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A G E N D A — S E L E C T B O A R D

Monday, November 24, 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 November 10, 2025 (regular meeting)
 - b Minutes of November 17, 2025 (FY27 budget workshop)
 - c FY26 Check Warrant / Orders on the Treasurer
- 4 Reports to the Selectboard
 - a Town Manager
 - b Community Development
- 5 Consider Approval of Errors and Omissions Report for 2025 Grand List from Assessor
- 6 Advise presentation date for Forest Dale Path scoping study report (grant requirement)
- 7 Public Comment and Participation
- 8 Adjourn

Next regular selectboard meeting: **Monday, December 8, 2025 @ 7PM**
Next selectboard FY27 public budget workshop: **TUESDAY, December 9, 2025 @ 7PM**

MINUTES OF NOVEMBER 10, 2025

SELECTBOARD

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

Others Present: Seth Hopkins, Bill Moore, Brent Buehler, Gerard Lowell, Mike Frankiewicz, Steve Bissette, Ray Marcoux, Chris Kent, June Kelly, Chris Powers. By Zoom: Bruce Jenson, Jan Coolidge, Keith Whitcomb, Billy Bullock, Tom Kilpeck, Nicole Webb.

- 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(c)(ii) is for November 22nd, not November 11th. Amended agenda voted 5-0.
- 2 No selectboard member remarks were offered ahead of the meeting.
- 3 Motion by Haylon/Coolidge to approve items 3a through 3c as a consent agenda. Voted 5-0.
- 4 Consideration of reports of the Town Management and Community Development were facilitated by Chair Bailey with questions answered by Seth Hopkins and Bill Moore. Various topics are highlighted in the Minutes AI meeting notes below. A couple of items from the previous meeting were given follow-up reports. No votes taken.
- 5 After introduction by the town manager and consideration/discussion, the proposed traffic enforcement contract with the Rutland County Sheriff's Department was approved as presented. Motion by Haylon/Reniche-Smith. Voted 5-0.
- 6 After discussion of town manager's one-page memo on cruisers in meeting packet, the selectboard authorized auctioning the 2016 Ford cruiser on Municibid. Motion by Coolidge/Haylon. Voted 5-0.
- 7 After discussion and public comment, the selectboard authorized the town manager to request bids for a police cruiser, with no commitment to award a bid and no selection of which of the funding options available would be chosen if they determine to buy one. Motion by Haylon/Reniche-Smith. Voted 5-0.
- 8 After discussion and public comment, the selectboard voted that the Town of Brandon will charge, after the first half hour of staff time, fees for public records requests as set forth in the "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. Motion by Haylon/Ethier. Voted 5-0.
- 9 Further public comment was invited but none forthcoming.
- 10 Motion by Coolidge/Haylon to adjourn. Not debatable. Voted 5-0. 7:55PM.

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 November 10, 2025 at 6:59 PM by Minutes AI

1 Adoption of the Agenda

- Motion to adopt the agenda as warned.

- Correction: Under agenda item three, sub C, sub two, for the liquor permit for Red Clover Ale Company, the date is November 22nd, not November 11th.

- All in favor of the motion: Aye.

2 No action

3 Consent Agenda

- Motion to list items 3, A, B and C, sub 1 and 2 on a consent agenda.
- All in favor of the motion: Aye.

4a Town Manager Report

- Veterans Day exercises will be held under the direction of the American Legion at the Civil War Soldiers Monument in Central Park at 11 o' clock tomorrow morning.
- Gabe McGuigan is completing 16+ years of service as Brandon's representative to the Rutland County Solid Waste District. Thanks to Gabe for his service.
- Open positions include:
 - Alternate to the Brandon Development Review Board
 - Alternate to the Brandon Planning Commission
 - Voting member of the Energy Committee
 - Delegate/representative to the Rutland County Solid Waste District
- Ray Marcoux has accepted a position in the Wastewater treatment division. (Applause)
- New service weapons and holsters have been delivered.
 - The chief and officers Kelleher and Cochran have all qualified on the new service weapon.
 - The old weapons have been turned into the dealer as a trade.
 - The balance to settle up for the replacement cost will be at the next board meeting.

Administrative and Finance

- Interest on taxes and wastewater posts every month on the 15th.
- Penalties for taxes post on May 15th, and the penalties for wastewater post on October 15th.
- The town received its local option tax quarterly distribution.
 - The amount is \$91,736.27.
 - The town's share has increased from 70% to 75% of the total collections.

Community Development

- Larry Stevens and the town manager attended a virtual training on short term rentals on Saturday.
 - Prepared a one-page note for the planning commission and select board to determine if they want to do some regulation, form a registry, or have an actual inspection process.
- Ribbon cutting of Ida's House of Vermont, a new dementia care facility in Park Village in Brandon.

Kennedy Park Neshobe River Waterfall / Dam

- The waterfall is formed by a dam that's owned by the town.
 - Dimensions: 15ft high by 66ft wide.
 - The dam is in poor condition.
 - Holding back less than 1 acre of surface area.
 - Hazard potential classification is listed as minimal in every inspection.
- Options:
 - Remove the dam.
 - Repair it.
 - Cosmetically improve it.
- The town is currently doing nothing.

Dam Removal Question

- Question about downstream property damage risk after dam removal.
- The insurance company's main concern was downstream property damage risk.
- On each assessment by the state, the risk is deemed "minimal" and is so reported on the Vermont dam inventory.
- If the dam is removed, the waterfall would still be picturesque.
- Received final monies from the July 2023 flood from the state and FEMA.
- Money was used for Wagner Road, Birch Hill Road, and Newton Road repairs.
- Current year tax revenues are reflected in the general fund revenues as soon as taxes are billed.
- The town only pays the fire district what it collects (not what is billed) from water-connected customers.

4b Bill Moore's Report

- The town is working with a volunteer to assess the stage lighting situation at the Town Hall.
- Youth wrestling program for grades K-6 will start in December/January.
- Neshobe Pie Gobbler Fun Run fundraiser for Brandon Rec will be held on November 23rd.
- EnerJazz holiday concert at the Town Hall on December 13th.
- Tickets are available for the January 7th Brandon Rec bus trip to see the Boston Celtics.
- Brandon Idol contestant registration is open.
- An improv comedy class showcase will be held at the Town Hall next Wednesday.

