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A G E N D A

Monday, August 25, 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 August 25, 2025
 - b. FY26 Warrant
 - c. Approve Special Event Liquor Permits issued by Town Clerk
 - i. App# 63988 – Red Clover Ale Company, Green Park, 24 Center St, Brandon, VT Beer Garden 8/30/2025, 12 pm – 8 pm (rain date 8/31/2025, 12 pm – 8 pm)
 - ii. App# 64009 – Brandon Artists Guild, 7 Center St, Brandon, VT – Gallery Event 9/12/2025 – 6 pm – 8:30 pm
- 4 Reports to the Selectboard
 - a. Town Manager
 - b. Community Development
- 5 Estabrook Court Reconstruction – Update
- 6 Public Comment and Participation
- 7 Executive session re: employment (staff member) per 1 VSA § 313 (a) (3) to include town management
- 8 Adjourn

Next regular meeting: Monday, September 8, 2025 @ 7PM

MINUTES OF AUGUST 11, 2025

SELECTBOARD

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, Janet Coolidge, Steven Jupiter, Vicki Disorda, Todd Nielsen, Tricia Welch, Tim Guiles, Jack Schneider. By Zoom: Pam Douglas, George & Carol Fjeld, Billy Bullock & Linda Gebhard.

- 1 Chair Doug Bailey called the meeting to order at 7PM. All selectboard members were seated. Motion by Coolidge/Reniche-Smith to adopt the posted agenda. Voted 5-0.
- 2 Selectboard Members' Remarks: Chair Bailey offered customary remarks on the importance of civility.
- 3 Recurring Matters: The following were moved by Haylon/Reniche-Smith as a consent agenda. Voted 5-0.
 - a Minutes of combined boards — 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 and updates to the selectboard from the town management team (town manager Seth Hopkins and deputy town manager and community development director Bill Moore) were accepted with some public comment appreciative of continuous incremental improvements when “big swings” are not part of the plan.
- 5 The annual Green Fleet report published in the meeting packet was presented to the board by Tim Guiles who expressed his appreciation to Elaine and Jackie at the town office for the information needed to create a fact-based analysis. Brandon has made good progress toward the State-set goals.
- 6 On motion of Reniche-Smith/Coolidge, the board accepted the assessment and analysis report from DuBois & King on the replacement options for the North Street bridge. Voted 5-0.
- 7 Setting terms for members of the Historic Preservation Commission: The following were voted 5-0:
 - a Motion by Bailey/Coolidge (amended by Bailey/Ethier) to appoint the following:
 - i Shirley Markland to a one-year term (exp 2026)
 - ii Frank Bump to a one-year term (2026)
 - iii Vicki Disorda to one year remaining of a three-year term (2026)
 - iv Dennis Reisenweaver to two years remaining of a three-year term (2027)
 - v John Peterson to three years remaining of a three-year term (2028)
 - b Motion by Reniche-Smith/Coolidge that Historic Preservation Commission terms end on June 30.
- 8 Cecil Reniche-Smith presented her research on the Town's present practice regarding the budget advisory committee and its compliance with state statutes, particularly 17 VSA § 2646 and 24 VSA § 1147. The following were voted 5-0:
 - a Motion by Bailey/Haylon not to appoint a budget committee in 2025 for FY27 budget planning
 - b Motion by Reniche-Smith/Haylon to bring a public question to the floor of Town Meeting March 2, 2026 asking “Shall the Town of Brandon create an advisory budget committee per 24 VSA § 1147 whose duty shall be to evaluate the Town's budget and make recommendations to the selectboard for the budget based on its findings?”
 - c Motion by Reniche-Smith/Haylon to bring a second public question to that Town Meeting, pending outcome of the first, asking “Shall the budget advisory committee members be appointed by the selectboard?”
- 9 Cecil Reniche-Smith led a discussion of the ordinance review process, with public comment (notes below). Motion of Bailey/Coolidge to appoint a working group of Cecil Reniche-Smith and Jeff Haylon to review the existing ordinances and bring them to the selectboard in public meetings for further review and any revision and action the selectboard deems in the best interest of Brandon. Voted 5-0.

10 Public Comment was heard (notes below).

11 Motion by Haylon/Coolidge to enter executive session per 1 VSA § 313 (a) (3) regarding employment of a staff member, to include the town management team. The board entered executive session at 8:42PM.

Motion by Reniche-Smith/Haylon to exit executive session at 9:06PM. No action was required.

12 Second warned executive session was not needed. Omitted.

13 Motion by Coolidge/Haylon to adjourn. Not debatable. Voted 5-0. 9:07PM.

Respectfully submitted,



TOWN MANAGER'S UPDATES DELIVERED AT 12 AUGUST 2025 MEETING

FOR COMMUNITY AWARENESS

- Volunteer board seats open: Development Review Board Alternate; Planning Commission Alternate; Energy Cmte. Apply to town manager for consideration by selectboard.
- Trustees of Public Funds will meet this Tuesday at 7PM in this room
- Brandon Workbook working group of the Historic Preservation Commission will meet this Tuesday at 6:30PM at the town office second floor conference space. Note this is a change of venue from what was previously posted.

PUBLIC WORKS MISSION

- Cara Boudreau in our wastewater treatment department has accepted another job offer, and we are sorry to see her go. We will be re-posting this position.
- The Town crew constructed some head-in parking spots near the basketball court in the Seminary Hill Park & Playground. The ledge lower down the hill means the spots near the dog park will need to remain parallel parking. We will order signage to direct drivers away from U-Turning in neighboring front yards.
- The hands and numbers of the town clock have been found to be gold-leaf on plywood which is in a moderate state of deterioration. It is unknown whether the originals were metal or wood. Clearly the originals were not plywood. The steeplejack will be bringing us a proposal for fabricating visually-similar replacements. Dan Snow advises today he will wait for the steeple work to be completed and then will work some more on the broken clockworks.

PUBLIC SAFETY MISSION

- Chief Kachajian has a firearms dealer who will consider our current service weapons in trade as we look to replace them (see details in my report).

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.
- The tax sale update is that letters from the attorney are being prepared for the lien holders. These are often banks, etc., who may clear the tax arrearage to remove the property from tax sale.

