TOWN OF ESSEX SELECTBOARD
REGULAR MEETING AGENDA

Online
Essex Junction, VT 05452
Monday, April 19, 2021
6:30 PM

E-mail: manager@essex.org *www.essexvt.org* *Phone: (802) 878-1341*

*Due to the Covid-19 pandemic, **this meeting will be held remotely**. Available options to watch or join the meeting:*

- **WATCH:** the meeting will be live-streamed on Town Meeting TV.
- **JOIN ONLINE**: Join Microsoft Teams Meeting. Depending on your browser, you may need to call in for audio (below).
- **JOIN CALLING:** Join via conference call (*audio only*): (802) 377-3784 | Conference ID: 284 112 614#
- **PROVIDE FULL NAME:** For minutes, please provide your full name whenever prompted.
- **CHAT DURING MEETING: Please use "Chat" to request to speak, only. Please do not use for comments.**
- **RAISE YOUR HAND:** Click on the hand in Teams to speak or use the "Chat" feature to request to speak.
- **MUTE YOUR MIC:** When not speaking, please mute your microphone on your computer/phone.

1. **CALL TO ORDER** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
   a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
   a. *Interview and potential appointment: Michael Fink, Energy Committee
   b. **Consider approval of first- and third-class liquor license renewal
   c. Presentation and discussion about Fiscal Year 2022 Essex Parks and Recreation Program Fund Budget
   d. Presentation and discussion about Fiscal Year 2022 Water and Sewer Budget and Rates
   e. Consider warning public hearing for Fiscal Year 2022 Water and Sewer Budget and Rates
   f. Discuss results of merger vote, Village of Essex Junction's exploration of Plan of Separation, and potential next steps for Town

   *****Selectboard will be acting as Board of Liquor Control Commissioners during this agenda item***
6. **CONSENT ITEMS**
   a. Consider approval of Wastewater Allocation Request for 4.0 E.U (800 GPD of wastewater flow) 1 Kana Lane
   b. Consider appointment: Joseph Teegarden, Cemetery Commission
   c. **Consider approval of outdoor consumption permits for M&M Management LLC/DBA The Food Bar and Mark BBQ, LLC/DBA Heart n Soul
   d. ***Consider adoption of 2021 Local Emergency Management Plan Update
   e. Approve minutes: April 5, 2021
   f. Check Warrant: #17845 – 4/9/21;

   *****Selectboard will be acting as Board of Liquor Control Commissioners during this agenda item***
7. **READING FILE**
   a. Board member comments
   b. Colchester-Essex VT-15 Multi-Use Path Project
   c. Memo from Dennis Lutz re: Status of Winter Operations through 5 April 2021
   d. Letter from Andrew Ferguson re: Sanitary Survey Letter, Essex Town Water System
   e. Email from Annie Cooper re: Economic Development Commission
   f. Email from RaMona Sheppard re: TMTV resignation
   g. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
   a. *An executive session may be necessary to discuss the appointment of public officers
   b. ***An executive session may be necessary to discuss security or emergency response measures
9. **ADJOURN**

Members of the public are encouraged to speak during the Public to Be Heard agenda item, during a Public Hearing, or, when recognized by the Chair, during consideration of a specific agenda item. The public will not be permitted to participate when a motion is being discussed except when specifically requested by the Chair. This agenda is available in alternative formats upon request. Meetings of the Selectboard, like all programs and activities of the Town of Essex, are accessible to people with disabilities. For information on accessibility or this agenda, call the Town Manager's office at 878-1341.

Certification: ____________ 4/16/2021

Memorandum

To: Town Selectboard, Evan Teich, Unified Manager
From: Linda Mahns, Administrative Assistant
Re: Appointment of volunteer to the Essex Energy Committee
Date: April 16, 2021

Issue
The issue is whether the Selectboard will appoint a volunteer to the Essex Energy Committee.

Discussion
Michael Fink has stepped forward for consideration to join the Essex Energy Committee and their letter of interest has been combined with this memo.

For reference, the following seats are vacant:

Committee/Board	***Open seats***	***Term(s) ending***	***Status***
Energy Committee	2	June 30, 2023	Advertised since 7/20/20

The appointment of public officials can be a protected discussion during the interview, provided that the Selectboard make a final decision to appoint a public official in an open meeting and shall explain the reasons for its final decision during the open meeting.

Cost
None.

Recommendation
It is recommended that the Selectboard interview Michael Fink for the Energy Committee ending June 30, 2023. If the board members wish to enter executive session, the following motion is recommended:

> "I move that the Selectboard enter into executive session to discuss the proposed public official appointment(s) in accordance with 1 V.S.A. Section 313(a)(3) and to include the Unified Manager and the Deputy Manager."

Dear Essex Energy Committee:

I'd like to be considered for one of the vacant spots on your committee.

I am interested in helping Essex be as energy efficient and minimally carbon-intensive as possible. I have a background in chemistry and I'm currently employed as an Energy Data Analyst at VEIC in Winooski. You can find my LinkedIn profile here: https://www.linkedin.com/in/michael-fink-8027a97/ . Beyond my professional work, I am constantly working on energy related projects. You can view one of my amateur projects here: www.fichte-project.com/sankey -- it is a live diagram showing where energy is coming from and being used in my house.

My wife and I have lived in Essex since May 2016 and hope to live here with our two kids for 20+ more years. I grew up in Vermont and I'd love to live to see a year when Vermont is responsible for sequestering more carbon than it emits. I think Essex would be a great community for demonstrating this is possible.

I'd love to contribute – please let me know if there are specific questions I can answer to clarify whether I'd be a good fit for the Essex Energy committee. Thank you for the work you do,

Mike Fink

[redacted]

Memorandum

To: Selectboard, Evan Teich, Unified Manager
CC: Greg Duggan, Deputy Manager & Ron Hoague, Police Chief
From: Jenny Willingham, Assistant Clerk
RE: Liquor License Renewal (1^{st} & 3^{rd} Class)
Date: April 16, 2021

Issue
The issue is whether the Selectboard will approve the renewal of Lang Family LLC/ DBA: Barns at Lang Farm for a First/Third Class Liquor License, contingent on approval from the Police Department.
Discussion
Lang Family LLC/ DBA: Barns at Lang Farm has applied for a renewal of a First/Third Class Liquor License.

The Police Department expects to review the application on Monday, April 19. Liquor licenses expire on April 30, and staff is attempting to have the application processed for the Department of Liquor Control before it expires.

Recommendation
Staff recommends that the Selectboard approve the First & Third Class Liquor License renewal or Lang Family LLC/DBA: Barns at Lang Farm pending approval from the Police Department.

Memorandum

To:	Town Selectboard; Evan Teich, Unified Manager
From:	Sarah Macy, Finance Director
CC:	Ally Vile, Town Recreation Director
Re:	Approval schedule for Recreation Program Fund Budget FY22
Date:	April 14, 2021

Issue:
To present the approval schedule for the FY22 Recreation Program Fund Budget.

Discussion:
At the April 19, 2021 Selectboard meeting Ally Vile, Recreation Director, will present the FY22 Recreation Program Fund Budget and answer questions.

At the May 3, 2021 Selectboard meeting the board will be asked to approve the FY22 Recreation Program Fund Budget.

Cost:
No cost

Recommendation:
No recommendation

Costing Center	159-30-14 - EPR Programs							
	2019 Budget	2019 Actual	2020 Budget	2020 Actual	2021 Budget	2022 Budget	$ Change	% Change
Revenues								
020.002-Shared Employee Revenue	-	-	-	9,501	-	-	-	n/a
020.300-Program Registration Fees	375,000	342,147	350,000	135,180	300,000	172,500	(127,500)	-42.5%
020.301-Boys Lacrosse Revenue	-	-	-	-	10,000	10,500	500	5.0%
020.302-Girls Lacrosse Revenue	-	-	-	-	8,200	9,000	800	9.8%
020.308-Facility & Field Rental	-	10	-	-	-	1,000	1,000	n/a
060.000-Interest Income	-	262	-	84	-	-	-	n/a
098.000-Miscellaneous Revenue	18,000	9,210	-	9,676	-	-	-	n/a
Total Revenues	**393,000**	**351,629**	**350,000**	**154,441**	**318,200**	**193,000**	**(125,200)**	**-39.3%**
Expenditure								
110.000-Regular Salaries	115,000	103,089	110,000	102,163	110,000	25,412	(84,588)	-76.9%
130.000-Overtime	-	3,938	-	3,700	3,500	-	*(3,500)*	*-100.0%*
210.000-Group Insurance	-	-	-	1,076	-	7,867	7,867	n/a
220.000-Social Security	8,798	8,188	8,000	7,844	8,200	1,984	(6,216)	-75.8%
230.000-Retirement	2,202	4,738	3,000	9,752	5,000	2,593	(2,407)	-48.1%
290.000-Other Employee Benefits	-	-	-	-	-	180	180	n/a
330.000-Professional Services	7,800	-	1,000	1,025	2,000	-	(2,000)	-100.0%
410.000-Water and Sewer Charges	2,500	2,325	500	450	-	-	-	n/a
441.000-Rental of Land or Buildings	17,000	17,875	10,600	13,375	-	-	-	n/a
442.000-Rental of Vehicles or Equipment	-	-	-	2,666	-	-	-	n/a
500.000-Training, Conferences, Dues	17,200	5,790	1,500	1,518	1,000	500	(500)	-50.0%
530.000-Communications	650	276	650	711	720	720	-	0.0%
540.000-Advertising	4,000	122	-	-	-	-	-	n/a
550.000-Printing and Binding	14,000	13,985	10,000	7,050	10,200	9,000	(1,200)	-11.8%
560.000-Postage	5,500	5,081	4,000	2,593	4,000	2,500	(1,500)	-37.5%
561.000-Credit Card Processing Fees	-	13,889	12,000	11,476	12,000	12,000	-	0.0%
570.000-Other Purchased Services	175,000	166,638	165,000	117,554	150,000	100,000	(50,000)	-33.3%
580.000-Travel	10,000	6,721	5,000	4,120	5,000	2,500	(2,500)	-50.0%
610.000-General Supplies	5,000	4,587	8,000	11,138	5,000	4,500	(500)	-10.0%
800.120-Essex Football League	900	-	900	-	900	-	(900)	-100.0%
800.121-Little League/Softball	3,000	3,000	3,000	3,000	3,000	3,000	-	0.0%
800.122-Babe Ruth League	475	-	475	-	475	-	(475)	-100.0%
830.000-Regular Programs	12,500	-	-	-	-	-	-	n/a
830.301-Boys Lacrosse	-	3,009	5,000	172	5,000	2,500	(2,500)	-50.0%
830.302-Girls Lacrosse	-	1,169	5,000	-	5,000	1,500	(3,500)	-70.0%
831.000-Special or New Programs	-	10,420	10,050	9,796	-	-	-	n/a
850.152-Easter Egg Hunt	-	582	200	-	300	300	-	0.0%

Costing Center	159-30-14 - EPR Programs							
850.153-Winter Carnival	-	946	1,200	1,122	1,000	1,000	-	0.0%
850.154-Halloween	-	563	300	269	300	600	300	100.0%
900.000-Transfer between Town/Village	-	-	-	-	-	12,000	12,000	n/a
Total Expenditure	**401,525**	**376,929**	**365,375**	**312,572**	**332,595**	**190,656**	**(141,939)**	**-42.7%**
Net 59-EPR Program Fund	*(8,525)*	*(25,301)*	*(15,375)*	*(158,131)*	*(14,395)*	*2,344*	*16,739*	*-116.3%*

Costing Center Summary

159-30-14 - EPR Programs

Previous Costing Center	159-30-14 - EPR Programs	**Budget Year**	2022
Entity	Town	**Accounting Reference**	159-30-14
Department	30 - EPR - Town	**Approved**	No
Stage	Budget Entry	**Manager**	Ally Vile (avile)

Narrative

The COVID19 pandemic hit our department and programming fund very hard. Because of that, certain programs either didn't run at all (lacrosse 2020 season) or ran at a significant lower enrollment capacity (summer day camps and fall soccer). Due to COVID19 compliance guidelines, lower enrollment didn't necessarily equate to decreased staffing or general expenses. We were able to receive some grant funds to offset added expenses, which was very beneficial.
This coming summer (FY22), our Explorer's Day Camp and school vacation camps will now be operated from the licensed childcare department through EJRP. We will focus on specialty camp offerings with contracted instructors or seasonal/part-time staff along with bringing our general/normal programming back up to typical capacities and balancing out our overall revenues and expenses.

Description

Enterprise fund

New Initiatives

We plan to get larger programming back to typical enrollments as we move out of the pandemic. We are currently working on an updated cost recovery project and plan to implement new practices to our pricing platform. This doesn't necessarily mean programs will be more expensive, but in turn, more balanced to provide fiscally responsible programming to our community in all areas of access.

Goals and Priorities

Budget Prior Year Comparison

Costing Center Summary

159-30-14 - EPR Programs

Object	Changes	Percent Change	2021 Amount	2022 Amount
Revenues				
020.300-Program Registration Fees	Decreased	42.50 %	300,000	172,500
020.301-Boys Lacrosse Revenue	Increased	5.00 %	10,000	10,500
020.302-Girls Lacrosse Revenue	Increased	9.76 %	8,200	9,000
020.308-Facility & Field Rental	New this year		-	1,000
Total Revenues		39.35 %	**318,200**	**193,000**
Expenditure				
110.000-Regular Salaries	Decreased	76.90 %	110,000	25,412
130.000-Overtime	Not used this year		3,500	-
210.000-Group Insurance	New this year		-	7,867
220.000-Social Security	Decreased	75.80 %	8,200	1,984
230.000-Retirement	Decreased	48.14 %	5,000	2,593
290.000-Other Employee Benefits	New this year		-	180
330.000-Professional Services	Not used this year		2,000	-
500.000-Training, Conferences, Dues	Decreased	50.00 %	1,000	500
530.000-Communications	Unchanged	0.00 %	720	720
550.000-Printing and Binding	Decreased	11.76 %	10,200	9,000
560.000-Postage	Decreased	37.50 %	4,000	2,500
561.000-Credit Card Processing Fees	Unchanged	0.00 %	12,000	12,000
570.000-Other Purchased Services	Decreased	33.33 %	150,000	100,000
580.000-Travel	Decreased	50.00 %	5,000	2,500
610.000-General Supplies	Decreased	10.00 %	5,000	4,500
800.120-Essex Football League	Not used this year		900	-
800.121-Little League/Softball	Unchanged	0.00 %	3,000	3,000
800.122-Babe Ruth League	Not used this year		475	-
830.301-Boys Lacrosse	Decreased	50.00 %	5,000	2,500
830.302-Girls Lacrosse	Decreased	70.00 %	5,000	1,500
850.152-Easter Egg Hunt	Unchanged	0.00 %	300	300
850.153-Winter Carnival	Unchanged	0.00 %	1,000	1,000
850.154-Halloween	Increased	100.00 %	300	600
900.000-Transfer between Town/Village	New this year		-	12,000
Total Expenditure		42.68 %	**332,595**	**190,656**

2022 Budget Details

Objects	Comments	Object Subtotals	2022 Budget
Revenues			
020 Charges for Services			
020.002-Shared Employee Revenue			-
020.300-Program Registration Fees			172,500
020.301-Boys Lacrosse Revenue			10,500
020.302-Girls Lacrosse Revenue			9,000

Costing Center Summary

159-30-14 - EPR Programs

Objects	Comments	Object Subtotals	2022 Budget
020.308-Facility & Field Rental			1,000
Total			**193,000**
098 Miscellaneous Revenues			
060.000-Interest Income			-
098.000-Miscellaneous Revenue		-	
098.000-Miscellaneous Revenue	Parking Great Escape	-	
098.000-Miscellaneous Revenue	Tickets Great Escape	-	
098.000-Miscellaneous Revenue	Tickets Six Flags	-	
			-
Total			**-**
Total Revenues			**193,000**
Expenditure			
100 Salaries			
110.000-Regular Salaries		25,412	
110.000-Regular Salaries	Program Coordinator salary (60% shared employee)	-	
			25,412
120.000-Part Time Salaries			-
130.000-Overtime			-
Total			**25,412**
200 Benefits			
210.000-Group Insurance			7,867
220.000-Social Security			1,984
230.000-Retirement			2,593
290.000-Other Employee Benefits			180
Total			**12,624**
300-699 Operating Expenses			
330.000-Professional Services	Previously split expense throughout all operating		-
410.000-Water and Sewer Charges	Pre FY22 all utilities were lumped together in thi		-
441.000-Rental of Land or Buildings			-
500.000-Training, Conferences, Dues	Conference registration fees		500
530.000-Communications	Program Director phone service		720
540.000-Advertising			-
550.000-Printing and Binding	Program brochures - 50/50 split with EJRP		9,000
560.000-Postage	Postage for brochures - 50/50 split with EJRP		2,500
561.000-Credit Card Processing Fees			12,000
570.000-Other Purchased Services	Instructor fees		100,000
580.000-Travel	Program related travel expenses		2,500
610.000-General Supplies			4,500
613.000-Program Supplies			-
621.000-Natural Gas/Heating			-
622.000-Electricity			-
Total			**131,720**
700 Capital or Property Objects			
750.000-Machinery and Equipment			-
Total			**-**

Costing Center Summary

159-30-14 - EPR Programs

Objects	Comments	Object Subtotals	2022 Budget
800 Appropriations			
800.120-Essex Football League			-
800.121-Little League/Softball	Municipal contribution to volunteer-run organizati		3,000
800.122-Babe Ruth League			-
Total			**3,000**
820-850 Program & Event Expenses			
830.000-Regular Programs			-
830.301-Boys Lacrosse	League fees, etc.		2,500
830.302-Girls Lacrosse	League fees, etc.		1,500
831.000-Special or New Programs	Parking Great Escape	-	
831.000-Special or New Programs	Tickets Great Escape	-	
831.000-Special or New Programs	Tickets Six Flags	-	
			-
835.000-Program Instructor Fees			-
850.152-Easter Egg Hunt	Co-Sponsored with EJRP - community event		300
850.153-Winter Carnival	Co-Sponsored with EJRP - community event		1,000
850.154-Halloween	Co-Sponsored with EJRP - community event		600
Total			**5,900**
900 Transfer between Town/Village (as expense)			
900.000-Transfer between Town/Village	Transfer to Village General Fund (colocation)		12,000
Total			**12,000**
Total Expenditure			**190,656**
Net Total			**2,344**

Costing Center	159-30-15 - EPR Extended School Program							
	2019 Budget	**2019 Actual**	**2020 Budget**	**2020 Actual**	**2021 Budget**	**2022 Budget**	**$ Change**	**% Change**
Revenues								
020.300-Program Registration Fees	40,000	36,132	40,000	30,095	40,000	40,000	-	0.0%
Total Revenues	**40,000**	**36,132**	**40,000**	**30,095**	**40,000**	**40,000**	**-**	**0.0%**
Expenditure								
110.000-Regular Salaries	35,000	6,498	7,000	4,748	7,000	-	(7,000)	-100.0%
120.000-Part Time Salaries	-	-	-	-	-	10,800	10,800	n/a
220.000-Social Security	-	497	500	363	500	827	327	65.4%
530.000-Communications	-	354	350	380	400	350	(50)	-12.5%
550.000-Printing and Binding	-	-	200	73	100	-	(100)	-100.0%
570.000-Other Purchased Services	-	20,364	20,000	13,974	20,000	15,000	(5,000)	-25.0%
580.000-Travel	-	3,557	3,000	2,134	3,000	1,500	(1,500)	-50.0%
610.000-General Supplies	-	760	800	-	500	500	-	0.0%
Total Expenditure	**35,000**	**32,030**	**31,850**	**21,672**	**31,500**	**28,977**	**(2,523)**	**-8.0%**
Net 59-EPR Program Fund	*5,000*	*4,101*	*8,150*	*8,423*	*8,500*	*11,023*	*2,523*	*29.7%*

Costing Center Summary

159-30-15 - EPR Extended School Program

Previous Costing Center	159-30-15 - EPR Extended School Program	**Budget Year**	2022
Entity	Town	**Accounting Reference**	159-30-15
Department	30 - EPR - Town	**Approved**	No
Stage	Budget Entry	**Manager**	Ally Vile (avile)

Narrative

The COVID19 pandemic hit our department and programming fund very hard. Because of that, certain programs either didn't run at all (Spring and Fall 1 2020 ESP sessions) or ran at a significant lower enrollment capacity. Due to COVID19 compliance guidelines, lower enrollment didn't necessarily equate to decreased staffing or general expenses. Program scheduling has also had limitations due to school space restrictions and transportation availability. The Program Coordinator has adapted to all the changes and has been able to create new programming options for even middle school students and to help fill remote learning days when school work is complete.

