

**Brandon Board of Sewer Commissioners**  
**June 27, 2022**  
**7:00 p.m.**

The Brandon Board of Sewer Commissioners will meet Monday, June 27, 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 – June 13, 2022
  
- 3) Consider Approval of 2022/2023 Budget
  
- 4) Adjournment

**Brandon Board of Sewer Commissioners Meeting  
June 13, 2022**

**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, Mike Markowski

**Others in Attendance:** Dave Atherton, Neil Silins, Steve Cijka, Judy Bunde, Jack Schneider, Kevin Cornet, David Roberts, Sophia Cornet, Jeff Stewart, Jim Emerson, Marielle Blais, Jason Booth, Aaron Boynton, Addison Boynton

**Other In Attendance Via Zoom:** Richard Jamros, Mathew Clouser, Keith Whitcomb

**1. Call to Order**

The meeting was called to order at 7:02PM by Seth Hopkins – Chair.

***a. Agenda Adoption***

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

Move Item 6 – Consider Purchase Orders to follow Item 2 – Approval of Minutes.

**2. Approval of Minutes**

***a) Approve Minutes of Board of Sewer Commissioners Meeting  
- November 22, 2021***

**Motion** by Tracy Wyman/Brian Coolidge to approve the minutes of the November 22, 2021 meeting. **The motion passed unanimously.**

**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***

Steve Cijka reported the price of the chemicals has gone up because of the price of fuel and will be \$49,000 more this year than last year.

**Motion** by Tracy Wyman/Tim Guiles to approve the purchase orders (a) through ( e) as noted above as submitted by the Chief Operator of the WWTP. **The motion passed unanimously.**

The Board appreciated the research in getting the best pricing and the information on the chemicals that Mr. Cijka provided to the Board.

The Board of Sewer Commissioners recessed at 7:04PM to continue when Aldrich and Elliott engineer joined the meeting to discuss the remaining agenda items.

The Board of Sewer Commissioners reconvened at 7:55PM.

### **3. Wastewater Treatment Plant Funding Discussion**

Jason Booth of Aldrich & Elliott reported the bids for the WWTP project was \$1 million over expected. In discussions with the USDA and Rural Development, they advised they don't have any additional grant money available but would loan more. In discussion with the State regarding the Clean Water Loan that funded the design of the project, they were advised the project was on the priority list, which is how grant funding is determined. Since the project is already on the priority list, it has been obligated \$570,000 in pollution control grant funding. Mr. Booth noted part of the application before the Select Board is to remain on the priority list as a continuing project to obtain the grant funding, with the grant being 10% of the total project cost. The funding list that the Town is on has \$5.7 million and with the cost going up to \$6.7 million, the PC grant obligation will increase, but the remaining obligation will be in a different funding cycle. Currently, the Town has a \$570,000 grant. Additionally, the State has received \$10 million in ARPA funds with \$5 million for wastewater and \$5 million for water. The State has not developed the program yet but will be obligating it between September and December. For additional ARPA funding, the Town can also request additional loan money through the Clean Water Fund to be in the queue to show the Town has a balance of \$540,000. The Town would go on a list that would indicate it is eligible to receive this and the PC grant money. Once the ARPA funding is allocated, that funding could be used rather than the loan, but the Town does need to submit the loan until the ARPA money is available. Mr. Hopkins questioned if the bond amount of \$5.7 million and the additional funding to be applied for would be what is needed for the project and Mr. Booth confirmed it would be. Mr. Booth advised that the USDA funding would remain the same for both the grant and loan. There would be a Clean Water SRF loan with the caveat that the \$557,000 SRF loan would be turned into ARPA funding. The risk is if the State spends the money elsewhere that would leave a \$557,000 SRF loan. There was a question concerning the \$75,000 bond resolution. Mr. Booth advised this is a Board resolution and the State is recommending it. He noted there could be a change with the Clean Water SRF by \$75,000. This resolution would need to be prepared by bond council and the State will need this document, but it was not ready for this evenings meeting. Mr. Hopkins thanked Mr. Booth for providing the information for this discussion.

### **4. Consider WWTF Upgrade Step III Clean Water Loan**

**Motion** by Tracy Wyman/Mike Markowski to proceed with the State Revolving Loan for Water Infrastructure through the Clean Water Loan Fund. **The motion passed unanimously.**

**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**

**Motion** by Tracy Wyman/Mike Markowski to conditionally approve the award of the Brandon WWTF project to Naylor & Breen and concurrence with the Bid Analysis and Recommendation for Award, contingent upon approval from the USDA and the State of Vermont Water Investment Division. **The motion passed unanimously.**

**7. Adjournment**

**Motion** by Brian Coolidge/Tim Guiles to adjourn the Board of Sewer Commissioners meeting at 8:07PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary

TOWN OF BRANDON General Ledger  
Comparative Budget Report  
20 Sewer Fund

Account	Budget FY - 2021	Actual FY-2021 Pd:12	Budget FY - 2022	Actual FY-2022 Pd:12	Budget FY - 2023	FY - 22/23 % Change
20-4-00-04110						
Sewer Fees - Revenues	515,000.00	445,043.09	473,000.00	394,573.35	391,000.00	-17.33%
20-4-00-04111						
Sewer Base Fees	170,000.00	178,781.89	309,400.00	307,430.62	476,000.00	53.84%
20-4-00-04230						
Misc. Revenues	0.00	0.00	0.00	763.29	0.00	0.00%
20-4-00-04310						
Sewer Permit Revenue	350.00	100.00	250.00	200.00	250.00	0.00%
20-4-00-04920						
Interest Revenue	26,000.00	1,842.82	15,000.00	31,164.37	25,000.00	66.66%
20-4-00-06000						
Transfers	0.00	0.00	0.00	43,836.51	0.00	0.00%
<b>Total Revenues</b>	<b>711,350.00</b>	<b>625,767.80</b>	<b>797,650.00</b>	<b>777,968.14</b>	<b>892,250.00</b>	<b>11.85%</b>
20-5-55-10120						
Wages-Permanent Full Time	105,000.00	101,817.93	107,250.00	110,323.64	181,250.00	68.99%
20-5-55-10121						
Overtime	5,000.00	2,523.12	5,000.00	2,884.56	2,500.00	-50.00%
20-5-55-10123						
On Call hours	5,200.00	5,200.00	5,200.00	5,200.00	5,200.00	0.00%
20-5-55-10211						
Fica	7,400.00	6,572.86	7,550.00	6,912.64	12,225.00	61.92%
20-5-55-10212						
Medicare	1,750.00	1,537.20	1,775.00	1,616.66	2,860.00	61.12%
20-5-55-10214						
Health Insurance	41,400.00	39,790.40	41,400.00	38,451.32	60,000.00	44.92%
20-5-55-10215						
Life & Disability Ins.	1,750.00	1,442.40	1,700.00	1,380.52	2,080.00	22.35%
20-5-55-10217						
DENTAL	3,400.00	3,252.72	3,540.00	3,138.32	5,310.00	50.00%
20-5-55-10218						
HRA WW	4,000.00	3,630.00	5,000.00	3,883.32	7,500.00	50.00%
20-5-55-10220						
VMER	9,800.00	8,575.58	11,600.00	11,702.77	19,540.00	68.44%
20-5-55-10310						
Travel & Expenses	500.00	242.89	300.00	0.00	250.00	-16.66%
20-5-55-10320						
Clothing Allowance	1,500.00	895.85	1,200.00	100.00	1,000.00	-16.66%
20-5-55-10330						
Dues & Subscriptions	600.00	485.00	600.00	485.00	600.00	0.00%
20-5-55-10340						
Continuing Education	500.00	234.00	500.00	204.00	500.00	0.00%
20-5-55-20120						
Engineering	5,000.00	0.00	0.00	0.00	0.00	0.00%
20-5-55-20121						
Professional Services	600.00	592.00	650.00	691.10	700.00	7.69%
20-5-55-20240						
Contractors	15,000.00	23,644.89	0.00	34,931.83	0.00	0.00%

TOWN OF BRANDON General Ledger  
Comparative Budget Report  
20 Sewer Fund

Account	Budget FY - 2021	Actual FY-2021 Pd:12	Budget FY - 2022	Actual FY-2022 Pd:12	Budget FY - 2023	FY - 22/23 % Change
20-5-55-20241						
Equipment Rental	5,000.00	0.00	0.00	0.00	0.00	0.00%
20-5-55-20530						
Licenses & Fees	2,400.00	2,340.00	2,500.00	2,340.00	2,400.00	-4.00%
20-5-55-21110						
Legal Services	5,000.00	11,584.00	5,000.00	2,140.50	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	4,000.00	4,368.25	4,000.00	4,438.25	17,630.00	340.75%
20-5-55-30110						
Office Supplies	500.00	39.99	300.00	117.32	300.00	0.00%
20-5-55-30120						
Professional Supplies	2,000.00	2,653.46	2,200.00	2,197.77	2,500.00	13.63%
20-5-55-41110						
New Equipment-Misc Tools	25,000.00	3,295.39	8,000.00	4,463.96	5,000.00	-37.50%
20-5-55-41120						
Safety Equipment	1,000.00	224.98	500.00	315.65	500.00	0.00%
20-5-55-41130						
Fuel - Vehicles	1,600.00	1,300.90	1,600.00	1,057.58	1,500.00	-6.25%
20-5-55-41180						
Maintenance-Vehicles	2,000.00	390.31	1,500.00	7,997.17	1,500.00	0.00%
20-5-55-42100						
Wastewater Telephone	3,000.00	2,947.04	3,000.00	3,005.06	3,000.00	0.00%
20-5-55-42110						
LP Gas - Bldgs	10,000.00	7,497.99	9,500.00	10,911.60	15,000.00	57.89%
20-5-55-42120						
Water	5,000.00	6,048.00	5,000.00	5,348.96	5,500.00	10.00%
20-5-55-42130						
Electric	50,000.00	28,471.10	45,000.00	50,090.49	45,000.00	0.00%
20-5-55-42140						
Maint. Supplies - Bldgs	3,000.00	1,033.75	2,500.00	0.00	1,000.00	-60.00%
20-5-55-42150						
Outside Maint. - Bldgs	10,000.00	24,080.68	10,000.00	190.20	5,000.00	-50.00%
20-5-55-43160						
Maint. Supplies - General	9,000.00	9,863.96	10,000.00	7,961.57	10,000.00	0.00%
20-5-55-50110						
Cold Weather Bacteria	1,400.00	0.00	0.00	0.00	0.00	0.00%
20-5-55-50120						
Sodium Hypochlorite	15,600.00	7,378.80	15,000.00	13,488.00	24,515.00	63.43%
20-5-55-50130						
Root-X	15,000.00	14,848.65	20,000.00	11,162.25	20,000.00	0.00%
20-5-55-50140						
Sodium Bisulfite	19,100.00	9,712.35	15,000.00	11,744.59	25,200.00	68.00%
20-5-55-50150						
Sodium Aluminate	24,960.00	19,046.76	20,000.00	18,885.36	36,960.00	84.80%
20-5-55-50160						
Sludge Disposal	55,000.00	57,607.50	55,000.00	59,600.00	75,600.00	37.45%
20-5-55-50170						
Trucking	19,000.00	17,617.50	19,000.00	19,860.00	19,000.00	0.00%

