

Zoom Meeting ID 253 279 4161 Zoom Link <https://zoom.us/j/2532794161>
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A G E N D A

Monday, September 8, 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 Check Warrant / Orders on the Treasurer
 - c Approve special event liquor permits issued by Town Clerk
 - i #64106 – Brandon Free Public Library, 4 Franklin St, Event 9/6/2025, 6 pm – 8 pm
 - ii #64472 – Common Ground Restaurant & Pub/Mae's Place, Brandon Fire Department, 61 Franklin St, – Fire Department Corn Hole Tournament, 9/6/2025, 10 am – 2 pm
- 4 Reports to the Selectboard
 - a Town Manager
 - b Community Development
- 5 Appointment of New Animal Control Officer
- 6 Set dates & times for first two FY27 budget workshops
- 7 Ordinance Review Update
- 8 Public Comment and Participation
- 9 Adjourn

Next selectboard budget workshop: TBD per item #6 above
Next regular selectboard meeting: Monday, September 22, 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, Steven Jupiter, Faith Daya. By Zoom: Keith Whitcomb, Bruce Jenson.

- 1 Chair Doug Bailey called the meeting to order at 7PM. All selectboard members were seated.
Motion by Haylon/Ethier to adopt the posted agenda.
Bailey proposed a revision to agenda: add item 3d Consider purchase order #12501 to Florence Crushed Stone in the amount of \$19,374.65 for 84 loads of winter sand (1,584 tons)
Revised agenda voted 5-0.
 - 2 Selectboard Members' Remarks: Bailey and Haylon offered hope for a positive meeting.
 - 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: \$1,481,519.30
 - 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
 - d Purchase order #12501 to Florence Crushed Stone for winter sand: \$19,374.65
 - 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 regarding the tax sale, a couple of the checks on the warrant, and about the proposed pickleball fee structure.
 - 5 Bill Moore presented his recommendation for reconstruction of the tennis courts into multi-use courts at Estabrook Park. There was considerable board and public conversation, and Mr Moore announced an anonymous donor had offered \$5,000 toward this project. Resulting action:
 - a Coolidge/Reniche-Smith moved to waive the requirement for a third bid for this work. Voted 5-0.
 - b Bailey/Reniche-Smith moved to accept the Vermont Roadworks Bid and authorize \$11,800 from the 1% fund, to be returned to the 1% fund upon receipt of the forthcoming bequest from the Penny Estabrook estate. This was amended by Bailey/Haylon to authorize up to \$15,000 from the 1% fund. Amendment voted 5-0. Main motion as amended voted 5-0.
 - 6 Public comment furthered discussion on the multi-use courts, site challenges, surfacing suitability, etc.
- The board went into recess at 7:44PM.
The board returned from recess at 7:48PM.
- 7 Motion by Haylon/Coolidge to enter executive session on a staff member matter per 1 VSA § 313 (a) (3) to include the town management team. Voted 5-0. Entered executive session 7:48PM.
Motion by Haylon/Reniche-Smith to exit executive session at 7:55PM. Voted 5-0.
Motion by Reniche-Smith/Haylon to offer a letter of support of Tricia Welch's nomination of Sue Gage for the Municipal Service Award in the 2025 Champions of Local Government program. Voted 5-0.
 - 8 Motion by Coolidge/Haylon to adjourn. Not debatable. Voted 5-0. 7:55PM.

Respectfully submitted,



TOWN MANAGER'S UPDATES — MONDAY 25 AUGUST

PUBLIC WORKS MISSION

- Wilk Paving was in town today to grind pavement at the Town Farm Road bridge #24 and the Newton Road intersection in preparation for shimming and paving the paved section of Town Farm Road, perhaps later this week or next. The road will not need to be closed, but please obey flaggers around the work site and drive carefully on Town Farm Road. This is the summer 2025 paving authorized by the Selectboard 100% funded by our local option tax and not the property tax.
- The oil tank was removed from the Town Hall today. Oil has been pumped out by our fuel supplier and its value will be credited to the Town.

PUBLIC SAFETY MISSION

- One outstanding staff item will be brought to the board in executive session tonight
- Tim Kingston has resigned as animal control officer. We will follow policy and post for an internal candidate before any external posting.

