

Brandon Board of Sewer Commissioners
June 24, 2024
6:45 p.m.

The Brandon Board of Sewer Commissioners will meet Monday, June 24, 2024 in conjunction with the Select Board Meeting to begin at 6:45 p.m. at the Brandon Town Hall located at 1 Conant Square expecting to consider the items noted on this agenda.

ZOOM: Meeting ID (253 279 4161)

- 1) **Call to Order**
 - a) **Agenda Adoption (posted or as amended)**
- 2) **Approval of Minutes**
 - a) **Sewer Commissioners Minutes – June 10, 2024**
- 3) **FY 2024/2025 Wastewater Enterprise Fund Budget**
- 4) **Consider Purchase Order 12085 to Peak Motor & Pump to Replace Control Panel and Floats at Industrial Park Pump Station - \$10,188.90**
- 5) **Public Comment and Participation**
- 6) **Adjournment**

**Brandon Board of Sewer Commissioners Meeting
June 10, 2024**

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

Board Members in Attendance: Doug Bailey, Heather Nelson, Tim Guiles, Brian Coolidge, Ralph Ethier

Others In Attendance: Seth Hopkins, Bill Moore, Dorothea Langevin, Karen Farwell, Karen Rhodes, Sandy Mayo, Steven Jupiter, Vicki Disorda, Janet Coolidge, Jack Schneider, Judy Bunde, Steve Cijka, Jenna Koloski, Faith Daya, Scott Scribner, Barbara Scribner, Jason Sica, Roy Murdock, Billy Gillam, Sarah-Lynne Cararra

Others by Zoom: Alyssa Johnson, Bruce Jenson, Keith Whitcomb, Neil Silins, Tom Kilpeck

1. Call to Order

The meeting was called to order at 7:03PM by Doug Bailey – Board Chair.

a. Agenda Adoption

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

2. Approval of Minutes

a) Approve Minutes of Board of Sewer Commissioners Meeting – March 11, 2024

Motion by Brian Coolidge/Ralph Ethier to approve the minutes of the March 11, 2024 meeting. **The motion passed unanimously.**

3. Consider Purchase Orders

- P.O. 44890 to Allen Engineering for Sodium Hypochlorite - \$42,200
- P.O. 12083 to Casella for Trucking of Sludge - \$92,880
- P.O. 12084 to City of Rutland for Processing of Sludge - \$86,400
- P.O. 12081 to Holland Company, Inc. for Sodium Aluminate - \$43,920
- P.O. 12082 to Holland Company, Inc for Sodium Bisulfite - \$25,700

Motion by Heather Nelson/Tim Guiles to approve Purchase Orders 44890, 12083, 12084, 12081, and 12082 as outlined above. **The motion passed unanimously.**

Seth Hopkins advised Steve Cijka was present if the Board had any questions. Heather Nelson asked if these are the usual chemicals that are needed. Mr. Cijka advised they are the chemicals used for the various processes. Ralph Ethier asked if Casella used their own equipment and Mr. Cijka advised that Casella uses their own tanker to transport the phosphorus to Rutland and to Coventry. Mr. Hopkins stated Mr. Cijka has done a wonderful job preparing bids that include history. These purchase orders will extend the process through Mr. Cijka’s retirement date.

4. Public Comment and Participation

There was no discussion held.

5. Adjournment

Motion by Brian Coolidge/Heather Nelson to adjourn the Board of Sewer Commissioners meeting at 7:07PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary

TO Selectboard
RE FY25 Proposed Budget — Wastewater Enterprise Fund
DATE 20 June 2024

The FY25 proposed budget for Wastewater may be more clear with these points in view:

1 The Town received a directive from the State to increase staffing of our Wastewater treatment operation. We have successfully recruited a Vermont-certified Class 1 system operator license holder and now have three full-time staff in this department. The State points to standards requiring four full-time staff for an system of our size. The change from two to three staffers is a significant budget increase (salary and benefits package) which is not left to the Town's discretion. We will continue to work to correctly balance and account for the tasks performed by our Wastewater and Highway crews within the umbrella of our Public Works mission. The Town's practice in this regard has been deficient for many years. Budget impact: ~\$100,000

