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A G E N D A — S E L E C T B O A R D

Monday, October 13, 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 September 22, 2025 (regular meeting)
 - b Minutes of October 6, 2025 (budget workshop)
 - c FY26 Check Warrant / Orders on the Treasurer
- 4 Reports to the Selectboard
 - a Town Manager
 - b Community Development
- 5 Public Comment and Participation
- 6 Executive session per 1 VSA § 313 (a) (3) regarding the appointment or employment or evaluation of a public officer or employee [police applicant interviews report]
- 7 Adjourn

Next selectboard FY27 public budget workshop: Monday, October 20, 2025 @ 7PM
Next regular selectboard meeting: Monday, October 27, 2025 @ 7PM

MINUTES OF SEPTEMBER 22, 2025

SELECTBOARD

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

Others Present: Seth Hopkins, Bill Moore, Brent Buehler, Gerad Lowell, Steven Jupiter, Ray Marcoux, Barry Varian, Vicki Disorda, Billy Bullock, Todd Nielsen. By Zoom: Bruce Jenson, Cecil Reniche-Smith (noted above), Zoe Armao.

- 1 Chair Doug Bailey called the meeting to order at 7PM. All selectboard members present, one by Zoom. Motion by Ethier/Haylon to adopt the posted agenda. Posted agenda voted 5-0.
- 2 Selectboard Members' Remarks: Bailey called attention to the passing of former town manager David Atherton and highlighted some of his achievements while he led Brandon. He called for a moment of silent respect to be observed. Following that, Reniche-Smith offered her remembrance of Dave as someone who really, really cared about Brandon and who inspired others, herself included, to public service.
- 3 Recurring Matters: The following were moved by Haylon/Coolidge as a consent agenda. Voted 5-0.
 - a Minutes of September 8, 2025 (regular meeting)
 - b Minutes of September 15, 2025 (budget workshop)
 - c FY26 Check Warrant / Orders on the Treasurer
 - d Approve special event liquor permit issued by Town Clerk
 - i #65035 – Fairly Buzzed LLC, Estabrook Field, 760 Grove St
Brandon Harvest Fest, 10/5/2025, 12pm – 6pm
- 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. Barry Varian appreciated the upcoming service to the traffic signals and encouraged in-house personnel be trained/certified to make adjustments. Cecil Reniche-Smith confirmed with Bill Moore that there are early plans to bring the 2026 whoopie pie festival to Brandon. Brent Buehler thanked Bill Moore for following up regarding the collateral for the revolving fund loan to Ripton Mountain Distillery (collateral was removed by the business, not by the Town).
- 5 Bailey led a report of the first FY27 budget workshop and invited the public to participate in this series, which is informal and collaborative. The next workshop is October 6th from 7 - 9 PM. The draft capital program and plan offered by the town manager was discussed. In conjunction with that, Hopkins presented a received-today excerpt from a Vermont Bond Bank report into which he had inserted Brandon data points which tend to demonstrate the Town is in a very good position relative to long-term debt in comparison to the Bond Bank's reported median of our Vermont peer communities. The prospect of bonding for the replacement highway barn if determined to be in the best interest of the Town should fit well within the Town's debt capacity.
- 6 The matter of reporting \$148,000 of Town Farm Rd paving in the highway department operating budget when it in fact was paid by the 1% Fund was discussed. The Town Treasurer's input was considered and accepted. Motion by Haylon/Coolidge that non-operating budget expenditures are to be reported directly from the fund from which they are expended and not reported in the general fund operating budget. Appropriate notes to appear in the Town Report. This is in support of transparency about funding sources and in support of demonstrating respect for the voter-approved operating budget limits. Voted 5-0.
- 7 In the town manager's updates (below), information provided by the Rutland Herald and Addison Independent was tabulated for the board's information. Motion by Ethier/Haylon to designate the Addison Independent as the Town's newspaper of record with the Rutland Herald as the alternate newspaper of record. Voted 5-0.
- 8 Hopkins reported big-picture results of the comprehensive system-wide wastewater capacity study researched and completed by Elaine Smith at the town office. The individual capacity number for each connected property is defensible and documented. Essentially, the system is designed for a maximum daily treatment volume of 750,000 gallons per day; we have allocated 500,000 maximum gallons per day to existing connections; and the "average day" actual amount processed is in the 250,000 gallons range. This establishes the Town's available capacity for future development and also to give the selectboard a way to consider the most equitable methods

available for fairly apportioning the cost of the operation and investment in the wastewater collection and treatment system.

The selectboard appreciated the work done by Elaine and accepted the preliminary report for discussion at a later date, to include impacts of different billing structures on various anonymous example properties.

9 Public comment: Vicki Disorda asked several questions regarding matters minuted from the September 8th selectboard meeting and September 15th budget workshop. These were answered. She also expressed concern, in the context of the announcement that the Town would be moving to a local government web platform that the town manager is going to be controlling the narrative.

Reniche-Smith clarified the meaning of “newspaper of record” and what it does not mean.
Brent Buehler encouraged greater use of the News & Notices section of the Town website.

9 Motion by Coolidge/Haylon to adjourn. Not debatable. Voted 5-0.

8:13PM.

Respectfully submitted,
Seth M. Hopkins

MONDAY UPDATES

PUBLIC WORKS MISSION

- Lafaso Electric expects to be in Brandon this week to inspect the current traffic signals with an objective of improving traffic flow on US7, particularly during the morning and afternoon “rush hours”. Increasing Carver and Union Street wait times, and prioritizing the green arrow onto Park Street are the current strategies under consideration. They will also troubleshoot why we so often have outages in the circuits that power the ornamental lampposts. Four replacement lampposts were received today, some to be installed where errant motorists have broken existing posts, and some to be held in stock as the lead time on these is lengthy.
- The Town has reached out to our local clockkeeper again regarding revisiting repair to the clockworks now that the town clock faces have been repainted and the steeplejacks have left.

PUBLIC SAFETY MISSION

- No updates since report.

ADMINISTRATION & FINANCE MISSION

	Rutland Herald	Addison Independent
Publishes	Tue, Wed, Thur, Fri, Sat (Sat = “weekender”)	Thur
Circulation	4,000 (daily) + 4,500 (weekender) = 20,500 (total per week)	5,568 (total per week)
Delivery	Home Delivery; USMail; Newsstands	USMail & Newsstands
In Brandon	600	387
Digital Users	7,385 (daily) + 7,065 (weekender) = 36,605 (total per week)	12,000 - 15,000 (total per week) + 3,700 opt-in subscribers to e- newsletters (3x per week)
Legal Ad Rate	\$21.50 / column inch Tue-Fri; \$22.50 / col. inch weekender (includes print and online)	\$9 / column inch (includes print and online)

COMMUNITY DEVELOPMENT MISSION

- I am applying to the Trustees of Public Funds for support for the historic preservation commission's rewrite of the Brandon Workbook. The commission has applied to the South Lake Champlain Fund of the Vermont Community Foundation and to the Walter Cerf Fund for grants, but these have not been successful.

FOLLOW-UP

- No petition for a townwide vote disapproving the selectboard's July 14 vote to repeal with pool hall ordinance was received by the deadline of August 28, so the repeal became effective September 15.

Seth M. Hopkins

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 September 22, 2025 at 7:00 PM by Minutes AI

— All votes were unanimous. —

Agenda Adoption

- Motion to adopt the agenda was made and seconded.
- No changes were proposed.
- The agenda was adopted.

Select Board Remarks - David Atherton

- David Atherton, former town manager of Brandon for over eight years, passed away.
- Noted for guiding the town through segment six and his work with Hurricane Irene recovery and FEMA projects.
- Cecil: "I just would like to remember Dave as someone who really, really cared about the town of Brandon."
- Cecil mentioned that Dave encouraged her to run for select board.

Consent Agenda

- Items 3A, B, C, and D (minutes of September 8, minutes of September 15 budget workshop, the warrant, and a special liquor permit) were moved to a consent agenda.
- Mr. Bailey had questions regarding page five of the warrant, specifically payments to the bond bank.
 - The general fund takes the whole payment, and then positive and negative entries are made to the liability for the individual bond and the asset where the accumulated debt is tracked.
 - The warrant displays it this way for the convenience of the town staff.
- The only general fund payments are for Route 7, the police department bond, and segment six.
- Items A, B, C, and D were approved.

Select Board Reports - Town Manager

- The town manager submitted a report in advance.
- Lafaso Electric will inspect traffic signals to improve traffic flow on US 7.
 - Considering increasing wait times on Carver and Union streets and prioritizing the green arrow onto Park Street.
 - They will also troubleshoot outages in the circuits powering the ornamental lamp posts around the park.
- Four replacement lamp posts were received.
- The four faces of the town clock have been repainted, and new numbers and hands have been installed.
- Public safety is waiting for replacement firearms.
- Applying to the Trustees of Public Funds for support for the Historic Preservation Commission's rewrite of the Brandon workbook.
- No petition was received to disapprove the Select Board's July 14 vote to repeal the pool hall ordinance.
 - The repeal became effective on September 15th.