Description

Enterprise Fund

New Initiatives

We plan to get additional programming and enrollments back to typical levels as we move out of the pandemic. We are currently working on an updated cost recovery project and plan to implement new practices to our pricing platform. This doesn't necessarily mean programs will be more expensive, but in turn, more balanced to provide fiscally responsible programming to the afterschool needs apart from general childcare.

Goals and Priorities

Budget Prior Year Comparison

Object	Changes	Percent Change	2021 Amount	2022 Amount
Revenues				
020.300-Program Registration Fees	Unchanged	0.00 %	40,000	40,000
Total Revenues		0.00 %	**40,000**	**40,000**
Expenditure				
110.000-Regular Salaries	Not used this year		7,000	-
120.000-Part Time Salaries	New this year		-	10,800
220.000-Social Security	Increased	65.40 %	500	827
530.000-Communications	Decreased	12.50 %	400	350
550.000-Printing and Binding	Not used this year		100	-
570.000-Other Purchased Services	Decreased	25.00 %	20,000	15,000
580.000-Travel	Decreased	50.00 %	3,000	1,500
610.000-General Supplies	Unchanged	0.00 %	500	500
Total Expenditure		8.01 %	**31,500**	**28,977**

2022 Budget Details

Costing Center Summary

159-30-15 - EPR Extended School Program

Objects	Comments	Object Subtotals	2022 Budget
Revenues			
020 Charges for Services			
020.300-Program Registration Fees			40,000
Total			**40,000**
Total Revenues			**40,000**
Expenditure			
100 Salaries			
110.000-Regular Salaries			-
120.000-Part Time Salaries		10,800	
120.000-Part Time Salaries	Part time employees/staff coverage during programs	-	
			10,800
Total			**10,800**
200 Benefits			
220.000-Social Security			827
Total			**827**
300-699 Operating Expenses			
530.000-Communications	Dedicated cell line		350
540.000-Advertising			-
550.000-Printing and Binding	In-house design & printing		-
570.000-Other Purchased Services	Instructor fees		15,000
580.000-Travel	Program related travel		1,500
610.000-General Supplies			500
613.000-Program Supplies			-
Total			**17,350**
820-850 Program & Event Expenses			
835.000-Program Instructor Fees			-
Total			**-**
Total Expenditure			**28,977**
Net Total			**11,023**

MEMORANDUM

To: Evan Teich, Unified Manager and the Selectboard
From: Dennis E. Lutz, P.E., Public Works Director
Aaron Martin, P.E., Utilities Director/Town Engineer
Sarah Macy, Finance Director
Subject: FYE2022 Water and Sewer Budget and Rates
Date: March 9, 2021

ISSUE:

The issue is whether or not the Selectboard will approve the proposed water and sewer budgets including approval of the proposed rate structure for FYE2022, with the new rates to be reflected in the fall 2021 bills, starting with usage after the spring 2021 billings.

COMMENT: The Water and Sewer Budgets were set for FYE2021 lower than initially recommended due to the anticipated financial impact of COVID-19 on users of the system. The original submitted budget for FYE21 reflected a 3.7% increase in charges from CWD for water, a 1.9% increase from the Tri-Town Wastewater Facility and an anticipated 3% increase in in labor costs. Because of the pandemic, the rate increase was approved at 1% for each budget. In essence the budget and rates approved in FYE2021 were not keeping pace with actual costs. These utilities cannot operate over an extended period by establishing rates that are not supported by the actual cost of running the utilities. Costs and rates are to a great degree impacted by these three elements – CWD water rates, Village Wastewater Treatment tares and labor costs.

The proposed water and sewer budgets and resulting rate requests for FYE2022 reflect the actual costs and rates needed to properly sustain these utilities.

DISCUSSION:

WATER RATES: The FYE2022 proposed water budget has an overall 3.5% increase in budgeted line items and a resulting rate percentage increase of 2.8%. The water rate increases over the past few years are as follows:

Fiscal Year Ending	Rate Increase Over the Previous Year
FYE22	2.8%
FYE21	1%
FYE20	2.6%
FYE19	3.0%
FYE18	2.5%
FYE17	1.4%
FYE16	3.7%
FYE15	6.0%

FYE14	3.3%
FYE13	7.5%
FYE12	7.2%

There is a small, proposed increase in the water initiation fee from $5.73/1000 gallons of purchased capacity to $5.78/1000 gallons of purchased capacity. This was done so that the connection fee charge is no less that the rate charge; the minimum water rate charge remains at $180/year. This was done due to the lingering financial impacts of COVID.

The water budget increase proposed for FYE2022 is impacted to a great degree by only two-line items~~:~~ salary and benefit costs and water purchase costs from CWD.

SEWER RATES: The FYE2022 proposed sewer budget has an overall 3.7 % increase in budgeted line items and a 3% corresponding increase in rates.

In a manner similar to the water budget, only a limited number of line items have a significant impact on the budget: salary and benefit costs, wastewater treatment costs and utilities.

The sewer rate increases over the past few years are as follows:

Fiscal Year Ending	Rate Increase Over the Previous Year
FYE22	3%
FYE21	1%
FYE20	2.9%
FYE19	3.2%
FYE18	4.5%
FYE17	6.1%
FYE16	4.6%
FYE15	8.3%
FYE14	6.5%
FYE13	8.8%
FYE12	9.1%

There is no proposed increase in the sewer initiation fees.

GENERAL ISSUES:

The major issues that continue to impact the budget are:

1) The need to maintain the sewer and water funds on a firm financial basis by continuing to set aside adequate funds for system stabilization (asset replacement).
2) The need to finish the meter replacement program (97% completed) for more accurate verification of usage and billing as well as establishing the groundwork for future administration of accounts and billings.
3) The need to continue to reduce unaccounted for water/wastewater.

System Stabilization/Elimination of Past Deficits:

The funds budgeted for system stabilization in both accounts for FYE2022 are close to the actual depreciation amounts identified in the Town audits. A comparison of budgeted system stabilization in each account versus actual expenditure is reflected in the following data:

System Stabilization Accounts

Year	Water Budgeted	Water Actual	Sewer Budgeted	Sewer Actual
FYE2011	$50,000	$139,475	$45,000	$139,475
FYE2012	$97,500	$147,864	$97,500	$147,864
FYE2013	$136,000	$148,000	$138,000	$147,966
FYE2014	$148,000	$145,834	$148,000	$145,834
FYE2015	$138,000	$138,000	$158,000	$158,000
FYE2016	$138,000	$138,000	$158,000	$158,000
FYE2017	$130,000	$150,000	$150,000	$150,000
FYE2018	$125,000	$150,000	$175,000	$150,000
FYE2019	$150,000	$150,000	$150,000	$150,000
FYE2020	$158,000	$157,747	$158,000	$157,747
FYE2021	$160,000	$156,507	$ 160,000	$156,507

The sewer and water accounts operated in a deficit for many years, dating back to the change in the rate structure done in 2004. At that time, the Town went away from a combination fixed charge/user fee rate system to a pure user rate system based on metered flow. With the metered flow type of billing and with the variability in water and sewer usage on a yearly basis, the sewer/water funds did not keep up with actual expenses. It has taken some time to correct the problem, but the accounts have been solvent since FYE2015. An indicator of the past problem is found under the actual interest payments for recently completed financial years under both accounts as noted:

Fiscal Year	Sum of Interest on Deficits Paid in Water and Sewer
FYE2021	$ 0
FYE2020	$ 0
FYE2019	$ 0
FYE2018	$ 0
FYE2017	$ 0
FYE2016	$ 0
FYE2015	$ 0
FYE2014	$ 773
FYE2013	$ 84
FYE2012	$1,060
FYE2011	$2,104
FYE2010	$4,730

2. Continuation and Completion of the Meter Replacement Program

Meter replacements are budgeted in the FYE2022 budget at a cost of $21,310, 12% higher than in the previous year. The Town has a current stockpile of new, residential meters on-hand to complete the system conversion, but funds are needed for new building installation, NEMRIC annual fees and software costs associated with metering and replacement meters/large meters. There are still approximately 118 meters that need to be replaced. Changing over to the new meters was previously approved by the Selectboard. The new meters provide for more accurate readings and billings, greatly reduced meter reading time and associated administrative costs. They also have enabled billing to all users three times a year as opposed to the previous twice a year. The larger meter uses are now being billed four times per year.

Retail Sale of Water/Sewage

The unaccounted-for water and sewage rate calculated for the budget represents an economic loss rate and not the actual loss of unaccounted for water or sewage.

In water, the amount purchased from CWD is based on weekly readings which provide very close to a 365-day average. The Town customer-billed water usage for 2020 is based on readings only twice per year and over a different time frame. Some adjustments have been made to reflect the average daily flow, but the net result is an estimate and not hard data. The calculated loss rate is a very rough estimate of the loss and we believe a high estimate. The difference in flows approximates the difference between water purchased and water sold during the 12 months. Within this "revenue" loss stream there is water used for firefighting, water main and service connection breaks and hydrant flushing – losses which do not contribute revenue and not characterized as leaks. These uses do represent revenue loss.

In wastewater, a similar effect occurs with respect to billing periods.

System loss is an issue that is currently being worked on between Public Works and Finance. The following tasks are being continued on a recurring basis to reduce the loss rate and increase the billing revenue.

1). Review the recorded meter flow data from large users to determine if there are any inconsistencies.
2) Make a physical check of the large users' systems to determine if the metering system is capturing all used water flows.
3) Work with Champlain Water District to determine if there are any other meter issues between CWD and the Town.
4) Walk the major cross-country routes to determine if there are any obvious water or sewer system leaks.
5) A new leak detection method is being started this summer and funds from the State have been requested to assist in the work. CWD initiated a district-wide study using a firm (Utilis) who specializes in leak detection using satellite-based detection in combination with soils maps and water line locations to identify areas near pipelines with indications of potential leaks. The Town paid a small amount to also participate in the study for its distribution system (separate from the CWD transmission lines) and this aerial work has been completed. One site identified as having the potential for a leak actually developed a water break this fall. This correlation provides some basis of expectation that other identified areas may also indicate real leaks. This data is being provided to the Agency of Natural Resources and the Town has requested participation in a program they have developed to assist communities in finding leaks with sensitive ground and site-specific analysis. This work should be underway later in 2021.

WATER

Period	Purchased from CWD	Billed	Unaccounted Water	Percentage
Jan 20-Dec20	773,422 gpd	638,000 gpd	135,422 gpd	17%
Jan19- Dec19	758,164 gpd	631,000 gpd	127,164 gpd	16%
Jan18-Dec18	735,747 gpd	633,412 gpd	102,335 gpd	14%
Jan17-Dec17	755,430 gpd	679,677 gpd	75,753 gpd	10%
Jan16-Dec16	774,413 gpd	649,414 gpd	124,999 gpd	16%
Jan15-Dec15	762,425 gpd	624,253 gpd	138,172 gpd	18%
Jan14-Dec14	773,891 gpd	633,356 gpd	140,535 gpd	18%
Jan 13-Dec13	749,682 gpd	633,035 gpd	116,647 gpd	15%
Jan 12-Dec12	746,609 gpd	683,709 gpd	62,900 gpd	8.4%
Jan11-Dec11	777,621 gpd	654,000 gpd	123,621 gpd	16%
Jan10–Dec10	772,953 gpd	630,206 gpd	142,747 gpd	18.5%
Jan09–Dec09	692,058 gpd	634,102 gpd	57,956 gpd	8.4%
Jan08–Dec08	760,035 gpd	665,067 gpd	94,968 gpd	12%
Jan07-Dec07	745,371 gpd	657,548 gpd	87,823 gpd	12%
Jan06-Dec06	827,938 gpd	669,000 gpd	158,938 gpd	19%
Jan05–Dec05	843,507 gpd	672,000 gpd	171,507 gpd	20%
Jan04-Dec04	825,137 gpd	705,000 gpd	120,137 gpd	15%
Jan03- Dec03	924,482 gpd	673,382 gpd	251,100 gpd	27%
Jan02-Dec02	882,521 gpd	728,024 gpd	154,497 gpd	18%

Long-term average = 15.7%

`

SEWER

Period	Metered Flow to EJWWTF	Billed to Users	Difference	Unaccounted Percentage
Jan 20,- Dec 20	468,595 gpd	418,909 gpd	49,686 gpd	10.6%
Jan 19- Dec 19	502,497 gpd	421,000 gpd	81,497 gpd	16%
Jan 18- Dec 18	449,033 gpd	427,493 gpd	21,540 gpd	4.8%
Jan 17- Dec 17	432,501 gpd	422,267 gpd	10,234 gpd	2.4%
Jan 16- Dec16	423,233 gpd	422,267 gpd	966 gpd	1%
Jan 15-Dec15	428,502 gpd	412,390 gpd	16,112 gpd	4%
Jan 14-Dec14	462,942 gpd	411,826 gpd	51,116 gpd	11%
Jan13- Dec13	529,133 gpd	415,756 gpd	113,376 gpd	21%
Jan12- Dec12	475,047 gpd	438,086 gpd	43,124 gpd	9%
Jan11-Dec11	487,584 gpd	429,000 gpd	58,584 gpd	12%
Jan10-Dec10	446,119 gpd	419,528 gpd	26,591 gpd	6%
Jan09-Dec09	511,155 gpd	433,090 gpd	78,065 gpd	15%
Jan08-Dec08	532,301 gpd	435,816 gpd	96,485 gpd	18%
Jan07- Dec07	559,056 gpd	442,160 gpd	116,892 gpd	20%
Jan06- Dec06	624,004 gpd	447,192 gpd	176,812 gpd	28%
Jan05–Dec05	579,498 gpd	447,271 gpd	132,227 gpd	23%
Jan04-Dec04	589,883 gpd	439,049 gpd	150,834 gpd	26%

Jan03- Dec03	540,658 gpd	433,225 gpd	107,433 gpd	20%
Jan02-Dec02	532,056 gpd	437,660 gpd	94,396 gpd	18%

Long-term average = 14%

As stated in the budgets of previous years, both the water and sewer unaccounted for percentage numbers should be in the 15% range recognized nationally for a reasonably "tight" system. Work is continuing to identify areas of loss from both infrastructure and billings.

BUDGET ANALYSIS

The proposed budgets for FYE2022 compared to the current FYE2021 budgets are as follows:

Table 1. Budget Comparison

	FYE2021	FYE2022	Increase/Decrease	
Water (all but CWD)	$511,886	$516,278	+ $4,392	+ .9%
Water (Depreciation)	$160,000	$160,000	0	0%
Water (CWD Water Purchase)	$654,000	$696,000	+$42,000	+6.4%
Total	$1,325,886	$1,372,278	+ $46,392	+3.5%
Sewer (all but Village + Bradford)	$487,158	$531,596	+$44,438	+ 9.1%
Sewer (Depreciation)	$160,000	$160,000	0	0%
Sewer (Bond Payments)	$ 33,320	$ 33,320	0	0%
Sewer (Village Treatment)	$570,000	$581,000	+$11,000	+ 1.9%
Sewer Village Bond)	$263,457	$263,457	0	0%
Total	$1,513,935	$1,569,373	+$55,438	+3.7%

PROPOSED RATES

	Existing	Proposed
Water Operating	$5.62/1000 gal.	$5.78/1000 gal.
Water Initiation Fee	$1,000 base fee per connection +$5.73/gpd of capacity	$1,000 base fee per connection + $5.78/gpd of capacity
Minimum Water Charge Per Year	$180	$180
Sewer Operating	$9.64/1000 gal.	$9.93/1000 gal.
Sewer Initiation Fee	$1000 base +$10.30/gpd of capacity	$1000 base+$10.30/gpd of capacity
Interim or Final Billing request	$35	$35

METHODOLOGY FOR RATES

For previous fiscal years dating back to 1998, it was determined that the budgets would be split into the following categories:

1. Shared water and sewer costs (primarily fixed costs)
2. Water only costs
3. Sewer only costs

History of Shared Costs Splits

	2003	2004	2005	2006 to 2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Water	60	61	55	55	55	53	53	53	54	58	58	58	58	57	57	55
Sewer	40	39	45	45	45	47	47	47	46	42	42	42	42	43	43	45

The first estimates for splitting of costs between water and sewer were based on a 50% water/50% sewer ratio (1998). The ratio was changed to a 55%/45% split in 2005 and remained at that level until 2011. In FYE2012, the percentage shifted to 53% water and 47% sewer and the proposed budget for FYE2014 retained this percentage split. The split in FYE2016 through FYE19 was set at 58%/42%. Using the calculations on rate setting later in this memo, a 55% water/45% sewer split was utilized. This closely approximates real shared costs percentages but also recognizes that the water and sewer bills should in a general sense reflect all costs including the costs increases for wholesale purchase of water and wholesale treatment of wastewater. In addition, slight changes in the percentages (which are only estimates) provide one of two mechanisms (the second being usage estimates) to allow both rates to rise is close proximity to each other on a percentage increase basis.

