

Brandon Board of Sewer Commissioners Meeting
November 24, 2014
7:00 p.m.

***** Please Note: Location Change *****

The Brandon Board of Sewer Commissioners will meet Monday, November 24, 2014 immediately following the Select Board Meeting at 7:00 p.m. at the Brandon Area Rescue Squad building located at 1338 Franklin Street expecting to consider the items noted on this agenda. Agendas shall be posted on the community bulletin board in the front window of the Town Office at 49 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) Sewer Commissioners Minutes – July 15, 2014

- 3) Pollution Control Project Amendment

- 4) Adjournment

**Brandon Board of Sewer Commissioners
July 15, 2014**

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

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

Also in Attendance: Robin Bennett, Wayne Rausenberger, Kathy Rausenberger, Joe Ammatuna, Cindy Bell, Linda Stewart, Jeff Stewart, Joanie Pidgeon, Joanne Nichols, Chris Brickell, Brian Sanderson, Anne Bransfield, Richard Baker, Judi Pulsifer, Steve Bissette, Tina Wiles, Arlun Bloodworth, Bruce Edwards, Sue Gage, Nancy Jakiela, Charles Jakiela, Robert Kinchen, Vince Campbell, William Moore, Anna Scheck, Carol Bett, Karen Emerson, Lisa Kenyon, Donna Doty, Susan Benedict, Arthur Doty, Dolores Furnari, Joe Whalen, Terrie Whalen, Thelma Miner, Jane Aines, David Aines, Doug Bailey, Dawn Bailey, Richard White, Becky Mitchell

The meeting was called to order at 6:50PM by Chair – Maria Ammatuna.

1. Call to Order

a) Agenda Adoption – Motion by Devon Fuller/Ethan Swift to adopt the agenda as presented. **The motion passed unanimously – 4 to zero.**

2. Consent Agenda

a. Sewer Commissioners Minutes – June 23, 2014

Motion by Dave Atherton/Blaine Cliver to approve the Sewer Commissioners' minutes of June 23, 2014. **The motion passed unanimously – 4 to zero.**

3. Fiscal

a) Consider P.O. 44183 to Allen Engineering for sodium hypochlorite in the amount of \$15,850.00

Motion by Devon Fuller/Dave Atherton to approve P.O. 44183 to Allen Engineering for sodium hypochlorite in the amount of \$15,850.00. **The motion passed unanimously – 4 to zero.**

Ethan Swift noted this is the same type of situation as buying bulk fuel that previously discussed during the Select Board meeting.

b) Consider P.O. 44185 to City of Rutland for sludge processing in the amount of \$49,140.00

Motion by Ethan Swift/Dave Atherton to approve P.O. 44185 to City of Rutland for sludge processing in the amount of \$49,140.00. **The motion passed unanimously – 4 to zero.**

c) Consider P.O. 44187 to Mike Hance Trucking for sludge transport in the amount of \$23,166.00

Motion by Ethan Swift/Dave Atherton to approve P.O. 44187 to Mike Hance Trucking for sludge transport in the amount of \$23,166.00. **The motion passed unanimously – 4 to zero.**

d) Consider P.O. 44189 to Holland Company for sodium aluminate in the amount of \$15,300.00

Motion by Devon Fuller/Dave Atherton to approve P.O. 44189 to Holland Company for sodium aluminate in the amount of \$15,300.00. **The motion passed unanimously – 4 to zero.**

e) Consider P.O. 44190 to Holland Company for sodium bisulfite in the amount of \$18,300.00

Motion by Dave Atherton/Ethan Swift to approve P.O. 44190 to Holland Company for sodium bisulfite in the amount of \$18,300.00. **The motion passed unanimously – 4 to zero.**

f) Consider P.O. 44242 to Fyles Brothers, Inc. for propane in the amount of \$10,502.00

Motion by Dave Atherton/Devon Fuller to approve P.O. 44242 to Fyles Brothers, Inc. for propane in the amount of \$10,502.00. **The motion passed unanimously – 4 to zero.**

4. Old/Other Business

Ethan Swift expressed concern that there appears to be a discharge in the surface water on Franklin Street and noted this needs to be further explored, as the issue remains unresolved and there is a state violation. Mr. Swift suggested bringing in more resources to resolve this problem. Maria Ammatuna stated with the change in the Health Service Officer position; this issue could be handled through that department. Mr. Swift stated there is the possibility of doing a smoke test to determine where the issue is originating from.

