

Brandon Board of Sewer Commissioners
June 12, 2023
7:00 p.m.

The Brandon Board of Sewer Commissioners will meet Monday, June 12, 2023 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 – May 22, 2023
- 3) Public Comment and Participation
- 4) FY 2024 Wastewater Enterprise Fund Budget
- 5) Consider Purchase Orders
 - 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
- 6) Adjournment

**Brandon Board of Sewer Commissioners Meeting
May 22, 2023**

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

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

Others In Attendance: Seth Hopkins, Bill Moore, Stephen Jupiter, Jack Schneider, Doug Bailey, Bernie Carr, Wayne Rausenberger, Jan Coolidge, Brent Buehler, Steve Cijka, David Roberts, Dortha Langevin, Gail Cordner, Sue Gage, Tom Kilpeck, Leif Nelson

Others by Zoom: Bruce Jenson, Annie Stratton, Neil Silins, Marielle Blais

1. Call to Order

The meeting was called to order at 7:02PM by Cecil Reniche-Smith – Vice-Chair.

a. Agenda Adoption

Motion by Brian Coolidge/Tim Guiles to approve the agenda as presented. **The motion passed unanimously.**

2. Approval of Minutes

a) Approve Minutes of Board of Sewer Commissioners Meeting
- January 23, 2023

Motion by Tim Guiles/Brian Coolidge to approve the minutes of the January 23, 2023 meeting. **The motion passed with one abstention – Heather Nelson.**

3. Consider Purchase of Used Sewer Jetter

Seth Hopkins provided a draft purchase order for the Board's consideration. The Town owns a 1999 gas-powered jetter that requires rebuilding. Steve Cijka has sourced a used diesel one that does the job and has better features. There are two rebuilt items available and the purchase order is written if one is gone, the other could be purchased. Tim Guiles asked as a matter of process if there is the possibility that an electric version is available. Steve Cijka stated he was not aware of an electric version. Mr. Guiles suggested it would be good to do research to see if one exists as it is going to be more relevant when the Town purchases items to have options. Mr. Hopkins stated these are sizable pieces of equipment. It is thought that perhaps in the future there may be these types of equipment available in an electric version. Cecil Reniche-Smith asked if there were none available locally. Mr. Hopkins advised when this item gets rebuilt, they do not last very long on the market and are in demand. A search was done first in New England. Mr. Hopkins noted when the purchased equipment is delivered the vendor would take away the used one that the Town currently owns and it is hoped that the Town's equipment will go towards the delivery charge. Mr. Hopkins reported there is money in the Wastewater Capital fund and would not come from the General fund.

Motion by Tim Guiles/Brian Coolidge to approve the purchase of a used sewer jetter for an amount not to exceed \$51,000. **The motion passed unanimously.**

4. Adjournment

Motion by Brian Coolidge/Tim Guiles to adjourn the Board of Sewer Commissioners meeting at 7:09 PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