5 Traffic Enforcement Control with Rutland County Sheriff's Department

- The board is considering inviting the Rutland County Sheriff's Department to Brandon for 12 hours of traffic enforcement per week.
- The contract would be for six months, starting next Monday through May 15th.
- The rate is \$80.50 an hour, totaling \$25,116 for 312 hours.
- This would be paid from the "Specials" line in the police department budget, currently budgeted at \$25,000 with nothing expended from it to date.
- The goal is to address community concerns regarding quality of life issues by focusing on traffic enforcement.
- The Sheriff's Department will present a bi-weekly schedule that will be approved by the town manager.
- The Sheriff's Department focuses on traffic control and serving warrants, which aligns with the town's current needs due to being shorthanded.
- Revenues from tickets issued for violations of town ordinances will benefit the town, while revenues from state statute violations will go to the state.
- The town owns Route 7 downtown, where its traffic ordinance sets the speed limit.
- The contract is viewed as a temporary solution until the police force is fully staffed.
- The town is in the process of hiring a recruit and a lieutenant, with the lieutenant potentially starting as early as December.
- The board discussed the possibility of purchasing speed carts, but they are stored during snow plowing season.
- Permanent stationary radar signs were suggested as a year-round alternative.
- All in favor of the motion: Aye.

6 Replacing 2016 Ford Cruiser

- A request was made to place the 2016 Ford Cruiser on Municipid for auction, as a replacement is arriving soon.
- The inspection sticker is valid through January.
- The money from the sale will go into the capital fund for future purchases.
- All in favor of the motion: Aye.

7 Soliciting Bids for New Police Cruiser

- A request was made to solicit bids for a new police cruiser as the department is restaffed.
- The normal channels will be used to determine the cost of a fourth cruiser.

Cruiser Bids and Funding

- The town will request bids for a new cruiser from past dealers and through state sites.
- There are four potential funding sources:
 - Excess police wages from FY26.
 - Capital fund balance (approximately \$70,000).
 - Local option tax (approximately \$400,000).
 - General fund balance.
- The decision on whether to buy a cruiser and how to fund it will be made after reviewing the bids.

Public Discussion

- Brent Buehler stated, "When I vote for a police officer, I'm not voting for a police car...So if you're going to buy cars, it should be under the capital fund."
- Unspent police wage money would go into the general fund balance.
- Cecil Reniche-Smith suggested that using unspent police budget money for a police item is more fiscally responsible than giving a "kicker back to the voters."
- Concerns were raised about transparency, as police salaries have been used to fund cruisers in the past.

- June Kelly questioned the need for four cruisers, given the current staffing levels, and looking at municipal ordinances for speed enforcement (Title 23, Sections 1007 and 1800) to generate revenue for the town.

Chief's Perspective as relayed by town manager

- The chief believes providing officers with their own assigned cruisers could aid in recruitment.
- Using more cruisers for fewer shifts could extend the lifespan of the vehicles.
- Chris Kent discussed the importance of good equipment for police officers, stating that officers will go where there is good equipment.
- Doug Bailey suggests that the town could buy a car in cash without increasing future taxes due to being \$160,000 below the salary line of the police budget.
- A motion is made and seconded to instruct the town manager to get bids for police vehicles for future discussion.
- All in favor of the motion: Aye.

8 Public Records Requests

- Mr. Hopkins introduces the topic of allowable fees for public records requests beyond a half-hour of staff time.
- He states that the town of Brandon is committed to transparency and facilitating public access to town government records.
- A recent broad public records request took two staff members a full day each to fulfill, requiring the creation of a new public record by researching, pulling documents, and tabulating information.
- The state allows for fees to recoup costs when staff members are taken away from their usual jobs to fulfill public records requests.
- Mr. Hopkins suggests relying on the Secretary of State's uniform schedule of public record charges for state agencies, rather than creating a town-specific policy.
 - The schedule includes charges for physical duplication of records (33 cents per minute after the first 30 minutes).
 - Senior-level staff time for extracting data (\$34.20 an hour after the first 30 minutes).
 - Other staff time (\$27 an hour after the first 30 minutes).
- Almost all records requests (birth certificates, meeting records, land records) would be filled without a fee.
- The allowable fees are intended to recoup some of the labor costs, not to be a money-making venture.
- The board discusses a recent public record request for which a fee was not charged because the requester was not advised of potential fees in advance.
- Mr. Hopkins estimates the cost of the recent request, if billed at the state rates, would be around \$400, while the actual staff time invested was calculated at over \$650.

Public Records Requests

- The law states that people should be given any information they ask for.
- There have been requests for large lists of information that require everything to stop to compile within a three-day time limit.
 - There is allowance for more time if there is a good reason, but it's limited to a few more days.
- Recommendation to put a box on the town's website for public records requests, informing people of the fee structure.
 - Suggestion to link to the Secretary of State's page for updated information on the fee structure.
- Motion to officially adopt the fee schedule for public records requests following the first half hour as laid out in one VSA sub 316D.

Public Comment on Fee Schedule

- Brent Buehler asks if there would be allowances for exceptions to the fee schedule.
 - He cited a past request related to a right of way placed by VTrans on their property that a surveyor couldn't find proof for.
 - Doug Bailey clarified that they were not alluding to this specific request, but rather to "fishing expeditions" that create unnecessary paperwork.
- It is suggested by the town manager that with every policy, there should be discretion, and if the town manager's decision is not acceptable, it should be appealable to the select board.
 - Decisions may be made by the town's custodian of records, which is the town clerk.
- All in favor of following the fee schedule as presented say aye.

9 - Public comment and participation for items not on the agenda.

10 - Motion to adjourn.

MINUTES OF NOVEMBER 17, 2025

SELECTBOARD

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

Others Present: Seth Hopkins, Bill Moore, Jan Coolidge, Brent Buehler, Barry Varian. By Zoom: No one.