FINANCIAL SNAPSHOT

FINANCIAL SNAPSHOT	New amounts 8/21/25
FY25 operating budget projected surplus	\$148,993
Unrestricted / unassigned Fund Balance	\$631,036
1% (Local Option) tax fund unobligated	\$456,777
Known grant matches not yet designated	Union Street (~\$200,000)
Delinquent property taxes	\$600,811 (was \$614,512)
Delinquent wastewater ([over 120 days'])	\$205,610 (was \$208,923)

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 25, 2025 at 6:59 PM by Minutes AI

1 Meeting Start

- Meeting called to order at 7 o'clock.
- Agenda adopted with one addition under 3D: a purchase order for \$19,374.65 for winter sand from Florence Crushed Stone.
- The purchase order is above Seth's spending limit but within the budgeted amount.

2 Select Board Remarks

- "Small crowd. So let's just have a good meeting."

3 Minutes, Warrants, Alcohol, and Purchase Order

- Items 3A, B, C, and D were moved to a consent agenda.
- Question about a double entry on the warrant for a dance class refund for Jordan Anderson for \$69 with the same check number (3344).
 - It was clarified that there were two different students, so one check to the parent combined two refunds.
- Question about a clothing allowance for \$600, which is a yearly amount.

4 Select Board Reports - Town Manager's Report

- Wilk Paving is grinding pavement on Town Farm Road bridge and at the Newton Road intersection.
 - They will be shimming and paving the paved section of Town Farm Road, possibly starting as early as Wednesday.
 - The road won't be closed, but flaggers will be present.
 - This paving is funded by the local option tax.
- The oil tank was removed from the town hall basement boiler room.
 - The oil's value will be credited to the town.
 - The tank might be kept as a backup for highway diesel.
- Tim Kingston resigned as animal control officer.
 - The town will post for an internal candidate first.
- Jackie provided numbers for the report:
 - Operating budget surplus around \$148,000.
 - Unrestricted fund balance around \$631,000.
 - Local option tax figure is \$456,777.
 - Delinquent property taxes and wastewater have decreased slightly due to payments.
- Question from the public about foreclosures for less than \$1,500 owed.
 - It's a statutory change, not the town's determination.
 - The cost is the lawyer's hourly rate for deed research and notifying lien holders, capped at 5% of the taxes to be recovered.
 - The number of properties for tax sale is under 20.

Community Development Report

- Youth programming starting this week includes soccer (grades 3-6) and football (grades 3-8).
- Pre-K through 2nd grade offerings will begin on September 6.
- Pee Wee cheer will be offered for the fall season starting September 7.
- Youth cross country is back for grades 3-6, starting October 3.
- Family kickball at the Brandon Rec baseball field in Nashville is starting in October.
- The silent movie "Spies" showing has been moved to Friday, September 12th at 7pm.
 - Free admission, donations accepted.
 - Proceeds will fund the 2026 series.

Town Hall Rentals and Pickleball Update

- Town hall is seeing an uptick in rentals from private organizations.
 - Funds from rentals will support renovations and upkeep.
- New paid registration for indoor pickleball is being implemented.
 - There has been some feedback, but the town is committed to recouping funds for future costs and projects.

Questions for Mr. Moore

- Rental costs for the town hall range from \$150 to \$400, depending on the organization (in-town, out-of-town, for-profit, non-profit).
 - There are potentially six different rates, with discounts for new residents.
- Faith Daya did not receive the email about pickleball costs and wants to know about future costs.

Future Costs for Pickleball

- The Select Board is considering a bid to update the courts at Estabrook, which has been in planning for 3-4 years.
 - The new courts will be blacktop with painted lines for at least three pickleball courts.
- Funds will support future programming, including buying more nets, providing balls, painting lines, and managing court time.

Pickleball Fee Structure

- \$50 for Brandon residents for six months of indoor play.
- \$65 for out-of-town residents for six months of indoor play (reduced from \$79).

- Youth sports pay for indoor court time through their fee structure.