- Lamppost cost and insurance:
 - When lampposts have been hit, the driver has been identified.
 - In most cases, the driver was insured, and the insurance company covered the property damage.

Globe Lamp Post Costs

- Single globe lamp post: \$3,600.
- Triple globes (on Center Street and at the beginning/end): \$6,000 range.
- Manufactured with breakaway bases to minimize motorist injury upon impact.

Traffic Signal Solutions

- Barry asks about the traffic signal and whether the outside contractor/technicians will provide alternative solutions or enact changes the town wants to make.
- The town manager is open to both, having communicated the problem and potential solutions based on local observation.
- The town needs a certified traffic control person or firm to program the lights.
- Barry suggests training someone locally to make changes, but the town manager is unsure about the training's complexity and availability.
- The traffic signal company is local, based in Rutland.

Historical Request & Aikido

- Brent Buehler asks about the request to the trustees of public funds for historical purposes.
- The figure is in the \$12,000 range.
- Aikido starts on October 4th.

Neshobe Pie Gobbler Fun Run

- November 23rd.
- Registration is open.
- URL is listed on the report.
- Approximately 3 miles at the Neshobe golf course.
- Every 10th finisher receives a pie.

Other Rec Department Events

- Brandon Pittsford Rec departments are happy to see the Boston Celtics play the Denver Nuggets on January 7th.
- Forest Dale Path Scoping Study committee public meeting on October 22nd.
- Dennis Marden will be hosting Brandon's Got Talent auditions on October 4th and 5th.
- Colleen Wright Events is facilitating the harvest fest on October 5th at Estabrook Park.

Whoopie Pie Festival

- There is a rumor that the Whoopie Pie Festival is coming to Brandon in 2026.
- The Chamber of Economic Development of the Rutland region approached Brandon about hosting in 2026.
- Talks are in progress, and a committee would need to be formed.
- The event could bring thousands of people into town.

Ripton Distillery Collateral

- Brent Buehler thanks Bill for clarifying that the collateral for the Ripton Distillery was removed by the owners, not the Town.

Budget Workshop Recap

- The budget workshop was held on September 15th.
- It was poorly attended but informative.
- Information was provided in person by department heads: Chief Kachajian for Police, Chief Disorda for Highway, Director Moore for Community Development, Town Manager Hopkins for Administration & Finance.

Budget Workshop Discussion

- The budget workshop involved each department giving a three-minute presentation on the past year, the current year, and their needs for the upcoming year (FY25, FY26, FY27).
- Mr. Hopkins introduced a multi-page capital investment plan that will be a continual moving target.
- The capital plan will address how different capital projects will be funded through the budget, the 1% money, and other sources.
- The next budget workshop is scheduled for October 6th at 7 p.m. and will end by 9 p.m. The public is invited. Workshops are informal and collaborative.

Capital Investment and Debt

- The Vermont Bond Bank sent a report titled "Bond Bank Medians" with data on towns in Vermont with populations between 2,000 and 6,000 people.
- Brandon's debt metrics were compared to the median values for towns in that population range.
 - Brandon has more unassigned general fund balance and cash on hand than the median town.
 - Brandon has less bonded debt, and lower debt service as a percentage.
 - Brandon's long-term debt divided by the full value of the grand list is slightly higher than the median, but this is due to the state certifying that we are undervaluing the grand list by about 30%.
- Brandon has \$257 of debt per person, while the median town has \$643 and larger towns have \$995.
- The town is considering a replacement highway garage, similar to what Cornwall is facing.
 - The current garage is in poor condition, and modern trucks with plows don't fit.
 - The bond for segment six will be paid off, so a highway garage bond would still result in overall savings.

State Non-Operational Project Costs

- The town has spent 26.6% of its budgeted expenditures, slightly ahead of pace.
- The resurfacing of Town Farm Road is booked as a highway department operating budget expense, even though it is being paid for by the 1% fund.
- It was suggested to stop stating these non-operating budget expenses in the operating budget revenue for the departments and start reporting them out of the fund they were expended from.
 - This could be communicated through a footnote in the budget or a note in the town report.
 - The speaker (town manager) feels that it is important to demonstrate respect of the voters' intent with the operating budget limits.

Highway Budget Discussion

- The voters approved a highway budget of \$881,000, but expenses may exceed \$1 million due to the way the Town Farm Road paving is reported.
- Concern that overspending the highway budget will appear as disrespecting voter instructions.
- Suggestion to keep local option tax (LOT) expenses out of the operating budget and treat it as only operating expenses.
- Motion to designate local option tax paid projects to be accounted for directly out of the local option tax rather than in the operating budget.

Clarification of Motion

- Non-operating budget expenses should be recorded in the fund from which they were expended, not in the operating budget report.
- Reserve fund money is part of the general fund (fund 10) and would be included in the operating budget.

Reporting and Transparency

- Reporting should clearly show the activity for each fund, including the starting balance, additions, and subtractions.
- A past issue was that a truck purchase paid for with 1% LOT money still showed up as a highway expense.
- Motion passed to account for non-operating budget paid projects directly out of the local option tax or other fund they are expended from, rather than appearing in the operating budget.

Selection of Replacement Newspaper of Record

- A well-attended meeting was held to discuss the community newspaper, The Reporter, and its current status.
- Contact was made with other newspapers to potentially fill the role of newspaper of record for the town.
- The Herald publishes Tuesday through Saturday, with Saturday being a larger "Weekender" edition.
- The Addison Independent publishes once a week on Thursday.
- The Herald has a circulation of 4,000 per day (20,500 per week), while the Addison Independent has 5,568 per week.
- The Herald estimates 600 subscriptions/newsstand copies in Brandon, while the Addison Independent estimates 387.
- The Herald reports 36,605 digital users per week, while the Addison Independent reports 12,000 to 15,000 per week, plus 3,700 e-newsletter subscribers.
- The legal ad rate for The Herald is \$21.50 per column inch Tuesday through Friday, or \$22.50 on the weekend, while the Addison Independent's rate is \$9 per column inch.
- Both newspapers include an online version of the ad with the print ad.
- The Reporter's publication is scheduled to end on October 1st.
- The select board will not meet until October 13th, but the budget committee will meet on October 6th.

Legal Ads and Newspaper Costs

- Legal ads are placed for various reasons, including DRB hearings, ordinance repeals, and bond votes. Some ads need to be published multiple times.
- The cost difference between the Rutland Herald (\$21.50) and the Addison Independent (\$9) is significant.
- The board needs to decide on a paper for legal publications.
- The newsstand cost of the Reporter is \$1, and the Addison Independent is \$2 per week.

Newspaper Selection

- A DRB notice in the Reporter (two columns by three inches) costs \$39, while the same ad in the Herald would cost \$129.
- The Addison Independent's cost would be about half of the Herald's (\$54).
- Either the Addison Independent or the Rutland Herald would have a comparable circulation to the Reporter in Brandon.
- Motion to go with the Addison Independent as the primary paper and the Rutland Herald as the secondary paper, which was seconded and passed.

Wastewater Capacity Study

- Elaine at the town office has been working on a system-wide wastewater capacity study.
- She had to calculate wastewater design flows based on state of Vermont tables, considering factors like bedrooms and restaurant seats.
- The system's rated capacity is 750,000 gallons a day.
- Existing buildings in Brandon require 500,000 gallons a day of capacity.
- Normal flow is around 250,000 gallons a day.
- The system is engineered to treat 750,000 gallons a day.
- Existing connections to the system require two thirds of what it's designed to treat.
- Most days the system treats one third of what it's designed to treat.
- There are 12 crossings in the rivers.
- Sanitary sewers go through swamps.
- The select board should consider different models of billing.

Billing Fairness and Capacity

- The current billing system is based on units in buildings with a small component for consumption.
 - There was a shift away from consumption-based billing due to fluctuating numbers.
 - The Enterprise Fund primarily covers fixed costs like bond payments.
- A hybrid system was implemented to encourage conservation while addressing infrastructure costs.
 - A portion of the bill is based on consumption at a lower rate.
 - The overall dollar input into the wastewater system remains relatively flat.

Revenue and Infrastructure

- Revenue has increased to support the wastewater system compared to the old billing style.
 - The current billing method raises more money to cover borrowing and infrastructure.
 - Borrowing is required for upgrades and expansions, leading to increased expenses.
- The community needs to decide on the most equitable way to apportion the burden of the wastewater system.

Capacity and Growth

- The goal is to achieve an equitable apportionment of the system's operating burden.
- Ensuring sufficient capacity for current needs and projected growth is a priority.
 - The state favors development in areas with existing public water and sewer systems.

Capacity-Based Billing

- Billing based on capacity could result in different costs for smaller households compared to larger ones if they occupy a home with the same rated maximum capacity requirement.
 - Currently, unit fees make up the bulk of the bill, with a smaller portion based on metered water usage.
 - Capacity is similar to property taxes, based on the highest and best use of the property.
- Excess capacity could potentially be sold back to the town for a billing credit.
 - Capacity would need to be repurchased if the property's usage changes.

