

Brandon Board of Sewer Commissioners Meeting
June 13, 2016
7:00 p.m.

The Brandon Board of Sewer Commissioners will meet Monday, June 13, March 28, 2016 immediately following the Select Board Meeting 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 between Dave's Grocery and the Forest Dale Post Office. The Select Board reserves the right to add additional items, if necessary, at the beginning of the meeting.

- 1) Call to Order
 - a) Agenda Adoption

- 2) Consent Agenda
 - a) Sewer Commissioners Minutes – March 28, 2016

- 3) USDA Grant Civil Rights Compliance Review

- 4) Consider Purchase Orders
 - a) P.O. 44458 to City of Rutland WWTF for Processing of Sludge- \$49,140.00
 - b) P.O. 44462 to Holland Company, Inc. for Sodium Aluminate - \$14,520.00
 - c) P.O. 44464 to Holland Company, Inc. for Sodium Bisulfite - \$17,000.00
 - d) P.O. 44463 to Surpass Chemical Co., Inc. for Sodium Hypochlorite - \$16,800.00

- 5) Adjournment

**Brandon Board of Sewer Commissioners
March 28, 2016**

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

In Attendance: Doug Bailey, Seth Hopkins, Devon Fuller, Ethan Swift, Tracy Wyman

Also in Attendance: Dave Atherton, Richard Baker

1. Call to Order

The meeting was called to order at 8:21PM by Chair – Doug Bailey.

a) Agenda Adoption – Motion by Seth Hopkins/Tracy Wyman to adopt the agenda as presented. **The motion passed unanimously.**

2. Consent Agenda

a. Sewer Commissioners Minutes – January 25, 2016

Motion by Seth Hopkins/Devon Fuller to approve the Sewer Commissioners' minutes of January 25, 2016. **The motion passed unanimously.**

3. Proposed Budget

Motion by Devon Fuller/Seth Hopkins to approve the proposed Wastewater Department budget.

Dave Atherton stated the department is early in submitting the budget due to the USDA is looking for a proposed budget for the funding that should be received from them. Seth Hopkins requested the budget be placed on the town website per request of a citizen at the town meeting.

The motion passed unanimously.

4. Adjournment

Motion by Devon Fuller/Seth Hopkins to adjourn the Board of Sewer Commissioners' meeting at 8:23PM. **The motion passed unanimously.**

Respectfully submitted,

Charlene Bryant
Recording Secretary



Rural Development

COMPLIANCE REVIEW QUESTIONS FOR BOARD MEMBERS:

Vermont
Area Office

Borrower & Project Name: Town of Brandon
FY 16 PPG Grant

28 Vernon Street,
Suite 333
Brattleboro, VT 05301

Voice
802.254.9766x113
Fax 855.794.3675

Dear Board Member:

I am in the process of completing a civil rights compliance review on a USDA Rural Development Water and Wastewater Grant for the FY 16 PPG Grant. The review is part of our approval process and occurs every three years, thereafter. It determines whether our customer is adhering to all of the civil rights laws covering their program. The review requires interviewing the employees and board members of the customer.

Your completion of the attached questions would greatly assist in my assessment of compliance. Your time in completing the form is greatly appreciated.

Please reply directly to me at the mailing or e-mail address listed below.

Andrea C. Ansevin-Allen
Community Programs Specialist
USDA Rural Development
28 Vernon St. Suite 333
Brattleboro, VT 05301
andrea.ansevinallen@vt.usda.gov

Board Member Name: _____ Title _____

Name of Facility/Project/Program: Town of Brandon
FY 16 PPG Grant

1. How did you find out about this board and become a member?

2. How long have you served on the Board?

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

3. Does the Board routinely advertise or make public announcements or perform Community outreach regarding vacant positions?

4. How are vacant positions filled?

5. Are you aware of the civil rights laws that this program operates under?
Do you know who is financing this project?

6. How is this facility viewed by the community?

7. Has the Board ever received any discrimination complaints regarding this facility?

TOWN OF BRANDON

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

PURCHASE ORDER NO.
№ 44458
 THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS AND ANY OTHER CORRESPONDENCE RELATED TO THIS ORDER.