Concerns About Pickleball Funds

- Faith Daya questions whether the funds will go to the upkeep of current pickleball courts.
 - Mr. Moore clarifies that the funds will create a pickleball fund for upkeep, improvements, and potential costs from the school.
- Faith Daya expresses concern about paying for future use of outdoor pickleball courts that don't exist yet.
 - Mr. Moore states that the town has already spent money on nets without recouping any funds.
 - He also states that indoor pickleball is always paid for.
- Faith Daya believes there should be accountability for how the money is used and that players will expect it to be used for the current facility.

Estabrook Court Reconstruction Update

- Dual tennis courts at Estabrook, built around 1984, need a major reconstruction.
 - The initial siting has been problematic (wet), evidenced by cracking and failed net poles.
- In September 2023, the Select Board allocated ARPA funding for resurfacing and converting the courts into a multi-use court.
 - \$30,000 was reserved for this purpose.
 - The plan includes removing net poles, installing new asphalt, painting lines for tennis and pickleball, and allowing for modular skateboarding features.
- The town is having trouble getting a third quote for the project and requests waiving the requirement.
 - A skate park is an exorbitant amount of money to create on its own.

Blacktop Only Option

- The blacktop only option based upon the bids received at \$46,800 and \$48,800 eclipses the amount of ARPA funding that was set aside.
- The board is asked to consider using 1% money to make up the shortfall.
 - There is an imminent bequest from Penny Estabrook's estate to support Estabrook Park, for which the town will be receiving funds that could be used to offset the 1% fund if they choose to use it.
- The multi-use court approach allows the town to investigate the potential support and use of a skateboard park.
 - The cost of a dedicated skate park is so great that having this essentially free visibility study will help inform future REC priorities.
- Someone wished to remain anonymous and wanted to donate \$5,000 towards this effort which would help also with that shortfall.

Motion to Waive Policy

- Motion to waive the policy of getting three bids.
- Question about Wilk's bid being lower since they are doing other work there (Wilk Paving is doing Town Farm Road).
 - It is clarified that Wilk Sealing and Wilk Paving are two different companies.
 - "Wilk Sealing is like parking lots and sidewalks and stuff. And Wilk Paving is roads."

Motion to Accept Bid

- Motion to accept a bid from Vermont Roadworks and authorize \$11,800 of 1% money to be used and for that to be repaid when the bequest from Penny Estabrook is received.
- Discussion on the two bids:
 - Wilk is going to do the final grade and compaction and drainage, and Roadworks expects the town crew to do that.
 - Town highway saved money doing some of the demo work and they talked about helping to compact that and make it happen.
- Vermont Roadworks have experience doing tennis courts.

Amendment to Motion

- Motion amended to authorize the town manager to use 1% money up to or less than \$15,000.
- Discussion on the amendment:
 - Vermont Works has the proviso that if any additional excavation needs to be done to adhere to the specs of the corpse, what I would assume would also include drainage, it would be built additionally.
- Question about how usable asphalt is for pickleball and tennis.
 - It's definitely usable, but not ideal.
- The multi-use court idea is a way to test run the idea of a skate park.
 - The town is not paying for the construction of all the skate stuff.
 - People are willing to build some of these things and fundraise to make, you know, to build a little half pipe.

- Motion to use 1% money up to \$15,000 with the agreement that it is returned after we get the decreased is passed.

Concerns about Tennis Court Maintenance Costs (Faith Daya)

- The speaker is a fan but wants the town and select board to consider the ongoing cost of maintaining a tennis court.
- The speaker points out that the existing tennis court has gone to "tatters" since 1984, with no maintenance proposed.
- The speaker suggests that the town consider the costs of resurfacing (every 4-8 years), repainting lines, fence replacement, and lighting.
- The speaker suggests contacting Shoreham, where an association maintains the courts at no cost to the town by collecting fees from tennis players.

Asphalt as a Tennis Court Material (Faith Daya)

- Asphalt is not a preferred tennis court material.
- A multi-use court including skateboarders or rollerbladers is not ideal and will destroy the court for tennis and pickleball players.
- The speaker thinks that spending money to test the usability of the court seems wasteful.