Study Completion and Future Steps

- The completed study indicates that current treatment system capacity meets or exceeds needs.
 - The recent upgrade focused on meeting standards for chlorination and dechlorination without increasing capacity.

- The last capacity increase occurred in 1973.
- Sample scenarios will be provided to illustrate potential billing impacts on different types of properties.
- Elaine is credited for her thoroughness and attention to detail in ensuring the accuracy of the capacity numbers.
- The select board is accepting the report for review and discussion at a later date.

Fourth Cruiser Purchase

- Vicki Disorda stated at a budget meeting, the town manager asked the board to waive its purchasing policy to purchase a fourth cruiser, but it wasn't on the agenda for tonight's meeting.
- The town manager stated he did not ask them to waive it, he asked whether they would consider waiting it at their next meeting. His published report recommended dropping the idea of waiving the purchasing policy and initiating standard procedures to solicit bids for both internal combustion and electric models.
- A grant for \$7,500 was available if a purchase was made before next week, but there's limited car availability.
- There are no current plans to purchase a cruiser.

Police Budget

- The police budget was fully expended last year by buying a replacement cruiser.
- The police department is currently (FY26) under budget by \$40,000 due to unfilled positions.
- There are currently three active applicants for police officer positions.
- When officers leave, they are paid out for accrued paid time, which impacted the FY25 budget.
- Overtime expenses in the early part of FY25 also contributed to budget expenditures.

Technology and Transparency

- The manager mentioned the need to improve the town's technology to reduce reliance on a community newspaper.
- Designating a newspaper of record, such as the Addison Independent, may not provide the same level of coverage as the current Reporter.
- The Town is considering a government platform for a website that proactively sends out agendas and minutes, which will be funded as a subscription service under the administration department's budget.
- The goal is to maintain transparency and provide citizens with information on a weekly or bi-monthly basis.
- Seth sends a synopsis of each select board meeting to staff, which could be published.
- The "paper of record" designation is purely for legal requirements of posting legal notices.

Paper of Record

- The speaker (Doug Bailey) says that the paper of record isn't necessarily the paper that they would choose or prefer in terms of reporting about what actually happens in town at select board meetings.
- The speaker says that The Reporter would come to every meeting and report on every meeting because it was so very local.
- The speaker says that the Addison Independent or the Rutland Herald cover a much wider geographic area and might not think that what was discussed at the select board meeting was as important.
- The speaker says that they were thinking about some more different kind of electronic communication that would keep people informed.

Concerns (Vicki Disorda)

- Concerned that the same person that has been appointed the liaison for ethics complaints, who stood up at the trustees meeting and said that all applications should come through him, is now going to be controlling the narrative of what occurs at select board meetings. This reference was to Seth Hopkins, town manager.

Independent Local Newspaper (Cecil Reniche-Smith & Doug Bailey)

- The speaker says, "I think it would be almost everyone's preference to have an independent local newspaper."
- The speaker says that the paper of record is just a paper that they will be printing their legal notices.
- The speaker says, "We certainly appreciate what Keith does do and that he is often on zoom like he is tonight, and he writes an article and puts it in the paper the same as Steven has done. And we hope to get more, but we cannot. We cannot require that the paper of record do that, you know, so it's just where we place our legal ads is what it amounts to."

News and Notices Section

- Brent Buehler says that the news and notices section on the town website is very underutilized.
- Brent Buehler says that he never sees legal notices.
- Brent Buehler says, "If we're doing notices in newspaper, we could at least put them in our news and notices website. I would like to see that utilized."

Motion to Adjourn

MINUTES OF OCTOBER 6, 2025

SELECTBOARD

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

Others Present: Seth Hopkins, Jan Coolidge, Brent Buehler, Todd Nielsen, Tricia Welch, Pam Douglass, Gerad Lowell, Barry Varian. By Zoom: Keith Whitcomb.

- 1 Chair Doug Bailey called the meeting to order at 7PM. All selectboard members were seated. Motion by Reniche-Smith/Haylon to adopt the posted agenda. Posted agenda voted 5-0.
- 2 Selectboard Members' Remarks: Bailey highlighted that budget workshops are intended to be informal and collaborative and invited active public participation by those present.
- 3 After information and discussion, motion by Coolidge/Ethier to approve purchase order #12503 for road salt to Cargill Inc in the amount of \$98-750. Voted 5-0.
- 4 The board, town manager, and the public present engaged in an examination of the discussion draft FY27 budget presented by the town manager following his work with the department heads. The companion capital plan was also considered, as were various methods of funding a capital plan: a one-year appropriation; a standing department in the operating budget, and a separate capital tax rate. The draft budget was then opened for questions and answers and several adjustments were made, to be incorporated into the next draft for consideration of the October 20 budget workshop.
- 5 As the entire meeting was a cooperative effort among the board and the public, no additional public comment was offered other than appreciation for the openness of the process.

The board recessed at 9:02PM.

- 6 At 9:07PM, on motion of Haylon/Reniche-Smith, the board entered executive session per 1 VSA § 313 (a) (3) for the appointment or employment or evaluation of a public officer or employee, to include the town manager. Voted 5-0.

At 9:40PM, on motion of Coolidge/Reniche-Smith, the board exited executive session. Voted 5-0. No action required.

- 7 Motion by Coolidge/Reniche-Smith to adjourn. Not debatable. Voted 5-0. 9:40PM.

Respectfully submitted,



Note: The recording is online at the Town's YouTube channel for those who require detail at the level of every word spoken. Below are notes taken by the Minutes AI app.

Notes on Budget Workshop #2
Created on October 6, 2025 at 7:00 PM by Minutes AI

Meeting Opening and Agenda

- Meeting called to order and agenda adopted.
- Public reminded that the workshop is for input on the budget process.
- First draft of the budget has been worked on by Seth, Jackie, Bill, and every department head.

Purchase Order for Road Salt

- Purchase order 12503 for road salt is being considered.
- The state price for road salt has increased from \$86.50 in FY24 to \$98.75 a ton this year.
- A purchase order for 1,000 tons of road salt at \$98.75 per ton, totaling \$98,750, is proposed.

- The budgeted amount for road salt is \$90,000, indicating a potential overage.
- Mixing sand with salt is being considered to conserve salt usage.
- The board is authorizing the price for up to 1,000 tons, not necessarily purchasing all of it at once.
- A motion to approve the purchase order was made, seconded, and approved.

Budget Discussion: Opening Remarks

- The budget is set up similarly to last year, using an Excel spreadsheet for easy adjustments.
- The Buildings and Grounds department has been eliminated, with its line items assigned to benefiting departments.
- The biggest chunk of the budget is wages and payroll expenses, accounting for over half the budget.
- Wages have kept pace with inflation over the past four years.
- Health insurance increase is 2.5%, which is a relief compared to previous years.
- Open positions in the police department make it difficult to budget for health insurance costs.

Capital Plan Discussion

- The operating budget does not account for capital spending, such as replacing the highway tandem.
- A quote for replacing the tandem is around \$300,000, with payments of roughly \$50,000 a year.
- The proposal is to fund the truck payment through the capital plan, using the local option tax and the appropriation article.
- The 1% local option tax generates about \$300,000 a year.
- Other towns address capital funding differently, such as Bristol including a capital department in their budget.
- Colchester asks voters for a tax rate dedicated to capital funding for a set period, like five years.
- This approach aims to stabilize capital funding and keep the general operating budget steady.
- "It's meant to stabilize the capital funding. So it's not year to year dependent on that article."
- A separate ballot issue would ask voters to approve a tax rate for capital funding.
- This approach is considered more transparent and provides flexibility with a term voters can decide on.
- It also allows for building a capital fund if not all funds are spent in a given year.

Capital Budget Discussion

- Some board members are not in favor of a capital line item in the budget because it may be confusing on the ballot.
- Others think that if the town is committed to having a capital budget, it should be a line item in the budget for everyone to see.
- Concern that people will ask why the town isn't depending on local option tax for capital expenses.
- One board member suggests getting rid of appropriations and putting a capital line item in the budget, such as \$50,000, so it's a zero-sum change.

Forecasting Capital Needs

- A speaker questions whether a fixed sum of money can be projected as a "forever sum of money" for capital needs.
- Suggests identifying needs and putting that out to voters as a reasonable approach.
- Another board member recalls a past experience where something that had been an appropriation was put in the budget, and it didn't work out well.
- A speaker believes there is "zero transparency in the appropriation because a large percentage of people that vote, they just, they vote for that appropriation and don't even make the connection that that's a bottom line number that's going to come in on their tax burden."

Transparency and Voter Impact

- Transparency comes from clearly identifying the objective of putting the fund together.
- There should be no doubt in anyone's mind when they're voting yes or no on this, what the impact on them is and what it's for.
- A speaker suggests that the capital line item should be reviewed every year to decide whether it goes up or down.
- Another states that the capital line item would always be subject to being cut if healthcare costs get too high.

