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|------------------|---|-----------|---|
| Zoom Meeting ID | 253 279 4161 | Zoom Link | https://zoom.us/j/2532794161 |
| Telephone Option | Dial (929) 205-6099. Enter Meeting ID 253 279 4161 # then # again | | |

A G E N D A — S E L E C T B O A R D

Monday, November 10, 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 October 27, 2025 (regular meeting)
 - b FY26 Check Warrant / Orders on the Treasurer
 - c Approve special event liquor permits issued by town clerk at time of receipt
 - i #66180 Old Mill Inn LLC: December 20, 2025, 12N - 7PM
Moonlight Madness, Kennedy Park, Center St
 - ii #66504 Red Clover Ale Company LLC: November 11, 2025, 4:30PM - 9:30PM
Event at Town Hall, 1 Conant Square
- 4 Reports to the Selectboard
 - a Town Manager
 - b Community Development
- 5 Consider traffic enforcement contract with Rutland County Sheriff's Department
- 6 Request to place 2016 Ford cruiser for auction on Municibid
- 7 Request to solicit bids for a new police cruiser as we re-staff the department
- 8 Consider allowable fees for public records requests beyond half-hour of staff time
- 9 Public Comment and Participation
- 10 Adjourn

Next selectboard FY27 public budget workshop: Monday, November 17, 2025 @ 7PM
Next regular selectboard meeting: Monday, November 24, 2025 @ 7PM

MINUTES OF OCTOBER 27, 2025

SELECTBOARD

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

Others Present: Bill Moore, Brent Buehler, Barry Varian, Billy Bullock, Ben Hsiung, Gerad Lowell, Joe Evjen, Laurel Carey, Tricia Welch. By Zoom: Bruce Jenson, Chris P, Jan Coolidge, Keith Whitcomb, Vicki Disorda.

- 1 Chair Doug Bailey called the meeting to order at 7PM. All selectboard members were seated. Motion by Reniche-Smith/Haylon to amend the posted agenda to reflect that item 3(d)(1) is not a renewal, but a new license for to-go sales (info from town clerk). Amended agenda voted 5-0.
- 2 Selectboard remarks spoke to addressing procedures to allow for better recording of meetings.
- 3 Motion by Coolidge/Reniche-Smith to approve items 3a through 3f as a consent agenda. Voted 5-0.
- 4 Consideration of reports of the Town Management and Community Development were facilitated by Bill Moore. Various topics are highlighted in the Minutes AI meeting notes below. No votes taken.
- 5 The selectboard considered a Brandon revolving loan fund (RLF) request from Pine Grove Gardens, LLC as recommended by the RLF Committee. Motion by Ethier/Reniche-Smith. Approved 5-0
- 6 Public comment consisted of questions about the budget status report, the delinquent water and taxes and the condition of the dam on the Neshobe River at Kennedy Park.
- 7 Motion by Coolidge/Reniche-Smith to adjourn. Not debatable. Voted 5-0. 7:22PM.

My thanks to Bill Moore for taking minutes in my absence.

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 Selectboard Meeting

Created on October 27, 2025 at 7:00 PM by Minutes AI

Agenda Adoption

- Motion to amend the agenda to change item 3D regarding liquor license renewal to reflect approval of a new license to sell alcohol to go.
- The motion was seconded and approved.

Board Member Remarks

- A complaint was made that people on Zoom cannot hear audience members who do not come forward to speak.
- Policy to have speakers come forward to be enforced due to audibility issues for Zoom attendees and the newspaper.
- The person managing the Zoom is doing their best to catch people as they're entering.

Consent Agenda

- Motion to have a consent agenda for items 3A through 3F.
- The motion was seconded and approved.

Select Board Reports

- Traffic signal adjustments appear to be working well to smooth traffic flow at peak times.
- The traffic interconnect component requires replacement.

- Contractor is seeking to source the replacement.
- During an emergency management exercise, lightning struck a cobra head by the falls, damaging the traffic lights.
- Half of the globes are out.
- An electrician will assess the damage.

Police Department

- The candidate offered the lieutenant position has signed his desire to come and is pending a background check.
- If the background check is successful, he will be here before the year's end.
- Linda Graziano is retiring.

Financial Status

- The local options tax unobligated fund balance is \$328,800.
- The capital fund balance is \$70,000.
- \$50,000 went to the capital fund last year.
- The town sold old equipment.
- "Financially things are in really good shape."

Delinquent Taxes and Wastewater

- Delinquent taxes and wastewater have increased by \$90,000 and \$60,000, respectively.
- The increase is due to interest and penalties being added to the delinquent bills.
- There are only 12 properties that remain for tax sale.
- The interest rate is 8%.

Financial Report

- The report is a snapshot of the year to date, from July to now.
- The report indicates that the police department is under budget this year due to staffing.
- Administrative revenues are up by \$36,000.
- This may be where the dollars and cents of the things that have been sold are being booked.

Mr. Moore's Report

- Fall Sports season has ended for the majority of youth.
 - Football and soccer would not be possible without the support of volunteer coaches.
 - Youth basketball registration is open for area youths in grades Pre K through 6.
 - There will also be open gyms in collaboration with Otter Valley for in season clinics.
 - Aikido with Sensei Wade has open enrollment.
 - Adult pickup basketball Thursdays will be relocating back to the Neshobe school starting on November 6th.
 - Sunday morning time will remain at Otter Valley.
 - There will be some changes to the availability of the OV North Campus gymnasium.
 - Three to six will be booked by Otter Valley.
 - Pickleballers will be impacted by this change.
- Town Hall Programming News
 - The Brandon Rec is collaborating with the director of the Brandon Actors Troupe to provide space downstairs at the Town Hall for rehearsal for the January performance of Upstate at the Adult Theatre Troupe.
 - Registration for the Brandon Area Chamber of Commerce moonlight madness dates on December 3 and December 11 for vendor space in the Town Hall is nearly full.
 - October 31st and November 1st the Brandon REC is hosting Amplified Arts mini tour production of Pride and Prejudice.
- November 8th is Brandon's Got Talent.
- November 15th will be the last silent movie of the 2025 season with the showing of 1925's Seven Chances.
- Proceeds from both of those shows will be used to fund the 2026 silent movie series facilitated by the former Friends of the Brandon town Hall.
- November 22nd is the seventh anniversary of Red Clover Ale Company.
 - Celebrated at the Brandon Town Hall with the reunion of Central Vermont's second or third most powerful garage band Feral Godmother.
 - Doors open at 4:30.
 - The band from 5 to 6:30 followed by DJ Dance.
 - This is a fundraiser for the Brandon Rec Scholarship fund.
- November 23rd, Pie Gobbler Fun running.
 - Registration is open.
 - Fun run on the cart paths at the Neshobe golf course.
 - Every 10th finisher including the top finishers but every 10th finisher will get a pie.
 - All branded REC registration information will be found at brandonrec.com

Union Street Right of Ways

- Summer of 26 will be construction.
- Right of ways are being negotiated now with a goal of having them all complete by December 1st.
- VTrans will come back to us, give us the go ahead and then we can put it out to bid for engineering and construction.
- Will be coming back to select board to apply for more grant money to fund the 80/20 match because over above and beyond what this first grant that we got of \$300,000 will be due.

