

Brandon Board of Sewer Commissioners Meeting
May 19, 2014
7:00 p.m.

The Brandon Board of Sewer Commissioners will meet Monday, May 19, 2014 immediately following the Select Board Meeting to begin at 7:00 p.m. at the Brandon Town Hall located at 1 Conant Square expecting to consider the items noted on this agenda. Agendas shall be posted on the community bulletin board located next to the Town Office on Center Street, on the community bulletin board located between Dave's Grocery and the Forest Dale Post Office and the bulletin board at Lake Sunapee Bank. The Select Board reserves the right to add additional items, if necessary, at the beginning of the meeting.

- 1) Call to Order
 - a) Agenda Adoption
- 2) Consent Agenda
 - a) Minutes – Board of Sewer Commissioners Meeting – April 28, 2014
- 3) FY 14/15 Budget
- 4) Sewer Rates
- 5) Debt Service
- 6) Middle Road Repair
- 7) Adjournment

Brandon Board of Sewer Commissioners
April 28, 2014

NOTE: These are unapproved minutes, subject to amendment and/or approval at the subsequent board meeting.

In Attendance: Maria Ammatuna, Ethan Swift, Blaine Cliver, Dave Atherton, Devon Fuller

Also In Attendance: Robin Bennett, Richard Baker, Sue Gage, Janet Coolidge, Cindy Bell, Joe Ammatuna, Thelma Miner, Jeff Stewart, Dick Kirby, Bernie Carr, Phyllis Reed, Lee Kahrs, Chris Brickell, Richard Baker, Arlyn Bloodworth, Richard Howland, Bruce Edwards, Mary Bagley, Doug Sawyer, Nancy Fisher

The meeting was called to order at 7:01PM by Chair – Maria Ammatuna.

1. Call to Order

a) Agenda Adoption – Motion by Blaine Cliver/Dave Atherton to adopt the agenda as presented. **The motion passed unanimously – 4 to zero.**

Mr. Swift requested an addition to the agenda and the motion was withdrawn.

Motion by Ethan Swift/Blaine Cliver to add Item 4. Old/Other Business and change the Adjournment to Item 5. **The motion passed unanimously – 4 to zero.**

2. Consent Agenda

a. Sewer Commissioners Minutes –April 28, 2014

Motion by Dave Atherton/Devon Fuller to approve the Sewer Commissioners' minutes of April 28, 2014. **The motion passed unanimously – 4 to zero.**

3. Fiscal

a) Warrant – May 15, 2014 – US Bank - Multiple Bond Payments - \$15,818.52

Motion by Blaine Cliver/Devon Fuller to approve the Municipal bond payment of \$15,818.52 to US Bank. **The motion passed unanimously – 4 to zero.**

Sue Gage stated this bond payment is due each year and some of the series will be paid off during the next fiscal year. Ms. Gage provided the Select Board a document indicating they approve the warrant to submit to the bank.

4. Old/Other Business

The wastewater treatment plant and infrastructure is in need of repair and the town is suffering from a lack of revenues. Mr. Swift would like to discuss how revenues can be raised. There is unused capacity and a suggestion was made to consider accepting septic pump-out, as this often gets trucked to Rutland or New York State and could be a way to generate more revenues. Robin Bennett stated rates would be discussed at the next meeting and she will investigate the possibility of accepting septic pump-outs. She is unsure whether this could be done, but it is worth considering. It is uncertain how much funds could be generated, but is an option that could be considered to assist building more revenues for the Wastewater Department. There is sizeable unused capacity and it would take a while to reach capacity. The biggest drawback is making sure the infrastructure is able to increase the capacity.

It was questioned what the status of the Middle Road repair was. Robin Bennett reported there is the possibility of short-term financing for repair. The repair needs to be done, but the town needs to come up with about \$30,000.00 to do the repair.

Maria Ammatuna requested the Town Manager provide, in addition to the proposed rates, a budget matrix and bids for the emergency repair for the next Sewer Commissioners' meeting.

4. Adjournment

Motion by Devon Fuller/Dave Atherton to adjourn the Board of Sewer Commissioners' meeting at 7:15PM. **The motion passed unanimously - 4 to zero.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