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.

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 Combined Board (Selectboard and [as needed] Liquor Control, Cannabis Control, Sewer Commission, and Board of Health) Meetings

Notes on Selectboard Meeting

Created on August 11, 2025 at 7:00 PM by Minutes AI

1 Agenda Adoption

- Motion to adopt the agenda as posted was made and seconded.
- All in favor.

2 Select Board Member Remarks

- Remarks to be respectful and treat everyone with respect.
- Select board packet is very deep tonight.

3 Consent Agenda

- Motion to move items 3A, B, and C to a consent agenda was made and seconded.
- All in favor.
- Items include minutes, warrant, and liquor licenses.

4 Town Manager's Report

- Last year's budget status appears to have a surplus of \$144,000.
- This year's operating budget expenses appear to be on pace.
- Volunteer board seats are open on the Development Review Board, Planning Commission, and Energy Committee.
- Trustees of Public Funds will meet tomorrow at 7pm.
- Brandon Workbook working group of the Historic Preservation Commission will meet tomorrow at 6:30pm at the town office.
- Cara Boudreau resigned from the wastewater treatment department.
- Town crew constructed head-in parking spots near the basketball court at Seminary Hill Park.
- Historical artifacts: hands and numbers of the south face of the town clock.
 - Made of gold leaf applied to plywood.
 - The steeplejack is going to present options for replacing the hands and numbers.
- Dan Snow will work on the clockworks after the steeple work is completed.
- Chief Kachajian is finding a firearms dealer to take current service weapons in trade.
 - There is a safety concern with the current weapons.
- The town received its quarterly local option tax revenue in the amount of \$88,003.61.
 - The 1% tax has now generated more than \$2 million for select board directed capital investment.
- Tax sale update: letters have been sent to property owners and are being prepared to go out to lien holders.
- The town has an itinerant vendor ordinance that allows for door-to-door sales.
 - The town can regulate door-to-door sales but cannot prohibit them.

Questions for Mr. Hopkins

- Doug Bailey said his wife has gold leafing and is willing to make an attempt to rework any of the clock pieces.
- Congratulated the town on the amount of local options tax.

Mr. Moore's Report

- Thanks to Youth Works volunteers, the Highway Parks Department staff, the wastewater department, and Fire District No. 1 assistant operator Brad Danforth, water fountains have been installed at Seminary Hill Park.
- Work was performed on parking areas using recycled mill asphalt.
- Other projects completed by Youth Works included cleanup of garages, painting of sheds and bathrooms, painting of picnic tables, weed control, removal of decorative flags, painting over graffiti, spreading of wood chips, cleaning out graffiti on the Sanderson Bridge, gluing on floor protectors, painting of the display board, rolling of leftover T-shirts, and sorting of football equipment.
- The lights at the Otter Valley north campus space have been replaced for pickleball.
- Floor hockey is coming back on September 7th.
- Archery with Melinda is set to resume on September 17 at the rec field at the Neshobe School.

Questions for Mr. Moore

- Barry Varian Commended the management team for shepherding small projects.

5 Green Fleet Presentation from Tim Guiles

- Green Fleet is a factual tool for decision making.
- A warming atmosphere creates more intense storms.
- State of Vermont goals: 26% reduction in 2025, 40% reduction in 2030, and 80% reduction by 2050.
- Data is available from Jackie and Elaine in the town office.
- Environmental things are economic, which means that they'll help save the town money.
- The town has pretty close to met its 2025 mark.
- Gas footprint went down a lot because the police department declined a lot.
- Urged to continue to think of electric alternatives for police cars.

Electric Vehicles and Green Initiatives

- The width of the seat was a reason for not going electric with the newest police vehicle.
- The town hall switched from heating oil to propane, which is cleaner.
- A new highway garage would save energy because the current one is not well-insulated.
- Electric alternatives to diesel-powered heavy equipment exist in Europe and will be available in the future.

Questions and Targets

- Question about whether Daimler trucks makes electric vehicles.
 - Speaker will look into it.
- 26% reduction target was 244, and the town made 249.
- 40% reduction target for 2030 is 198.

Wastewater Facility and Natural Gas

- Better insulation in town buildings, especially the wastewater facility, is a potential area for improvement.
 - A grant to improve the wastewater plant was not awarded.
- Question about the difference in emissions between natural gas and diesel.
 - Speaker will look into it, but believes natural gas is cleaner.

Biodiesel and Report Appreciation

- Biodiesel is a slightly cleaner lifetime fuel, but there have been procurement problems.
- Black Bear Biodiesel is a manufacturer of biodiesel.
- The Select Board appreciates the report.
 - "It's worth reading the whole report. Tim did a really good job packaging it all in a way that's very easy to understand."

6 North Street Bridge Replacement Design Options

- A 170-page report on the North Street Bridge replacement design options is on the town website.
- Three options:
 - 31-foot span bridge (traditional construction) - \$1.8 million
 - 36-foot conspan (bridge/culvert hybrid) - \$1.7 million
 - Aluminum box culvert (similar to Cobb Hill culvert) - \$1.5 million
- Engineers recommend the aluminum box culvert due to its cost efficiency and similar performance in flood events.
- No construction grants are currently available.
- The board accepts the report.

7 The Historic Preservation commissioners requested fixed terms instead of indefinite terms.

- Suggestion to mirror the Select Board terms: three 3-year seats and two 1-year seats.
- Current commissioners: Shirley Markland, Dennis Reisenweaver, Frank Bump, John Peterson, and Vicki Disorda.
- Shirley Markland requested a one-year term.
- Vicki Disorda, present, has no preference.
- Motion to appoint:
 - Shirley Markland: one year
 - Frank Bump: one year
 - Vicki Disorda: one year remaining of a three year seat
 - Dennis Reisenweaver: two years remaining of a three year seat
 - John Peterson: three years of a three year seat
- Terms will expire on June 30th.

Vote Results

- All in favor of having this go to June 30 each year, say I oppose.
- If anyone leaves, the position will be filled.
- Still considering changing how some of that is done.

