

Brandon Board of Sewer Commissioners Meeting
May 29, 2018
7:00 p.m.

The Brandon Board of Sewer Commissioners will meet Tuesday, May 29, 2018 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) Approval of Minutes
 - a) Sewer Commissioners Minutes – April 9, 2018

- 3) Approve Funding Application to the State Revolving Loan Programs

- 4) Adjournment

**Brandon Board of Sewer Commissioners Meeting
April 9, 2018**

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, Tracy Wyman

Others In Attendance: Dave Atherton, Bernie Carr, Mike Frankiewicz, Jeff Stewart, Arlen Bloodworth, Bill Moore, Dave Mills, Jon Willson, Michael Shank

1. Call to Order

The meeting was called to order at 8:01PM by Seth Hopkins - Chair.

a. Agenda Adoption

Motion by Doug Bailey/Tracy Wyman to adopt the agenda as presented. The motion passed unanimously.

2. Consent Agenda

a) Minutes of Board of Sewer Commissioners of February 26, 2018

Motion by Tracy Wyman/Devon Fuller to approve the minutes of the February 26, 2018 Board of Sewer Commissioners meeting. The motion passed unanimously.

3. Approve Boiler Replacement

Dave Atherton reported the boiler at the wastewater treatment plant is old and not working efficiently. Fyles Brothers is the vendor the Town purchases propane from and they also do repair work at the wastewater plant and Town Office.

Motion by Tracy Wyman/Brian Coolidge to approve the boiler replacement at the wastewater treatment plant by Fyles Brothers for an amount not to exceed \$20,659.78. The motion passed unanimously.

The funding will come out of the Sewer Fund. Mr. Atherton noted this department is out of the red and now has funds available for repairing items when there are issues.

4. Approve Pump Installation for Neshobe House Pump Station

Dave Atherton reported there has been a problem with materials getting caught in the pumps and destroying them. A different type of pump has been researched that will alleviate the issue.

Motion by Devon Fuller/Brian Coolidge to approve the pump installation for the Neshobe House pump station for an amount not to exceed \$12,148.76. **The motion passed unanimously.**

4. Adjournment

Motion by Brian Coolidge/Tracy Wyman to adjourn the Board of Sewer Commissioners' meeting at 8:07PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Water Infrastructure

FINANCING PROGRAMS



State Revolving Loan Programs

FUNDING APPLICATION

IMPORTANT: Please select the Loan Type(s) before completing the application. The Loan Type(s) is used to set up the rest of the form. **This form MUST be completed electronically, handwritten applications will not be accepted.**

Select the type of entity this application is for:

- Municipality, Fire District, or other similar entity
- Homeowners Association, LLC, Proprietorship, 501(c)3 Non-Profit, or other similar entity

LOAN TYPE

This section may be completed by engineer or applicant.

Please submit a draft Engineering Services Agreement with this application if applicable

This loan will be used for (select all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Step I Drinking Water Loan (Feasibility & Planning) | <input checked="" type="checkbox"/> Step I Clean Water Loan (Feasibility & Planning) |
| <input type="checkbox"/> Step II Drinking Water Loan (Final Design) | <input type="checkbox"/> Step II Clean Water Loan (Final Design) |
| <input type="checkbox"/> Step III Drinking Water Loan (Construction) | <input type="checkbox"/> Step III Clean Water Loan (Construction) |
| <input type="checkbox"/> Drinking Water Loan Amendment | <input type="checkbox"/> Clean Water Loan Amendment |
| <input type="checkbox"/> Municipal Source Water Protection Loan | <input type="checkbox"/> Pollution Control Grant |
| <input type="checkbox"/> Planning Advance (not common; requires State legislative approval) | |

APPLICANT INFORMATION

This section may be completed by engineer or applicant.

