

**Brandon Board of Sewer Commissioners Meeting**  
**June 12, 2023**

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

**Board Members In Attendance:** Tracy Wyman, Brian Coolidge, Tim Guiles, Cecil Reniche-Smith, Heather Nelson

**Others In Attendance:** Seth Hopkins, Bill Moore, Stephen Jupiter, Jack Schneider, Bernie Carr, Wayne Rausenberger, Katherine Rausenberger, Jan Coolidge, Brent Buehler, Steve Cijka, Dortha Langevin, Gail Cordner, Sue Gage, William Mac, Marielle Blais, Neil Silins, Ralph Ethier, Mike Frankiewicz, Dennis Reisenweaver, Sara Stevens, Bruce Ness, Judith Bunde

**Others by Zoom:** Bruce Jenson

**1. Call to Order**

The meeting was called to order at 7:02PM by Tracy Wyman – Board Chair.

***a. Agenda Adoption***

**Motion** by Brian Coolidge/Cecile Reniche-Smith to approve the agenda as presented. **The motion passed unanimously.**

**2. Approval of Minutes**

***a) Approve Minutes of Board of Sewer Commissioners Meeting***  
**- May 22, 2023**

**Motion** by Brian Coolidge/Cecil Reniche-Smith to approve the minutes of the May 22, 2023 meeting, as amended. **The motion passed with one abstention – Tracy Wyman.**

Addition to Item 3: Tim Kingston had found 2 flusher machines online for under \$60000 each and Steve Cijka found a new flusher through USA Bluebook for \$89000.

**3. Public Comment and Participation**

There was no public comment.

**4. FY2024 Wastewater Enterprise Fund Budget**

Seth Hopkins reported the budget was developed by Steve Cijka in conjunction with Sue Gage, Jackie Savela and Mr. Hopkins. The basic concept is to run as a balanced budget and the rate is determined by the amount of expenses. The trend recommended by the Bond Bank is to recognize that sewer operations are largely fixed expenses like bonds for various projects. The recommendation was to move toward a flat fee and less on consumption. It is determined by looking at historical actuals and the prices that came in during the bid process for the chemicals, and calculating the bond payments that are continuing obligations. Cecil Reniche-Smith stated some towns go just flat rate and asked if that has been considered. Tim Guiles stated that is pretty close to what the Town is going to do. Mr. Hopkins stated there are advantages to it and it is worth a discussion with the Fire District as water is a metered commodity. Sue Gage stated this was discussed but the Town lacks some information to be able to do that and suggested holding off going to a full fixed rate until the Town has the capacity numbers. Mr. Hopkins stated this is a long-term project that Elaine Smith has been working on to determine if the properties have the correct number of bedrooms noted. Mr. Guiles noted there are a lot of bookkeeping benefits with a flat rate but the downside is there is no incentive for conserving water. He would like to see the Town charge consumption at a high enough point to not be wasteful with water. Mr. Hopkins noted that would be feasible with accurate meter readings.

Heather Nelson's concern with a flat rate is that some people would be paying the same rate as some households with more people. Sue Gage stated when places were shut down during Covid, the change was felt. Bill Moore stated the Town needs to maintain the capacity of the highest usage of our system.

**Motion** by Tim Guiles/Cecil Reniche-Smith to approve the FY2024 Wastewater Enterprise Fund Budget. **The motion passed unanimously.**

## **5. Consider Purchase Orders**

Seth Hopkins stated Steve Cijka does the bid process in a very professional manner and obtains bids from the suppliers the system requires. Mr. Cijka also provides historical background information and it was noted some prices have increased dramatically. Heather Nelson thanked Mr. Cijka for all of the backup information.

- a) P. O.12033 to Allen Engineering for Sodium Hypochlorite - \$42,325
- b) P. O. 12034 to City of Rutland for Processing of Sludge - \$75,600
- c) P.O. 12035 to Holland Company, Inc. for Sodium Bisulfite - \$25,700
- d) P. O. 12036 to Holland Company, Inc. for Sodium Aluminate - \$43,920

**Motion** by Brian Coolidge/Heather Nelson to approve purchase orders 12033, 12034, 12035 and 12036. **The motion passed unanimously.**

## **6. Adjournment**

**Motion** by Brian Coolidge/Cecil Reniche-Smith to adjourn the Board of Sewer Commissioners meeting at 7:15PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant  
Recording Secretary