

**Brandon Board of Sewer Commissioners Meeting**  
**June 10, 2019**  
**7:00 p.m.**

The Brandon Board of Sewer Commissioners will meet Monday, June 10, 2019 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 – November 12, 2018
  
- 3) Consider Purchase Orders
  - a) P.O. 60865 to the City of Rutland WWTF for Processing of Sludge - \$56,160.00
  - b) P.O. 60867 to Holland Company for Sodium Bisulfite - \$19,100.00
  - c) P.O. 60868 to Holland Company for Sodium Aluminate - \$24,960.00
  - d) P.O. 60870 to Allen Engineering for Sodium Hypochlorite - \$14,500.00
  
- 4) Adjournment

**Brandon Board of Sewer Commissioners Meeting  
November 12, 2018**

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

**In Attendance:** Doug Bailey, Brian Coolidge, Devon Fuller, Tracy Wyman

**Others In Attendance:** Dave Atherton

**1. Call to Order**

The meeting was called to order at 8:27PM by Doug Bailey – 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 July 23, 2018*

**Motion** by Brian Coolidge/Tracy Wyman to approve the minutes of the July 23, 2018 Board of Sewer Commissioners meeting. **The motion passed with one abstention - Devon Fuller.**

**3. Approve Loan Application for On-going Park Street Project**

Dave Atherton advised this is step two for the project. Exhibit A of the document lists the breakdown of how the Town is borrowing the funds.

**Motion** by Tracy Wyman/Devon Fuller to approve the State Revolving Loan application as presented. **The motion passed unanimously.**

**4. Adjournment**

**Motion** by Devon Fuller/Tracy Wyman to adjourn the Board of Sewer Commissioners' meeting at 8:29PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary



hcoffice@hollandcompany.com  
**TOWN OF BRANDON**

49 CENTER STREET  
 BRANDON, VERMONT 05733  
 (802)247-3635  
 FAX: (802)247-5481

**PURCHASE ORDER NO.**  
**No 60867**  
 THIS NUMBER MUST APPEAR  
 ON ALL INVOICES, PACKING  
 LISTS AND ANY OTHER  
 CORRESPONDENCE RELATED  
 TO THIS ORDER.

Fax (413) 743-1298

TO: Holland Company Inc  
153 Howland Avenue  
Adams, Ma. 01220-1199  
(413) 743-1292

SHIP TO: Town of Brandon WPCP  
500 Union Street  
Brandon, Vt. 05733-1193  
(802) 247-6930

DATE	DATE REQUIRED	SPECIAL INSTRUCTIONS	ACCOUNT NO.		UNIT PRICE	VENDOR NUMBER
QUANTITY	DESCRIPTION	ORG	OBJ	PRICE	AMOUNT	
6/5/2019						300600
10000 gallons	Sodium bisulfite 30% solution	20555	50140	1.91/gal	\$19,100	
	Used to remove chlorine from wastewater after bad bacteria are killed					
	2019-2020	1.91				
	2018-2019	1.590				
	2017-2018	1.65				
	2016-2017	1.70				
	2015-2016	1.80				
	2014-2015	1.83				
	Holland Slack	1.910				
		<del>1.998</del>				
	Surpass	no response				
	July 1, 2019 - June 30, 2020					

NOTE: THE TOWN OF BRANDON IS EXEMPT FROM STATE & LOCAL TAXES. TAX EXEMPT #26869. PLEASE NOTIFY IMMEDIATELY IF ANY PORTION OF THIS ORDER CANNOT BE SATISFIED BY THE DATE REQUIRED.

REQUESTED BY: Stephan J. Cifka  
 APPROVED BY: \_\_\_\_\_

TOTAL \$19,100

holland office at holland company. com

# TOWN OF BRANDON

49 CENTER STREET  
 BRANDON, VERMONT 05733  
 (802)247-3635  
 FAX: (802)247-5481

fax (413) 743-1298

PURCHASE ORDER NO.
No 60868
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS AND ANY OTHER CORRESPONDENCE RELATED TO THIS ORDER.