It is proposed for FYE2022 that the split be on a 55% water/45% sewer basis.

DEVELOPMENT OF WATER RATE

<u>Assumptions:</u>

1. Water Budget = $1,372, 278

2. No Direct Debt - debt through CWD line item 51.43201.411 for the west end tank in Colchester.

3. Billed Water Usage

2005	672,000 gpd -
2006	669,000 gpd
2007	658,000 gpd
2008	665,067 gpd
2009	637,000 gpd
2010	630,206 gpd
2011	654,000 gpd
2012	683,000 gpd
2013	633,035 gpd
2014	633,356 gpd

2015	624,653 gpd
2016	649,414 gpd
2017	649,414 gpd
2018	633,412 gpd
2019	631,000 gpd
2020	650,000 gpd
2021	646,000gpd
2022	650,000gpd

Calculation of Rate: Water budget = $1,372,278

1. $\frac{\$1,372,278}{365 \text{ days x } 650,000\text{gpd}}$ = $5.78/1000 gallons

   The current rate is $5.62/1,000 gal.; recommend an increase to 5.78/1000 gallons (2.8% increase in rates).

2. The minimum water charge was kept level from FYE2016 through FYE2018. In earlier years, the minimum was equal to approximately 50% of the average daily family usage which would be 100 gpd. Based on discussions from the FY2020 budget, the minimum is recommended to remain at $180 per year.

Year	Minimum Charge	Water rate per 1000 gallons	Minimum if 100 gpd was used	Actual minimum as a % of 100 gpd
2013	$160	$4.45	$162	99%
2014	$165	$4.60	$168	98%
2015	$165	$4.88	$178	93%
2016	$165	$5.06	$184	90%
2017	$165	$5.13	$187	87%
2018	$165	$5.24	$191	86%
2019	$170	$5.42	$198	86%
2020	$180	$5.56	$203	89%
2021	$180	$5.62	$205	86%
2022	$180	$5.78	$211	83%

DEVELOPMENT OF SEWER RATE

Assumptions:

1. Sewer Budget Operating = $1,569,373
2. Sewer Usage (billed)

FYE2005	447,271 gpd
FYE2006	447,192 gpd
FYE2007	442,160 gpd
FYE2008	435,816 gpd
FYE2009	433,090 gpd

FYE2010	419,528 gpd
FYE2011	429,000 gpd
FYE2012	438,086 gpd
FYE2013	415,716 gpd
FYE2014	411,826 gpd
FYE2015	412,390 gpd
FYE2016	422,467 gpd
FYE2017	422,268 gpd
FYE2018	427,493 gpd
FYE2019	421,000 gpd
FYE2020	430,000 gpd
FYE 2021	433,000 gpd

Calculation of Rate: Sewer Operating Budget: $1,569,373

1.

$$\frac{\$1{,}569{,}373}{365 \text{ days} \times 433{,}000 \text{ gpd}} = \$9.93/1{,}000 \text{ gal}$$

2. The current rate is $9.64/1,000 gal; increase the proposed rate to $9.93/1000 gal. (3% increase).

COSTS:

The proposed budget totals for FYE2022 are shown on the combined spread sheet.

EFFECT OF RATE CHANGE ON THE CURRENT USERS:

An average residential household would see the following change in costs on an annual basis:

Annual Usage: 200 gpd x 365 days per year = 73,000 gpd/year

Existing Water bill:	$410.26	Water Bill with Rate Change:	$421.94 ($11.68 yearly increase)
Existing Sewer bill:	$703.72	Sewer Bill with Rate Change:	$724.89 ($21.17 yearly increase)
TOTAL	$1,113.98	TOTAL	$1,146.83 ($32.85 yearly increase)

Net increase: A $32.85 increase in both the water and sewer bill equates to a 2.9% total increase in residential charge for the year or a $2.74/monthly increase. On a monthly basis, the monthly water cost for an average residential dwelling will be $35.16 and $60.41 for sewer. For the availability of clean drinking water and flushing toilets, this is a very low-cost utility charge compared to other utility costs, such as phone, internet, electrical, natural gas.

COMPARISON RATES TO OTHER COMMUNITIES:

Most other communities are in the process of setting rates at this time. The charts provided reflect existing rates as of December 2021 unless noted otherwise. Also, many municipalities have adopted a combined fixed and usage rate. In those cases, the rate numbers were adjusted based on an average 200 gpd usage.

Municipality	Water Rate per 1,000 Gallons	
Shelburne	$	6.62
Milton	$	6.48
Burlington	$	5.94
Colchester FD #3	$	5.84
Essex (Proposed 5.78)	**$**	**5.62**
Average Retail Rate	**$**	**5.50**
Winooski	**$**	**5.43**
Williston	$	5.38
Colchester Town	$	5.14
Essex Junction	$	4.38
South Burlington	$	4.21
CWD Wholesale Rate	$	2.313

	Sewer Rate per 1,000 Gallons	
Shelburne	$	13.94
Colchester (2019)	$	9.97
Essex (Proposed $9.93)	**$**	**9.64**
AVERAGE Retail Rate	$	8.55
Burlington	**$**	8.29
Milton	$	8.04
Williston	$	7.87
Essex Junction	$	7.05
Winooski (2019)	$	6.49
South Burlington	$	5.69

In discussions with other utilities, some of the communities with lower rates do not appear to be accurately reflecting depreciation or replacement asset costs in their rates. Over a long period of time, systems will have to be replaced and the costs of replacements will most likely be paid for by greater costs of indebtedness.

SUMMARY:

The budget and rate development outlined in this memorandum follows the methods used in previous years. It uses the water meter as the only means of establishing usage and rates (except in a very few unique cases).

Billings are currently three times per year for all customers, except the large users who are currently being billed quarterly.

The Town and Village are currently assessing the impact of the recent merger vote. It is unknown at this point in time as to any further changes which may occur as a result of these discussions. With this issue consuming a significant amount of staff time as well as Selectboard time, there is no immediate plan to discuss making changes to the method of billing.

The staff believes that an alternative billing system to the 100% metered system should continue to be investigated in the future. Work will continue informally on this effort between the Finance Department and Public Works.

RECOMMENDATION:

It is recommended that:

1) This memorandum be placed on the Town website after the Budget is introduced at the April 5, 2021 Selectboard Meeting (READING FILE) and
2) Discussion and presentation of the Budget occur as an Agenda item at the Selectboard meeting on April 19, 2021.
3) A public hearing be warned on the proposed Budget for May 3, 2021 and
4) A Water/Sewer Budget be adopted by the Selectboard following the Public Hearing on May 17, 2021.

It is further recommended that, following the Public Hearing, the Selectboard approve the proposed budget as submitted, resulting in the following changes to the rate and billing structure:

1)Water Rates/Fees:

1) increase the water rate from $5.62/1,000 gallons to $5.78/1,000 gallons
2) Increase the water initiation fee at $1000 base fee per connection plus $5.73/gpd of capacity to $1000 base fee plus $5.78/gpd of capacity
3) set the water minimum charge per year at $180.
4) Interim or Final Billing request at $35

2) Sewer Rates/Fees:

1) increase the sewer operating fee from $9.64/1,000 gallons to $9.93/1,000 gallons
2) maintain the sewer initiation fee at $1,000 base fee per connection plus $10.30/gpd of capacity.
3) Interim or Final Billing request at $35

Also, the rate change and interim/final billing request would go into effect on all water/sewer usage with the billing period starting after the spring 2021 billings. The first Town-wide billing under the new rates would not occur until the fall of 2021.

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/10/2021**
ACCOUNT/TITLE: Salaries - Regular (Pg.1 of 3) **ACCOUNT #: 51.43200.110**

DESCRIPTION OF ACTIVITY:

The salaries account for Water & Sewer includes salaries from a number of Town employees who are involved on a daily basis with management and operation of the enterprise fund. The splits for FYE22 are as indicated:

	FYE21
P.W.Director	30%
P.W.Secretary	30%
Utilities Director/Town Engineer	60%
Engineering Technician	50%
Water/Sewer Clerk	100%
Water/Sewer Operator IV	100%
Water/Sewer Operator III	100%
Water/Sewer Operator II	100%
Water/Sewer Operator I	50%
Deputy Town Manager	25%
Finance Director	20%
Assistant Finance Director	25%
Unified Manager	5%
	6.95

Total equivalent persons = 6.95 permanent for management, finance, engineering and operation of the water & sewer systems.

FYE2022 General Comments:

The splits noted above are consistent with the FYE22 General Fund budget submitted to the voters.

- Pay raises are estimated at 1.0 % base pay and up to 2.5% merit pay for all employees.
- No new employees.

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 2/19/2021**

ACCOUNT/TITLE: Salaries - Regular (Pg. 2 of 3) **ACCOUNT #: 51.43200.110**

DESCRIPTION OF ACTIVITY:

1) A portion of the Public Works Director's and Secretary's salary is budgeted under the Water and Sewer Account. The basis of the calculation for FYE2021 is identified under General Fund Account 10.41960.110; the amount is 30% of the total salaries (with longevity bonus for Secretary).

2)A portion of the Utilities Director/Town Engineer's time is budgeted under the Water & Sewer Account. The basis for calculation for FYE2021 is identified under General Fund Account 10.43110.110; the amount is 60% of the individual's total salary.

3)The salary and longevity bonus of the Water/Sewer Clerk in the Finance Department is budgeted under the Water & Sewer Account.

4)The salaries of the Finance Director (20%), the Deputy Town Manager (25%) and the Assistant Finance Director (25%), and the Unified Manager plus longevity bonuses are budgeted at:

5)Engineering Technician at 50% of salary

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET				**DEPARTMENT**	
ACTUAL				**MANAGER**	
EST.				**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/10/2021**

ACCOUNT/TITLE: Salaries - Regular (Pg. 3 of 3) **ACCOUNT #: 51.43200.110**

DESCRIPTION OF ACTIVITY:

6.The Water & Sewer Department has four union employees budgeted under Water & Sewer.

		Proposed Hourly
a).	Level IV (BW)	$36.25
b).	Level III (TB)	$23.31
c).	Level I I (RJ)	$22.83
d).	Level I (50% employee)	$19.38

7. Pager Pay (based on current Contract)
$245/week x 52 weeks $12,740

8. Contract Meter Reader $ 6,963

	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Estimated	FYE 2022 Proposed
ACTIVITY INDICATORS				
Total number of sewer accounts	2,368		2,400	2,430
Total number of water accounts	3,538	3,574	3,600	3,635

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	461,564	463,597	492,676	**DEPARTMENT**	511,136
ACTUAL	451,019	461,012		**MANAGER**	
			492,597		

EST.				BOARD	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: **Water & Sewer** **DATE: 02/19/2021**

ACCOUNT/TITLE: Salaries - Overtime **ACCOUNT #: 51.43200.130**

DESCRIPTION OF ACTIVITY: Overtime is authorized for the Public Works Secretary, Water/Sewer Clerk, Bookkeeper and field personnel. This account covers the overtime for field crews. There is limited overtime for office personnel authorized or used.

Union Personnel

a). Level IV
b). Level III
c). Level II
d). Level I
e). P.W.Sec
f). Water Clerk

Use $35,449 based on recent experience.

SIGNIFICANT BUDGET CHANGES: The overtime hours for the water and sewer employees includes time spent supplementing the highway crew for winter operations. The actual costs for winter operations overtime will continue to be charged/transferred to the highway budget for Salaries - Overtime account #10.43110.130,

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	33,387	33,000	34,724	**DEPARTMENT**	35,449
ACTUAL	41,879	28,161		**MANAGER**	

EST.			34,724	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: **Water & Sewer** **DATE: 02/19/2021**

ACCOUNT/TITLE: Benefits **ACCOUNT #: 51.43200.210,220,230,240**

DESCRIPTION OF ACTIVITY:

The benefits are calculated and summarized on the next page based on the salaries and overtime under the Water & Sewer account.

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	**FYE 2020**	**FYE 2021**		**FYE 2022**

BUDGET	214,665	198,197	217,612	**DEPARTMENT**	230,911
ACTUAL	225,507	270,218		**MANAGER**	
EST.			217,612	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/08/2021**

ACCOUNT/TITLE: Professional Services **ACCOUNT #: 51.43200.330**

DESCRIPTION OF ACTIVITY:

The majority of professional services (engineering, legal, financial) are completed in-house, including evaluation of problems, systems analysis, design of improvements and inspection. However, there is the need for outside survey support, legal assistance and yearly audit of accounts. Professional services not common to both water and sewer are budgeted separately under accounts 51.43201.330 and 51.43202.330.

Survey assistance		$ 100
Legal assistance including assistance on delinquent accounts		$ 200
Consultant engineering services as needed		$ 1200
Audit costs (pro-rated)		$2,815
Questica Budgeting		$1,831
Readsoft		$ 196
	Total	$4,315

The high costs already expended in FY2021 are due to general engineering studies for water and sewer planning for the Town Center area

SIGNIFICANT BUDGET CHANGES: Addition of Audit, Questica and Readsoft from Finance

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	1,200	1,500	700	DEPARTMENT	6,342
ACTUAL	378	1508		MANAGER	
EST.			4,400		

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: **Water & Sewer Repairs & Maintenance** **DATE: 02/08/2021**

ACCOUNT/TITLE: Services - Vehicles **ACCOUNT #: 51.43200.432**

DESCRIPTION OF ACTIVITY:

The Water/Sewer Department has three vehicles - #603 is a 2014 Dodge 3500 diesel truck, #604 is 2017 Dodge truck, and #605 is a Dodge 2008 3500 diesel truck. This account also covers services to equipment such as pumps and generators. The history of expenditures has been as follows;

FYE15	FYE16	FYE17	FYE18	FYE19	FYE 20	AVG
$2,504	$494	$0	$3,431	$910	$165	$1251

Based on recent history, this account should be maintained at $1000.

	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Estimated	FYE 2022 Proposed
ACTIVITY INDICATORS				
Wheeled Vehicles	3	3	3	3
RELATED REVENUES				
None				

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	800	1200	1000	DEPARTMENT	1,000
ACTUAL	910	165		MANAGER	
EST.			1,000	BOARD	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: **Water & Sewer Repairs & Maintenance** **DATE: 02/08/2021**

ACCOUNT/TITLE: Supplies - Vehicles **ACCOUNT #: 51.43200.433**

DESCRIPTION OF ACTIVITY:

This account is for purchasing supplies to repair and maintain the three vehicles in the water & sewer fleet. The budget should be maintained at the historical long-term average of $2000 per year.

	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Estimated	FYE 2022 Proposed
ACTIVITY INDICATORS				
1 Ton trucks	3	3	3	3
Non-motorized box utility trailer	1	1	1	1
Other equip (sewer cleaner, generator, pumps)	3+	3+	3+	3+

The fourteen-year history of costs averages $2,498/year. Recommend budget of $2,000 based on recent history.

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	1,900	2,500	2,000	DEPARTMENT	2,000
ACTUAL	1,786	2453		MANAGER	
EST.			2,000	BOARD	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: **Water & Sewer Repair & Maintenance** **DATE: 02/08/2021**

ACCOUNT/TITLE: Services - Buildings **ACCOUNT #: 51.43200.434**

DESCRIPTION OF ACTIVITY:

This item includes contract services to perform maintenance work within the water/sewer building at the highway complex that is beyond the capability of the Town work force to perform, heating system maintenance, building electrical work, etc.

FYE15	FYE16	FYE17	FYE18	FYE19	FYE20	AVG
$590	$972	$1661	$231	$180	$840	$746

Use $2,000 based on need to replace wood trim in areas, repair and insulate around overhead doors and complete painting of building.

	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Estimated	FYE 2022 Proposed
ACTIVITY INDICATORS				
Building square footage	2,400	2,400	2,400	2,400
RELATED REVENUES				
None				

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	1,300	1,000	2,200	**DEPARTMENT**	2,000
ACTUAL	180	840		**MANAGER**	
EST.			2,200	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: **Water & Sewer Repairs & Maintenance** **DATE: 02/08/2021**

ACCOUNT/TITLE: Supplies - Buildings **ACCOUNT #: 51.43200.435**

DESCRIPTION OF ACTIVITY: This item includes repair parts and maintenance supplies for the old highway garage.

The budget should remain at $400 based on costs over the past ten years (avg. $418).

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	800	700	400	**DEPARTMENT**	400
ACTUAL	273	246		**MANAGER**	
EST.			400	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/08/2021**
ACCOUNT/TITLE: Rentals **ACCOUNT #: 51.43200.442**

DESCRIPTION OF ACTIVITY:
Specialized Equipment:

The Department needs to occasionally use specialized equipment (such as a tapping machine, special hydrant wrenches for hydrant disassembly, and leak detection equipment). Renting is an inexpensive method to gain use of this equipment.

This account is usually project specific or emergency specific. The fourteen-year average of expenditures is $154.
I recommend maintaining the budget at $400 based on recent expenditures.

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	200	100	100	**DEPARTMENT**	300
ACTUAL	94	767		**MANAGER**	
EST.			300	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/08/2021**

ACCOUNT/TITLE: Communications **ACCOUNT #: 51.43200.530**

DESCRIPTION OF ACTIVITY

In the past, this account was used for billing costs, radio repairs and paging/telephone costs. The billing costs and postage are now under advertising/billing (51.43201.540). This account will be used for paging, cellular phone costs, radio purchases and repairs of all items.

