

AGENDA — SELECTBOARD

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

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.

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

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

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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	155.28	C 112506	11/07/25
		garbage bags, sign holders.					
311271	CARD SERVICE CENTER	09/23/25 oil,gloves,fountain,bulbs	12442	10-5-15-43120 Park Maint.	499.20	C 112506	11/07/25
		garbage bags, sign holders.					
311271	CARD SERVICE CENTER	09/23/25 oil,gloves,fountain,bulbs	12442	10-5-18-21050 Bldg Maint- Town Hall	349.86	C 112506	11/07/25
		garbage bags, sign holders.					
311271	CARD SERVICE CENTER	09/23/25 oil,gloves,fountain,bulbs	12442	10-5-15-43120 Park Maint.	98.92	C 112506	11/07/25
		garbage bags, sign holders.					
311271	CARD SERVICE CENTER	09/23/25 oil,gloves,fountain,bulbs	12442	10-5-18-40040 After School Activity	34.99	C 112506	11/07/25
		garbage bags, sign holders.					
311271	CARD SERVICE CENTER	09/23/25 oil,gloves,fountain,bulbs	12442	10-5-15-41120 Safety Equipment	159.99	C 112506	11/07/25
		garbage bags, sign holders.					
311271	CARD SERVICE CENTER	09/23/25 oil,gloves,fountain,bulbs	12442	10-5-15-41110 New Equipment-Misc. Tools	35.98	C 112506	11/07/25
		garbage bags, sign holders.					
311271	CARD SERVICE CENTER	09/23/25 oil,gloves,fountain,bulbs	12442	20-5-55-41110 New Equipment-Misc Tools	1696.09	C 112506	11/07/25
		garbage bags, sign holders.					
311271	CARD SERVICE CENTER	09/23/25 oil,gloves,fountain,bulbs	12442	20-5-55-41120 Safety Equipment	184.00	C 112506	11/07/25
		garbage bags, sign holders.					
311271	CARD SERVICE CENTER	09/23/25 oil,gloves,fountain,bulbs	12442	20-5-55-41110 New Equipment-Misc Tools	43.09	C 112506	11/07/25
		garbage bags, sign holders.					

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

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

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

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
100588	11/05/25	refund of damage deposit	E-281	10-4-15-04330 Excavation Permit Revenue	-50.00	3624	11/10/25
100588	11/05/25	refund of damage deposit	E-281	10-2-00-02710 Deposits Payable	300.00	3624	11/10/25
100588	11/05/25	refund of damage deposit	E-281	10-4-13-04580 Records Preservation	-11.00	3624	11/10/25
100588	11/05/25	refund of damage deposit	E-281	10-4-13-04510 Land Records	-4.00	3624	11/10/25
310586	11/05/25	refund of damage deposit	E-274	10-2-00-02710 Deposits Payable	300.00	3625	11/10/25
330377	10/14/25	VT stat supp pkg & idx	46956905	10-5-14-30120 Professional Supplies	464.61	3626	11/10/25
310397	10/27/25	hose, seals	INV3726929	10-5-15-41160 HW Maint. Supplies-Vehicl	248.78	3627	11/10/25
301033	10/31/25	C-Cide	PSI644154	20-5-55-51310 Collection Systems	4158.93	3628	11/10/25
100156	11/05/25	refund of damage deposit	E-276	10-2-00-02710 Deposits Payable	300.00	3629	11/10/25
311081	11/03/25	appropriation	34	10-5-17-71800 Mosquito Control	12611.25	3630	11/10/25
301088	10/27/25	tires	046762	10-5-15-41170 HW Tires - Vehicles	984.80	3631	11/10/25
100274	11/04/25	postage and lamps	NOV 2025	10-5-10-30132 Postage Expenses	77.20	3632	11/10/25
100274	11/04/25	postage and lamps	NOV 2025	10-5-13-30110 Office Supplies	72.00	3632	11/10/25
311274	10/30/25	RLF Proceeds	10/30/25	37-5-10-10110 Grant Administration	40000.00	3592	10/30/25
300135	10/22/25	trip to St. Peters Field	102225	10-5-18-40010 Middle School Football	169.18	3633	11/10/25
100493	10/29/25	annual dues FY 26	6252	10-5-17-71300 Rut. Regional Commission	4129.00	3634	11/10/25
101217	11/05/25	refund of damage deposit	A-348	10-2-00-02710 Deposits Payable	300.00	3635	11/10/25
100006	10/30/25	appropriation	NOV 2025	10-5-25-70190 SW VT Council on Aging	725.00	3636	11/10/25
310099	10/30/25	appropriation	NOV 2025	10-5-25-70430 Stephen A. Douglas Inc.	1250.00	3637	11/10/25
300592	10/14/25	propane @ WW lab bldg	541657	20-5-55-42110 LP Gas - Bldgs	266.69	3638	11/10/25
300592	10/21/25	propane @ Police Station	541759	10-5-14-42110 PD Heating Fuel	201.44	3638	11/10/25
301145	10/17/25	circulator issues	5939	10-5-10-42140 Maint. Supplies - Bldgs	2892.50	3639	11/10/25
100487	11/03/25	county tax	NOV 2025	10-5-17-71100 County Tax	13920.11	3640	11/10/25
330348	10/23/25	Sep 24 - Oct 23	6126725815	10-5-14-20233 MDT/Aircards	200.09	3641	11/10/25
100485	10/30/25	appropriation	NOV 2025	10-5-25-70200 RAVNA	2550.00	3642	11/10/25

11/07/25

TOWN OF BRANDON Accounts Payable

12:38 pm

Check Warrant Report # 63914 Current Prior Next FY Invoices

Jacelyn

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

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
311070	10/31/25	fuel cards- Oct 108325825	10-5-14-41130 Fuel - Vehicles	152.58	3643	11/10/25
311070	10/31/25	fuel cards- Oct 108325825	20-5-55-41130 Fuel - Vehicles	154.56	3643	11/10/25
311070	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, regravelling) 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,



¹ As of October 13 report

10 General Fund

Account	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 = 37½%

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 win \$1000; tell your friends who like to sing!**

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

Respectfully Submitted,

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)
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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:

- 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.

Hourly
\$19.80
\$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