

**Brandon Board of Sewer Commissioners Meeting
June 22, 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, Bill Moore, Sue Gage, Bernie Carr, Chris Brickell, Jackie Savela, Lee Kahrs, Margaret Kahrs

1. Call to Order

The meeting was called to order at 8:22PM by Seth Hopkins – Chair.

a. Agenda Adoption

Motion by Tracy Wyman/Brian Coolidge to adopt the agenda. **The motion passed unanimously.**

2. Consent Agenda

a) Minutes of Board of Sewer Commissioners of June 8, 2020

Motion by Brian Coolidge/Tracy Wyman to approve the minutes of the June 8, 2020 Board of Sewer Commissioners meeting. **The motion passed unanimously.**

3. Consider Approval of 2020/2021 Budget

Dave Atherton reported Jackie Savela and he developed the budget. There was \$30 thousand put back in the budget for administrative services as this had been down to \$10 thousand. In the equipment line, it is changed to \$25 thousand as they are looking to purchase a VAC jetter trailer. The Town's jetter needs a lot of repairs and there is a need for a VAC for the storm structures. These are the only increases with everything else the same. Tim Guiles requested clarification of the revenue line of \$515 thousand. Dave Atherton stated one has to look at the delinquencies and what has to be done to get the money back. Sue Gage stated it is based on usage and is a difficult number to narrow down. We are behind as the sewer and water bills were just sent out for last January and are looking to reconcile when the billings are done in August. In the past, we were always 6 to 8 months behind and were reconciling later in the year, but it is hoped that quarterly billing will help. Mr. Guiles stated in looking at expenditures, budgets typically are adjusted so that the differences get smaller, but they seem to be getting bigger. Mr. Guiles questioned why not budget expenditures closer to what we did last year. Ms. Gage stated some budget numbers are encased numbers and are inflated because if something breaks, there is a large cost and we are budgeted for unplanned instances. Mr. Atherton stated the Newton Road pump station is old and in bad shape and he is asking Aldridge and Elliot to provide information to replace it. He stated the \$25 thousand budgeted will not cover this and noted the collection system is 22 miles of sewer lines that are old. When there is a sewer break, with this budget, there is probably not enough to cover the costs. The Town was fortunate to obtain some upgrades from Segment 6. The Town has to anticipate breakdowns because specialists have to be called in. Mr. Atherton noted concern due to the age of the system that it requires a lot of upkeep and is expensive. Seth Hopkins stated we have been projecting deficit budgets but have been coming close to a break even. Sue Gage stated we budget on a cash flow basis, but it is actually an enterprise fund and is run like a business and is handled differently. Ms. Gage stated it is complicated, but we can't keep the books the same because it is an enterprise fund. Mr. Hopkins questioned if there should be an assessment for repairs. Mr. Atherton stated there was no planning for 50 years on how to replace this equipment and the amount of money to repair the pump stations, it would be more beneficial to determine what needs to be bonded, as it is a lot to put on the sewer users. Ms. Gage stated the USDA requires putting \$40 thousand away and we are around \$120 thousand. Other organizations have also required the Town put dollars away and that is being done. It was a requirement with the Champlain Street pump station issue.

Motion by Brian Coolidge/Tracy Wyman to adopt the 2020/2021 Sewer Budget as presented. **The motion passed unanimously.**

Tim Guiles requested a status of the water meter issue. Dave Atherton reported Ray Counter had prepared a letter for the users. Sue Gage stated the letters did go out and were only sent to those people that had issues with their meters. Jackie Savela stated the only ones that received the letters were those that had estimated readings.

4. Adjournment

Motion by Brian Coolidge/Seth Hopkins to adjourn the Board of Sewer Commissioners' meeting at 8:36PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary