

Brandon Board of Sewer Commissioners
June 13, 2022
7:00 p.m.

The Brandon Board of Sewer Commissioners will meet Monday, June 13, 2022 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 Junction Store & Deli at 2265 Forest Dale Road. The Select Board reserves the right to add additional items, if necessary, at the beginning of the meeting.

Interested parties may also attend this meeting electronically:

- Video Conference via ZOOM: Meeting ID (253 279 4161)
- Conference call: Dial (929) 205 6099

- 1) Call to Order
 - a) Agenda Adoption
- 2) Approval of Minutes
 - a) Sewer Commissioners Minutes – November 22, 2021
- 3) Wastewater Treatment Plant Funding Discussion
- 4) Consider WWTF Upgrade Step III Clean Water Loan
- 5) Conditional approval to award the Brandon WWTF project to Naylor & Breen and concurrence with the Bid Analysis and Recommendation for Award. Contingent upon approval from USDA and the State of Vermont Water Investment Division
- 6) Consider Purchase Orders
 - a) P.O. 44829 to Holland Company for Sodium Aluminate - \$36,960
 - b) P.O. 44830 to Holland Company for Sodium Bisulfite - \$25,200
 - c) P.O. 44831 to Allen Engineering for Sodium Hypochlorite - \$24,515
 - d) P.O. 44832 to the City of Rutland WWTF for Processing of Sludge - \$75,600
 - e) P.O. 44834 to Endyne for Laboratory Testing - \$17,630
- 7) Adjournment

**Brandon Board of Sewer Commissioners Meeting
November 22, 2021**

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

Board Members In Attendance: Seth Hopkins, Brian Coolidge, Tim Guiles, Tracy Wyman, Michael Markowski

Others in Attendance: Steve Cijka, Wayne Rausenberger, Chris Brickell, Jack Schneider, Bernie Carr, Bill Moore

Other In Attendance Via Zoom: Neil Allen, Adam Murach, Jan Coolidge

1. Call to Order

The meeting was called to order at 7:00PM by Seth Hopkins – Chair.

a. Agenda Adoption

Motion by Tracy Wyman/Mike Markowski to adopt the agenda as presented. **The motion passed unanimously.**

2. Approval of Minutes

. Sewer Commissioners Minutes – June 28, 2021

. Sewer Commissioners Minutes – July 12, 2021

Motion by Brian Coolidge/Tracy Wyman to approve the June 28, 2021, and July 12, 2021, Sewer Commissioners meeting minutes. **The motion passed unanimously.**

3. Consider Purchase Order 44772 to F. R. Mahony Associates to Replace Grinder Pumps and Controls at Brookdale Trailer Park

Dave Atherton reported this purchase order is a pump replacement at the Brookdale Trailer Park that has had multiple issues in the past. Steve Cijka has broken down the cost and reached out to four companies and only one response was received. The Park owner is required to pay 25% of the cost.

Motion by Tracy Wyman/Mike Markowski to approve Purchase Order 44772 to F. R. Mahony Associates to replace the grinder pumps and controls at Brookdale Trailer Park. **The motion passed unanimously.**

4. Adjournment

Motion by Brian Coolidge/Mike Markowski to adjourn the Board of Sewer Commissioners' meeting at 7:02PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