Pine Grove Gardens LLC Loan Recommendation

- The loan has been recommended from the revolving loan fund.
- Bill Moore knows the details, and information was in the packet.
- The Revolving Loan Fund (RLF) committee met on October 21 with Ben Hsiung to consider a loan request for Pine Grove Gardens LLC.
 - Ben Hsiung delivered a presentation about the cannabis industry and their plan to grow their business.
 - They are seeking a loan to complete the build out of a growth facility.
- The RLF loan will allow them to expand their business and hire more staff.
- The committee unanimously approved their loan application.
- They requested \$40,000 with a 5.25% interest rate amortized as a 60-month loan.
- Repayment would begin in March of 2026.
- Security: First security interest in all business assets, a mortgage lien on the property at 335 Grove Street, and personal loan guarantees from all principals.
- A motion was made to approve the loan, and it was seconded.
- All in favor said "aye," and none opposed.

Public Comment and Participation

- A question was raised about the delinquent taxes that were posted.
 - The commenter noted a substantial increase: \$90,000 and \$60,000 respectively.
 - They asked what period this covers, as it represents a 17% and 30% increase, respectively.
- The next payments are due on the 15th of next month, and taxes become delinquent after two months past due.
- Sue Gage will be asked about the delinquent taxes, and a report will be given at the next meeting.
- Billy Bullock asked for an update on the repair of the dam over at Kennedy Park.
 - The decision was made to take the top tier off the dam.

Dam Repair

- The town put the dam repair out to bid, but nobody responded.
- The town is by default going to do nothing.
 - The State of Vermont has little to no money to repair the dam.
 - The town would have to pay for the dam repair.
- There is money available for dam removal, but not for doing nothing.
 - The town can put it out for bid again next year when the state allows access to the waterway.
 - The select board will decide if the dam should be removed if the state pays for it.

Dam Removal

- Speaker thinks nature will remove the dam eventually at no cost.
 - Nature may remove it roughly.
- There was a question about the damage that could happen downstream if the dam were to fail during a heavy storm.
 - Seth looked into this a few months ago and found that there is not much water being held back because of sediment.
 - Catastrophic dam failure is not ideal, but it would not be a huge problem.
 - Seth will provide an update at the next meeting.
- Henry said the town can put it back out to bid to see if anyone will provide a number on what it would cost to fix the dam.
 - This would allow the town to weigh the cost of fixing it versus doing nothing.

Meeting Adjournment

- Motion to adjourn.
- Second.
- All in favor.
- Meeting adjourned.

11/07/25

12:38 pm

TOWN OF BRANDON Accounts Payable

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Check Warrant Report # 63914 Current Prior Next FY Invoices
 All Invoices For Check Acct 01(10 General Fund) 11/10/25 To 11/10/25

| Vendor | Invoice Date | Invoice Number | Account | Amount | Check | Check |
|--------|------------------------------------|------------------------------------|---|----------|--------|----------|
| | | | | Paid | Number | Date |
| 311028 | AMERICAN LEGION POST #55 10/30/25 | appropriation NOV 2025 | 10-5-25-70170 American Legion Post #55 | 6250.00 | 3598 | 11/10/25 |
| 310590 | AMERICAN WINDOW CLEANING 10/30/25 | windows 10/30/85 D1030 | 10-5-10-42140 Maint. Supplies - Bldgs | 65.00 | 3599 | 11/10/25 |
| 300541 | ARC RUTLAND AREA 10/30/25 | appropriation NOV 2025 | 10-5-25-70330 ARC of Rutland | 1000.00 | 3600 | 11/10/25 |
| 310321 | BEGLARIAN, EVE 11/05/25 | refund of damage deposit A-298 | 10-2-00-02710 Deposits Payable | 300.00 | 3601 | 11/10/25 |
| 311015 | BEN'S UNIFORMS INC 10/25/25 | uniforms 219589 | 10-5-14-10320 Clothing Allowance | 135.00 | 3602 | 11/10/25 |
| 100245 | BRANDON AREA CHAMBER OF C 10/30/25 | appropriation NOV 2025 | 10-5-25-70140 Chamber of Commerce | 250.00 | 3603 | 11/10/25 |
| 100305 | BRANDON AREA RESCUE SQUAD 10/30/25 | appropriation NOV 2025 | 10-5-25-70130 Brandon Rescue Squad | 20645.00 | 3604 | 11/10/25 |
| 100255 | BRANDON FIRE DISTRICT #1 11/03/25 | Oct water payments 10/31/25 | 90-5-15-90600 Paid To BFD No 1 | 26224.04 | 3605 | 11/10/25 |
| 100275 | BRANDON FREE PUBLIC LIBRA 10/30/25 | appropriation NOV 2025 | 10-5-25-70470 Brandon Library | 7666.67 | 3606 | 11/10/25 |
| 100625 | BRANDON INDEPENDENCE DAY 10/30/25 | appropriation NOV 2025 | 10-5-25-70110 BIDCC -4th of July Com. | 1750.00 | 3607 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/22/25 | adhesive 120452/3 | 10-5-15-43190 HW Bldg Maintenance | 9.99 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/22/25 | soap, sprayers 120474/3 | 10-5-15-43190 HW Bldg Maintenance | 28.74 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/23/25 | paint trays 120549/3 | 10-5-15-41160 HW Maint. Supplies-Vehic1 | 4.78 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/23/25 | roller cover, respiractor 120556/3 | 10-5-15-41160 HW Maint. Supplies-Vehic1 | 43.98 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/27/25 | grinding point & wheel 121148/3 | 10-5-15-41160 HW Maint. Supplies-Vehic1 | 14.98 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/27/25 | spray paint 121211/3 | 10-5-15-41160 HW Maint. Supplies-Vehic1 | 11.98 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/27/25 | spray paint 121240/3 | 10-5-15-41160 HW Maint. Supplies-Vehic1 | 35.94 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/28/25 | plates, switch 121324/3 | 10-5-18-21050 Bldg Maint- Town Hall | 30.57 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/29/25 | light bulbs 121473/3 | 10-5-10-42140 Maint. Supplies - Bldgs | 15.98 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/29/25 | parking bulbs 121480/3 | 10-5-18-43130 Estabrook | 97.98 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/29/25 | tape, plastic sheeting 121509/3 | 10-5-15-43120 Park Maint. | 67.84 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/29/25 | tape, cleanout PVC 121557/3 | 10-5-15-43120 Park Maint. | 38.11 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/30/25 | paint supplies 121629/3 | 10-5-15-41160 HW Maint. Supplies-Vehic1 | 48.32 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/30/25 | spray paint 121679/3 | 10-5-15-41160 HW Maint. Supplies-Vehic1 | 6.99 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK 10/30/25 | drill bit 121717/3 | 20-5-55-41110 New Equipment-Misc Tools | 56.99 | 3608 | 11/10/25 |

