

**Brandon Board of Sewer Commissioners Meeting**  
**July 8, 2019**  
**7:00 p.m.**

The Brandon Board of Sewer Commissioners will meet Monday, July 8, 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 – June 10, 2019
  
- 3) Approve FY 2019/2020 Wastewater Budget
  
- 4) Adjournment

Brandon Board of Sewer Commissioners Meeting  
June 10, 2019

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

**In Attendance:** Seth Hopkins, Brian Coolidge, Doug Bailey, Tim Guiles, Tracy Wyman

**Others in Attendance:** Dave Atherton

**1. Call to Order**

The meeting was called to order at 8:06 by Seth Hopkins-Chair

*a) Agenda Adoption*

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

**2) Approval of Minutes-**

*a) Sewer Commissioners Minutes-November 12, 2018*

Motion by Doug Bailey/Tracy Wyman to approve the minutes of the November 12, 2018 Sewer Commissioners meeting. **The motion passed with two abstentions-Seth Hopkins and Tim Guiles.**

**3) Consider Purchase Orders**

*a) P.O. 60685 to the City of Rutland WWTF for Processing of Sludge-\$56,160.00*

*b) P.O. 60687 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*

Annual Bids for the waste water/sludge removal

Motion by Brian Coolidge/Tracy Wyman to approve all bids with one vote. **The motion was passed unanimously.**

**4) Adjournment**

Motion by Brian Coolidge/Doug Bailey to adjourn the meeting at 8:10pm. **The motion was passed unanimously.**

Respectfully Submitted,

Hillary Knapp  
Recording Secretary

TOWN OF BRANDON General Ledger  
Comparative Budget Report  
20 Sewer Fund

Account	Budget FY - 2019	Actual FY-2019 Pd:12	Budget FY - 2020
<b>20-4-00 Wastewater Revenues</b>			
20-4-00-04110 Sewer Fees - Revenues	515,000.00	492,343.24	515,000.00
20-4-00-04111 Sewer Base Fees	170,000.00	176,936.00	170,000.00
20-4-00-04115 Unbilled Revenues	0.00	-21,562.40	0.00
20-4-00-04230 Misc. Revenues	100.00	0.00	0.00
20-4-00-04310 Sewer Permit Revenue	500.00	250.00	500.00
20-4-00-04920 Interest Revenue	17,000.00	28,374.09	25,000.00
20-4-00-06000 Transfers	0.00	5,138.74	0.00
<b>Total Wastewater Revenues</b>	<b>702,600.00</b>	<b>681,479.67</b>	<b>710,500.00</b>
<b>Total Revenues</b>	<b>702,600.00</b>	<b>681,479.67</b>	<b>710,500.00</b>

<b>20-5-55 Waste Water Expenses</b>			
20-5-55-10120 Wages-Permanent Full Time	99,800.00	99,436.80	102,500.00
20-5-55-10121 Overtime	5,000.00	3,916.65	5,000.00
20-5-55-10123 On Call hours	5,200.00	5,200.00	5,200.00
20-5-55-10211 Fica	7,025.00	6,360.43	7,250.00
20-5-55-10212 Medicare	1,650.00	1,487.43	1,750.00
20-5-55-10214 Health Insurance	44,800.00	38,896.39	38,000.00
20-5-55-10215 Life & Disability Ins.	1,650.00	1,580.37	1,700.00
20-5-55-10217 DENTAL	3,200.00	3,162.20	3,300.00
20-5-55-10218 HRA WW	3,000.00	3,066.00	4,000.00
20-5-55-10220 VMER	9,350.00	7,339.28	9,750.00
20-5-55-10310 Travel & Expenses	500.00	431.68	500.00
20-5-55-10320 Clothing Allowance	1,500.00	1,342.10	1,500.00
20-5-55-10330 Dues & Subscriptions	500.00	485.00	500.00
20-5-55-10340 Continuing Education	500.00	165.10	500.00
20-5-55-20120 Engineering	0.00	397.29	15,000.00
20-5-55-20121 Professional Services	500.00	375.00	600.00
20-5-55-20240 Contractors	35,000.00	21,788.02	35,000.00
20-5-55-20241 Equipment Rental	2,000.00	0.00	10,000.00
20-5-55-20530 Licenses & Fees	2,400.00	2,155.97	2,400.00
20-5-55-21110 Legal Services	0.00	7,179.80	5,000.00
20-5-55-22110 Auditors	2,500.00	2,500.00	2,500.00
20-5-55-22120 Testing	3,000.00	3,082.50	3,200.00
20-5-55-30110 Office Supplies	750.00	87.49	500.00
20-5-55-30120 Professional Supplies	2,000.00	1,691.11	2,000.00
20-5-55-41110 New Equipment-Misc Tools	1,500.00	12,618.03	5,000.00
20-5-55-41120 Safety Equipment	500.00	1,414.85	1,000.00
20-5-55-41130 Fuel - Vehicles	1,400.00	1,291.49	1,400.00
20-5-55-41180 Maintenance-Vehicles	2,000.00	2,461.69	2,000.00
20-5-55-42100 Wastewater Telephone	3,000.00	2,842.69	3,000.00
20-5-55-42110 LP Gas - Bldgs	10,000.00	8,869.99	10,000.00
20-5-55-42120 Water	5,000.00	4,038.91	5,000.00
20-5-55-42130 Electric	40,000.00	44,824.45	53,000.00
20-5-55-42140 Maint. Supplies - Bldgs	3,000.00	2,163.98	3,000.00
20-5-55-42150 Outside Maint. - Bldgs	10,000.00	1,299.27	10,000.00