8 Restructuring the Advisory Budget Committee (Cecil Reniche-Smith presenting findings of her research)

- Restructuring the advisory Budget Committee to comply with state law.
- For the last 11 years, the town has not been complying with state law.
- In 2013, the legislature started discussing the issue that there were towns in Vermont that had committees that didn't seem to spring from any statutory authorization.
- Vermont League of Cities in town had done a poll, and some towns had gotten back to them about committees they had.
- Among those committees that some towns had that didn't seem to have statutory authorization were budget advisory committees or advisory budget committees, as the legislature called them.
- They amended 17 VSA Section 2646, which governs the election of town officers.
- The statute states that at the annual meeting, the town shall choose among its legally qualified voters the following town officers who shall serve until the next annual meeting until successors are chosen, unless otherwise provided by law.
- The statute lists several different kinds of town officers.
- They added a new section to that subsection 18 that provides five members of an advisory budget committee if the town so votes.
- The advisory budget committee shall be elected by ballot unless the town votes to have those members appointed by the select board.
- The town has not been electing town budget committee; it's been by appointment.
- Whether or not the town will have a budget advisory committee is something that would be presented at town meeting for a floor vote.
- Whether or not the budget committee's members would be elected or appointed would also be the subject of a floor vote.
- At the next town meeting in March 2026, there would be a floor vote as to whether to have a budget advisory committee and whether they shall be elected or appointed.
- If the night of the floor vote, it is determined that the budget advisory committee members will be elected the next day, candidates will need to be on the ballot.
- Now is the time for people who are interested in being on the budget advisory committee, if the town votes for them to be elected, to think about whether they want to be on the ballot to be elected to a budget advisory committee and do what it takes to get on the ballot.
- You need to get a petition with a certain number of signatures on it (30).

Compliance with the Law

- The town of Brandon in 1939 did vote to have a budget advisory committee.
- In 2013, the law changed, saying that you needed to elect these people unless you went to your voters and asked them to be appointed.
- To easily get back into compliance with the law:
 - For this year, not technically have a budget committee, because this has been handled as an open meeting anyway, with everyone coming.
 - Invite everyone to do it exactly the same as last year, that everyone would come, talk, have input, and come out with a budget.
 - There just would not be a definite assigned name that you're a budget advisory committee person to do that.
- To then make it legal that at town meeting:
 - Question one would say, do we want to have a budget advisory committee? Yes or no?
 - If they say no, we're done.

- If from the floor the answer is yes, then you go to question two, which is, do we want the select board to appoint the budget committee? Yes or no?
- If the answer is yes, then we're back to what we did last year.
- If they say no to that, then people should get their petitions in if they want to be on the advisory committee, in case there's an answer that says, we don't want the Select Board to do this. We want the voters to do this.
- If five people do not file a petition and only four do, then it's considered an open position, in which case the Select Board would then appoint that one additional spot.
- It's a way that gets us back into legal compliance with Vermont state law that we have never been advised of in any manner.

Responsibilities of Budget Committee

- Public comment: If you're going to have a budget committee, it seems like you have to, especially if it's going to be elected and it's going to be in statute where it's going to exist, define what those responsibilities are.
- The legislature has done that.
- If a municipality creates an advisory budget committee as provided in 17 VSA 2646, the Committee shall evaluate the municipality's budget and make recommendations to the select board for the budget based on its findings.
- The committee could take last year's budget and look at it and from that derive recommendations for the coming budget.
- Another way to look at it is the select board develops the budget all on its lonesome with public participation, and then presents that to the advisory committee which then makes its recommendations.
- Having a committee does not preclude the board from taking information from people who come and participate.

Concerns About the Process

- Public comment: We absolutely should do whatever is necessary to get compliant.
- It sounds like it could be confusing when it comes together in March.
- Consider doing it in two steps where this year we vote on do we want to have a committee and how do we pick them?
- If it's decided that they are elected, then next year, wait a year.
- If a town meeting night, the town decides they want, they want the board to select the members, the next day, people on the ballot get elected.
- Another scenario could happen where people get elected to a position that doesn't exist.
- If the town decides not to have a board the next day, people get elected into a position that doesn't exist.
- If people are elected and it's decided that they should be selected and the people that were elected don't get selected, then the voters might feel as though they were disregarded.
- If you guys did decide to go the very way and do it in two steps, at the point of if the voters and the floor say yes, we want, we wanted elected positions, you guys would still be in the position of filling unfilled seats.
- Creating the budget committee and saying that they shall be elected prevents the Select Board from appointing a five member committee.
- If we elect to have a five member committee who are elected but there are only four candidates, then we have a committee with elected officials, but there is a vacant seat, then the board might be able to fill that seat.
- If you have to take out a petition and get some of these signatures and then have your name printed on the ballot, that means you have to like go out and sort of campaign to be on that committee.
- If the night before it's voted that either there's not going to be a committee at all or it's going to be appointed, then you've kind of done all this hoo ha in the community to go out and campaign all this when it's really a moot point and the ballots are really not valid.
- If there's a budget committee, they would get last year's budget and go through it and then make recommendations, are you saying they would do that separately and then just come back with recommendations, or it would be the way that we've been doing it, where it's more: We all do it together, page by page.
- The state law dictates the duties of the Budget Committee, which are to take the budget and report its analysis and findings to the Select Board.
- It would be very hard because we would not be able to have all the people come in and give us all the information about how things may have changed or not changed or explain this line item.
- The process that we've used has been a really good one because it is open to everybody and anybody can make comments.
- The plus of the Budget Committee was those people, those five people committed to come to every budget meeting.
- Last year was substantial number of meetings where people can come to one meeting and not show up, you know, because they don't have to for X number of meetings and then come in.
- We can't always back up all the way back to what somebody wanted to talk about.
- Sue had given us an example from actual life and Brandon, where that happened, where we used to elect the constables a first and second constable and the constables were on the ballot, but the night before the town meeting voted to do away with elected constables.

- Those two positions were still on the ballot.