(1).	Paging costs, repairs/supplies/replacements ($216 in FY17, $432 in FY18, $136 in FY19, $0 in FY20 Avg = $196	$ 200
(2).	Cellular phone 2 ½ cell phones are currently charged to Water/Sewer and 2 ½ to Public Works/Highway. Add 1 cell phone to Water/Sewer The cost per month for the 2 ½ cell phones averaged $121/month in 2020) Use $150/month.	$1,800
(3).	Cell phone maintenance/replacement ($195 in FY10, $0 in FY11; $145 in FY12, $148 in FY13, $0 in FY14 through FY 17, $517 in FY18) one added in FYE21	$ 600
(4).	Radio repair ($50 in FY18, $0 in FY19 and FY20).	$ 100
(5).	Comcast cable modem (use $78/month for computer connection)	$ 936
(6)	Laptop computer service (Verizon) @ $40.01/month	$ 480
		$4,116 Use $4,100

	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Estimated	FYE 2022 Proposed
ACTIVITY INDICATORS				
Number of pagers	2	2	2	2

Number of cell phones	2.5	2.5	2.5	3.5

SIGNIFICANT BUDGET CHANGES: New pump station monitoring will be installed in FYE20. One added cell phone is needed for monitoring by employees.

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	3,900	4,300	4,450	**DEPARTMENT**	4,100
ACTUAL	2,944	2,851		**MANAGER**	
EST.			4,400	**BOARD**	

BUDGET REQEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/08/2021**

ACCOUNT/TITLE: Advertising / Billing **ACCOUNT #: 51.43200.540**

DESCRIPTION OF ACTIVITY:

1). Printing and mailing of water / sewer bills $6,500
$3,736 in FY15, $4,799 in FY16, $3,339 in FY17,
$1,960 in FY18, $5,029 in FY19, $4543 in FY20)
*Budget for (1) Added billing (3 times per year)

2). Water/Sewer delinquent notices and billing, software service charges, ($0 in FY15, $294 in FY16, $395 in FY17, $264 in FY18, $229 in FY19, $333 in FY20) $ 350

3). General newspaper advertising for hydrant flushing, other warnings and employee hiring ($136 in FY15, $128 in FY16, $102 in FY17, $128 in FY18, $355 in FY19 $0 in FY20) $ 200

4). Miscellaneous expenses water meter books, etc. ($167 in FY15, $513 in FY16, $269 in FY17, $3,812 in FY18, $427 in FY19, $0 in FY20) $ 300

Total $7,350

Use $7,350

SIGNIFICANT BUDGET CHANGES: The plan is to add one more billing cycle per year to bring from 2 (existing) to 3 (new).

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	4,700	4,700	7,400	**DEPARTMENT**	7,350
ACTUAL	6,040	4,927		**MANAGER**	
EST.			6,000	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/08/2021**

ACCOUNT/TITLE: Other Purchased Services **ACCOUNT #: 51.43200.570**

DESCRIPTION OF ACTIVITY:
This account includes costs for water and sewer software and annual related software update costs. Also, the share of copier costs is included.

1) The software upgrades and maintenance agreements are necessary to allow the Town to utilize the billing software.

FYE14	FYE15	FYE16	FYE17	FYE18	FYE19	FYE20	AVG
$765	$601	$0	$63	$564	$385	$325	$386

Use: $500

2) Share of copier costs = $600/year

3) The Finance Department of the Town is purchasing both the Water-Smart Program (as approved in the FYE20 Budget) and new budget programs. These two programs have annual costs associated with them:

Program Annual Costs for Water Smart $1,300

Total 1) thru 3) = $2,400

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	800	1,300	2,625	**DEPARTMENT**	2,400
	385	325		**MANAGER**	
EST.			2,625	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/08/2021**

ACCOUNT/TITLE: Travel **ACCOUNT #: 51.43200.580**

DESCRIPTION OF ACTIVITY

Account #10-41960.500 and 10.43110.500 apportion a part of the travel cost to water/sewer ($1,500 and $2,000 respectively) for general public works travel. With security and operator training at a high priority we need to continue to provide money to travel to conferences, seminars, etc. for training. The Town water employees must complete 20 hours of training before spring 2023 to maintain their water licenses. The budget needs to cover the costs of training apportioned from the general fund and limited training costs for sewer/water direct coverage.

Use $3,500

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	2,800	2,800	2000	**DEPARTMENT**	3,500
ACTUAL	644	1854		**MANAGER**	
EST.			2600	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/08/2021**

ACCOUNT/TITLE: Small Tools & Equipment **ACCOUNT #: 51.43200.611**

DESCRIPTION OF ACTIVITY:

This account covers new and replacement small tools and miscellaneous equipment. Items purchased in the past include a drill, drill bits, a weed whacker for hydrant maintenance, paint brushes, flashlights, wrenches, hydrant wrenches, valve tools, flare tools, brooms, cellular phone for emergencies, respirator mask, ladders, etc. These items generally do not duplicate the highway tools in the garage for general mechanical work but are specific to water & sewer operations.

The average expenditure over the last seven years has been as follows:

FY14	FY15	FY16	FY17	FY18	FY19	FY20	AVG
$1,386	$1,644	$4,135	$1,275	$1,821	$3,085	$2,702	$2293

Recommend the budget remain at- $2,200

SIGNIFICANT BUDGET CHANGES

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	2,600	2,600	2,200	**DEPARTMENT**	2,200
ACTUAL	3,085	2,702		**MANAGER**	
EST.			2,200	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/08/2021**

ACCOUNT/TITLE: Uniforms (page 1 of 2) **ACCOUNT #: 51.43200.612**

DESCRIPTION OF ACTIVITY: A New Union Contract for FY2021 may impact this line item. Under the current Union Contract, the majority of allowed uniform reimbursement costs are limited to an "allowance" of up to $675/year/employee. This includes t-shirts, pants, boots, cleaning expenses and jackets. This line item has been historically underspent but the new contract carries a 130% surcharge cost which will influence the level of expenditure.

Basic Uniform Allowance = $675 x 130% = $878 per employee

Not included are:

2 sets of winter / 2 sets of summer gloves	$ 70
safety sun glasses	$ 5
safety related items such as welding gear, hard hats, protective goggles, hearing protection and related items	$ 50
2 sets of coveralls	$ 104
total per employee =	$ 1,107

3 full time employees x $1,107 = $3,321 (Note: 1 employee 1/2 water/sewer and 1/2 highway; carried under highway)

Total $3,321

In addition, water & sewer work requires the use of some specialized items for use in cleaning sewers, working on water breaks in freezing temperatures, work in trenches, and pulling and cleaning impellers on sewage pumps. The uniform items involve such clothing as heavy-duty waders, rubber gloves, eye and ear protection, etc.

Special clothing items	$ 200
Total	$3,521

Historically, employees have not spent their clothing allowance. Use $2,200 based on past experience.

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET				**DEPARTMENT**	
ACTUAL				**MANAGER**	
EST.				**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/08/2021**

ACCOUNT/TITLE: Uniforms (page 2 of 2) **ACCOUNT #: 51.43200.612**

The proposed budget will also sustain the purchase of "Essex" hats for winter and summer and also "Essex" safety vests.

	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Estimated	FYE 2022 Proposed
ACTIVITY INDICATORS				
# of employees	3.75	3.5	3.5	3.5 employees

SIGNIFICANT BUDGET CHANGES: A new Union Contract is being negotiated. The result of those negotiations may impact this line item.

	FYE 2019	FYE 2020	FYE 2020		FYE 2022
BUDGET	3,700	3,000	2,400	**DEPARTMENT**	2,200
ACTUAL	1,747	1,052		**MANAGER**	
EST.			2,200	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE 02/08/2021**

ACCOUNT/TITLE: Operating Supplies - Buildings **ACCOUNT #: 51.43200.613**

DESCRIPTION OF ACTIVITY:
This account includes items that are not specifically building repairs or maintenance and not defined as utilities such as power, telephone, gas, etc.

first aid items	$ 50
building items expendables (speedy dry, etc.)	50
paper products	100
	$ 200

Based on history of usage, reduce the budget to $100.

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	75	200	200	**DEPARTMENT**	100
ACTUAL	0	0		**MANAGER**	
EST.			100	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/08/2021**

ACCOUNT/TITLE: Operating Supplies - Vehicles **ACCOUNT #: 51.43200.614**

DESCRIPTION OF ACTIVITY:

This account is the Water & Sewer Department's share of lubricants, oils, antifreeze and other oil-based operation items for Water/Sewer vehicles. In the past, this item was not a separate line item but included under general operating supplies.

Maintain the budget at $50

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2021
BUDGET	50	50	50	DEPARTMENT	50
ACTUAL	0	0		MANAGER	
EST.			50		

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/08/2021**

ACCOUNT/TITLE: Utilities (page 1 of 2) **ACCOUNT #: 51.43200.620**

DESCRIPTION OF ACTIVITY: The Water/Sewer Department now utilizes all of the old highway garage for a base of operations. Electricity and phone service for this building previously split between water and sewer have been combined in this account. Utility costs specific to the sewer system, such as pump stations, continue to be budgeted under account 51.43202.620.

Electrical

FYE04 – Average $96.68/month proposed - $3,936 based on $328 per month
FYE05 – Average $114.00/month
FYE06 – Average $102.00/month
FYE07 – Average $114.00/month
FYE08 – Average $108.00/month
FYE09 – Average $99.96/month
FYE10 – Average $159.87/month
FYE11 – Average $185.31/month
FYE12 – Average $173.91/month
FYE13 – Average $178.28/month
FYE14 – Average $192.66/month
FYE15 – Average $189/month
FYE16 – Average $192.61/month
FYE17 - Average $230.21/month
FYE18 – Average $247.90/month
FYE19 – Average $299/month
FYE20 - Average $313/month

NOTE: The building serves not only as offices but as a working garage for water/sewer. Some equipment (such as emergency generator and other equipment) needs to be charged so the battery component will work when needed for emergencies. Also there is increased use of the space due to PW Director and Building Manager offices.

Telephone

FYE04 – Average $27.20/month proposed - $840 based on $70 per month

FYE05 - Average $21.94/month
FYE06 - Average $21.00/month
FYE07 - Average $84.90/month
FYE08 - Average $146.89/month
FYE09 – Average $96.54/month
FYE10 – Average $116.99/month
(continued next page)

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET				**DEPARTMENT**	
ACTUAL				**MANAGER**	
EST.				**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/08/2021**

ACCOUNT/TITLE: Utilities (page 2 of 2) **ACCOUNT #: 51.43200.620**

FYE11 – Average $107.53/month
FYE12 – Average $117.75/month
FYE13 - Average $150.69/month
FYE14 – Average $151.29/month
FYE15 – Average $113.76/month
FYE16 – Average $145.39/month
FYE17 - Average $105.74/month
FYE18 – Average $56.74/month
FYE19 – Average $83/month
FYE20 - Average $53/month

Total electrical and telephone = $3,936 + $840 = $4,776

Use $4,600

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	4,550	3,800	4,600	**DEPARTMENT**	4,600
ACTUAL	4,838	4,566		**MANAGER**	
EST.			4,600	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/09/2021**

ACCOUNT/TITLE: Natural Gas **ACCOUNT #: 51.43200.623**

DESCRIPTION OF ACTIVITY:

The Water/Sewer Department is now utilizing all of the old highway garage for a base of operations. This may slightly increase the costs for this line item.

FYE15	FYE16	FYE17	FYE18	FYE19	FYE20	AVG.
$1,208	$631	$816	$981	$1,031	$1,278	$991

The budget should be increased to $1,100 based on current history of expenditures.

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	1000	1,000	1,050	**DEPARTMENT**	1,100
ACTUAL	1,031	1,278		**MANAGER**	
EST.			1,100	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/09/2021**

ACCOUNT/TITLE: Machinery & Equipment **ACCOUNT #: 51.43200.741**

DESCRIPTION OF ACTIVITY:

New machinery and equipment is constantly being developed for utility work to save time and improve safety and operations. Items included in this account are for both water and sewer use. Equipment not used by both utilities continues to be budgeted separately.

Examples of items purchased in past years are:

Valve box, clean out tools, harness for lifting trench box, men working signs and bases, reflecting barricades, snap on cone signs, portable flood light with tripod, portable light backup, additional safety signs, barricades, hydrant and valve wrenches, hydrant flags for the winter, new sump pump hoses and the like.

a) For miscellaneous items as noted, budget at $1,000 based on long-term history of expenditures.

b) For FYE2021, the plan is to purchase a second small, trailer -mounted solar message board at a cost of $15,000. This will be purchased over a three year period. Use the $5000 from FYE21 for the first year. Use $5000 in FYE22 for the second year.

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	7,470	7,000	5,000	DEPARTMENT	6000
ACTUAL	1,850	1,716		MANAGER	
EST.			5,000	BOARD	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/09/2021**

ACCOUNT/TITLE: Vehicles **ACCOUNT #: 51.43200.742**

DESCRIPTION OF ACTIVITY:

Per discussion with the Finance Director, the cost of vehicle replacements is included within the system depreciation budget line item. That line item has been increased over previous years so that the vehicle replacement costs can come from those funds.

However, it is important to continue to track and plan for vehicle replacements. The schedule is shown indicating the years in which vehicles will be replaced, starting with FYE16 and ending with FYE25. The estimated cost of vehicle replacement is also shown, using an inflation factor from current costs of 3.5% per year.

In 2017, the three water-sewer vehicles were configured. The oldest vehicle, a 2003 Ford with number 604 was replaced by a new Dodge Ram 3500 1-Ton general utility pick-up. Some of the equipment that was on the older vehicle (hoist) and tool boxes were transferred to Truck #603, a 2014 Dodge 3500 with tool boxes. Truck # 605, a 2008 Dodge 3500 1-Ton was reconfigured and rehabilitated. A back cab was placed on the truck and equipped to hold spare sections of pipe, valves, repair clamps, etc. This truck is planned for lower use and housed inside, which should extend the life of the vehicle. This maintains the capability of the vehicles in the water/sewer fleet. The planned replacement cycle called for replacing Truck #605 in FYE2019 but this date has been pushed back until FYE2023. There does not appear to be any mechanical or maintenance issues with #605 that would require its replacement sooner than FYE2023.

ACTIVITY INDICATORS	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Estimated	FYE 2022 Proposed
Truck 604 (2017)	1	1	1	1
Truck 605 (replace in 2021 or later)	1	1	1	1
Truck 603 (2014)	1	1	1	1
Sewer Cleaner	1	1	1	1

SIGNIFICANT BUDGET CHANGES: Proposed vehicle replacement plan for next ten years (see attached). In water/sewer the vehicles are a depreciation expense; therefore the actual is "0" but the budget reflects the annual cost for vehicle replacement. Truck #105 was reconfigured and refurbished in 2019; postpone replacement until at least FY2023.

	FYE 2018	FYE 2019	FYE 2020		FYE 2021
BUDGET	0	0	0	**DEPARTMENT**	0
ACTUAL	0	0		**MANAGER**	
EST.			0	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/09/2021**

ACCOUNT/TITLE: Water Meter Purchases (Pg 1 of 2) **ACCOUNT #: 51.43200.743**

DESCRIPTION OF ACTIVITY:

This account includes all expenses related to purchase and installation of meters - individual 5/8" x 3/4" standard residential meters, larger meters in excess of 3/4", remote reading heads, meter wire, fittings, and other miscellaneous materials related to meter installations. The Town of Essex has approximately 3,531 meters within the water system.

In 2009, the Town began the process of upgrading the water metering system throughout the Town to a new radio read technology. As of March 2021, the Department has replaced a total of 3,427 meters. The meter upgrade is nearly 96.7% complete. There remains 118 existing residential water meters to be upgraded. The remaining meters will be slow in completing due to location and recalcitrant users who either refuse to communicate or disagree with the installation of the new meter technology.

With the number of new meters on hand, a small number of new meters will be purchased in FYE2022. On-hand inventory and a limited supply of new meters will be sufficient to complete the upgrade and provide a sufficient number of meters for new connections coming online.

A) Meter Costs:

radio read meters ($240/meter x 24 meters)	$ 5,760
meter registers ($195/head x 30 heads)	$ 5,850
non-standard meters	
NOTE: 3 – 1" meters ($420)	$ 1,260
2 – 1 1/2" meter ($570)	$ 1,140
2 - 2" compound meter ($2400)	$ 4,800
Total	$18,810

B) Contract Meter Installation Costs:

Starting in FYE13, contract services were used to assist the Town in meter installations. Contract services will continue to be utilized, but on a continued reduced scale from previous years. The

Town will continue to use contractors to install large meters.

It is important that the Town continue the meter replacement program in FYE22.

To continue the meter conversions in FYE22, costs are estimated at $2,500 for contractor installation services (50% of the budgeted amount in FY21).

Contract meter installation costs: $2,500

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET				**DEPARTMENT**	
ACTUAL				**MANAGER**	
EST.				**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water & Sewer **DATE: 02/09/2022**

ACCOUNT/TITLE: Water Meter Purchases (Pg 2 of 2) ACCOUNT #: 51.43200.743

	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Estimated	FYE 2022 Proposed
ACTIVITY INDICATORS				

Number of meters installed	80	65	68	69

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	34,000	41,620	18,940	**DEPARTMENT**	21,310
ACTUAL	35,661	31,977		**MANAGER**	
EST.			20,000	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water **DATE: 02/09/2021**

ACCOUNT/TITLE: Water Purchase - CWD (Pg 1 of 3) **ACCOUNT #: 51.43201.411**

DESCRIPTION OF ACTIVITY: The history of purchase from CWD over the past 16 years is shown broken into six month segments on an average daily usage basis:

Dates	Average Gallons Used Per Day
January 2001 – December 2001	886,327
January 2002 – December 2002	882,521
January 2003 – December 2003	924,482
January 2004 – December 2004	825,137
January 2005 – December 2005	843,507
January 2006 – December 2006	827,939
January 2007 - December 2007	745,370
January 2008 - December 2008	760,035
January 2009 – December 2009	736,188
January 2010 – June 2010	713,251
July 2010 – December 2010	832,655
January 2011 – June 2011	788,813
July 2011 – December 2011	766,428
January 2012 – June 2012	733,304
July 2012 – December 2012	759,914
January 2013 – June 2013	750,186
July 2013 – December 2013	749,178
January 2014 – June 2014	782,645
July 2014 – December 2014	765,136
January 2015 - June 2015	758,472
July 2015 - December 2015	762,425
January 2016 – June 2016	735,812
July 2016 – December 2016	813,013 (very dry summer)
January 2017 –June 2017	746,717
July 2017 – December 2017	764,142

January 2018 – June 2018	719,280
July 2018 – December 2018	752,214
January 2019 – June 2019	772,380
July 2019 – December 2019	743,947
January 2020- June 2020	789,462
July 2020-December 2020	757,382

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET				**DEPARTMENT**	
ACTUAL				**MANAGER**	
EST.				**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water **DATE: 02/09/2021**

ACCOUNT/TITLE: Water Purchase - CWD (Pg 2 of 3) **ACCOUNT #: 51.43201.411**

The following numbers reflect the average use over the indicated period:

Avg. for 2020	773,422 gpd
Avg. past two years	765,793 gpd
Avg. past three years	755,778 gpd

Combination of average of two highest six month periods in last six billing cycles = 780,921 gpd.
Combination of average of two lowest six month periods in last six billing cycles = 731,614 gpd.