TOWN OF BRANDON General Ledger  
Comparative Budget Report  
20 Sewer Fund

Account	Budget	Actual	Budget
	FY - 2019	FY-2019 Pd:12	FY - 2020
20-5-55-43160 Maint. Supplies - General	13,000.00	9,665.42	13,000.00
20-5-55-50110 Cold Weather Bacteria	0.00	0.00	1,400.00
20-5-55-50120 Sodium Hypochloride	14,000.00	9,072.44	14,500.00
20-5-55-50130 Root-X	0.00	0.00	20,000.00
20-5-55-50140 Sodium Meta Bisulfite	16,000.00	11,170.02	19,100.00
20-5-55-50150 Sodium Aluminate	18,000.00	19,472.72	24,960.00
20-5-55-50160 Sludge Disposal	57,500.00	43,876.00	56,160.00
20-5-55-50170 Trucking	19,000.00	15,390.00	19,000.00
20-5-55-51230 Outside Equip. - Pump St.	18,000.00	4,549.59	25,000.00
20-5-55-51310 Collection Systems	30,000.00	14,067.68	35,000.00
20-5-55-51410 Aeration System Maint.	12,000.00	0.00	15,000.00
20-5-55-60100 Interest Exp - Short Term	1,200.00	0.00	0.00
20-5-55-60200 Administration Expense	10,000.00	10,000.00	10,000.00
20-5-55-60600 USDA Bond Champlain PS in	11,500.00	10,992.39	11,000.00
20-5-55-60610 USDA Bond-Champ. PS-Prin	11,500.00	11,971.61	12,200.00
20-5-55-60800 USDA Bond Loan #8 Interes	1,200.00	1,109.68	1,000.00
20-5-55-60810 USDA Bond Loan#8 Prin	3,600.00	3,535.08	3,700.00
20-5-55-61000 USDA Bond Loan #9 Interes	15,200.00	14,852.08	14,500.00
20-5-55-61010 USDA Bond Loan #9 Prin	16,200.00	16,100.38	16,700.00
20-5-55-61110 Insurance Expenses	18,000.00	15,191.66	17,500.00
20-5-55-61120 Insurance Claim Ded	1,000.00	0.00	1,000.00
20-5-55-61150 WW Unemployment	400.00	290.94	400.00
20-5-55-61160 WW Workers Comp.	9,500.00	9,452.70	9,800.00
20-5-55-90200 Seg 6 Match	20,000.00	23,369.41	37,000.00
20-5-55-90210 Rt73 risers-VTrans	6,300.00	0.00	3,000.00
20-5-55-90800 USDA Short Lived Asset	37,000.00	37,000.00	37,000.00
20-5-55-90900 Depreciation	91,000.00	84,542.00	87,000.00
<b>Total Waste Water Expenses</b>	<b>759,325.00</b>	<b>659,623.76</b>	<b>855,970.00</b>
<b>Total Expenditures</b>	<b>759,325.00</b>	<b>659,623.76</b>	<b>855,970.00</b>
<b>Total 20 Sewer Fund</b>	<b>-56,725.00</b>	<b>21,855.91</b>	<b>-145,470.00</b>
<b>Total All Funds</b>	<b>-56,725.00</b>	<b>21,855.91</b>	<b>-145,470.00</b>