**Town of Brandon
Proposed Budget
FY 14-15
Waste Water**

	FY 11-12	Actual FY 11-12	FY 12-13	Actual FY 12-13	Proposed FY 13-14	Actual FY 13-14 4/25/14	Proposed FY 14-15
Revenue:							
Fees	500,000	384,824	500,000	398,078	587,775	240,969.64	675,140
Base Fee	0	142,558	0	163,060	176,100	88,050.00	176,100
Misc. Revenue	36,868	1,446	36,868	642	0	0.00	500
Permits	500	531	500	269	200	200.00	500
Interest	5,000	21,233	5,000	24,959	25,000	25,468.72	25,000
Total Revenue:	542,368	550,592	542,368	587,008	789,075	354,688.36	877,240
Expenses:							
Personnel & Benefits							
Salaries & Wages	99,500	97,179	99,603	90,317	107,585	82,594.23	109,175
FICA/Medicare	7,611	6,931	7,619	6,910	8,230	6,416.77	8,350
Health Insurance	42,555	25,478	42,555	26,215	39,305	30,059.67	41,270
Health Deductable	7,200	7,594	7,200	6,488	0	0.00	0
Dental Insurance	3,200	3,085	3,100	2,828	3,055	2,800.60	3,360
Life & Disability	1,995	1,707	900	1,891	1,940	1,762.55	2,155
VMER	6,468	6,073	6,474	5,791	6,090	5,433.74	6,195
Total:	168,529	148,047	167,451	140,440	166,205	129,067.56	170,505
Travel & Expenses	300	558	600	145	500	343.27	500
Personnel Recruitment	0	122	0	0	0	0.00	0
Clothing Allowance	1,500	891	1,500	1,183	1,300	963.50	1,300
Dues & Subscriptions	500	345	500	381	400	230.00	400
Professional Developm	600	330	600	306	350	108.00	350
Engineering	0	0	0	0	10,000	0.00	10,000
Professional Services	800	390	800	868	800	0.00	800
Contractors	3,500	6,838	3,500	3,730	10,000	6,700.00	10,000
Equipment Rental	1,000	3,416	1,000	0	2,000	1,520.00	2,000
Licenses & Fees	2,500	2,130	2,500	2,289	24,000	1,263.20	24,000
Legal Services	500	0	500	1,523	5,000	0.00	5,000
Audit	7,000	5,000	7,000	7,000	7,695	7,693.75	8,500
Testing	5,000	2,464	5,000	2,395	4,000	2,504.00	4,000
Office Supplies	500	320	500	709	500	1,417.60	500
Lab Supplies	1,500	1,537	1,500	1,517	1,500	1,015.29	1,500
Postage	450	407	450	850	600	411.36	600
Office Equipment	500	0	500	661	0		0
Tools	500	1,167	1,000	1,085	1,000	581.92	1,000
Safety Equipment	500	608	500	2,285	700	510.16	700

**Town of Brandon
Proposed Budget
FY 14-15
Waste Water**

	FY 11-12	Actual FY 11-12	FY 12-13	Actual FY 12-13	Proposed FY 13-14	Actual FY 13-14 4/25/14	Proposed FY 14-15
Vehicle Maintenance							
Fuel	4,000	2,433	3,000	2,481	3,300	2,782.47	3,300
Repairs/Maintenance	5,100	8,663	5,100	4,421	4,000	2,481.24	4,000
Utilities							
Telephone	1,800	2,302	2,000	1,700	2,000	1,567.43	2,000
Heating Fuel	10,000	7,691	10,000	11,388	10,000	6,667.12	10,000
Electric	58,000	69,774	59,000	65,148	70,000	50,175.53	70,000
Janitorial Supplies	1,500	38	1,000	1,292	1,000	772.23	1,000
Building Maintenance	2,500	2,911	2,500	8,204	5,000	3,554.53	5,000
Plant/Collections Maint	2,500	3,959	2,500	2,594	4,000	3,084.76	4,000
Sludge Disposal	75,000	84,967	75,000	70,047	78,000	56,173.50	78,000
Chemicals							
Sodium Hypochlorite	12,000	11,743	13,000	10,607	12,000	7,373.85	12,000
Sodium Meta Bisulf	11,000	11,294	13,000	11,291	14,000	9,320.19	14,000
Other	19,000	13,341	20,000	11,508	13,000	17,122.35	13,000
Pump Rebuild	3,000	0	0	0	0	0.00	0
Pump Stations	8,500	6,317	8,500	11,810	8,500	12,528.65	8,500
Collection System Repa	29,500	19,917	29,500	28,831	40,000	48,728.05	80,000
Aeration System	3,500	233	3,500	232	500	0.00	500
Debt Service	89,211	83,875	78,897	77,312		10,868.59	
GOB 225067-9					5,500		5,325
RF 005					52,235		0
WW Improvement					12,560		12,560
Lake Sunapee LOC					61,000		61,200
VTBB-Series 4					31,250		30,995
VTBB-Series 5					4,660		4,600
NEW LOC					0		81,600
Insurance							
Property & Casualty	23,164	11,539	11,193	14,301	18,515	18,512.84	19,910
Workers Comp	3,831	3,831	3,831	3,963	4,880	4,878.70	4,445
Unemployment	1,200	1,298	1,148	1,344	525	522.58	550
Deductable	0	1,200	0	0	1,000	0.00	1,000
Capital/New Equipmen	12,500	4,277	0	0	0	0.00	0
Depreciation	0	88,227	0	0	88,100	0.00	88,100
Administrative Services	7,000	7,000	7,000	7,000	7,000	5,250.06	20,000
Capital Improvement Pla	0	0	0	0	0	0.00	47,500
Total Expenses:	579,485	621,400	545,070	512,841	789,075	416,694.28	877,240
Difference:	-37,117	-70,808	-2,702	74,167	0	-62,006	0

**Town of Brandon
Proposed Budget
FY 14-15**

Capital Improvement Plan

Waste Water-Equipment										
Item	Acquired	Cost	Useful Life	Replacement Cost	Scheduled Replacement	Annual Contribution	In Reserve	Proposed FY 14-15	Funds Available	
John Deere Tractor 830	1974		15	30,000		2,000	0	-		
Sreco Jetter Trailer Unit	1999		12	50,000		4,167	0	-		
Ford F-550 Truck/Body	2000		8	47,500		5,938	0	47,500		
Sreco Rodder Trailer Unit	2011		12	40,000		3,333	0	0		
Computer Equipment	2014		3	1,200		400	0	-		
Total:				168,700		15,838	-	47,500		