleaning 073025	10-5-18-21000 Custodian- Town Hall	105.00	3321	08/11/25
311176	LILY WHITE CLEANING SERVI	07/30/25	cleaning 073025	10-5-10-21000 Custodian- Town Office	87.50	3321	08/11/25
311176	LILY WHITE CLEANING SERVI	08/05/25	cleaning 080525	10-5-14-20220 PD-Custodian	70.00	3321	08/11/25
311176	LILY WHITE CLEANING SERVI	08/05/25	cleaning 080525	10-5-18-21000 Custodian- Town Hall	96.25	3321	08/11/25
311176	LILY WHITE CLEANING SERVI	08/05/25	cleaning 080525	10-5-18-21010 Custodian- Estabrook	35.00	3321	08/11/25
311176	LILY WHITE CLEANING SERVI	08/05/25	cleaning 080525	10-5-10-21000 Custodian- Town Office	87.50	3321	08/11/25
300880	MARBLE VALLEY REGIONAL TR	07/31/25	trans for Brandon parade 405	10-5-18-60900 July 4th Celebration	568.75	3322	08/11/25
100156	NAYLOR & BREEN BUILDERS,	07/29/25	Sanderson Brg-clm#241052 25039*01AF	10-5-15-10500 HW Ins Claim Exp	23603.25	3323	08/11/25
100156	NAYLOR & BREEN BUILDERS,	07/29/25	Sanderson Brg-clm#250506 25039*01BF	10-5-15-10500 HW Ins Claim Exp	6080.80	3324	08/11/25
100156	NAYLOR & BREEN BUILDERS,	07/29/25	Sanderson Brg-clm#250131 25039*01CF	10-5-15-10500 HW Ins Claim Exp	2756.60	3325	08/11/25
100788	NEW ENGLAND MUNICIPAL RES	08/01/25	Annual Support Agreement 57624	10-5-10-30134 Technical Support	5811.26	3326	08/11/25
311081	OTTER CREEK WATERSHED INS	07/29/25	appropriation AUG 2025	10-5-17-71800 Mosquito Control	12611.25	3327	08/11/25

08/07/25

TOWN OF BRANDON Accounts Payable

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01:47 pm

Check Warrant Report # 63884 Current Prior Next FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 08/11/25 To 08/11/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100478	ROYAL GROUP INC	07/21/25 keys 724308	10-5-15-43190 HW Bldg Maintenance	36.00	3328	08/11/25
310418	SILLOWAY NETWORKS INC	08/01/25 monthly service & support 29756001	10-5-10-30134 Technical Support	802.71	3329	08/11/25
100006	SOUTHWESTERN VT COUNCIL O	07/29/25 appropriation AUG 2025	10-5-25-70190 SW VT Council on Aging	725.00	3330	08/11/25
310921	STEARNS SERVICES LLC	07/30/25 July PR processing 1302	10-5-10-30130 Service Contracts	540.00	3331	08/11/25
310099	STEPHEN A DOUGLAS BIRTHPL	07/29/25 appropriation AUG 2025	10-5-25-70430 Stephen A. Douglas Inc.	1250.00	3332	08/11/25
300592	SUBURBAN PROPANE LP	07/23/25 propane @ Newton pump sta 540748	20-5-55-42110 LP Gas - Bldgs	111.39	3333	08/11/25
311261	THE LITTLE PRESSROOM	08/05/25 CLERK RECEIPT BOOKS 24183	10-5-13-30110 Office Supplies	140.00	3334	08/11/25
200277	THUNDER TOWING AND AUTO R	07/24/25 tow stolen vehicle to PD 8122	10-5-14-21110 Legal Services	100.00	3335	08/11/25
330348	VERIZON WIRELESS	07/23/25 service: Jun 24 - Jul 23 6119258238	10-5-14-20233 MDT/Aircards	320.12	3336	08/11/25
200284	VMCTA	08/05/25 CLERK TRAINING SEPT AUG 2025	10-5-13-10340 Professional Development	175.00	3337	08/11/25
100485	VNA & HOSPICE OF THE SOUT	07/29/25 appropriation AUG 2025	10-5-25-70200 RAVNA	2550.00	3338	08/11/25
310046	W B MASON CO INC	07/11/25 cleaners 255456086	10-5-14-30110 Office Supplies	66.88	3339	08/11/25
310046	W B MASON CO INC	07/23/25 toner for WW printer 255703379	20-5-55-30110 Office Supplies	119.99	3339	08/11/25
311070	WEX BANK	07/31/25 Fuel cards - July 2025 106392665	10-5-15-41130 Fuel - Vehicles HW	14.81	3340	08/11/25
311070	WEX BANK	07/31/25 Fuel cards - July 2025 106392665	20-5-55-41130 Fuel - Vehicles	194.99	3340	08/11/25
311070	WEX BANK	07/31/25 Fuel cards - July 2025 106392665	10-5-14-41130 Fuel - Vehicles	285.99	3340	08/11/25
311070	WEX BANK	07/31/25 Fuel cards - July 2025 106392665	10-5-15-44100 HW Equip. Maint.	106.42	3340	08/11/25
330427	WINNING IMAGE GRAPHIX	08/04/25 banner 22832	10-5-18-10330 Advertising/Recruitment	125.00	3341	08/11/25

08/07/25

TOWN OF BRANDON Accounts Payable

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01:47 pm

Check Warrant Report # 63884 Current Prior Next FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 08/11/25 To 08/11/25

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
-----				-----		
		Report Total		152930.83		
				=====		

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 \$ ***152,930.83
Let this be your order for the payments of these amounts.

FOR COMMUNITY AWARENESS

- Volunteer board seats open: Development Review Board Alternate; Planning Commission Alternate; Energy Cmte. Apply to town manager for consideration by selectboard.

PUBLIC WORKS MISSION

- I had a successful meeting with the Sudbury Selectboard on August 4; we will proceed with signage in Sudbury to try to prevent truck allisions with the Sanderson Covered Bridge
- Town crew is gathering materials for telephone pole & PVC crossbar warning obstructions
- We were featured by *The Reporter* and WPTZ channel 5 on our efforts to protect the bridge
- Town crew is ditching on Country Club Rd per State stormwater management plan
- Town crew did hot patching on Carver St using a borrowed drag to address the potholes; Carver St below Church St needs not to be resurfaced but rebuilt. This and the highway barn are our next large capital projects; this will require coordination with the Fire District re: water
- Bill Moore will have an update on bubblers in the Seminary Hill Park
- An updated project & grant tracker is provided with this report

PUBLIC SAFETY MISSION

- We are not proceeding with the lieutenant candidate due to concerns about response time from their home.
- Recruiting continues; the lieutenant position is posted at \$85,000 and the officers at \$30.69 per hour in academy training, \$32.30/hr when certified Level II, and \$34/hr Level III.
- The standard issue sidearm is presently a 9mm Sig Sauer P320. Law enforcement agencies up and down Vermont are replacing these due to safety concerns. I want to advise that as this will fall within my spending authority, I intend to authorize divestment and replacement of Brandon's inventory, so the selectboard should expect a noticeable bill when we accept them. We will attempt to recover some of our costs in the legal secondary market for the P320.

ADMINISTRATION & FINANCE MISSION

- The Town received its quarterly Local Option Tax revenue in the amount of \$88,003.61. Again this is a new record, not just for this quarter of the year, but for any quarter of any year. **The 1% tax has now generated more than \$2 Million for selectboard-directed capital investment in the Town of Brandon.** It is an ongoing capital revenue stream and represents **meaningful property tax relief.** The \$69,210 voted at the July 28 meeting to close the gap in Town Hall roof reslating is now fully recovered and then some.
- We are evaluating our current telephone and internet services and hope to realize some savings by streamlining our subscriptions

COMMUNITY DEVELOPMENT MISSION

- The Town's 2005 Itinerant Vendor Ordinance is in force under authority of 24 VSA § 2291 (9). It allows for door to door sales. A vendor recently met the requirements of the Town's ordinance and application and I issued him a permit to sell educational products door to door. My reading of the statute is that the Town can regulate (set conditions on) but cannot prohibit door to door sales. I realize this is no longer common but it is lawful commerce in Vermont.
- I reported the razing of the 1917 coal barn on North Railroad Avenue to the State Architectural Historian Elizabeth Peebles and received her written reply: "Hi Seth, Thanks for reaching out. There is nothing that you are required to do but if you could send me a picture of it now and then the parcel post removal I will add it to our file." For the record, the

National Historic Register Nomination in 1976 states “138. J. H. Welden Coal Pocket: heavy beam construction with iron tie bars, cement piers extend approximately 10 feet below ground; shiplapped with monitor clad with wood shingles. Built in 1917 to replace previous coal storage building along tracks of former Rutland and Burlington Railroad.” I have posted on the Town website for the first time the complete PDF of the 1976 nomination of the whole 250+/- buildings which were placed on the National Historic Register and created the Brandon Village Historic District.

- While I was in communication with Ms Peebles, she further advised the formal update process for the National Historic Register but encourages us not to pursue it until we deal with any other amendments we would be requesting at the same time (whether a revision to the district’s boundary that she referenced as a recommendation of our recent VHB study, or any of “many updates that would be needed” on a National Historic Register nomination as old as ours [49+ years]). She and her team would be available to speak with our Historic Preservation Commission about “different levels of effort/options that could go into preparing an amendment.” I have conveyed this information to our Historic Preservation Commission.

FOLLOW-UP


- I did some more work to spur disbursement of our ERAF from the July 2023 flooding. We have received all our FEMA funding (100% of some work, 90% of some work) but still have opportunity to receive an additional 7.8% to close the gaps on the not-fully-funded work. We had previously thought this was in-hand, but what was in-hand was actually the difference payment bringing the FEMA share up from 75% to 90% or 100% depending on the project.
- I had meetings with residents, town officials, staff, three journalists, and filled a number of requests for information.