Rationale for Multi-Use Court (Bill Moore)

- The speaker says that the move towards a multi-use court has been building since 2012.
- The goal is to provide a space that multiple groups can use, even if it's not ideal for any one group.
- A double court re-asphalted for \$46,000 is a good number compared to \$100,000 to rebuild a tennis court.
- The asphalt surface will be durable and able to withstand various activities.

Concerns about Multi-Use Court (Faith Daya)

- The speaker reiterates that tennis players may not play on a court that's not suitable.
- The speaker expresses concern about the court's condition after a few years of use by different activities.
- The speaker notes that weather conditions in Vermont will affect the asphalt's durability.

Additional Points (Bill Moore)

- The idea of a "friends of the court" association is a phenomenal idea.
- The current plan is a compromise to do the most good for the most number of people.
- \$30,000 is from ARPA, \$5,000 is a donation, and \$15,000 is from local option tax.
- The Estabrook Fund could potentially be used for maintenance in the future.
- The speaker says that this is an opportunity for the community to use the space and decide what's important to them.
- The speaker says that REC is about facilitating the dreams of other people.

Questions about the Site (Brent Buehler)

- If the site has been problematic, how will it not be problematic in the future?
- What is the Estabrook Fund?

Answers (Bill Moore)

- Penny Estabrook left money to help fund Estabrook Park in the future.
- Engineers have looked at the site to figure out how to improve it.

Tennis Court Mitigation (Bill Moore & Selectboard Members)

- Mitigation efforts were discussed with Wilk, Vermont Road Works, and the road crew.
 - The court will be crowned better.
 - Movable tennis poles will be used.
- There are no guarantees that future problems will be solved.
- Rebuilding the tennis court in a different location would have been more expensive.
 - There were numerous complaints about the court not being fixed.
 - The goal was to find the most fiscally conservative solution due to the rules around Estabrook Park.
- The location is desirable because of the restrooms and ball fields.
 - Public feedback indicated a desire to have a usable tennis court in that location.
 - The speaker believes this is a good use of money.
- The court can be used for pickup tennis, learning, and other activities like skateboarding.

Public Comment (Faith Daya & Bill Moore)

- Clay courts were considered but would not fit the multi-use purpose.

09/04/25

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Check Warrant Report # 63888 Current Prior Next FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 09/08/25 To 09/08/25