- 1 Chair Doug Bailey called the meeting to order at 7PM. All selectboard members were seated. Motion by Haylon/Coolidge to adopt the posted agenda. Posted agenda voted 5-0.
- 2 Selectboard Members' Remarks: Bailey highlighted that budget workshops are intended to be informal and an open communication experience; he invited active public participation by those present.
- 3 The board, town manager, and the public present engaged in further consideration of the FY27 budget proposal as revised by the October 20 budget workshop. The following were key discussions and decisions:
 - a As warned on the agenda, a discussion about capital funding for a replacement highway truck was held. Without committing to awarding any bid or making any purchase, upon motion of Reniche-Smith/Haylon, the board directed the town manager to solicit bids for a tandem truck for the consideration of the board, and to attempt to obtain trade-in value that would be offered for the 2017 Mack tandem that was recently repaired and returned to service. Voted 5-0.
 - b As warned on the agenda, the cost of employee health insurance was discussed. Now that the 2026 plan selection forms are being returned by current staff, it is clearer that we have a greater liability for health insurance than forecast at earlier workshops. Plan selection changes may mean a figure on the order of another 2% on the overall budget.
 - c General discussion of FY27 budget topics (no votes; see discussion notes below from Minutes AI)
- 4 As the entire meeting was a cooperative effort among the board and the public, no additional public comment was offered other than appreciation for the openness of the process.

NEXT FY27 BUDGET WORKSHOP: TUESDAY, December 9, at 7PM at the Town Hall.

5 Motion by Coolidge/Reniche-Smith to adjourn. Not debatable. Voted 5-0. 7:57PM.

Respectfully submitted,



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Notes on Budget Workshop Created on November 17, 2025 at 6:59 PM by Minutes AI

Budget Workshop

- The first order of business is to adopt the agenda.

3a Capital Funding for Highway Truck

- Discussion about capital funding for a highway truck.
- The truck plows the west side of town, roads west of Route 7.
- The truck was in the shop for seven weeks, and the repair bill was \$13,309.
 - The original purchase order was for \$12,500.
- The truck is a tandem dump truck used for moving gravel and ditching.

Truck Information

- A smaller truck was purchased last year for \$173,924.
- \$73,924 was from the 1% money, and \$100,000 was financed over five years.
- The current tandem truck is a 2017 model.
- A new tandem truck is expected to cost around \$300,000.

Funding Sources

- Potential funding sources include the 1% fund and the capital fund, which has \$70,000.
- The board can also elect to put the payment into the operating budget in the highway department.
- The funding source may depend on the bids and the value of the current truck.

Next Steps

- Solicit bids, including trade-in value, and bring it back for further discussion.
- Get an idea of the current tandem's trade-in value.
- Shop for lease or interest rates.

Concerns

- One board member (Ethier) thinks it might be a year early to trade the truck, especially after \$13,000 into repairs.
- The truck has 90,000 miles on it and might rust out before wearing out.
- Another board member would like to see the bids but suggests limping through the winter and reassessing.
- Macks are "a good hardy truck;" the speaker (Coolidge) is not in favor of doing anything with it this budget cycle.
- The most recent maintenance was always the emissions system and the exhaust.
- The speaker says, "Even the newer ones that work, they haven't improved on this. It's a finicky system. It doesn't really amount to anything."
- Motion to obtain some numbers to get a ballpark figure passes.

3b Staff Health Insurance Costs for Calendar Year 26

- Open enrollment period for staff to make changes to their health insurance plans is November and December.
- Paperwork coming back in is looking more costly than what was expected during the budget workshop.
- Plan selections are driving further pressure up on the amount needed for health insurance as a group.
- The out-of-pocket costs for employees have also gone up.

MVP Health Insurance Plan

- The town is staying with MVP due to the cost and instability of Blue Cross.
- Comparing a plan from last year to the same plan for next year:
- \$400 on a family plan, \$400 in the plan deductible for a year, \$400 in the out of pocket max for the year, \$100 increase in the prescription out of pocket max maximum, and a monthly premium increase of \$60.81. So an annual increase of \$729.72.
- At least one employee is going from being covered by their parents' plan to needing to buy their own insurance.

Budget Discussion

- The number from the previous meeting is not solid because plan selections are meaningful in the amount of money being discussed.
- The next budget meeting should be scheduled once the health insurance plans are all in to have solid numbers.
- The town had planned on \$78,000 of up in the health insurance premium, but it is expected to be closer to \$134,000.

3 General FY27 budget workshop topics

- There is a plan to budget \$30,000 income from the fire district for billing and collecting the water accounts.
- The fire district prudential committee meeting is this Thursday (was postponed from last Thursday).

Budgeting and Potential Deficit/Surplus (Reniche-Smith)

- Budgeting for payment for doing water billing for the Fire District and the potential outcomes:
 - Budgeting for it, not getting paid leads to a deficit.
 - Not budgeting for it, getting paid leads to a surplus.
- The health insurance number should be available by Thursday night.

Collection of Numbers

- The board discussed the possibility of budgeting for the work, informing the other party of the cost, and ceasing work if payment is not received.
- Even if they decline to provide the number, it is public record.
 - They can make life difficult by delaying their own collections or delaying providing numbers.
- A public records request could be filed to require meter readings.
- A board member expressed hope for a decent working relationship and not demanding money.
- It's a prudential board decision for them.
- It makes sense for them to collect it now.

Sewer Department Comparison (Bailey)

- If the Prudential Board refuses to pay, the town shouldn't charge the sewer department.
- If one doesn't pay, neither should the other, or they should both pay the same amount.
- The town does things to help them, and they do things to help the town.
- When they have a water pipe break, the town's backhoe and guys go down there and dig it for them and they don't charge them for that.
- The Prudential Board should have been paying all along.

Cost of Living Adjustment (COLA)

- Comment that the board never officially decided on the COLA number, but the budget includes 3.3%.
- Last year, there was discussion of putting the money in a merit pool, but it wasn't done.
- Hopkins related that a select board member suggested that a merit pool should be separate from a cost of living adjustment.
- (Reniche-Smith): The point of COLA is to keep pace with the rising cost of living.
- The town has been using the Bureau of Labor Statistics calculated consumer price index for New England.
- Over the past four years, the town's number and the index number balanced out to 15.5%, despite some year-to-year variations.
- The board could switch to using the Social Security COLA (suggested by member of the public [Jan Coolidge]).
- (Reniche-Smith): The Social Security COLA factors in the cost of living nationwide and tends to be lower.
- It is often under inflation right now.
- (Hopkins) A cost of living adjustment of 3.3% to meet the FY25 actual BLS calculated inflation was agreed upon and minuted in the October 20th workshop.
- Before discussions, the roll up for a percent increase was at 1.88%, including the \$30,000 from the fire district.
- Health insurance pressure could add another 2%, potentially bringing the increase to around 3.8%.

Budget Concerns (Bailey)

- There is a concern about a potential 4% budget increase and whether to try to reduce it.
- The goal was to stay below 3%.
- At 1.8%, they "were doing dances and feeling that we were pretty damn special."
- At 4%, "we're not so special."
- There may not be much wiggle room in the budget.