FINANCIAL SNAPSHOT

- As of Thursday, August 7:

FINANCIAL SNAPSHOT	
FY25 operating budget projected surplus	\$144,993
Unrestricted / unassigned Fund Balance	\$534,397
1% (Local Option) tax fund unobligated	\$325,938
Known grant matches not yet designated	UNION STREET (~\$200,000)
Delinquent property taxes	\$614,512 (was \$620,810)
Delinquent wastewater ([‘over 120 days’])	\$208,923 (was \$188,528)

Respectfully submitted,


Seth M Hopkins, Town Manager

Project	Estimate	Outside Funding	Town Match ✓ = set aside; ✗ = not	Status
Union Street Sidewalk and Stormwater	\$1,000,000	\$300,000 TAP awarded \$500,000+ gap to construct	\$200,000 ✗ from 1% Fund?	Right of Way negotiations in process; Expect construction in 2026
Estabrook Multi-Use Court	Seeking 3rd estimate	None	\$30,000 ✓ from ARPA	Funds designated insufficient
New England Woodcraft Stormwater	\$354,738	100% ANR	Not any (light staff time)	Design at 100%; under review
Town Hall Roof	\$415,070	\$322,022 ARPA + \$23,838 ins	\$69,210 ✓ from 1% Fund	Completed
North Street Bridge Study	\$100,000	\$75,000 BRIC Grant \$5,000 VT Emergency Mgmt	\$25,000 ✓ from 1% Fund	Options to selectboard 11 Aug 2025
North Street Bridge Rebuild	Results from scoping study	Not yet	Not yet ✗	Not yet
FEMA & FRCF House Buyouts	varies (reimbursements)	100% FRCF and/or FEMA	\$0 (significant staff time)	317 North St demo complete; 191 Newton Rd buyout approved; 16 Burke Park initial application in
McConnell Rd Culvert	\$260,000	\$210,000 VTrans Structures	\$50,000 ✓ from 1% Fund	In hist / archaeo / enviro review
July 2023 Flood Response	Wastewater inundation + Newton Road + Neshobe River + Wagner & Birch Hill (\$229,343)	FEMA/ERAF 978%	2.2% "force account" ✓ labor & equipment time in regular budget (\$5,046)	Completed. Received 75% 90% from FEMA. Awaiting ERAF (7.8%)
Wheeler Rd Bridge & Culvert Scoping Study	\$100,000	\$75,000 BRIC Grant \$5,000 VT Emergency Mgmt	\$20,000 from 1% Fund ✓	Bid documents in preparation
Wheeler Rd Bridge & Culvert Construction	??	?? BRIC (2022) ??	?? ✗	Application submitted
Forest Dale Path Scoping	\$50,000	\$40,000 Transportation Alts	\$10,000 ✓ from 1% Fund	Progressing; RRPC administering
Caring for Canopies	public shade tree program	\$10,800	1:1 (in-kind acceptable)	In progress; interim reimb requested
Seminary Hill Park Expansion	\$25,000	\$12,500 Rec Facilities	\$12,500 ✓ Town Farm Fund	Completed, requested reimbursement
Bylaw Modernization	\$10,720	\$9,648 plus match forgiveness	\$1,072 forgiven	Completed, requesting reimbursement
Hazard Mitigation Plan			\$7,724.50	FY23 Item (Unresolved)
Preservation Inventory	\$17,000	\$12,000 Historic Preservation	\$5,000 in FY24 budget	Completed
VW I.D. Buzz	\$65,000	\$65,000	\$0	In use; needs decals
VTGrants in Aid (Stormwater)	HWY: Wheeler & Richmond	\$31,000	in kind \$7,750	FY25 Work complete; requested reimb
VTGrants in Aid (Stormwater)	HWY: Country Club Road	\$29,000	in kind \$7,250	FY26 Work in progress

10 General Fund

Account	Budget	Actual	% of Budget
10-4-09 Tax Revenues	3,185,442.00	3,147,419.89	98.81%
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	191,176.68	105.52%
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%
Total Revenues	3,665,112.00	3,912,368.37	106.75%
10-5-00-90300 Transfer out	0.00	85,528.32	100.00%
10-5-09 Tax Expenditures	5,000.00	0.00	0.00%
10-5-10 Town Administration 10	415,005.00	412,862.68	99.48%
10-5-11 Assessor	41,190.00	37,846.73	91.88%
10-5-12 Code Enforcement 12	52,565.00	47,809.35	90.95%
10-5-13 Town Clerk 13	226,580.00	220,024.83	97.11%
10-5-14 Police Dept 14	856,400.00	857,686.15	100.15%
10-5-15 Highway 15	755,155.00	821,772.24	108.82%
10-5-17 Intergovernmental 17	255,235.00	228,823.23	89.65%
10-5-18 Recreation	186,088.20	222,541.72	119.59%
10-5-19 Debt Service 19	231,350.00	221,494.71	95.74%
10-5-21 Economic Develop. 21	50,341.00	43,610.64	86.63%
10-5-22 Bldgs. & Grounds	253,972.00	231,144.68	91.01%
10-5-25 Appropriations 25	336,230.00	336,230.00	100.00%
Total Expenditures	3,665,111.20	3,767,375.28	102.79%
Total 10 General Fund	0.80	144,993.09	
Total All Funds	0.80	144,993.09	

FY25 projected operating budget surplus is now \$144,993

Account	Budget	Actual	% of Budget
10-4-09 Tax Revenues	45,000.00	3,208,274.72	7,129.50%
10-4-10 Town Administration Reven	10,300.00	1,900.00	18.45%
10-4-11 Assessor Revenues	2,000.00	0.00	0.00%
10-4-12 Code Enforcement Revenues	15,500.00	840.00	5.42%
10-4-13 Clerk/Treasurer Revenues	176,370.00	10,685.95	6.06%
10-4-14 Police Dept. Revenues	10,550.00	216.00	2.05%
10-4-15 Highway Dept Revenues	171,300.00	44,328.35	25.88%
10-4-18 Recreation Revenues	94,500.00	7,656.00	8.10%
10-4-21 ECONOMIC DEV. REV	1,800.00	0.00	0.00%
10-4-22 Bldg. & Grounds	0.00	450.53	100.00%
Total Revenues	527,320.00	3,274,351.55	620.94%
10-5-09 Tax Expenditures	5,000.00	0.00	0.00%
10-5-10 Town Administration 10	458,450.00	85,950.81	18.75%
10-5-11 Assessor	41,590.00	878.55	2.11%
10-5-12 Code Enforcement 12	55,905.00	4,723.18	8.45%
10-5-13 Town Clerk 13	236,670.00	22,859.40	9.66%
10-5-14 Police Dept 14	949,150.00	64,801.49	6.83%
10-5-15 Highway 15	881,090.00	84,836.38	9.63%
10-5-17 Intergovernmental 17	260,365.00	31,085.86	11.94%
10-5-18 Recreation	238,020.00	18,306.91	7.69%
10-5-19 Debt Service 19	222,040.00	0.00	0.00%
10-5-21 Economic Develop. 21	55,685.00	2,976.73	5.35%
10-5-22 Bldgs. & Grounds	0.00	3.25	100.00%
10-5-25 Appropriations 25	248,680.00	53,336.68	21.45%
Total Expenditures	3,652,645.00	369,759.24	10.12%
Total 10 General Fund	-3,125,325.00	2,904,592.31	
Total All Funds	-3,125,325.00	2,904,592.31	

FY26 operating budget "on pace" would be $3/24 = 12\frac{1}{2}\%$

The only department over is Admin. The following are largely annual costs for Admin line items, and most of these will have no further expenses: VLCT dues; NEMRC service subscription; Professional development tuition; External Auditors; Postage purchase (large) to buy before July 13th postage rate increase.



August 11, 2025

Thanks to the hard work of some **24 Youthworks volunteers from Decorah Iowa**, our own highway-parks department staff, **Kyle Leadom** and Division chief, **Jeremy Disorda**, wastewater department (**Tim Kingston and Ian Buckley**) and **Brandon Fire District #1** Assistant Operator, **Brad Danforth**, the donation supported water fountains have been installed and are operation at **Seminary Hill Park**. While there, work was performed on the parking areas, becoming more defined and lengthened using recycled milled asphalt.

Speaking of **Youthworks**. Other projects completed during their 3 weeks, included clean-up of garages at the Wastewater Treatment Plant, clean-out and painting of 2 sheds and painting the women's bathroom at Estabrook, painting of 5 town picnic tables, limited application of weed control for the bricks walkways, removal of the decorative flags on the telephone poles, painting over of graffiti and spreading of wood chips at Seminary Hill, the cleaning out and painting over graffiti on the Sanderson Bridge, the glueing on of floor protectors on the upstairs chairs at the Town Hall, the painting of the display board at the town hall, the rolling of leftover t-shirts for cannon use, the sorting of football equipment. These groups that hailed from the states of the aforementioned Iowa, Pennsylvania and Maine provided an invaluable service to our town. They all enjoyed the work and getting to know Brandon.

The lights at the OV North Campus space have been replaced thanks to the organization of **Pickleball Commissioner, Bernie Carr**. This will allow for the resumption of **Table Tennis** and filling out of the **22 hours of pickleball** being programmed in that space.

Thanks to new Brandon Resident and now freshly anointed Commissioner, Elana Sadlon, **Floor Hockey** is coming back to the 05733. This **18+ offering** is set to begin on **September 7th** and will run **3:30 – 5:00 pm on Sundays @ the Neshobe School Gym**. This is "pick-up" style. The rec will provide sticks, pinnies and goals. The adult floor hockey commissioner is Elana Sadlon. Registration will be free and is available at **Brandonrec.com**

Our ever-popular **Archery with Melinda Hardt** is set to resume **September 17th**. The venue has changed to the rec field at **the Neshobe School (fenced field)**.

Respectfully submitted,

Bill Moore

Green Fleet 2024-2025 Presentation

August 11, 2025

The Brandon Green Fleet Policy exists to “help the town meet its energy goals while reducing short/long-term costs of purchasing, maintaining, and operating town vehicles.” The Vermont Energy Guidelines call for a:

- 26% reduction by 2025

- 40% reduction by 2030

- 80% reduction by 2050

Each year we gather easily obtainable data on fuel usage for: Gas, Diesel, #2 Heating Oil, Propane, and electricity. From these numbers we can calculate the municipal carbon footprint for Brandon which is a measure of CO₂ emissions in units of CO₂ equivalent metric tons. Our electricity provider (GMP) currently has an “annual energy mix” that is 100% carbon free.

There are 4 contributors to the town of Brandon’s Carbon Footprint:

Gas – for Police cars and Groundskeeping/Highway equipment

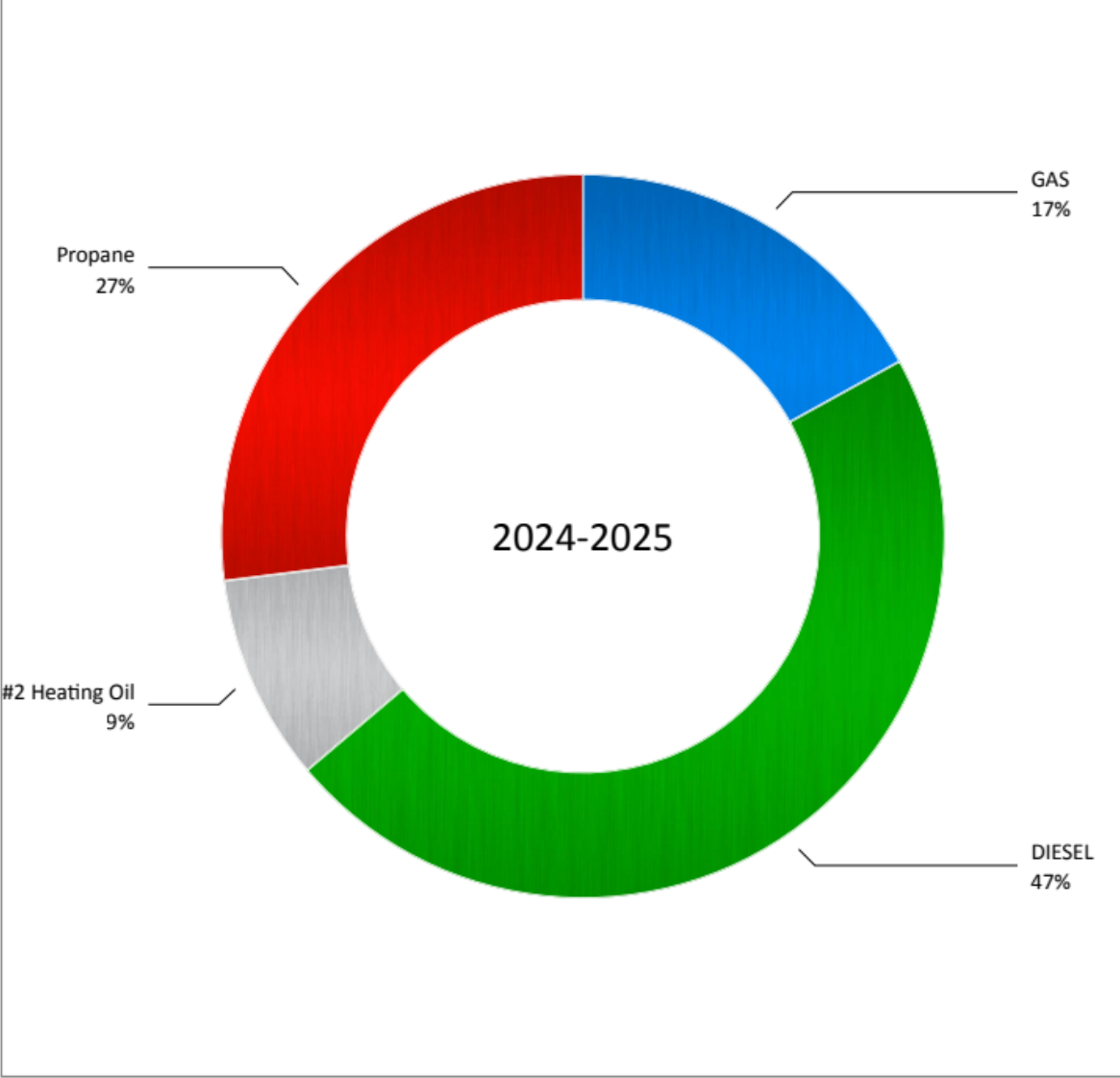
Diesel – Large highway trucks and Heavy Equipment

#2 Heating Oil – for the Highway Garage and the Town Hall

Propane – for Police, Town Office, Town Hall, and Wastewater bldgs

BRANDON CO2 emissions (CO2 equivalent, in metric tons)

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
GAS	62.7	67.9	54.3	51.0	55.6	65.2	75.1
DIESEL	142.4	124.2	142.1	130.3	155.6	164.0	140.0
#2 Heating Oil	57.3	65.2	65.8	40.4	53.4	41.7	30.8
Propane	51.8	66.7	66.4	56.3	73.1	29.1	64.9
Total CO2 emissions	314.1	324.0	328.6	277.9	337.7	328.7	310.8



The first fuel type to look at is **propane** usage.

Our police station propane usage has stayed pretty steady.

The town hall usage is up - - which is probably attributable to the shift from heating oil to propane for the backup furnace.

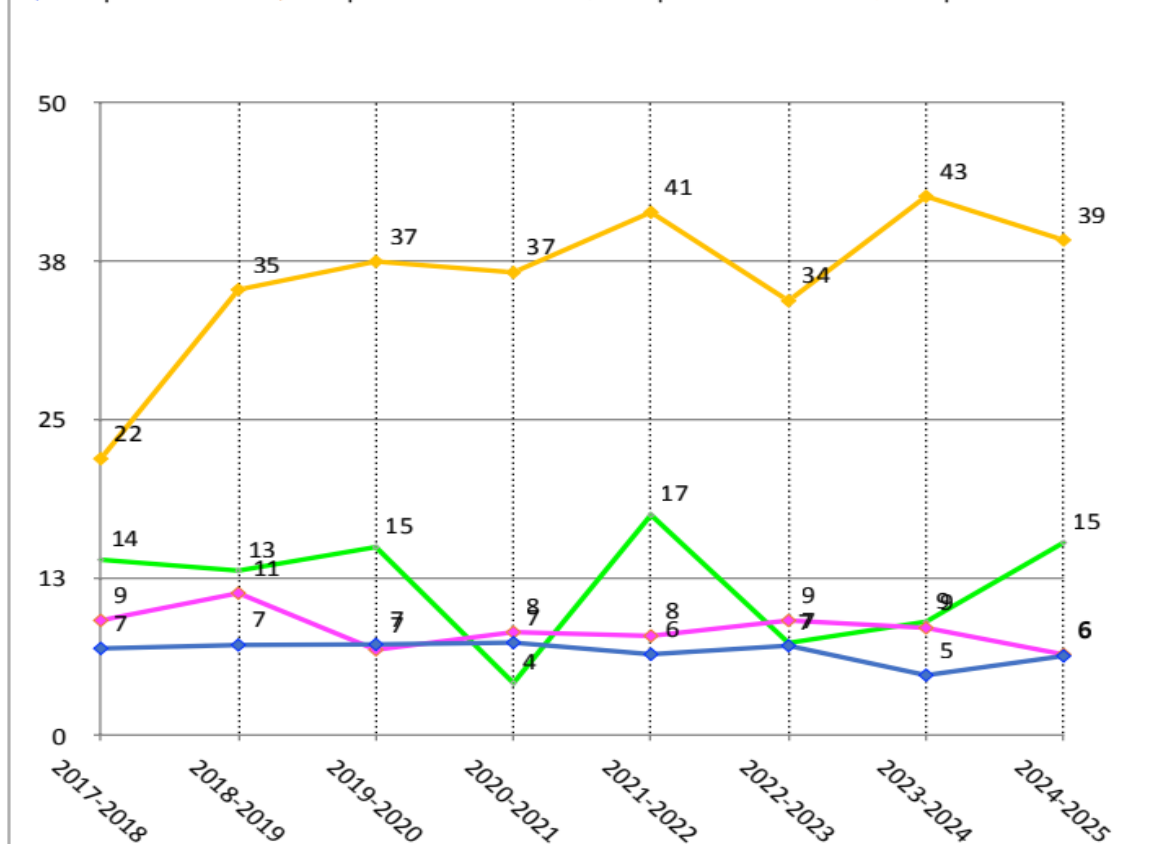
The town offices propane usage dropped slightly, probably simply a reflection of a slightly warmer winter.

The Waste Water Buildings used slightly less propane this year. The noteworthy part is that this usage is the first year since the big construction project - - - so it's good to know that there is not an increased propane demand from that project.

BRANDON CO2 emissions (CO2 equivalent, in metric tons)

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
GAS - Police	42.6	45.9	41.9	39.3	45.3	56.3	66.8	32.8
GAS - other	20.1	22.0	12.4	11.6	10.3	8.9	8.3	9.5
DIESEL	142.4	124.2	142.1	130.3	155.6	164.0	140.0	116.5
#2 Heating Oil - Highway Garage	39.0	44.7	50.2	25.7	33.4	29.1	23.8	23.0
#2 Heating Oil - Town Hall	18.3	20.5	15.6	14.7	20.0	12.6	6.9	0.0
Propane - Police	6.9	7.2	7.2	7.3	6.4	7.1	4.8	6.3
Propane - Town Office	9.1	11.3	6.8	8.2	7.9	9.1	8.5	6.4
Propane - Town Hall	13.9	13.0	14.9	4.2	17.4	7.3	9.0	15.3
Propane - Waste Water	21.9	35.2	37.5	36.6	41.4	34.4	42.6	39.2
Total CO2 emissions	314.1	324.0	328.6	277.9	337.7	328.7	310.8	248.9

◆ Propane - Police ◆ Propane - Town Office ◆ Propane - Town Hall ◆ Propane - Waste Water



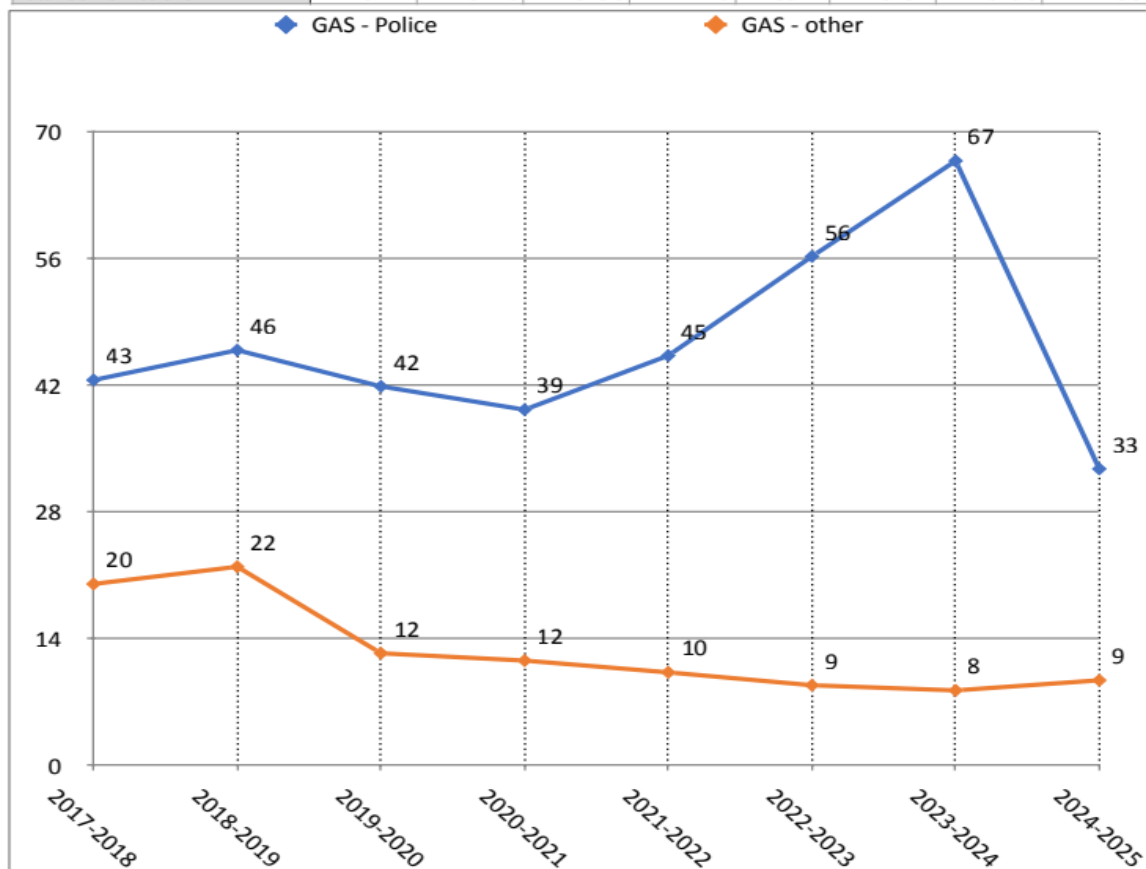
The next fuel type to look at is **Gas** Usage.

The Brandon fleet of police cars used much less gas this year. This is clearly attributed to fewer cars on the road.

The other gas usage (mostly grounds keeping equipment) in Brandon is slowly but steadily declining. To continue this trend, we need to continue the shift away from gas powered equipment and to electric equipment of all sizes.