LOAN APPLICANT			DATE OF APPLICATION		
Town of Brandon					
SYSTEM NAME		WSID NUMBER	WASTEWATER PERMIT NUMBER		
Town of Brandon			3-1196		
MAILING ADDRESS	TOWN	STATE	ZIP		
49 Center Street	Brandon	VT	05733		
PHONE	CELL PHONE	TAX ID	DUNS NUMBER		
(802) 247-3635		03-6000390	949775886		

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant.

CONTACT NAME	TITLE
David J. Atherton	Town Manager

MAILING ADDRESS	TOWN	STATE	ZIP
49 Center Street	Brandon	VT	05733
PHONE	CELL PHONE	EMAIL ADDRESS	
(802) 247-3635 x 210	(802) 236-0890	datherton@townofbrandon.com	

CONTACT NAME	TITLE		
Daryl Burlett	Public Works Director		
MAILING ADDRESS	TOWN	STATE	ZIP
49 Center Street	Brandon	VT	05733
PHONE	CELL PHONE	EMAIL ADDRESS	
(802) 247-3635 ext. 211	(802) 236-4925	dburlett@townofbrandon.com	

Add Alternate Representative

ENGINEERING FIRM & REPRESENTATIVE (or Legal Firm and Attorney's Name if this is a Source Protection Loan)

This section may be completed by engineer or applicant.

FIRM NAME	CONTACT NAME		
Aldrich + Elliott	Wayne Elliott		
MAILING ADDRESS	TOWN	STATE	ZIP
6 Market Place, Suite 2	Essex Junction	VT	05452
PHONE	CELL PHONE	EMAIL ADDRESS	
(802) 879-7733		welliott@aeengineers.com	

LOAN REQUEST

This section may be completed by engineer or applicant.

Project Title:

Total Amount Requested at This Time: \$

Please describe who will benefit from the proposed project:

Please provide a description of the project as it relates to this loan. Include specifications and materials used, water sources, and treatment facilities (attach sheets if necessary):

LOCAL FUNDING AUTHORIZATION (not applicable to planning-only loans)

This section may be completed by engineer or applicant.

Has a legal vote on the authorization to borrow for an SRF loan occurred?

Yes No Enter the date planned for the vote:

Attach a copy of the legal warning and recorded vote or resolution authorizing such debt and attach bond counsel opinion letter. The clerk must certify these as true copies.

SITE INFORMATION

This section may be completed by engineer or applicant

An attorney's legal opinion may be required regarding the site or sites where the project will be located. The Facilities Engineering Division's Construction Section will make this determination for the project.

Do you own all land or possess all the easements or rights-of-ways for project sites?

Yes No

PROJECT COST ESTIMATE (only fill in estimated costs for items that apply)

This section should be completed by the engineer

Project Cost Estimates & Sources of Funding

State Grant Title 10 VSA

Activity	CWSRF	Local Share/ VMBB	1624a (CSO) 25%	1625 (DWF) 35%	1626a (Sludge/ Septage) 50%	Other
Step I Engineering	\$29,500.00					
Step II Engineering						
Step III Engineering						
Contract 1						
Contract 2						
Contract 3						
Contingency						
Legal/Admin						
Land Acquisition						
Other						
TOTAL -->	\$29,500					

Source of estimates:

Date of estimate:

Engineering New Record (ENR) Construction Cost Index:

Date of Reference (MM/YYYY):

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer

Date preliminary engineering report will be completed by:

Date final design plans and specifications will be submitted by:

Date bids will be advertised by:

Date contracts will be awarded by:

Date that construction will begin by:

Date project will be completed by:

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant.

Quarter	Year	Amount
July - September	2018	\$15,000
October - December	2018	\$14,500
<input type="text"/> Add Another Quarter		
TOTAL -->		\$29,500

REVENUES

This section should be completed by the applicant.

What is the Applicant's fiscal year?

User Rate Revenue Table

	Current FY - 2	Current FY - 1	Current FY	Current FY + 1	Current FY + 2
Amount Billed	\$714,049	\$716,620	\$704,500	\$704,500	\$704,500
Amount Collected	\$614,723	\$739,520	\$724,000	\$715,712	\$715,151
Amount Uncollected/Outstanding	\$266,641	\$243,741	\$224,241	\$213,029	\$202,378
Estimated Amount of Commercial Revenue	\$93,000	\$93,000	\$91,500	\$91,500	\$91,500

Does the system use tax revenue to support any utility related activities, including capital projects?