5. Adjournment

Motion by Blaine Cliver/Devon Fuller to adjourn the Board of Sewer Commissioners' meeting at 6:55PM. **The motion passed unanimously - 4 to zero.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

STATE OF VERMONT
Agency of Natural Resources
Department of Environmental Conservation

Application for an Amendment to an existing Engineering Planning (Step I and II) of a Pollution Control Project
24 V.S.A. Chapter 120 – Updated 5-4-2011

Section I.

The municipality below in accord with 24 V.S.A. §4754, hereby makes application to the Vermont Department of Environmental Conservation and the Vermont Municipal Bond Bank for additional financial assistance pursuant to the provisions of 24 V.S.A. Chapter 120.

Municipality Name: Town of Brandon

Purpose of Amendment: Sewer System Investigation Phase I Additional Night of Sewer Flow Gauging

Existing Loan Number: RF1/AR1- 159

Loan Information

Current Loan Amount \$ 7,600.00

Amount of this Request \$ 3,400.00

Total Loan Requests \$ 11,000.00

Municipal Fiscal Year - Complete if not previously submitted or if information has changed.

Information below has not changed from previous submittal

Municipal fiscal year end date: June 30

Municipal DUNS number: 949775886

See: http://www.dnb.com/US/duns_update/

Federal Tax ID number: 03-6000390

Done this 24th day of November, 20 14.

By: Town of Brandon
(Name of Municipality)

(A majority of its legislative body)

I, the undersigned, the duly qualified and acting Town Clerk (clerk) of the
Town of Brandon, hereby certify that the above action was formally taken by the
legislative body at a duly noticed meeting held on the 24th day of November, 20 14 and
is duly recorded in my office.

Signature of Officer

Print or Type Name and Title

Authorized Representative

Information below has not changed from previous submittal

The Selectboard, as legislative body of the applicant, hereby authorizes
Robin Bennett and as an alternate, Peter O'Grady to act as the

authorized representatives of the applicant for the purpose of furnishing to the state of Vermont such information, data and documents pertaining to the application for a loan as may be required and otherwise to act as the authorized representative of the applicant in connection with this project. Correspondence should be sent to the authorized representative at the following address and email:

Name Robin Bennett

Phone# (802) 247-3635 X210

Phone Cell _____

Address _____

Email rbennett@townofbrandon.com

Address _____

Fax # _____

Alternates Name Peter O'Grady

Phone# (802) 247-3635

Phone Cell (802) 247-0425

Address _____

Fax # _____

Address _____

Email pogradey@townofbrandon.com

Section II.

Legal Information

A. Authority to Construct and to Bond (only required if new authority requested)

No additional borrowing has been authorized

(1) Bond Vote

Attach a copy of a legal warning for the meeting called to vote on the authorization to bond for this project. Attach a copy of the recorded vote on the articles pertinent to the project.

(2) Voter Approved Short Term Notes (5 years or less)

Attach a copy of a legal warning and the minutes for a meeting called to vote on the authorization to borrow short term for this project.

(3) Legislative Body Authorization

If the legislative body of the municipality has authorized borrowing without public approval pursuant to Title 24, Chapter 120, §4756 (e), attach a copy of the signed resolution authorizing such indebtedness. See attached.

B. Site Information (subsections 1 through 3 below only apply to loans for final design)

Information in this section has not changed from previous submittal

(1). Attach a legal opinion indicating that adequate interest has been acquired in the major project site or sites (treatment facility, pump stations, sewer lines and appurtenances) to allow undisturbed use and possession for the purposes of construction, operation and maintenance of the project.

(2). If easements or rights-of-way have been obtained for any remaining portions of the project, attach a legal opinion to indicate the extent of interests acquired.

(3) Site(s) Selected:	Yes _____	No _____
Option(s) Obtained:	Yes _____	No _____
Period of Option:	_____	
Site(s) Purchased:	Yes _____	No _____

(4) Provide a map (approximately 8 1/2" X 11") of the area proposed to be served by the project with the location of major system elements.

C. Compliance with Land Use and Development Act 10 V.S.A., Chapter 151 (Act 250)

Information in this section has not changed from previous submittal

This section is applicable if the loan is for final design.

(1) If the municipality has received the necessary permit for the project, attach a copy.