TOWN OF BRANDON
WASTEWATER TREATMENT FACILITY UPGRADE
CONTRACT NO. 1
TOTAL PROJECT COST SUMMARY
As of 6/9/2022

Item Description	TOTAL PROJECT COST POST BID
Construction⁽¹⁾	
WWTF Upgrade	\$5,585,197
Deduct Alt No. 1 - Influent Pumps	\$0
Deduct Alt No. 2 - Grit System	\$0
Deduct Alt No. 3 - SCADA/Plant PLC	\$0
Small Purchases	\$0
Construction Subtotal	\$5,585,197
Construction Contingency	
Construction Contingency (5%)	\$279,260
Construction Contingency	\$279,260
Step I - Preliminary Engineering⁽²⁾	
Preliminary Engineering	\$33,200
Environmental Document	\$1,500
Pre-design Services	\$23,400
Amendment No. 2 Geotechnical	\$11,900
Step I Subtotal	\$70,000
Step II - Final Design and Permitting⁽²⁾	
Final Design - Basic Services	\$241,800
Special Services	\$24,300
Step II Subtotal	\$266,100
Step III - Construction Phase Services⁽²⁾	
Bid Phase Services	\$21,400
Construction Basic Services	\$216,200
Resident Representative	\$266,200
Special Services	\$24,600
Step III Subtotal	\$528,400
Other Costs	
Administration	\$3,000
Asbestos/Lead Paint Testing	\$5,000
Bond Vote Assistance	\$3,300
Legal	\$5,000
Land Acquisition	\$0
Permit Fees	\$10,000
Short Term Interest	\$22,000
Other Subtotal	\$48,300
Total Project Cost	\$6,777,257
FUNDING	
Projected CWSRF Subsidy	\$136,700
USDA Grant	\$1,750,000
PC Grant	\$570,000
Total Project Subsidy/Grant	\$2,456,700
Current Bond Amount	\$5,700,000
Optional One-time Resolution to Increase Bond Capacity (Not in place)	\$75,000
Total Bonding Capacity	\$5,775,000
Maximum Current Project Funding (Bond Capacity + Subsidy/Grant)	\$8,231,700
Total Project Cost	\$6,777,257
Total Project Subsidy/Grant	\$2,456,700
USDA Loan	\$3,780,000
CWSRF Loan	\$540,557
Funding Required	(\$0)

Notes

1. Construction cost based on bids received May 12, 2022
2. Step I, II and III engineering fees are based on the current contract.

Water Infrastructure

FINANCING PROGRAMS



VERMONT WATER & WASTEWATER REVOLVING LOAN FUNDS

State Revolving Loan Programs

FUNDING APPLICATION

IMPORTANT: Please select the Type of Entity and Loan Type(s) before completing the application. This information is used to set up the rest of the form. This form **MUST** be completed electronically, handwritten applications will not be accepted.

Select the Type of Entity this application is for:

- ☒ Municipality, Fire District, or other similar entity
- ☐ Homeowners Association, LLC, Proprietorship, 501(c)3 Non-Profit, or other similar entity

LOAN TYPE

This section may be completed by engineer or applicant

Please submit a draft Engineering Services Agreement with this application if applicable

This loan will be used for (select all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Step I Drinking Water Loan (Feasibility & Planning) | <input type="checkbox"/> Step I Clean Water Loan (Feasibility & Planning) |
| <input type="checkbox"/> Step II Drinking Water Loan (Final Design) | <input type="checkbox"/> Step II Clean Water Loan (Final Design) |
| <input type="checkbox"/> Step III Drinking Water Loan (Construction) | <input checked="" type="checkbox"/> Step III Clean Water Loan (Construction) |
| <input type="checkbox"/> Drinking Water Loan Amendment | <input type="checkbox"/> Clean Water Loan Amendment |
| <input type="checkbox"/> Municipal Source Water Protection Loan | <input checked="" type="checkbox"/> Pollution Control or ARPA Grant |
| <input type="checkbox"/> Planning Advance (uncommon; requires State legislative approval) | <input type="checkbox"/> CWSRF Interim Financing |

APPLICANT INFORMATION

This section may be completed by engineer or applicant

LOAN APPLICANT		DATE OF APPLICATION	
Town of Brandon		5/23/2022	
SYSTEM NAME	WSID NUMBER	WASTEWATER PERMIT NUMBER	
Town of Brandon		3-1196	
MAILING ADDRESS	TOWN	STATE	ZIP
49 Center Street	Brandon	VT	05733
PHONE	CELL PHONE	TAX ID	SAM UNIQUE ENTITY ID
802-247-3635		03-6000390	9 4 9 7 7 5 8 8 6

CONTACT PERSON - AUTHORIZED REPRESENTATIVE

This section may be completed by engineer or applicant

CONTACT NAME	TITLE		
David Atherton	Town Manager		
MAILING ADDRESS	TOWN	STATE	ZIP
49 Center Street	Brandon	VT	05733

PHONE

802-247-3636 ext 210

CELL PHONE

EMAIL ADDRESS

datherton@townofbrandon.com

ALTERNATE AUTHORIZED REPRESENTATIVE(S)*This section may be completed by engineer or applicant*