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| | | Date | Invoice Number | | Paid | Number | Date |
| 100280 | BRANDON LUMBER & MILLWORK | 11/03/25 | fasteners 122233/3 | 10-5-18-21050 Bldg Maint- Town Hall | 20.04 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK | 11/03/25 | countersink drill bit set 122242/3 | 10-5-18-21050 Bldg Maint- Town Hall | 34.99 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK | 11/04/25 | light bulbs for salt shed 122413/3 | 10-5-15-43190 HW Bldg Maintenance | 9.99 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK | 11/05/25 | screwdriver bit holder 122500/3 | 10-5-15-43190 HW Bldg Maintenance | 9.99 | 3608 | 11/10/25 |
| 100280 | BRANDON LUMBER & MILLWORK | 11/05/25 | cored plug 122528/3 | 20-5-55-43160 Maint. Supplies - General | 6.59 | 3608 | 11/10/25 |
| 100310 | BRANDON SENIOR CITIZENS C | 10/30/25 | appropriation NOV 2025 | 10-5-25-70480 Senior Citizen Center | 1291.67 | 3610 | 11/10/25 |
| 311271 | CARD SERVICE CENTER | 10/03/25 | VMCTA-25/26 membership 12437 | 10-5-13-10330 Dues & Subscriptions | 45.00 C | 112501 | 11/07/25 |
| 311271 | CARD SERVICE CENTER | 09/30/25 | '15 F550- Caliper 12438 | 10-5-15-41160 HW Maint. Supplies-Vehicl | 109.78 C | 112502 | 11/07/25 |
| 311271 | CARD SERVICE CENTER | 10/01/25 | Rigid Multi-tool &grinder 12439 | 10-5-15-41110 New Equipment-Misc. Tools | 238.00 C | 112503 | 11/07/25 |
| 311271 | CARD SERVICE CENTER | 10/03/25 | tractor PTO cable 12440 | 10-5-15-41110 New Equipment-Misc. Tools | 82.00 C | 112504 | 11/07/25 |
| 311271 | CARD SERVICE CENTER | 10/12/25 | Cheer-tumble clinic 12441 | 10-5-18-40090 Cheerleading | 260.00 C | 112505 | 11/07/25 |
| 311271 | CARD SERVICE CENTER | 09/23/25 | oil,gloves,fountain,bulbs 12442 | 10-5-10-42140 Maint. Supplies - Bldgs garbage bags,sign holders. | 155.28 C | 112506 | 11/07/25 |
| 311271 | CARD SERVICE CENTER | 09/23/25 | oil,gloves,fountain,bulbs 12442 | 10-5-15-43120 Park Maint. garbage bags,sign holders. | 499.20 C | 112506 | 11/07/25 |
| 311271 | CARD SERVICE CENTER | 09/23/25 | oil,gloves,fountain,bulbs 12442 | 10-5-18-21050 Bldg Maint- Town Hall garbage bags,sign holders. | 349.86 C | 112506 | 11/07/25 |
| 311271 | CARD SERVICE CENTER | 09/23/25 | oil,gloves,fountain,bulbs 12442 | 10-5-15-43120 Park Maint. garbage bags,sign holders. | 98.92 C | 112506 | 11/07/25 |
| 311271 | CARD SERVICE CENTER | 09/23/25 | oil,gloves,fountain,bulbs 12442 | 10-5-18-40040 After School Activity garbage bags,sign holders. | 34.99 C | 112506 | 11/07/25 |
| 311271 | CARD SERVICE CENTER | 09/23/25 | oil,gloves,fountain,bulbs 12442 | 10-5-15-41120 Safety Equipment garbage bags,sign holders. | 159.99 C | 112506 | 11/07/25 |
| 311271 | CARD SERVICE CENTER | 09/23/25 | oil,gloves,fountain,bulbs 12442 | 10-5-15-41110 New Equipment-Misc. Tools garbage bags,sign holders. | 35.98 C | 112506 | 11/07/25 |
| 311271 | CARD SERVICE CENTER | 09/23/25 | oil,gloves,fountain,bulbs 12442 | 20-5-55-41110 New Equipment-Misc Tools garbage bags,sign holders. | 1696.09 C | 112506 | 11/07/25 |
| 311271 | CARD SERVICE CENTER | 09/23/25 | oil,gloves,fountain,bulbs 12442 | 20-5-55-41120 Safety Equipment garbage bags,sign holders. | 184.00 C | 112506 | 11/07/25 |
| 311271 | CARD SERVICE CENTER | 09/23/25 | oil,gloves,fountain,bulbs 12442 | 20-5-55-41110 New Equipment-Misc Tools garbage bags,sign holders. | 43.09 C | 112506 | 11/07/25 |