2 The voter-approved \$5.9MM upgrade to the Town's largest single asset, its wastewater collection and treatment facility, is now complete, and new bond payments have commenced. As with a business, the principal portion of those payments is present in the budget to ensure sufficient cash flow to service the debt, even though the principal payments cannot be reflected as operational expenses. Budget impact: ~ \$180,000

3 Similarly, there is the depreciation line item and the short-lived asset (capital) line item at amounts either required or recommended by accounting standards and USDA guidelines. The short-lived asset account is used to replace equipment across the seven pump stations and at the wastewater treatment facility as needs arise. Budget impact: ~\$390,000

4 Sealed bids received for Wastewater treatment chemicals and sludge trucking and processing all increased for FY25 over FY24. INCREASE over FY24: ~\$32,000

The items above total about \$700,000. The forecast loss for the Wastewater Fund is about \$600,000. The actual projection is that the Wastewater operation will experience expenses exceeding revenue on the order of \$225,000 in FY25. This is not sustainable in the long-term, but it is a good choice for this year because of the Wastewater Fund Balance:

5 The Wastewater Fund Balance is about \$700,000. If the selectboard's general fund balance policy were applied to the \$1.5MM Wastewater proposed FY25 budget, it would mean a prudent fund balance for Wastewater between \$225,000 and \$450,000. Using \$225,000 from Wastewater fund balance will in effect return the surplus to the Wastewater ratepayers and put the fund balance back at its ceiling.

Research for the most equitable rate structure continues with academic assistance, and the plan is for a new rate structure to be before the board in time to fully fund the FY26 Wastewater budget proposal next Spring. My thanks to Sue Gage and Jackie Savela for collaboration on this work.

Respectfully,



TOWN OF BRANDON General Ledger
Comparative Budget Report
20 Sewer Fund

Account	Budget FY - 2023	Actual FY-2023 Pd:12	Budget FY - 2024	Actual FY-2024 Pd:12	Budget FY - 2025	FY - 24/25 % Change
20-4-00-04110						
Sewer Fees - Revenues	391,000.00	412,711.08	289,000.00	267,401.17	289,000.00	0.00%
20-4-00-04111						
Sewer Base Fees	476,000.00	455,800.00	571,200.00	582,640.00	571,200.00	0.00%
20-4-00-04230						
Misc. Revenues	0.00	3,833.54	0.00	149.16	0.00	0.00%
20-4-00-04310						
Sewer Permit Revenue	250.00	350.00	250.00	300.00	350.00	40.00%
20-4-00-04920						
Interest Revenue	25,000.00	24,660.97	25,000.00	38,756.85	25,000.00	0.00%
20-4-00-06000						
Transfers	0.00	162,367.65	0.00	15,655.02	0.00	0.00%
Total Revenues	892,250.00	1,059,723.24	885,450.00	904,902.20	885,550.00	0.01%
20-5-55-10120						
Wages-Permanent Full Time	127,250.00	133,588.82	140,675.00	142,074.01	204,465.00	45.34%
20-5-55-10121						
Overtime	5,000.00	2,715.90	5,000.00	4,772.73	3,000.00	-40.00%
20-5-55-10123						
On Call hours	5,200.00	5,400.00	5,200.00	5,200.00	5,400.00	3.84%
20-5-55-10150						
WW Part Time Wages	0.00	0.00	2,500.00	0.00	0.00	-100.00%
20-5-55-10211						
Fica	8,775.00	8,026.04	9,800.00	8,871.35	13,600.00	38.77%
20-5-55-10212						
Medicare	2,060.00	1,877.03	2,295.00	2,074.79	3,185.00	38.78%
20-5-55-10214						
Health Insurance	40,000.00	41,195.07	48,000.00	51,386.82	77,475.00	61.40%
20-5-55-10215						
Life & Disability Ins.	1,700.00	1,508.91	1,700.00	1,546.07	2,215.00	30.29%
20-5-55-10217						
DENTAL	3,540.00	3,015.99	3,540.00	3,147.12	5,020.00	41.80%
20-5-55-10218						
HRA WW	5,000.00	5,460.00	5,800.00	5,830.08	9,075.00	56.46%
20-5-55-10220						
VMER	13,500.00	13,896.94	15,285.00	15,586.43	25,025.00	63.72%
20-5-55-10225						
Child Care Contrib Tax	0.00	0.00	0.00	0.00	940.00	100.00%
20-5-55-10310						
Travel & Expenses	300.00	0.00	300.00	32.00	300.00	0.00%
20-5-55-10320						
Clothing Allowance	1,000.00	678.77	1,000.00	548.84	1,200.00	20.00%
20-5-55-10330						
Dues & Subscriptions	600.00	545.00	600.00	550.00	600.00	0.00%
20-5-55-10340						
Continuing Education	500.00	160.00	500.00	0.00	750.00	50.00%
20-5-55-20121						
Professional Services	700.00	1,423.90	1,500.00	880.00	1,500.00	0.00%