Yes No

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES

This section should be completed by the applicant.

Current Fiscal Year O&M Costs:

Post Project Fiscal Year O&M Costs:

Please attach a copy of your budget and projected budget.

EXPENDITURES / SYSTEM DEBT

This section should be completed by the applicant.

What is the system's total long-term outstanding debt?

What is the system's total annual long-term debt payment?

Direct Debt

	Total Principal Debt	Total Interest Payment	Total Payment
Current FY	\$24,813	\$22,280	\$47,093
Current FY + 1	\$31,571	\$26,991	\$58,562
Current FY + 2	\$34,757	\$25,924	\$60,681
Current FY + 3	\$35,776	\$24,958	\$60,734
Current FY + 4	\$36,829	\$23,892	\$60,721
Current FY + 5	\$37,916	\$22,790	\$60,706

Long-Term Debt Schedule

Purpose of Long-Term Debt	Direct or Self-Supporting	Year of Last Payment	\$ Amount Outstanding
Infrastructure Improvements	Direct	2036	\$414,956
Carver Street Expansion	Direct	2025	\$32,170
Engineering for Upgrade	Direct	2024	\$11,000
		Total As of -->	\$458,126

Does the system have any authorized but unissued debt (excluding the debt requested in this application)?

Yes No

Purpose of Authorized but Unissued Debt	Amount
Champlain Street Pump Station Upgrade - USDA Loan	499,000

Does the system have any future borrowing plans?

Yes No

Are there other capital projects in the near term (5 years)?

Yes No

Does the system have an annual or cumulative deficit?

Yes No

Do you anticipate a reduction in operating expenses or an increase in revenues as a result of these improvements?

Yes No

What are the economic trends in your municipality - jobs, population increases/decreases, housing starts, property values, etc.?

EXPENDITURES / SYSTEM RESERVE FUNDS

This section should be completed by the applicant.

Does the system have any reserve funds?

Yes No

Please describe the reserve fund and what it is used for:

Short lived asset fund for equipment replacement

Are you actively contributing to reserve funds in accordance with a short-term Asset Replacement Table (START)?

Yes No

What does the system do with surpluses, if any?

Funds future infrastructure improvements

Reserve Funds

	Current FY - 2	Current FY - 1	Current FY	Current FY + 1	Current FY + 2
Amount Available	\$82,111	\$34,156	\$71,366	\$108,575	\$145,784
Amount Committed	\$0	\$0	\$0	\$0	\$0
Amount Remaining	\$82,111	\$34,156	\$71,366	\$108,575	\$145,784

Financial Documentation & Controls

This section should be completed by the applicant.

Please submit 3 years audit financial statements. If not available, submit:

- 3 years statement of revenue and expenditure, AND;
- 3 years year-ending cash balance (checking, savings, and investment accounts)

Has anything occurred since the date of your last annual financial report or financial statement that would have a significantly negative effect on your revenues, expenditures, or ability to pay future debt service?

Yes No

Did the system have more than one budget defeat in the last two years?

Yes No

Does the system have any pending litigation in excess of \$10,000 on the system and/or the municipality?

Yes No

Please describe the case and the limits of insurance coverage if any:

Potential litigation due to injury. Too early to project losses.

Does the system offer a retirement plan to its employees (including VMERS)?

Yes No

Please describe your plan, your estimated unfunded pension liability, and your plan to eliminate the unfunded liability:

VMERS, unfunded liability of \$459,489 as of 6/30/2016 per Vermont Treasurer's office report of 6/30/2017. This amount is for the entire organization, not just the wastewater department.

If the system has its own retirement plan separate from VMERS, does it have any unfunded pension liabilities?

