

Brandon Board of Sewer Commissioners Meeting
June 25, 2018
7:00 p.m.

The Brandon Board of Sewer Commissioners will meet Monday, June 25, 2018 in conjunction with 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 – June 11, 2018
- 3) Approve Wastewater Budget
- 4) Adjournment

**Brandon Board of Sewer Commissioners Meeting
June 11, 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

Others In Attendance: Dave Atherton, Steve Cijka, Arlen Bloodworth, Maken Hogan, Mr. Hogan

1. Call to Order

The meeting was called to order at 7:33PM by Seth Hopkins - Chair.

a. Agenda Adoption

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

2. Consent Agenda

a) Minutes of Board of Sewer Commissioners of May 29, 2018

Motion by Devon Fuller/Brian Coolidge to approve the minutes of the May 29, 2018 Board of Sewer Commissioners meeting. **The motion passed unanimously.**

3. Consider Purchase Orders

a. P. O. 60747 to Casella Waste Management, Inc. for Trucking of Sludge - \$56,862

b. P. O. 60746 to City of Rutland WWTF for Processing of Sludge - \$56,160

c. P. O. 60743 to Slack Chemical Co., Inc. for Sodium Aluminate - \$17,904

d. P. O. 60744 to Slack Chemical Co., Inc. for Sodium Bisulfite - \$15,980

e. P. O. 60745 to Surpass Chemical Co., Inc. for Sodium Hypochlorite - \$13,940

Motion by Devon Fuller/Brian Coolidge to approve P. O. #s 60747, 60746, 60743, 60744 and 60745 noted above. **The motion passed unanimously.**

Steve Cijka advised the vendors may be different from the last purchase due to the bids, but all vendors have been used before and are approved. The biggest problem with the trucking is the price of the fuel. Seth Hopkins thanked Mr. Cijka for providing the purchase history for these items when submitting purchase orders.

4. Adjournment

Motion by Brian Coolidge/Doug Bailey to adjourn the Board of Sewer Commissioners' meeting at 7:37PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

TOWN OF BRANDON General Ledger
Comparative Budget Report
20 Sewer Fund

Account	Budget FY - 2017	Actual FY-2017 Pd:12	Budget FY - 2018	Budget FY - 2019
20-4-00 Wastewater Revenues				
20-4-00-04110 Sewer Fees - Revenues	526,000.00	527,402.50	513,500.00	515,000.00
20-4-00-04111 Sewer Base Fees	170,000.00	176,898.00	170,000.00	170,000.00
20-4-00-04115 Unbilled Revenues	0.00	0.00	0.00	0.00
20-4-00-04230 Misc. Revenues	500.00	0.00	500.00	100.00
20-4-00-04310 Sewer Permit Revenue	500.00	100.00	500.00	500.00
20-4-00-04820 Sale of Equip, Revenue	0.00	250.00	0.00	0.00
20-4-00-04920 Interest Revenue	20,000.00	11,969.45	20,000.00	17,000.00
Total Wastewater Revenues	717,000.00	716,619.95	704,500.00	702,600.00
Total Revenues	717,000.00	716,619.95	704,500.00	702,600.00
20-5-55 Waste Water Expenses				
20-5-55-10120 Wages-Permanent Full Time	93,584.00	94,449.18	96,750.00	99,800.00
20-5-55-10121 Overtime	5,000.00	2,769.75	5,000.00	5,000.00
20-5-55-10122 ACCRUED TIME OFF WAGES	0.00	-8,020.60	0.00	0.00
20-5-55-10123 On Call hours	4,000.00	4,680.00	5,200.00	5,200.00
20-5-55-10211 Fica	6,075.00	6,028.18	6,850.00	7,025.00
20-5-55-10212 Medicare	1,421.00	1,409.78	1,600.00	1,650.00
20-5-55-10214 Health Insurance	41,349.00	40,683.18	43,000.00	44,800.00
20-5-55-10215 Life & Disability Ins.	1,657.00	1,667.92	1,550.00	1,650.00
20-5-55-10217 DENTAL	3,024.00	3,002.37	3,100.00	3,200.00
20-5-55-10218 HRA WW	3,000.00	3,000.00	3,000.00	3,000.00
20-5-55-10220 VMER	6,668.00	6,623.40	7,550.00	9,350.00
20-5-55-10310 Travel & Expenses	250.00	0.00	250.00	500.00
20-5-55-10320 Clothing Allowance	1,200.00	1,073.28	1,200.00	1,500.00
20-5-55-10330 Dues & Subscriptions	450.00	445.00	450.00	500.00
20-5-55-10340 Continuing Education	300.00	660.00	450.00	500.00
20-5-55-20121 Professional Services	800.00	440.00	800.00	500.00
20-5-55-20240 Contractors	20,000.00	21,406.79	50,000.00	35,000.00
20-5-55-20241 Equipment Rental	2,000.00	0.00	2,000.00	2,000.00
20-5-55-20530 Licenses & Fees	2,000.00	2,300.00	2,500.00	2,400.00
20-5-55-22110 Auditors	4,500.00	3,390.00	4,500.00	2,500.00
20-5-55-22120 Testing	3,000.00	2,996.50	4,150.00	3,000.00
20-5-55-30110 Office Supplies	500.00	108.41	500.00	750.00
20-5-55-30120 Professional Supplies	2,750.00	2,488.49	2,750.00	2,000.00
20-5-55-30132 Postage Expenses	1,200.00	95.09	0.00	0.00
20-5-55-41110 New Equipment-Misc Tools	1,500.00	1,411.26	1,500.00	1,500.00
20-5-55-41120 Safety Equipment	700.00	596.65	700.00	500.00
20-5-55-41130 Fuel - Vehicles	1,200.00	1,527.50	1,500.00	1,400.00
20-5-55-41180 Maintenance-Vehicles	2,000.00	482.97	2,000.00	2,000.00
20-5-55-42100 Wastewater Telephone	2,000.00	2,451.60	2,500.00	3,000.00
20-5-55-42110 LP Gas - Bldgs	12,000.00	7,575.59	10,000.00	10,000.00
20-5-55-42120 Water	6,300.00	3,297.89	4,000.00	5,000.00
20-5-55-42130 Electric	50,000.00	22,927.57	30,000.00	40,000.00
20-5-55-42140 Maint. Supplies - Bldgs	3,000.00	422.67	3,000.00	3,000.00
20-5-55-42150 Outside Maint. - Bldgs	10,000.00	1,242.10	10,000.00	10,000.00