Brandon Board of Sewer
Commissioners Meeting
May 22, 2023

Account	FY 23/24			FY 23/24			Notes
	Budget FY22	Actual FY22	Budget FY23	Actual FY23	Budget FY24	%Change	
20-4-00-04110 Sewer Fees - Revenues	473,000.00	394,606.29	391,000.00	377,188.44	289,000.00	-26.09	\$8.50 per 1,000 Gallons - Down from
20-4-00-04111 Sewer Base Fees	309,400.00	307,430.62	476,000.00	415,800.00	571,200.00	20	(102,000.00) \$11.50
20-4-00-04230 Misc. Revenues	-	2,763.29	-	2,283.54	-	-	95,200.00 \$120 per Unit per Quarter Base Fee
20-4-00-04310 Sewer Permit Revenue	250.00	200.00	250.00	350.00	250.00	-	-
20-4-00-04920 Interest Revenue	15,000.00	31,220.52	25,000.00	22,241.55	25,000.00	-	-
20-4-00-06000 Transfers	-	59,742.01	-	55,014.18	-	-	-
Total Revenue	797,650.00	795,962.73	892,250.00	872,877.71	885,450.00	-0.76%	(6,800.00)
20-5-55-10120 Wages-Permanent FT	107,250.00	108,723.52	127,250.00	123,606.80	140,675.00	10.55	13,425.00
20-5-55-10121 Overtime	5,000.00	2,884.56	5,000.00	2,691.00	5,000.00	-	-
20-5-55-10123 On Call hours	5,200.00	5,200.00	5,200.00	5,200.00	5,200.00	-	-
20-5-55-10150 WW Part Time Wages	-	-	-	-	2,500.00	100	2,500.00
20-5-55-10211 Fica	7,550.00	6,912.64	8,775.00	7,709.88	9,800.00	11.68	1,025.00
20-5-55-10212 Medicare	1,775.00	1,616.66	2,060.00	1,803.09	2,295.00	11.41	235.00
20-5-55-10214 Health Insurance	41,400.00	38,455.08	40,000.00	37,361.11	48,000.00	20	8,000.00
20-5-55-10215 Life & Disability Ins.	1,700.00	1,380.52	1,700.00	1,383.96	1,700.00	-	-
20-5-55-10217 DENTAL	3,540.00	3,138.32	3,540.00	2,753.73	3,540.00	-	-
20-5-55-10218 HRA WW	5,000.00	3,893.32	5,000.00	4,971.66	5,800.00	16	800.00
20-5-55-10220 VMER	11,600.00	11,702.77	13,500.00	13,354.39	15,285.00	13.22	1,785.00
20-5-55-10310 Travel & Expenses	300.00	-	300.00	-	300.00	-	-
20-5-55-10320 Clothing Allowance	1,200.00	100.00	1,000.00	678.77	1,000.00	-	-
20-5-55-10330 Dues & Subscriptions	600.00	485.00	600.00	545.00	600.00	-	-
20-5-55-10340 Continuing Education	500.00	204.00	500.00	160.00	500.00	-	-
20-5-55-20121 Professional Services	650.00	691.10	700.00	1,423.90	1,500.00	114.29	800.00
20-5-55-20240 Contractors	-	33,168.87	-	31,671.16	-	-	-
20-5-55-20241 Equipment Rental	-	-	-	600.00	-	-	-
20-5-55-20530 Licenses & Fees	2,500.00	2,340.00	2,500.00	2,100.00	2,600.00	4	100.00
20-5-55-21110 Legal Services	5,000.00	2,140.50	5,000.00	-	2,500.00	-50	(2,500.00)
20-5-55-22110 Auditors	2,500.00	2,500.00	2,500.00	2,000.00	5,000.00	100	2,500.00
20-5-55-22120 Testing	4,000.00	4,913.25	17,630.00	8,565.25	11,550.00	-34.49	(6,080.00)
20-5-55-30110 Office Supplies	300.00	117.32	300.00	1,900.41	300.00	-	-
20-5-55-30120 Professional Supplies	2,200.00	2,629.49	2,500.00	3,089.35	3,500.00	40	1,000.00
20-5-55-41110 New Equipment-Misc Tools	8,000.00	4,463.96	5,000.00	12,282.84	7,500.00	50	2,500.00
20-5-55-41120 Safety Equipment	500.00	315.65	500.00	19.98	500.00	-	-
20-5-55-41130 Fuel - Vehicles	1,600.00	2,351.05	2,500.00	2,251.54	2,500.00	-	-
20-5-55-41180 Maintenance-Vehicles	1,500.00	8,012.16	3,000.00	1,810.99	3,000.00	-	-
20-5-55-42100 Wastewater Telephone	3,000.00	3,020.89	3,000.00	3,047.37	3,000.00	-	-
20-5-55-42110 LP Gas - Bldgs	9,500.00	10,911.60	15,000.00	10,959.91	12,000.00	-20	(3,000.00)
20-5-55-42120 Water	5,000.00	5,348.96	5,500.00	4,364.64	5,000.00	-9.09	(500.00)