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| | | Date | Invoice Number | | Paid | Number | Date |
| 311271 | CARD SERVICE CENTER | 10/03/25 | Apple Mac ,AppleCare- 3yr | 10-5-10-30210 | 1041.28 | C 112507 | 11/07/25 |
| | | | 12443 | Office Equipment | | | |
| | cables. | | | | | | |
| 311271 | CARD SERVICE CENTER | 10/03/25 | Apple Mac ,AppleCare- 3yr | 10-5-10-30110 | 25.98 | C 112507 | 11/07/25 |
| | | | 12443 | Office Supplies | | | |
| | cables. | | | | | | |
| 311271 | CARD SERVICE CENTER | 09/22/25 | Active shooter instructor | 10-5-14-10340 | 935.00 | C 112508 | 11/07/25 |
| | | | 12476 | Professional Development | | | |
| 311271 | CARD SERVICE CENTER | 09/22/25 | conversion bolt kit | 10-5-14-30120 | 216.99 | C 112509 | 11/07/25 |
| | | | 12477 | Professional Supplies | | | |
| 311271 | CARD SERVICE CENTER | 09/22/25 | ammunition | 10-5-14-30120 | 446.10 | C 112510 | 11/07/25 |
| | | | 12478 | Professional Supplies | | | |
| 311271 | CARD SERVICE CENTER | 10/06/25 | BPD patches | 10-5-14-10320 | 400.00 | C 112511 | 11/07/25 |
| | | | 12481 | Clothing Allowance | | | |
| 311271 | CARD SERVICE CENTER | 09/15/25 | mini-skidsteer rental | 20-5-55-20241 | 384.76 | C 112512 | 11/07/25 |
| | | | 12502 | Equipment Rental | | | |
| 311271 | CARD SERVICE CENTER | 09/26/25 | Add Ind-1 yr subscript. | 10-5-10-10330 | 75.00 | C 112513 | 11/07/25 |
| | | | 12504 | Dues & Subscriptions | | | |
| 301503 | CHAMPLAIN VALLEY FUELS | 10/22/25 | diesel fuel | 10-5-15-41130 | 921.07 | | 3611 11/10/25 |
| | | | 583103 | Fuel - Vehicles HW | | | |
| 301503 | CHAMPLAIN VALLEY FUELS | 10/31/25 | heating fuel @ HWY | 10-5-15-42110 | 163.71 | | 3611 11/10/25 |
| | | | 584307 | Heating Fuel - Bldg | | | |
| 101216 | COHEN, JEFFREY S & CYNTHI | 11/05/25 | refund of damage deposit | 10-2-00-02710 | 300.00 | | 3612 11/10/25 |
| | | | A-323 | Deposits Payable | | | |
| 310097 | COMCAST | 10/21/25 | Oct 28 - Nov 27 | 20-5-55-42100 | 209.14 | | 3613 11/10/25 |
| | | | WW 10/21/25 | Wastewater Telephone | | | |
| 310037 | CONSOLIDATED COMMUNICATIO | 10/18/25 | Sep 18 to Oct 17 @ TH | 10-5-18-21050 | 83.40 | | 3614 11/10/25 |
| | | | TH 10/18/25 | Bldg Maint- Town Hall | | | |
| 100494 | ENDYNE INC | 10/24/25 | testing | 20-5-55-22120 | 45.00 | | 3615 11/10/25 |
| | | | 554356 | Testing | | | |
| 100494 | ENDYNE INC | 10/27/25 | testing | 20-5-55-22120 | 225.00 | | 3615 11/10/25 |
| | | | 554498 | Testing | | | |
| 100494 | ENDYNE INC | 10/31/25 | testing | 20-5-55-22120 | 45.00 | | 3615 11/10/25 |
| | | | 555034 | Testing | | | |
| 311275 | FIT FACTORY FITNESS CENTE | 11/05/25 | RLF grant prceeds | 37-5-10-10110 | 59989.00 | | 3596 11/05/25 |
| | | | 11/5/25 | Grant Administration | | | |
| 300187 | FLORENCE CRUSHED STONE | 10/18/25 | rock fines | 10-5-15-46140 | 578.01 | | 3616 11/10/25 |
| | | | 5021790 | Gravel | | | |
| 311128 | GREEN MOUNTAIN GARAGE | 10/22/25 | safety pin clips | 10-5-15-41160 | 7.49 | | 3617 11/10/25 |
| | | | 235174 | HW Maint. Supplies-Vehicle | | | |
| 311128 | GREEN MOUNTAIN GARAGE | 10/23/25 | filters, grease | 10-5-15-41160 | 337.95 | | 3617 11/10/25 |
| | | | 235202 | HW Maint. Supplies-Vehicle | | | |
| 311128 | GREEN MOUNTAIN GARAGE | 10/27/25 | de-icer | 20-5-55-41150 | 8.98 | | 3617 11/10/25 |
| | | | 235310 | Other Supplies - Vehicles | | | |
| 310233 | GREEN MOUNTAIN POWER | 11/03/25 | 7 Conant - lighting | 10-5-21-22500 | 50.09 | | 3618 11/10/25 |
| | | | 11/25 047828 | Electric EV Car Stations | | | |
| 310233 | GREEN MOUNTAIN POWER | 11/04/25 | WWTF 480 volt service | 20-5-55-42130 | 3535.14 | | 3618 11/10/25 |
| | | | 11/25 079168 | Electric | | | |
| 310233 | GREEN MOUNTAIN POWER | 11/04/25 | Newton pump station | 20-5-55-42130 | 353.29 | | 3618 11/10/25 |
| | | | 11/25 089202 | Electric | | | |