Fax (802) 775-3949

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

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

DATE	DATE REQUIRED	SPECIAL INSTRUCTIONS	ACCOUNT NO.		UNIT PRICE	VENDOR NUMBER
QUANTITY	DESCRIPTION	ORG	OBJ		PRICE	AMOUNT
6/8/2016						300375
702,000 gallons	Sludge disposal July 1, 2016 - June 30, 2017	2055	5010	7¢/gallon		\$49,140
	58500 gallons/month * 12 months/year				7¢/gallon	
	Washington Cnty Sewer Plant no response					
	Glen Fall Wastewater Plant no response					
	City of Rutland WWTF 7¢/gallon					
	2015-2016 7¢/gallon					
	2014-2015 7¢/gallon					
	2013-2014 7¢/gallon					
	2012-2013 7¢/gallon					

NOTE: THE TOWN OF BRANDON IS EXEMPT FROM STATE & LOCAL TAXES. TAX EXEMPT #26883. PLEASE NOTIFY IMMEDIATELY IF ANY PORTION OF THIS ORDER CANNOT BE SATISFIED BY THE DATE REQUIRED.

REQUESTED BY: Stephen D. Cyka
 APPROVED BY: _____

TOTAL \$49,140

TOWN OF BRANDON

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

PURCHASE ORDER NO.
№ 44462
 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 Hawland Avenue
Adams, Ma. 01220-1199
(413) 743-1292

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

DATE	DATE REQUIRED	SPECIAL INSTRUCTIONS	ACCOUNT NO.		UNIT PRICE	VENDOR NUMBER
QUANTITY	DESCRIPTION	ORG	OBJ		AMOUNT	
6/8/2016						300600
6000 gallons	Sodium aluminate 38%	20555	5018	2.42	\$14,520	
	July 1, 2016 - June 30, 2017					
	Used to remove phosphorus from wastewater which results in more sludge being removed					
	Slack 3.98/gallon					
	Holland 2.42/gallon (2.29 when combined with sod bisulfite delivery)					
	Allen no reply					
	Astro no reply					
	Surpass no reply					
	Univar no reply					
	ordered in 2000 gallon deliveries					
	2015-2016 2.50					
	2014-2015 2.55					
	2013-2014 2.55					
	2012-2013 2.55					

NOTE: THE TOWN OF BRANDON IS EXEMPT FROM STATE & LOCAL TAXES. TAX EXEMPT #26883. PLEASE NOTIFY IMMEDIATELY IF ANY PORTION OF THIS ORDER CANNOT BE SATISFIED BY THE DATE REQUIRED.

REQUESTED BY Stephane Cypka
 APPROVED BY _____

TOTAL \$14,520

TOWN OF BRANDON

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

PURCHASE ORDER NO.
Nº 44464
 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: Town of Brandon WPCP
500 Union Street
Brandon, VT. 05733-1193
(802) 247-6730

DATE 6/8/2016 DATE REQUIRED _____ SPECIAL INSTRUCTIONS _____ VENDOR NUMBER 300600

QUANTITY	DESCRIPTION	ACCOUNT NO.		UNIT PRICE	AMOUNT
		ORG.	OBJ.		
10,000 gallons	Sodium bisulfite 38% July 1, 2016 - June 30, 2017 Removes sodium hypochlorite from water after bad bacteria are killed. More is used when water enters the system through sump pumps / roof drains / and cracks / holes in town pipes and homeowners pipes	2085	50140	1.70	\$17,000
	Allen no reply				
	Astro no reply				
	Hollam 1.70				
	Stach 1.98				
	Surpass no reply				
	UNWary no reply				
	2015-2016 1.80				
	2014-2015 1.83				
	2013-2014 1.83				
	2012-2013 1.88				

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. Cyka
 APPROVED BY _____

TOTAL \$17,000

TOWN OF BRANDON

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

PURCHASE ORDER NO.
№ 44463
<small>THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS AND ANY OTHER CORRESPONDENCE RELATED TO THIS ORDER.</small>

TO: Surpass Chemical Co Inc
1254 Broadway
Albany, N.Y. 12204

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

DATE: <u>6/8/2016</u>	DATE REQUIRED	SPECIAL INSTRUCTIONS	VENDOR NUMBER <u>300247</u>
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QUANTITY	DESCRIPTION	ACCOUNT NO.		UNIT PRICE	AMOUNT
		ORG.	OBJ.		
10000 gallons	Sodium hypochlorite 12.5% July 1, 2016 - June 30, 2017 Used to Kill bad bacteria in cleaned up wastewater. More is used when water enters the system through sump pumps, roof drains, and pipes with cracks/holes in them both town lines and homeowner lines	20535	50120	1.68	\$ 16,800
	Aiken 1.72				
	Slack 1.95				
	Surpass 1.68				
	Astro no reply				
	Holland no bid				
	Univar no reply				
	2015-2016 1.72				
	2014-2015 1.585				
	2013-2014 1.635				
	2012-2013 1.595				

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

REQUESTED BY: Stephen J. Cyka
 APPROVED BY: _____

TOTAL: \$16,800