

Brandon Board of Sewer Commissioners Meeting
June 26, 2017
7:00 p.m.

The Brandon Board of Sewer Commissioners will meet Monday, June 26, 2017 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 – June 12, 2017

- 3) Approve Wastewater Budget

- 4) Adjournment

**Brandon Board of Sewer Commissioners Meeting
June 12, 2017**

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

In Attendance: Seth Hopkins, Doug Bailey, Brian Coolidge, Devon Fuller

Others In Attendance: Dave Atherton, Anna Scheck, Steve Cijka, Arlen Bloodworth

1. Call to Order

The meeting was called to order at 7:50PM by Seth Hopkins - Chair.

a. Agenda Adoption

Motion by Doug Bailey/Devon Fuller to adopt the agenda as presented. **The motion passed unanimously.**

2. Consent Agenda

a) Minutes of Board of Sewer Commissioners of March 13, 2017

Motion by Brian Coolidge/Doug Bailey to approve the minutes of the March 13, 2017 Board of Sewer Commissioners meeting. **The motion passed unanimously.**

3. Consider Penalty and Interest for Late Sewer Payments

Dave Atherton stated in doing some research over the last couple of months and getting the wastewater budget together; he noted the Town has not charged penalties for late sewer payments. The Town does have the option to collect late penalties on sewer payments much like property taxes. The property taxes have an 8% initial penalty and 1% interest for 3 months and 1.5% interest thereafter. This change would bring the sewer payments in line with the property taxes. It was suggested if approved to begin this change the next fiscal year starting July 1, 2017.

Motion by Doug Bailey/Devon Fuller to charge the same delinquent late penalties for sewer payments as are currently assessed for property taxes beginning the next fiscal year starting July 1, 2017. **The motion passed unanimously.**

4. Consider Purchase Orders

Steve Cijka reported the purchase orders are for the same chemicals that are used every year. Mr. Cijka provided the Board information on how each of the chemicals are used. The vendors may change as the items are put out to bid and trucking fees drive the costs. The same procedures are being used as in the past and are operator-friendly. The Town would have to go with an ultra-

violet light process if they did not want to use all of the chemicals. Mr. Cijka noted the State has not proposed any changes that would affect the process. Mr. Cijka stated if the Town could eliminate all the excessive water coming into the sewer lines; it could save money, as it is very costly to separate the storm water from sewer water and repair the lines. Mr. Cijka reported some of the pipes were put in during the 1930's. Another problem the Wastewater Department has are trees because roots get into the pipes. Dave Atherton stated with the Champlain Street project, the Town sleeved the lines to minimize the infiltration as a start. It has been noticed where there are manhole covers, there is infiltration coming into those. Mr. Cijka stated there are only a couple of catch basins and there is a parking lot that will be corrected during the Route 7 project. Mr. Cijka noted it costs between \$100.00 to \$150.00 per foot to replace a line and about \$50.00 per foot to reline it. If there is a high contractor cost in the warrants, it means there was an issue that required immediate attention. Doug Bailey requested clarification on the Holland bid as it had two figures. Mr. Cijka advised that there are times when multiple items can be delivered and that will result in the lesser price as it is a savings in the trucking.

- a. P.O. 44583 to Allen Engineering for Sodium Hypochlorite - \$14,450.00**
- b. P.O. 44587 to City of Rutland WWTF for Processing of Sludge - \$49,140.00**
- c. P.O. 44582 to Holland Company, Inc. for Sodium Aluminate - \$15,300.00**
- d. P.O. 44584 to Holland Company, Inc. for Sodium Bisulfite - \$16,500.00**

Motion by Devon Fuller/Doug Bailey to approve purchase orders 44583, 44587, 44582 and 44584 as noted above. **The motion passed unanimously.**

5. Adjournment

Motion by Doug Bailey/Devon Fuller to adjourn the Board of Sewer Commissioners' meeting at 8:04PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary



June 23, 2017

To: Board of Sewer Commissioners

RE: Wastewater Budget for 2017-2018

Attached is the proposed budget for next year, and a current budget status report for this year. There are some invoices that are pending and will be paid over the next couple of warrants.

A few changes and new lines that we have made are:

- Adding the Bond Principal amount to the budget for purposes of cash flow.
- Added a new line for USDA Short Lived Asset, this is a requirement for our USDA Loan/Grant for the Champlain Street Pump Station.
- Manhole cover risers for Route 73 VTrans paving project.
- Segment 6 sewer upgrade, 5% match. The total will be split over 3 years.