Potential Savings

- Consider making the administrative person for hours at the police station a 20-hour position to save on salary and benefits.
- If the town is under salary this year, the unused funds go into the unrestricted reserve (fund balance).
- The current fund balance is at \$729,000, with a target of \$750,000 (floor at \$500,000, ceiling at \$1 million).
- Using funds above \$750,000 could offset the 4% challenge, but it's a one-time fix.

Delinquent Property Taxes

- (Hopkins responding to question from member of the public Brent Buehler): The town clerk stated that it's not uncommon for taxpayers to be late in the first few quarters, but satisfy the payment by the fourth due date.
- Historically, about 3% of the town's tax revenue becomes delinquent at the end of the year.
- (Bailey) Delinquent taxes generate interest and penalties, creating a revenue source.

Budget Reduction Strategies

- Consider removing a one-off expense from the budget and using the unrestricted reserve to cover it.
- Example: Boiler repair at the town office.
- Paying off a loan could also free up funds in the budget.
- Consider making the last segment six bonds bond payment out of 1% money or the fund balance.
- This would remove it from the budget.

Bond Payment on Police Department

- The police department payment is about \$23,000 a year.
- There is about seven years left on the police station bond payment, ending in December 2032.
- The Segment Six bond balance should be about \$136,000. Police station around \$125,000.

1% Fund

- The 1% fund is now pulling in \$300,000 a year.
- The unobligated portion is around \$432,000.
- Pledged from it is \$24,000 for the replacement truck and a soft pledge of around \$100,000 a year for paving.
- Union Street sidewalk reconstruction will also require a match from the 1% fund (estimated at \$200,000).

- The local options tax is going up because inflation is causing people to spend more money and the state has decided to give an extra 5% (from 70/30 split with the towns to 75/25 split).

Administrative Position at Police Station

- If anyone in that union works 35 or more hours a week, they are considered full time and receive full benefits.
- The administrative position is union.

Painting the Town Hall (Bill Moore responding to question from Jan Coolidge)

- The plan is to mail to anybody who's ever donated to the Friends of the Town Hall.
- Create a sponsorship type program like the Friends of the Town hall did for programming generally, but also, again, with a mission.
- The plan is to raise money for painting and potentially pursue Vermont Buildings and Grounds grants, which can go up to \$25,000.
 - These grants could be used as a match.
- An example was given: \$15,000 in donations + \$25,000 from the state, leaving \$10,000 to be absorbed by the town hall budget.
- Painting the upstairs center green area is planned as a project for the church kids in fiscal year 27 or 29.

Budget Discussion

- Appreciation was expressed for the open idea sharing in finding solutions (Barry Varian, Doug Bailey).
- Seth was thanked for the informative capital plan (Brent Buehler).

Next Meeting

- The final budget is needed by the first select board meeting in January.
- Discussion about the frequency of meetings, currently every two weeks.
- Health insurance selections are due December 1st.

Scheduling the Next Meeting

- December 1st was considered, but there's Thanksgiving in between.
- December 9th, a Tuesday, was chosen for the next meeting at 7 PM.
- The goal is to finalize the budget in January.

Adjournment

- Motion to adjourn was made and seconded.
- All in favor said "aye."

11/20/25
01:21 pm

TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63917 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 11/24/25 To 11/24/25

Page 1 of 5
Jacolyn

Vendor	Invoice Date	Invoice Number	Account	Amount	Check Paid	Check Number	Check Date
311278	11/18/25	over paid 0089-0822	10-2-00-02120 Anticipated Tax Credits	1090.42	3645	11/24/25	
301005	11/01/25	cylinder lease 5520572366	10-5-15-41160 HW Maint. Supplies-Vehicl	276.00	3646	11/24/25	
301005	10/30/25	acetylene & oxygen 9166292975	10-5-15-41160 HW Maint. Supplies-Vehicl	267.87	3646	11/24/25	
311279	10/31/25	GPS wetland mapping 2025-0505	10-5-15-95000 Highway Garage	1059.38	3647	11/24/25	
100255	11/17/25	appropriation NOV 2025	10-2-00-02136 Fire District Payable	85062.50	3648	11/24/25	
311248	11/06/25	Monthly Solar- to 11/4 4226B	10-5-15-42130 Electric -Highway Garage	127.21	3649	11/24/25	
311248	11/06/25	Monthly Solar- to 11/4 4226B	10-5-10-51120 Solar Credits exp-BFD	2926.50	3649	11/24/25	
311248	11/06/25	Monthly Solar- to 11/4 4226B	10-5-15-42125 Electric-Parks/Lights	477.10	3649	11/24/25	
311248	11/06/25	Monthly Solar- to 11/4 4226B	10-5-18-21100 Electric- Town Hall	174.93	3649	11/24/25	
311248	11/06/25	Monthly Solar- to 11/4 4226B	20-5-55-42130 Electric	119.32	3649	11/24/25	
311248	11/06/25	Monthly Solar- to 11/4 4226B	10-5-14-42130 PD Electric charges	182.85	3649	11/24/25	
311248	11/06/25	Monthly Solar- to 11/4 4226B	10-5-10-42130 Electric Admin	381.64	3649	11/24/25	
100280	11/06/25	for shop lights &PD radar 122692/3	10-5-14-41180 PD Vehicle Maintenance	11.98	3650	11/24/25	
100280	11/06/25	for shop lights &PD radar 122692/3	10-5-15-43190 HW Bldg Maintenance	105.95	3650	11/24/25	
100280	11/06/25	for shop lights 122693/3	10-5-15-43190 HW Bldg Maintenance	3.59	3650	11/24/25	
100280	11/06/25	for shop lights 122727/3	10-5-15-43190 HW Bldg Maintenance	18.14	3650	11/24/25	
100280	11/07/25	paint for PD radar 122849/3	10-5-14-41180 PD Vehicle Maintenance	22.97	3650	11/24/25	
100280	11/07/25	paint for PD radar 122907/3	10-5-14-41180 PD Vehicle Maintenance	24.95	3650	11/24/25	
100280	11/12/25	snow blower and shovel 122987/3	10-5-12-40100 Energy Cm Public Outreach	968.00	3650	11/24/25	
100280	11/10/25	for Town Hall sign 123464/3	10-5-18-21050 Bldg Maint- Town Hall	14.40	3650	11/24/25	
100280	11/12/25	for shop lights 123699/3	10-5-15-43190 HW Bldg Maintenance	28.98	3650	11/24/25	
100280	11/16/25	tube 124362/3	20-5-55-42140 Maint. Supplies - Bldgs	39.50	3650	11/24/25	
300967	11/19/25	water @ Estabrook EST 11/19/25	10-5-18-21210 Water- Estabrook	75.34	3651	11/24/25	
300967	11/19/25	water @ police PD 11/19/25	10-5-14-42120 PD Water Fees	86.98	3651	11/24/25	
300967	11/19/25	water @ Town Hall TH 11/19/25	10-5-18-21200 Water - Town Hall	86.88	3651	11/24/25	