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310590	AMERICAN WINDOW CLEANING	09/02/25	windows for august 9037	10-5-22-43100 Town Office	65.00	3396	09/08/25
100255	BRANDON FIRE DISTRICT #1	09/02/25	Aug water payments 08/31/25	90-5-15-90600 Paid To BFD No 1	15940.82	3397	09/08/25
100275	BRANDON FREE PUBLIC LIBRA	09/02/25	appropriation SEPT 2025	10-5-25-70470 Brandon Library	7666.67	3398	09/08/25
100280	BRANDON LUMBER & MILLWORK	08/25/25	bushing, plug 110730/3	10-5-18-21050 Bldg Maint- Town Hall	2.84	3399	09/08/25
100280	BRANDON LUMBER & MILLWORK	08/25/25	powerwinder tape 110811/3	10-5-18-40010 Middle School Football	37.99	3399	09/08/25
100280	BRANDON LUMBER & MILLWORK	08/26/25	padlocks 110904/3	20-5-55-43160 Maint. Supplies - General	59.97	3399	09/08/25
100280	BRANDON LUMBER & MILLWORK	08/26/25	fasteners, sillcock valve 110973/3	10-5-15-43120 Park Maint.	73.99	3399	09/08/25
100280	BRANDON LUMBER & MILLWORK	08/26/25	fasteners, sillcock valve 110973/3	10-5-15-41110 New Equipment-Misc. Tools	13.99	3399	09/08/25
100280	BRANDON LUMBER & MILLWORK	08/28/25	blacktop filler 111380/3	10-5-18-43120 Parks Maintenance	47.94	3399	09/08/25
100280	BRANDON LUMBER & MILLWORK	08/30/25	screws 111624/3	10-5-15-43120 Park Maint.	11.59	3399	09/08/25
100280	BRANDON LUMBER & MILLWORK	09/04/25	key, lock 112464/3	10-5-18-40000 Youth Soccer	21.98	3399	09/08/25
100310	BRANDON SENIOR CITIZENS C	09/02/25	appropriation SEPT 2025	10-5-25-70480 Senior Citizen Center	1291.67	3400	09/08/25
300967	BRANDON, TOWN OF	08/26/25	water @ Estabrook EST 08/26/25	10-5-18-21210 Water- Estabrook	74.38	3401	09/08/25
300967	BRANDON, TOWN OF	08/26/25	water @ Police Dept. PD 08/26/25	10-5-14-42120 PD Water Fees	83.48	3401	09/08/25
300967	BRANDON, TOWN OF	08/26/25	water @ Town Hall TH 08/26/25	10-5-18-21200 Water - Town Hall	87.23	3401	09/08/25
300967	BRANDON, TOWN OF	08/26/25	water @ Town Office TO 08/26/25	10-5-10-42120 Water	97.48	3401	09/08/25
300967	BRANDON, TOWN OF	08/26/25	water @ Wastewater WW 08/26/25	20-5-55-42120 Water	1446.63	3401	09/08/25
101163	BUCKLEY, IAN	08/22/25	reimburse for shirts 08/22/25	20-5-55-10320 Clothing Allowance	100.00	3402	09/08/25
301063	CAI TECHNOLOGIES	08/25/25	tax map maintenance 23296	10-5-11-20110 Mapping	3100.00	3403	09/08/25
301063	CAI TECHNOLOGIES	09/02/25	webgis 12/01 - 11/30 23318	10-5-11-20110 Mapping	3000.00	3403	09/08/25
301503	CHAMPLAIN VALLEY FUELS	08/26/25	diesel fuel 579070	10-5-15-41130 Fuel - Vehicles HW	1361.72	3404	09/08/25
301503	CHAMPLAIN VALLEY FUELS	08/26/25	TH-tank pump out 82725	10-4-18-04320 Misc. Recreation	-574.45	3404	09/08/25
310703	CITY HALL SYSTEMS INC	04/11/25	Credit card charges-March 21091	10-5-18-30070 Little League Expenses	177.56	3405	09/08/25
310703	CITY HALL SYSTEMS INC	05/10/25	Credit card charges-April 21176	10-5-18-30070 Little League Expenses	103.96	3405	09/08/25
310703	CITY HALL SYSTEMS INC	07/10/25	Credit card charges-June 21357	10-5-18-30000 Swim Lesson Expense	121.21	3405	09/08/25