AUTHORIZED REPRESENTATIVE NAME

Jacolyn Savela

TITLE

Finance

MAILING ADDRESS

49 Center Street

TOWN

Brandon

STATE

VT

ZIP

05733

PHONE

802-247-3635

CELL PHONE

EMAIL ADDRESS

jsavela@townofbrandon.com

AUTHORIZED REPRESENTATIVE NAME

Susan Gage

TITLE

Treasurer

MAILING ADDRESS

49 Center Street

TOWN

Brandon

STATE

VT

ZIP

05733

PHONE

802-247-3635

CELL PHONE

EMAIL ADDRESS

sgage@townofbrandon.com

[Add Alternate Representative](#)**ENGINEERING FIRM & REPRESENTATIVE (or Legal Firm and Attorney's Name if this is a Source Protection Loan)***This section may be completed by engineer or applicant*

FIRM NAME

Aldrich + Elliott

CONTACT NAME

Jason Booth

MAILING ADDRESS

6 Market Place, Suite 2

TOWN

Essex Junction

STATE

VT

ZIP

05452

PHONE

802-879-7733

CELL PHONE

EMAIL ADDRESS

jbooth@aeengineers.com

LOAN REQUEST*This section may be completed by engineer or applicant*

Project Title: Brandon WWTF Upgrade

Total amount requested for this loan: \$ 1,110,557

Total projected project cost: \$ 6,755,000

Please describe the source(s) of the additional funding needed to cover the difference between the amount requested for this loan and the total projected project cost:

The Town has USDA RD funding in place for this project in the amount of 5,700,000. With bids opened the project is over budget by \$1,110,557, and seeking additional funding. This project is currently on the FY 22 CWIUP with a PC Grant obligation of \$570,000, which is being requested as part of this application. Additionally, this application includes \$540,557 in

Please describe the history of the project:

Final design was completed on this project in early 2022 and bids have been opened on this project.

Please describe who will benefit from the proposed project:

Town of Brandon

Do current and potential customers have alternative sources of water and is the proposed project the best and most cost-effective alternative?

N/A

Please provide a description of the project as it relates to this loan. Include specifications and materials used, water sources, and treatment facilities (attach sheets if necessary):

The 1272 Order issued on March 8, 2018, requires that the Town conduct an in-depth engineering inspection of the wastewater system within 18 months. This planning was completed and then continued into preliminary engineering. The proposed project includes headworks upgrades with screening, grit removal system replacement, secondary clarifier refurbishment and addition of a third clarifier, oxidation ditch rotor replacement, and Control Building renovation.

Please include estimated or actual project cost summary/estimate of probable project costs.

Is the Applicant interested in sponsoring a Water Infrastructure Sponsorship Program (WISPr) project?

☐ Yes ☒ No

SITE INFORMATION

This section may be completed by engineer or applicant.

An attorney's legal opinion may be required regarding the site or sites where the project will be located. The Facilities Engineering Division's Construction Section will make this determination for the project.

Do you own all land or possess all the easements or rights-of-ways for project sites?

☒ Yes ☐ No

ESTIMATED PROJECT SCHEDULE

This section should be completed by the engineer.

Estimated Project Initiation Date: 7/1/2022

Estimated Project Completion Date: 9/1/2023

ESTIMATED SPENDING SCHEDULE OF LOAN PROCEEDS

This section may be completed by engineer or applicant.

Quarter	Year	Amount
July - September	2022	\$45,000
October - December	2022	\$100,000
January - March	2023	\$150,000
April - June	2023	\$115,000
July - September	2023	\$100,000
October - December	2023	\$60,000

Add Another Quarter

TOTAL -->

\$570,000

FISCAL SUSTAINABILITY PLAN*This section should be completed by the applicant.*

Does the applicant currently have, maintain, and implement a Fiscal Sustainability Plan (FSP) or its equivalent (See the [FED website for FSP information](#))?

☒ Yes ☐ No

REVENUES*This section should be completed by the applicant.*

What is the Applicant's fiscal year?

User Rate Revenue Table

	Current FY - 2	Current FY - 1	Current FY (estimated)	Current FY + 1 (estimated)	Current FY + 2 (estimated)
Amount Billed	\$712,866	\$625,768	\$753,207	\$890,000	\$950,000
Amount Collected	\$579,136	\$697,873	\$625,000	\$720,000	\$760,000
Amount Uncollected/Outstanding	\$349,057	\$276,952	\$354,047	\$420,000	\$450,000
Estimated Amount of Commercial Revenue					

Does the system use tax revenue to support any utility related activities, including capital projects?

☐ Yes ☒ No

EXPENDITURES / SYSTEM OPERATION & MAINTENANCE EXPENSES*This section should be completed by the applicant.*

Current Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):

Post Project Fiscal Year O&M Costs (exclusive of debt and reserve fund payments):

Please attach a copy of your actual YTD revenue and expenses, and projected budget.

EXPENDITURES / SYSTEM DEBT*This section should be completed by the applicant.*

What is the applicant's total long-term outstanding debt?

What is the applicant's total annual long-term debt payment?

Direct Debt

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4	Current FY + 5
Total Payment	\$90,752	\$90,738	\$90,723	\$90,707	\$116,436	\$144,028

Long-Term Debt Schedule

Purpose of Long-Term Debt	Direct or Self-Supporting	Year of Maturity	\$ Amount Outstanding
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CARVER STREET EXPANSION	Direct	2025	\$17,236
INFRASTRUCTURE IMPROVEMENTS	Direct	2036	\$346,942
CHAMPLAIN PUMP STATION REBUILD	Direct	2048	\$449,980
PARK STREET INFRASTRUCTURE	Direct	2040	\$527,038
WW COLLECTION SYSTEMS	Direct	2035	\$407,569
Add Another Long-Term Debt			
Total As of -->		Jun 1, 2022	\$1,748,765

Does the system have any authorized but unissued debt (excluding the debt requested in this application)?

☒ Yes ☐ No

Purpose of Authorized but Unissued Debt	Amount
BRANDON WWTF UPGRADE (THIS PROJECT)	5,700,000

Add Another Unissued Debt

Does the Applicant have any future borrowing plans over the next 5 years?

☐ Yes ☒ No

Are there other capital projects in the near term (5 years)?

☒ Yes ☐ No

Please describe those other capital projects planned for the near term (5 years)?

REBUILD PUMP STATION ON NEWTON ROAD IN FORESTDALE.

Does the Applicant have an annual or cumulative deficit?

☐ Yes ☒ No

Does the Applicant anticipate an increase in revenues as a result of these improvements?

☐ Yes ☒ No

Does the Applicant anticipate a reduction in operating expenses as a result of these improvements?

☒ Yes ☐ No

Please explain the reduction in operating expenses you anticipate will result from these improvements.

REPAIRS TO WASTE WATER PLANT WILL BE MINIMIZED, AND PLANT SHOULD RUN AT BETTER EFFICIENCY

What are the economic trends in your service area - jobs, population increases/decreases, housing starts, property values, etc.? For Mobile Home Parks, please provide an occupancy history for the past five (5) years.

BRANDON'S POPULATION INCREASED FROM 2010 TO 2020. HOUSING PRICES HAVE INCREASED DRAMATICALLY DURING COVID AND HOUSING STOCK IS VERY LOW.

List any current or potential connections using greater than 5% of demand or provide a general description of service area.

THE APARTMENTS AT PARK VILLAGE ARE THE LARGEST USERS OF WASTEWATER. THERE ARE NO CUSTOMERS WHO USE GREATER THAN 5% OF THE TOTAL DEMAND.

SYSTEM RESERVE FUNDS

This section should be completed by the applicant

Does the Applicant have any reserve funds?

☒ Yes ☐ No

Please describe the reserve fund and what it is used for:

THE RESERVE FUND IS USED TO FUND SHORT-LIVED ASSETS AND EMERGENCY REPAIRS. THE BALANCE OF THE FUND AT 6/1/2022 IS \$281,019.00. WE FUND THIS ANNUALLY THROUGH WASTEWATER RECEIPTS IN THE AMOUNT OF \$90,000 AND USE IT PERIODICALLY FOR EXPENDITURES BEYOND BUDGETED OPERATING COSTS.

Is the Applicant actively contributing to reserve funds in accordance with a short-term Asset Replacement Table (START)?

☒ Yes ☐ No

What does the Applicant do with surpluses, if any?

SURPLUSES ARE EXAMINED AND EITHER USED TO REDUCE BILLING RATES, ROLLED OVER TO FOLLOWING YEAR OR USED TO INCREASE CONTRIBUTIONS TO THE RESERVE FUND.