It is recommended that the estimated CWD purchase for FYE21 be set at 750,000gpd.

CWD has approved a budget for FYE22 at an increased rate of $2.392/1000 gallons effective 1 July 2021. This represents a 3.42% increase. At this rate, the budget for water purchased for FYE22 is estimated at:

750,000 gpd x 365 days x $2.392/1,000 gal. = (1) $654,810

The State of Vermont water supply tax must be added to this at $.0572/1,000 gal. This is the rate to be charged by VANR after July 1, 2018.

750,000 gpd x 365 days x $.0572/1,000 gal. = (2) $15,659

First water tank construction (20 year bond repayment) - west end (3) $5,635
(last payment 12/1/2024) (see attached)

Second water tank construction: The new water tank in Colchester has been completed and is on line. The Town now has a total allocation capacity of 466,340 gpd in this system with capacity for future economic development in the west end of Town. The fifth bond repayment (2022) = (4) $18,671

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET				**DEPARTMENT**	
ACTUAL				**MANAGER**	
EST.				**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water **DATE: 02/09/2021**

ACCOUNT/TITLE: Water Purchase - CWD (Pg 3 of 3) **ACCOUNT #: 51.43201.411**

Consumer Confidence Report (EPA requirement; produced by CWD for member communities) (5) $1,300
$1,491 in FY08, $1,390.13 in FY09
$1,287 in FY10, $1,244 in FY11,
$1,258 in FY12, $1,312 in FY13
$1,191 in FY14, $1,288 in FYE15
$1318 in FY16, $1343 in FYE17,
$1,198, $1,248 in FY19, $1278 in FY20)

Total (1 through 5) $696,075

Use $696,000

	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Estimated	FYE 2022 Proposed
ACTIVITY INDICATORS				
Water Accounts	3538	3574	3600	3635

RELATED REVENUES

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	651,265	667,245	654,000	DEPARTMENT	696,000
ACTUAL	636,135	672,698		MANAGER	
EST.			670,000	BOARD	

"OPTION B – 1"

Alternate Funding Formula for Twin Tank at Water Tower Hill Based on Present Day Usage for Proportional Funding of Project by All Service Systems.

The following table calculates all five served systems within this tank's service zone financially contributing the same present day flow proportional amount toward the total project cost of $450,000 for the Twin Tank.

FLOW PROPORTIONAL FUNDING FOR ALL SYSTEMS

Served Water System	Present Day Usage	Percent of Total Flow	Flow Proportional Allocation
Winooski	0.54 mgd	42.9%	$193,050
Colchester FD #3 (High Pressure Zone)	0.18 mgd	14.3%	$64,350
Colchester FD #1	0.12 mgd	9.5%	$42,750

CWD Retail	0.13 mgd	10.3%	$46,350
Essex Town (Low Pressure Zone)	0.29 mgd	25.4%	$103,500
Totals	**1.26 mgd**	**100%**	**$403,500**

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water **DATE: 02/09/2021**

Repairs & Maintenance

ACCOUNT/TITLE: Services - System General **ACCOUNT #: 51.43201.430**

DESCRIPTION OF ACTIVITY: This line item includes all the outside services used to repair and maintain the water system, not including repair services for water buildings or vehicles. This account is used for outside contractor utilization - such as digging for a water break when our equipment is down or committed elsewhere, hydrant repair by an outside contractor, site restoration after water breaks, etc.

The average over the seven years prior to FYE15 was $7,188. Over the past six years, the cost averaged $32,240 per year. This line item can fluctuate greatly with little control over costs.

In FYE19 and FYE20, costs were much lower due to the limited number of water breaks.

In FYE21 and FYE22, the Town intends to apply for a water loss investigation grant from the State to help reduce its water loss rate. The Town participated in a satellite study sponsored by CWD through a company named UTILYS, which identified specific locations in the Town where there appeared to be the potential for a water leak due to saturated soils adjacent to the pipes. One location was found to be accurate during a recent water break incident in the Fort. Once a potential leak is discovered through more accurate in-ground detection and verification, it will need to be dug up and repaired. Funds need to be set aside for this grant and the start of the actual repairs. An amount of $10,000 is requested for the initiation of this work.

Due to the uncertain nature of repairs and maintenance from year to year, it is recommended that the budget routine annual repairs be set at $25,000. Costs already inFYE21 are approaching $50,000 for the year.

FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Estimated	FYE 2022 Proposed

ACTIVITY INDICATORS

miles of Town (+ private) waterline	61.77	61.57	62	63
number of Town (+ private) hydrants	511	525	530	535
number of Town (+ private) valves	1033	1099	1040	1050
number of Town (+private) curb stops	1161	1193	1200	1220

Note: Numbers include private and public.

SIGNIFICANT BUDGET CHANGES: Efforts to increase hydrant painting began in FYE19 and will continue into FYE2022 and FYE2023.

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	28,000	28,000	25,000	**DEPARTMENT**	25,000
ACTUAL	11,011	16,952		**MANAGER**	
EST.			25,000	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water **DATE: 02/09/2021**

ACCOUNT/TITLE: Repairs & Maintenance Supplies - System General **ACCOUNT #: 51.43201.431**

DESCRIPTION OF ACTIVITY: This line item includes all the supplies necessary to repair and maintain the water system, not including supplies for water meters, water buildings maintenance or vehicles. The item has been subdivided into four sub-components based on previous years' expenditures.

	FYE16	FYE17	FYE18	FYE19	FYE20	AVG
1). waterline pipe, couplings, valves saddles, flanges	$5,149	$6,390	$7,950	$3,140	$2408	$5,007
2). hydrants, hydrant repair, parts, flags, hoses, hydrant antifreeze	$4,238	$5,174	$2,486	$5,099	$6700	$4,739
3) site repairs (fill, topsoil, curbs, etc.)	$671	$894	$1,880	$309	$504	$852
4). other batteries, hoses, small purchases,	$369	$777	$3,513	$115	$180	$991

paint, adapters,
grade stakes,
paver risers

$10,427	$12,290	$15,829	$8,663	$9,792	$11,400

The average expenditure over the past twelve years has been $10,414; $13,076 over the past five years.

I recommend the budget be reduced to $11,500 based on the history of expenditures.

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	11,600	13,000	13,000	**DEPARTMENT**	11,500
ACTUAL	8,663	9,792		**MANAGER**	
EST.				**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water **DATE: 02/09/2021**

ACCOUNT/TITLE: Workers Comp/Insurance **ACCOUNT #: 51.43201.520**

DESCRIPTION OF ACTIVITY:
In the general fund, these items are covered within the Finance Department budget. However, because the Water/Sewer accounts are enterprise funds, a separate line item has been established.

Insurance and workers comp estimate at $10,082

FYE15 . . . . . . $ 9,199
FYE16 . . . . . . $ 8,942
FYE17 . . . . . . $ 9,345
FYE18 . . . . . . $10,194
FYE19. . . . . . $ 9,153
FYE20………..$9,317
FYE21……….$10,082
FYE22……….$10,082

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	9,500	9,500	10,082	**DEPARTMENT**	10,082
ACTUAL	9,153	9,317		**MANAGER**	
EST.			10,082	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water **DATE: 02/09/2021**

ACCOUNT/TITLE: Dues, Subscriptions, Meetings **ACCOUNT #: 51.43201.560**

DESCRIPTION OF ACTIVITY:

1). American Water Works Association and New England Water Works annual membership (Dennis Lutz) ($413 in FY12, $413 in FY13, $413 in FY14, $603 In FY15, $413 in FY16, $420 in FY17, $583 in FY18, $683 in FYE19) — $ 700

2). Green Mountain Water and Environmental Association Dues & Meetings) ($395 in FY12, $465 in FY13, $760 in FY14, $650 in FY15, $1,778 in FY16, $563 in FY17, $1,290 in FY18, $780 in FY19, $570 in FY20) — $850

3). The Town has 6 licensed Class D operators (Distribution System license). This license requires a minimum of 20 "contract hours" of State-approved training per operator over a three-year time frame. Each operator will have to complete 20 hours of water systems related training before June 30, 2023). — $1,200

4). Vermont Rural Water Association annual membership dues and training ($335 in FY10, $382 in FY11, $350 in FY12, $350 in FY13, $473 in FY15, $523 in FY16, $563 in FY17, $701 in FY18, $561 in FY19, $499 in FY20) — $ 700

5). References, standards, manuals, etc. ($132 in FY14, $602 in FY15, $681 in FY16, $230 in FY17, $406 in FY18, $100 in FY19 — $ 300

Total $3,750

FYE15	FYE16	FYE17	FYE18	FYE19	FYE20	Avg. for 6 years
$2,533	$3,675	$2,618	$3,771	$4,059	$2541	$3,200

	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Estimated	FYE 2022 Proposed
ACTIVITY INDICATORS				
Number of licensed Operators	6	6	6	6

SIGNIFICANT BUDGET CHANGES: The education budget needs to increase to the proposed level to insure that all of the Town water system operators are qualified for the class "D" operator license. They also receive 9training which is applicable to wastewater as well as water systems.

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	3,800	5,000	3,900	**DEPARTMENT**	3,750
ACTUAL	4,059	2,541		**MANAGER**	
EST.			3,900	**BOARD**	

BUDGET REQUEST FORM

FYE 2022

DEPARTMENT: Water **DATE: 02/09/2021**

ACCOUNT/TITLE: Other Purchased Services **ACCOUNT # : 51.43201.570**

DESCRIPTION OF ACTIVITY:

This account was used in previous years for many items that are now included specifically in other line items within the budget. The water permit fee to the State, system repairs, etc. all came from this account.

1. Water program updates are needed each year ($766 in FYE16, $782 in FYE17, $792 in FYE18, $400 in FY19 $0 in FYE20). Use $400.

2. Acoustic testing will be used to try and locate leaks in the system. This will continue into FYE21 & FYE22. This is separate from work under the proposed State grant. Use $800

3. Certain items such as safety-related purchases, one-time items not identified elsewhere such as special pass-through costs by CWD for services, calibration and repair of specialized equipment, waste disposal should still be funded from this account. In FYE14, the cost was $4,444; in FYE15, the cost was $1393; in FYE16, the cost was $0, in FYE17, $1185, $0 in FYE18, $100 in FYE19, $0 in FYE20). Use $300

Sum 1 through 3 = $1,500

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	5,800	5,800	1,500	**DEPARTMENT**	1,500
ACTUAL	547	0		**MANAGER**	
EST.			1,000	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water **DATE: 02/09/2021**

ACCOUNT/TITLE: Machinery & Equipment **ACCOUNT #: 51.43201.741**

DESCRIPTION OF ACTIVITY:

Minor purchases were made from this account in FYE15 totaling $180. Recommend that this account be funded at zero ($0). Any minor item previously purchased under this line item can be purchased under other line items.

Use $0

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	0	0	0	**DEPARTMENT**	0
ACTUAL	0	0		**MANAGER**	
EST.			0	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Water: **DATE: 02/09/2021**

ACCOUNT/TITLE: System Stabilization Fund **ACCOUNT #: 51.43201.750**

DESCRIPTION OF ACTIVITY:
This account was previously named "Depreciation Fund". The term was used to identify funds for system replacement/stabilization which approximated the funds identified by accountants for depreciation of the water system. The term "System Stabilization" will now be used as it better describes the purpose and use of the funds. In effect, funds are being set aside to replace and improve existing components of the water system. Historically this line item was underfunded prior to FYE13.

Historically, the cost of new assets has been included in the budget in the year of intended purchase. While this approach worked for vehicles and other equipment, it did not recognize the ultimate cost of replacing aging infrastructure which results in the need to borrow for large projects.

Total system stabilization funds for the water system booked in previous years was as follows:

Budget Year	Budgeted System Stabilization
FYE10	$45,000
FYE11	$50,000
FYE12	$97,500
FYE13	$136,000
FYE14	$148,000
FYE15	$138,000
FYE16	$138,000
FYE17	$130,000
FYE18	$125,000
FYE19	$150,000
FYE20	$158,000

FYE21	$160,000
FYE22	$160,000

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	150,000	158,000	160,000	**DEPARTMENT**	160,000
ACTUAL	157,747	156,507		**MANAGER**	
EST.			160,000	**BOARD**	

BUDGET REQUEST FORM
FYE 2020

DEPARTMENT: Water **DATE: 02/19/2019**

ACCOUNT/TITLE: Interest **ACCOUNT #: 51.43201.805**

DESCRIPTION OF ACTIVITY:

The water, enterprise fund is very close to operating in a balanced condition due to a number of reasons outlined in the overall budget narrative. This account is necessary to account for small interest expenses needed to meet current levels of overall expenditures.

In recent years, the cash deficit has been reduced and with historically low interest rates, this line item went down in FYE2012 from $5,000 budgeted to $0 in FYE2016 through FYE2019.

The proposed FYE2022 amount remains at zero based on the financial strength of the water account.

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	0	0	0	**DEPARTMENT**	0
ACTUAL	0	0		**MANAGER**	
EST.			0	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Sewer **DATE: 02/10/2021**

ACCOUNT/TITLE: Professional Services **ACCOUNT #: 51.43202.330**

DESCRIPTION OF ACTIVITY:

Funding for professional services should be maintained for:

(1) pump station operation optimization studies
(2) I/I testing and analysis
(3) checks on flow metering
(4) odor complaints at the discharge point for the Alder Brook force main.
(5) Funds are needed to support a Study of the Lang Farm Pump Station and an alternate route to transmit wastewater through the Village. This Study was identified as a needed element of the Town Center Study. It is estimated to cost on the order of $6,500. The costs will be spread out between FYE20 and FYE21.

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	3,000	2,500	2,500	DEPARTMENT	2,500
ACTUAL	6,367	0		MANAGER	
EST.			2,500	BOARD	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Sewer **DATE: 02/19/2021**

ACCOUNT/TITLE: Sewage Treatment - Village (Pg 1 of 3) ACCOUNT #: 51.43202.411

DESCRIPTION OF ACTIVITY: The history of sewage flows generated within the service area is reflected on the attached chart. There is a fluctuation from year to year, somewhat influenced by infiltration/inflow but also affected by water use (meter readings/weather).

In every year, budget estimates include the projected connection of approved new users. Often, the connections occur at a slower pace than anticipated due to the time necessary to complete projects. It should be noted that (1) connection fees are paid at the initiation of construction but actual wastewater flows discharged into the Town sewer system may lag up to 12 to 18 months later (2) adding wastewater flows from new connections does not automatically increase the yearly wastewater flow by the same amount. The actual average daily flows are influenced by new connections, weather (infiltration/inflow) and fluctuation in commercial use.

Following is a summary of expected FYE2022 new connections:

FYE2022 Anticipated Connections/Flows:

Pinewood Section H (2 houses)	400 GPD	partial development
Chase Gardens (3 duplex @ 280 gpd))	840 GPD	partial development
2 Essex Way	900 GPD	
Pinecrest Drive Housing	2,000 GPD	
Streamside Village (10 houses)	2,000 GPD	
Total:	6,140 GPD	Use 3,000 GPD

For the **FYE2022 Commercial & Residential estimated new connection value use 3,000 GPD.** The flows to the Village vary significantly year to year. Metering of sewage is always more difficult to measure accurately because it is gravity and the presence of solids in the liquid causes inaccuracies. In addition, sewer systems are subject to varying levels of infiltration/inflow.

For comparison purposes, the average daily flow over the past five years has been 457,025 GPD. Over two years the number is 485,546 GPD. In FYE21, an estimated billable flow was 448,000 GPD. For FYE22, use 451,000 GPD as the number.

Sum of anticipated new sewage flows for FYE2022:	3,000 GPD
Estimated base existing	451,000 GPD
	454,000 GPD

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Sewer **DATE: 02/19/2021**

ACCOUNT/TITLE: Sewage Treatment - Village (Pg 2 of 3) **ACCOUNT #: 51.43202.411**

The Village of Essex Junction sets the rate for wastewater treatment. The rate in FYE2021 was \$3.205/1,000 gallons. The rate proposed for FYE2022 is \$3.235/1,000 gallons. The history of rate increase in wastewater rates from the Village has been:

Year	Percentage Increase Over Previous Year
FYE08	6.8%
FYE09	0%
FYE10	17.8%
FYE11	15%
FYE12	6%
FYE13	7%
FYE14	4.5%
FYE15	4%
FYE16	2.2%
FYE17	3.8%
FYE18	4.3%
FYE19	4.2%
FYE20	5.7%
FYE21	1.6%
FY22	.09%

The amount to be budgeted for wastewater treatment is therefore:

454,000gpd x 365 days x $3.235/1,000 gallons = $536,072

Use $536,072

In FYE2000, the Village identified a contract provision that required the Town to proportionately share in the cost of maintenance of sewer lines and pump stations based on flow, for those lines in the Village that are jointly shared. This agreement goes back to the early 1980's and until the last few years costs were not charged. Costs are now being allocated and following is an estimate of the amount: ($15,227 in FYE05, $13,720 in FYE06, $16,137 in FYE07, $18,116 in FYE09, $29,988 in FYE10, $37,411 in FYE11, $31,270 in FYE12, $32,666 in FY13, $35,735 in FYE14; $44,120 in FYE15; $48,659; in FYE16, $48,657, $43,275 in FYE18, $41,094 in FYE19; $43,032 in FYE20)).

