

**Brandon Board of Sewer Commissioners Meeting**  
**March 28, 2016**  
**7:00 p.m.**

The Brandon Board of Sewer Commissioners will meet Monday, March 28, 2016 immediately following the Select Board Meeting 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 at the Town Office at 49 Center Street and on the community bulletin board located between Dave's Grocery and the Forest Dale Post Office. 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 – January 25, 2016
  
- 3) Proposed Budget
  
- 4) Adjournment

**Brandon Board of Sewer Commissioners**  
**January 25, 2016**

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

**In Attendance:** Doug Bailey, Seth Hopkins, Devon Fuller, Ethan Swift

**Also in Attendance:** Dave Atherton, Wayne Rausenberger, Richard Baker, Anna Scheck, Lee Kahrs, Steve Bissette, Arlen Bloodworth, Dick Kirby, Bernie Carr, Chris Brickell, Jeff Guevin, Connie Pell

**1. Call to Order**

The meeting was called to order at 7:00PM by Chair – Doug Bailey.

**a) Agenda Adoption – Motion** by Devon Fuller/Seth Hopkins to adopt the agenda as presented. **The motion passed unanimously.**

**2. Consent Agenda**

**a. Sewer Commissioners Minutes – January 11, 2016**

**Motion** by Seth Hopkins/Devon Fuller to approve the Sewer Commissioners' minutes of January 11, 2016. **The motion passed unanimously.**

**Motion** by Ethan Swift/Seth Hopkins to enter into executive session at 7:02PM for the purpose of discussing a pending or probable civil litigation or prosecution to which the Public Body is or may be a Party pursuant to Title 1, Section 313(a)(1) of the Vermont Statutes with the session to include the Town Manager, Town Clerk and Connie Pell - Attorney. **The motion passed unanimously.**

**3. Executive Session**

The Sewer Commissioners came out of executive session at 7:39PM.

**Motion** by Devon Fuller/Ethan Swift to settle the complaint dated 12/22/14, Docket #768-12-14Rdev in reference to the Forestdale Mobile Home Park, Inc., Joseph and Crystal Bresette and Eugene Bisson, plaintiffs vs. Town of Brandon, defendant. **The motion passed unanimously.**

Doug Bailey thanked Connie Pell for attending the meeting.

#### **4. Adjournment**

**Motion** by Ethan Swift/Devon Fuller to adjourn the Board of Sewer Commissioners' meeting at 7:41PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary

**Town of Brandon  
Proposed Budget  
FY 15-16  
Waste Water**

	FY 11-12	Actual FY 11-12	FY 12-13	Actual FY 12-13	Proposed FY 13-14	Actual FY 13-14	Proposed FY 14-15	Actual FY 14-15	Actual FY 14-15	APPROVED FY 15-16	ACTUAL 15- 16 AS OF 2.28.16	ESTIMATED FY 16-17
<b>Revenue:</b>												
Fees	500,000	384,824	500,000	398,078	566,175	450,365	653,540	487,155	650,000	650,000	336,218	526,000
Base Fee	0	142,558	0	163,060	176,100	174,412	176,100	167,787	176,100	176,100	117,200	170,000
Misc. Revenue	36,868	1,446	36,868	642	0	10,000	500	(588)	500	500	2,316	500
Permits	500	531	500	269	200	350	500	250	500	500	300	500
Interest	5,000	21,233	5,000	24,959	25,000	32,142	25,000	23,158	20,000	20,000	13,472	20,000
FEMA Reimbursement						954						
<b>Total Revenue:</b>	<b>542,368</b>	<b>550,592</b>	<b>542,368</b>	<b>587,008</b>	<b>767,475</b>	<b>668,224</b>	<b>855,640</b>	<b>677,763</b>	<b>847,100</b>	<b>847,100</b>	<b>469,506</b>	<b>717,000</b>
<b>Expenses:</b>												
<b>Personnel &amp; Benefits</b>												
Salaries & Wages	99,500	97,179	99,603	90,317	107,585	104,696	109,175	101,509	105,896	105,896	71,777	102,584
FICA	7,611	6,931	7,619	6,910	8,230	6,439	8,350	6,441	6,566	6,566	4,485	6,075
Medicare						1,506		1,501	1,535	1,535	1,055	1,421
Health Insurance	42,555	25,478	42,555	26,215	39,305	33,182	41,270	43,477	43,673	43,673	26,150	41,349
Health Deductable	7,200	7,594	7,200	6,488	0	164	0	-	0	0	0	3,000
Dental Insurance	3,200	3,085	3,100	2,828	3,055	3,055	3,360	3,249	3,024	3,024	1,643	3,024
Life & Disability	1,995	1,707	900	1,891	1,940	1,923	2,153	1,711	1,657	1,657	833	1,657
VMER	6,468	6,073	6,474	5,791	6,090	6,703	6,195	6,604	6,883	6,883	4,665	6,668
<b>Total:</b>	<b>168,529</b>	<b>148,047</b>	<b>167,451</b>	<b>140,440</b>	<b>166,205</b>	<b>157,668</b>	<b>170,505</b>	<b>164,491</b>	<b>169,234</b>	<b>169,234</b>	<b>110,608</b>	<b>165,778</b>
Travel & Expenses	300	558	600	145	500	398	500	252	250	250	55	250
Personnel Recruitment	0	122	0	0	0	-	0	-	0	0	-	0
Clothing Allowance	1,500	891	1,500	1,183	1,300	1,338	1,300	984	1,200	1,200	844	1,200
Dues & Subscriptions	500	345	500	381	400	254	400	440	450	450	445	450
Professional Developm	600	330	600	306	350	108	350	149	300	300	0	300
Engineering	0	0	0	0	10,000	-	10,000	-	0	0	7,245	0
Professional Services	800	390	800	868	800	-	800	770	800	800	440	800
Contractors	3,500	6,838	3,500	3,730	10,000	15,605	10,000	7,146	8,500	8,500	19,382	20,000
Equipment Rental	1,000	3,416	1,000	0	2,000	1,520	2,000	-	2,000	2,000	288	2,000
Licenses & Fees	2,500	2,130	2,500	2,289	2,400	1,263	2,400	1,578	2,000	2,000	2,100	2,000