Account	FY 23/24				FY 23/24				Notes
	Budget FY22	Actual FY22	Budget FY23	Actual FY23	Budget FY24	%Change	\$Change		
20-5-55-42130 Electric	45,000.00	50,318.13	55,000.00	47,205.71	55,000.00		-		
20-5-55-42140 Maint. Supplies - Bldgs	2,500.00	-	1,000.00	35.99	500.00		-50		(500.00)
20-5-55-42150 Outside Maint. - Bldgs	10,000.00	190.20	1,000.00	2,630.43	2,500.00		150		1,500.00
20-5-55-43160 Maint. Supplies - General	10,000.00	8,815.88	8,000.00	15,640.04	12,000.00		50		4,000.00
20-5-55-50110 Cold Weather Bacteria	-	-	-	-	1,500.00		100		1,500.00
20-5-55-50120 Sodium Hypochlorite	15,000.00	14,295.50	24,515.00	18,659.25	42,325.00		72.65		17,810.00
20-5-55-50130 Root X	20,000.00	11,162.25	20,000.00	23,547.25	25,000.00		25		5,000.00
20-5-55-50140 Sodium Bisulfite	15,000.00	13,709.98	25,200.00	15,472.80	18,000.00		-28.57		(7,200.00)
20-5-55-50150 Sodium Aluminate	20,000.00	25,181.52	36,960.00	17,674.83	36,960.00		-		-
20-5-55-50160 Sludge Disposal	55,000.00	65,900.00	75,600.00	72,000.00	75,600.00		-		-
20-5-55-50170 Trucking	19,000.00	21,807.00	19,000.00	19,363.50	24,480.00		28.84		5,480.00
20-5-55-51230 Outside Equip. - Pump St.	-	1,508.01	-	23,335.49	-		-		-
20-5-55-51310 Collection Systems	-	9,082.17	-	10,808.18	-		-		-
20-5-55-60100 Interest Exp - Short Term	-	(2,848.01)	-	27,039.16	30,000.00		100		30,000.00
20-5-55-60200 Administration Expense	30,000.00	30,000.00	30,000.00	27,500.00	30,000.00		-		-
20-5-55-60600 USDA Bond Champ/Plain PS in	10,350.00	10,338.02	10,055.00	10,052.34	4,760.00		-52.66		(5,295.00)
20-5-55-60610 USDA Bond-Champ. PS-Prin	12,630.00	-	12,915.00	-	13,205.00		2.25		290.00
20-5-55-60800 USDA Bond Loan #8 Interes	725.00	700.96	560.00	389.06	405.00		-27.68		(155.00)
20-5-55-60810 USDA Bond Loan#8 Prin	3,950.00	-	4,085.00	-	4,230.00		3.55		145.00
20-5-55-61000 USDA Bond Loan #9 Interes	13,000.00	12,990.59	12,330.00	9,738.17	11,635.00		-5.64		(695.00)
20-5-55-61010 USDA Bond Loan #9 Prin	17,950.00	-	18,585.00	-	19,265.00		3.66		680.00
20-5-55-61020 2012 WW CWSRF RF1-159	2,200.00	-	2,200.00	2,158.30	2,160.00		-1.82		(40.00)
20-5-55-61050 Park CWSRF RF1-214- Prin	21,695.00	-	22,125.00	-	22,570.00		2.01		445.00
20-5-55-61060 Park CWSRF RF1-214 -Int	10,545.00	10,540.76	10,110.00	9,698.22	9,665.00		-4.4		(445.00)
20-5-55-61110 Insurance Expenses	17,000.00	14,764.74	17,000.00	12,685.72	17,000.00		-		-
20-5-55-61120 Insurance Claim Ded	1,000.00	-	1,000.00	-	1,000.00		-		-
20-5-55-61150 WW Unemployment	550.00	461.00	550.00	461.50	550.00		-		-
20-5-55-61160 WW Workers Comp.	8,500.00	5,648.58	6,000.00	7,155.20	8,200.00		36.67		2,200.00
20-5-55-90100 Capital/New Equipment	-	-	-	50,250.00	-		-		-
20-5-55-90200 Seg 6 Match	-	6,474.10	-	-	-		-		-
20-5-55-90800 USDA Short Lived Asset	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00		-		-
20-5-55-90900 Depreciation	163,200.00	164,638.93	170,000.00	156,200.00	170,000.00		-		-
Total Expenses	853,660.00	833,301.50	953,845.00	958,007.87	1,031,155.00	8.11%	77,310.00		
	(56,010.00)	(37,338.77)	(61,595.00)	(85,130.16)	(145,705.00)		(84,110.00)		

TOWN OF BRANDON

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

PURCHASE ORDER NO.

No 12033

THIS NUMBER MUST APPEAR
ON ALL INVOICES, PACKING
LISTS AND ANY OTHER
CORRESPONDENCE RELATED
TO THIS ORDER.

Fax (802) 665-0015

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

SHIP
TO:

Wwtp a town of brandon, vt
Town of Brandon WPCP
500 Union Street
Brandon, VT. 05733-1193
(802) 247-6730

DATE 6/5/2023	DATE REQUIRED	SPECIAL INSTRUCTIONS	VENDOR NUMBER 100015	
QUANTITY	DESCRIPTION	ACCOUNT NO. ORG. OBJ.	UNIT PRICE	AMOUNT
10,000 gallons	Sodium hypochlorite 12.5% solution	20555 50120	4.00/gal	\$40,000
31 loads	Delivery approximately 330 gallons/delivery July 1, 2023 - June 30, 2024	↓ ↓	75/load	\$2,325
This chemical kills the bad bacteria after the wastewater has been cleaned up				
	2023-2024 4.00/gal + \$75/delivery			
	2022-2023 2.25/gal + \$65/delivery			
	2021-2022 1.76/gal			
	2020-2021 1.56/gal			
	2019-2020 1.45/gal			
	2018-2019 1.34/gal			
	2017-2018 1.44/gal			
	2016-2015 1.68/gal			
	Allen 4.00/gal + \$75/delivery			
	51941 4.84/gal + \$150/delivery			
	Holland 4.29/gal + \$100/delivery			
	Astro no response			
	BBB no response			
	Univ no response			
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 \$47,325	
REQUESTED BY		APPROVED BY		

TOWN OF BRANDON

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

PURCHASE ORDER NO.