For FYE22, the cost is estimated to be $45,000.

	FYE 2018	**FYE 2019**	**FYE 2020**		**FYE 2021**
BUDGET				**DEPARTMENT**	
ACTUAL				**MANAGER**	
EST.				**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Sewer **DATE: 02/19/2021**

ACCOUNT/TITLE: Sewage Treatment - Village (Pg 3 of 3) **ACCOUNT #: 51.43202.411**

Summary: The total budget line item is:

Village treatment	$536,072	
P/S and system shared costs	$ 45,000	
	$ 581,072	Use $581,000

	FYE 2019 Actual	**FYE 2020 Actual**	**FYE 2021 Estimated**	**FYE 2022 Proposed**
ACTIVITY INDICATORS				
Number of connections (accounts	2,368	2,385	2,400	2,430

RELATED REVENUES

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	557,000	580,000	570,000	DEPARTMENT	581,000
ACTUAL	518,373	530,736		MANAGER	
EST.			570,000	BOARD	

Table 6-1
Essex Sewer Flow History

Period	Avg.Flows Gallon/Day	Year to Year Gallons/day Change	% Change
May 84 to Dec 85	191,079		N/A
Jan 86 to Dec 86	264,288	73,209	38 %
Jan 87 to Dec 87	258,588	- 5,700	- 2 %
Jan 88 to Dec 88	296,027	37,439	14 %
Jan 89 to Dec 89	354,378	58,351	20 %
Jan 90 to Dec 90	431,276	76,898	22 %
Jan 91 to Dec 91	459,541	28,265	6.5 %
Jan 92 to Dec 92	437,234	-22,307	- 5 %
Jan 93 to Dec 93	464,477	27,243	6 %
Jan 94 to Dec 94	484,299	19,822	4 %
Jan 95 to Dec 95	488,022	3,723	1 %
Jan 96 to Dec 96	532,108	44,086	9 %
Jan 97 to Dec 97	502,176	-29,932	- 6 %
Jan 98 to Dec 98	567,763	65,587	+ 13 %
Jan 99 to Dec 99	507,095	-60,668	- 11 %
Jan 00 to Dec 00	537,933	30,838	6.1%
Jan 01 to Dec 01	487,200	-50,733	- 9.4%
Jan 02 to Dec 02	532,056	+44,856	9.2%
Jan 03 to Dec 03	540,658	+ 8,602	1.6%

Jan 04 to Dec 04	589,883	+49,225	9.1%
Jan 05 to Dec 05	579,498	-10,385	- 1.8%
Jan 06 to Dec 06	624,004	+44,507	+ 7.6%
Jan 07 to Dec 07	559,052	-64,952	- 10%
Jan 08 to Dec 08	532,301	-46,735	- 8.3%
Jan 09 to Dec 09	511,155	-21,146	- 4.0%
Jan 10 to Dec 10	446,119	-65,036	-12.7%
Jan 11 to Dec 11	487,584	+41,465	+ 8.5%
Jan 12 to Dec 12	475,047	-12,537	-2.6%
Jan 13 to Dec 13	529,133	+54,086	+ 11%
Jan 14 to Dec 14	462,942	-66,191	- 12%
Jan 15 to Dec 15	428,502	-34,440	- 7%
Jan 16 to Dec 16	423,233	-5,269	- 1%
Jan17 to Dec 17	441,768	+18,535	+4.4%
Jan 18 to Dec18	449,033	+7,765	+1.6%
Jan 19 to Dec19	502,497	+53,464	+12%
Jan 20 to Dec 20	468,595	-33,902	-6.7%

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Sewer **DATE: 02/10/2021**
Repairs & Maintenance
ACCOUNT/TITLE: Services - System General **ACCOUNT #: 51.43202.430**

DESCRIPTION OF ACTIVITY:

1) This line item includes all the outside services used to repair and maintain the sewer system, not including repair services for sewer buildings or vehicles. This account is used for outside contractor utilization such as line jetting and vacuum truck service for sewer backups, wet well cleaning, root removal, and pump station repairs. As the age of the system increases, so will the repair and maintenance costs.

The average over seventeen years is $23,898
The average over the past four years is $30,006

Use $25,000

2) Thirteen of the Town's sixteen wastewater pumping stations are metal stations (with cathodic protection). At least six of the stations are over 30 years old. Although the stations have been well-maintained over time, there is a need to weld, patch and paint many of the station dry wells to help protect against future corrosion. Because the work is site specific, the recommendation is to budget $7,000 this year to start the process and do as many stations as can be funded. Costs will need to be set aside in future budgets to continue this process, once a track record of costs can be developed.

Use $4,000

Total 1) and 2) = $29,000

ACTIVITY INDICATORS	**FYE 2019 Actual**	**FYE 2020 Actual**	**FYE 2021 Estimated**	**FYE 2022 Proposed**
Miles of gravity lines (includes private)	31	31	31.5	32
Miles of force main (includes private)	9.7	11.32	11.75	12
Manhole (includes private)	939	972	1000	1020
Pump Stations	15	16	16	17

SIGNIFICANT BUDGET CHANGES: Costs for FYE19 exceeded the budget due to force main issues at the Lang Farm Pump Station. That cost totaled $39,158.31.

	FYE 2019	**FYE 2020**	**FYE 2021**		**FYE 2022**
BUDGET	31,000	31,000	29,000	**DEPARTMENT**	29,000
ACTUAL	66,390	22,489		**MANAGER**	
EST.			29,000	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: **Sewer Repairs/Maintenance** **DATE: 02/10/2021**

ACCOUNT/TITLE: Supplies - System General **ACCOUNT #: 51.43202.431**

DESCRIPTION OF ACTIVITY:

This line item includes all the supplies necessary to repair and maintain the sewer system, not including supplies for sewer buildings maintenance or vehicles. Typical items include manhole risers and pump station repair parts.

The average expenditures in the account over the past eighteen years was $10,711. The average expenditure for the past four years has been $19,804.

The large expense in FYE2020 was due to the need to adda third pump at the Alder lane Pump Station at a cost of $29,219. In addition, replacement parts at other pump stations cost $4681. Although these were one time costs, these costs are likely to increase as the systems age -- a significant number of the pumps are over 35 years old.

This line item should be increased to $14,000

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	**FYE 2020**	**FYE 2021**		**FYE 2022**
BUDGET	14,000	11,000	11,000	**DEPARTMENT**	14,000
ACTUAL	14,488	44,769		**MANAGER**	

EST.			13,000	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Sewer **DATE: 02/010/2021**

ACCOUNT/TITLE: Workers Comp/Insurance **ACCOUNT #: 51.43202.520**

DESCRIPTION OF ACTIVITY:

In the general fund, these items are covered within the Finance Department budget. However, because the Water/Sewer accounts are enterprise funds, a separate line item has been established. The past years workman's comp is as follows:

	Actual
FY2017	$ 7,425
FY2018	$17,808
FY2019	$15,288
FY2020	$14,401
FY2021	$15,500

For the FYE22 budget, use $15,500 for insurance and workers comp.

Use $15,500

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	**FYE 2020**	**FYE 2021**		**FYE 2022**
BUDGET	16,000	16,000	15,500	**DEPARTMENT**	15,500
ACTUAL	15,288	14,401		**MANAGER**	

EST.			15,500	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Sewer **DATE: 02/10/2021**

ACCOUNT/TITLE: Dues, Subscriptions, Meetings **ACCOUNT #: 51.43202.560**

DESCRIPTION OF ACTIVITY:

This account covers portions of membership dues for GMWEA and APWA, subscriptions to relevant trade journals and technical training. Because of the potential for death or illness due to improper confined space entry or pathogen exposure, it is critical that all sewer employees receive sufficient training to maintain proficiency in these areas. This account also helps keep employees aware of technology changes that may help reduce operating costs.

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	**FYE 2020**	**FYE 2021**		**FYE 2022**
BUDGET	1,000	1,000	700	**DEPARTMENT**	800
ACTUAL	434	1.051		**MANAGER**	

EST.			700	BOARD	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: **Sewer** **DATE: 02/10/2021**

ACCOUNT/TITLE: Other Purchased Services (Pg.1 of 2) **ACCOUNT #: 51.43202.570**

DESCRIPTION OF ACTIVITY: This line item is used for other purchased services that are not specifically covered under other line items, such as:

		Budget
1.	Waste Disposal (oil/debris from maintenance facility & septic waste)	$ 500
2.	Security Management/alarms contract/fire alarms ($3,043 in FY14, $4,276 in FY15, $4370 in FY16, $5,129 in FY17, $4,438 in FY18, $1,462 in FY19, $6595 in FY20)	$4,200
3.	Misc. (testing, internet, etc.) ($180 in FY07, $0 in FY08, ,$1,120 in FY09, $220 in FY10, $175 in FY11, $140 in FY12, $416 in FY13, $0 in FY14 and FY15, $35 in FY16, $180 in FY17, $186 in FY18, $1,005 in FY19,	$ 300
4.	Safety Training	$ 200
5.	Service on Gas Detector	$ 400
6.	Vaccination of employees	$ 100
7.	Generator repairs and services ($3,713 in FY12, $893 in FY13, $2,864 in FY14, $2,979 in FY15, $2,329 in FY16, $2,501 in FY17 $2,670 in FY18, $2,183 in FY19, $5797 in FY20)	$2,600
8.	Lease on sewer easement to Central Vermont Properties ($240/year)	$ 120

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET				DEPARTMENT	

ACTUAL				MANAGER	
EST.				BOARD	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Sewer **DATE: 02/10/2021**

ACCOUNT/TITLE: Other Purchased Services (Pg.2 of 2) **ACCOUNT #: 51.43202.570**

9. Repairs - - Pump Stations (Stonkus, Wedco, alarms)
$10,667 in FY11, $2,856 in FY12, $1,168 in FY13
$11,801 in FY14, $16,141; in FY15, $3,980 in FY16,
$7420 in FY17, $5,395 in FY18, $20,983 in FY19,
$ 18,054 in FY20) Avg $9,847 $11,000

Total $19,420

Budget $19,420

	FYE 2019 Actual	FYE 2020 Actual	FYE 2021 Estimated	FYE 2022 Proposed
ACTIVITY INDICATORS				
# of critical pump stations	3	3	4	4
# of other pump stations	12	13	16	16
RELATED REVENUES				

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022

BUDGET	18,500	17,000	18,250	**DEPARTMENT**	19,420
ACTUAL	25,707	32,695		**MANAGER**	
EST.			18,250	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: **Sewer** **DATE: 02/10/2021**

ACCOUNT/TITLE: Utilities **ACCOUNT #: 51.43202.620**

DESCRIPTION OF ACTIVITY:
In addition to utility expenses incurred for the base of operations at the old highway garage, the department also incurs utility costs at 16 sewer-pumping stations. With the exception of Alder Brook Pump Station, all stations utilize electrical service for pump operation, heating and ventilation. The Alder Brook Pump station utilizes electricity for normal operations and ventilation, but uses oil for heating and emergency power generation.

Costs incurred were as follows:

	FYE16	FYE17	FYE18	FYE19	FYE20	FY21 (est)	BUDGET
Electricity	$39,975	$39,822	$45,719	$45,005	$51,589	$53,500	$54,000
Telephone (for alarms)	$4,206	$3,660	$4,285	$4,405	$4,357	$4,600	$4,600
Fuel (Alder Brook	$ 1,987	$1,301	$1,617	$ 490	$1,009	$1,200	$1,200
& Alder Lane Generators) /Gas	$45,622	$45,408	$51,741	$49,809	56,955	$59,300	$59,800

Note: A payment was made to the VT League of Cities and Towns in the amount of $9,163 for insurance (workman's comp) and inadvertently charged to this account in FYE17.

Use $59,800 as a budget figure

SIGNIFICANT BUDGET CHANGES: Two new pump stations will be online by FY2021, increasing the costs for electricity and alarms/telephones.

	FYE 2019	**FYE 20120**	**FYE 2021**		**FYE 2022**

BUDGET	48,000	53,400	53,600	**DEPARTMENT**	59,800
ACTUAL	52,172	56,955		**MANAGER**	
EST.			53,400	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Sewer **DATE: 02/10/2021**

ACCOUNT/TITLE: Machinery & Equipment **ACCOUNT #: 51.43202.741**

DESCRIPTION OF ACTIVITY: This line item is for equipment/machinery that is designated for exclusive use by the sewer department.

The Town currently has a significant inventory of specialized equipment for the sewer system, ranging from small pumps to the tow-behind sewer cleaner with a lot of different attachments for use in cleaning the sewer system. There are portable lighting systems, equipment for working in confined spaces, hazardous chemical monitors and the like. Funds need to be allocated each year to replace equipment as it extends beyond its useful life or becomes inoperable.

Although the funds in this account were not expended in FYE16 or FYE17, they were in FYE18 in the amount of $12,285.

It is recommended that the budget be maintained at $4,000.

-

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	8,000	8,000	4,000	**DEPARTMENT**	4,000
ACTUAL	477	0		**MANAGER**	
EST.			4,000	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Sewer **DATE: 02/19/2020**

ACCOUNT/TITLE: Flow Meter Systems **ACCOUNT #: 51.43202.743**

DESCRIPTION OF ACTIVITY:

This line item is for flow metering equipment that is designated for exclusive use by the sewer department.

With the flow metering equipment between the Village and the Town, it is important that the units be checked and calibrated a number of times in the year. A third-party engineer has been used to check and certify that the unit(s) are recording flow accurately. This work item is essential to ensuring that billings between the Village and Town are accurate. Other portable flow measuring devices will be used to check flows from other contributing points in the system.

The average costs for FYE2011 through FYE2015 was $4,841. Costs were zero in FYE16, but averaged $3,116 for FEY17 and FYE18. Costs were $1,126 in FYE19. The average costs over ten years is $3,401. Use $3,400

SIGNIFICANT BUDGET CHANGES:

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	4,800	4,800	3,500	DEPARTMENT	3,400
ACTUAL	5,645	2,449		MANAGER	
EST.			3,400	BOARD	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Sewer **DATE: 02/10/2021**

ACCOUNT/TITLE: System Stabilization Fund **ACCOUNT #: 51.43202.750**

DESCRIPTION OF ACTIVITY:

This account was previously named “Depreciation Fund”. The term was used to identify funds for system replacement/stabilization which approximated the funds identified by accountants for depreciation of the sewer system. The term “System Stabilization” will now be used as it better describes the purpose and use of the funds. In effect, funds are being set aside to replace and improve existing components of the sewer system. Historically this line item was underfunded prior to FYE13.

Historically, the cost of new assets has been included in the budget in the year of intended purchase. While this approach worked for vehicles and other equipment, it did not recognize the ultimate cost of replacing aging infrastructure which results in the need to borrow for large projects.

In 1997 the Hamlin study identified the need to budget for system replacement of specific infrastructure. Beginning in 1998 the budget included a small amount ($18,750) for this purpose. That amount was increased over time but for many years the amount remained well below the actual amount that should be set aside for this purpose each year.

Total system stabilization costs for the sewer system booked in previous years was as follows:

Budget Year	Budgeted System Stabilization
FYE10	$40,000
FYE11	$45,000
FYE12	$97,500
FYE13	$136,000
FYE14	$148,000
FYE15	$158,000
FYE16	$158,000
FYE17	$166,000
FYE18	$175,000
FYE19	$150,000
FYE20	$158,000
FYE21	$160,000
FYE22	$160,000

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	150,000	158,000	160,000	**DEPARTMENT**	160,000
ACTUAL	157,747	156,507		**MANAGER**	
EST.			160,000	**BOARD**	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Sewer **DATE: 02/10/2021**

ACCOUNT/TITLE: Interest **ACCOUNT #: 51.43202.805**

DESCRIPTION OF ACTIVITY:

This line item includes interest on the bonded debt of the Sewer system, as listed below, and includes the interest expense on borrowed funds needed to meet the operating needs of the fund as the Water / Sewer enterprise fund continues to operate in a deficit cash position due to a number of reasons outlined in the overall budget narrative.

In recent years the cash deficit has been reduced and with historically low interest rates this line item went down starting in FYE 2012. No interest expense is carried against the non-bond system operating expenses.

Bonded Interest:

Alder Brook Pump Station upgrade (Note: This is the 10th year of a 20 year note; the interest payment decreases every year)	$3,294

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	3,900	3,575	3,575	DEPARTMENT	3,294
ACTUAL	3,924	3,720		MANAGER	
EST.			3,575	BOARD	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Sewer **DATE: 02/10/2021**

ACCOUNT/TITLE: Bond Repayment **ACCOUNT #: 51.43202.806**

DESCRIPTION OF ACTIVITY:

In the past, bond repayment costs were recovered through a specific Capital Charge "CN" based on the size and type of user. When the original sewer system debt was retired in 2004 this charge was eliminated and bills were based solely on usage. Since the elimination of the "CN" charge, sewer initiation fees were designated and used to cover these costs with any excess over the bond costs being used to reduce the system debt or set-aside for future improvements.

The Town currently has one bond outstanding solely for work within the Town's wastewater system – the Alder Brook Pump Station bond note running from 2012 to 2031. The principal of this note is actually "expensed" under sewer depreciation and the interest under account #51-43202.805.

The first payment of the Town's portion of the Village Wastewater Treatment Plant upgrade bond was paid in FYE2017 at $263,457.

A copy of the repayment schedule is attached. The same amount will be due in FYE2022.

NOTE: This account does not include the Bradford note debt on the Village Wastewater Treatment Plant Upgrade.

	FYE 2018	FYE 2019	FYE 2020		FYE 2021
BUDGET	263,457	263,457	263,457	DEPARTMENT	263,457
ACTUAL	263,457	263,457		MANAGER	
EST.			263,457	BOARD	

BUDGET REQUEST FORM
FYE 2022

DEPARTMENT: Sewer **DATE: 02/10/2021**

ACCOUNT/TITLE: Bradford Note Repayment **ACCOUNT #: 51.43202.801**

DESCRIPTION OF ACTIVITY:

As part of the Village's wastewater treatment plant upgrade, a decision was made to assume a loan from the Vermont Municipal Bond Bank for $1,705,000 for use in connection with financing the wastewater treatment plant upgrade. Although the majority of costs associated with the Village upgrade will not affect the Town until at least FYE2017, this loan started repayment in FYE2012.