Check Warrant Report # 63917 Current Prior Next FY Invoices
 All Invoices For Check Acct 01(10 General Fund) 11/24/25 To 11/24/25

Jacolyn

Vendor		Invoice	Invoice Description	Account	Amount	Check	Check
		Date	Invoice Number		Paid	Number	Date
300967	BRANDON, TOWN OF	11/19/25	water @ Town Office TO 11/19/25	10-5-10-42120 Water	95.75	3651	11/24/25
300967	BRANDON, TOWN OF	11/19/25	water @ wastewater WW 11/19/25	20-5-55-42120 Water	1519.29	3651	11/24/25
100198	CARGILL INCORPORATED	11/06/25	salt 2911664961	10-5-15-47110 Road Salt	2240.64	3652	11/24/25
100198	CARGILL INCORPORATED	11/07/25	salt 2911669947	10-5-15-47110 Road Salt	3165.93	3652	11/24/25
100860	CARROLL, BOE & KITE PC	11/11/25	Deed, PTTR-Delphia 40405	10-5-10-21110 Legal Services	522.03	3653	11/24/25
100860	CARROLL, BOE & KITE PC	11/11/25	RLF del review 40430	10-5-10-21110 Legal Services	70.50	3653	11/24/25
100462	CASELLA WASTE SYSTEMS INC	11/01/25	truckling of sludge 3211295	20-5-55-50170 Trucking	2580.00	3654	11/24/25
301503	CHAMPLAIN VALLEY FUELS	11/05/25	diesel fuel 584284	10-5-15-41130 Fuel - Vehicles HW	857.45	3655	11/24/25
311166	CHAPPELL TRACTOR SALES LL	11/07/25	chains, gloves, jacket P92632	10-5-15-10320 Clothing Allowance	291.36	3656	11/24/25
311166	CHAPPELL TRACTOR SALES LL	11/07/25	chains, gloves, jacket P92632	10-5-15-41160 HW Maint. Supplies-Vehicl	208.00	3656	11/24/25
311273	COCHRANE, MIKAYLA	11/10/25	Academy- test reimb 11/10/25	10-5-14-10340 Professional Development	50.00	3657	11/24/25
310097	COMCAST	11/02/25	Nov 9 - Dec 8 EST 11/02/25	10-5-18-21250 Rec telephone	160.64	3658	11/24/25
310097	COMCAST	10/27/25	Nov 4 - Dec 3 PD 102725	10-5-14-42100 PD Telephone Service	520.22	3659	11/24/25
310097	COMCAST	11/09/25	Nov 16 - Dec 15 TH 11/09/25	10-5-10-42100 Telephone Exp. Admin.	99.88	3660	11/24/25
310097	COMCAST	10/27/25	Nov 4 - Dec 3 TO 10/27/25	10-5-10-42100 Telephone Exp. Admin.	732.18	3661	11/24/25
310037	CONSOLIDATED COMMUNICATIO	11/06/25	Oct 6 - Nov 5 PD 11/06/25	10-5-14-42100 PD Telephone Service	57.15	3662	11/24/25
101155	DCF INVESTIGATIVE SERVICE	10/30/25	body armor 25-0613A	10-5-14-30120 Professional Supplies	1450.00	3663	11/24/25
311276	DELPHIA, BARRY & JULIE	11/10/25	Swamp lot refund 11/10/25	10-5-09-77000 Tax Sale Expenses	750.00	3644	11/10/25
101218	DIRIGO SAFETY LLC	11/04/25	training 2025-1016	10-5-14-10340 Professional Development	279.00	3664	11/24/25
101007	EARLE'S TRUCK REPAIR INC	11/12/25	adjuster, clevis 53092	10-5-15-41160 HW Maint. Supplies-Vehicl	285.20	3665	11/24/25
300829	GARLAND'S FARM & GARDEN	11/12/25	crankcase cover 118154	10-5-15-44100 HW Equip/Mow Maint.	342.80	3666	11/24/25
100810	IBF SOLUTIONS INC	11/10/25	purchase orders 56869	10-5-10-30110 Office Supplies	336.88	3667	11/24/25
311281	JAKIELA, NANCY	11/19/25	refund sewer capacity 11/19/25	53-4-00-04320 Capacity Fees	1171.80	3668	11/24/25
		Parcel #0089-1035 Lot 2.					
200215	JP COOKE CO	11/17/25	2026 dog tags 906094	10-5-13-20250 Dog License Expense	188.57	3669	11/24/25
311277	KANE, KAREN	11/17/25	tax overpayment 0024-0001	10-2-00-02120 Anticipated Tax Credits	806.38	3670	11/24/25