Yes No

Describe the system's budget control system. Does the system use multi-year forecasting or interim (quarterly or monthly) financial reports to monitor your status?

Budgeting is controlled on an ongoing basis. Quarterly reports are issued to the Board of Sewer Commissioners and Selectboard and annual budgets are developed.

Are all account records currently maintained for:

Checkbook Yes No Don't Know By Whom: Various personnel

Comments:

Bookkeeper, administrative assistant, and treasurer's office

Receipts Yes No Don't Know By Whom: Treasurer's office

Comments:

Disbursements Yes No Don't Know By Whom: Public works director and various personnel

Comments:

Deposit Slips Yes No Don't Know By Whom: Fire District clerk/treasurer

Comments:

Are bank statements reconciled on a regular basis?

Yes No Don't Know By Whom: Town treasurer's office

Comments:

Are bank accounts and ledger balances reconciled on a monthly basis?

Yes No Don't Know By Whom: Town treasurer's office

Comments:

Are financial records maintained in a computerized system?

Yes No Don't Know By Whom:

Comments:

Are any financial records maintained in manual form?

Yes No Don't Know By Whom:

Comments:

Does the applicant maintain separate reporting for this utility?

Yes No Don't Know By Whom:

Comments:

Does someone other than the treasurer receive unopened bank statements and review bank reconciliations?

Yes No Don't Know By Whom:

Comments:

Does the same individual open the mail and deposit checks?

Yes No Don't Know By Whom:

Comments:

Does the organization receive payments in cash?

Yes No Don't Know By Whom:

Comments:

Does the system have pre-numbered receipt books for cash payments?

Yes No Don't Know By Whom:

Comments:

Are checks always written to specified payees and not to cash?

Yes No Don't Know By Whom: Various personnel

Comments:

Are pre-numbered checks used for all bank accounts?

Yes No Don't Know By Whom: Treasurer and assistant treasurer

Comments:

Are checks written by the same individual who approves payments?

Yes No Don't Know By Whom:

Comments:

Approval is issued by the PW director and wastewater staff. Checks are written by bookkeeper and treasurer's office.

Have there been any changes in authorized signatures during the fiscal year?

Yes No Don't Know By Whom:

Comments:

Has a signature stamp ever been used for any account?

Yes No Don't Know By Whom: Treasurer

Comments:

Is the organization professionally audited by a CPA?

Yes No Don't Know By Whom: Jeffrey Bradley CPA

Comments:

Does the Authorized Representative assist in the audit planning process?

Yes No Don't Know By Whom:

Comments:

Is a specific individual responsible for correcting audit findings?

Yes No Don't Know By Whom: Treasurer and bookkeeper

Comments:

Are regular financial reports prepared for the board?

Yes No Don't Know By Whom:

Comments:

Quarterly and as needed

Are budget to actual reports prepared for each department?

Yes No Don't Know By Whom:

Comments:

Has the Authorized Representative borrowed money from the utility?

Yes No Don't Know By Whom:

Comments:

Has the organization had a theft, embezzlement or wire fraud in the last 5 years?

Yes No Don't Know By Whom:

Comments:

Has the Treasurer or CFO participated in any business which does business with the system/utility?

Yes No Don't Know By Whom:

Comments:

Does the system loan money to employees?

Yes No Don't Know By Whom:

Comments:

Have board members attended financial trainings?

Yes No Don't Know By Whom:

Comments:

Has the Treasurer/CFO attended trainings on recordkeeping?

Yes No Don't Know By Whom:

Comments:

Does the system have written financial policies and procedures?

Yes No Don't Know By Whom:

Comments:

Does each employee have copies of these policies and procedures?

Yes No Don't Know By Whom:

Comments:

RISK ASSESSMENT/KEY PERSONNEL

Please list the names and qualifications of the following key personnel including areas of expertise, years of experience in similar programmatic work, years at current position, and/or any relevant qualifications.

