

**Brandon Board of Sewer Commissioners Meeting**  
**June 22, 2020**  
**7:00 p.m.**

The Brandon Board of Sewer Commissioners will meet Monday, June 22, 2020 in conjunction with the Select Board Meeting to begin 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 at 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 8, 2020
- 3) Consider Approval of 2020/2021 Budget
- 4) Adjournment

**Brandon Board of Sewer Commissioners Meeting  
June 8, 2020**

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

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

**Others In Attendance:** Dave Atherton, Barry Varian, Bill Moore, Butch Shaw, Sue Gage, Bernie Carr, Chris Brickell, Sherry Vacarella, Brent Buehler, Riker Wikoff

**1. Call to Order**

The meeting was called to order at 7:53PM by Seth Hopkins – Chair.

***a. Agenda Adoption***

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

**2. Consent Agenda**

***a) Minutes of Board of Sewer Commissioners of May 25, 2020***

**Motion** by Brian Coolidge/Tracy Wyman to approve the minutes of the May 25, 2020 Board of Sewer Commissioners meeting. **The motion passed unanimously.**

**3. Consider Purchase Orders**

- a) P. O. 60969 to Allen Engineering for Sodium Hypochlorite - \$15,660***
- b) P. O. 60970 to Holland Company for Sodium Aluminate - \$24,960***
- c) P. O. 60971 to Holland Company for Sodium Bisulfite - \$19,100***

Dave Atherton reported these are the same purchases that are done every year. Mr. Atherton stated Steve Cijka obtains bids for the items. Mr. Atherton noted the Town likes working with the two companies; if the Town runs out of an item they can supply the Town quickly. It was hoped to have the sludge hauling bids, but there are some bids that the Town is still waiting for and will be provided at the next meeting. Seth Hopkins asked Mr. Atherton to convey the Board's appreciation to Mr. Cijka for his assistance with the bidding process.

**Motion** by Tracy Wyman/Doug Bailey to approve the purchase orders as presented. **The motion passed unanimously.**

Tim Guiles requested an update on the water meters. Mr. Atherton reported Ray Counter sent a letter to the Prudential Board and him that outlines what will be done and they are getting ready to send out the letter. Seth Hopkins forwarded a copy of the letter to the other Board members.

Dave Atherton reported there was recently an issue with the Newton Road pump station that required a fuse replacement. This pump station is in ill repair and there will be someone reviewing the electric panel that will provide a better idea of the replacement cost.

#### **4. Adjournment**

**Motion** by Doug Bailey/Tracy Wyman to adjourn the Board of Sewer Commissioners' meeting at 7:58PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary

## 20 Sewer Fund

Account	Budget FY - 2019	Actual FY-2019 Pd:12	Budget FY - 2020	Actual FY-2020 Pd:12	Budget FY - 2021	FY - 20/21 % Change
20-4-00-04110						
Sewer Fees - Revenues	515,000.00	492,343.24	515,000.00	443,941.70	515,000.00	0.00%
20-4-00-04111						
Sewer Base Fees	170,000.00	176,936.00	170,000.00	161,943.00	170,000.00	0.00%
20-4-00-04115						
Unbilled Revenues	0.00	-16,500.68	0.00	25,505.92	0.00	0.00%
20-4-00-04230						
Misc. Revenues	100.00	0.00	0.00	3,951.37	0.00	0.00%
20-4-00-04310						
Sewer Permit Revenue	500.00	250.00	500.00	250.00	350.00	-30.00%
20-4-00-04920						
Interest Revenue	17,000.00	28,610.70	25,000.00	26,812.40	26,000.00	4.00%
20-4-00-06000						
Transfers	0.00	5,138.74	0.00	0.00	0.00	0.00%
<b>Total Revenues</b>	<b>702,600.00</b>	<b>686,778.00</b>	<b>710,500.00</b>	<b>662,404.39</b>	<b>711,350.00</b>	<b>0.11%</b>
20-5-55-10120						
Wages-Permanent Full Time	99,800.00	100,979.08	102,500.00	97,899.92	105,000.00	2.43%
20-5-55-10121						
Overtime	5,000.00	3,916.65	5,000.00	2,530.25	5,000.00	0.00%
20-5-55-10123						
On Call hours	5,200.00	5,200.00	5,200.00	5,000.00	5,200.00	0.00%
20-5-55-10211						
Fica	7,025.00	6,360.43	7,250.00	6,265.08	7,400.00	2.06%
20-5-55-10212						
Medicare	1,650.00	1,487.43	1,750.00	1,465.24	1,750.00	0.00%
20-5-55-10214						
Health Insurance	44,800.00	38,900.15	38,000.00	35,573.04	41,400.00	8.94%
20-5-55-10215						
Life & Disability Ins.	1,650.00	1,580.37	1,700.00	1,378.85	1,750.00	2.94%
20-5-55-10217						
DENTAL	3,200.00	3,162.20	3,300.00	2,981.66	3,400.00	3.03%
20-5-55-10218						
HRA WW	3,000.00	3,066.00	4,000.00	3,050.00	4,000.00	0.00%
20-5-55-10220						
VMER	9,350.00	7,339.28	9,750.00	7,380.12	9,800.00	0.51%
20-5-55-10310						
Travel & Expenses	500.00	24.95	500.00	120.00	500.00	0.00%
20-5-55-10320						
Clothing Allowance	1,500.00	1,342.10	1,500.00	1,043.16	1,500.00	0.00%
20-5-55-10330						
Dues & Subscriptions	500.00	485.00	500.00	520.00	600.00	20.00%
20-5-55-10340						
Continuing Education	500.00	165.10	500.00	201.40	500.00	0.00%
20-5-55-20120						
Engineering	0.00	397.29	15,000.00	0.00	5,000.00	-66.66%
20-5-55-20121						
Professional Services	500.00	375.00	600.00	579.99	600.00	0.00%