Vendor	Invoice Date	Invoice Number	Account	Amount	Check	Check
				Paid	Number	Date
101156 KONICA MINOLTA PREMIER FI	11/19/25	copier contract 569143423	10-5-10-30130 Service Contracts	293.93	3671	11/24/25
311122 LAZARUS, DOUGLAS	11/17/25	tax refund/state payment 0083-2314	10-2-00-02120 Anticipated Tax Credits	807.86	3672	11/24/25
311176 LILY WHITE CLEANING SERVI	11/12/25	cleaning 111225	10-5-14-20220 PD-Custodian	87.50	3673	11/24/25
311176 LILY WHITE CLEANING SERVI	11/12/25	cleaning 111225	10-5-18-21010 Custodian- Estabrook	8.75	3673	11/24/25
311176 LILY WHITE CLEANING SERVI	11/12/25	cleaning 111225	10-5-18-21000 Custodian- Town Hall	87.50	3673	11/24/25
311176 LILY WHITE CLEANING SERVI	11/12/25	cleaning 111225	10-5-10-21000 Custodian- Town Office	175.00	3673	11/24/25
311176 LILY WHITE CLEANING SERVI	11/19/25	cleaning 111925	10-5-18-21000 Custodian- Town Hall	70.00	3673	11/24/25
311176 LILY WHITE CLEANING SERVI	11/19/25	cleaning 111925	10-5-10-21000 Custodian- Town Office	140.00	3673	11/24/25
311176 LILY WHITE CLEANING SERVI	11/19/25	cleaning 111925	10-5-18-21010 Custodian- Estabrook	17.50	3673	11/24/25
311176 LILY WHITE CLEANING SERVI	11/19/25	cleaning 111925	10-5-14-20220 PD-Custodian	87.50	3673	11/24/25
301083 MVP SELECT CARE INC	10/07/25	FSA / HRA CINV013682	10-5-13-10218 HRA	7.00	3674	11/24/25
301083 MVP SELECT CARE INC	10/07/25	FSA / HRA CINV013682	10-5-10-10218 HRA Admin	7.00	3674	11/24/25
301083 MVP SELECT CARE INC	10/07/25	FSA / HRA CINV013682	10-5-18-10218 HRA	3.50	3674	11/24/25
301083 MVP SELECT CARE INC	10/07/25	FSA / HRA CINV013682	20-5-55-10218 HRA WW	10.50	3674	11/24/25
301083 MVP SELECT CARE INC	10/07/25	FSA / HRA CINV013682	10-5-15-10218 HRA HW	7.00	3674	11/24/25
301083 MVP SELECT CARE INC	11/07/25	FSA / HRA CINV014383	20-5-55-10218 HRA WW	7.00	3674	11/24/25
301083 MVP SELECT CARE INC	11/07/25	FSA / HRA CINV014383	10-5-10-10218 HRA Admin	7.00	3674	11/24/25
301083 MVP SELECT CARE INC	11/07/25	FSA / HRA CINV014383	10-5-13-10218 HRA	7.00	3674	11/24/25
301083 MVP SELECT CARE INC	11/07/25	FSA / HRA CINV014383	10-5-15-10218 HRA HW	7.00	3674	11/24/25
301083 MVP SELECT CARE INC	11/07/25	FSA / HRA CINV014383	10-5-18-10218 HRA	3.50	3674	11/24/25
310617 OTTER VALLEY UNIFIED UNIO	11/19/25	school share of taxes NOV 2025	10-2-00-02137 Education Tax Payable	1318373.43	3675	11/24/25
310736 POCKETTE PEST CONTROL LLC	11/18/25	pest control - Estabrook 46678	10-5-18-20500 Storage Unit Supply/Maint	50.00	3676	11/24/25
310736 POCKETTE PEST CONTROL LLC	11/18/25	pest control - Town Hall 46679	10-5-18-21050 Bldg Maint- Town Hall	40.00	3676	11/24/25
310736 POCKETTE PEST CONTROL LLC	11/18/25	pest control: Town Office 46680	10-5-10-42140 Maint. Supplies - Bldgs	70.00	3676	11/24/25
310736 POCKETTE PEST CONTROL LLC	11/18/25	pest control - Police 46686	10-5-14-43150 PD Bldg. Maintenance	65.00	3676	11/24/25

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TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63917 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 11/24/25 To 11/24/25

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Jacolyn

Vendor	Invoice Date	Invoice Number	Account	Amount	Check Paid	Check Number	Check Date
311280	11/07/25	pistols, holster, trade-ins 138555	10-5-14-30120 Professional Supplies	2514.95	3677	11/24/25	
310317	11/19/25	damage deposit refund C-356	20-2-00-02710 Deposits Payable	250.00	3678	11/24/25	
300375	11/18/25	Oct sludge processing 38796 SLUDG	20-5-55-50160 Sludge Disposal	8400.00	3679	11/24/25	
310418	11/01/25	software as a service 29757103	10-5-10-30134 Technical Support	785.21	3680	11/24/25	
310418	11/17/25	new computer 29757145	10-5-10-30210 Office Equipment	1145.80	3680	11/24/25	
310921	11/19/25	consulting fee 1316	10-5-10-30130 Service Contracts	360.00	3681	11/24/25	
300592	11/05/25	propane @ TH 541939	10-5-10-42110 Heating Fuel	227.55	3682	11/24/25	
100478	10/31/25	fire system monitoring 727817	10-5-10-42140 Maint. Supplies - Bldgs	74.76	3683	11/24/25	
200277	09/23/25	Soleniod-replacement 8202	10-5-14-41180 PD Vehicle Maintenance	80.98	3684	11/24/25	
101124	11/11/25	repairs to 2017 Mack RA301002097	10-5-15-41180 HW Outside Maint. - Vehic	13309.69	3685	11/24/25	
301518	11/06/25	fuel line trackless 11379923	10-5-15-41160 HW Maint. Supplies-Vehicl	22.97	3686	11/24/25	
311217	11/17/25	august fees 456649	10-5-13-30123 Records Preservation	295.00	3687	11/24/25	
311217	11/17/25	nov fees 505297	10-5-13-30123 Records Preservation	295.00	3687	11/24/25	
330348	11/13/25	Oct 14 - Nov 13 6128477227	10-5-15-42100 HW Telephone	37.45	3688	11/24/25	
330348	11/13/25	Oct 14 - Nov 13 6128477227	10-5-14-42100 PD Telephone Service	37.45	3688	11/24/25	
330348	11/13/25	Oct 14 - Nov 13 6128477227	20-5-55-42100 Wastewater Telephone	37.45	3688	11/24/25	
330348	11/13/25	Oct 14 - Nov 13 6128477227	10-5-21-10310 Travel & Expenses	18.72	3688	11/24/25	
330348	11/13/25	Oct 14 - Nov 13 6128477227	10-5-18-21250 Rec telephone	18.73	3688	11/24/25	
310046	11/07/25	toner, calculator rolls 258066613	10-5-10-30110 Office Supplies	111.67	3689	11/24/25	
311001	11/17/25	Town Report design 187	10-5-10-30511 Town Report	1125.00	3690	11/24/25	

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TOWN OF BRANDON Accounts Payable
Check Warrant Report # 63917 Current Prior Next FY Invoices
All Invoices For Check Acct 01(10 General Fund) 11/24/25 To 11/24/25

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Jacolyn

Vendor	Invoice	Invoice Description	Account	Amount	Check	Check
	Date	Invoice Number		Paid	Number	Date
	Report Total			1462003.88		
				=====		

Selectboard

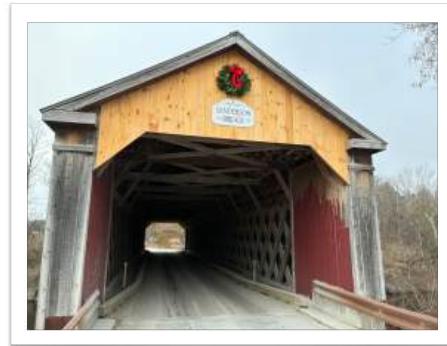
To the Treasurer of TOWN OF BRANDON, We Hereby certify
that there is due to the several persons whose names are
listed hereon the sum against each name and that there
are good and sufficient vouchers supporting the payments
aggregating \$ *1,462,003.88
Let this be your order for the payments of these amounts.