Name	Position	Qualifications
David Atherton	Town Mgr/Administrator	4 years as manager
Susan Gage	Clerk	BA in accounting; 25 years small bus acctg/mgmt
Susan Gage	Treasurer	
Luanne Merkert	Assistant Clerk	16 yrs exp as assist clerk/prior banking experience
Luanne Merkert	Assistant Treasurer	
	Alternate Rep	
Jackie Savela	Financial Manager	
Seth Hopkins	Governing Body Chair	

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

PLANNING LOAN CERTIFICATIONS & SIGNATURES

The legislative body hereby agrees:

- (a) That if a loan is made, the applicant will pay the remaining costs of the approved planning project in excess of the loan amount;
- (b) That the planning effort will be undertaken in strict accord with engineering services agreements approved by the Department of Environmental Conservation;
- (c) To provide continuing oversight of the planning process;
- (d) That it will submit to the Department of Environmental Conservation and to the Vermont Municipal Bond Bank, such documents and information related to this project as they may require;
- (e) To maintain project accounts according to Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB);
- (f) That it will submit within 4 months of completion (approval of the planning document(s) by the Owner and the Department of Environmental Conservation) documentation of costs for each contract and its associated work;
- (g) That it will set, collect and apply rates, charges and assessments as authorized under Title 24 Sections 3507, 3613, 3615, and 3616 sufficient for the purpose of generating annual revenue to repay the principal and the interest on the municipal bond or other debt instrument which evidences the loan by the Vermont Municipal Bond Bank;
- (h) That it will comply with all applicable state and federal requirements pertaining to the project, including but not limited to requirements of Section 603 of the Clean Water Act;
- (i) That the planning effort will include as appropriate, the following, which will be required prior to obtaining a Clean Water State Revolving Fund loan for construction of the facilities.
 - (1) Establishment of a fund (Sinking Fund) under Section 2804 of Title 24 or by other means permitted by law to repair, replace, improve or enlarge the project for which this loan is made.
 - (2) Adoption of a capital budget and program pursuant to 24 V.S.A., Chapter 117, for meeting the wastewater needs of the municipality.
 - (3) Acquisition of adequate interest in major project sites (treatment facilities, pump stations, and collection systems) to allow undisturbed use and possession for the purposes of construction, operation and maintenance of the proposed facilities.
 - (4) Investigation of environmental impacts and completion of the Environmental Information and Documentation report required for Clean Water State Revolving Loan Fund projects.
- (j) To include in the preliminary engineering report a fiscal sustainability plan (FSP) that includes:
 - (1) An Inventory of critical assets that are a part of the treatment works;
 - (2) An evaluation of the condition and performance of inventoried assets or asset groupings;
 - (3) A certification that the recipient has evaluated and will be implementing water and energy conservation efforts as part of the FSP.

Legislative Body Certification

The Applicant Legislative Body certifies that it possesses the legal authority to apply for the SRF loan, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's Legislative Body authorizing the filing of the application. A resolution, motion, or similar action has been duly adopted or passed authorizing the person identified herein as the authorized representative of the Applicant in connection with the project for the purpose of furnishing information, data and documents pertaining to the project as required by the State of Vermont.

Legislative Body Authorization Date:

REPRESENTATIVE SIGNATURE	Seth Hopkins
	PRINT NAME
REPRESENTATIVE SIGNATURE	Doug Bailey
	PRINT NAME
REPRESENTATIVE SIGNATURE	Devon Fuller
	PRINT NAME
REPRESENTATIVE SIGNATURE	Brian Coolidge
	PRINT NAME
REPRESENTATIVE SIGNATURE	Tracy Wyman
	PRINT NAME

Clerk Certification

Clerk Signature Date:

SIGNATURE OF CLERK	PRINT NAME
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Authorized Representative Certification

Authorized Representative Signature Date:

SIGNATURE OF AUTHORIZED REPRESENTATIVE	PRINT NAME
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Submit completed application and all attachments via email to:

Terisa Thomas, CWSRF Project Lead



[phone] 802-249-2413 [email] terisa.thomas@vermont.gov

Department of Environmental Conservation
Facilities Engineering Division