From an accounting standpoint, it is treated as a payment to the Village rather than separate repayment of interest and principal. The amount of the repayment in FYE2021 is 33.33% (i.e., the Town share of the upgrade costs) times $99,699 or $33,320.

A copy of the payment schedule is attached.

	FYE 2019	FYE 2020	FYE 2021		FYE 2022
BUDGET	33,855	31,200	33,320	DEPARTMENT	33,200
ACTUAL	34,843	34,274		MANAGER	
EST.			33,854	BOARD	

NAME OF TOWN/CITY	WATER RATE	SEWER RATE
Essex Junction	$ .01302/cubic foot with 2,000 cf. min./6 mo.	$ .00678/cubic foot with 2,000 cf.min./6 mo.
Shelburne	$2.71 / 1,000 gals	$13.94 / 1,000 gals
Williston	$5.00 basic / $10.00 commercial plus $1.65/1,000 gallons	$13.75 all users plus $2.10/ 1,000 gallons
Colchester		debt rate - $ .72/gallon x allocation (quarterly)
Burlington	$2.49/100 cubic feet (monthly) rates drop by .05 if usage is over 3,333 cf in billing cycle	$3.07/100 cf usage (monthly) rates drop by .05 if usage is over 3,333 cf in billing cycle
Richmond	$20.42/quarterly + $2.80/1,000 gallons	$33.04/quarterly + $2.92/1,000 gallons
So. Burlington	$14.50/1,000 gallons	$42.99/1000 cf of capacity
Jericho Village	1st 5,000 gallons = $20 then $2.72/1,000	N/A
Milton	$18/quarterly + $2.50/1,000 gallons $254.50 at 200 gpd.	$34/quarterly + $3.50/1,000 gallons $391.50 at 200 gpd.

Town Water and Sewer Fund FY22 Budget Summary

3/2/2021

Account Number	Account Name	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	FY22 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	5 Year Average Actual
	REVENUES												
151-34801.000	Water Charges	1,209,242	1,165,161	1,303,212	1,249,500	1,328,118	1,337,054.00	1,325,886	1,372,278	46,392	3.50%		*1,229,182*
151-34802.000	Sewer Charges	1,343,780	1,356,263	1,471,126	1,425,413	1,514,138	1,518,613.00	1,513,935	1,569,373	55,438	3.66%		*1,382,438*
151-34811.000	Penalties - Water	13,563	13,172	-	15,987	-	12,601.00	-	-	-	n/a		*14,492*
151-34812.000	Penalties - Sewer	16,035	16,969	-	19,700	-	1,510.00	-	-	-	n/a		*15,086*
151-34821.000	New Connections Water	132,769	95,438	10,000	101,295	-	115,805.00	-	-	-	n/a		*112,199*
151-35521.000	Sewer Connections	163,571	196,452	10,000	142,020	-	141,449.00	-	-	-	n/a		*160,709*
151-35901.000	Misc. Income	13,081	1,016	-	6,663	-	2,975.00	-	-	-	n/a		*4,837*
151-36100.000	Interest Income	6,461	8,965	-	14,602	-	19,510.00	-	-	-	n/a		*10,907*
151-39100.000	Transfers	12,854	24,436	-	2,210	-	583.00	-	-	-	n/a		*8,302*
	Revenues Subtotal	**2,911,355**	**2,877,871**	**2,794,338**	**2,977,390**	**2,842,256**	**3,150,100**	**2,839,821**	**2,941,651**	**101,830**	**3.59%**		***2,938,151***
	SHARED ACCOUNTS												
151-43200.110	Salaries - Regular	449,320	411,194	461,564	451,019	463,597	461,012.31	492,183	511,136	18,953	3.85%		*429,488*
151-43200.130	Salaries - Overtime	31,084	35,507	33,387	41,879	33,000	28,160.73	34,724	35,449	725	2.09%		*33,481*
151-43200.210	Group Insurance	91,270	114,684	129,475	99,743	113,488	104,483.22	125,987	133,921	7,934	6.30%		*102,043*
151-43200.220	Social Security	37,552	33,412	37,864	37,209	37,957	36,712.00	40,589	42,014	1,425	3.51%		*35,087*
151-43200.230	Retirement	69,567	62,164	45,181	86,920	44,682	127,280.89	50,141	52,891	2,750	5.48%		*79,574*
151-43200.290	Other Employee Benefits	3,176	1,182	2,145	1,635	2,070	1,742.06	3,279	2,085	(1,194)	-36.41%		*5,797*
151-43200.330	Professional Services	4,571	1,616	1,200	378	1,500	1,507.54	700	6,342	5,642	806.00%		*1,615*
151-43200.432	R&M Services - Vehicles	-	3,431	800	910	1,200	165.23	1,000	1,000	-	0.00%		*1,000*
151-43200.433	R&M Supplies - Vehicles	4,681	4,902	1,900	1,786	2,500	2,452.51	2,000	2,000	-	0.00%		*3,904*
151-43200.434	R&M Serivces - Buildings	1,661	231	1,300	180	1,000	840.17	2,200	2,000	(200)	-9.09%		*777*
151-43200.435	R&M Supplies - Buildings	845	442	800	273	700	246.16	400	400	-	0.00%		*514*
151-43200.442	Rentals	188	-	200	94	100	1,355.61	100	300	200	200.00%		*389*
151-43200.530	Communications	3,869	4,411	3,900	2,944	4,300	2,851.38	4,450	4,100	(350)	-7.87%		*3,452*
151-43200.540	Advertising/Billing	4,429	6,165	4,700	6,040	4,700	4,926.68	7,400	7,350	(50)	-0.68%		*5,459*
151-43200.570	Other Purchased Service	63	564	800	385	1,300	324.59	2,625	2,400	(225)	-8.57%		*267*
151-43200.580	Travel	1,065	2,135	2,800	644	2,800	1,853.98	2,000	3,500	1,500	75.00%		*1,398*
151-43200.611	Small Tools & Equipment	1,344	1,821	2,600	3,085	2,600	2,702.21	2,200	2,200	-	0.00%		*2,617*
151-43200.612	Uniforms	1,540	1,962	3,700	1,747	3,000	1,052.11	2,400	2,200	(200)	-8.33%		*1,751*
151-43200.613	OP Supplies - Buildings	35	221	75	-	200	-	200	100	(100)	-50.00%		*55*
151-43200.614	OP Supplies - Vehicles	54	13	50	-	50	-	50	50	-	0.00%		*44*
151-43200.620	Utilities	4,031	3,716	4,550	4,838	3,800	4,566.08	4,600	4,600	-	0.00%		*4,242*
151-43200.623	Natural Gas	816	981	1,000	1,031	1,000	1,278.26	1,050	1,100	50	4.76%		*947*
151-43200.741	Machinery & Equipment	-	1,881	7,470	1,850	7,000	1,715.80	5,000	6,000	1,000	20.00%		*1,089*
151-43200.742	Vehicles	-	1,679					-		-	n/a		*560*
151-43200.743	Water Meter Purchases	67,628	64,714	34,000	35,661	41,620	31,977.03	18,940	21,310	2,370	12.51%		*90,695*
	Shared Subtotal	**778,788**	**759,028**	**781,461**	**780,250**	**774,164**	**819,207**	**804,218**	**844,448**	**40,230**	**5.00%**		***806,022***
	WATER ACCOUNTS												
151-43201.441	Water Purchase - CWD	602,620	627,233	651,265	636,135	667,245	672,698.09	654,000	696,000	42,000	6.42%		*620,654*
151-43201.430	Repair/Maintenance Services	42,158	19,562	28,000	11,011	28,000	16,951.87	25,000	25,000	-	0.00%		*23,921*

Town Water and Sewer Fund FY22 Budget Summary

Account Number	Account Name	FY17 Actual	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY20 Actual	FY21 Budget	FY22 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	3/2/2021 5 Year Average Actual
151-43201.431	R&M Supplies	13,235	15,829	11,600	8,663	13,000	9,792.41	13,000	11,500	(1,500)	-11.54%		*11,589*
151-43201.520	Insurance	9,345	10,194	9,500	9,153	10,300	10,316.84	10,082	10,082	-	0.00%		*9,590*
151-43201.560	Dues/Subs/Meetings	2,618	3,771	3,800	4,059	5,000	2,541.11	3,900	3,750	(150)	-3.85%		*3,333*
151-43201.570	Other Purchased Service	1,947	792	5,800	547	5,300	-	1,500	1,500	-	0.00%		*810*
151-43201.745	Ine Imp/SW/Kellogg/VT2A	-								-			-
151-43201.750	System Stabilization Fund	149,331	153,310	150,000	157,747	158,000	156,506.94	160,000	160,000	-	0.00%		*153,233*
	Water Subtotal	**821,254**	**830,690**	**859,965**	**827,314**	**886,845**	**868,807**	**867,482**	**907,832**	**40,350**	**4.65%**		***823,131***
	SEWER ACCOUNTS												
151-43202.330	Professional Services	2,100	24,480	3,000	6,366	2,500	-	2,500	2,500	-	0.00%		*6,589*
151-43202.411	Sewage Treatment - Village	475,887	520,203	557,000	518,373	580,000	530,736.31	570,000	581,000	11,000	1.93%		*511,229*
151-43202.430	Repair/Maintenance Services	19,983	11,163	31,000	66,390	31,000	22,489	29,000	29,000	-	0.00%		*29,170*
151-43202.431	R&M Supplies	12,788	7,169	14,000	14,488	11,000	44,769.18	11,000	14,000	3,000	27.27%		*20,367*
151-43202.520	Insurance	7,425	17,808	16,000	15,288	16,000	14,401.36	15,500	15,500	-	0.00%		*14,098*
151-43202.560	Dues/Subs/Meetings	433	219	1,000	434	1,315	1,050.50	700	800	100	14.29%		*779*
151-43202.570	Other Purchased Service	16,796	12,855	18,500	25,207	17,000	32,695.36	18,250	19,420	1,170	6.41%		*19,816*
151-43202.620	Utilities	54,571	51,741	48,400	52,172	53,400	56,955.47	53,600	59,800	6,200	11.57%		*52,212*
151-43202.741	Machinery and Equipment	-	95	8,000	477	8,000	-	4,000	4,000	-	0.00%		*114*
151-43202.743	Flow Metering Devices	587	5,645	4,800	1,126	4,800	2,448.62	3,500	3,400	(100)	-2.86%		*2,263*
151-43202.745	Painesville Sewer	-	22,782							-			*7,594*
151-43202.750	Sewer Stabilization Fund	149,331	153,310	150,000	157,747	158,000	156,506.94	160,000	160,000	-	0.00%		*153,233*
151-43202.751	Sewer PS Upgrades SCADA					-	3,082.75						
151-43202.801	WWTP Upgrade - Bradford Bond	28,037	35,029	33,855	34,843	31,200	34,273.84	33,320	33,200	(120)	-0.36%		*33,686*
151-43202.805	Interest	3,871	4,192	3,900	3,924	3,575	3,651.13	3,294	3,294	-	0.00%		*4,083*
151-43202.806	RF1-148 SFR Loan WWTF	271,315	263,484	263,457	263,457	263,457	263,484.17	263,457	263,457	-	0.00%		*212,348*
	Sewer Subtotal	**1,043,125**	**1,130,174**	**1,152,912**	**1,160,294**	**1,181,247**	**1,166,545**	**1,168,121**	**1,189,371**	**21,250**	**1.82%**		***1,065,162***
	REVENUES TOTAL	**2,911,355**	**2,877,871**	**2,794,338**	**2,977,390**	**2,842,256**	**3,150,100**	**2,839,821**	**2,941,651**	**101,830**	**4%**		***2,938,151***
	EXPENSES TOTAL	**2,643,167**	**2,719,892**	**2,794,338**	**2,767,859**	**2,842,256**	**2,854,558**	**2,839,821**	**2,941,651**	**101,830**	**4%**		***2,694,314***
	NET OPERATIONS	**268,189**	**157,979**	**-**	**209,531**	**-**	**295,542**	**-**	**-**	**-**	**n/a**		***243,837***

Reconciliation from Budget to Actual??

Memo

To: Dennis E. Lutz, P.E., Public Works Director
From: Aaron Martin, P.E., Utilities Director / Town Engineer AKM
Date: February 10, 2021
Subject: Water System Leak Detection Survey

Discussion:
As you know, back last fall, the Town of Essex entered into a MOU with Champlain Water District, to contract with a leak survey company called Utilis. In October and November last year, Utilis performed a satellite-based leak detection survey over the entire CWD service area including the City of Burlington. The data collected was compiled and each of the member systems were provided Points of Interest, (POI), where the survey found areas that may have excess water in the soil caused by drinking water. All the POI's provided by Utilis have been reviewed and categorized by pipe material. A spreadsheet has been attached with this informational, and total lengths of pipe requiring more in depth survey. The individual survey sheets provided by Utilis have been attached for reference as well.

As a side note, on January 31, 2021, the Water and Sewer Department responded to a water break on Barnes Avenue in Fort Ethan Allen. This break was located at an old repair clamp that failed. When you overlay the location of this repair, it is generally located in the middle of one of the POI's that the initial satellite survey picked up. This does speak to the accuracy of the technology used for this survey and the data provided will be an excellent resource to locate the remaining leaks within our system.

The State of Vermont offers free leak detection surveys through the Drinking Water Development Program. Applications for this program are due mid-March. I was informed by the State that this opportunity is usually offered once a year but due to issues with scheduling last year, they have the funds to provide this service twice this year. This is a 100% grant opportunity with no local reimbursement share. There are only three criteria that the Town has to agree to. They are as follows;

1. The applicant must be an active Vermont public community water system.
2. The water system shall provide the assistance of the certified water operator or other appropriate staff, and ensure that curb stops and main line valves are located and accessible.
3. After the survey, the system shall make repairs or prepare an improvement plan and schedule to address the leaks found by the survey.

The plan is to submit the completed application this week to the State. All though this is early, our contact at the State said it was not an issue and that this process was pretty informal. He did mention that he would schedule the first survey this April with the second survey to take place in August. The contractor used by the State has historically completed 2 to 3 miles of pipeline a day. The Town is requesting approximately 6 miles of pipeline to survey. This would likely take 2 to 3 days of the contractor's time, and likely a full week for one of our system operators.

Costs:
The initial satellite leak survey cost the Town $1,750. The data collected will be used to help narrow the Towns survey of the system by just focusing on the POI's. The State of Vermont DEC offers free leak detection surveys to public community water systems throughout Vermont. The system only needs to meet the criteria mentioned above.

UTILIS

SATELLITE-BASED INFRASTRUCTURE INTELLIGENCE

LEAK DETECTION

Detecting leaks from space!

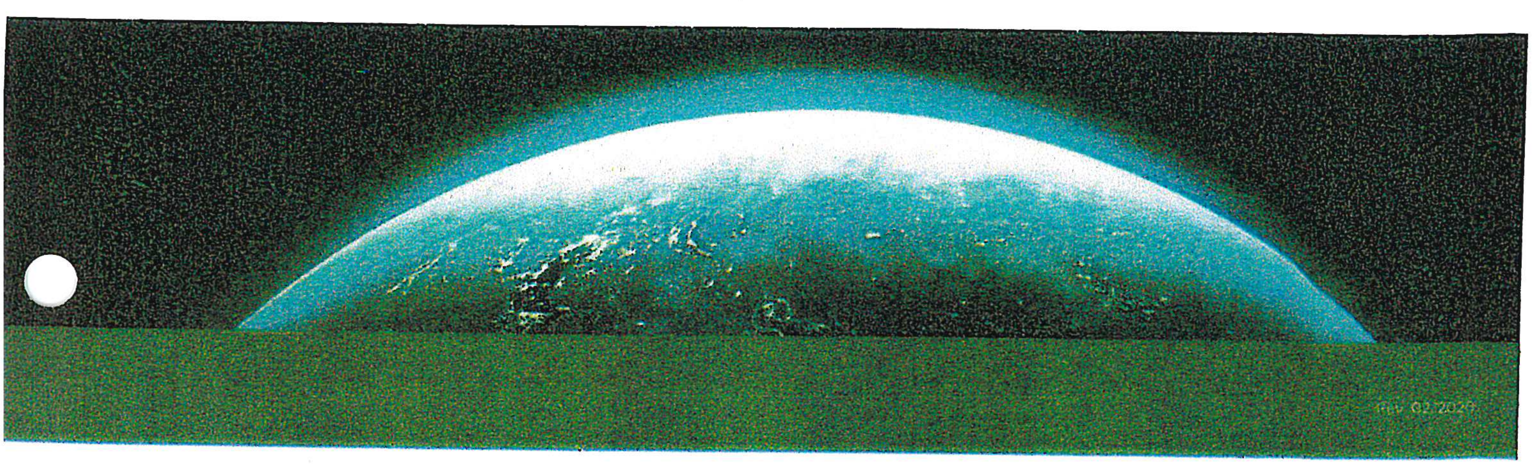
The Utilis method uses satellite imagery to cover large areas and quickly narrow down the regions that contain probable leaks. How do we do this?

Specifically, L-band synthetic aperture radar (SAR) sensors are used for their day/night, cloudy/clear capabilities along with the ability to penetrate the first few meters of earth. Using a patented algorithm, Utilis can filter out the signature of drinking water and provide these zones to the customer. They are then displayed in user-friendly GIS reports, and direct the utility's preferred field crew to search within the zones in order to pinpoint the exact leak location.

This technology has been adapted from the search for water on other planets, underscoring its innovative and outstanding capability here on Earth. Utilis offers a fresh approach and a non-invasive method to the problem of urban water leakage. When compared with other leak detection methodologies, satellite-based leak detection identifies more leaks per day, saving you water, time, money and energy.