Vote Totals and Future Discussion

- In Brandon, the budget passed 607 to 318 (65% in favor), and the capital question passed 567 to 333 (61% in favor).
- A speaker hesitates to say that voters approving an appropriation one time means they've approved it perpetually or for a term.
- It was suggested to run some numbers, like on a \$180,000 house, to see what the impact would be and how much money that would give the town.
- The board wants to avoid having an appropriation every year.

Dump Truck Replacement

- The town needs to replace a dump truck this year.
- The current Mack truck still has value and should be able to get a good price.
- The Mack truck is a 2017 model and is currently in for service.
- The service bill for the truck is about \$4,200.

Health Insurance Contribution

- The town currently pays 85% of an employee's health plan, and there was a discussion about moving it to 80/20.
- Other towns were surveyed to see what they are doing (VLCT 2025 compensation and benefits study).
- The average of what the town is paying for a single employee is 93%.
- The average of what the town is paying for two adults is 85%.
- 20 out of 168 towns pay 85% for adults.
- 50 out of 168 pay 100% for the individual.
- 11 out of 168 pay for 80%.
- The largest majority of towns pay what our town is paying or more.

Employee Impact and Union Considerations

- In places where the employer has cut the amount of its contribution, it's been offset by a raise.
- Health care seems to be more important for a lot of people than anything else.
- Rutland Northeast Supervisor said they're at 20% and they've been there for several years.
- A 5% contribution more from the employees would be about \$19,000 savings to the town.

Small Employer Group and Police Union

- The town is in the small employer group, which is a different health insurance plan with different benefits and costs than larger employers offer.
- The police union contract has the police at 85/15.
- Moving the town to 80/20 would create two different situations and internal strife.

Employee Benefits and Healthcare Costs

- A schedule with a 20% contribution from employees would be fair.
- A plan to increase the town's contribution to healthcare costs by half a percent each year could be considered.
- Concerns exist about making employees pay more for healthcare, as the town already offers lower wages compared to other towns like Rutland.
- The value of a \$19,000 savings (half a percent) in the overall budget needs to be weighed against potential impacts on employees.

COLA Increases vs. Healthcare Contributions

- Trading off higher COLA increases for employees paying a larger percentage of healthcare costs could be an option.
- COLA increases have a broader impact on employee compensation (pension, life insurance, payroll taxes) compared to healthcare contributions.
- Employees can choose different healthcare plans, but the town only pays up to 85% of the gold plan cost.

Rental Code Compliance

- The town has a rental housing code that has been in place for 30+ years.
- Compliance is higher among large management companies compared to individual landlords renting out accessory dwelling units.
- The Planning Commission could review the rental code ordinance to determine its validity and address short-term rentals (e.g., Airbnbs).
- Raising the \$25 per unit fee could be considered.

Wastewater Administration Revenue

- The town is not currently receiving any money from the fire district or water district for wastewater administration.
- The town handles billing for both water and wastewater on a quarterly basis.
- The fire district used to issue two bills a year for water, but now the town handles all billing.
- The town needs water department numbers to issue sewer bills, as sewer usage is metered off water usage, unless and until the Town moves away from metered usage and toward capacity billing.
- The fire district should at least be paying the postage for two of those bills because it's theirs.
- The manpower to process all the incoming payments should also be considered.
- Discussing this issue with the fire district board is a necessary first step.

Town Admin Legal Expense Category

- The budget has \$7,500 allocated for legal expenses.
 - In previous years, the expenses were \$230 one year, \$720 another, and \$3,000 in another year.
- A suggestion was made to lower the budget from \$7,500 to \$5,000 or \$4,000, using the reserve fund if needed.
 - The senior partner's hourly rate is \$230.
 - \$7,500 would cover approximately 30 hours of legal work.
- The reserve is for emergencies and the town has insurance.
 - The \$7,500 is for day-to-day legal needs like research and advice.
 - It does not cover tax sales, which have a separate budget.
- It was suggested to reduce the legal expense budget to \$3,000, with the understanding that the reserve fund could be used if necessary.

Police Revenue

- The revenue has fluctuated: \$29,000, \$72,000, and a projection of \$10,500.
 - Some revenue lines are marked "omit unless staffed up."
- The budget appears to be for a fully staffed police department, but it is not currently fully staffed.
 - Revenue from programs like the Governor's Highway Safety Program depends on having enough officers.
- Concern was raised that budgeted money for a fully staffed department has been spent on other things in the past. The money has gone to the police budget, such as for a police car.
- Budgeting for a full department's expenses without budgeting the corresponding revenue could lead to a budget deficit if the positions are not filled.
 - Excess funds in the police department have been used to purchase needed items and build the fund balance.

Legal Advertising

- The newspaper of record was changed to the Addison Independent due to the Reporter discontinuing publication.
- The cost of advertising is higher.
- The designation of the newspaper of record is traditionally made after the town meeting.
 - It may be possible to redesignate the newspaper of record again in March if the Reporter becomes viable.

Police Vehicle Maintenance and Repair

- The budget line for vehicle maintenance and repair is in Department 14.
- \$10,600 was spent last year, and \$15,000 is budgeted for the next year.
- Questioning if \$15,000 is necessary if a new police cruiser is purchased and an older one is removed from service.
 - The line could be decreased.

Select Board Stipends

- Select board members receive a stipend of about \$1,200 per person per year.
- The stipend amount has been flat for a long time.
- Some select board members have declined or donated their stipends.
- The possibility of eliminating the stipend to save money was raised.
 - The total cost of the stipends is \$6,000 (Department 10).

Meeting Minutes

- The \$4,000 budget for recording the minutes could be eliminated.
- The current AI-generated minutes are considered adequate, although not as comprehensive as previous versions.
 - The AI minutes, combined with online recordings of the meetings, provide a sufficient record.
- The Planning Commission clerk's budget of \$3,000 could also be cut.
- The DRB clerk's budget of \$1,500 should stay due to the quasi-judicial nature of their decisions.
- The AI-generated minutes capture motions and votes but may lack detail on who said what.

Budget Discussion

- Jeff Haylon suggests keeping some budget for a reporter to summarize meetings, even if Charlene is gone.
- Brent Buehler questions the \$3,000 line item for economic development on page 14.
 - It has been used for DVDs for property developers and trade shows.
 - Bill reduced it from \$6,000 to \$3,000, suggesting \$2,000 be directed to the Downtown Brandon Alliance (DBA).

Historic Preservation Workbook

- Two separate grant applications for the workbook relaunch have been unsuccessful.
- The speaker has asked the trustees of public funds for participation.
 - If that's not available, the select board should consider funding it from the general fund.

- The workbook contains recommendations for downtown property owners, not binding requirements.
- A board member suggests narrowing the focus of the workbook to reduce expenses.
- The \$5,000 in 2024 was a match for a state grant to survey the whole town to catalog historic assets
- If the trustees fund the workbook with \$12,000, the select board could remove the \$5,000.

Police Professional Development

- A question was raised about the \$8,000 budget for police professional development.
- Each officer needs continuing education hours annually.
- A freshly graduated officer may not need professional development in their first year.
- Ethan is attending an active shooter training in New Hampshire.
- The speaker suggests the budget could be trimmed to \$6,000.
- There are state continuing education standards for officers.

Town Clerk Elections

- A question was raised about the \$5,500 budget for elections.
- The speaker suggests funding it at a flat amount every year.
- The November general election may still be by mail.

Water, Sewer, and Wastewater

- Water is handled by the fire district.
- Wastewater is an enterprise fund, separate from the property tax.
- The trustees of public funds may contribute to the sewer/wastewater budget.
- The speaker is not in favor of relying on trustee disbursements to fill budget line items.

Highway Department

- The speaker wants to reduce the guardrail budget from \$10,000 to \$5,000.
- The speaker questions the \$10,000 budget for culverts.
- The salt budget is increasing from \$90,000 to \$115,000 to hedge against future cost increases.
 - "This is trying to hedge the bet on what the increase will be for salt next year."

Budget Adjustments

- Adjustments to the budget include:
 - Road salt: Reduce by \$5,000, setting the budget to \$105,000.
 - Guard rails: Reduce from \$10,000 to \$5,000.
 - Culverts: Reduce from \$10,000 to \$5,000.
- Other potential reductions:
 - Stenographer fees.
 - Legal services: Reduce to \$3,000.
 - Police department vehicle maintenance.

Police Department Special Wages

- Special wages depend on who is available to be hired for part-time work, such as events like the 4th of July or speed control.
- In fiscal year 25, nothing was spent on this line item.
- In fiscal year 24, \$46,000 was spent because Anna was considered a special officer at that time.

Fourth of July Costs

- The 4th of July police coverage is paid under the special officers budget.
- In fiscal year 26, officers were brought in from other departments.

Enhanced Town Communications

- The town is planning to redo the website to be subscription-based.
- A flyer before the town meeting was suggested.
- A town-sponsored newsletter was also suggested.

Next Budget Workshop

- The next budget workshop meeting will be on October 20th from 7 to 9 PM.
- The workshop will focus on Seth's new numbers and honing in on the budget.