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|----------------------------------|--------------|--|--|---------|------------|--------------|
| | | | | Date | Check Date | |
| 310233 GREEN MOUNTAIN POWER | 11/05/25 | Central Pk/traffic lights 11/25 170028 | 10-5-15-42125 Electric-Parks/Lights | 135.36 | 3618 | 11/10/25 |
| 310233 GREEN MOUNTAIN POWER | 11/04/25 | Estabrook Park 11/25 240302 | 10-5-18-21110 Electric- Estabrook | 61.23 | 3618 | 11/10/25 |
| 310233 GREEN MOUNTAIN POWER | 11/04/25 | Carver pump station 11/25 290502 | 20-5-55-42130 Electric | 54.30 | 3618 | 11/10/25 |
| 310233 GREEN MOUNTAIN POWER | 11/04/25 | Green Park 11/25 317702 | 10-5-15-42125 Electric-Parks/Lights | 29.53 | 3618 | 11/10/25 |
| 310233 GREEN MOUNTAIN POWER | 11/04/25 | Country Club pump station 11/25 338602 | 20-5-55-42130 Electric | 34.37 | 3618 | 11/10/25 |
| 310233 GREEN MOUNTAIN POWER | 11/03/25 | 7 Conant - car chargers 11/25 339840 | 10-5-21-22500 Electric EV Car Stations | 490.96 | 3618 | 11/10/25 |
| 310233 GREEN MOUNTAIN POWER | 11/05/25 | Town Hall 11/25 451302 | 10-5-18-21100 Electric- Town Hall | 185.26 | 3618 | 11/10/25 |
| 310233 GREEN MOUNTAIN POWER | 11/04/25 | Brookdale pump station 11/25 467702 | 20-5-55-42130 Electric | 45.50 | 3618 | 11/10/25 |
| 310233 GREEN MOUNTAIN POWER | 11/03/25 | Crescent Park 11/25 737937 | 10-5-15-42125 Electric-Parks/Lights | 318.20 | 3618 | 11/10/25 |
| 310233 GREEN MOUNTAIN POWER | 11/05/25 | Police Station 11/25 822212 | 10-5-14-42130 PD Electric charges | 109.50 | 3618 | 11/10/25 |
| 310233 GREEN MOUNTAIN POWER | 11/04/25 | street lights 11/25 851302 | 10-5-15-42120 Electric-Street Lights | 3664.63 | 3618 | 11/10/25 |
| 310233 GREEN MOUNTAIN POWER | 11/04/25 | WWTF security light 11/25 860302 | 20-5-55-42130 Electric | 32.61 | 3618 | 11/10/25 |
| 310233 GREEN MOUNTAIN POWER | 11/05/25 | Champlain pump station 11/25 867202 | 20-5-55-42130 Electric | 170.72 | 3618 | 11/10/25 |
| 300600 HOLLAND COMPANY INC | 11/05/25 | sodium bisulfite PI-36488 | 20-5-55-50140 Sodium Bisulfite | 2611.12 | 3620 | 11/10/25 |
| 100810 IBF SOLUTIONS INC | 10/21/25 | checks 56844 | 10-5-10-30110 Office Supplies | 528.04 | 3621 | 11/10/25 |
| 310335 KAS INC | 07/22/25 | 191 Newton-Asbestos insp 306250471-1 | 56-5-06-20200 Newton Rd Flood-Legal | 910.50 | 3622 | 11/10/25 |
| 101156 KONICA MINOLTA PREMIER FI | 10/20/25 | copier contract 566889390 | 10-5-10-30130 Service Contracts | 461.90 | 3597 | 11/07/25 |
| 311176 LILY WHITE CLEANING SERVI | 10/29/25 | cleaning 102925 | 10-5-14-20220 PD-Custodian | 70.00 | 3623 | 11/10/25 |
| 311176 LILY WHITE CLEANING SERVI | 10/29/25 | cleaning 102925 | 10-5-10-21000 Custodian- Town Office | 87.50 | 3623 | 11/10/25 |
| 311176 LILY WHITE CLEANING SERVI | 10/29/25 | cleaning 102925 | 10-5-18-21010 Custodian- Estabrook | 17.50 | 3623 | 11/10/25 |
| 311176 LILY WHITE CLEANING SERVI | 10/29/25 | cleaning 102925 | 10-5-18-21000 Custodian- Town Hall | 52.50 | 3623 | 11/10/25 |
| 311176 LILY WHITE CLEANING SERVI | 11/05/25 | cleaning 110525 | 10-5-14-20220 PD-Custodian | 87.50 | 3623 | 11/10/25 |
| 311176 LILY WHITE CLEANING SERVI | 11/05/25 | cleaning 110525 | 10-5-18-21000 Custodian- Town Hall | 87.50 | 3623 | 11/10/25 |
| 311176 LILY WHITE CLEANING SERVI | 11/05/25 | cleaning 110525 | 10-5-18-21010 Custodian- Estabrook | 8.75 | 3623 | 11/10/25 |
| 311176 LILY WHITE CLEANING SERVI | 11/05/25 | cleaning 110525 | 10-5-10-21000 Custodian- Town Office | 105.00 | 3623 | 11/10/25 |

| Vendor | Invoice Date | Invoice Number | Account | Amount | Check | Check |
|--------|---------------------------|-----------------------------------|---------------------------|----------|-------|----------|
| | | | | | Paid | Number |
| | | | | | | Date |
| 100588 | MARKOWSKI EXCAVATING INC | 11/05/25 refund of damage deposit | 10-4-15-04330 | -50.00 | 3624 | 11/10/25 |
| | | E-281 | Excavation Permit Revenue | | | |
| 100588 | MARKOWSKI EXCAVATING INC | 11/05/25 refund of damage deposit | 10-2-00-02710 | 300.00 | 3624 | 11/10/25 |
| | | E-281 | Deposits Payable | | | |
| 100588 | MARKOWSKI EXCAVATING INC | 11/05/25 refund of damage deposit | 10-4-13-04580 | -11.00 | 3624 | 11/10/25 |
| | | E-281 | Records Preservation | | | |
| 100588 | MARKOWSKI EXCAVATING INC | 11/05/25 refund of damage deposit | 10-4-13-04510 | -4.00 | 3624 | 11/10/25 |
| | | E-281 | Land Records | | | |
| 310586 | MARTIN, DAVID J | 11/05/25 refund of damage deposit | 10-2-00-02710 | 300.00 | 3625 | 11/10/25 |
| | | E-274 | Deposits Payable | | | |
| 330377 | MATTHEW BENDER & COMPANY | 10/14/25 VT stat supp pkg & idx | 10-5-14-30120 | 464.61 | 3626 | 11/10/25 |
| | | 46956905 | Professional Supplies | | | |
| 310397 | MILTON CAT | 10/27/25 hose, seals | 10-5-15-41160 | 248.78 | 3627 | 11/10/25 |
| | | INV3726929 | HW Maint. Supplies-Vehicl | | | |
| 301033 | MOMAR INCORPORATED | 10/31/25 C-Cide | 20-5-55-51310 | 4158.93 | 3628 | 11/10/25 |
| | | PSI644154 | Collection Systems | | | |
| 100156 | NAYLOR & BREEN BUILDERS I | 11/05/25 refund of damage deposit | 10-2-00-02710 | 300.00 | 3629 | 11/10/25 |
| | | E-276 | Deposits Payable | | | |
| 311081 | OTTER CREEK WATERSHED INS | 11/03/25 appropriation | 10-5-17-71800 | 12611.25 | 3630 | 11/10/25 |
| | | 34 | Mosquito Control | | | |
| 301088 | PETE'S TIRE BARNS INC | 10/27/25 tires | 10-5-15-41170 | 984.80 | 3631 | 11/10/25 |
| | | 046762 | HW Tires - Vehicles | | | |
| 100274 | PETTY CASH - TOWN OFFICE | 11/04/25 postage and lamps | 10-5-10-30132 | 77.20 | 3632 | 11/10/25 |
| | | NOV 2025 | Postage Expenses | | | |
| 100274 | PETTY CASH - TOWN OFFICE | 11/04/25 postage and lamps | 10-5-13-30110 | 72.00 | 3632 | 11/10/25 |
| | | NOV 2025 | Office Supplies | | | |
| 311274 | PINE GROVE GARDENS LLC | 10/30/25 RLF Proceeds | 37-5-10-10110 | 40000.00 | 3592 | 10/30/25 |
| | | 10/30/25 | Grant Administration | | | |
| 300135 | RUTLAND NORTHEAST SUPERVI | 10/22/25 trip to St. Peters Field | 10-5-18-40010 | 169.18 | 3633 | 11/10/25 |
| | | 102225 | Middle School Football | | | |
| 100493 | RUTLAND REGIONAL PLANNING | 10/29/25 annual dues FY 26 | 10-5-17-71300 | 4129.00 | 3634 | 11/10/25 |
| | | 6252 | Rut. Regional Commission | | | |
| 101217 | SCHNEIDER, JOHN | 11/05/25 refund of damage deposit | 10-2-00-02710 | 300.00 | 3635 | 11/10/25 |
| | | A-348 | Deposits Payable | | | |
| 100006 | SOUTHWESTERN VT COUNCIL O | 10/30/25 appropriation | 10-5-25-70190 | 725.00 | 3636 | 11/10/25 |
| | | NOV 2025 | SW VT Council on Aging | | | |
| 310099 | STEPHEN A DOUGLAS BIRTHPL | 10/30/25 appropriation | 10-5-25-70430 | 1250.00 | 3637 | 11/10/25 |
| | | NOV 2025 | Stephen A. Douglas Inc. | | | |
| 300592 | SUBURBAN PROPANE LP | 10/14/25 propane @ WW lab bldg | 20-5-55-42110 | 266.69 | 3638 | 11/10/25 |
| | | 541657 | LP Gas - Bldgs | | | |
| 300592 | SUBURBAN PROPANE LP | 10/21/25 propane @ Police Station | 10-5-14-42110 | 201.44 | 3638 | 11/10/25 |
| | | 541759 | PD Heating Fuel | | | |
| 301145 | TKJ PLUMBING & HEATING | 10/17/25 circulator issues | 10-5-10-42140 | 2892.50 | 3639 | 11/10/25 |
| | | 5939 | Maint. Supplies - Bldgs | | | |
| 100487 | TREASURER, COUNTY OF RUTL | 11/03/25 county tax | 10-5-17-71100 | 13920.11 | 3640 | 11/10/25 |
| | | NOV 2025 | County Tax | | | |
| 330348 | VERIZON WIRELESS | 10/23/25 Sep 24 - Oct 23 | 10-5-14-20233 | 200.09 | 3641 | 11/10/25 |
| | | 6126725815 | MDT/Aircards | | | |
| 100485 | VNA & HOSPICE OF THE SOUT | 10/30/25 appropriation | 10-5-25-70200 | 2550.00 | 3642 | 11/10/25 |
| | | NOV 2025 | RAVNA | | | |