TOWN OF BRANDON General Ledger  
Comparative Budget Report  
20 Sewer Fund

Account	Budget FY - 2019	Actual FY-2019 Pd:12	Budget FY - 2020	Actual FY-2020 Pd:12	Budget FY - 2021	FY - 20/21 % Change
20-5-55-20240						
Contractors	35,000.00	12,855.73	35,000.00	13,881.59	15,000.00	-57.14%
20-5-55-20241						
Equipment Rental	2,000.00	0.00	10,000.00	0.00	5,000.00	-50.00%
20-5-55-20530						
Licenses & Fees	2,400.00	2,155.97	2,400.00	14,580.00	2,400.00	0.00%
20-5-55-21110						
Legal Services	0.00	7,179.80	5,000.00	534.50	5,000.00	0.00%
20-5-55-22110						
Auditors	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00%
20-5-55-22120						
Testing	3,000.00	3,082.50	3,200.00	3,517.25	4,000.00	25.00%
20-5-55-30110						
Office Supplies	750.00	87.49	500.00	227.66	500.00	0.00%
20-5-55-30120						
Professional Supplies	2,000.00	1,810.04	2,000.00	1,812.61	2,000.00	0.00%
20-5-55-41110						
New Equipment-Misc Tools	1,500.00	1,741.78	5,000.00	11,452.02	25,000.00	400.00%
20-5-55-41120						
Safety Equipment	500.00	1,414.85	1,000.00	631.03	1,000.00	0.00%
20-5-55-41130						
Fuel - Vehicles	1,400.00	1,768.83	1,400.00	1,442.71	1,600.00	14.28%
20-5-55-41180						
Maintenance-Vehicles	2,000.00	2,461.69	2,000.00	491.87	2,000.00	0.00%
20-5-55-42100						
Wastewater Telephone	3,000.00	2,842.69	3,000.00	2,892.34	3,000.00	0.00%
20-5-55-42110						
LP Gas - Bldgs	10,000.00	8,289.99	10,000.00	7,566.46	10,000.00	0.00%
20-5-55-42120						
Water	5,000.00	4,038.91	5,000.00	4,740.05	5,000.00	0.00%
20-5-55-42130						
Electric	40,000.00	45,231.98	53,000.00	45,376.22	50,000.00	-5.66%
20-5-55-42140						
Maint. Supplies - Bldgs	3,000.00	2,163.98	3,000.00	2,567.44	3,000.00	0.00%
20-5-55-42150						
Outside Maint. - Bldgs	10,000.00	1,299.27	10,000.00	6,682.00	10,000.00	0.00%
20-5-55-43160						
Maint. Supplies - General	13,000.00	9,767.79	13,000.00	4,127.52	9,000.00	-30.76%
20-5-55-50110						
Cold Weather Bacteria	0.00	0.00	1,400.00	1,343.65	1,400.00	0.00%
20-5-55-50120						
Sodium Hypochoride	14,000.00	9,072.44	14,500.00	7,990.75	15,600.00	7.58%
20-5-55-50130						
Root-X	0.00	0.00	20,000.00	14,342.11	15,000.00	-25.00%
20-5-55-50140						
Sodium Meta Bisulfite	16,000.00	11,170.02	19,100.00	9,614.94	19,100.00	0.00%
20-5-55-50150						
Sodium Aluminate	18,000.00	19,472.72	24,960.00	12,536.16	24,960.00	0.00%
20-5-55-50160						
Sludge Disposal	57,500.00	51,076.00	56,160.00	41,500.00	55,000.00	-2.06%