BRANDON CO2 emissions (CO2 equivalent, in metric tons)

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
GAS - Police	42.6	45.9	41.9	39.3	45.3	56.3	66.8	32.8
GAS - other	20.1	22.0	12.4	11.6	10.3	8.9	8.3	9.5
DIESEL	142.4	124.2	142.1	130.3	155.6	164.0	140.0	116.5
#2 Heating Oil - Highway Garage	39.0	44.7	50.2	25.7	33.4	29.1	23.8	23.0
#2 Heating Oil - Town Hall	18.3	20.5	15.6	14.7	20.0	12.6	6.9	0.0
Propane - Police	6.9	7.2	7.2	7.3	6.4	7.1	4.8	6.3
Propane - Town Office	9.1	11.3	6.8	8.2	7.9	9.1	8.5	6.4
Propane - Town Hall	13.9	13.0	14.9	4.2	17.4	7.3	9.0	15.3
Propane - Waste Water	21.9	35.2	37.5	36.6	41.4	34.4	42.6	39.2
Total CO2 emissions	314.1	324.0	328.6	277.9	337.7	328.7	310.8	248.9



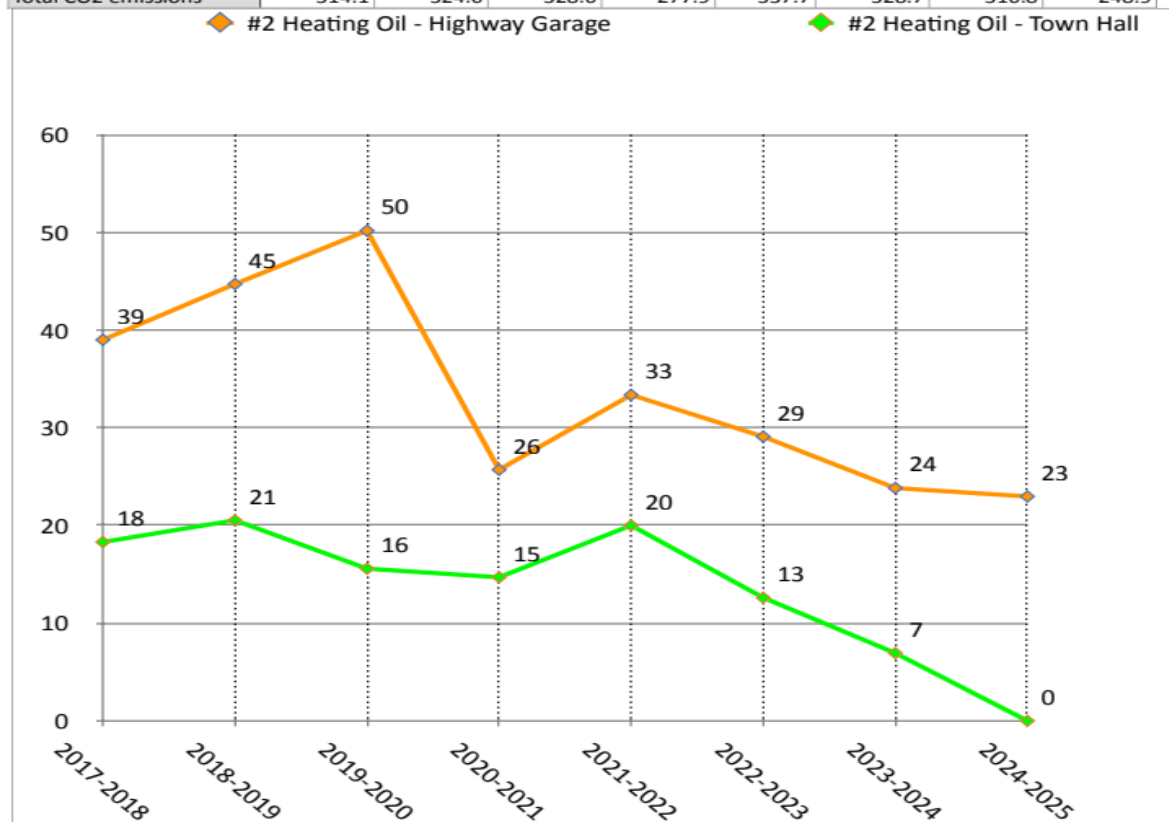
The next fuel type to look at is **#2 Heating Oil** Usage.

This is a true success story of our energy usage efforts. We are steadily moving away from #2 Heating Oil to heat our buildings. This is a good thing.

The Highway Garage buildings are old and hard to heat. The good news here is that the heating oil usage stayed steady this year. The most obvious and likely solution is for us to start planning on building a new town highway garage. In the meantime, we currently have smart thermostats that can allow for temperatures to stay SAFELY above freezing, while allowing the temperatures to be reduced when there is not a threat of freezing. It's possible that we can get more benefit from these.

BRANDON CO2 emissions (CO2 equivalent, in metric tons)

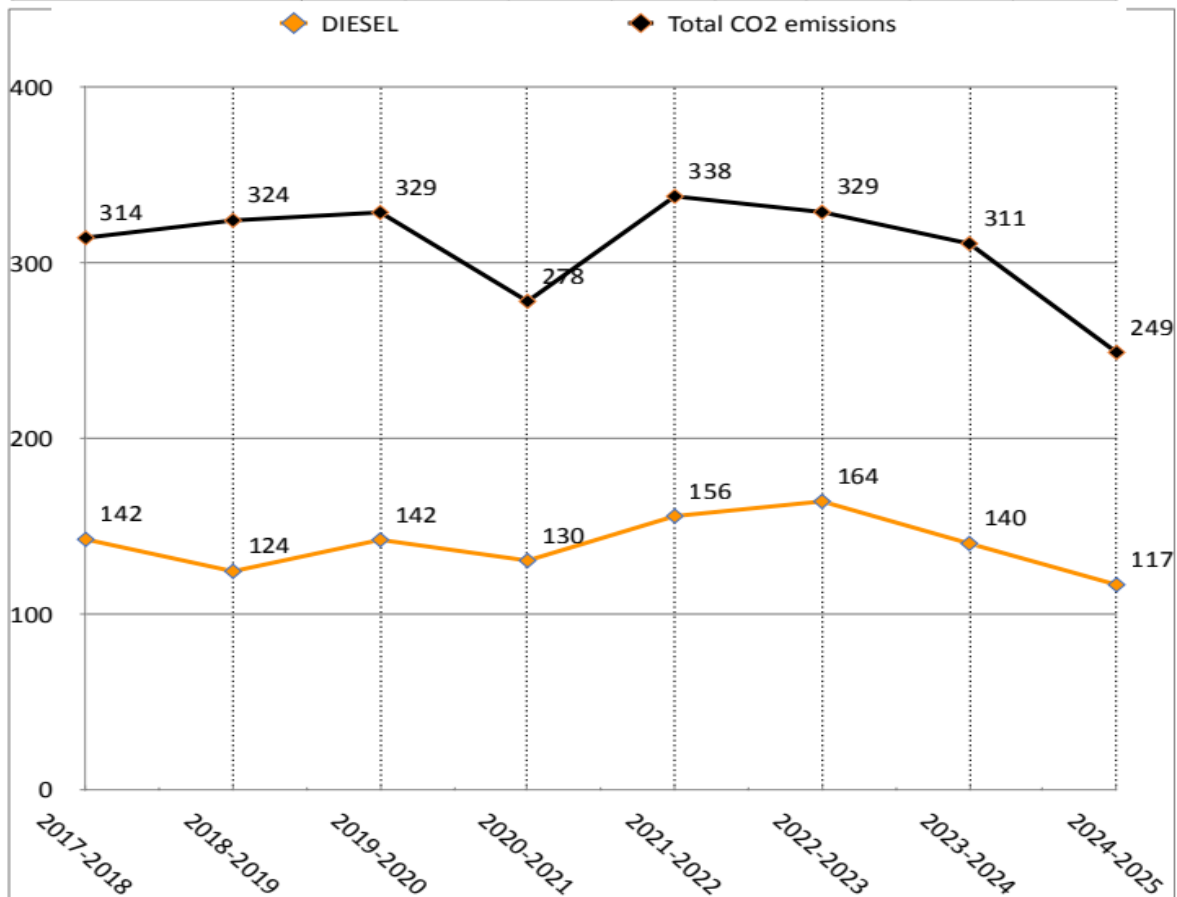
	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
GAS - Police	42.6	45.9	41.9	39.3	45.3	56.3	66.8	32.8
GAS - other	20.1	22.0	12.4	11.6	10.3	8.9	8.3	9.5
DIESEL	142.4	124.2	142.1	130.3	155.6	164.0	140.0	116.5
#2 Heating Oil - Highway Garage	39.0	44.7	50.2	25.7	33.4	29.1	23.8	23.0
#2 Heating Oil - Town Hall	18.3	20.5	15.6	14.7	20.0	12.6	6.9	0.0
Propane - Police	6.9	7.2	7.2	7.3	6.4	7.1	4.8	6.3
Propane - Town Office	9.1	11.3	6.8	8.2	7.9	9.1	8.5	6.4
Propane - Town Hall	13.9	13.0	14.9	4.2	17.4	7.3	9.0	15.3
Propane - Waste Water	21.9	35.2	37.5	36.6	41.4	34.4	42.6	39.2
Total CO2 emissions	314.1	324.0	328.6	277.9	337.7	328.7	310.8	248.9



The last fuel type to look at is **Diesel** usage. It is very clear that the largest part of our carbon footprint is due to our use of heavy equipment to maintain our roads. There are no ready alternatives for the needs that we face as a community. However, every month(!) I read about new electric options for heavy equipment that are starting to become available. It is very important that we stay vigilant so that we can make the transition away from diesel to an electric alternative as soon as possible. This is most obvious when we retire old equipment to replace it with a new one.

BRANDON CO2 emissions (CO2 equivalent, in metric tons)

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
GAS - Police	42.6	45.9	41.9	39.3	45.3	56.3	66.8	32.8
GAS - other	20.1	22.0	12.4	11.6	10.3	8.9	8.3	9.5
DIESEL	142.4	124.2	142.1	130.3	155.6	164.0	140.0	116.5
#2 Heating Oil - Highway Garage	39.0	44.7	50.2	25.7	33.4	29.1	23.8	23.0
#2 Heating Oil - Town Hall	18.3	20.5	15.6	14.7	20.0	12.6	6.9	0.0
Propane - Police	6.9	7.2	7.2	7.3	6.4	7.1	4.8	6.3
Propane - Town Office	9.1	11.3	6.8	8.2	7.9	9.1	8.5	6.4
Propane - Town Hall	13.9	13.0	14.9	4.2	17.4	7.3	9.0	15.3
Propane - Waste Water	21.9	35.2	37.5	36.6	41.4	34.4	42.6	39.2
Total CO2 emissions	314.1	324.0	328.6	277.9	337.7	328.7	310.8	248.9



Conclusion

The Vermont Energy goal calls for a 26% reduction by 2025. Our target last year was for our overall carbon footprint to be about 244 - - - in this report we are currently at 249. I consider this to be a success!!! We are on track to meet our 2030 goal of 40% reduction.

Here is one way that we might achieve that result:

Propane usage - It's possible to cut our propane usage by making better use of our heat pumps as the primary heating source - - - and by better insulating our waste water buildings.