Budget Committee Discussion

- A race was not counted because it was a provisional ballot pending the outcome of the town floor vote.
- Concerns were raised about people feeling like they wasted their time getting signatures and campaigning.
- One option to avoid uncertainty after the floor vote is to have the vote on a separate sheet of paper than the regular ballot.
 - Sue has concerns about this being cost-prohibitive.
- The first Budget Committee met without the Select Board, and only with the town manager.
 - The Budget Committee made recommendations to the Select Board, who accepted some and rejected others.
- In 1939, the town voted to have a taxpayer board that the select board was required to submit budgets to 60 days before town meeting.
 - The town also voted to borrow \$40,000 in 1939 to clear up past budget deficits.
- The vote to create a budget advisory committee and determine whether they are elected or appointed is a one-time thing as long as it is followed.
- A suggestion was made to punt the ballot for any new budget committee to the November 2026 election.
 - The statute calls for them to be elected at the annual meeting.
- A motion was made to not have a budget advisory committee for the year 2025.
 - This motion was approved.
- A motion was made to put to the floor vote at the town meeting in March 2026 whether the town should have an advisory budget committee.
 - This motion was approved.
- A motion was made to have a floor vote at the town meeting in March 2026 as to whether the budget advisory budget committee should be appointed by the select board.
 - This motion was approved.

9 Ordinance Review

- Cecil has completed a review of the ordinance section.
 - She looked at each ordinance and determined when it was enacted.
- The Act 250 jurisdiction ordinance has been superseded because the town passed another one that made them a 10 acre town.
- The animal control ordinance may need to be updated to address the new state statute regarding animals, livestock running at large.
- The next step would be to have a working group of two select board members.

Short Term Rentals

- Need to address the issue of short term rentals like Airbnb and Vervo.
 - This would require a working group.
 - The working groups would then present a recommendation to the select board.
 - It would still have to be discussed at an open meeting with public comment.

Legislation

- Legislation is often brought to legislators by lobbyists who have a completed act and ask the legislator to sponsor it.
- The select board does the heavy lifting of deciding if this is what they actually want it to say.
- The goal is to have the ordinances updated, compliant with state law, addressing issues that towns are allowed to address, and in a format that is easily understandable and accessible.

Ordinance vs. Policy

- Policy is something that the select board passes for the staff or other boards to follow.
- An ordinance is something that the select board passes that everybody in Brandon has to follow.
 - Ordinances are outward facing.
 - Policies are inward facing.
- The state has set out the areas that municipalities can enact their ordinances about.

Ordinance Amendments

- If making amendments, provide red line copies showing strikethroughs of what's being deleted and underlines of what's being added.
- If repealing an ordinance in full, provide the ordinance that is recommended for repeal.
- The particular ordinance being addressed that evening will be listed on the agenda item.

Working on Ordinances

- Jeff and Cecil will work on the ordinances.
- The board chair will be the presenter of information, and then it will be discussed openly with the public and voted on.
- The aim is to make life easier for people who need to follow ordinances and to get the ordinances formatted in the computer for everyone to be able to find anything they want easily in one spot.

Trustees of Public Funds

- The first meeting of the new board of trustees is tomorrow night at 7 o'clock.
- The Brandon Workbook working group of the Historic Preservation Commission is also meeting tomorrow.
 - The trustees of public funds are going to meet in this room at 7 o'clock using the select board's zoom connection.
 - The working group for the Brandon workbook is going to meet upstairs at the town office at 6:30 using the planning commission's zoom connection.

Scheduling Conflicts

- It's not typical for two different groups to be meeting at the same time.
- People have been good about emailing ahead of time to check if a date works.
 - There is a Google Calendar that manages the downstairs and upstairs space.
- All town committees and commissions are encouraged to set regular meetings.

Google Calendar Accessibility

- Make the Google Calendars accessible online so people can see what's available before scheduling meetings.
- The technology is there to do that.

08/20/25

TOWN OF BRANDON Accounts Payable

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05:11 pm

Check Warrant Report # 63885 Current FY Invoices

Jacolyn

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

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
100015	08/07/25	ALLEN ENGINEERING & CHEMI chlorine 11250645401	20-5-55-50120 Sodium Hypochorite	3797.50	3343	08/25/25
101205	08/18/25	ANDERSON JORDYN summer dance refund 826286	10-4-18-50070 Dance Lessons	69.00	3344	08/25/25
101205	08/18/25	ANDERSON JORDYN summer dance refund 826287	10-4-18-50070 Dance Lessons	69.00	3344	08/25/25
310601	08/07/25	BBS NARCOTICS ENFORCEMENT Drug Interdiction class-D BPD-2025-001	10-5-14-10340 Professional Development	225.00	3345	08/25/25
311015	08/12/25	BEN'S UNIFORMS INC uniforms 215886	10-5-14-10320 Clothing Allowance	570.86	3346	08/25/25
100255	08/19/25	BRANDON FIRE DISTRICT #1 appropriation AUG 2025	10-2-00-02136 Fire District Payable	85062.50	3347	08/25/25
100280	08/07/25	BRANDON LUMBER & MILLWORK repair tape 107807/3	20-5-55-43160 Maint. Supplies - General	33.85	3348	08/25/25
100280	08/07/25	BRANDON LUMBER & MILLWORK keys 107904/3	10-5-15-43120 Park Maint.	23.96	3348	08/25/25
100280	08/12/25	BRANDON LUMBER & MILLWORK for fountain repair 108665/3	10-5-15-43120 Park Maint.	78.32	3348	08/25/25
100280	08/13/25	BRANDON LUMBER & MILLWORK for fountain repair 108845/3	10-5-15-43120 Park Maint.	74.52	3348	08/25/25
100280	08/13/25	BRANDON LUMBER & MILLWORK hose couplings 108856/3	10-5-15-41160 HW Maint. Supplies-Vehicl	17.18	3348	08/25/25
100280	08/13/25	BRANDON LUMBER & MILLWORK tools 108898/3	20-5-55-41110 New Equipment-Misc Tools	445.50	3348	08/25/25
100280	08/13/25	BRANDON LUMBER & MILLWORK sanding discs 108934/3	10-5-18-21050 Bldg Maint- Town Hall	9.99	3348	08/25/25
100280	08/13/25	BRANDON LUMBER & MILLWORK bait 108941/3	20-5-55-42140 Maint. Supplies - Bldgs	18.99	3348	08/25/25
100280	08/19/25	BRANDON LUMBER & MILLWORK mower blade 109341/3	10-5-12-40100 Energy Cm Public Outreach	49.99	3348	08/25/25
100280	08/18/25	BRANDON LUMBER & MILLWORK shop vac 109613/3	20-5-55-41110 New Equipment-Misc Tools	139.99	3348	08/25/25
100280	08/07/25	BRANDON LUMBER & MILLWORK for dog park fountain 995646/3	10-5-18-62000 DOG PARK EXPENDITURES	77.57	3348	08/25/25
100462	08/01/25	CASELLA WASTE MANAGEMENT July sludge trucking 3175923	20-5-55-50170 Trucking	2580.00	3349	08/25/25
310712	07/25/25	CELEBRATION RENTALS INC folding chair rental 22655	10-5-18-50090 Adult Activities	368.20	3350	08/25/25
301503	08/05/25	CHAMPLAIN VALLEY FUELS diesel fuel 577606	10-5-15-41130 Fuel - Vehicles HW	1038.83	3351	08/25/25
301503	08/13/25	CHAMPLAIN VALLEY FUELS diesel fuel 578442	10-5-15-41130 Fuel - Vehicles HW	899.82	3351	08/25/25
310097	08/05/25	COMCAST service: Aug 9 to Sep 8 EST 08/02/25	10-5-18-21250 Rec telephone	160.64	3352	08/25/25
310097	08/09/25	COMCAST service Aug 16 to Sep 15 TH 8/9/25	10-5-10-42100 Telephone Exp. Admin.	99.51	3353	08/25/25
310037	08/06/25	CONSOLIDATED COMMUNICATIO service Jul 6 - Aug 5 PD 08/06/25	10-5-14-42100 PD Telephone Service	56.96	3354	08/25/25
200241	08/31/25	D & F EXCAVATING & PAVING hot mix- Carver St patch 7345	10-5-15-46100 Hot Mix patching	3742.45	3355	08/25/25