Depreciation line - transferring funds annually into the Capital Reserve for future capital needs. We now have positive cash flow, and the depreciation entry is NOT a cash flow item. Seemingly we could be transferring funds into the capital reserves that match depreciation when cash flow allows.

TOWN OF BRANDON General Ledger
Comparative Budget Report
20 Sewer Fund

Account	Budget FY - 2016	Actual FY-2016 Pd:12	Budget FY - 2017	Budget FY - 2018
20-4-00 Wastewater Revenues				
20-4-00-04110 Sewer Fees -- Revenues	650,000.00	515,164.63	526,000.00	513,500.00
20-4-00-04111 Sewer Base Fees	176,100.00	175,350.00	170,000.00	170,000.00
20-4-00-04230 Misc. Revenues	500.00	2,315.73	500.00	500.00
20-4-00-04310 Sewer Permit Revenue	500.00	400.00	500.00	500.00
20-4-00-04820 Sale of Equip. Revenue	0.00	0.00	0.00	0.00
20-4-00-04920 Interest Revenue	20,000.00	20,818.12	20,000.00	20,000.00
Total Wastewater Revenues	847,100.00	714,048.48	717,000.00	704,500.00
Total Revenues	847,100.00	714,048.48	717,000.00	704,500.00
20-5-55 Waste Water Expenses				
20-5-55-10120 Wages-Permanent Full Time	96,896.00	98,276.88	93,584.00	96,750.00
20-5-55-10121 Overtime	5,000.00	2,956.39	5,000.00	5,000.00
20-5-55-10122 ACCRUED TIME OFF WAGES	0.00	1,650.76	0.00	0.00
20-5-55-10123 On Call hours	4,000.00	4,008.56	4,000.00	5,200.00
20-5-55-10211 Fica	6,566.00	6,514.60	6,075.00	6,850.00
20-5-55-10212 Medicare	1,535.00	1,529.45	1,421.00	1,600.00
20-5-55-10214 Health Insurance	43,673.00	40,953.73	41,349.00	43,000.00
20-5-55-10215 Life & Disability Ins.	1,657.00	1,222.85	1,657.00	1,550.00
20-5-55-10217 DENTAL	3,024.00	2,767.26	3,024.00	3,100.00
20-5-55-10218 HRA WW	0.00	0.00	3,000.00	3,000.00
20-5-55-10220 VMER	6,883.00	6,840.69	6,668.00	7,550.00
20-5-55-10310 Travel & Expenses	250.00	123.86	250.00	250.00
20-5-55-10320 Clothing Allowance	1,200.00	1,336.20	1,200.00	1,200.00
20-5-55-10330 Dues & Subscriptions	450.00	445.00	450.00	450.00
20-5-55-10340 Continuing Education	300.00	48.00	300.00	450.00
20-5-55-20121 Professional Services	800.00	440.00	800.00	800.00
20-5-55-20240 Contractors	8,500.00	10,457.03	20,000.00	50,000.00
20-5-55-20241 Equipment Rental	2,000.00	288.32	2,000.00	2,000.00
20-5-55-20530 Licenses & Fees	2,000.00	2,100.00	2,000.00	2,500.00
20-5-55-21110 Legal Services	2,500.00	0.00	0.00	0.00
20-5-55-22110 Auditors	4,500.00	3,125.00	4,500.00	4,500.00
20-5-55-22120 Testing	4,000.00	2,819.50	3,000.00	4,150.00
20-5-55-30110 Office Supplies	500.00	423.71	500.00	500.00
20-5-55-30120 Professional Supplies	2,750.00	2,445.55	2,750.00	2,750.00
20-5-55-30132 Postage Expenses	1,200.00	2,349.00	1,200.00	0.00
20-5-55-41110 New Equipment-Misc Tools	3,000.00	55.50	1,500.00	1,500.00
20-5-55-41120 Safety Equipment	700.00	344.20	700.00	700.00
20-5-55-41130 Fuel - Vehicles	2,800.00	900.87	1,200.00	1,500.00
20-5-55-41180 Maintenance-Vehicles	5,000.00	1,067.14	2,000.00	2,000.00
20-5-55-42100 Wastewater Telephone	2,000.00	1,957.07	2,000.00	2,500.00
20-5-55-42110 LP Gas - Bldgs	10,000.00	7,024.24	12,000.00	10,000.00
20-5-55-42120 Water	6,300.00	6,234.94	6,300.00	4,000.00
20-5-55-42130 Electric	60,000.00	47,729.65	50,000.00	30,000.00
20-5-55-42140 Maint. Supplies - Bldgs	5,000.00	328.97	3,000.00	3,000.00
20-5-55-42150 Outside Maint. - Bldgs	10,000.00	6,073.56	10,000.00	10,000.00