#2 Heating Oil - It's possible to cut our usage by building a much-needed new highway garage. Inevitably, a new energy efficient highway garage would use ZERO heating oil, and the shift to heat pumps and propane would have a much smaller carbon footprint.

Gas Usage - Almost all of our gas usage is replaceable with electric alternatives. It is important to continue this trend.

Diesel Usage - We need to be ready to begin transitioning our heavy equipment from diesel to electric as new vehicles become available. I'm confident that this will be economically and environmentally beneficial for the town of Brandon.

ALTERNATIVES ANALYSIS AND ASSESSMENT

NORTH STREET BRIDGE

**Town of Brandon, Vermont
Rutland County**

**Prepared for:
Town of Brandon
49 Center Street,
Brandon, VT 05733**



Prepared by:

**DuBois
& King^{INC.}**

**July 22, 2025
D&K #428795**

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Introduction

The Town of Brandon on receiving a scoping study grant through the Federal Emergency Management Agency's (FEMA) Building Resilient Communities and Infrastructure (BRIC) Program to develop cost-effective replacement alternatives for the North Street Bridge crossing (B8). The existing bridge is located toward the south end of North Street (VT-53) where it meets with Furnace Road. North Street is classified as a Major Collector Route and will need to pass the design storm of 2% AEP with a minimum of 1-ft of freeboard. The existing stream crossing of the Neshobe River is undersized for safe passage of the 50-year storm. DuBois & King, Inc., (D&K) has completed a preliminary analysis and evaluation of the stream crossing to mitigate flood damages and improve ecological benefits. The scoping level study of the North Street crossing includes a hydrologic and hydraulic analysis, the development of several alternatives, concept-level plans and initial permitting review.

This preliminary Summary Report has been generated for the Town of Brandon, VT to evaluate options for a replacement stream crossing. The current stream crossing is a single span bridge 33 feet in length, with an active open span of 31 ft due to large concrete protection installed on the right and left banks of the channel (see photos **Attachment A**). The current stream crossing is a two lane bridge 28 ft in width with a load rating of 1 ton.

Project Area and Existing Conditions

The North Street Bridge is located approximately 190-ft North of the intersection of North Street and Furnace Road and provides a crossing over the Neshobe River. The south bank upstream of the bridge is subject to frequent overtopping during storm events which causes flooding along into a manufactured home park (MHP) adjacent to the Neshobe River. The max elevation of this bank is 565-ft which is below the existing low chord of bridge, 566.11-ft. The roadway does not experience any over topping because flow will hop the bank and continue around the south side of the bridge over North Street.

Hydrologic Analysis

The Neshobe River at the North Street Bridge drains a 13.4 square mile watershed. The stream originates in Goshen on Brandon Gap Road and has contributing flows from several tributaries including Leicester Hollow Brook, and North Branch Neshobe River (see **Attachment B**). The basin is primarily wooded with some rural residential areas.

The USGS on-line tool StreamStats was used to delineate the contributing drainage area, percent of water bodies/wetlands of the watershed, and estimate the Annual Exceedance Probability (AEP) peak flows at the North Street Bridge. Stream channel slope was estimated using LiDAR information. **Table 1** summarizes the characteristics of the basin used in estimating the peak flows.

Table 1. Neshobe River Drainage Basin at North Street Bridge

Basin Characteristic	Estimated Value
Drainage Area	13.4 square miles
Land Cover/Use:	Primarily Wooded and Rural
Stream Channel Slope:	0.01213 ft/ft
Percentage of water bodies/wetlands (NLCD 2006):	1.31%

Peak flow values are estimated by StreamStats utilizing regression equations developed for and presented in “Estimation of Flood Discharges at Selected Annual Exceedance Probabilities for Unregulated, Rural Streams in Vermont” published by USGS, dated 2009. Results of the estimated peak flows values are summarized in **Table 2**. These flows are used as input to the hydraulic model for the project site.

Table 2. Summary of Neshobe Flow Rates at North Street

Recurrence Interval (years)	Flow (cfs)
Q ₂	562
Q ₅	885
Q ₁₀	1,130
Q ₂₅	1,510
Q ₅₀	1,830
Q ₁₀₀	2,170

Hydraulic Analysis

The bridge crossing was evaluated using GeoHEC-RAS 2D, a finite-element analysis computer program that models the hydraulics of water flow through natural rivers and other channels. Required input for each model includes flow data, a topographic digital elevation model, land cover

The digital elevation model for this project was generated utilizing LiDAR and surveyed points. LiDAR information was extracted from the Vermont Open Geodata Portal, 2013 Digital Elevation Model- hydro flattened (0.7m). A survey of the stream and bridge crossing was completed by D&K on February 15, 2023. LiDAR and survey information was merged to create a model surface that includes detail at the bridge with the terrain data beyond the survey limits.

Land cover data was queried from the National Land Cover Data Base (NLCD). D&K completed a visual comparison with publicly available aerial imagery of the project area to adjust the land cover types when needed. Land cover was split into wetland, forest, roadways, residential, agriculture, gravel road, grasses and river channels. Manning's n values were assigned by DDK using NRCS guidance and recommendations. In areas where Manning's values were not specifically assigned, the GeoHEC-RAS model will default to the NLCD value.

An adaptive mesh was utilized for the GeoHEC-RAS 2D model scheme in order to maximize the efficiency of the model. An adaptive mesh reads the terrain surface in order to size the mesh appropriately. In flatter areas larger mesh cells are utilized and in rapidly changing terrain smaller mesh cells are utilized. The flow area for the mesh started 2,500 ft downstream of the bridge crossing and continued approximately 2,500-ft upstream of the bridge. To provide additional mesh definition, features within the channel and surrounding area around the roadway crossing were further refined utilizing break lines and 2D-connections. Features that were refined included river banks, bottom of slopes, and roadway centerlines.

According to the VT Culvert Bridge Inventory, the existing concrete sectional bridge has a maximum span of 31 ft and width of 28 ft. The roadway crest was surveyed at +/-669.5-ft..

In addition to the existing condition, three alternative road crossings were modeled using GeoHEC-RAS. The alternatives that were evaluated including the following:

Existing Conditions – 33 ft Span Bridge

The existing structure is a 33-ft span bridge. The side slopes are vertical due to concrete wing walls on the upstream and downstream sides of the bridge. The inlet invert was surveyed at 558.39-ft and the outlet invert at 558.01-ft. The existing low chord of the bridge was surveyed at 566.11-ft.

Alternative 1 – 30.66 ft Span Bridge

Alternative 1 is a 30.66-ft span bridge with stream channel inlet and outlet elevations of 558-ft. The bridge low chord is raised to 567-ft. The surface was generated by regarding the terrain and tying in proposed contours to existing contours. Wing walls are used on upstream and downstream ends of the bridge to allow for the proposed terrain to tie into existing. The bank along the south was regraded to have an elevation of 568-ft to prevent over topping and flooding near the MHP.

Alternative 2- Contech Con/Span Bridge System

Alternative 2 is a 36-ft span 9-ft rise precast bridge from Contech with stream channel inlet and outlet elevations of 558-ft. The bridge low chord is raised to 567-ft. The surface was generated by regarding the terrain and tying in proposed contours to existing contours. Wing walls are used on upstream and downstream ends of the bridge to allow for the proposed terrain to tie into existing. The bank along the south as regraded to have an elevation of 568-ft to prevent over topping and flooding near the MHP.

Alternative 3- Aluminum Box Culvert Contech (Structure 139)

Alternative 3 is a prefabricated aluminum box culvert from Contech. The structure utilized is advertised as Structure 139 in Contech's Aluminum Box Culvert standard details. The structure is a box culvert but has a more arched shaped to the hydraulic opening. The structure has a span of 34'-11" and rise of 10'-4.5" and hydraulic opening of 286.6 sf. The top of the culvert has an elevation of 568.375-ft, this was also used as the bridge low chord. The box culvert used inlet and outlet elevations of 558-ft. Wing walls are used on upstream and downstream ends of the bridge to allow for the proposed terrain to tie into existing. The bank along the south was regraded to have an elevation of 569-ft to prevent over topping and flooding near the mobile homes. The bank along the north was also raised to an elevation of 569-ft to prevent water from flooding near the MHP.

Table 3. Summary of Hydraulic Input Conditions

	Existing Conditions	Alternative 1	Alternative 2	Alternative 3
Structure	33 Foot Span Bridge	31 Foot Span Bridge	36 Foot x 9 Foot Conspan	34'11" x 10'4.5" Aluminum Box
Hydraulic Width (ft)	28	30.66	36	34'11"
Vertical Hydraulic Opening (ft)	7.72	9	9	10'4.5"
Hydraulic Opening (ft ²)	216	276	268	287
Length (ft)	28	31	31	31
US Low Chord Elevation	566.11	567.0	567.0	568.38

The results of the hydraulic analysis for the existing and proposed conditions are provided in **Table 4** below. Full HEC-RAS output results can be found in **Attachment F**.

Table 4. HEC-RAS Results Comparison

Description	Ex. Conditions	Alt. 1	Alt. 2	Alt. 3
2-Year (50% Annual Exceedance Probability)				
Upstream (US) Water Surface Elevation (ft)	561.56	561.78	561.61	561.85
Downstream (DS) Water Surface Elevation (ft)	560.93	561.08	561.01	561.01
US Headspace below low chord (ft)	4.551	5.22	5.39	6.53
Maximum Velocity (ft/s)	10	10.4	11	13

25-Year (4% Annual Exceedance Probability)				
Upstream (US) Water Surface Elevation (ft)	564.46	564.78	564.43	565.57
Downstream (DS) Water Surface Elevation (ft)	562.71	562.99	562.9	562.96
US Headspace below low chord (ft)	1.651	2.22	2.57	2.81
Maximum Velocity (ft/s)	15.6	17.9	17.8	18.6
50-Year (2% Annual Exceedance Probability)				
Upstream (US) Water Surface Elevation (ft)	565.29	565.65	565.32	566.76
Downstream (DS) Water Surface Elevation (ft)	563.16	563.49	563.39	563.45
US Headspace below low chord (ft)	0.821	1.35	1.68	1.62
Maximum Velocity (ft/s)	17.1	19.8	19.5	19.6
100-Year (1% Annual Exceedance Probability)				
Upstream (US) Water Surface Elevation (ft)	566.25	566.56	566.17	568
Downstream (DS) Water Surface Elevation (ft)	563.59	563.96	563.87	563.92
US Headspace below low chord (ft)	-0.139	0.44	0.83	0.38
Maximum Velocity (ft/s)	18.5	21.7	21.2	21.6

Permitting

D&K has completed an initial assessment of potential permits that may be required for the identified alternatives. Projects abutting a river or stream will likely require approval from the United States Army Corps of Engineers (USACE) along with permits from the Vermont Department of Environmental Conservation (VTDEC) including Stream Alteration, Wetlands and possibly a Stormwater Construction General Permit if the area of disturbance exceeds one acre. Once the selected alternative is identified, D&K will present a conceptual plan to the various regulatory agencies and document the necessary

permits for the project. Natural resource impacts would be similar for all alternatives and therefore, permitting requirements for all alternatives are combined in the **Table 5** below.