TOWN OF BRANDON General Ledger
Comparative Budget Report
20 Sewer Fund

Account	Budget FY - 2023	Actual FY-2023 Pd:12	Budget FY - 2024	Actual FY-2024 Pd:12	Budget FY - 2025	FY - 24/25 % Change
20-5-55-20240						
Contractors	0.00	26,204.64	0.00	17,964.21	0.00	0.00%
20-5-55-20241						
Equipment Rental	0.00	600.00	0.00	0.00	0.00	0.00%
20-5-55-20530						
Licenses & Fees	2,500.00	2,250.00	2,600.00	2,100.00	2,600.00	0.00%
20-5-55-21110						
Legal Services	5,000.00	0.00	2,500.00	5,750.20	2,500.00	0.00%
20-5-55-22110						
Auditors	2,500.00	2,000.00	5,000.00	5,000.00	5,000.00	0.00%
20-5-55-22120						
Testing	17,630.00	9,173.89	11,550.00	5,523.25	12,000.00	3.89%
20-5-55-30110						
Office Supplies	300.00	2,087.36	300.00	345.96	2,100.00	600.00%
20-5-55-30120						
Professional Supplies	2,500.00	3,089.35	3,500.00	5,781.88	3,500.00	0.00%
20-5-55-41110						
New Equipment-Misc Tools	5,000.00	11,179.74	7,500.00	43,042.81	15,000.00	100.00%
20-5-55-41120						
Safety Equipment	500.00	35.36	500.00	231.37	500.00	0.00%
20-5-55-41130						
Fuel - Vehicles	2,500.00	2,810.07	2,500.00	2,394.33	3,000.00	20.00%
20-5-55-41180						
Maintenance-Vehicles	3,000.00	1,810.99	3,000.00	3,389.41	4,000.00	33.33%
20-5-55-42100						
Wastewater Telephone	3,000.00	3,087.64	3,000.00	3,088.28	3,200.00	6.66%
20-5-55-42110						
LP Gas - Bldgs	15,000.00	11,503.02	12,000.00	11,585.33	12,600.00	5.00%
20-5-55-42120						
Water	5,500.00	5,817.67	5,000.00	4,073.50	6,000.00	20.00%
20-5-55-42130						
Electric	55,000.00	47,752.36	55,000.00	62,408.46	60,000.00	9.09%
20-5-55-42140						
Maint. Supplies - Bldgs	1,000.00	35.99	500.00	1,093.68	1,000.00	100.00%
20-5-55-42150						
Outside Maint. - Bldgs	1,000.00	2,830.43	2,500.00	1,896.77	3,000.00	20.00%
20-5-55-43160						
Maint. Supplies - General	8,000.00	14,762.32	12,000.00	6,569.03	12,000.00	0.00%
20-5-55-43180						
Outside Maint.	0.00	0.00	0.00	109.09	0.00	0.00%
20-5-55-50110						
Cold Weather Bacteria	0.00	0.00	1,500.00	1,419.25	1,500.00	0.00%
20-5-55-50120						
Sodium Hypochlorite	24,515.00	19,714.25	42,325.00	49,249.50	42,200.00	-0.29%
20-5-55-50130						
Root-X	20,000.00	23,547.25	25,000.00	11,314.00	25,000.00	0.00%
20-5-55-50140						
Sodium Bisulfite	25,200.00	15,472.80	18,000.00	31,919.40	25,700.00	42.77%
20-5-55-50150						
Sodium Aluminate	36,960.00	18,649.83	36,960.00	44,232.93	43,920.00	18.83%