FOR COMMUNITY AWARENESS

- Brandon Winter Village is a collaboration of the Downtown Brandon Alliance & Brandon Chamber to bring seasonal food and drinks, family activities, gift vendors, and entertainment to Green Park downtown in a cozy, festive atmosphere. Come on down to enjoy the magic!
 - Weds 3 Dec 4PM - 7PM "Moonlight Madness"
 - Fri 5 Dec 4PM - 7PM & Sat 6 Dec 12N - 7PM
 - Thur 11 Dec 4PM - 7PM "Moonlight Madness"
 - Fri 12 Dec 4PM - 7PM & Sat 13 Dec 12N - 7PM
 - Fri 19 Dec 4PM - 7PM & Sat 20 Dec 12N - 7PM

PUBLIC WORKS MISSION

- Christmas Wreaths were hung on both sides of the Sanderson Covered Bridge, for which our thanks to the Vermont Covered Bridge Society and the Brandon Highway Department staff.
- The Belden VACTR was in Brandon Wednesday & Thursday to clean the sand filters installed for stormwater treatment.



They will return next week. Picture next page shows Tim Kingston decanting one of the filters before the cleaning of the filter media by the VACTR. Confined-space work is a dangerous but necessary part of keeping the system functioning.

- After site visits, I will ask the board to consider tacking on a long-ish asphalt apron on Rydon Acres and a long apron on the east end of Stone Mill Dam Rd onto next summer's likely Wheeler Road resurfacing. Our highway division chief Jeremy Disorda concurs that these would be the required fixes in both locations to avoid recurring roadway deterioration.

PUBLIC SAFETY MISSION

- Traffic enforcement in Brandon by the Rutland County Sheriff's Department has begun. We are glad to see them out as a force multiplier for our police department keeping roads safe.
- The 2016 Ford cruiser has been placed on Municibid; auction ends December 1st.
- Chief Kachajian plans to interview a candidate for the police station secretary position soon.

ADMINISTRATION & FINANCE MISSION

- Much of the work in this area focused on ensuring accuracy of figures in the FY27 draft budgets and revising the draft based on the Nov 17 budget workshop.
- The Town's attorney has preliminarily scheduled the tax sale for February 26.
- One property that was not eligible for tax sale may have to go to a standalone tax sale as both owners died within a short time of one another and it does not seem prudent to allow the taxes to continue to accumulate with no prospect of payment forthcoming.
- Town Department Heads and the Chairs of Boards & Commissions have been asked to provide their report for the Town book encompassing the year July 1, 2024 - June 30, 2025. The graphic designer and printer are both on-board from the past couple of years.
- I have confirmed with Novus Energy that their plan remains to construct a 150kW solar array on a BIC lot in Spring 2026, from which the Town's wastewater treatment will offtake credits.
- I attended the bug district meeting on November 12, provided some guidance on requirements of Vermont statute, and was provided their updated assessment for inclusion in our FY27 budget proposal. Ahead of that, I met with Brandon's two representatives to the district. It is likely we will soon need a new person to fill the alternate spot to the district.

COMMUNITY DEVELOPMENT MISSION

- I attended the Trustees of Public Funds meeting on November 19. The Town's request for funding for the historic preservation commission's update of the 1986/2002 Brandon workbook was declined 0-3. I have advised the Historic Preservation Commission and will await their assessment of whether they can proceed with a revision funded at 40% of estimated cost through a line item in the FY27 budget (\$5,000).

FOLLOW-UP

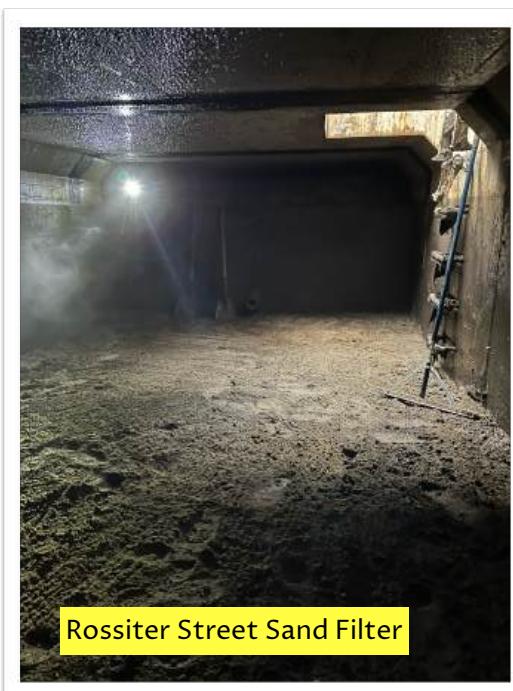
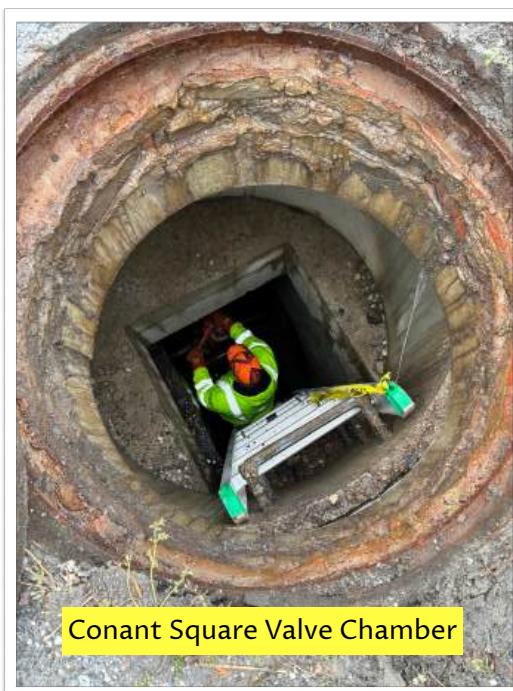
- The detangling of the swamp lot erroneously sold as part of a larger transaction in 2019 has been completed and received for recording.
- One of the people recently living in Brandon without a house has been reliably reported to have been placed in a setting where she will be able to get the medical care she requires.
- I reached out to the State's western floodplain manager regarding possibility of removing the dam at the Neshobe upper falls in light of its further decay (Kennedy Park).
- I had many meetings with residents, town officials, staff, and filled a number of requests for information.