Table 5. Permitting Summary

	Approval/ Permit		Note
State	Act 250	N	Not applicable.
	Flood Hazard Area/ River Corridor	N	Project is exempt under §29-303(b)(2) of the VT Flood Hazard Area and River Corridor Rule.
	Stream Alteration	Y	Required for work/alterations within watercourses.
	Wetlands	FR	A state regulated wetland and 50' buffer is located outside of the project site and maybe impacted.
	Shoreland Protection	N	There are no shoreland protection areas within the vicinity of the project site.
	Section 401 Water Quality Certification	Y	WQC automatically granted if USACE Section 10 general permit conditions are met.
	Construction General Permit	FR	No, if disturbance is < 1 acre.
	Construction Operational Permit	N	Not applicable.
	Section 106 (Historic Preservation)	FR	Historic structure will require VT SHPO review.
	Rare, Threatened, & Endangered Species	FR	The VTANR Natural Resource Atlas did not identify the presence of RTE species near the project site. Review is required since site is within Indiana BAT Hibernacula.
Federal	USACE Section 404	FR	A federally regulated wetland is located adjacent of the project site maybe impacted.
	USACE Section 10	Y	A Rivers and Harbors Act Section 10 permit is required for work in or over navigable waters of the United States.
	FEMA Floodplain	N	The project alternatives will not negatively impact the 100-year floodplain elevation.
	Rare, Threatened, & Endangered Species	FR	If necessary, time of year restrictions can be implemented to avoid impacts/permitting.
	NEPA	FR	Yes, if federal funding is utilized.
Local	Floodplain	N	Local review and permit not required if VTDEC Stream Alteration Permit is required.

Y = Yes, N = No, FR = Further Review. Further review implies that the conceptual level plans and information gathered during site investigations do not provide sufficient information to determine the full extent of permit applicability.

Natural Resources

D&K conducted a preliminary desktop review of natural resources in the project area. The US Fish and Wildlife Information for Planning and Consultation (IPaC) database was queried the project is within endangered species, Indiana Bat Hibernacula. No other rare, threatened or endangered species were mapped in the project area. Adjacent Class II wetlands were delineated in the southwest corner of the project. Potential buffer impacts will need to be reviewed during design. This information will be verified under subsequent investigations and regulatory coordination. D&K reviewed the following resources in the study area:

- Wetlands and water quality
- Fish and wildlife habitat
- Floodplains
- Archaeologically sensitive areas
- Rare, threatened, and endangered species/habitat
- Agricultural land
- Hazardous waste sites
- Rivers, streams, lakes, and ponds
- Wild and scenic rivers
- Vernal pools

Archaeologic and Historic Resources

D&K's sub consultant, Hartgen, performed an archeological resource assessment (Attachment I) and Historic Resource Identification (Attachment J). The existing bridge has been identified as an historic structure. Coordination for documenting the existing bridge and proposed requirements will be coordinated with the Vermont Division of Historic Preservation (SHPO) during design.

Opinion of Probable Construction Costs

Probable construction costs were estimated for the potential improvements that are feasible. Construction costs were estimated based on recently developed projects, recent bid results and engineering judgement. **Table 6** illustrating the probable cost of each alternative is listed below.

The cost of designing improvements such as the ones described in this memorandum typically range from 10 to 20 percent of the construction costs. Smaller projects will have

a fee on the higher end while a large construction cost project will be on the lower end of this spectrum. Construction Administration and Resident Engineer services typically range from 10 to 15 percent of construction costs.

Table 6. Conceptual Opinion of Probable Construction Costs

Conceptual Opinion of Probable Construction Costs			
	Alternative 1	Alternative 2	Alternative 3
Structure	31 Foot Span Bridge	36 Foot x 9 Foot Conspan	34'11" x 10'4.5" Aluminum Box
Construction Cost OPCC	\$1,534,000	\$1,415,000	\$1,199,000
Engineering Design (12%)	\$184,080	\$169,800	\$143,880
Resident Engineer (10%)	\$153,400	\$141,500	\$119,900
Total	\$1,871,480	\$1,726,300	\$1,462,780

Benefit Cost Analysis

The following provides a summary of the various input values that were used in developing a Benefit-Cost Analysis (BCA) for the North Street bridge replacement. The BCA utilizes the FEMA calculation spreadsheet and method that determines the future risk reduction benefits of a hazard mitigation project and compares those benefits to its costs. DuBois & King, Inc. used FEMA-approved methodologies and tools — such as the BCA Toolkit — to demonstrate the cost-effectiveness of their projects.

For this analysis D&K selected the property structure type as Roads & Bridges within the BCA Toolkit, as the property includes a roadway, culvert or bridge land use. The Hazard type was entered as Riverine Flood. The Mitigation Action Type selected as drainage.

Based on FEMA Project Useful Life Summary Table the bridge is assumed to have a minimum useful life (Standard Value) of 50 years. D&K estimated a conceptual level opinion of probable construction cost for bridge on this project as listed above in Table 6. We selected the default value for the number of maintenance years which is the same value as the Project Useful Life. We choose Annual maintenance costs as those costs necessary for the upkeep or repair of the mitigation project which is \$1,000 per year. D&K entered the analysis Year as 2024. Additionally, the Analysis Duration must be at least 10 years in order to achieve a minimal level of confidence for the calculations.

The number of vehicle trips that detoured around the project area due to loss of function of the road was obtained from Vermont Agency of Transportation – Traffic Data and Analysis, which is approximately 1,720 Trips per Day. The additional time per 10-mile One-Way Detour Trip is an approximate travel time of 20 minutes.

Adjacent manufactured home structures would be inundated during pre-mitigation conditions. The assessed damage to structure and contents utilized depth-damage ratios from USACE IWR Report 92-R-3. Structure values utilized \$35/SF which equates to an approximate \$30,000 structure value and \$15,000 was utilized for content value.

The resulting damage values are listed in **Table 7** below.

Table 7. Structure and Content Damage

Structure and Content Damage							
STORM	No. STRUCTURES	DEPTH (FT)	STRUCTURE		CONTENT		TOTAL
			DEPTH-DAMAGE	DAMAGE	DEPTH-DAMAGE	DAMAGE	
50-YR	1	0	8 %	\$ 2,400	5%	\$ 750	\$ 3,150
100-YR	3	1	45 %	\$ 40,500	25%	\$ 11,250	\$ 51,750

The results of the Benefit-Cost Ratio (BCR) are listed in **Table 8** below.

Table 8. FEMA Benefit-Cost Ratios

FEMA Benefit-Cost Ratios			
	Alternative 1	Alternative 2	Alternative 3
Structure	31 Foot Span Bridge	36 Foot x 9 Foot Conspan	34'11" x 10'4.5" Aluminum Box
Benefit-Cost Ratio	1.04	1.12	1.32

A project is considered cost-effective when the BCR is 1.0 or greater. Each of the proposed alternatives would be deemed cost-effective. A copy of the FEMA BCA worksheets are provided in **Attachment H**.

Alternatives Analysis

No Action

The existing bridge cannot safely pass the 50-year design storm and is currently contributing to property impacts, road closures, scour, and erosion and water quality issues so a No Action alternative is not acceptable. This alternative will not be included in the alternatives discussion, nor will it be included in the comparison matrix.

Alternative 1

This option includes the replacement of the existing culvert with a 31 ft wide bridge and associated wing walls. Existing inlet and outlet inverts would be maintained and natural stream bed material would be placed.

The proposed bridge would be constructed along the same alignment as the existing bridge, minimizing the potential historic, archeologic, and environmental and right-of-way (ROW) impacts. A temporary bridge detour would be installed to maintain traffic throughout the construction period which is anticipated to be approximately six to eight months.

Advantages:

- This option provides a sufficient hydraulic opening to pass the 25-year design storm and does not induce flooding for the 100-year storm
- Maintains alignment similar to the existing conditions which limits environmental impacts
- Provides and improves AOP conditions

Disadvantages:

- Highest estimated construction cost of the three alternatives
- Longest anticipated duration of construction.

Alternative 2

This option includes placement of a 36 ft. precast conspan structure, existing inlet and outlet, inverts would be maintained, and natural streambed material would be placed. This option would include a temporary bridge detour to maintain traffic throughout the construction period. However, the duration of construction is anticipated to be shorter than Alternative 1.

Advantages:

- This option provides a sufficient hydraulic opening to pass the 25-year design storm and does not induce flooding for the 100-year storm
- Second lowest estimated construction cost of the three alternatives
- Shortest construction period which is similar construction period to alternative 3
- Maintains alignment similar to the existing conditions which limits environmental impacts
- Provides and improves AOP conditions

Disadvantages:

- Construction requires larger crane picks and staging area
- Geotechnical borings may limit use of precast footers in final design thus increasing project duration slightly

Alternative 3

This option includes construction of a 34 ft. aluminum box culvert. This option includes the replacement of the existing culvert with a 3ft wide bridge and associated wing walls. Existing inlet and outlet inverts would be maintained and natural stream bed material would be placed.

The proposed bridge would be constructed along the same alignment as the existing bridge, minimizing the potential historic, archeologic, and environmental and right-of-way (ROW) impacts. A temporary bridge detour would be installed to maintain traffic throughout the construction period which is anticipated to be approximately four to six months.

Advantages:

- This option provides a sufficient hydraulic opening to pass the 25-year design storm and does not induce flooding for the 100-year storm
- Lowest estimated construction cost of the three alternatives
- Shortest construction period which is similar construction period to alternative 2
- Maintains alignment similar to the existing conditions which limits environmental impacts
- Provides and improves AOP conditions

Disadvantages:

- Geotechnical borings may limit use of precast footers in final design thus increasing project duration slightly

Alternatives Matrix

Table 9 compares the Alternatives as presented above. The No Action alternative is not included in the matrix as that alternative does not meet the project need. This table intends to relate various aspects of the project qualitatively across the alternatives. Quantitative measures have not been developed at this phase.

Table 9. Alternatives Matrix

Item \ Alternative:	Alt. 1	Alt. 2	Alt. 3
Traffic Solution	Temporary Bridge	Temporary Bridge	Temporary Bridge
Cost	Highest	Moderate	Lowest
Environmental Impacts	Moderate	Moderate	Moderate
Hydraulic Performance	Moderate	Best	Moderate
ROW Risk	Moderate	Moderate	Moderate
Construction Duration	Longest	Moderately Long	Moderately Long
OVERALL RATING	Highest Cost	Moderate Cost Best hydraulic performance	RECOMMENDED Lowest Cost and Similar hydraulic performance

Recommended Alternative

Dubois & King recommends proceeding with Alternative 3, installation of a temporary bridge crossing (could be one-way alternating), and construction of a new 34 ft. aluminum box culvert. This alternative presents the lowest cost, lowest risk for environmental impacts, has nearly the best hydraulic performance, and improves AOP.

TO Selectboard
Date 7 August 2025
RE Terms for Historic Preservation Commissioners

As you are aware, the commissioners have requested fixed-length terms. I contacted them on July 29th and asked whether any commissioners had any preference as to the term length.

Shirley Markland requests a one-year term.
No others responded.