Reserve Funds

	Current FY	Current FY + 1	Current FY + 2	Current FY + 3	Current FY + 4
Amount Available	\$281,019	\$350,000	\$400,000	\$475,000	\$550,000

Financial Documentation & Controls

This section should be completed by the applicant

Please submit 3 years audit financial statements. If not available, submit:

- 3 years statement of revenue and expenditure, AND;
- 3 years year-ending cash balance (checking, savings, and investment accounts)

Has anything occurred since the date of your last annual financial report or financial statement that would have a significantly negative effect on your revenues, expenditures, or ability to pay future debt service?

☐ Yes ☒ No

Did the Applicant have more than one budget defeat in the last two years?

☐ Yes ☒ No

Does the Applicant have any pending litigation in excess of \$10,000 on the system and/or the municipality?

☐ Yes ☒ No

Does the Applicant offer a retirement plan to its employees (including VMERS)?

☒ Yes ☐ No

Please describe your plan, your estimated proportionate share of unfunded pension liability:

VMERS PLANS A, B, AND C.
Not sure about our share of unfunded pension liability at this time.

If the Applicant has its own retirement plan separate from VMERS, does it have any unfunded pension liabilities?

☐ Yes ☒ No

Describe the Applicant's budget control system. Does the Applicant use multi-year forecasting or interim (quarterly or monthly) financial reports to monitor your status?

BRANDON WASTEWATER PLANT USES MULTI-YEAR FORECASTING AND REPORTS ACTIVITY ON A QUARTERLY BASIS TO MANAGEMENT.

Are all account records currently maintained for:

Checkbook ☒ Yes ☐ No ☐ Don't Know

By Whom: ASST TREASURER AND BOOKKEEPER

Comments:

Receipts ☒ Yes ☐ No ☐ Don't Know

By Whom: ASST TREASURER

Comments:

Disbursements ☒ Yes ☐ No ☐ Don't Know

By Whom: ASST TREASURER AND BOOKKEEPER

Comments:

Deposit Slips ☒ Yes ☐ No ☐ Don't Know

By Whom: ASST TREASURER

Comments:

Are bank statements reconciled on a regular basis?

☒ Yes ☐ No ☐ Don't Know By Whom: TREASURER

Comments:

Are bank accounts and ledger balances reconciled on a monthly basis?

☒ Yes ☐ No ☐ Don't Know By Whom: TREASURER

Comments:

Are financial records maintained in a computerized system?

☒ Yes ☐ No ☐ Don't Know By Whom: NEMRC - TREASURER, ASST TREASURER, BOOKKEEPER

Comments:

Are any financial records maintained in manual form?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does the applicant maintain separate reporting for this utility?

☒ Yes ☐ No ☐ Don't Know By Whom:

SEPARATE FUND FOR WASTEWATER

Comments:

Does someone other than the treasurer receive unopened bank statements and review bank reconciliations?

☒ Yes ☐ No ☐ Don't Know By Whom:

ADMIN ASST

Comments:

Does the same individual open the mail and deposit checks?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does the organization receive payments in cash?

☒ Yes ☐ No ☐ Don't Know By Whom:

ASST TREASURER

Comments:

PRENUMBERED CASH RECEIPTS BOOK RECORDS ALL CASH RECEIVED

Does the Applicant have pre-numbered receipt books for cash payments?

☒ Yes ☐ No ☐ Don't Know By Whom:

ASST TREASURER

Comments:

Are checks always written to specified payees and not to cash?

☒ Yes ☐ No ☐ Don't Know By Whom:

ASST TREASURER, BOOKKEEPER

Comments:

Are pre-numbered checks used for all bank accounts?

☒ Yes ☐ No ☐ Don't Know By Whom: ASST TREASURER, BOOKKEEPER

Comments:

Are checks written by the same individual who approves payments?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Have there been any changes in authorized signatures during the fiscal year?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Has a signature stamp ever been used for any account?

☒ Yes ☐ No ☐ Don't Know By Whom: TREASURER HAS SIGNATURE STAMP

Comments:

STAMP IS KEPT UNDER LOCK IN VAULT.

Is the organization professionally audited by a CPA?

☒ Yes ☐ No ☐ Don't Know By Whom: VARIES, CURRENTLY RHR SMITH

Comments:

Does the Authorized Representative assist in the audit planning process?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Is a specific individual responsible for correcting audit findings?