Police Department Staffing and Coverage

- Concern that if the town staffs the police department to the level the budget funds, the state police may reduce their coverage.

- A lieutenant living in town could provide some coverage without incurring overtime costs.
- Need to find a "sweet spot" for police coverage that balances safety and affordability.
- There was a misunderstanding in the community about the police coverage before the gap in officers.
- The speaker believes it's important for the community to understand the current situation and what makes sense for both the community and the police department.
- The speaker suggests staying under the threshold where the state police still provide coverage, as the town is still paying for it through state tax dollars.
- If the town budgets for a certain number of officers and reaches that number, the state police might reduce their coverage.
- The speaker thinks the state police are always available.
- The current police department is learning to prioritize calls and not respond to minor issues like "dog barking" or "cat in the tree" calls.
- There has been an adjustment in expectations from both the police department and the public.
- The speaker is glad the reporter won't announce the police work hours.
- The speaker wishes the police would change their schedule and work a night or two a week to keep people on notice.

Select Board

- The Select Board still has one executive session item tonight and will recess.

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310590	10/01/25	AMERICAN WINDOW CLEANING windows september 9093	10-5-22-43100 Town Office	65.00	3479	10/13/25
311015	09/16/25	BEN'S UNIFORMS INC shirts 217742	10-5-14-10320 Clothing Allowance	334.95	3480	10/13/25
311015	10/01/25	BEN'S UNIFORMS INC uniforms 218657	10-5-14-10320 Clothing Allowance	550.00	3480	10/13/25
311267	10/06/25	BILODEAU, RITA overpaid taxes 0093-0668	10-2-00-02120 Anticipated Tax Credits	45.78	3481	10/13/25
301528	09/18/25	BLUE SEAL RETAIL LLC rat poison 41082970	20-5-55-42140 Maint. Supplies - Bldgs	11.04	3482	10/13/25
301528	09/19/25	BLUE SEAL RETAIL LLC rat poison 41083632	20-5-55-42140 Maint. Supplies - Bldgs	27.19	3482	10/13/25
300341	09/15/25	BOSTON CELTICS GROUP SALE tickets 1/7/26 Celtics 8614016 2025	10-5-18-60010 Bus Trips	900.00	3483	10/13/25
100245	10/01/25	BRANDON AREA CHAMBER OF C Town Hall events ads 10/01/25	10-5-18-10330 Advertising/Recruitment	600.00	3484	10/13/25
310278	09/18/25	BRANDON CONGREGATIONAL CH clock repair 1	10-5-15-43140 Town Clock Maint.	12550.00	3485	10/13/25
100255	10/01/25	BRANDON FIRE DISTRICT #1 Sept water payments 9/30/25	90-5-15-90600 Paid To BFD No 1	133481.64	3486	10/13/25
100275	10/01/25	BRANDON FREE PUBLIC LIBRA appropriation OCT 2025	10-5-25-70470 Brandon Library	7666.67	3487	10/13/25
311248	07/09/25	BRANDON GLC SOLAR LLC Monthly Solar- to 7/5 4222B	10-5-14-42130 PD Electric charges	249.19	3488	10/13/25
311248	07/09/25	BRANDON GLC SOLAR LLC Monthly Solar- to 7/5 4222B	10-1-00-01340 Accounts Receivable	-5978.56	3488	10/13/25
311248	07/09/25	BRANDON GLC SOLAR LLC Monthly Solar- to 7/5 4222B	10-5-10-42130 Electric Admin	519.87	3488	10/13/25
311248	07/09/25	BRANDON GLC SOLAR LLC Monthly Solar- to 7/5 4222B	10-5-18-21100 Electric- Town Hall	238.24	3488	10/13/25
311248	07/09/25	BRANDON GLC SOLAR LLC Monthly Solar- to 7/5 4222B	20-5-55-42130 Electric	162.47	3488	10/13/25
311248	07/09/25	BRANDON GLC SOLAR LLC Monthly Solar- to 7/5 4222B	10-5-10-51120 Solar Credits exp-BFD	3985.66	3488	10/13/25
311248	07/09/25	BRANDON GLC SOLAR LLC Monthly Solar- to 7/5 4222B	10-5-15-42125 Electric-Parks/Lights	649.90	3488	10/13/25
311248	07/09/25	BRANDON GLC SOLAR LLC Monthly Solar- to 7/5 4222B	10-5-15-42130 Electric -Highway Garage	173.24	3488	10/13/25
311248	08/11/25	BRANDON GLC SOLAR LLC Monthly Solar- to 8/4 4223B	10-5-14-42130 PD Electric charges	227.13	3488	10/13/25
311248	08/11/25	BRANDON GLC SOLAR LLC Monthly Solar- to 8/4 4223B	10-1-00-01340 Accounts Receivable	-5451.19	3488	10/13/25
311248	08/11/25	BRANDON GLC SOLAR LLC Monthly Solar- to 8/4 4223B	10-5-10-42130 Electric Admin	474.05	3488	10/13/25
311248	08/11/25	BRANDON GLC SOLAR LLC Monthly Solar- to 8/4 4223B	20-5-55-42130 Electric	148.06	3488	10/13/25
311248	08/11/25	BRANDON GLC SOLAR LLC Monthly Solar- to 8/4 4223B	10-5-18-21100 Electric- Town Hall	217.22	3488	10/13/25
311248	08/11/25	BRANDON GLC SOLAR LLC Monthly Solar- to 8/4 4223B	10-5-15-42130 Electric -Highway Garage	157.97	3488	10/13/25

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311248	BRANDON GLC SOLAR LLC	08/11/25 Monthly Solar- to 8/4 4223B	10-5-10-51120 Solar Credits exp-BFD	3634.22	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	08/11/25 Monthly Solar- to 8/4 4223B	10-5-15-42125 Electric-Parks/Lights	592.55	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	09/08/25 Monthly Solar- to 9/4 4224B	10-5-10-42130 Electric Admin	465.95	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	09/08/25 Monthly Solar- to 9/4 4224B	10-1-00-01340 Accounts Receivable	-5358.15	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	09/08/25 Monthly Solar- to 9/4 4224B	10-5-18-21100 Electric- Town Hall	213.50	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	09/08/25 Monthly Solar- to 9/4 4224B	10-5-14-42130 PD Electric charges	223.21	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	09/08/25 Monthly Solar- to 9/4 4224B	10-5-15-42130 Electric -Highway Garage	155.25	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	09/08/25 Monthly Solar- to 9/4 4224B	20-5-55-42130 Electric	145.55	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	09/08/25 Monthly Solar- to 9/4 4224B	10-5-10-51120 Solar Credits exp-BFD	3572.28	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	09/08/25 Monthly Solar- to 9/4 4224B	10-5-15-42125 Electric-Parks/Lights	582.42	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	10/07/25 Monthly Solar- to 10/3 4225B	10-5-14-42130 PD Electric charges	222.22	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	10/07/25 Monthly Solar- to 10/3 4225B	10-1-00-01340 Accounts Receivable	-973.40	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	10/07/25 Monthly Solar- to 10/3 4225B	10-5-10-42130 Electric Admin	463.70	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	10/07/25 Monthly Solar- to 10/3 4225B	10-5-10-51120 Solar Credits exp-BFD	3554.55	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	10/07/25 Monthly Solar- to 10/3 4225B	10-5-18-21100 Electric- Town Hall	212.59	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	10/07/25 Monthly Solar- to 10/3 4225B	20-5-55-42130 Electric	144.94	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	10/07/25 Monthly Solar- to 10/3 4225B	10-5-15-42125 Electric-Parks/Lights	579.55	3488	10/13/25
311248	BRANDON GLC SOLAR LLC	10/07/25 Monthly Solar- to 10/3 4225B	10-5-15-42130 Electric -Highway Garage	154.56	3488	10/13/25
100280	BRANDON LUMBER & MILLWORK	09/23/25 vent caps-old landfill 115764/3	10-5-15-20500 Testing/Monitoring-landfi	37.09	3489	10/13/25
100280	BRANDON LUMBER & MILLWORK	09/23/25 nut driver 115775/3	10-5-18-43120 Parks Maintenance	6.99	3489	10/13/25
100280	BRANDON LUMBER & MILLWORK	09/23/25 wire 115809/3	10-5-10-42140 Maint. Supplies - Bldgs	5.18	3489	10/13/25
100280	BRANDON LUMBER & MILLWORK	09/25/25 for floodlights 116040/3	10-5-18-43120 Parks Maintenance	66.77	3489	10/13/25
100280	BRANDON LUMBER & MILLWORK	09/30/25 for floodlights 116041/3	10-5-18-43120 Parks Maintenance	179.96	3489	10/13/25
100280	BRANDON LUMBER & MILLWORK	09/25/25 for trail cameras 116057/3	10-5-18-43120 Parks Maintenance	23.99	3489	10/13/25
100280	BRANDON LUMBER & MILLWORK	09/25/25 misc for shop 116087/3	10-5-15-43190 HW Bldg Maintenance	21.35	3489	10/13/25