TO: Holland Company Inc  
153 Howland Avenue  
Adams, Ma. 01220-1199  
(413) 743-1292

SHIP TO: Town of Brandon W980  
500 Union Street  
Brandon, Vt. 05733-1193  
(802) 247-6130

DATE <u>6/5/2019</u>	DATE REQUIRED	SPECIAL INSTRUCTIONS	VENDOR NUMBER <u>300600</u>
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QUANTITY	DESCRIPTION	ACCOUNT NO.		UNIT PRICE	AMOUNT
		ORG.	OBJ.		
<u>8000 gallons</u>	<u>Sodium aluminate 38% solution</u>	<u>20555</u>	<u>5050</u>	<u>3.12/gallon</u>	<u>\$24,960</u>
	<u>Added to wastewater it clings to phosphorus and produces more sludge which we remove</u>				
	<u>2019-2020</u>	<u>3.12</u>			
	<u>2018-2019</u>	<u>2.984</u>			
	<u>2017-2018</u>	<u>2.55</u>			
	<u>2016-2017</u>	<u>2.42</u>			
	<u>2015-2016</u>	<u>2.50</u>			
	<u>2014-2015</u>	<u>2.55</u>			
	<u>We will need 2000 gallons more than previous years because of more water from ground entering the sewers!</u>				
	<u>Holland</u>	<u>3.12</u>			
	<u>Slack</u>	<u>no bid</u>			
	<u>Surpass</u>	<u>no response</u>			

NOTE: THE TOWN OF BRANDON IS EXEMPT FROM STATE & LOCAL TAXES. TAX EXEMPT #26888. PLEASE NOTIFY IMMEDIATELY IF ANY PORTION OF THIS ORDER CANNOT BE SATISFIED BY THE DATE REQUIRED.

REQUESTED BY Stephen J. Cijka  
 APPROVED BY \_\_\_\_\_

TOTAL \$24,960

m levin@aallenpods - spars.com  
**TOWN OF BRANDON**

49 CENTER STREET  
 BRANDON, VERMONT 05733  
 (802)247-3635  
 FAX: (802)247-5481

PURCHASE ORDER NO.  
**No 60870**  
 THIS NUMBER MUST APPEAR  
 ON ALL INVOICES, PACKING  
 LISTS AND ANY OTHER  
 CORRESPONDENCE RELATED  
 TO THIS ORDER.

**fax (802) 665-0015**

TO: Allen Engineering  
P.O. BOX 613  
Rutland, Vt. 05702  
(802) 775-5952 (800) 649-5952

SHIP TO: Town of Brandon WPOP  
500 Union Street  
Brandon, Vt. 05733-1193  
(802) 247-6730

DATE	DATE REQUIRED	SPECIAL INSTRUCTIONS	ACCOUNT NO.		UNIT PRICE	VENDOR NUMBER
QUANTITY	DESCRIPTION	ORG.	OBJ.	PRICE	AMOUNT	
6/5/2019						100015
10000 gallons	Sodium hypochlorite 12.5% solution	20555	5020	\$1.45/gal	\$14,500	
<p>This chemical kills the bad bacteria after the wastewater has been cleaned up.</p> <p>Allen Engineering 1.45            Stack Chemical 1.494            Surpass Chemical 1.433            2019-2020 1.450            2018-2019 1.394            2017-2018 1.445            2016-2017 1.680            2015-2016 1.720            2014-2015 1.585</p> <p>JULY 1, 2019 - June 30, 2020</p>						

NOTE: THE TOWN OF BRANDON IS  
 EXEMPT FROM STATE & LOCAL TAXES.  
 TAX EXEMPT #26866.  
 PLEASE NOTIFY IMMEDIATELY IF ANY  
 PORTION OF THIS ORDER CANNOT BE  
 SATISFIED BY THE DATE REQUIRED.