20 Sewer Fund

Account	Budget	Actual	Budget	Actual	Budget	FY - 22/23
	FY - 2021	FY-2021 Pd:12	FY - 2022	FY-2022 Pd:12	FY - 2023	% Change
20-5-55-51210						
New Equipment - Pump Sta	0.00	0.00	0.00	83,613.65	0.00	0.00%
20-5-55-51230						
Outside Equip. - Pump St.	25,000.00	9,543.68	0.00	15,728.01	0.00	0.00%
20-5-55-51310						
Collection Systems	35,000.00	11,706.92	0.00	3,912.17	0.00	0.00%
20-5-55-51410						
Aeration System Maint.	15,000.00	0.00	0.00	0.00	0.00	0.00%
20-5-55-60100						
Interest Exp - Short Term	0.00	-4,811.28	0.00	0.00	0.00	0.00%
20-5-55-60200						
Administration Expense	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00%
20-5-55-60600						
USDA Bond Champlain PS in	10,700.00	10,615.39	10,350.00	10,338.02	10,055.00	-2.85%
20-5-55-60610						
USDA Bond-Champ. PS-Prin	12,400.00	0.00	12,630.00	0.00	12,915.00	2.25%
20-5-55-60800						
USDA Bond Loan #8 Interes	900.00	842.11	725.00	700.96	560.00	-22.75%
20-5-55-60810						
USDA Bond Loan#8 Prin	3,800.00	0.00	3,950.00	0.00	4,085.00	3.41%
20-5-55-61000						
USDA Bond Loan #9 Interes	13,700.00	13,633.46	13,000.00	12,990.59	12,330.00	-5.15%
20-5-55-61010						
USDA Bond Loan #9 Prin	17,300.00	0.00	17,950.00	0.00	18,585.00	3.53%
20-5-55-61020						
2012 WW CWSRF RF1-159	2,200.00	0.00	2,200.00	2,158.30	2,200.00	0.00%
20-5-55-61050						
Park CWSRF RF1-214- Prin	0.00	0.00	21,695.00	0.00	22,125.00	1.98%
20-5-55-61060						
Park CWSRF RF1-214 -Int	0.00	0.00	10,545.00	10,540.76	10,110.00	-4.12%
20-5-55-61110						
Insurance Expenses	17,000.00	14,662.16	17,000.00	14,764.74	17,000.00	0.00%
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	550.00	490.00	550.00	461.00	550.00	0.00%
20-5-55-61160						
WW Workers Comp.	9,500.00	5,938.68	8,500.00	5,648.58	8,500.00	0.00%
20-5-55-90200						
Seg 6 Match	0.00	750.45	0.00	0.00	0.00	0.00%
20-5-55-90800						
USDA Short Lived Asset	37,000.00	37,000.00	90,000.00	90,000.00	90,000.00	0.00%
20-5-55-90900						
Depreciation	150,000.00	146,355.52	163,200.00	170,400.00	170,000.00	4.16%
<b>Total Expenditures</b>	<b>880,510.00</b>	<b>712,015.29</b>	<b>853,660.00</b>	<b>912,978.74</b>	<b>1,036,135.00</b>	<b>21.37%</b>
<b>Total 20 Sewer Fund</b>	<b>-169,160.00</b>	<b>-86,247.49</b>	<b>-56,010.00</b>	<b>-135,010.60</b>	<b>-143,885.00</b>	
<b>Total All Funds</b>	<b>-169,160.00</b>	<b>-86,247.49</b>	<b>-56,010.00</b>	<b>-135,010.60</b>	<b>-143,885.00</b>	