11/07/25

12:38 pm

TOWN OF BRANDON Accounts Payable
 Check Warrant Report # 63914 Current Prior Next FY Invoices
 All Invoices For Check Acct 01(10 General Fund) 11/10/25 To 11/10/25

Page 6 of 6

| Vendor | | Invoice | Invoice Description | Amount | Check | Check | |
|--------------|----------|----------|------------------------------|-----------------------------------|---------|-------|----------|
| | | Date | Invoice Number | | Account | Paid | Number |
| 311070 | WEX BANK | 10/31/25 | fuel cards- Oct 108325825 | 10-5-14-41130 Fuel - Vehicles | 152.58 | 3643 | 11/10/25 |
| 311070 | WEX BANK | 10/31/25 | fuel cards- Oct 108325825 | 20-5-55-41130 Fuel - Vehicles | 154.56 | 3643 | 11/10/25 |
| 311070 | WEX BANK | 10/31/25 | fuel cards- Oct 108325825 | 10-5-15-44100 HW Equip. Maint. | 45.14 | 3643 | 11/10/25 |
| Report Total | | | | 237310.55 | ===== | | |

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 \$ ***237,310.55
 Let this be your order for the payments of these amounts.

FOR COMMUNITY AWARENESS

- Veterans Day exercises under the direction of the American Legion will take place at the Civil War Soldiers Monument in Central Park at 11AM on Tuesday, November 11th.
- Thanks to Mr Gabe McGuigan who is stepping down after 16+ years of service as Brandon's representative to the Rutland County Solid Waste District, of which he has most recently been the vice-chair of the board and of the executive committee. Gabe has been instrumental in stabilizing the board during a time of turbulence.

PUBLIC WORKS MISSION

- Thanks to all the residents who are caring for the bioswales / rain gardens on Park Street and Pearl Street. End-of-season cleanup has been assisted by the Town staff.
- The Town is pleased to welcome longtime Brandon resident Mr Ray Marcoux to the professional staff in the wastewater treatment division. Ray is known in the community as a hard worker, and we look forward to his contributions to our public works mission.
- Road grading in Goshen this week completes the Town's contracted maintenance schedule there for the calendar year. We expect to discuss renewal of the contract over the winter in time for spring street sweeping of paved roads and post-winter grading.
- Belden Co will be in Brandon in November to clean the sand filters in the stormwater system installed as part of Segment 6. This is part of our annual maintenance requirement to keep this infrastructure functioning as designed to treat stormwater discharge.
- Electrical power to the globe lights on the west side of Center Street was restored following the lightning strike. Thanks to Perkins Electric. Lights around the library and Methodist church are still out of service while electricians try to ascertain why they fault so often.
- The random drug testing provider for our CDL drivers in Public Works (HWY & WWT) has changed, and we are jumping through hoops to set our drivers up with the new company. This will ensure safe operation by our Town team of our equipment and safe roads for all.
- All three clarifiers at wastewater are again fully operational and ready for winter (and predictable increased seasonal flow in the spring) now that the royalite curtain in the middle clarifier has been replaced. Thanks to Richard Reed & Son for installation.
- A status conference at Rutland District Court for one of the Sanderson covered bridge allisions is scheduled for Monday morning the 10th. The victim's advocate is keeping the Town informed; we are not appearing or engaging legal representation.

PUBLIC SAFETY MISSION

- Replacement service weapons and holsters are at the dealer, and the Chief took delivery on Friday. The officers will immediately test to qualify on the new weapons.
- The police chief and town management team are recommending to the selectboard consideration of a contract with the Rutland County Sheriff's Department for traffic enforcement in Brandon for a six-month period. I may have a draft contract for your consideration Monday night. Otherwise, I will be asking for the selectboard to authorize me in an "amount not to exceed" purchase order fashion.
- The delivery of the replacement cruiser is imminent and I am requesting permission to put the oldest cruiser on Municibid at this time to maximize its value while still sporting a valid State of Vermont vehicle safety inspection sticker.