☒ Yes ☐ No ☐ Don't Know By Whom: BOOKKEEPER AND TREASURER

Comments:

Are regular financial reports prepared for the board?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Are budget to actual reports prepared for each department?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Has the Authorized Representative borrowed money from the utility?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Has the organization had a theft, embezzlement or wire fraud in the last 5 years?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

SUBMITTED AN ERRONEOUS MILEAGE REIMBURSEMENT THAT HE AUTHORIZED HIMSELF UNDER A GRANT WITH THE STATE. STATE DENIED, AND INSURANCE COVERED OUR LOSS. EMPLOYEE WAS LET GO.

Has the Treasurer or CFO participated in any business which does business with the system/utility?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Does the Applicant loan money to employees?

☐ Yes ☒ No ☐ Don't Know By Whom:

Comments:

Have board members attended financial trainings?

☐ Yes ☐ No ☒ Don't Know By Whom:

Comments:

Has the Treasurer/CFO attended trainings on recordkeeping?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does the Applicant have written financial policies and procedures?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

Does each employee have copies of these policies and procedures?

☒ Yes ☐ No ☐ Don't Know By Whom:

Comments:

KEY PERSONNEL

Please list the names and qualifications of the following key personnel including areas of expertise, years of experience in similar programmatic work, years at current position, and/or any relevant qualifications.

*Please include all personnel related to the loan. Authorized Rep, Alternative Authorized Rep(s), Clerk, Board Members, Financial Manager, etc.
Failure to include all key personnel will result in the application considered incomplete.*

NAME

POSITION (select from the list or enter another value)

DAVID ATHERTON

Town Manager/Administrator

QUALIFICATIONS:

7 YEARS OF EXPERIENCE AS TOWN MANAGER FOR BRANDON
4 YEARS AS SELECT BOARD MEMBER, TOWN OF BRANDON
SELF-EMPLOYED RECORDS RESEARCHER

NAME

POSITION (select from the list or enter another value)

SUSAN GAGE

Treasurer

QUALIFICATIONS:

BS DEGREE IN ACCOUNTANCY
8 YEARS AS BRANDON TOWN TREASURER
25 YEARS CFO IN VARIOUS PRIVATE COMPANIES

NAME

POSITION (select from the list or enter another value)

JACKIE SAVELA

Financial Manager

QUALIFICATIONS:

6 YEARS BOOKKEEPER FOR TOWN OF BRANDON
10 YEARS IN BANKING INDUSTRY

NAME

POSITION (select from the list or enter another value)

LUANNE MERKERT

Assistant Treasurer

QUALIFICATIONS:

21 YEARS AS ASSISTANT TREASURER
16 YEARS BANKING INDUSTRY

NAME

POSITION (select from the list or enter another value)

SUSAN GAGE

Clerk

QUALIFICATIONS:

NAME

POSITION (select from the list or enter another value)

LUANNE MERKERT

Assistant Clerk

QUALIFICATIONS:

Add Another Key Person

ADDITIONAL COMMENTS

Provide any additional comments for your application here:

Certification

The Applicant certifies that it possesses the legal authority to apply for the SRF loan, and to finance and construct the proposed facilities. A resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's Legislative Body authorizing the filing of the application. A resolution, motion, or similar action has been duly adopted or passed authorizing the person identified herein as the authorized representative of the Applicant in connection with the project for the purpose of furnishing information, data and documents pertaining to the project as required by the State of Vermont.

Authorization Date:

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

REPRESENTATIVE SIGNATURE

PRINT NAME

Clerk Certification

Clerk Signature Date:

SIGNATURE OF CLERK

PRINT NAME

Authorized Representative Certification

Authorized Representative Signature Date:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

Submit completed application and all attachments via email to:



Tom Brown, CWSRF Project Lead

[phone] 802-622-4205 [email] thomas.brown@vermont.gov

Department of Environmental Conservation
Water Investment Division



hcoffice@hollandcompany.com

TOWN OF BRANDON

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

PURCHASE ORDER NO.
NO 44829
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: wwtpr@townofbrandon.com
Town of Brandon WPCP
500 Union Street
Brandon, Vt. 05733-1193
(802) 247-6730