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Check Warrant Report # 63888 Current Prior Next FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 09/08/25 To 09/08/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310097	08/21/25	COMCAST service Aug 28 - Sep 27	20-5-55-42100	208.47	3406	09/08/25
		WW 08/21/25	Wastewater Telephone			
310037	08/18/25	CONSOLIDATED COMMUNICATIO service Jul 18 to Aug 17	10-5-18-21050	83.40	3407	09/08/25
		TH 08/18/25	Bldg Maint- Town Hall			
100470	08/21/25	CROSBY'S SALES & SERVICE bolts	10-5-15-44100	14.78	3408	09/08/25
		0072723	HW Equip. Maint.			
330426	08/25/25	CVC PAGING WW pagers	20-5-55-42100	197.00	3409	09/08/25
		250-16883	Wastewater Telephone			
100456	08/28/25	DUBOIS & KING INC North St Bridge-final rpt	56-5-17-20100	498.54	3410	09/08/25
		825166	North St Bridge-Engineeri			
100494	08/21/25	ENDYNE INC testing	20-5-55-22120	270.00	3411	09/08/25
		545033	Testing			
100494	08/22/25	ENDYNE INC testing	20-5-55-22120	45.00	3411	09/08/25
		545127	Testing			
100494	08/22/25	ENDYNE INC testing	20-5-55-22120	155.00	3411	09/08/25
		545261	Testing			
100494	08/29/25	ENDYNE INC testing	20-5-55-22120	45.00	3411	09/08/25
		545925	Testing			
300187	08/16/25	FLORENCE CRUSHED STONE sand	10-5-15-47120	19374.65	3412	09/08/25
		5021306	Winter Sand			
311128	08/20/25	GREEN MOUNTAIN GARAGE belts for compactor	10-5-15-41160	17.93	3413	09/08/25
		232638	HW Maint. Supplies-Vehicl			
311128	08/20/25	GREEN MOUNTAIN GARAGE gear oil	20-5-55-43160	39.98	3413	09/08/25
		232683	Maint. Supplies - General			
311128	08/21/25	GREEN MOUNTAIN GARAGE returned belt	10-5-15-41160	-13.19	3413	09/08/25
		232698	HW Maint. Supplies-Vehicl			
311128	08/21/25	GREEN MOUNTAIN GARAGE gear oil	20-5-55-43160	59.97	3413	09/08/25
		232731	Maint. Supplies - General			
311128	08/22/25	GREEN MOUNTAIN GARAGE repair leak - F350	20-5-55-41180	128.44	3413	09/08/25
		232808	Maintenance-Vehicles			
311128	08/27/25	GREEN MOUNTAIN GARAGE parts for Trk #4	10-5-15-41160	170.86	3413	09/08/25
		232931	HW Maint. Supplies-Vehicl			
311128	08/27/25	GREEN MOUNTAIN GARAGE clamp	10-5-15-41160	-0.40	3413	09/08/25
		232935	HW Maint. Supplies-Vehicl			
310622	09/03/25	GREG'S TIRE SALES & SERVI tire plug-Buzz van tire	10-5-18-20150	30.00	3414	09/08/25
		63112	Vehicle Maint.			
301174	09/04/25	HAYDON, ELISE refund of dance fees	10-4-18-50070	69.00	3415	09/08/25
		824973	Dance Lessons			
311176	08/27/25	LILY WHITE CLEANING SERVI cleaning	10-5-10-21000	87.50	3416	09/08/25
		082725	Custodian- Town Office			
311176	08/27/25	LILY WHITE CLEANING SERVI cleaning	10-5-18-21000	70.00	3416	09/08/25
		082725	Custodian- Town Hall			
311176	08/27/25	LILY WHITE CLEANING SERVI cleaning	10-5-18-21010	17.50	3416	09/08/25
		082725	Custodian- Estabrook			
311176	08/27/25	LILY WHITE CLEANING SERVI cleaning	10-5-14-20220	70.00	3416	09/08/25
		082725	PD-Custodian			
311176	09/03/25	LILY WHITE CLEANING SERVI cleaning	10-5-10-21000	87.50	3416	09/08/25
		090325	Custodian- Town Office			
311176	09/03/25	LILY WHITE CLEANING SERVI cleaning	10-5-18-21000	43.75	3416	09/08/25
		090325	Custodian- Town Hall			

09/04/25

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Check Warrant Report # 63888 Current Prior Next FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 09/08/25 To 09/08/25