TOWN OF BRANDON General Ledger  
Comparative Budget Report  
20 Sewer Fund

Account	Budget FY - 2019	Actual FY-2019 Pd:12	Budget FY - 2020	Actual FY-2020 Pd:12	Budget FY - 2021	FY - 20/21 % Change
20-5-55-50170						
Trucking	19,000.00	16,794.00	19,000.00	14,601.06	19,000.00	0.00%
20-5-55-51230						
Outside Equip. - Pump St.	18,000.00	329.59	25,000.00	277.50	25,000.00	0.00%
20-5-55-51310						
Collection Systems	30,000.00	14,067.68	35,000.00	5,886.67	35,000.00	0.00%
20-5-55-51410						
Aeration System Maint.	12,000.00	0.00	15,000.00	6,779.58	15,000.00	0.00%
20-5-55-60100						
Interest Exp - Short Term	1,200.00	0.00	0.00	0.00	0.00	0.00%
20-5-55-60200						
Administration Expense	10,000.00	10,000.00	10,000.00	9,166.63	30,000.00	200.00%
20-5-55-60600						
USDA Bond Champlain PS in	11,500.00	10,992.39	11,000.00	10,890.56	10,700.00	-2.72%
20-5-55-60610						
USDA Bond-Champ. PS-Prin	11,500.00	0.00	12,200.00	12,073.44	12,400.00	1.63%
20-5-55-60800						
USDA Bond Loan #8 Interes	1,200.00	1,109.68	1,000.00	978.29	900.00	-10.00%
20-5-55-60810						
USDA Bond Loan#8 Prin	3,600.00	0.00	3,700.00	0.00	3,800.00	2.70%
20-5-55-61000						
USDA Bond Loan #9 Interes	15,200.00	14,852.08	14,500.00	14,253.68	13,700.00	-5.51%
20-5-55-61010						
USDA Bond Loan #9 Prin	16,200.00	0.00	16,700.00	0.00	17,300.00	3.59%
20-5-55-61020						
2012 WW CWSRF RF1-159	0.00	0.00	0.00	2,158.30	2,200.00	100.00%
20-5-55-61110						
Insurance Expenses	18,000.00	15,191.66	17,500.00	13,883.16	17,000.00	-2.85%
20-5-55-61120						
Insurance Claim Ded	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00%
20-5-55-61150						
WW Unemployment	400.00	290.94	400.00	409.50	550.00	37.50%
20-5-55-61160						
WW Workers Comp.	9,500.00	9,452.70	9,800.00	8,553.24	9,500.00	-3.06%
20-5-55-90200						
Seg 6 Match	20,000.00	79,625.23	37,000.00	21,710.01	0.00	-100.00%
20-5-55-90210						
Rt73 risers-VTrans	6,300.00	0.00	3,000.00	0.00	0.00	-100.00%
20-5-55-90800						
USDA Short Lived Asset	37,000.00	37,000.00	37,000.00	37,000.00	37,000.00	0.00%
20-5-55-90900						
Depreciation	91,000.00	103,629.99	87,000.00	114,400.00	150,000.00	72.41%
<b>Total Expenditures</b>	<b>759,325.00</b>	<b>689,601.44</b>	<b>855,970.00</b>	<b>651,361.21</b>	<b>880,510.00</b>	<b>2.86%</b>
<b>Total 20 Sewer Fund</b>	<b>-56,725.00</b>	<b>-2,823.44</b>	<b>-145,470.00</b>	<b>11,043.18</b>	<b>-169,160.00</b>	
<b>Total All Funds</b>	<b>-56,725.00</b>	<b>-2,823.44</b>	<b>-145,470.00</b>	<b>11,043.18</b>	<b>-169,160.00</b>	