(2) If a "Project Review Sheet" or "write-off" letter advising that no permit is required has been received, attach a copy.

(3) If procedures to acquire a permit have been initiated, note here the date the request was filed with the District Environmental Commission _____.

D. Compliance with Discharge and/or Indirect Discharge Permit Requirements. 10 V.S.A., Chapter 47

Information in this section has not changed from previous submittal

This section is applicable if the loan is for final design.

- (1) If the municipality has received a discharge permit or indirect discharge permit for the proposed project, attach a copy.
- (2) If the municipality has applied for such permits, note here the date such application was filed. Date filed: _____

E. Compliance with Court or Administrative Orders

Information in this section has not changed from previous submittal

- (1) If the project is required by a permit or order issued by this Department, note the number and date of that document below:

Discharge Permit # _____	Date _____
1272 Order _____	Date _____
1277 Order _____	Date _____
Other (describe other) _____	Date _____

Section III. Project Financing

Project Cost and Funding Summaries (complete if loan is for final design) Not applicable

Attach the engineer's estimates, consistent with the construction costs noted below. If previously submitted, additional copies are not required.

(1) Project Cost Estimate

		TOTAL COST	COSTS ELIGIBLE FOR FEDERAL AID RD - HUD - EDA	COSTS ELIGIBLE OTHER
A	Construction - Project Element Contract 1 - Contract 2 - Small Purchases			
Subtotal				
B	Step I - Feasibility and Report - Preliminary Design Step II - Final Design Step III - Bidding Services - Construction Administration - Resident Project Representative - Other			
C	Legal and Fiscal			
D	Administrative			
E	Contingency			
F	Land Acquisition			
TOTALS				

(2) Date of Estimate _____ ENR _____
Source of Estimate _____

(3) Funds to be made available for project:

Source	Applied %	Eligible Cost	Total	Date Available
VT/EPA SRF Loan				
Vermont Only Loan				
State Grant, Title 10 V.S.A.				
§1624a (CSO)	25%			
§1625 (DWF)	35%			
§1625e (PO4 Removal)	100%			
§1626a (Sludge/Septage)	50%			
Local Share				
Total Funding				

Section IV. Engineering Information (only required if additional engineering costs are included in the amendment)

There are no additional engineering service agreements.

A. Attach: 1) Engineering Service Agreement and 2) Level of Effort Table Submitted Separately
See: <http://www.anr.state.vt.us/dec/fed/cs.htm>

- FED Simplified Step I & II Engineering Service Agreement
- Engineers Joint Contract Documents Committee (EJCDC) E-500 Standard Form of Agreement Between Owner and Engineer for Professional Service

B. Description of Facilities to be planned with additional funds.

Provide a brief description of the project including size and length of interceptor, collector, numbers of pumping stations and capacity, major treatment plant units and capacities, if any. If the loan is for final design, indicate date of approval of facilities plan/preliminary engineering report. Approval Date _____

C. Project Schedule (optional if loan is for preliminary engineering)

- (1) Final Plans will be completed on _____
- (2) Target date for construction _____

D. Engineering Services

(1) Consultant

Name Aldrich + Elliott Attn. Wayne Elliott PE
 Address 6 Marketplace Suite 2
 Town/State/Zip Essex Junction, VT 05452
 Email welliott@aeengineers.com
 Phone# 802-879-7733 Fax# _____

(E) Planning Cost Breakdown

- (1) Office _____ Borings _____ Surveys \$3,400.00 Other _____
- (2) Total \$3,400.00

Section V. Authorized Representatives Certification

I Robin Bennett, Authorized Representative on behalf of the Selectboard, the legislative body of the Town of Brandon, hereby certify that the foregoing information is true and correct to the best of my knowledge.

Authorized Representative Date

TOWN OF BRANDON
RESOLUTION
SEWER SYSTEM EVALUATION PHASE I
ADDITIONAL NIGHT OF SEWER FLOW GAUGING

WHEREAS, the Town of Brandon has the need to perform additional flow gauging in the sewer system; and,

WHEREAS, the State of Vermont has available revolving loan funds to assist in the project subject to terms and conditions of eligibility; and,

THEREFORE BE IT RESOLVED, that the project requires completion of an "Application for Revolving Loan Funds" for the funding of the sewer system evaluation study of the project;

BE IT FURTHER RESOLVED, that the Town of Brandon shall incur this indebtedness without public authorization at this time pursuant to VSA Title 24, Chapter 120, Para 4756 (e).