**Town of Brandon  
Proposed Budget  
FY 15-16  
Waste Water**

	FY 11-12	Actual FY 11-12	FY 12-13	Actual FY 12-13	Proposed FY 13-14	Actual FY 13-14	Proposed FY 14-15	Actual FY 14-15	Approved FY 15-16	ACTUAL 15- 16 AS OF 2.28.16	ESTIMATED FY 16-17
Legal Services	500	0	500	1,523	5,000	-	5,000	-	2,500	0	0
Audit	7,000	5,000	7,000	7,000	7,695	7,694	8,500	8,500	4,500	3,125	4,500
Testing	5,000	2,464	5,000	2,395	4,000	4,468	4,000	3,206	4,000	1,618	3,000
Office Supplies	500	320	500	709	500	1,545	500	360	500	260	500
Lab Supplies	1,500	1,537	1,500	1,517	1,500	1,402	1,500	2,995	2,750	1,281	2,750
Postage	450	407	450	850	600	411	600	1,231	1,200	1,500	1,200
Office Equipment	500	0	500	661	0	-	0	-	0	0	0
Tools	500	1,167	1,000	1,085	1,000	606	1,000	2,821	3,000	56	1,500
Safety Equipment	500	608	500	2,285	700	1,040	700	974	700	344	700
Vehicle Maintenance											0
Fuel	4,000	2,433	3,000	2,481	3,300	3,525	3,300	2,303	2,800	121	1,200
Repairs/Maintenance	5,100	8,663	5,100	4,421	4,000	3,257	4,000	4,735	5,000	902	2,000
Utilities											0
Telephone	1,800	2,302	2,000	1,700	2,000	2,023	2,000	1,977	2,000	1,266	2,000
Heating Fuel	10,000	7,691	10,000	11,388	10,000	8,128	10,000	8,611	10,000	4,278	12,000
Electric	58,000	69,774	59,000	65,148	70,000	74,123	70,000	59,876	60,000	30,296	50,000
Water									6,300	2,916	6,300
Janitorial Supplies	1,500	38	1,000	1,292	1,000	844	1,000	2,739	5,000	272	3,000
Building Maintenance	2,500	2,911	2,500	8,204	5,000	7,352	5,000	10,530	10,000	5,488	10,000
Plant/Collections Maint	2,500	3,959	2,500	2,594	4,000	18,149	4,000	12,958	12,000	13,545	12,000
Sludge Disposal	75,000	84,967	75,000	70,047	78,000	78,345	78,000	75,186	49,140	30,682	49,140
Trucking									18,252	10,608	18,252
Chemicals											0
Sodium Hypochlorit	12,000	11,743	13,000	10,607	12,000	9,802	12,000	13,228	17,200	5,048	17,200
Sodium Meta Bisulf	11,000	11,294	13,000	11,291	14,000	12,982	14,000	14,909	18,000	5,441	18,000
Other	19,000	13,341	20,000	11,508	13,000	17,122	13,000	11,828	15,000	6,494	15,000
Pump Rebuild	3,000	0	0	0	0	-	0	0	0	0	0
Pump Stations	8,500	6,317	8,500	11,810	8,500	15,334	8,500	10,218	15,000	3,345	15,000
Collection System Repa	29,500	19,917	29,500	28,831	40,000	10,500	80,000	20,537	55,000	9,512	55,000
Aeration System	3,500	233	3,500	232	500	10	500	2,075	2,000	1,847	2,000

**Town of Brandon  
Proposed Budget  
FY 15-16  
Waste Water**

	FY 11-12	Actual FY 11-12	FY 12-13	Actual FY 12-13	Proposed FY 13-14	Actual FY 13-14	Proposed FY 14-15	Actual FY 14-15	APPROVED FY 15-16	ACTUAL 15- 16 AS OF 2.28.16	ESTIMATED FY 16-17
Debt Service	89,211	83,875	78,897	77,312	20,422	20,165	20,165	20,165	20,165	9,161	0
GOB 225067-9					5,500		5,325				0
RF 005					52,235		0		0		0
WW Improvement					12,560		12,560		0		0
Lake Sunapee LOC					61,000		61,200		0		0
VTBB-Series 4-P					31,250		30,995		14,459		14,459
VTBB-Series 4-i									16,524		16,524
VTBB-Series 5-P					4,660		4,600		3,175		3,175
VTBB-Series 5-i									1,477		1,477
NEW LOC					0		81,600	1,837	0		0
NEW BOND											13,500
Insurance											0
Property & Casualty	23,164	11,539	11,193	14,301	18,515	23,392	19,910	21,965	23,000	13,143	23,000
Workers Comp	3,831	3,831	3,831	3,963	4,830	3,806	4,445	3,806	4,200	6,241	4,200
Unemployment	1,200	1,298	1,148	1,344	525	525	550	525	550	450	550
Deductable	0	1,200	0	0	1,000	523	1,000	-	1,000		1,000
Capital/New Equipment	12,500	4,277	0	0	0	-	0	-	0		0
Depreciation	0	88,227	0	0	88,100	88,100	88,100	90,310	88,100	60,208	90,500
Administrative Services	7,000	7,000	7,000	7,000	7,000	7,000	20,000	20,000	30,000	20,000	30,000
Storm 2011 Repair						713					
Capital Improvement Pla	0	0	0	0	0	60,420	47,500	60,420	0	50,000	0
<b>CARRY OVER TO NEXT YEAR</b>							50,000				
<b>Total Expenses:</b>	579,485	621,400	545,070	512,841	767,475	596,966	953,140	666,634	689,060	440,856	693,403
<b>Difference:</b>	-37,117	-70,808	-2,702	74,167	0	71,258	-97,500	11,129	158,040	28,650	23,597