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
311176	LILY WHITE CLEANING SERVI	09/03/25 cleaning	10-5-18-21010	8.75	3416	09/08/25
		090325	Custodian- Estabrook			
311176	LILY WHITE CLEANING SERVI	09/03/25 cleaning	10-5-14-20220	70.00	3416	09/08/25
		090325	PD-Custodian			
101092	NEWELL, MICHAELA	08/25/25 dance instruction	10-5-18-50070	581.46	3417	09/08/25
		SUMMER 2025	Dance Lessons			
310701	PEAK MOTOR & PUMP	08/20/25 rebuild kit	20-5-55-43160	1410.19	3418	09/08/25
		105329	Maint. Supplies - General			
310736	POCKETTE PEST CONTROL LLC	08/22/25 pest control - storage	10-5-18-20500	50.00	3419	09/08/25
		44928	Storage Unit Supply/Maint			
101146	PUMP CONTROL SOLUTIONS LL	08/22/25 repairs WWTF & Brookdale	20-5-55-43160	175.00	3420	09/08/25
		1350	Maint. Supplies - General			
101146	PUMP CONTROL SOLUTIONS LL	08/22/25 repairs WWTF & Brookdale	20-5-55-51310	125.00	3420	09/08/25
		1350	Collection Systems			
100478	ROYAL GROUP INC	08/20/25 drilled out lock	10-5-10-42140	194.00	3421	09/08/25
		725342	Maint. Supplies - Bldgs			
310921	STEARNS SERVICES LLC	08/26/25 Aug- PR processing	10-5-10-30130	360.00	3422	09/08/25
		1305	Service Contracts			
300592	SUBURBAN PROPANE LP	08/14/25 propane - WW chem bldg	20-5-55-42110	22.88	3423	09/08/25
		540969	LP Gas - Bldgs			
300853	USDA	08/01/25 Champlain PS pymt	20-5-55-60610	11481.00 E	80125	08/01/25
		8/1/25	USDA Bond-Champ. PS-Prin			
300853	USDA	08/01/25 Champlain PS pymt	20-5-55-60600	1.00 E	80125	08/01/25
		8/1/25	USDA Bond Champlain PS in			
100317	VERMONT STATE TREASURER-D	09/02/25 dogs 5/1-8/31/25	10-2-00-02112	140.00	3424	09/08/25
		AUG 2025	Dog Lic. Fees to State			
300382	VLCT EMPLOYMENT RESOURCE	08/20/25 2025-Q4 Unemployment Ins	10-5-17-61150	1054.50	3425	09/08/25
		REN040884-Q4	Unemployment Insurance			
300382	VLCT EMPLOYMENT RESOURCE	08/20/25 2025-Q4 Unemployment Ins	20-5-55-61150	85.50	3425	09/08/25
		REN040884-Q4	WW Unemployment			
310046	W.B. MASON CO INC	08/18/25 towels, tissue	10-5-10-30110	388.81	3426	09/08/25
		256244355	Office Supplies			
311070	WEX BANK	08/31/25 fuel cards- Aug 25	10-5-15-44100	71.68	3427	09/08/25
		107055443	HW Equip. Maint.			
311070	WEX BANK	08/31/25 fuel cards- Aug 25	20-5-55-41130	223.49	3427	09/08/25
		107055443	Fuel - Vehicles			
311070	WEX BANK	08/31/25 fuel cards- Aug 25	10-5-14-41130	176.34	3427	09/08/25
		107055443	Fuel - Vehicles			
311121	WILMINGTON TRUST	08/28/25 Park St CWSRF pymt #5	20-5-55-61050	22529.73	3428	09/08/25
		8/28/25	Park CWSRF RF1-214- Prin			
311121	WILMINGTON TRUST	08/28/25 Park St CWSRF pymt #5	20-5-55-61060	8398.76	3428	09/08/25
		8/28/25	Park CWSRF RF1-214 -Int			

09/04/25

TOWN OF BRANDON Accounts Payable

Page 4 of 4

02:10 pm

Check Warrant Report # 63888 Current Prior Next FY Invoices

Jacolyn

All Invoices For Check Acct 01(10 General Fund) 09/08/25 To 09/08/25

Vendor	Invoice	Invoice Description		Amount	Check	Check
	Date	Invoice Number	Account	Paid	Number	Date
-----				-----		
		Report Total		103732.42		
				=====		

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 \$ ***103,732.42
Let this be your order for the payments of these amounts.

FOR COMMUNITY AWARENESS

- A public meeting on the future of our community's newspaper of record *The Reporter* will be held in the Town Hall meeting room on Thursday, September 18th at 7PM.
- Meetings of boards/commissions/etc will now use a uniform Zoom Meeting ID going forward (253 279 4161). The other Zoom Meeting IDs will only be used when there are two meetings being held concurrently (which is rare and we will endeavor to avoid).
- 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

- Town Farm Road paving was completed and Jeremy, Brian, and Bobby will build up the shoulders to meet the new pavement level later this month.
- Kyle took on making repairs to the basketball court in the Seminary Hill playground to prevent water infiltration.
- The highway department did extensive work on Birch Hill to remedy areas where washouts have been chronic. Stone lined ditches will help in channeling stormwater without eroding the road. This is part of our MRGP (municipal roads general permit) work and is partially supported by state grants in aid.
- The third operator position at Wastewater has been posted.

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. Chief Kachajian was at a professional development / recertification / continuing education training part of this past week.

ADMINISTRATION & FINANCE MISSION

- The Town's retirement accounting has been audited by a firm engaged by the State and we have been given a "fairly stated" evaluation. This is a credit to conscientious work by Jackie and our town office team.
- The Department Heads are working on FY27 budgets ahead of our workshop series.