FINANCIAL SNAPSHOT

- Delinquent tax: was \$516,880 now \$510,741 / Wastewater: was \$215,908 now \$214,239
- 12 properties remain on deck for tax sale (February 26, 2026)
- Unrestricted fund balance \$725,066
- Local option tax (1%) unobligated fund balance \$421,930
 - Heads-up: Union Street match next summer; Wheeler Road next summer?
- Capital fund balance \$70,497

VOLUNTEER OPPORTUNITIES

- Volunteer board seats open: Development Review Alt; Planning Cmsn Alt; Energy Cmte; Rutland County Solid Waste. Apply to town manager for consideration by selectboard.



Respectfully
submitted,

Seth M. Hopkins

Account	Actual		
	Budget	Actual	% of Budget
10-4-09 Tax Revenues	3,220,325.00	3,304,980.32	102.63%
10-4-10 Town Administration Reven	10,300.00	47,083.65	457.12%
10-4-11 Assessor Revenues	2,000.00	80.00	4.00%
10-4-12 Code Enforcement Revenues	15,500.00	3,478.00	22.44%
10-4-13 Clerk/Treasurer Revenues	176,370.00	108,362.80	61.44%
10-4-14 Police Dept. Revenues	10,550.00	4,216.36	39.97%
10-4-15 Highway Dept Revenues	171,300.00	90,585.21	52.88%
10-4-18 Recreation Revenues	94,500.00	36,110.45	38.21%
10-4-21 ECONOMIC DEV. REV	1,800.00	2,189.68	121.65%
Total Revenues	3,702,645.00	3,597,086.47	97.15%
10-5-09 Tax Expenditures	5,000.00	750.00	15.00%
10-5-10 Town Administration 10	458,450.00	223,715.89	48.80%
10-5-11 Assessor	41,590.00	15,397.33	37.02%
10-5-12 Code Enforcement 12	55,905.00	16,660.54	29.80%
10-5-13 Town Clerk 13	236,670.00	90,092.53	38.07%
10-5-14 Police Dept 14	949,150.00	207,734.39	21.89%
10-5-15 Highway 15	898,340.00	314,128.47	34.97%
10-5-17 Intergovernmental 17	260,365.00	83,317.15	32.00%
10-5-18 Recreation	224,770.00	84,741.36	37.70%
10-5-19 Debt Service 19	222,040.00	205,610.92	92.60%
10-5-21 Economic Develop. 21	51,685.00	14,619.35	28.29%
10-5-22 Bldgs. & Grounds	0.00	12.73	100.00%
10-5-25 Appropriations 25	298,680.00	164,631.70	55.12%
Total Expenditures	3,702,645.00	1,421,412.36	38.39%
Total 10 General Fund	0.00	2,175,674.11	
Total All Funds	0.00	2,175,674.11	

10 of 24 warrants = 41.7% is on-pace for spending



Brandon Winter Village Holiday Market

Eight Dates in December

Including two nights of Moonlight Madness

Seasonal Food & Drinks

Family Activities

Hand Crafted Gifts

Live Entertainment

Cozy, Festive Atmosphere

Where Holiday Magic Meets Local Charm



Free Admission, Free Parking

Downtown Brandon Alliance & Brandon Chamber of Commerce



November 24, 2025

Congratulations to Dennis Marden and his former friends for a successful year with silent movies at the Town Hall. Their efforts generated enough income to underwrite this former FOTH activity for the 2026 season!

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..

Registration for Moonlight Madness vendor space has closed. There will be 17 and 11 vendors inside the town hall on December 3rd/11th, respectively.

We are still actively seeking a coach for 3rd/4th grade basketball coaches. Please reach out with your interest.

December 13th we will be hosting Enerjazz for a holiday concert.

December 20th there will be holiday karaoke. This is a family event starting at 2pm. These are our last planned big public events for the town hall up stairs as it will be closed for floor refinishing December 28th – January 4th

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

Respectfully Submitted,

Bill Moore

BRANDON ERRORS AND OMISSIONS
GRAND LIST 2025

411 VALUE AS LODGED	3,537,022.00	AS LODGED 07/09/2025
ENDING 411 VALUE	3,549,480.00	ENDING 11/17/2025
	+12,458.00	CHANGE IN TAXABLE VALUE

CURRENT USE EXEMPTION:	5,014,500	AS LODGED 07/09/2025
	5,014,500	ENDING 11/17/2025
	NO CHANGE IN CU EXEMPTIONS	

VETERANS EXEMPTIONS	1,440,000	AS LODGED 07/09/2025
	1,360,000	ENDING 11/17/2025
	-80,000	CHANGE IN EXEMPTION

0083-1935 DUNLAP-MOVED OUT OF STATE, NO LONGER ELIGIBLE

0010-0477 GARDNER-NOT ELEGIBLE, NO PAPERWORK RECEIVED AT STATE

REAL VALUE CHANGES	363,109,700	AS LODGED 07/09/2025
	364,275,500	ENDING 11/17/2025
	CHANGE IN TAXABLE VALUE	
		+1,165,800

PARCEL #	OWNER	BEG VALUE	ENDING VALUE	CHANGE
0038-0097	BUTTERFIELD	357,400	323,700	-33,700
REMOVED GARAGE FINISH				
0016-0074S	STEINBER SOLAR	ZERO	1,199,900	+1,199,900
ADDED VALUE OF SOLAR ARRAY				
0030-0026S	BROWN	400	0	-400
REMOVED VALUE OF SWAMP LOT, NOW INACTIVE				

RESPECTFULLY,
 LISA TRUCHON. VMPA
 ASSESSOR/NEMRC