DATED: November 24, 2014

Town of Brandon Selectboard

ATTEST:

Town Clerk

March 4, 2014

Ms. Robin Bennett, Town Manager
Town of Brandon
49 Center Street
Brandon, VT 05733



Re: Amendment #1
Brandon Sewer System
Sewer System Evaluation- Phase I
Additional Night of Sewer Flow Gauging
A+E Project #11046

Dear Robin:

In accordance with the written Agreement dated September 26, 2011, for professional engineering consultant services, Aldrich + Elliott, PC (ENGINEER) is authorized to proceed with the services outlined below. All provisions, of the original Agreement and prior Amendments are made part of this Amendment and visa versa.

SCOPE OF SERVICES

Professional engineering consultant services are to be performed by the ENGINEER as detailed in Attachment No. 1 of this Amendment.

BASIS OF COMPENSATION

For services performed under this Amendment, the OWNER agrees to compensate the ENGINEER as follows:

- an Hourly Fee based on actual expenses incurred in the performance of this Amendment, to include a labor expense equal to the actual salaries of personnel, overhead expense of 1.70 times the labor expense, profit equal to 16% of labor and overhead expenses, plus subconsultant and other expenses listed in Attachment No. 2 of the original Agreement. The Fee for these services shall not exceed THREE THOUSAND FOUR HUNDRED DOLLARS (\$3,400.00).

TERMS AND CONDITIONS

The Terms and Conditions of the original Agreement shall govern this Amendment.


EXECUTED AGREEMENT

This Amendment shall be considered binding when duly authorized agents of the ENGINEER and the OWNER sign the document and one (1) executed copy is returned to the office of the ENGINEER. If this Amendment is not executed within sixty (60) days of the date on the Amendment, it may be subject to re-negotiation or withdrawal by the ENGINEER.

OFFER OF PROFESSIONAL ENGINEERING SERVICES

The ENGINEER, as an independent agent, offers to provide the professional engineering services described in this Amendment, for the compensation specified.

Aldrich + Elliott, PC



Wayne A. Elliott, PE
Vice President

OWNER ACCEPTANCE

The OWNER acknowledges this to be a binding Amendment to the original Agreement and any prior Amendments and agrees to the conditions as stated. The ENGINEER is hereby directed to proceed with the scope of services.

The OWNER acknowledges that is has the financial resources and intends to pay for services rendered in accordance with the conditions as stated herein and acknowledges that if invoices are not paid in full within sixty (60) days of date of invoice, that the ENGINEER may stop work, without consequence or liability of any kind, until the invoices are paid, as set forth in the Terms and Conditions.

The OWNER warrants that the signature below is that of its duly authorized agent who possesses the full legal authority to execute this Amendment on behalf of the OWNER.

The OWNER acknowledges that this Amendment is comprised of, and incorporates by reference, Attachment No. 1.

TOWN OF BRANDON

Duly Authorized Agent

Date of Execution

Witness to Signature

Executed in Duplicate
Project #11046

**TOWN OF BRANDON
SEWER SYSTEM EVALUATION- PHASE I
ADDITIONAL NIGHT OF SEWER FLOW GAUGING**

ATTACHMENT NO. 1

SCOPE OF SERVICES

The ENGINEER will provide the following professional engineering consultant services under the scope of this Amendment:

A. Sewer Flow Gauging

One (1) additional night of sewer flow gauging will be performed to further assess and breakdown the areas of excessive infiltration from the first night of sewer flow gauging. Two (2) personnel from the ENGINEER will be present.

B. Data Reduction

The infiltration data obtained will be summarized in tabular form including pipe segments, total infiltration, segment infiltration, and infiltration rate. This information will be used to eliminate and/or prioritize areas for additional investigation.

C. Report Update

The Phase I report will be updated to include the data from the additional night of flow gauging along with recommendations.

D. Meetings

Prepare for and attend one (1) meeting with the Town.

Services Required by Others:

The following services are to be performed by the OWNER or other agents on behalf of the OWNER. These services affect the ability of the ENGINEER to complete the scope of this Amendment.

- A. The Town will provide assistance for accessing structures, for confined space entry procedures, and assisting in traffic control. One (1) employee of the OWNER shall be available for assistance.

End of Attachment No. 1