REQUESTED BY Stephen J Cyka  
 APPROVED BY \_\_\_\_\_

TOTAL \$14,500

## Waste Water Treatment Plant

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**From:** dburlett@townofbrandon.com  
**Sent:** Monday, June 03, 2019 12:53 PM  
**To:** 'Waste Water Treatment Plant'; Elaine Smith  
**Cc:** datherton@townofbrandon.com  
**Subject:** RE: Allen Invoice

I agree to use Allen for the sodium hypochlorite Allen is local as well .

Daryl Burlett  
Brandon Public Works Director  
49 Center St  
Brandon, VT 05733  
Office 802-247-3635 ext 211  
Cell 802-236-4925

-----Original Message-----

**From:** Waste Water Treatment Plant <wwtp@townofbrandon.com>  
**Sent:** Monday, June 3, 2019 11:41 AM  
**To:** dburlett@townofbrandon.com  
**Cc:** datherton@townofbrandon.com  
**Subject:** FW: Allen Invoice

Elaine reminded me that last Nov 5 when I needed sodium hypochlorite by the end of the week that surpass could not deliver it till the following Monday and Allen delivered it in less than 24 hours after ordered even following a rainy week. So Allen bid 1.45 per gallon while Slack bid 1.494 per gallon and Surpass was low bid at 1.433 per gallon .  $1.45 * 10,000$  gallons is \$14,500 while 1.433 per gallon is \$14,330. So for \$170 more we can have a local in state company deliver and have the assurance even on a day when they do not normally deliver to us they still will . Do you agree , Steve.

-----Original Message-----

**From:** esmith@townofbrandon.com  
[mailto:esmith@townofbrandon.com]  
**Sent:** Monday, June 03, 2019 11:04 AM  
**To:** Wastewater Department <wwtp@townofbrandon.com>  
**Subject:** Allen Invoice

Hi Steve,

I'm sorry it took so long to get this to you.  
When you factor in Allen's delivery charge, their cost was \$2.10 per gallon.

Elaine

The formal bid process can be waived by the Selectboard in certain cases where the Town Manager and Department Heads have determined that the best interests of the Town are met by a vendor based on costs, quality of goods and/or services, capacity, skill and ability to provide future maintenance if necessary.

### **VENDOR SELECTION:**

It is the intention of the Selectboard that vendors will be selected on a competitive basis. Purchases shall be awarded to the lowest, best qualified and responsible bidder. The following may be considered in selecting vendors.

1. The ability, capacity and skill of the vendor to perform the contract or provide the material or service required, and meet the specifications and other terms and conditions of the solicitation, and to do so promptly or within the time specified.
2. The character, integrity, reputation, experience, financial resources and past performance of the vendor.
3. The quality, availability and adaptability of the service or product being purchased and the ability of the vendor to provide future maintenance if necessary.
- 4. Purchases will be made through local vendors if all other parameters are substantially equal.
- 5. The Selectboard reserves the right, at its sole discretion, to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to reopen the bid process, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

### **EXCEPTIONS:**

1. Sole Source Purchases: The Selectboard may authorize a sole source purchase in cases where it determines that there is only one reasonable source for a proposed purchase and may waive the bid process.
2. Emergency Purchases: The Town may award contracts and make purchases for the purpose of meeting a public emergency without following the above procedures. Emergency purchases will be made under the direction of the Town Manager in consultation with the Selectboard. Emergency purchases may include immediate repair or maintenance of Town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services.
3. Professional Services: The bid process is not required, however it is suggested, in the selection of providers for services such as legal, financial, auditing, engineering, risk management and insurance services. The Selectboard, in its sole discretion, shall determine when purchase of such services shall be subject to a request for proposal process and when to forego such process.
4. General Exceptions: Items such as but not limited to equipment repairs, utility services (phone, electricity, internet), service contracts, and ongoing repetitive purchases, as determined from time to time by the Selectboard and Town Manager shall be exempt from the competitive purchasing guidelines above.