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100280	BRANDON LUMBER & MILLWORK	10/01/25 for TC lights/floodlights 116960/3	10-5-18-43120 Parks Maintenance	25.75	3489	10/13/25
100280	BRANDON LUMBER & MILLWORK	10/01/25 for TC lights/floodlights 116960/3	10-5-10-42140 Maint. Supplies - Bldgs	27.99	3489	10/13/25
100280	BRANDON LUMBER & MILLWORK	10/01/25 clamps 116970/3	10-5-15-41160 HW Maint. Supplies-Vehicl	5.98	3489	10/13/25
100280	BRANDON LUMBER & MILLWORK	10/04/25 lock 117499/3	10-5-18-21080 Rec Sports Field Maint.	15.99	3489	10/13/25
100280	BRANDON LUMBER & MILLWORK	10/06/25 cable ties, adhesive 117896/3	10-5-18-43120 Parks Maintenance	9.99	3489	10/13/25
100280	BRANDON LUMBER & MILLWORK	10/06/25 cable ties, adhesive 117896/3	10-5-18-43140 Town Hall	13.18	3489	10/13/25
100310	BRANDON SENIOR CITIZENS C	10/01/25 appropriation OCT 2025	10-5-25-70480 Senior Citizen Center	1291.67	3490	10/13/25
101207	BRUCE, TRACY	10/01/25 football refund 826542	10-4-18-40010 Middle School Football	50.00	3491	10/13/25
311271	CARD SERVICE CENTER	09/09/25 uniform hat 12150	10-5-14-10320 Clothing Allowance	81.99	C1008251	10/08/25
311271	CARD SERVICE CENTER	09/10/25 light sensors-mount 12430	10-5-18-21060 Bldg Maint- Estabrook	49.98	C1008252	10/08/25
311271	CARD SERVICE CENTER	09/03/25 sign,welding rod,rec,enve 12431	10-5-18-50090 Adult Activities	44.98	C1008253	10/08/25
311271	CARD SERVICE CENTER	09/03/25 sign,welding rod,rec,enve 12431	20-5-55-43160 Maint. Supplies - General	36.99	C1008253	10/08/25
311271	CARD SERVICE CENTER	09/03/25 sign,welding rod,rec,enve 12431	10-5-10-30110 Office Supplies	15.97	C1008253	10/08/25
311271	CARD SERVICE CENTER	09/03/25 sign,welding rod,rec,enve 12431	10-5-18-40000 Youth Soccer	27.98	C1008253	10/08/25
311271	CARD SERVICE CENTER	09/03/25 sign,welding rod,rec,enve 12431	10-5-18-60100 Seminary Hill	71.85	C1008253	10/08/25
301071	CHAMBER AND ECONOMIC DEVE	10/01/25 memebership renewal 3383	10-5-17-71600 REDC/CEDRR	500.00	3492	10/13/25
301503	CHAMPLAIN VALLEY FUELS	09/17/25 diesel fuel 580802	10-5-15-41130 Fuel - Vehicles HW	309.49	3493	10/13/25
310097	COMCAST	09/27/25 service: Oct 4 to Nov 3 PD 9/27/25	10-5-14-42100 PD Telephone Service	518.69	3494	10/13/25
310097	COMCAST	09/09/25 service: Sep 16 - Oct 15 TH 09/09/25	10-5-10-42100 Telephone Exp. Admin.	99.51	3495	10/13/25
310097	COMCAST	09/27/25 service Oct 4 - Nov 3 TO 09/27/25	10-5-10-42100 Telephone Exp. Admin.	729.53	3496	10/13/25
310097	COMCAST	09/21/25 service Sep 28 - Oct 27 WW 9/21/25	20-5-55-42100 Wastewater Telephone	208.47	3497	10/13/25
310037	CONSOLIDATED COMMUNICATIO	09/06/25 service Aug 6 - Sep 5 PD 9/6/25	10-5-14-42100 PD Telephone Service	56.96	3498	10/13/25
310037	CONSOLIDATED COMMUNICATIO	09/18/25 service Aug 18 to Sep 17 TH 09/18/25	10-5-18-21050 Bldg Maint- Town Hall	83.40	3499	10/13/25
101208	DALY, JENELLE	10/06/25 football refund 826330	10-4-18-40010 Middle School Football	35.00	3500	10/13/25
301104	DESABRAIS GLASS	08/28/25 tempered glass for grader D0077272	10-5-15-41180 HW Outside Maint. - Vehic	542.54	3501	10/13/25

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300466	DUNDON PLUMBING & HEATING	09/23/25 portable toilet fee 103077	10-5-18-40000 Youth Soccer	140.00	3502	10/13/25
101007	EARLE'S TRUCK REPAIR INC	10/07/25 repairs to trk #7 52118	10-5-15-41180 HW Outside Maint. - Vehic	159.48	3503	10/13/25
100494	ENDYNE INC	09/19/25 testing 549540	20-5-55-22120 Testing	45.00	3504	10/13/25
100494	ENDYNE INC	09/23/25 testing 549763	20-5-55-22120 Testing	155.00	3504	10/13/25
100494	ENDYNE INC	09/26/25 testing 550229	20-5-55-22120 Testing	45.00	3504	10/13/25
100494	ENDYNE INC	10/03/25 testing 551992	20-5-55-22120 Testing	25.00	3504	10/13/25
310613	FLEETPRIDE INC	09/18/25 socket 128864501	10-5-15-41110 New Equipment-Misc. Tools	31.39	3505	10/13/25
300187	FLORENCE CRUSHED STONE	09/13/25 stone 5021533	10-5-15-46140 Gravel	242.54	3506	10/13/25
300187	FLORENCE CRUSHED STONE	09/30/25 rock fines 5021656	10-5-15-46140 Gravel	2058.62	3506	10/13/25
100216	GRAYBAR ELECTRIC COMPANY	09/25/25 ornamental light 9350382271	10-5-17-66000 Insurance Claims	20305.00	3507	10/13/25
311128	GREEN MOUNTAIN GARAGE	09/17/25 tire valve 233737	10-5-15-41160 HW Maint. Supplies-Vehicl	3.29	3508	10/13/25
311128	GREEN MOUNTAIN GARAGE	09/18/25 valve, oil, capsules 233828	10-5-15-41160 HW Maint. Supplies-Vehicl	67.22	3508	10/13/25
311128	GREEN MOUNTAIN GARAGE	09/23/25 seal/disc pad/brake rotor 233954	10-5-15-41160 HW Maint. Supplies-Vehicl	551.95	3508	10/13/25
311128	GREEN MOUNTAIN GARAGE	09/25/25 battery 234066	10-5-15-44100 HW Equip. Maint.	72.99	3508	10/13/25
311128	GREEN MOUNTAIN GARAGE	09/30/25 brake repairs truck #3 234211	10-5-15-41160 HW Maint. Supplies-Vehicl	257.03	3508	10/13/25
311128	GREEN MOUNTAIN GARAGE	10/01/25 parts for truck #3 234267	10-5-15-41160 HW Maint. Supplies-Vehicl	151.53	3508	10/13/25
310233	GREEN MOUNTAIN POWER	10/02/25 7 Conant Sq lighting 10/25 047828	10-5-21-22500 Electric EV Car Stations	46.88	3509	10/13/25
310233	GREEN MOUNTAIN POWER	10/03/25 WWTF 480 volt service 10/25 079168	20-5-55-42130 Electric	3118.15	3509	10/13/25
310233	GREEN MOUNTAIN POWER	10/03/25 Newton Rd pump station 10/25 089202	20-5-55-42130 Electric	264.41	3509	10/13/25
310233	GREEN MOUNTAIN POWER	10/06/25 Central Pk/traffic lights 10/25 170028	10-5-15-42125 Electric-Parks/Lights	46.41	3509	10/13/25
310233	GREEN MOUNTAIN POWER	10/03/25 Estabrook 10/25 240302	10-5-18-21110 Electric- Estabrook	60.67	3509	10/13/25
310233	GREEN MOUNTAIN POWER	10/03/25 Carver St pump station 10/25 290502	20-5-55-42130 Electric	49.55	3509	10/13/25
310233	GREEN MOUNTAIN POWER	10/03/25 Green Park 10/25 317702	10-5-15-42125 Electric-Parks/Lights	27.04	3509	10/13/25
310233	GREEN MOUNTAIN POWER	10/03/25 Country Club pump station 10/25 338602	20-5-55-42130 Electric	30.91	3509	10/13/25
310233	GREEN MOUNTAIN POWER	10/02/25 7 Conant Sq car chargers 10/25 339840	10-5-21-22500 Electric EV Car Stations	443.71	3509	10/13/25