Current commissioners are Shirley Markland, Dennis Reisenweaver (chair), Frank Bump, John Peterson, and Vicki Disorda.

I recommend the Selectboard appoint these five members to fixed-length terms mirroring the selectboard terms, with truncated terms for this initial housekeeping:

- A 1-year seat
- B 1-year seat
- C 1 year remaining of a 3-year seat
- D 2 years remaining of a 3-year seat
- E 3 years remaining of a 3-year seat

The selectboard will need to determine and advise by its vote whether these terms will end at Town Meeting Day in March (this is the case with several boards/commissions) or at the end of the Fiscal Year on June 30th (this is the case with other boards/commissions).

In the absence of preferences expressed by four of the commissioners, I would suggest you may meet Shirley Markland's request for a one-year seat and appoint the others in some method determined by you as the appointing authority. Thank you for your consideration.

Respectfully submitted,

Seth M Hopkins, Town Manager

Proposal For Restructuring Advisory Budget Committee To Comply With State Law

To Selectboard

From Cecil Reniche-Smith

For many years, the Brandon Selectboard has worked with an Advisory Budget Committee in some form or another when developing the annual municipal budget. Town records from 1939 refer to a special meeting at which the selectboard was directed to submit a budget 60 days prior to Town Meeting to a committee of ten taxpayers “elected by the voters at any regular or special Town Meeting as occasion may require without use of the Australian ballot and without special warning of said election[.]” The term of office for those committee members was set at three years. Over the years, the committee has taken different forms and been used in different ways. In recent years, it has been made up of town residents appointed by the selectboard on an annual basis, with members who have self-identified as having an interest in the process.

As part of its review of town ordinances and policies, and in response to constituent concerns about how committee members are appointed, the selectboard has been researching the underlying authority for the advisory budget committee. This memo is a result of that research.

17 V.S.A. § 2646 governs the election of town officers. In 2013, the Vermont legislature amended § 2646 to address certain inconsistencies between municipal practices and state statutes. Evidence submitted at hearings on the bill included a survey by the Vermont League of Cities and Towns that revealed that many municipalities had created working committees “not derived from state statute.” Included on the list of such committees were “budget committees.” As amended, § 2646 provides

At the annual meeting, a town shall choose from among its legally qualified voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law:

* * *

(18) Five members of an advisory budget committee, *if the town so votes*, unless the town votes to elect additional advisory budget committee members. *The advisory budget committee members shall be elected by ballot*, unless the town votes to have those members appointed by the selectboard.

(Emphasis supplied).

At the same time that the legislature amended 17 V.S.A. § 2646, it enacted a new statute governing the duties of a municipal advisory budget committee. 24 V.S.A. § 1147 provides:

If a municipality creates an advisory budget committee as provided in 17 V.S.A. § 2646, *the committee shall evaluate the municipality's budget and make recommendations to the selectboard* for the budget based on its findings.

(Emphasis supplied).

The amended version of 17 V.S.A. § 2646 and the new statute 24 V.S.A. § 1147 took effect July 1, 2014.

Brandon's practice of appointing an advisory budget committee and working with that committee to create an annual budget is not in compliance with current Vermont law. As of July 1, 2014, a Vermont municipality that does not already have an *elected* advisory budget committee and wishes to have such a committee must follow these steps:

- First, the town must vote to have such a committee at all. This can be done by floor vote at Town Meeting in March 2026.
- Second, the town must vote as to whether the committee members shall be elected or, in the alternative, appointed by the selectboard. This may also be done by floor vote at Town Meeting. *See note below*
- Third, *if* the town votes to have an advisory budget committee *and if* the town does *not* vote to have the committee members appointed by the selectboard, then the town must elect the individual committee members to serve until the next annual meeting. This would be done by Australian ballot.

Note: The statutory default is for the committee members to be elected. The selectboard could choose that default position and not put the question of appointment to a vote.

The town can cure its noncompliance with state law at the next Town Meeting in March 2026. The question remains, however, as to how to address the use of an advisory budget committee for the current budget creation cycle. The options are as follows:

- Dispense with the use of an advisory budget committee this year. This would allow complete compliance with the law;
- Appoint members to an *ad hoc* committee as in the past, and include them in the budget discussion as in the past, citing our inability to conform with state law at this late date;
- Appoint members to an *ad hoc* committee as in the past, but confine their duties to those set out in 24 V.S.A. § 1147.

Act No. 106 (H.602). Municipal government; municipal budget committees

An act relating to municipal budget committees

This act allows a town to vote to elect members to an advisory budget committee or alternatively to vote to have those members be appointed by the selectboard. The act provides that the duties of an advisory budget committee would be to evaluate the municipality's budget and make recommendations to the selectboard for the budget, based on the committee's findings.

The act also amends 17 V.S.A. § 2646 to provide that certain officers be elected if the town "so votes," rather than if the town "so orders," but further provides that if a town has ordered the election of those officers under 17 V.S.A. § 2646 prior to the effective date of this act, the town may continue to elect those officers.

Effective Date: July 1, 2014

No. 106. An act relating to municipal budget committees.

(H.602)

It is hereby enacted by the General Assembly of the State of Vermont:

Sec. 1. 17 V.S.A. § 2646 is amended to read:

§ 2646. TOWN OFFICERS; QUALIFICATION; ELECTION

At the annual meeting, a town shall choose from among its legally qualified voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law:

* * *

(8) A collector of current taxes, if the town so ~~orders~~ votes;

(9) A collector of delinquent taxes, if the town so ~~orders~~ votes, for a term of one year unless a town votes that a collector of delinquent taxes shall be elected for a term of three years. When a town votes for a three-year term for the collector of delinquent taxes, that three-year term shall remain in effect until the town rescinds it by the majority vote of the legal voters present and voting at an annual meeting, duly warned for that purpose;

* * *

(12) A trustee of public funds if the town ~~has so ordered~~ votes;

* * *

(14) A cemetery commissioner if the town ~~has so ordered~~ votes;

(15) One or more patrol officers to patrol town highways under the direction of the selectboard, if the town so ~~orders~~ votes;

(16) One or two road commissioners who shall be elected by ballot if the town ~~has so ordered~~ votes; otherwise they shall be appointed by the

selectboard as provided in section 2651 of this chapter. The road commissioners shall be elected for a term of one year unless a town votes that the commissioners shall be elected for a term of two or three years. When a town votes for a two-year or three-year term for the office of road commissioner, that two-year or three-year term shall remain in effect until the town rescinds it by the majority vote of the legal voters present and voting at an annual meeting, duly warned for that purpose;

(17) Three water commissioners unless the town votes to elect additional selectboard members, in which case the number of water commissioners shall, at the discretion of the selectboard, be the same as the number of members that comprise the selectboard. The commissioners shall be elected by ballot if the town ~~has so ordered~~ votes; otherwise they shall be appointed by the selectboard as provided in section 2651 of this chapter;

(18) Five members of an advisory budget committee, if the town so votes, unless the town votes to elect additional advisory budget committee members. The advisory budget committee members shall be elected by ballot, unless the town votes to have those members appointed by the selectboard.

Sec. 2. 24 V.S.A. chapter 33, subchapter 14 is added to read:

Subchapter 14. Budget Committee

§ 1147. ADVISORY BUDGET COMMITTEE CREATION; DUTIES

If a municipality creates an advisory budget committee as provided in 17 V.S.A. § 2646, the committee shall evaluate the municipality's budget and make recommendations to the selectboard for the budget based on its findings.

Sec. 3. EFFECT OF ACT; PREVIOUS TOWN ORDERS

A town that has ordered the election of officers under the provisions of 17 V.S.A. § 2646 prior to the effective date of Sec. 1 of this act may continue to elect those officers after the effective date of Sec. 1 of this act.

Sec. 4. EFFECTIVE DATE

This act shall take effect on July 1, 2014.

Date Governor signed bill: April 18, 2014



STATE OF VERMONT
OFFICE OF LEGISLATIVE COUNSEL

MEMORANDUM

To: House Committee on Government Operations
From: BetsyAnn Wrask, Legislative Counsel
Date: February 12, 2014
Subject: H.602; 17 V.S.A. § 2646; "if a town so orders"

The Committee is considering H.602 (an act relating to municipal budget committees), which amends 17 V.S.A. § 2646. A question came up during Committee discussion as to whether it is the municipal legislative body or the voters that has the authority to "order" certain positions in 17 V.S.A. § 2646 when that statute uses the phrase "if the town so orders." See Attachment A, which highlights in yellow the use of that phrase in that section. H.602 also is consistent in using that phrase.

The phrase made me question whether it is the legislative body that has the authority to order these positions. This is due to 24 V.S.A. § 872 and caselaw related to that section. See Attachment B, which provides the text of 24 V.S.A. § 872, and specifically subsection (a) of that section, which provides that the selectboard has the general supervision of the affairs of the town and shall cause to be performed all duties of towns and town school districts not committed by law to the care of any particular officer.

That section has been the subject of Vermont caselaw regarding municipal regulatory authority. In one such case, Kirchner v. Giebink, the Vermont Supreme Court held that "absent some specific statutory limitation on their authority, the selectmen have the general supervisory power over town matters." Kirchner v. Giebink, 150 Vt. 172, 174-175 (1988). The Court in Kirchner noted that the Legislature can create exceptions to the broad authority of a selectboard. Id. at 175. For example, the Court noted that a statute might specifically require a vote of the electorate to make a certain decision. Id.

Vermont courts have also noted the administrative function of selectboards. For example, in Lawton v. Town of Brattleboro, 128 Vt. 525, 529 (1970), the Vermont Supreme Court noted that a selectboard is “required to undertake many administrative duties imposed and authorized by the statutory law concerning the safety, convenience, and health of [its] townspeople.”

Moreover, when a court will attempt to give meaning to a statute, it “must look at the whole statute, the subject matter, its effects and consequences, and the reason and spirit of the law.” In re R.S. Audley, Inc., 151 Vt. 492, 494 (1989) (citing Langrock v. Dept. of Taxes, 139 Vt. 108, 110 (1980)). A court may also look at how different words are used and may assume that the use of different words was intentional. State v. Levine, 117 Vt. 320, 324 (citing Snyder v. Central Vermont Railway, 112 Vt. 190, 193 (1941)).

Perhaps a court will never need to attempt to ascertain the meaning of “if a town so orders” in 17 V.S.A. § 2646 because the question of what entity has that authority to “order” might never be challenged. But if a court were to analyze the statute, it might look at how, for example, in subdivision (9), a town would be required to elect a collector of delinquent taxes if the town so orders, for a term of one year, unless the town votes that the delinquent tax collector be elected for a term of three years. A court might determine that the General Assembly meant for there to be a difference between ordering and voting, especially considering that it’s clear that voters vote, but a selectboard might have the authority to order under its general supervision authority set forth in 24 V.S.A. § 872.

I have searched Titles 24 (municipal law) and 17 (election law) to see whether “if a town so orders” or similar language is used elsewhere (without referring to the entity who may make an order). Aside from judicial-type orders and drawing orders on funds, I found 24 V.S.A. § 3904, which provides that a town may order military records of town residents be printed and sold. *See* Attachment C. According to the statute’s annotations, this section hasn’t been amended since 1864, and the annotations also do not show any caselaw analyzing the meaning of this provision. Considering the caselaw regarding 24 V.S.A. § 872, I would think the authority to order these records under 24 V.S.A. § 3904 would belong to the selectboard.