08/20/25

TOWN OF BRANDON Accounts Payable

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05:11 pm

Check Warrant Report # 63885 Current FY Invoices

Jacolyn

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

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
300466	DUNDON PLUMBING & HEATING	08/13/25 portable toilet fees 101772	10-5-18-43130 Estabrook	130.00	3356	08/25/25
300466	DUNDON PLUMBING & HEATING	08/13/25 portable toilet fees 101772	10-5-18-60100 Seminary Hill	130.00	3356	08/25/25
311128	GREEN MOUNTAIN GARAGE	08/07/25 oil 232095	10-5-15-41160 HW Maint. Supplies-Vehicl	104.97	3357	08/25/25
311128	GREEN MOUNTAIN GARAGE	08/11/25 belt for compactor 232243	10-5-15-41160 HW Maint. Supplies-Vehicl	13.20	3357	08/25/25
311128	GREEN MOUNTAIN GARAGE	08/18/25 grease 232531	10-5-15-41160 HW Maint. Supplies-Vehicl	87.80	3357	08/25/25
311128	GREEN MOUNTAIN GARAGE	08/18/25 inspect WW 2024 Ford F350 232555	20-5-55-41180 Maintenance-Vehicles	60.00	3357	08/25/25
100559	HACH COMPANY	08/11/25 lab supplies 14620241	20-5-55-30120 Professional Supplies	748.16	3358	08/25/25
311095	HOHN JENNIFER L	08/18/25 summer dance refund 826288	10-4-18-50070 Dance Lessons	60.00	3359	08/25/25
100792	HULBERT SUPPLY CO INC	08/07/25 clamps, coupling X027099	10-5-18-62000 DOG PARK EXPENDITURES	8.86	3360	08/25/25
100792	HULBERT SUPPLY CO INC	08/11/25 for fountain repair X027126	10-5-15-43120 Park Maint.	18.88	3360	08/25/25
100792	HULBERT SUPPLY CO INC	08/11/25 for fountain repair X027127	10-5-15-43120 Park Maint.	24.29	3360	08/25/25
310745	JACOBS M JAKE	08/07/25 swim instruction 08/07/25	10-5-18-30000 Swim Lesson Expense	1944.00	3361	08/25/25
100679	JOSEPH P. CARRARA & SONS	08/05/25 cement 305014	10-5-18-62000 DOG PARK EXPENDITURES	634.00	3362	08/25/25
101156	KONICA MINOLTA PREMIER FI	08/20/25 copier contract 562544965	10-5-10-30130 Service Contracts	293.93	3363	08/25/25
311264	LEEDOM, KYLE	08/07/25 clothing/boot allowance 8/7/25	10-5-15-10320 Clothing Allowance	600.00	3364	08/25/25
311176	LILY WHITE CLEANING SERVI	08/13/25 cleaning 081325	10-5-18-21000 Custodian- Town Hall	122.50	3365	08/25/25
311176	LILY WHITE CLEANING SERVI	08/13/25 cleaning 081325	10-5-18-21010 Custodian- Estabrook	26.25	3365	08/25/25
311176	LILY WHITE CLEANING SERVI	08/13/25 cleaning 081325	10-5-14-20220 PD-Custodian	61.25	3365	08/25/25
311176	LILY WHITE CLEANING SERVI	08/13/25 cleaning 081325	10-5-10-21000 Custodian- Town Office	26.25	3365	08/25/25
311176	LILY WHITE CLEANING SERVI	08/20/25 cleaning 082025	10-5-14-20220 PD-Custodian	70.00	3365	08/25/25
311176	LILY WHITE CLEANING SERVI	08/20/25 cleaning 082025	10-5-18-21010 Custodian- Estabrook	17.50	3365	08/25/25
311176	LILY WHITE CLEANING SERVI	08/20/25 cleaning 082025	10-5-10-21000 Custodian- Town Office	87.50	3365	08/25/25
311176	LILY WHITE CLEANING SERVI	08/20/25 cleaning 082025	10-5-18-21000 Custodian- Town Hall	96.25	3365	08/25/25
101187	MAHONEY GRIFFITH	08/18/25 football refund 826285	10-4-18-40010 Middle School Football	104.00	3366	08/25/25
310630	MASTERCARD	07/21/25 2-fountain pumps 0.5hp 12421	10-5-15-43120 Park Maint.	1200.00	3367	08/25/25