№ 12034

THIS NUMBER MUST APPEAR
ON ALL INVOICES, PACKING
LISTS AND ANY OTHER
CORRESPONDENCE RELATED
TO THIS ORDER.

Fax (802) 775-3947

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

SHIP TO: Town of Brandon WWTP
500 Union Street
Brandon, VT. 05733-1113
(802) 247-6730

DATE	DATE REQUIRED	SPECIAL INSTRUCTIONS	VENDOR NUMBER		
6/5/2023			300375		
QUANTITY	DESCRIPTION	ACCOUNT NO.		UNIT PRICE	AMOUNT
		ORG.	OBJ.		
120,000 gallons of Wastewater Sludge	Disposal of Wastewater Sludge at City of Rutland Wastewater Treatment Facility	20555	5060	10.54/gal	\$1275600
	July 1, 2023-June 30, 2024				
	2023-2024 10.54/gal				
	2022-2023 10.54/gal				
	2021-2022 9.54/gal				
	2020-2021 8.54/gal				
	2019-2020 8.04/gal				
	2018-2019 8.04/gal				
	2017-2018 7.04/gal				
	2016-2017 7.04/gal				

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

APPROVED BY

TOTAL

\$1275600

TOWN OF BRANDON

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

PURCHASE ORDER NO.
Nº 12035
THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS AND ANY OTHER CORRESPONDENCE RELATED TO THIS ORDER.

TO: Holland Company Inc
153 Howland Avenue
Adams, Ma. 01220-1119
(413) 743-1292

SHIP TO: Town of Brandon WPCP
500 Union Street
Brandon, Vt. 05733-1113
(802) 247-6130

DATE		DATE REQUIRED	SPECIAL INSTRUCTIONS		VENDOR NUMBER	
6/5/2023					300600	
QUANTITY	DESCRIPTION	ACCOUNT NO.		UNIT PRICE	AMOUNT	
		ORG.	OBJ.			
10,000 gallons	Sodium bisulfite 38% Solution	20555	SD40	2.57/gal	\$25700	
	July 1, 2023 - June 30, 2024					
	This chemical used to remove chlorine after bad bacteria are killed					
	2023-2024 2.57/gal					1000 gallons per delivery
	2022-2023 2.52/gal					
	2021-2022 1.91/gal					
	2020-2021 1.91/gal					
	2019-2020 1.91/gal					
	2018-2019 1.593/gal					
	2017-2018 1.65/gal					
	2016-2017 1.70/gal					
	Holland 2.57/gal					when combined with 2000 gallons of sodium aluminate the 1000 gallons bisulfite 1.97/gal
	Slack 3.97/gal					75.00 delivery
	Allen no reply					
	Astro no reply					
	TIBA no reply					
	Surpass no reply					
	Univar no reply					

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

APPROVED BY

TOTAL

\$25700

TOWN OF BRANDON

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

PURCHASE ORDER NO.

Nº 12036

THIS NUMBER MUST APPEAR
ON ALL INVOICES, PACKING
LISTS AND ANY OTHER
CORRESPONDENCE RELATED
TO THIS ORDER.

TO: Fax (413) 743-1298
Holland Company Inc
153 Howland Avenue
Adams, Ma. 01220-1199
(413) 743-1292

SHIP TO: WWT for town of brandon, con.
Town of Brandon WWP
500 Union Street
Brandon, VT 05733-1193
(802) 247-6730

DATE	DATE REQUIRED	SPECIAL INSTRUCTIONS	VENDOR NUMBER	
6/5/2023			300600	
QUANTITY	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	AMOUNT
		ORG.	OBJ.	
8,000 gallons	Sodium aluminate 38 % Solution July 1, 2023 - June 30, 2024 This chemical sticks to phosphorus in wastewater to produce more sludge that gets removed	20555	50150	5.49/gal #43920
	2023-2024 5.49/gal			
	2022-2023 4.62/gal			
	2021-2022 3.12/gal			
	2020-2021 3.12/gal			
	2019-2020 3.12/gal			
	2018-2019 2.984/gal			
	2017-2018 2.55/gal			
	2016-2017 2.42/gal			
	Holland 5.49/gal			
	Slack no bid			
	Allen no reply			
	Astro no reply			
	I.B.A. no reply			
	Surpass no reply			
	Univar no reply			

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 Cyba

APPROVED BY

TOTAL

\$43920