(continued next pages)

ADMINISTRATION & FINANCE MISSION

- I certified with Vermont Public Safety the final ERAF (Emergency Relief and Assistance Fund) calculations from the July 2023 flood response. We have now received ERAF of \$16,495.68. FEMA covered 100% of the wastewater treatment response (\$11,102.90) and 100% of the debris removal (\$6,757.50) from the Neshobe River and environs. FEMA covered 90% (\$186,269.49) of the Newton Road reconstruction (\$206,966.10). FEMA covered 90% (\$4,065.22) of our dirt road repairs (\$4,516.91 for ditching, culverts, regraveling) on Wagner Road and Birch Hill; the Vermont ERAF share of Newton Road and the dirt road repair is 7.8%; the Town's share of those two projects is just 2.2%. Brandon qualifies for the very highest level of Federal and State reimbursements due to work undertaken by the select boards, planning commissions, zoning administrators, and town managers over several years.
- I conveyed to the Fire District water superintendent our determination that billing/collecting/setting up and tracking payment plans for the drinking water user accounts is valued at \$30,000. I have further learned from the town treasurer that this figure was initially arrived at by a previous town manager making inquiries about what the Town would be charged to outsource the wastewater billing to a private service (rather than hire a part-time clerk in the wastewater department). The figure is in the neighborhood of ten years old at this point. There are 300 more Fire District drinking water accounts than there are Town wastewater accounts, so the order of magnitude is comparable at +/- 1,000 accounts for each fund.
- A significant amount of time early in the week was spent to fulfill a public records request for all grants applied for for 2022 - 2025 inclusive. The end result has been a summation which was provided to the requestor within the statutorily-required response time. The summation was also provided to the selectboard as a matter of awareness. It indicates that the Town of Brandon sought \$4.9MM in grants over the reporting period, and was awarded \$3.4MM, a 68% success rate. This is about the amount of a full year's operating budget, so if you spread it out over four years, it essentially means we provided services and made investments valued at 25% beyond the Town budget every year through grant funding.
- Interest on taxes/wastewater posts monthly. Penalties post annually: May 15 is the fourth installment of the property tax, and taxes unpaid after that date are assessed the penalty (8%); wastewater the fourth installment is due September 30, so the penalty is assessed October 15th.
- The Town received its quarterly distribution of the Local Option Tax (1% tax) revenue in the amount of \$91,736.27. This is the first time our revenue has exceeded \$90,000 for any quarter, and brings the total revenue since first receipts (Feb 2017) to \$2.14MM.

COMMUNITY DEVELOPMENT MISSION

- Both code officer Larry Stevens and I registered for a VLCT training on short-term rentals (AirBnBs) held Saturday the 8th. We will attend virtually rather than trek to Lake Morey.
- Bill Moore and I delivered Bernie Carr to the CEDRR annual meeting at Killington where he was named the Rutland Region Volunteer of the Year/Decades. Congratulations, Bernie!
- Bill Moore and I represented the town at the ribbon-cutting of Ida's House of Vermont, a new dementia-care facility in Brandon's Park Village. This is a lovely homelike setting and the staff are on the leading edge of whole-patient-centered dementia care. Founder Tiney Ray and Executive Director Anna Lang will welcome their first residents soon. Welcome to Brandon!
- The Brandon planning commission will be taking a look at Brandon's rental housing ordinance with a view to meeting current Vermont statutes. This will come before the selectboard after the planning commission phase, and will be a good time to evaluate the overall effectiveness of the rental housing program and improve what it delivers for the community.

FOLLOW-UP

- Two people who have been (separately) living in Brandon without housing have been of concern to town officials and members of the public. Town staff have been trying to connect them with appropriate services. The constitutional rights of these citizens are being respected as are the necessity of preserving public health and order and preventing trespassing. It is thought that one of them may have moved along to receive services in another community.
- I followed up to report actions we took to comply with last month's closed landfill inspection; the Town staff was able to correct all deficiencies in-house.
- I had meetings with residents, town officials, staff, and filled a number of requests for information.

FINANCIAL SNAPSHOT

- Delinquent tax: was \$529,610¹ now \$516,880 / Wastewater: was \$200,090 now \$215,908
 - (My last report included in error about \$90,000 in current year's late taxes which are not yet actually delinquent; today's figures return to the standard delinquent criteria)
- 12 properties remain on deck for tax sale (was 16)
- Unrestricted fund balance \$729,336
- Local option tax (1%) unobligated fund balance \$420,580
- Capital fund balance \$70,497

VOLUNTEER OPPORTUNITIES

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

Respectfully submitted,

Seth M. Hopkins

¹ As of October 13 report

| Account | Actual | | |
|-----------------------------------|---------------------|---------------------|---------------|
| | Budget | Actual | % of Budget |
| 10-4-09 Tax Revenues | 3,220,325.00 | 3,258,954.51 | 101.20% |
| 10-4-10 Town Administration Reven | 10,300.00 | 46,083.65 | 447.41% |
| 10-4-11 Assessor Revenues | 2,000.00 | 80.00 | 4.00% |
| 10-4-12 Code Enforcement Revenues | 15,500.00 | 3,167.00 | 20.43% |
| 10-4-13 Clerk/Treasurer Revenues | 176,370.00 | 100,496.38 | 56.98% |
| 10-4-14 Police Dept. Revenues | 10,550.00 | 4,156.36 | 39.40% |
| 10-4-15 Highway Dept Revenues | 171,300.00 | 90,535.21 | 52.85% |
| 10-4-18 Recreation Revenues | 94,500.00 | 34,617.45 | 36.63% |
| 10-4-21 ECONOMIC DEV. REV | 1,800.00 | 2,189.68 | 121.65% |
| Total Revenues | 3,702,645.00 | 3,540,280.24 | 95.61% |
| 10-5-09 Tax Expenditures | 5,000.00 | 0.00 | 0.00% |
| 10-5-10 Town Administration 10 | 458,450.00 | 202,220.10 | 44.11% |
| 10-5-11 Assessor | 41,590.00 | 15,397.33 | 37.02% |
| 10-5-12 Code Enforcement 12 | 55,905.00 | 14,452.87 | 25.85% |
| 10-5-13 Town Clerk 13 | 236,670.00 | 79,107.18 | 33.43% |
| 10-5-14 Police Dept 14 | 949,150.00 | 185,608.66 | 19.56% |
| 10-5-15 Highway 15 | 898,340.00 | 272,796.27 | 30.37% |
| 10-5-17 Intergovernmental 17 | 260,365.00 | 83,317.15 | 32.00% |
| 10-5-18 Recreation | 224,770.00 | 77,859.15 | 34.64% |
| 10-5-19 Debt Service 19 | 222,040.00 | 205,610.92 | 92.60% |
| 10-5-21 Economic Develop. 21 | 51,685.00 | 13,775.13 | 26.65% |
| 10-5-22 Bldgs. & Grounds | 0.00 | 9.48 | 100.00% |
| 10-5-25 Appropriations 25 | 298,680.00 | 164,631.70 | 55.12% |
| Total Expenditures | 3,702,645.00 | 1,314,785.94 | 35.51% |
| Total 10 General Fund | 0.00 | 2,225,494.30 | |
| Total All Funds | 0.00 | 2,225,494.30 | |

On pace spending: 9 warrants of 24 = 37 1/2%

The only departments ahead of pace are Appropriations (paid quarterly);
Debt Service (paid semi-annually); and Administration [lines over include Dues (paid annually),
Professional Development (annually), Auditors (some reimbursed from WWT later), Postage
(bulk buys), town office maintenance (boiler repair), office equipment (computers @ Windows 10
end of service life)].