08/20/25

TOWN OF BRANDON Accounts Payable

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05:11 pm

Check Warrant Report # 63885 Current FY Invoices

Jacolyn

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

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310630	MASTERCARD	07/30/25	sidewalk weed control 12422	10-5-15-43120 Park Maint.	113.12	3367	08/25/25
310630	MASTERCARD	07/28/25	trencher- water lines 12423	10-5-18-62000 DOG PARK EXPENDITURES	132.00	3367	08/25/25
310630	MASTERCARD	07/09/25	Celtics- Deposit 25/26 12424	10-5-18-60010 Bus Trips	200.00	3367	08/25/25
310630	MASTERCARD	07/01/25	camera, valve box, grabber, 12425	10-5-15-43120 Park Maint.	118.96	3367	08/25/25
310630	MASTERCARD	07/01/25	camera, valve box, grabber, 12425	10-5-18-20600 Equipment /Supplies	113.94	3367	08/25/25
310630	MASTERCARD	07/01/25	camera, valve box, grabber, 12425	10-5-18-21050 Bldg Maint- Town Hall	56.97	3367	08/25/25
310630	MASTERCARD	07/03/25	bypass pruners- grant 12426	56-5-21-10100 Tree Project-Material/Ser	27.96	3367	08/25/25
310630	MASTERCARD	07/24/25	Buzz-charge, charge cards 12427	10-5-18-10310 Travel & Expenses	116.72	3367	08/25/25
310630	MASTERCARD	07/21/25	lab supplies 12452-1	20-5-55-30120 Professional Supplies	441.23	3367	08/25/25
310617	OTTER VALLEY UNIFIED UNIO	08/19/25	school share of taxes AUG 2025	10-2-00-02137 Education Tax Payable	1332754.40	3368	08/25/25
310736	POCKETTE PEST CONTROL LLC	08/19/25	pest control @ Police 44867	10-5-14-43150 PD Bldg. Maintenance	65.00	3369	08/25/25
310736	POCKETTE PEST CONTROL LLC	08/19/25	pest control @ Town Hall 44869	10-5-18-21050 Bldg Maint- Town Hall	40.00	3369	08/25/25
310736	POCKETTE PEST CONTROL LLC	08/19/25	pest control/Town Office 44870	10-5-10-42140 Maint. Supplies - Bldgs	70.00	3369	08/25/25
301061	RICHARD REED AND SON INC	07/25/25	317 North St, Demo-FEMA 17999	56-5-06-20200 Newton Rd Flood-Legal	15000.00	3370	08/25/25
310458	RIDDELL ALL AMERICAN	07/31/25	FB-helmets, shoulder pads 60545422	10-5-18-40010 Middle School Football	5679.95	3371	08/25/25
100478	ROYAL GROUP INC	07/31/25	fire sys monitoring @ TO 724800	10-5-10-42140 Maint. Supplies - Bldgs	74.76	3372	08/25/25
300375	RUTLAND CITY	08/08/25	July sludge processing 38158SLUDG	20-5-55-50160 Sludge Disposal	7200.00	3373	08/25/25
310758	STALKER RADAR	08/15/25	Stationary Radar w/acces. 462782	10-5-14-41110 New Equipment - Vehicles	1610.00	3374	08/25/25
300592	SUBURBAN PROPANE LP	08/06/25	propane @ Town Hall 540886	10-5-18-21150 Heat-Propane-Town Hall	296.93	3375	08/25/25
301160	THE REPORTER	08/14/25	DRB, Pool Hall ord, Rec ads 7/31/25	10-5-18-10330 Advertising/Recruitment	389.00	3376	08/25/25
301160	THE REPORTER	08/14/25	DRB, Pool Hall ord, Rec ads 7/31/25	10-5-12-30310 Legal Advertising	58.50	3376	08/25/25
301160	THE REPORTER	08/14/25	DRB, Pool Hall ord, Rec ads 7/31/25	10-5-10-30310 Legal Advertising	58.50	3376	08/25/25
311173	USABLUEBOOK	08/07/25	filtering flask INV00791479	20-5-55-30120 Professional Supplies	93.76	3377	08/25/25
330348	VERIZON WIRELESS	08/13/25	service: Jul 14 - Aug 13 6121015284	10-5-15-42100 HW Telephone	37.42	3378	08/25/25
330348	VERIZON WIRELESS	08/13/25	service: Jul 14 - Aug 13 6121015284	10-5-14-42100 PD Telephone Service	37.42	3378	08/25/25

08/20/25

TOWN OF BRANDON Accounts Payable

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05:11 pm

Check Warrant Report # 63885 Current FY Invoices

Jacelyn

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

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
330348	VERIZON WIRELESS	08/13/25	service: Jul 14 - Aug 13 6121015284	10-5-21-10310 Travel & Expenses	18.71	3378 08/25/25
330348	VERIZON WIRELESS	08/13/25	service: Jul 14 - Aug 13 6121015284	20-5-55-42100 Wastewater Telephone	37.42	3378 08/25/25
330348	VERIZON WIRELESS	08/13/25	service: Jul 14 - Aug 13 6121015284	10-5-18-21250 Rec telephone	18.71	3378 08/25/25
310046	W B MASON CO INC	08/01/25	bowl cleaner, notes 255903206	10-5-10-30110 Office Supplies	46.16	3379 08/25/25
310646	WATERSHED CONSULTING ASSO	08/11/25	NE Woodcraft- Engineer 2025-2801	56-5-14-20100 NE Woodcraft- Engineering	4040.50	3380 08/25/25
310646	WATERSHED CONSULTING ASSO	08/13/25	NE Woodcraft-Engineering 2025-2807	56-5-14-20100 NE Woodcraft- Engineering	5347.50	3381 08/25/25
100577	WILK PAVING INC	08/11/25	hot mix HM25-208	10-5-15-46100 Hot Mix patching	467.22	3382 08/25/25
310186	WYMANS TIMBER HARVESTING	07/31/25	dumpster for WW cleanout INV0005	20-5-55-43160 Maint. Supplies - General	376.82	3383 08/25/25
Report Total				1481519.30	=====	

Selectboard

To the Treasurer of TOWN OF BRANDON, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ *1,481,519.30
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 Member. Apply to town manager for consideration by selectboard.