DATE 6/7/2022	DATE REQUIRED	SPECIAL INSTRUCTIONS	VENDOR NUMBER 300600		
QUANTITY	DESCRIPTION	ACCOUNT NO.		UNIT PRICE	AMOUNT
		ORG	OBJ		
8,000 gallons	Sodium aluminate 38% solution	20555	50150	4.62/gallon	\$36,960
	July 1, 2022 - June 30, 2023				
	This chemicals sticks to phosphorus in wastewater to produce more sludge that gets removed				
	2022-2023	4.62	per gallon		
	2021-2022	3.12	per gallon		
	2020-2021	3.12	per gallon		
	2019-2020	3.12	per gallon		
	2018-2019	2.984	per gallon		
	2017-2018	2.55	per gallon		
	2016-2017	2.42	per gallon		
	2015-2016	2.50	per gallon		
	Allen	No Response			
	Slack	No Bid			
	Surpass	No Response			
	Holland	4.62 per gallon \$0 fuel surcharge			
NOTE: THE TOWN OF BRANDON IS EXEMPT FROM STATE & LOCAL TAXES. TAX EXEMPT #26863. PLEASE NOTIFY IMMEDIATELY IF ANY PORTION OF THIS ORDER CANNOT BE SATISFIED BY THE DATE REQUIRED.					REQUESTED BY Stephen J Cybor APPROVED BY _____ TOTAL \$36,960

hcoffice at hollandcompany.com

TOWN OF BRANDON

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

PURCHASE ORDER NO.
Nº 44830
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS AND ANY OTHER CORRESPONDENCE RELATED TO THIS ORDER.

fax (413) 743-1298

wwtp at townofbrandon.com

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) 247-6730

DATE 6/7/2022	DATE REQUIRED	SPECIAL INSTRUCTIONS	VENDOR NUMBER 300600	
QUANTITY	DESCRIPTION	ACCOUNT NO. ORG CBJ	UNIT PRICE	AMOUNT
10,000 gallons	Sodium bisulfite 38% Solution	20555 50140	2.52 per gallon	\$25,200
	July 1, 2022 - June 30, 2023			
	This Chemical used to remove Chlorine after bad bacteria are killed.			
	2022-2023 2.52 per gallon			
	2021-2022 1.91 per gallon			
	2020-2021 1.91 per gallon			
	2019-2020 1.91 per gallon			
	2018-2019 1.598 per gallon			
	2017-2018 1.65 per gallon			
	2016-2017 1.70 per gallon			
	2015-2016 1.80 per gallon			
	Allen No Response			
	Slack 3.34 per gallon \$50 Fuel Surcharge			
	Surpass No Response			
	Holland 2.52 per gallon 1.92 combined sodium aluminate			
NOTE: THE TOWN OF BRANDON IS EXEMPT FROM STATE & LOCAL TAXES. TAX EXEMPT #26863. PLEASE NOTIFY IMMEDIATELY IF ANY PORTION OF THIS ORDER CANNOT BE SATISFIED BY THE DATE REQUIRED.			TOTAL	\$25,200
REQUESTED BY		Stephen J. Cijka		
APPROVED BY				

J. Pease & Allen Ponds - spas.com

TOWN OF BRANDON

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

PURCHASE ORDER NO.
NO 44831
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS AND ANY OTHER CORRESPONDENCE RELATED TO THIS ORDER.

Fax (802) 665-0015

WWTpa town of brandon.ca

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

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

DATE		DATE REQUIRED	SPECIAL INSTRUCTIONS		VENDOR NUMBER	
6/7/2022					100015	
QUANTITY	DESCRIPTION	ACCOUNT NO.		UNIT PRICE	AMOUNT	
		ORG.	OBJ.			
10,000 gallons	Sodium Hypochlorite 12.5% solution	20555	50120	2.25 per gallon	\$22,500	
31	Fuel Surcharge	↓	↓	65	\$2,015	
	approximately 325 gallons/delivery					
	July 1, 2022 - June 30, 2023					
	This chemical kills the bad bacteria after the wastewater has been cleaned up					
	2022-2023	2.25 per gallon	* with fuel surcharge	245 per gallon		
	2021-2022	1.76 per gallon				
	2020-2021	1.56 per gallon				
	2019-2020	1.45 per gallon				
	2018-2019	1.394 per gallon				
	2017-2018	1.445 per gallon				
	2016-2017	1.680 per gallon				
	2015-2016	1.720 per gallon				
	Allen	2.25 per gallon	\$65 fuel surcharge			
	Slack	3.84 per gallon	\$50 fuel surcharge			
	Surpass	No response				
	Holland	No bid				
NOTE: THE TOWN OF BRANDON IS EXEMPT FROM STATE & LOCAL TAXES. TAX EXEMPT #26863. PLEASE NOTIFY IMMEDIATELY IF ANY PORTION OF THIS ORDER CANNOT BE SATISFIED BY THE DATE REQUIRED.					TOTAL \$24,515	
REQUESTED BY		Stephen J. Cijka				
APPROVED BY						

Bob Pa rutlandcity.org TOWN OF BRANDON

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

PURCHASE ORDER NO.
№ 44832
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS AND ANY OTHER CORRESPONDENCE RELATED TO THIS ORDER.