It is my understanding that the Committee would like to make legislative intent clear that it is the town voters who should have the authority to decide whether the town needs the officers under 17 V.S.A. § 2646, rather than the selectboard. If this is the case, the amendment provided should provide that clarity, by replacing “if the town so orders” with “if the town so votes” throughout 17 V.S.A. § 2646 and in the new amendment to that section. *See* amendment document #297139 v.1.

Thank you for your time. I look forward to discussing with the Committee.

ATTACHMENT A

§ 2646. TOWN OFFICERS; QUALIFICATION; ELECTION

At the annual meeting, a town shall choose from among its legally qualified voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law:

(1) A moderator;

(2) A town clerk for a term of one year unless a town votes that a town clerk shall be elected for a term of three years. When a town votes for a three-year term for the office of town clerk, that three-year term shall remain in effect until the town rescinds it by the majority vote of the legal voters present and voting at an annual meeting, duly warned for that purpose;

(3) A town treasurer for a term of one year unless a town votes that a town treasurer shall be elected for a term of three years. When a town votes for a three-year term for the office of town treasurer, that three-year term shall remain in effect until the town rescinds it by the majority vote of the legal voters present and voting at an annual meeting, duly warned for that purpose;

(4) One selectboard member for a term of three years who shall be elected by ballot;

(5) One lister for a term of three years who shall be elected by ballot, unless the town has voted to eliminate the office of lister in accordance with the provisions of section 2651c of this chapter;

(6) One auditor for the term of three years who shall be elected by ballot, unless the town has voted to eliminate the office of auditor in accordance with the provisions of section 2651b of this chapter;

(7) A first constable, and if needed a second constable, unless the town has voted to authorize the selectboard to appoint constables as provided in section 2651a of this chapter. The terms of office of the first and second constable elected or appointed shall be for one year unless a town votes that they shall be elected or appointed for terms of two years. When a town votes for a two-year term for the offices of first and second constable, the two-year terms shall remain in effect until the town rescinds them by a majority vote of the legal voters voting at an annual meeting, duly warned for that purpose;

(8) A collector of current taxes, **if the town so orders**;

(9) A collector of delinquent taxes, **if the town so orders**, for a term of one year **unless a town votes** that a collector of delinquent taxes shall be elected for a term of three years. When a town votes for a three-year term for the collector of delinquent taxes, that three-year term shall remain in effect until the town rescinds it by the majority vote of the legal voters present and voting at an annual meeting, duly warned for that purpose;

(10) One or more grand jurors;

(11) A town agent to prosecute and defend suits in which the town or town school district is interested;

(12) A trustee of public funds **if the town has so ordered**;

(13) A trustee of public money, but only in towns that retain possession of a portion of the surplus funds of the United States received under the Act of 1836;

(14) A cemetery commissioner **if the town has so ordered**;

(15) One or more patrol officers to patrol town highways under the direction of the selectboard, **if the town so orders**;

(16) One or two road commissioners who shall be elected by ballot **if the town has so ordered**; otherwise they shall be appointed by the selectboard as provided in section 2651 of this chapter. The road commissioners shall be elected for a term of one year unless a town votes that the commissioners shall be elected for a term of two or three years. When a town votes for a two-year or three-year term for the office of road commissioner, that two-year or three-year term shall remain in effect until the town rescinds it by the majority vote of the legal voters present and voting at an annual meeting, duly warned for that purpose;

(17) Three water commissioners unless the town votes to elect additional selectboard members, in which case the number of water commissioners shall, at the discretion of the selectboard, be the same as the number of members that comprise the selectboard. The commissioners shall be elected by ballot **if the town has so ordered**; otherwise they shall be appointed by the selectboard as provided in section 2651 of this chapter.

ATTACHMENT B

§ 872. SELECTBOARD; GENERAL POWERS AND DUTIES

(a) The selectboard shall have the general supervision of the affairs of the town and shall cause to be performed all duties required of towns and town school districts not committed by law to the care of any particular officer.

(b) The selectboard shall annually, on or before July 31, acknowledge receipt of and review the document made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11) regarding internal financial controls and which has been completed and provided to the selectboard by the treasurer pursuant to section 1571 of this title.

(c) The selectboard may require any other officer or employee of the town who has the authority to receive or disburse town funds to complete and provide to the selectboard a copy of the document made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11). The officer or employee shall complete and provide the document to the selectboard within 30 days of the selectboard's requirement. The selectboard shall acknowledge receipt of and review the completed document within 30 days of receiving it from the officer or employee.

ATTACHMENT C

24 V.S.A. § 3904:

§ 3904. PRINTING AND SALE OF RECORDS

A town may order such records printed and kept for sale at a price not to exceed an advance of 20 percent of the cost of publication.

OVERVIEW

The 2012 General Municipal Information Report is a collection of results derived from the Municipal Census Survey sent out to member municipalities in January of 2012. The Vermont League of Cities and Towns (VLCT) conducted its first municipal census in 1995 to provide its membership with general municipal information regarding policies and practices. The 2012 Report is the eighth of its kind and continues a tradition of providing up-to-date information on how Vermont's local governments work.

Some of the information in this report lends itself to statistical analysis and observation, and charts and graphs representing this data can be found in the general information summary at the front of this document. The raw data for all of the general information, which can be found in the second half of this document, will allow you to create your own comparisons and contrasts.

Chart 1 displays that of the 260 member municipalities that were sent surveys, 170, or 65%, completed and returned their Municipal Census Survey by mail or electronically (via SurveyMonkey®) while 90, or 35%, did not. A list of the responding towns, with contact information, can be found at the end of the report. As always, VLCT appreciates the efforts of these members in completing and returning our census form documents. We hope that our members – and those wishing to understand more fully the workings of local governments in Vermont – find this information useful.

Your comments and suggestions regarding the survey and this report are always appreciated, and can be submitted to info@vlct.org at any time; you may also reach us by phone at (802) 229-9111.

Please remember, the following information reflects only municipalities that responded to the 2012 Municipal Census Survey.

Please visit VLCT's website at <http://vlct.org> or email info@vlct.org to obtain an electronic copy of this document.

GENERAL INFORMATION

Chart 1
Municipality Responses to the
2012 VLCT Municipal Census Survey

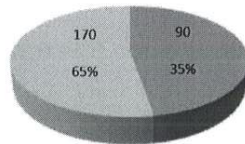
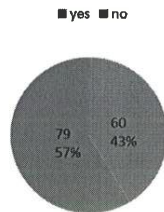


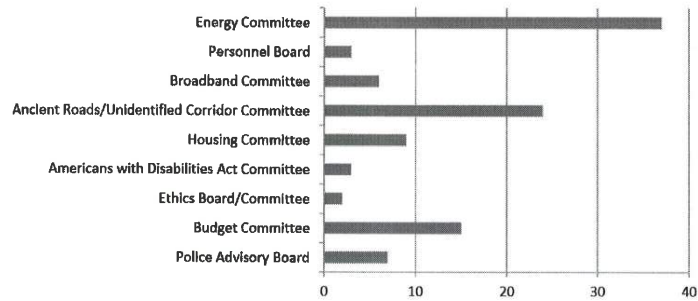
Chart 24
Municipal Energy Coordinator



Committees or Board not Derived from State Statutes

Many municipalities throughout the state have committees or boards that are not derived from state statutes. A breakdown of the list of committees and boards that was included in the survey and the names of other committees and boards that were provided by 72 responding municipalities is available on page 73.

Chart 25
Committees or Boards
not Derived from State Statutes



2012 VLCT CENSUS

Name of Municipality	Budget Committee
Barnet Town	x
Barre Town	x
Brattleboro Town	x
Chester Town	x
Fairlee Town	x
Fletcher Town	x
Montgomery Town	x
Moretown Town	x
North Bennington Village	x
Rochester Town	x
Springfield Town	x
St. Albans City	x
Topsham Town	x
Wilmington Town	x
Windsor Town	x
Total	15

TO Selectboard
Date 7 August 2025
RE FY27 Budget Advisory Committee Interest

As you are aware, July 31 was the deadline for people interested in serving on the FY27 budget advisory committee to advise their interest. All five of the FY26 members wish to serve again. (Jan Coolidge, Barry Varian, Tricia Welch, Karen Rhodes, Gabe McGuigan) The only letter from a non member is from Heather Nelson.

When letters were provided, they are included behind this memo. I am not including cover sheets but all received were in good order.

Thank you for your consideration.

Respectfully submitted,



Seth M Hopkins, Town Manager

Note for clarity: Brief statements affirming interest were received from Barry Varian, Jan Coolidge, and Karen Rhodes. Substantive letters from Gabe McGuigan, Tricia Welch, and Heather Nelson. Only those latter three follow this memo.

Mr. Hopkins,

Good morning,

I am writing to express my interest in serving again on this year's Budget Committee.

As you may recall, I participated last year and felt that my insights and contributions to the discussions were both productive and valuable. I would be honored to continue that work and contribute in a meaningful way once again—so I'm officially throwing my hat in the ring, as they say.

I've been an active member of the Brandon community for many years, including as our town's representative to the Solid Waste District, a youth sports coach, and a PTO volunteer. Jill and I operate several rental properties in Brandon and Vergennes, and I work closely with summer camps Sangamon and Betsey Cox. My professional background is in construction management, with experience in healthcare, education, childcare, hospitality, and mechanical systems.

This combination of community involvement, professional experience, and daily interactions with Vermonters from all walks of life gives me a well-rounded and practical perspective. I believe I bring thoughtful, diverse, and realistic insight to the committee's work, and I would welcome the opportunity to continue contributing for a second year.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Gabe McGuigan

July 20, 2025

Seth Hopkins
Town Manager
49 Center Street
Brandon, VT 05733

Dear Seth,

I am applying to be reinstated for another year of the Brandon Town Budget Committee. Last year was my second year on the committee. I feel that we now have a very good process to evaluate how to assure taxpayers their money is being used the best way possible. With the increased timeline we now have it allows for detailed evaluation and debate.

I support bringing new people onto the Committee every year, new voices can bring new ideas and ways of looking at things. I also feel it is important to keep some of the previous members on to preserve historical knowledge.

I have attended Selectboard meetings, either in person or on Zoom, whenever possible, as well as the Budget Committee meetings last year. I respectfully request consideration to be reappointed this year.

Sincerely,

A handwritten signature in black ink that reads "Patricia Welch". The signature is written in a cursive, flowing style.

Patricia Welch
(413) 320-8918
pwelchfl@gmail.com
13 Mt Pleasant Drive

Good morning Seth,

I am writing to express interest in joining the Budget Advisory Committee. I believe that my past experience on the Select Board and participation in the budget development process would be valuable to our town. I am comfortable working in a team. I value sharing my opinions without alienating team members.

I feel adamantly that we need to go through the budget literally line-by-line. As (admittedly) boring as it is, we can then be certain that every team member has had a chance to voice their concerns and opinions, and will be less likely to speak against the budget or the budget development process when presenting it to the town.

Thank you,
Heather Nelson