TOWN OF BRANDON General Ledger
Comparative Budget Report
20 Sewer Fund

Account	Budget FY - 2017	Actual FY-2017 Pd:12	Budget FY - 2018	Budget FY - 2019
20-5-55-43160 Maint. Supplies - General	12,000.00	15,902.72	9,000.00	13,000.00
20-5-55-50120 Chlorine	17,200.00	7,472.64	15,000.00	14,000.00
20-5-55-50140 Sodium Meta Bisulfite	18,000.00	10,404.00	17,000.00	16,000.00
20-5-55-50150 Other Chemicals	15,000.00	10,721.00	15,500.00	18,000.00
20-5-55-50160 Sludge Disposal	49,140.00	51,934.99	50,500.00	57,500.00
20-5-55-50170 Trucking	18,252.00	18,252.00	18,300.00	19,000.00
20-5-55-51230 Outside Equip. - Pump St.	15,000.00	7,458.51	15,000.00	18,000.00
20-5-55-51310 Collection Systems	55,000.00	9,670.52	30,000.00	30,000.00
20-5-55-51410 Aeration System Maint.	2,000.00	320.91	2,000.00	12,000.00
20-5-55-60100 Interest Exp - Short Term	0.00	0.00	5,000.00	1,200.00
20-5-55-60200 Administration Expense	30,000.00	30,000.00	30,000.00	10,000.00
20-5-55-60600 USDA Bond Champlain PS in	13,500.00	0.00	11,500.00	11,500.00
20-5-55-60610 USDA Bond-Champ. PS-Prin	0.00	0.00	11,500.00	11,500.00
20-5-55-60800 USDA Bond Loan #8 Interes	1,477.00	1,358.73	1,300.00	1,200.00
20-5-55-60810 USDA Bond Loan#8 Prin	0.00	0.00	3,500.00	3,600.00
20-5-55-61000 USDA Bond Loan #9 Interes	16,524.00	15,986.38	15,500.00	15,200.00
20-5-55-61010 USDA Bond Loan #9 Prin	0.00	0.00	15,600.00	16,200.00
20-5-55-61110 Insurance Expenses	23,000.00	17,406.11	18,500.00	18,000.00
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	290.58	450.00	400.00
20-5-55-61160 WW Workars Comp.	4,200.00	9,807.48	9,800.00	9,500.00
20-5-55-90200 Seg 6 Match	0.00	0.00	24,000.00	20,000.00
20-5-55-90210 Rt73 risers-VTrans	0.00	0.00	9,000.00	6,300.00
20-5-55-90211 Nesh. River WW break 03/1	0.00	0.00	0.00	0.00
20-5-55-90800 USDA Short Lived Asset	0.00	0.00	37,000.00	37,000.00
20-5-55-90900 Depreciation	90,500.00	73,801.28	91,000.00	91,000.00
Total Waste Water Expenses	675,771.00	514,620.37	765,300.00	759,325.00
Total Expenditures	675,771.00	514,620.37	765,300.00	759,325.00
Total 20 Sewer Fund	41,229.00	201,999.58	-60,800.00	-56,725.00
Total All Funds	41,229.00	201,999.58	-60,800.00	-56,725.00