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20 Sewer Fund

Account	Budget FY - 2023	Actual FY-2023 Pd:12	Budget FY - 2024	Actual FY-2024 Pd:12	Budget FY - 2025	FY - 24/25 % Change
20-5-55-50160						
Sludge Disposal	75,600.00	85,050.00	75,600.00	73,820.00	86,400.00	14.28%
20-5-55-50170						
Trucking	19,000.00	23,496.00	24,480.00	21,780.00	30,970.00	26.51%
20-5-55-51230						
Outside Equip. - Pump St.	0.00	8,516.49	0.00	4,569.38	0.00	0.00%
20-5-55-51310						
Collection Systems	0.00	2,396.26	0.00	785.01	0.00	0.00%
20-5-55-60100						
Interest Exp - Short Term	0.00	39,413.12	30,000.00	61,541.07	0.00	-100.00%
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	10,055.00	10,052.34	4,760.00	9,760.19	9,465.00	98.84%
20-5-55-60610						
USDA Bond-Champ. PS-Prin	12,915.00	0.00	13,205.00	13,203.81	13,505.00	2.27%
20-5-55-60800						
USDA Bond Loan #8 Interes	560.00	389.06	405.00	127.43	250.00	-38.27%
20-5-55-60810						
USDA Bond Loan#8 Prin	4,085.00	0.00	4,230.00	0.00	4,385.00	3.66%
20-5-55-61000						
USDA Bond Loan #9 Interes	12,330.00	9,738.17	11,635.00	6,714.71	10,920.00	-6.14%
20-5-55-61010						
USDA Bond Loan #9 Prin	18,585.00	0.00	19,265.00	0.00	19,965.00	3.63%
20-5-55-61020						
2012 WW CWSRF RF1-159	2,200.00	0.00	2,160.00	2,158.32	0.00	-100.00%
20-5-55-61050						
Park CWSRF RF1-214- Prin	22,125.00	0.00	22,570.00	21,654.87	22,090.00	-2.12%
20-5-55-61060						
Park CWSRF RF1-214 -Int	10,110.00	9,698.22	9,665.00	9,273.62	8,845.00	-8.48%
20-5-55-61070						
USDA-WWTF Upgrade '23-Pri	0.00	0.00	0.00	48,285.61	97,660.00	100.00%
20-5-55-61080						
USDA-WWTF Upgrade '23-Int	0.00	0.00	0.00	32,984.39	64,885.00	100.00%
20-5-55-61090						
WWTF CWSRF RF1-223.3-Prin	0.00	0.00	0.00	0.00	21,480.00	100.00%
20-5-55-61100						
WWTF CWSRF RF1-223.3-Int	0.00	0.00	0.00	0.00	10,470.00	100.00%
20-5-55-61110						
Insurance Expenses	17,000.00	12,685.72	17,000.00	12,783.28	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	461.50	550.00	438.00	550.00	0.00%
20-5-55-61160						
WW Workers Comp.	6,000.00	8,196.20	8,200.00	7,634.00	8,200.00	0.00%
20-5-55-90800						
USDA Short Lived Asset	90,000.00	90,000.00	90,000.00	90,000.00	190,000.00	111.11%
20-5-55-90900						
Depreciation	170,000.00	176,692.00	170,000.00	200,100.00	200,000.00	17.64%