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

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310233	GREEN MOUNTAIN POWER	10/03/25	Brookdale pump station 10/25 467702	20-5-55-42130 Electric	41.56	3509	10/13/25
310233	GREEN MOUNTAIN POWER	10/02/25	Crescent Park 10/25 737937	10-5-15-42125 Electric-Parks/Lights	344.26	3509	10/13/25
310233	GREEN MOUNTAIN POWER	10/03/25	Police Station 10/25 822212	10-5-14-42130 PD Electric charges	4.89	3509	10/13/25
310233	GREEN MOUNTAIN POWER	10/03/25	street lights 10/25 851302	10-5-15-42120 Electric-Street Lights	3322.12	3509	10/13/25
310233	GREEN MOUNTAIN POWER	10/03/25	WWTF security light 10/25 860302	20-5-55-42130 Electric	29.56	3509	10/13/25
310233	GREEN MOUNTAIN POWER	10/03/25	Champlain St pump station 10/25 867202	20-5-55-42130 Electric	54.16	3509	10/13/25
301175	KB MACHINE	09/20/25	remove seals/turn rotors 0221	10-5-15-41180 HW Outside Maint. - Vehic	175.00	3511	10/13/25
301175	KB MACHINE	09/30/25	clean/turn rotors 0222	10-5-15-41180 HW Outside Maint. - Vehic	105.00	3511	10/13/25
310259	KOFILE TECHNOLOGIES INC	10/08/25	paper and bk 263&264 KT-022203	10-5-13-30123 Records Preservation	518.09	3512	10/13/25
101156	KONICA MINOLTA PREMIER FI	09/19/25	copier contract 564764124	10-5-10-30130 Service Contracts	293.93	3470	09/26/25
100045	LAKESIDE EQUIP CORP	10/07/25	clarifier skirting 906617	20-5-55-90100 Capital/New Equipment	9225.00	3513	10/13/25
311176	LILY WHITE CLEANING SERVI	10/01/25	cleaning 100125	10-5-18-21010 Custodian- Estabrook	17.50	3514	10/13/25
311176	LILY WHITE CLEANING SERVI	10/01/25	cleaning 100125	10-5-18-21000 Custodian- Town Hall	87.50	3514	10/13/25
311176	LILY WHITE CLEANING SERVI	10/01/25	cleaning 100125	10-5-10-21000 Custodian- Town Office	87.50	3514	10/13/25
311176	LILY WHITE CLEANING SERVI	10/01/25	cleaning 100125	10-5-14-20220 PD-Custodian	70.00	3514	10/13/25
311176	LILY WHITE CLEANING SERVI	10/08/25	cleaning 100825	10-5-18-21010 Custodian- Estabrook	17.50	3514	10/13/25
311176	LILY WHITE CLEANING SERVI	10/08/25	cleaning 100825	10-5-14-20220 PD-Custodian	43.75	3514	10/13/25
311176	LILY WHITE CLEANING SERVI	10/08/25	cleaning 100825	10-5-10-21000 Custodian- Town Office	87.50	3514	10/13/25
311176	LILY WHITE CLEANING SERVI	10/08/25	cleaning 100825	10-5-18-21000 Custodian- Town Hall	35.00	3514	10/13/25
311176	LILY WHITE CLEANING SERVI	09/24/25	cleaning 102425	10-5-10-21000 Custodian- Town Office	87.50	3514	10/13/25
311176	LILY WHITE CLEANING SERVI	09/24/25	cleaning 102425	10-5-14-20220 PD-Custodian	70.00	3514	10/13/25
311176	LILY WHITE CLEANING SERVI	09/24/25	cleaning 102425	10-5-18-21000 Custodian- Town Hall	78.75	3514	10/13/25
311176	LILY WHITE CLEANING SERVI	09/24/25	cleaning 102425	10-5-18-21010 Custodian- Estabrook	26.25	3514	10/13/25
101164	MARBLE VALLEY FIRE LLC	10/01/25	PD-annual fire inspection 2985	10-5-14-43150 PD Bldg. Maintenance	64.00	3515	10/13/25
310843	MISSION COMMUNICATIONS LL	05/02/25	alarm:Newton,CC, Ind Prk 2007682	20-5-55-20240 Contractors	1690.20	3516	10/13/25

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
310843	MISSION COMMUNICATIONS LL	08/12/25 alarm: Champlain PS, WWTF	20-5-55-20240	982.80	3516	10/13/25
		2011272	Contractors			
100788	NEW ENGLAND MUNICIPAL RES	09/17/25 Lisa: July & Aug	10-5-11-22140	3158.78	3517	10/13/25
		57776	Property Assessor			
311136	PHENOVA INC	10/06/25 quality assurance testing	20-5-55-22120	450.69	3518	10/13/25
		220066	Testing			
311269	PIXEL PROPERTIES LLC	10/06/25 OVER PAID TAXES	10-2-00-02120	236.36	3519	10/13/25
		0079-1387	Anticipated Tax Credits			
311265	REDDING, DANIEL	09/23/25 refund ach/has excrow	10-2-00-03000	1584.32	3467	09/23/25
		0122-0009A	Tax Posting Variance			
311268	REED, GERALEEN	10/06/25 overpaid taxes	10-2-00-02120	747.62	3520	10/13/25
		0094-0212	Anticipated Tax Credits			
300135	RUTLAND NORTHEAST SUPERVI	09/30/25 bus-7/8 Football trip	10-5-18-40010	91.99	3521	10/13/25
		092525	Middle School Football			
100493	RUTLAND REGIONAL PLANNING	06/30/25 RAMP grant-final inv	56-5-13-01000	13200.00	3477	09/29/25
		6230	Rut Asset Mapping Grant			
311266	SHEA, HEATHER	09/24/25 permit fee refund	10-4-13-04580	4.00	3468	09/24/25
		2025-0025	Records Preservation			
311266	SHEA, HEATHER	09/24/25 permit fee refund	10-4-13-04510	11.00	3468	09/24/25
		2025-0025	Land Records			
311266	SHEA, HEATHER	09/24/25 permit fee refund	10-4-12-04310	53.00	3468	09/24/25
		2025-0025	Land Use Permit Revenue			
310418	SILLOWAY NETWORKS INC	10/01/25 in-house support	10-5-10-30134	112.50	3522	10/13/25
		29756464	Technical Support			
310418	SILLOWAY NETWORKS INC	10/01/25 software as a service	10-5-10-30134	802.71	3522	10/13/25
		29756641	Technical Support			
311270	SINGH, KATHY	10/07/25 ub over paid	20-2-00-02120	600.00	3523	10/13/25
		0658	Sewer Fee Credits			
310921	STEARNS SERVICES LLC	09/24/25 PR processing- Sept	10-5-10-30130	360.00	3524	10/13/25
		1309	Service Contracts			
310921	STEARNS SERVICES LLC	10/09/25 3rd quarter processing	10-5-10-30130	135.00	3524	10/13/25
		1310	Service Contracts			
301176	TAYLOR, EMILY	09/24/25 reimburse for postage	10-5-14-30132	19.05	3525	10/13/25
		09/24/25	Postage Expenses PD			
301176	TAYLOR, EMILY	10/06/25 reimb. postage	10-5-14-30132	10.99	3525	10/13/25
		10/6/25	Postage Expenses PD			
200277	THUNDER TOWING & AUTO REC	08/01/25 oil change	10-5-14-41180	52.33	3526	10/13/25
		8134	PD Vehicle Maintenance			
200277	THUNDER TOWING & AUTO REC	08/15/25 tire replacement	10-5-14-41180	389.92	3526	10/13/25
		8155	PD Vehicle Maintenance			
100729	TREASURY OPERATIONS DIVIS	10/01/25 quarterly marriages	10-2-00-02113	845.00	3527	10/13/25
		SEPT 2025	Marriage Lic. Fees to Sta			
300853	USDA	10/13/25 WWTF Bond pymt #4	20-5-55-61070	49384.89 E	101325	10/13/25
		10/13/25	USDA-WWTF Upgrade '23-Pri			
300853	USDA	10/13/25 WWTF Bond pymt #4	20-5-55-61080	31885.11 E	101325	10/13/25
		10/13/25	USDA-WWTF Upgrade '23-Int			
311217	VALSOFT CORP INC DBA COTT	10/09/25 OCT HOST FEE	10-5-13-30123	295.00	3528	10/13/25
		488630	Records Preservation			
330348	VERIZON WIRELESS	09/13/25 service Aug 14 - Sep 13	10-5-21-10310	18.72	3529	10/13/25
		6123498176	Travel & Expenses			