TOWN OF BRANDON General Ledger
Comparative Budget Report
20 Sewer Fund

Account	Budget	Actual	Budget	Budget
	FY - 2016	FY-2016 Pd:12	FY - 2017	FY - 2018
20-5-55-43160 Maint. Supplies - General	12,000.00	12,564.39	12,000.00	9,000.00
20-5-55-43180 Outside Maint.	0.00	898.00	0.00	0.00
20-5-55-50120 Chlorine	17,200.00	7,886.20	17,200.00	15,000.00
20-5-55-50140 Sodium Meta Bisulfite	18,000.00	12,814.20	18,000.00	17,000.00
20-5-55-50150 Other Chemicals	15,000.00	11,531.75	15,000.00	15,500.00
20-5-55-50160 Sludge Disposal	49,140.00	51,051.60	49,140.00	50,500.00
20-5-55-50170 Trucking	18,252.00	18,213.00	18,252.00	18,300.00
20-5-55-51230 Outside Equip. - Pump St.	15,000.00	3,345.30	15,000.00	15,000.00
20-5-55-51310 Collection Systems	55,000.00	21,142.56	55,000.00	30,000.00
20-5-55-51410 Aeration System Maint.	2,000.00	2,248.59	2,000.00	2,000.00
20-5-55-60100 Interest Exp - Short Term	0.00	0.00	0.00	5,000.00
20-5-55-60200 Administration Expense	30,000.00	30,000.00	30,000.00	30,000.00
20-5-55-60600 USDA Bond Champlain PS in	0.00	0.00	13,500.00	11,500.00
20-5-55-60610 USDA Bond-Champ. PS-Prin	0.00	0.00	0.00	11,500.00
20-5-55-60800 USDA Bond Loan #8 Interes	1,477.00	1,476.72	1,477.00	1,300.00
20-5-55-60810 USDA Bond Loan#8 Prin	0.00	0.00	0.00	3,500.00
20-5-55-61000 USDA Bond Loan #9 Interes	16,524.00	16,522.78	16,524.00	15,500.00
20-5-55-61010 USDA Bond Loan #9 Prin	0.00	0.00	0.00	15,600.00
20-5-55-61110 Insurance Expenses	23,000.00	17,525.62	23,000.00	18,500.00
20-5-55-61120 Insurance Claim Ded	1,000.00	0.00	1,000.00	1,000.00
20-5-55-61150 WW Unemployment	550.00	564.42	550.00	450.00
20-5-55-61160 WW Workers Comp.	4,200.00	9,357.05	4,200.00	9,800.00
20-5-55-90100 Capital/New Equipment	0.00	0.00	0.00	0.00
20-5-55-90200 Seg 6 Match	0.00	0.00	0.00	24,000.00
20-5-55-90210 Rt73 risers-VTrans	0.00	0.00	0.00	9,000.00
20-5-55-90800 USDA Short Lived Asset	0.00	0.00	0.00	37,000.00
20-5-55-90900 Depreciation	88,100.00	87,291.89	90,500.00	91,000.00
Total Waste Water Expenses	671,427.00	569,272.55	675,771.00	765,300.00
Total Expenditures	671,427.00	569,272.55	675,771.00	765,300.00
Total 20 Sewer Fund	175,673.00	144,775.93	41,229.00	-60,000.00
Total All Funds	175,673.00	144,775.93	41,229.00	-60,000.00

Account	Budget	Actual	% of Budget
20-4-00 Wastewater Revenues			
20-4-00-04110 Sewer Fees - Revenues	526,000.00	527,528.80	100.29%
20-4-00-04111 Sewer Base Fees	170,000.00	176,898.00	104.06%
20-4-00-04230 Misc. Revenues	500.00	0.00	0.00%
20-4-00-04310 Sewer Permit Revenue	500.00	100.00	20.00%
20-4-00-04820 Sale of Equip. Revenue	0.00	250.00	100.00%
20-4-00-04920 Interest Revenue	20,000.00	10,477.20	52.39%
Total Wastewater Revenues	717,000.00	715,254.00	99.76%
Total Revenues	717,000.00	715,254.00	99.76%