PUBLIC WORKS MISSION

- This summer has been generally dry, and our dirt roads are dusty. Chloride application in reported trouble spots is our effort to try to remedy this as best as can be expected.
- As a heads-up, the Triangle Cooperative for the mobile home park at the south end of McConnell Road may be seeking improvements to their wastewater and a drinking water systems. I have had initial communication with their consultant. The project as it stands is for wastewater and is being engineered in Brandon by DuBois & King. There will likely be an opportunity for the Town to assist as a pass-through sponsor for state funding streams as we have done in the past for other community groups.
- I am in communication with a Downtown property owner regarding impaired pedestrian and motorist visibility due to the growth of trees in the Town's right of way. The property owner has engaged an arborist consultation under their direction and their expense.

PUBLIC SAFETY MISSION

- No change to report regarding staffing efforts, and no update at this time on the exchange of the standard-issue service weapon.

ADMINISTRATION & FINANCE MISSION

- I participated in the Trustees of Public Funds initial meeting of the newly-seated trustees on August 12. Thanks to those who are taking on the reorganization of this board. I advocated to the new board the position that Miss Farr's directives as expressed in her will must be the primary test of the purposes for which the trustees release the funds she left the Town in trust.
- I met with Brandon's 17-year-tenured representative to the Rutland County Solid Waste District (currently its vice-chair) upon receipt of a communication from another Town's representative to that District. I then met with the chair of the District by phone. There are two investigations ongoing in RCSWD, and both are being handled with competent legal counsel from VLCT. The Town needs take no action and the selectboard can be confident in its representative.
- Legislative changes in Act 106 of 2024 have resulted in the removal of four properties from our tax sale as they do not meet the new criteria of being in arrears more than \$1,500 for more than one year.

COMMUNITY DEVELOPMENT MISSION

- I attended the early portion of the working group of the historic preservation commission (and others) who are reviewing the 2002 Brandon Workbook with a goal of updating it and reissuing it in light of today's Brandon (i.e., changes completed during Segment Six). The commission has applied for funding from the Walter Cerf Community Fund to obtain the services of professionals including an architect and a graphics designer to create a successful and usable end product.
- I provided the DRB and relevant town staff with guidance about our permit process and the various stages of it to best serve the applicants and the Town.
- Bill Moore will have a debrief of a successful visit he organized for Congresswoman Becca Balint who was in Brandon on Wednesday.

FOLLOW-UP

- The weekly FY26 calendar pages I implemented recently are being utilized by the department heads really well. This has been a positive innovation to keep longer-term goals highlighted and followed through on.
- I followed up with a couple of our boards and the insect control district regarding Open Meeting Law compliance matters. This will be an ongoing education and monitoring need.
- I had meetings with residents, town officials, staff, and filled a number of requests for information.

FINANCIAL SNAPSHOT

- I am unable to obtain this information at time of writing due to limitations of the NEMRC technology the Town has used, successfully, for bookkeeping for many years. If other Town staff are able to access on their machines, it will be provided to accompany this report. If not, it will be provided to the selectboard on Monday as an update to this report.

Respectfully submitted,



Seth M Hopkins, Town Manager

08/21/25

TOWN OF BRANDON General Ledger

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11:23 am

Previous Year Pd: 12 - Budget Status Report

Jacolyn

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	817,772.24	108.29%
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	3,763,375.28	102.68%
Total 10 General Fund	0.80	148,993.09	
Total All Funds	0.80	148,993.09	

08/21/25

11:23 am

TOWN OF BRANDON General Ledger
Current Yr Pd: 2 - Budget Status Report
10 General Fund

Page 1 of 1

Jacolyn

Account	Budget	Actual	% of Budget
10-4-09 Tax Revenues	3,170,325.00	3,209,376.19	101.23%
10-4-10 Town Administration Reven	10,300.00	31,340.65	304.28%
10-4-11 Assessor Revenues	2,000.00	0.00	0.00%
10-4-12 Code Enforcement Revenues	15,500.00	2,396.00	15.46%
10-4-13 Clerk/Treasurer Revenues	176,370.00	14,325.76	8.12%
10-4-14 Police Dept. Revenues	10,550.00	216.00	2.05%
10-4-15 Highway Dept Revenues	171,300.00	44,338.35	25.88%
10-4-18 Recreation Revenues	94,500.00	11,172.00	11.82%
10-4-21 ECONOMIC DEV. REV	1,800.00	0.00	0.00%
10-4-22 Bldg. & Grounds	0.00	1,015.53	100.00%
Total Revenues	3,652,645.00	3,314,180.48	90.73%
10-5-09 Tax Expenditures	5,000.00	0.00	0.00%
10-5-10 Town Administration 10	458,450.00	95,866.95	20.91%
10-5-11 Assessor	41,590.00	878.55	2.11%
10-5-12 Code Enforcement 12	55,905.00	6,105.87	10.92%
10-5-13 Town Clerk 13	236,670.00	28,830.96	12.18%
10-5-14 Police Dept 14	949,150.00	79,294.25	8.35%
10-5-15 Highway 15	881,090.00	98,454.17	11.17%
10-5-17 Intergovernmental 17	260,365.00	31,085.86	11.94%
10-5-18 Recreation	238,020.00	24,682.86	10.37%
10-5-19 Debt Service 19	222,040.00	0.00	0.00%
10-5-21 Economic Develop. 21	55,685.00	3,802.70	6.83%
10-5-22 Bldgs. & Grounds	0.00	3.53	100.00%
10-5-25 Appropriations 25	248,680.00	53,336.68	21.45%
Total Expenditures	3,652,645.00	422,342.38	11.56%
Total 10 General Fund	0.00	2,891,838.10	
Total All Funds	0.00	2,891,838.10	



August 25, 2025

Youth programming starting this week – **Soccer** (grades 3 – 6) **Football** (grades 3 – 8). Our rolling start to the season means that the **Pre-k – 2nd grade offerings for both will begin on September 6th.**

Based upon popular demand, **Pee-Wee cheer** is being offered for the fall season. Starting on September 7th, Kindergarten - 2nd graders will be introduced to cheerleading basics and skill building in anticipation of the winter season. This will precede the grades 3 – 6 fall cheer program.