COMMUNITY DEVELOPMENT MISSION

- Doug Bailey and I met with Steven Jupiter of *The Reporter* ahead of the announced public meeting on the future direction of the paper.

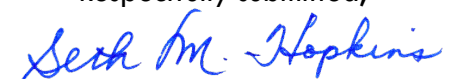
FOLLOW-UP

- I had meetings with residents, town officials, staff, and filled a number of requests for information.

FINANCIAL SNAPSHOT

- Delinquent taxes was \$600,811 now \$546,133 / Wastewater was \$205,610 now \$204,514
- Unrestricted fund balance \$729,336 Local option tax (1%) fund balance \$456,777
- FY25 operating budget projected surplus \$144,333 (3.8% of total spending [\$3,768,035])

Respectfully submitted,



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	822,431.68	108.91%
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	3,768,034.72	102.81%
Total 10 General Fund	0.80	144,333.65	
Total All Funds	0.80	144,333.65	

FY25 Budget: projected surplus \$144,333

This is about 3.8% of total spending

This is also not a result of short staffing in the police department

Account	Budget	Actual	% of Budget
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10-4-09 Tax Revenues	3,170,325.00	3,194,639.03	100.77%
10-4-10 Town Administration Reven	10,300.00	38,600.65	374.76%
10-4-11 Assessor Revenues	2,000.00	0.00	0.00%
10-4-12 Code Enforcement Revenues	15,500.00	2,711.00	17.49%
10-4-13 Clerk/Treasurer Revenues	176,370.00	24,706.50	14.01%
10-4-14 Police Dept. Revenues	10,550.00	261.00	2.47%
10-4-15 Highway Dept Revenues	171,300.00	46,171.80	26.95%
10-4-18 Recreation Revenues	94,500.00	19,675.45	20.82%
10-4-21 ECONOMIC DEV. REV	1,800.00	0.00	0.00%
10-4-22 Bldg. & Grounds	0.00	1,715.12	100.00%
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Total Revenues	3,652,645.00	3,328,480.55	91.13%
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10-5-09 Tax Expenditures	5,000.00	0.00	0.00%
10-5-10 Town Administration 10	458,450.00	112,719.25	24.59%
10-5-11 Assessor	41,590.00	6,978.55	16.78%
10-5-12 Code Enforcement 12	55,905.00	7,597.23	13.59%
10-5-13 Town Clerk 13	236,670.00	39,600.41	16.73%
10-5-14 Police Dept 14	949,150.00	100,480.27	10.59%
10-5-15 Highway 15	881,090.00	144,420.27	16.39%
10-5-17 Intergovernmental 17	260,365.00	32,140.36	12.34%
10-5-18 Recreation	238,020.00	40,888.56	17.18%
10-5-19 Debt Service 19	222,040.00	0.00	0.00%
10-5-21 Economic Develop. 21	55,685.00	4,647.04	8.35%
10-5-22 Bldgs. & Grounds	0.00	-7,547.65	100.00%
10-5-25 Appropriations 25	248,680.00	62,295.02	25.05%
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Total Expenditures	3,652,645.00	544,219.31	14.90%
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Total 10 General Fund	0.00	2,784,261.24	
=====	=====	=====	=====
Total All Funds	0.00	2,784,261.24	
=====	=====	=====	=====

FY26 Budget

On-pace spending figure: $5/24 = 20.8\%$



September 8, 2025

New Session of Aikido starting September 29th. Beginner and advanced classes on Mondays and Saturdays at the town hall (upstairs)

Miss Michaela Dance is back for the fall. Ballet, hip-hop and tap being offered to youth ages 3 – 15 and adult classes for those 16 and older starting on September 30th and running through mid-December. Tuesdays and Fridays on the stage here at the town hall.

Table Tennis on Tuesdays with commissioner Arlen Bloodworth will be coming back to the Otter Valley North Campus gymnasium for fall and winter. 6:30 start time on Tuesdays.

Numbers are up from last year for all of our youth sport offerings.

Reminder that adult floor hockey has started (September 7th). This new free adult offering on Sundays will be available fall and winter!

Respectfully Submitted,

Bill Moore