20-5-55 Waste Water Expenses			
20-5-55-10120 Wages-Permanent Full Time	93,584.00	90,827.58	97.05%
20-5-55-10121 Overtime	5,000.00	2,769.75	55.40%
20-5-55-10123 On Call hours	4,000.00	4,500.00	112.50%
20-5-55-10211 Fica	6,075.00	5,792.48	95.35%
20-5-55-10212 Medicare	1,421.00	1,354.66	95.33%
20-5-55-10214 Health Insurance	41,349.00	40,679.42	98.38%
20-5-55-10215 Life & Disability Ins.	1,657.00	1,207.22	72.86%
20-5-55-10217 DENTAL	3,024.00	2,997.37	99.12%
20-5-55-10218 HRA WW	3,000.00	3,000.00	100.00%
20-5-55-10220 VMER	6,668.00	6,376.30	95.63%
20-5-55-10310 Travel & Expenses	250.00	0.00	0.00%
20-5-55-10320 Clothing Allowance	1,200.00	1,052.64	87.72%
20-5-55-10330 Dues & Subscriptions	450.00	445.00	98.89%
20-5-55-10340 Continuing Education	300.00	660.00	220.00%
20-5-55-20121 Professional Services	800.00	440.00	55.00%
20-5-55-20240 Contractors	20,000.00	40,686.79	203.43%
20-5-55-20241 Equipment Rental	2,000.00	0.00	0.00%
20-5-55-20530 Licenses & Fees	2,000.00	2,300.00	115.00%
20-5-55-22110 Auditors	4,500.00	3,390.00	75.33%
20-5-55-22120 Testing	3,000.00	2,738.50	91.28%
20-5-55-30110 Office Supplies	500.00	108.41	21.68%
20-5-55-30120 Professional Supplies	2,750.00	2,268.49	82.49%
20-5-55-30132 Postage Expenses	1,200.00	0.00	0.00%
20-5-55-41110 New Equipment-Misc Tools	1,500.00	1,411.26	94.08%
20-5-55-41120 Safety Equipment	700.00	596.65	85.24%
20-5-55-41130 Fuel - Vehicles	1,200.00	1,235.66	102.97%
20-5-55-41180 Maintenance-Vehicles	2,000.00	482.97	24.15%
20-5-55-42100 Wastewater Telephone	2,000.00	2,451.60	122.58%
20-5-55-42110 LP Gas - Bldgs	12,000.00	7,575.59	63.13%
20-5-55-42120 Water	6,300.00	3,297.89	52.35%
20-5-55-42130 Electric	50,000.00	22,927.57	45.86%
20-5-55-42140 Maint. Supplies - Bldgs	3,000.00	422.67	14.09%
20-5-55-42150 Outside Maint. - Bldgs	10,000.00	1,242.10	12.42%
20-5-55-43160 Maint. Supplies - General	12,000.00	15,858.19	132.15%
20-5-55-50120 Chlorine	17,200.00	7,472.64	43.45%

TOWN OF BRANDON General Ledger
Current Yr Pd: 12 - Budget Status Report
20 Sewer Fund

Account	Budget	Actual	% of Budget
20-5-55-50140 Sodium Meta Bisulfite	18,000.00	10,404.00	57.80%
20-5-55-50150 Other Chemicals	15,000.00	10,721.00	71.47%
20-5-55-50160 Sludge Disposal	49,140.00	43,744.99	89.02%
20-5-55-50170 Trucking	18,252.00	16,731.00	91.67%
20-5-55-51230 Outside Equip. - Pump St.	15,000.00	7,458.51	49.72%
20-5-55-51310 Collection Systems	55,000.00	9,202.94	16.73%
20-5-55-51410 Aeration System Maint.	2,000.00	520.91	26.05%
20-5-55-60200 Administration Expense	30,000.00	30,000.00	100.00%
20-5-55-60600 USDA Bond Champlain PS in	13,500.00	0.00	0.00%
20-5-55-60800 USDA Bond Loan #8 Interes	1,477.00	1,358.73	91.99%
20-5-55-61000 USDA Bond Loan #9 Interes	16,524.00	15,986.38	96.75%
20-5-55-61110 Insurance Expenses	23,000.00	17,406.11	75.68%
20-5-55-61120 Insurance Claim Ded	1,000.00	0.00	0.00%
20-5-55-61150 WW Unemployment	550.00	290.58	52.83%
20-5-55-61160 WW Workers Comp.	4,200.00	9,807.48	233.51%
20-5-55-90100 Capital/New Equipment	0.00	5,191.10	100.00%
20-5-55-90900 Depreciation	90,500.00	91,068.00	100.63%
Total Waste Water Expenses	675,771.00	548,461.13	81.16%
Total Expenditures	675,771.00	548,461.13	81.16%
Total 20 Sewer Fund	41,229.00	166,792.87	
Total All Funds	41,229.00	166,792.87	