B-rec youth Cross Country is back after a 6-year hiatus. Avid runner and Neshobe teacher, Katie Mack, will work with youth in grades 3 – 6 starting on **October 3rd** two days a week to prepare for the **November 23rd at the Neshobe Pie Gobbler Fun Run**

Family Kick-ball at the Brandon Rec Baseball field at Neshobe starting in **October**. We provide the ball and pinnies, you provide the healthy competition!

Silent Movie update: the 1928 movie “Spies” show date has been moved to Friday, September 12th at 7:00pm. This **former FOTH** offering is growing in popularity. Free admission; any donations/concessions proceeds received will be used to fund the 2026 series!

The town hall is seeing an uptick in rentals from private organizations. These funds will be used to support renovations and upkeep.

Pickleballers have spoken; we are ramping up with the new paid registration for indoor pickleball. This has not been without some feedback. *We are committed to recouping some funding to help with future costs and projects.*

Respectfully Submitted,

Bill Moore

August 25, 2025

An update on the Estabrook Courts

The dual tennis courts that were built around 1984 have been in need of updating. The initial siting of the courts has always been problematic as evidenced by the cracking of the surface and the replacement of and subsequent failure of the net poles

In September of 2023, the Brandon Select board elected to use some ARPA funding to put toward the resurfacing of the court. The \$30,000 that has been reserved for this purpose was done so with the understanding that we would be converting it to **a multi-use court**. The court net poles would be removed, new asphalt installed and lines painted on the asphalt for both tennis and pickleball, with moveable nets for both. *This would also allow for modular skate boarding features to be stored onsite that could be moved into place to allow for designated skating times.* Our purchasing policy requires that we have 3 quotes but we are having no luck with getting a third paving contractor to quote the project.

As this summer quickly is turning into fall, I would request that the selectboard:

- Consider waiving the quote requirement
- Award the work can be performed before the end of this paving year. This black-top only option, based upon the bids received \$46,800 and \$48,800 eclipses the amount of ARPA funding set- aside.
- Consider using 1% money to make-up the shortfall bearing in mind that there is a bequeathment to support Estabrook Park for which the town will be receiving funds that could be used to offset the shortage.

Notes:

This multi-use court approach allows the town to investigate the potential support/use of a skateboard park "skatepark" as a bonus while we improve the courts. The cost of a dedicated skatepark is so great that having this essentially free feasibility study will help inform future recreation priorities.

The application of Rec surfacing that is typical of tennis courts/pickleball courts is anticipated to be north of an **additional** \$60,000. This could be considered a future project for which grant funds could be matched with fundraising to implement if it becomes the desire of the community.

Respectfully submitted,



Bill Moore

WILK SEALING

PO Box #1,
Center Rutland, VT 05736
802-773-4400

Estimate

Date	Estimate #
6/19/2025	3305

Name / Address
Town of Brandon 49 Center St. Brandon VT 05733

Terms
Due On Completion

Item	Description	Total
Project	Asphalt paving, Eastbrook Park tennis court.	48,800.00
Grading	Final grading and compaction of subbase, to provide correct layout, proper base and drainage, prior to the application of pavement.	
Paving	Paving a 13,680 square foot area. Paving applied in two courses to total a 3 inch compacted depth. The base course applied using 3/4 inch hot mix asphalt at 2 inches thick compacted. The top course applied using a 3/8 inch hot mix asphalt at 1 inch thick compacted.	

Total	\$48,800.00
--------------	-------------

If the forgoing meets with your acceptance, kindly sign, and return a copie of our proposal. Upon its receipt it is understood the forgoing, including the terms and conditions set forth on the reverse side hereof, will constitute the full and complete agreement between us. This proposal expires thirty (30) days from the date hereof, but may be accepted at any later date at the sole option of Wilk Sealing.

Customer Signature _____

Vermont Roadworks, LLC, WBE
11 Green St.
Brattleboro, VT 05301 US
8025791911
paving@vermontroadworks.com
www.vermontroadworks.com

Estimate 2025-549

ADDRESS Bill Moore Town of Brandon 49 Center Road Brandon, VT 05733	DATE 05/29/2025	TOTAL \$46,800.00	
---	--------------------	----------------------	--

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Asphalt-GVT	SCOPE OF WORK: Install Tennis Court. Fine grade, add material and compact. Pave 2 lifts of Hot Mix Asphalt. One is a base course at 2" depth and the second is a 1" depth of top course. The town is doing the excavation work. If any excavation needs to be done additionally to adhere to the specs of the court, we will bill additionally.	1	45,300.00	45,300.00
	Mobilization - GVT	Mobilization and demobilization Job is all inclusive of equipment, trucking, labor, materials, any applicable taxes, mobilization and demobilization	1	1,500.00	1,500.00

Thank you for your business! We accept ACH and checks. If paying by check, please mail to 11 Green St., Brattleboro, VT 05301.
By signing and dating below, I agree to the terms and authorize VTR, as specified in this estimate.

TOTAL	\$46,800.00
-------	-------------

Job is all inclusive of labor, trucking, all equipment, all materials, site visit and estimate, any applicable taxes, fuel surcharge, removal of debris, mobilization & demobilization.

THANK YOU.

Any additional labor, product and/or expenses will be billed subsequently. A finance charge of 2% per month will be charged on all unpaid balances. Recipient responsible for all costs of collection, including attorney's fees. Any requested fixes for damage that is no fault of Vermont Roadworks, will be billed additionally. Terms are 33% down and the remainder is due upon receipt of final invoice. Payments by check, ACH, Debit and Venmo are free.

Fully Insured. A Plus Safety Rating. Excellent References. Experienced Crew. All Sites Supervised. WBE, DBE, Hub-Zone Certified.

Accepted By

Accepted Date

2021 Woman in Business Leader Award
2022 Vermont SBA Woman Owned Business of the Year
2023 Reformer's Best of Award : Asphalt Paving
2024 Reformer's Best of Award : Asphalt Paving