TOWN OF BRANDON General Ledger
Comparative Budget Report
20 Sewer Fund

Account	Budget FY - 2023	Actual FY-2023 Pd:12	Budget FY - 2024	Actual FY-2024 Pd:12	Budget FY - 2025	FY - 24/25 % Change
Total Expenditures	953,845.00	950,692.41	1,031,155.00	1,210,596.57	1,488,110.00	44.31%
Total 20 Sewer Fund	-61,595.00	109,030.83	-145,705.00	-305,694.37	-602,560.00	
Total All Funds	-61,595.00	109,030.83	-145,705.00	-305,694.37	-602,560.00	

Sales & PM PVT. CORP

TOWN OF BRANDON

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

PURCHASE ORDER NO.

No 12085

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

Fax (802) 574-7112

TO: Peak Motor & Pump
164B Yankee Park Road
Fairfax, Vt. 05454
(802) 744-6518

SHIP TO: Wwtpa town of brandon - ca
Town of Brandon WPCP
500 Union Street
Brandon Vt. 05733 - 193
(802) 247-6730

DATE		DATE REQUIRED		SPECIAL INSTRUCTIONS		VENDOR NUMBER	
6/16/2024						310701	
QUANTITY	DESCRIPTION	ACCOUNT NO.		UNIT PRICE	AMOUNT		
		ORG.	OBJ.				
1	Industrial Park Control Panel Replacement and Floats	2055	41110	\$10,188.90	\$10,188.90		
	Old one been in service since before 2000. Worn out/malfunctioning New one should be good for ~ 20 years						
	Champlin Associates			\$13,972.40			
	Peak motor + pump			\$10,225.66		\$1000 labor	
				\$10,188.90			
	Pump Control Solutions			10,805.40			
	REQUESTED BY <u>Stephen J. Cytow</u> <u>see Mr. Hopkins</u>				TOTAL	\$10,188.90	
APPROVED BY _____							

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.



164B Yankee Park Road
Fairfax VT 05454

Quotation

Date :	Quotation No.
6/10/2024	247079

Name / Address	Ship To
Town of Brandon WWTF 49 Center Street Brandon VT 05733 USA	Town of Brandon WWTF 500 Union Street Brandon VT 05733 USA

Estimated Delivery	Terms	Rep	Valid untill	Ship Via	FOB
8-10 Weeks	TBA	PEAK	7/10/2024	Best Way	Vermont

Item	Description	Qty.	Price	Amount
Misc_Panel	Duplex Pump Panel - 5HP, 480V, 21FLA, 3Phase w/o Neutral, UL Listed 508A, NEMA 4X Fiberglass Enclosure w/ Control Sub Panel, HOA switches, Run Lights, LEAD/LAG/Alternating Relay, Leak/Over-Temp Alarm, Alarm Light and Horn, Alarm Silence Button, Phase Loss Protection, Lighting Arrestor, 115V / 15A Service Receptacle, Elapsed Time Meter, Aux Relays for Mission Hook-up : High-Low Water / Leak-Temp / Pump Run, 240606JS01A	1	\$7,225.28	\$7,225.28
SWITCH.FLOAT.1053978.KWKSWTCH	1053978 : KWKSWTCH 4-Port Kit, 25FT Manifold Cable, (4)-25Ft Floats N.O., SS Mt Bracket, & 6-Pos Hook Bracket	1	\$759.90	\$759.90
Service_Labor, Onsite	Installation of new panel, hookup to existing Mission	1	\$1,903.72	\$1,903.72
Freight Charges	Freight Charges	1	\$300.00	\$300.00

Total \$10,188.90

Phone #	Fax #	E-mail
802-744-6518	(802) 524-7112	Sales@pmpvt.com