November 10, 2025

The town will be working with a volunteer to assess the stage lighting situation to allow for more groups to use it without hiring a lighting technician.

Winter planning continues with the addition of more programming that includes the opening up of **youth wrestling** (grades k – 6). This program will start with some option mat time starting in December and Early January with the regular season practices beginning in **Late January**.

November 23rd the Neshobe Golf Course will play host to the **Neshobe Pie Gobbler** fun run. A fundraiser for Brandon Rec, this Sunday morning 3 mile “race” will also serve as the final race for the 20 youth who have been participating in the rejuvenated grades 3-6 kids running club. Thank you to **Coach Katie Mack** for stepping up to help grow this lifelong sport.

December 13th the Brandon Town Hall will host **Enerjazz** for a holiday concert. **7pm start and \$5 admission** at the door.

Tickets for the **January 7th** Brandon Rec Bus trip to see the **Boston Celtics play the Denver Nuggets** are still available. The “anthem buddy” tickets for youth ages 5 – 16 will allow for the kids to stand in front of the players during the national anthem. Get yours today before they are gone..

Brandon Idol contestant registration has opened! This 4 month long singing competition sees budding singers move from karaoke to playing with a band. **Someone will will \$1000; tell your friends who like to sing!**

All B-Rec registration information can be found at brandonrec.com

Respectfully Submitted,

A handwritten signature in blue ink that reads "Bill Moore".

Bill Moore

TO Selectboard
DATE 7 November 2025
RE Police fleet status

Current vehicles in service

| | | |
|---|---------------------------------|---------------------------|
| 1 | 2016 Ford Explorer ¹ | inspected through 01/2026 |
| 2 | 2020 Ford F-150 | inspected |
| 3 | 2022 Ford Explorer | inspected |

Anticipate accepting delivery before next selectboard meeting

| | | |
|---|--------------------|---|
| 4 | 2023 Dodge Charger | new and inspectable (to replace #1 in list above) |
|---|--------------------|---|

Current sworn police officer roster (does not include the administrative / clerical position)

| | |
|---|---|
| 1 | Chief David Kachajian |
| 2 | Officer Ethan Kelleher |
| 3 | Officer Mikayla Cochrane |
| 4 | Lieutenant Candidate (accepted offer; pending clear background investigation) |
| 5 | Officer Candidate (pending clear background investigation and police academy) |

The lieutenant candidate (#4) is a currently-certified Vermont officer coming to us from another Vermont agency. Pending background clearance, he would be able to be on duty beginning next month. The officer candidate (#5) has a spot reserved for him for the Level III academy which runs January through June and would then be in service in Brandon. If both of these candidates in fact complete the accession process, we will be fully staffed at the authorized budget level.

We would then have a police force of five, and we would have three cruisers. I would like the selectboard's authorization to go out to bid for a fourth cruiser. Upon receipt of bids, the selectboard may determine to award a bid (buy a cruiser) or may choose not to, but I think prudence requires we consider getting the fleet to a sufficient size to support our anticipated staffing level.

Potential funding sources, whether outright purchase (recommended) or lease-over-time, include:

- a surplus in FY26 police labor (this is how we funded a cruiser from FY25 surplus)
- b capital fund balance (unobligated fund balance equals about one cruiser [\$70,497])
- c local option tax (unobligated fund balance exceeds \$400,000)
- d general fund balance (unrestricted fund balance exceeds \$700,000)

Thank you for your consideration.

Respectfully submitted,



¹ Per previous board consideration and pending item #6 on this week's board agenda, the 2016 Explorer is to be auctioned while still inspected.

TO Selectboard
 DATE 5 November 2025
 RE Public Records Requests: Recommended Policy

The Town of Brandon affirms its commitment to transparency and facilitating the public's access to the records of its town government. I recently conducted broad-strokes research toward arriving at an equitable and lawful policy on town officials' fulfillment of public records requests.

As the board is aware, since the previous selectboard meeting, town staff met the statutory requirement for response to a public records request that was quite broad in scope. This raised a question about mandated dedicated use of staff time taking the professional staff away from their usual and necessary duties. I have examined the model policy published by VLCT as well as the uniform schedule of public records charges adopted by the Vermont Secretary of State.

My assessment is that the selectboard need not adopt its own public records policy, as the Town of Brandon is entirely covered by Vermont statute (law) in this regard [see Vermont Public Records Act, 1 VSA §§ 315 - 320; this is part of the "Selectboard Handbook" provided to each selectboard member upon their election to office]. The Public Records Act does not allow for much by way of local variation.

What the selectboard could consider in this regard is to address what the Town's fee will be for allowable charges, which are limited. Guidance from VLCT and from the Secretary of State are consistent in setting forth the permissibility of a fee after the first 30 minutes of staff time spent in fulfilling a public records request. Rather than setting our own fee, I recommend the Town adopt whatever is the then-current "uniform schedule of public record charges for state agencies (CVR 04-000-002)" as published and updated from time to time by the Vermont Secretary of State. The current relevant values on that schedule (ignoring 3.5" diskettes, CDs, audio and video tapes, etc, since we don't work in those media) are as follows¹:

| | |
|--|-------------------|
| Pursuant to 1 V.S.A. § 316(d) and Acts 1996, No. 159 section 1, the following fees are established: | Hourly \$19.80 |
| • For staff time involved in physically duplicating a record, \$.33 per minute after the first 30 minutes. | |
| • For senior-level staff time, and information technology specialists' time spent extracting data from databases or performing similar tasks necessary to comply with a request to create a new public record, \$.57 per minute. | |
| • For any other staff time for which cost can be charged and collected under this section, \$.45 per minute. | |
| • For photocopies, \$.05 per single-sided page, \$.09 per double-sided page for pages up to 8.5 by 14 inches. | |
| • For color photocopies, \$1.00 per single-sided page. | |
| • For computer-generated paper copies, \$.02 per page for pages up to 8.5 by 14 inches. | |
| | \$34.20 |
| | \$27.00 |

Thank you for your consideration.

Respectfully submitted,



¹ <https://www.vermonttreasurer.gov/about-treasurers-office/public-records-policy> — the "hourly" box to the right on this sheet is a calculation for the selectboard's convenience; it does not appear on the secretary of state's site