Fax (802) 775-3949

wwtp@townofbrandon.com

TO: City of Rutland WWTF
10 Greens Hill Lane
Rutland, Vt. 05701
(802) 773-1803

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

DATE 6/8/2022	DATE REQUIRED	SPECIAL INSTRUCTIONS	VENDOR NUMBER 300375	
QUANTITY	DESCRIPTION	ACCOUNT NO. ORG. OBJ.	UNIT PRICE	AMOUNT
720,000 gallons of sludge	Disposal of Wastewater Sludge at City of Rutland Wastewater Treatment Facility July 1, 2022-June 30, 2023	20555 5010	10.54 per gallon	\$ 75,600
	2022-2023 10.54 per gallon			
	2021-2022 9.54 per gallon			
	2020-2021 8.54 per gallon			
	2019-2020 8.04 per gallon			
	2018-2019 8.04 per gallon			
	2017-2018 7.04 per gallon			
	2016-2017 7.04 per gallon			
	2015-2016 7.04 per gallon			
	City of Montpelier Vt No Response			
	City of Rutland Vt 10.54 per gallon			
	City of Schenectady NY No Response			
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.			TOTAL	\$ 75,600
REQUESTED BY		Stephen J. Cijka		
APPROVED BY				

Arqkatz w Endyne labs.com

TOWN OF BRANDON

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

Contracted
laboratory
testing

Fax 603 678-4893

Endyne Lebanon NH #17630
Eastern Analytical Concord NH
No Residue

PURCHASE ORDER NO.
№ 44834
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS AND ANY OTHER CORRESPONDENCE RELATED TO THIS ORDER.

Wwtpa w townofbrandon.com

TO: Endyne Inc
56 Etna Road
Lebanon, NH 03766-1446
(603) 678-4891

SHIP TO: Town of Brandon WPCP
500 Union Street
Brandon, VT 05733-1193
(802) 247-6730

DATE	DATE REQUIRED	SPECIAL INSTRUCTIONS	ACCOUNT NO.		UNIT PRICE	VENDOR NUMBER
6/8/2022		July 1, 2022 ~ June 30, 2025				100494
QUANTITY	DESCRIPTION	ORG.	OBJ.	UNIT PRICE	AMOUNT	
108	Biochemical Oxygen Demand	20555	22120	35.00	3780	
108	Total Suspended Solids			20.00	2160	
51	Total Kjeldahl Nitrogen			35.00	1785	
72	Total Phosphorus			20.00	1440	
42	Ammonia Nitrogen			20.00	840	
51	Nitrate/Nitrite Nitrogen			20.00	1020	
6	Oil & Grease			90.00	540	
6	Total Dissolved Solids			20.00	120	
111	E Coli			25.00	2775	
3	Sludge Analysis metals see #27			200.00	600	
3	As Ba Cd Cr Cu K Pb Hg Mn Ni			25.00	75	
3	metals Digestion			40.00	120	
3	Total Kjeldahl Nitrogen Solids			30.00	90	
3	Ammonia Nitrogen Solids			25.00	75	
3	Nitrate/Nitrite Nitrogen			20.00	60	
3	Total Solids			25.00	75	
3	pH Solids			150.00	450	
3	PCB Solids			255.00	765	
3	Effluent Annual metals			20.00	600	
3	Priority Poll Package plus Al			20.00	600	
3	Metals Digestion			20.00	600	
Shipping				TOTAL	417630	

NOTE: TOWN OF BRANDON
EXEMPT FROM STATE & LOCAL TAXES
TAX EXEMPT #26863
PLEASE NOTIFY IMMEDIATELY IF ANY
PORTION OF THIS ORDER CANNOT BE
SATISFIED BY THE DATE REQUIRED.

REQUESTED BY

APPROVED BY

Stephan D. Cyba