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
330348	09/13/25	VERIZON WIRELESS service Aug 14 - Sep 13 6123498176	10-5-18-21250 Rec telephone	18.72	3529	10/13/25
330348	09/13/25	VERIZON WIRELESS service Aug 14 - Sep 13 6123498176	10-5-15-42100 HW Telephone	37.44	3529	10/13/25
330348	09/13/25	VERIZON WIRELESS service Aug 14 - Sep 13 6123498176	20-5-55-42100 Wastewater Telephone	37.44	3529	10/13/25
330348	09/13/25	VERIZON WIRELESS service Aug 14 - Sep 13 6123498176	10-5-14-42100 PD Telephone Service	37.44	3529	10/13/25
330348	09/23/25	VERIZON WIRELESS MDT Aircards 6124238853	10-5-14-20233 MDT/Aircards	239.03	3529	10/13/25
310046	09/12/25	W.B. MASON CO INC paper, staples 256827636	10-5-10-30110 Office Supplies	171.21	3530	10/13/25
310046	09/17/25	W.B. MASON CO INC binders, rubber bands 256921655	10-5-10-30110 Office Supplies	28.59	3530	10/13/25
310046	09/19/25	W.B. MASON CO INC markers, folders 256983644	10-5-10-30110 Office Supplies	150.81	3530	10/13/25
311051	10/06/25	WATTERS, SUE A overpaid taxes 0031-0024	10-2-00-02120 Anticipated Tax Credits	166.31	3531	10/13/25
311070	09/30/25	WEX BANK fuel cards - Sept 107680406	10-5-15-44100 HW Equip. Maint.	81.33	3532	10/13/25
311070	09/30/25	WEX BANK fuel cards - Sept 107680406	10-5-14-41130 Fuel - Vehicles	216.08	3532	10/13/25
311070	09/30/25	WEX BANK fuel cards - Sept 107680406	20-5-55-41130 Fuel - Vehicles	84.86	3532	10/13/25
310186	10/06/25	WYMAN'S TIMBER HARVESTING Carver St dumping INV1058	10-5-15-20400 State Required cleanup	578.76	3533	10/13/25
310186	10/07/25	WYMAN'S TIMBER HARVESTING disposal of tires INV1060	10-5-15-41170 HW Tires - Vehicles	91.00	3533	10/13/25

Report Total

318132.31

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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 \$ ***318,132.31

Let this be your order for the payments of these amounts.

FOR COMMUNITY AWARENESS

- The Town will participate in the statewide emergency preparedness exercise on Wednesday, October 22nd. The simulation is a long-term (several weeks) power outage during winter.

PUBLIC WORKS MISSION

- The Highway Department has regraded a portion of Town Farm Rd including application of "rock fines" to the mix. This addition tends to fill in voids and make a harder surface; this should assist with dust control there. It has proven successful on Birch Hill Rd. General work over the reporting period has been grading of dirt roads and preparing equipment for winter operations. One pre-winter grading in Goshen is still in the works.
- Assistant wastewater treatment system chief Ian Buckley was recruited to serve on the Vermont Cybersecurity Advisory Council's Water & Wastewater Sector Group and took part in their meeting in Montpelier this week. This was their convening (initial) meeting; their schedule will be every other month. The replacement skirting for the middle clarifier is due to be delivered any day now and we have a contractor selected for installation.
- Our in-town clockkeeper advises "I have the clock works apart and the replacement gears have been ordered as well as the required parts to rebuild and re-seal the gear reductor ... once I receive the gears, I will have them machined to fit the shafts and get everything reassembled."
- Following direction from the October 6th budget workshop, I have a meeting set with Ray Counter, water superintendent of Brandon Fire District No. 1, regarding the combined water/wastewater billing arrangement.
- The semi-annual monitoring inspection (groundwater sampling, slope stability, vegetation interference, etc.) of the closed landfill is scheduled for Thursday October 16.

PUBLIC SAFETY MISSION

- I'm working with our animal control officer Larry Stevens and our police chief David Kachajian regarding the best plan for animal control / humane officer training and then for the level of service and authority deriving from that choice. Some selectboard direction may be needed once the available training is identified. The whole animal welfare / animal cruelty program has recently been strengthened at the State level and continues to evolve.
- Service weapon exchange is pending arrival of the replacements and holsters at the dealer.
- With selectboard member Cecil Reniche-Smith and others invited by Chief Kachajian, I took part in two candidate interview boards led by Chief Kachajian. Both candidates (one for a patrol officer position and one for the lieutenant position) earned the endorsement of the interview panel to advance to the next stage in the hiring / accession process.
- Utilitac has a projected delivery date of later this month for the replacement cruiser. When put into service here, the oldest cruiser in the fleet will be auctioned per our policy and board direction earlier this summer.
- The speed cart has been deployed in different locations around town a couple of times.
- I assisted the Fire District in distribution of public information regarding the ongoing drought in response to a selectboard members' inquiry about water capacity and conservation.

ADMINISTRATION & FINANCE MISSION

- I attended the meeting of the insect control district on Wednesday as the district is also in its budget-writing process and the Town is impacted through the district's assessment.

- The broadest use of my time in this reporting period has been in development and editing of the proposed FY27 budget as well as providing the selectboard with supplemental information/projections, either requested by individual board members, by the workshop, or provided in anticipation that it would aid in the creation of the FY27 budget proposal.
- The Town of Brandon was awarded an honorable mention by VLCT for its FY24 town report book. Thanks to all who contribute to that annual effort at transparency.
- At VLCT's request, the Town of Brandon participated (remotely) in the annual business meeting. Thanks to Jackie Savelle for representing the Town here. General work over the reporting period has been grant compliance reporting, maintenance of inventories with insurers and the department of motor vehicles, property transfer processing, assisting me with (particularly) the payroll side of FY27 budget projection, and audit preparation for the FY25 single audit. The auditors will be in the office next week.

COMMUNITY DEVELOPMENT MISSION

- I submitted a request to the trustees of public funds for funding the Brandon workbook rewrite being led by the working group led by the Historic Preservation Commission chair. They next meet in November.
- I met a couple of times with our Rep. Todd Nielsen, primarily in relation to the prospect of a laundromat somewhere in Brandon.

FOLLOW-UP

- I provided an essay for the final edition of this iteration of The Reporter at their request.
- I met with a group at the Congregational Church at their request to help develop a response plan they are working on regarding active shooter and lockdown situations.
- My public management coursework continues with a weekly one-hour professional development session done remotely and independent work on a consultancy project. I am assigned a consultancy for benefit of the Vermont Department of Labor.
- I had meetings with residents, town officials, staff, a journalist, and filled a number of requests for information.

FINANCIAL SNAPSHOT

- Delinquent tax: was \$540,480 now \$529,610 / Wastewater: was \$202,238 now \$200,090
- 16 properties remain on deck for tax sale
- Unrestricted fund balance \$729,336
- Local option tax (1%) unobligated fund balance \$328,844
- Capital fund balance \$70,497

VOLUNTEER OPPORTUNITIES

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

Respectfully submitted,

Seth M. Hopkins

Account	Budget	Actual	% of Budget
10-4-09 Tax Revenues	3,220,325.00	3,207,287.06	99.60%
10-4-10 Town Administration Reven	10,300.00	46,274.06	449.26%
10-4-11 Assessor Revenues	2,000.00	0.00	0.00%
10-4-12 Code Enforcement Revenues	15,500.00	2,817.00	18.17%
10-4-13 Clerk/Treasurer Revenues	176,370.00	40,619.48	23.03%
10-4-14 Police Dept. Revenues	10,550.00	3,653.86	34.63%
10-4-15 Highway Dept Revenues	171,300.00	46,171.91	26.95%
10-4-18 Recreation Revenues	94,500.00	26,542.45	28.09%
10-4-21 ECONOMIC DEV. REV	1,800.00	1,633.81	90.77%
10-4-22 Bldg. & Grounds	0.00	665.00	100.00%
Total Revenues	3,702,645.00	3,375,664.63	91.17%
10-5-09 Tax Expenditures	5,000.00	0.00	0.00%
10-5-10 Town Administration 10	458,450.00	169,249.50	36.92%
10-5-11 Assessor	41,590.00	10,397.33	25.00%
10-5-12 Code Enforcement 12	55,905.00	11,786.30	21.08%
10-5-13 Town Clerk 13	236,670.00	62,896.00	26.58%
10-5-14 Police Dept 14	949,150.00	148,593.42	15.66%
10-5-15 Highway 15	898,340.00	228,385.40	25.42%
10-5-17 Intergovernmental 17	260,365.00	52,945.36	20.34%
10-5-18 Recreation	224,770.00	63,240.48	28.14%
10-5-19 Debt Service 19	222,040.00	205,610.92	92.60%
10-5-21 Economic Develop. 21	51,685.00	8,098.11	15.67%
10-5-22 Bldgs. & Grounds	0.00	-14,339.51	100.00%
10-5-25 Appropriations 25	298,680.00	71,253.36	23.86%
Total Expenditures	3,702,645.00	1,018,116.67	27.50%
Total 10 General Fund	0.00	2,357,547.96	
Total All Funds	0.00	2,357,547.96	

On-pace spending: $7/24 = 29.2\%$

Notable variances:

1. Admin miscellaneous revenue: various items, some to be reclassified
2. B&G revenue will be reclassified to Recreation revenue (Town Hall rents)
3. As discussed before, debt service principal is paid once annually; all that will be added to this line is a small interest-only payment in May.
4. The credit in B&G expenses is the final solar true-up before the change to monthly reconciliations. We will keep chipping away at that credit, particularly now that the solar generation is lower for fall/winter but usage (WWTF, streetlights, etc.) will remain steady.