KEY BENEFITS:

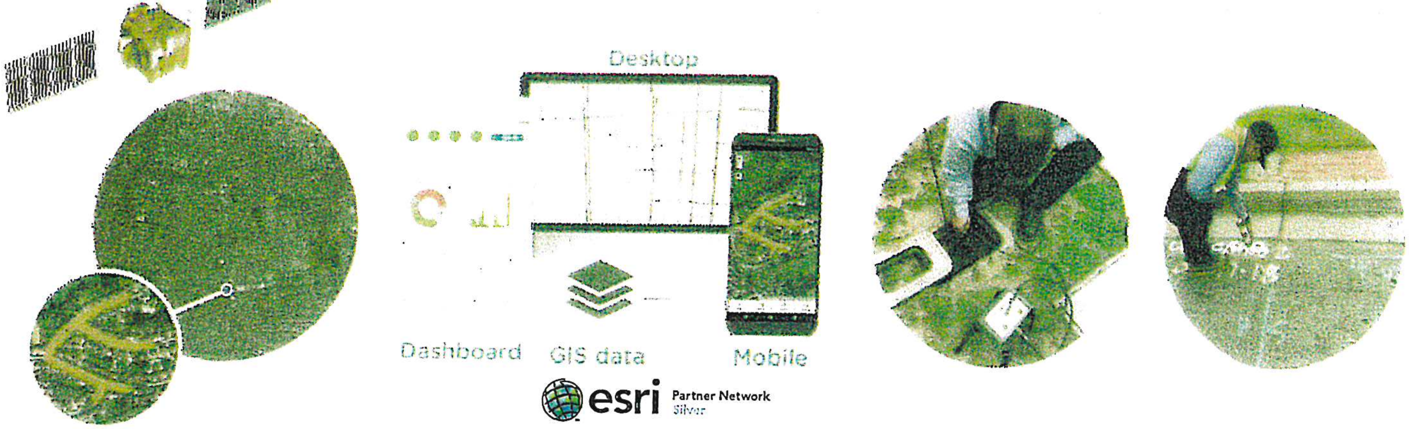
- Reduce your non-revenue water with Utilis!
- Maximize leaks found per day while increasing field crew efficiency 400%
- Most cost-effective tool to support regulatory compliance
- Identify trouble spots for pipe replacement strategy
- Lowest cost per leak found on the market



UTILIS

LEAK DETECTION

FROM IMAGE TO REPAIR IN 4 EASY STEPS

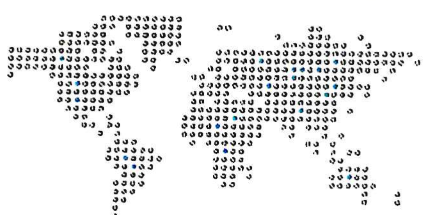


Trademarks provided under license from Esri

1 Image acquisition and analysis › 2 Delivery › 3 Pinpointing of leak › 4 Mark for excavation

UTILIS BY THE NUMBERS*

OVER **250 PROJECTS** COMPLETED IN **42 COUNTRIES**



210 CUSTOMERS

More than **14,000** **LEAKS VERIFIED**

2800 + main leaks **IDENTIFIED**

4080 M GALLONS (15 million m³) **SAVED EVERY YEAR** (20% of the water used by a medium sized city) EQUIVALENT TO NEARLY $15M AND **10,000 MWH OF ENERGY SAVED YEARLY**

3.5 LEAKS FOUND PER CREW DAY VS. 1.3 found using traditional acoustic methods (on average)

*01/2017 - 02/2020

San Diego, USA • Rosh Ha'ayin, Israel • www.utiliscorp.com • inquiry@utiliscorp.com • +1.858.5219442

Utilis small/medium and rural water opportunity

Background

Small and rural utilities struggle to find the resources to employ active leak detection programs, invest in a GIS system, and partake in the innovation that the largest utilities routinely deploy. In the United States there are over 50,000 drinking water utilities, with more than 40,000 being small to medium in size. Enter Utilis, who has developed a method to bring innovation to smaller utilities through a unique opportunity to collaborate with your neighbors.

About Utilis

Utilis was founded in 2013 by Lauren Guy (CTO) who developed a technology to remotely detect water on the planet Mars, when he realized his research could be applied to find water here on Earth. Commercialized in 2016, Utilis has performed over 250 projects worldwide, identifying more than 14,000 verified leaks. Since 2018 this has resulted in saving 4,000 million gallons of water (worth $15M) and 10,000 MWH of energy.

The Utilis patented technique uses synthetic aperture radar (SAR) data from a satellite to detect wet soil underground. This process is non-intrusive and requires no CAPEX or device installation. The satellite image covers a large area, allowing a quick and easy way to highlight problem areas for pinpointing and repair of leaks, or for assessing your entire system as part of a pipe replacement strategy.

Proposal

Utilis has recently provided a satellite-based leak detection survey to a large utility in your area. One satellite image can cover an entire top tier utility, plus multiple small adjacent utilities. You have been identified as a utility that may be covered by our recent imagery. Therefore, Utilis can offer you the opportunity to access this technology at the same per mile rate as we offer utilities with thousands of miles of pipes. Innovation that would have been cost prohibitive to take on alone, is suddenly possible!

Yellow rectangle is area of satellite image

Drinking Water Capacity Development Program

Helping drinking water systems improve their technical, managerial, and financial capabilities

Got Leaks?

Opportunity for Free Leak Detection Surveys

The Drinking Water Capacity Development and State Revolving Loan Programs are offering free leak detection surveys to public community water systems. Finding and fixing leaks reduces pumping and treatment costs; extends the useful life of assets; and minimizes the risks of contamination, water outages and property damage. (For more information, see the Leak Detection Survey factsheet on the Capacity Development webpage).

If you want a leak detection survey conducted at your system, please complete the Survey Request Form and email it to joshua.lochhead@vermont.gov no later than **Friday, May 31st, 2019**. The leak detection surveys will start in **August 2019.** They will be funded through the Drinking Water State Revolving Fund's (DWSRF) set-asides, and performed by a professional leak detection firm per the American Water Works Association's standards at no cost to the water system. Because there are limited funds for this project, leak detection surveys will be awarded to the systems that demonstrate the greatest potential benefits in their survey request. Please contact Joshua Lochhead (joshua.lochhead@vermont.gov or 802-622-4831) if you have any questions.

Eligibility & Requirements

- The applicant must be an active Vermont public community water system.
- The water system shall provide the assistance of the certified operator or other appropriate staff, and ensure that curb stops and main line valves are located and accessible.
- After the survey, the water system shall make repairs or prepare an improvements plan and schedule to address the leaks that are found, and complete a short evaluation providing feedback. The DWSRF loan program offers funding to help with improvement projects - contact Ashley Lucht (ashley.lucht@vermont.gov or 802-585-4904) with questions regarding the DWSRF program.

"Our surveyor did an incredible job surveying our system. He was punctual, devoted to chasing leads, and helped us find two significant leaks. Our spring sources have been struggling all summer. Both of our reservoirs were losing ground before the survey, and we were forced to issue a water conservation notice. Since finding and fixing the leaks, both of our reservoirs have begun refilling. We are lifting the water conservation notice, but keeping a close eye on things. Thank you for this service. It's still a little early to know for sure but I think it saved our butts this time around."
– Jeffersonville, 2018 Leak Detection Survey Participant

Since 2014, 111 public drinking water systems have taken advantage of the **Free Leak Detection Surveys** the Division offers. A total of nearly 920 miles of distribution pipe have been surveyed and 326 leaks identified. The identified leaks were losing an estimated 2,380 gallons per minute or approximately 3,427,200 gallons per day; ***the equivalent to the design demand of approximately 45,770 residential users per day!***

LEAK DETECTION SURVEY REQUEST FORM

Please complete this form and email it to Joshua Lochhead at joshua.lochhead@vermont.gov. Email or call (802-622-4831) if you have any questions.

Part 1) Contact Information

Water System Name: Town of Essex

WSID: 5065

Point of Contact: Aaron Martin, P.E.

Telephone Number: 802 878 1344 Email Address: amartin@essex.org

Certified Operator: Aaron Martin, P.E.

Telephone Number: 802 878 1344 Email Address: amartin@essex.org

Cell Phone Number: 802 363 5607

Field Contact: Robert Whitten

(if different than Certified Operator)

Telephone Number: 802 878 1344 Email Address: bwhitten@essex.org

Cell Phone Number: 802 363 5608

Certification: If chosen to receive a free detection survey, appropriate staff from the water system (e.g., certified operator, distribution system manager, etc.) will be available to assist the contractor as needed during the survey work.

I agree with the terms listed above: ✓ Yes No

Signature of Water System Owner
(type name for electronic submission)

Date 2/10/21

Memorandum

To: Selectboard; Evan Teich, Unified Town Manager

CC: Dennis Lutz, Public Works Director; Sarah Macy, Finance Director

From: Greg Duggan, Deputy Manager GSD

Re: Warning a public hearing for Fiscal Year 2022 proposed water and sewer budget and rates

Date: April 15, 2021

Issue

The issue is whether the Selectboard will warn a public hearing for the Fiscal Year 2022 water and sewer budget and rates, for 6:35 p.m. on May 3, 2021.

Discussion

The Selectboard will need to have a public hearing on the proposed FY2022 water and sewer budget and rates before adopting the budget and rates. A draft warning is attached.

Recommendation

Staff recommends that the Selectboard warn a public hearing for the Fiscal Year 2022 water and sewer budget and rates, for 6:35 p.m. on May 3, 2021.

TOWN OF ESSEX SELECTBOARD
NOTICE OF PUBLIC HEARING
May 3, 2021
6:35 p.m.
Microsoft Teams
Essex Jct., VT 05452

The Town of Essex Selectboard will hold a public meeting to discuss proposed changes in water and sewer rates. The meeting will be held remotely via Microsoft Teams, and accessible clicking the following link or calling the following conference call number:

Join Microsoft Teams Meeting
+1 802-377-3784 United States, Middlebury (Toll)
Conference ID: 150 964 34#

Water rates are proposed to increase by 2.8% to $5.78 per 1,000 gallons, with sewer rates proposed to increase by 3.0% to $9.93 per 1,000 gallons. The yearly minimum public water charge is proposed to remain at $180 per year. Water initiation fees for new customers are proposed to increase from $5.73 per 1,000 gallons to $5.78 per 1,000 gallons. Sewer initiation fees for new customers are proposed to remain unchanged. Interim or final billing requests shall continue to be charged a fee of $35 for the service. The proposed water and sewer budget and rate methodology is available at www.essexvt.org.

Please direct questions to Public Works Director Dennis Lutz or Town Engineer Aaron Martin at 802-878-1344 or dlutz@essex.org and amartin@essex.org.

Andy Watts, Chair
Essex Selectboard

Memorandum

To: Selectboard; Evan Teich, Unified Manager

From: Greg Duggan, Deputy Manager

Re: Results of merger vote, Village of Essex Junction exploration of Plan of Separation, and potential next steps for Town

Date: April 15, 2021

Issue

The issue is for the Selectboard to discuss the results of merger vote, Village of Essex Junction exploration of Plan of Separation, and potential next steps for Town.

Discussion

The vote for reconsideration of merger of the Town of Essex and Village of Essex Junction happened on April 13. The vote did not pass, with 4,199 voting in favor of merger, and 4,225 voting against the merger. Concurrently, the Village of Essex Junction held an advisory vote asking whether the Village should draft a separation plan. That vote passed, 2,689 to 709.

Based on the results of those votes, the Selectboard may wish to discuss next steps for the Town.

Prior to having its discussion, the Selectboard may wish to watch the Village of Essex Junction's Board of Trustees' April 14, 2021 meeting, at which the Trustees and residents discussed the results of the merger vote, and the Village's advisory separation vote. The discussion begins at the 1 hour mark: https://www.youtube.com/watch?v=2cGHT-WdS3I&list=PLljLFn4BZd2NDBcfrHVdIR7eUeko7haxg

Cost

n/a

Recommendation

This memo is for discussion.

Memorandum

TO: Evan Teich, Unified Manager and the Selectboard
FROM: Dennis Lutz, P.E., Public Works Director
Aaron Martin, P.E., Utilities Director / Town Engineer AKM
DATE: April 01, 2021
SUBJECT: Wastewater Allocation Request for 4.0 E.U. (800 GPD of wastewater flow) 1 Kana Lane (CONSENT AGENDA)

ISSUE:

The issue is whether or not the Selectboard will grant a sewer allocation request in the amount of 4.0 E.U. (800 gallons per day) to Kana Associates, LLC, for the proposed 8 unit apartment building at 1 Kana Lane.

DISCUSSION:

The applicant is requesting additional wastewater allocation for the approved 8 unit residential building to be located at 1 Kana Lane. The lot currently has a 4 unit residential building with 2.0 E.U., (400 GPD) of existing purchased sewer allocation.

The residential building was approved by the Planning Commission on March 26, 2021. The building will house 8 living units. All apartments will be accessed through a common entrance. Per the Town of Essex Water and Sewer Use ordinances, the building as proposed will require 100 GPD per unit for a total of 800 GPD. The current lot only has 400 GPD of purchased water and sewer allocation. This project as proposed requires an additional 800 GPD of sewer allocation. Being this sewer allocation request is in excess of 125% or the original sewer allocation purchased and assigned to the lot, the Selectboard is required to approve the permit application.

Public Works recommends that approval be granted for 4.0 E.U. of wastewater allocation.

RECOMMENDATION:

It is recommended that the Selectboard grant Kana Associates, LLC a wastewater allocation in the amount of 4.0 E.U. (800 GPD) for the proposed 8 unit apartment building to be located at 1 Kana Lane with the following condition:

1. The applicant will be required to purchase the approved sewer allocation.

TOWN OF ESSEX — Application Date 03 / 18 / 21

Outside the Village of Essex Junction

81 Main Street, Essex Junction, VT 05452 (802) 878-1344 www.essex.org

WASTEWATER ALLOCATION PERMIT APPLICATION

HDI Real Estate, Inc

Applicant Name Kana Associates LLC Property Street Address for Allocation 1 Kana Lane

Project Name/Description 8 Additional Units

Parcel Account Number from tax maps (map- parcel-lot) 10/57 - 74/11 - ___

Mailing Address of Applicant 1 Kana Lane, Essex, VT 05452

Applicant Contacts: Work Phone__________ Cell Phone__________ e-mail jeff3576976@yahoo.com

REQUIRED INFORMATION FOR ALL WASTEWATER ALLOCATION APPLICATIONS:

1) Requested volume of wastewater (in gallons per day and equivalent user units) 800 gpd 4.0 EU

(Note: 1 EU equals 200gpd)

2) Documentation/calculations on the basis of the wastewater flow estimate, including information on the characteristics of the wastewater in cases other than normal domestic wastewater.
3) Certification by a Vermont licensed civil or environmental PE for developments generating more than 1000 gpd of estimated wastewater flow.
4) Documentation on the number of EU's for the requested parcel as identified on the current Wastewater Allocation Map
5) Supporting documentation on Town or State project approval and date of approval__________

ADDITIONAL REQUIRED INFORMATION

Check One of the following:

___ The permit application is for development on land area with designated allocation capacity equal to or less than 100% of the EU's identified for the parcel on the current Wastewater Allocation Map in categories C, D and E. *No additional information is required.*

___ The permit application is for development on land area with designated capacity over 100% but less than 125% of the EU's identified for the parcel on the Feb 2011 allocation map in categories C, D and E. *Additional requirements must be met per Section 10.18.060 of the Wastewater Allocation Ordinance.*

_X_ The permit application is for a) appeal of a Town Manager denial, b) the application is for more than 125% of the maximum number of EU's depicted on the current approved Wastewater Allocation Map, c) the application is for more than 125% of the previously approved sewer allocation for the property except in the case where the added E.U is less than 1 or d) the allocation is for category B. *Additional requirements must be met per Section 10.18.070 B of the Wastewater Allocation Ordinance.*

By signature, the Applicant(s) agrees that the information contained in this application and any related attachments is accurate to the best of his/her/their knowledge.

Applicant's Signature — Date 3/19/21

(continued on reverse)

Town Portion of Permit

Permit Number________
Applicant____
Project Description____

____

____

Status of Project Approval:

_______ Sketch Plan approved by the Planning Commission
_______ Preliminary or Final Approval by the Planning Commission
_______ Act 250 or ANR Protection Division Approval with Town certification of capacity to serve
_______ Zoning Administrator approval for minor projects using municipal sewer
_______ Manager approval (if required)
________Selectboard approval (if required)
________Other (document)

Basis of Renewal Fee: see attached

Renewal Fee Schedule: Allocated Capacity

Year 1: Date of Wastewater Allocation Approval _______ ________ gpd
Year 2: Renewal Date_______
Year 3: Renewal Date________

Renewal fee must be paid before the start of year 4:	Fee Paid	Purchased Capacity	Total Purchased Capacity
Year 4: Renewal Date________	$ _______	_______gpd	_______gpd
Year 5: Renewal Date________	$ _______	_______gpd	_______gpd
Year 6: Renewal Date________	$ _______	_______gpd	_______gpd
Year 7: Renewal Date________	$ _______	_______gpd	_______gpd
Year 8: Renewal Date________	$ _______	_______gpd	_______gpd
Year 9: Renewal Date________	$ _______	_______gpd	_______gpd
Year 10: Renewal Date_______	$ _______	_______gpd	_______gpd

_________Conditions of Approval (see attached documentation if relevant)

_________Approved

________ Denied

____ __________
Town Manager or Designated Representative Date

Memorandum

To: Town Selectboard, Evan Teich, Unified Manager
From: Linda Mahns, Administrative Assistant
Re: Appointment of volunteer to the Essex Cemetery Commission
Date: April 16, 2021

Issue
The issue is whether the Selectboard will approve Unified Manager Evan Teich's appointment of Joseph Teegarden to the Essex Cemetery Commission.

Discussion
Joseph Teegarden has stepped forward for consideration to join the Essex Cemetery Commission and their letter of interest has been combined with this memo. In accordance with section 117-602 of the Town of Essex Charter, Mr. Teich has appointed Joseph Teegarden to the Cemetery Commission, pending approval of the Selectboard.

For reference, the following seats are vacant:

Committee/Board	***Open seats***	***Term(s) ending***	***Status***
Cemetery Commission	1	June 30, 2023	Advertised since 6/25/20

Cost
None.

Recommendation
Staff recommends that the Selectboard approve Unified Manager Evan Teich's appointment of Joseph Teegarden to the Cemetery Commission.

Essex Town

March 31, 2021

Dear Search Committee:

I am pleased to submit my application for the position of Cemetery Commission.

I understand that open, honest, and respectful communication is necessary to build positive and mutually trustworthy relationships. I would describe my style as tight-loose. By this I mean that mission goals and values must remain uncompromised but methods of achievement can be done in a variety of ways using the energy of the team. I believe this style is the most positive way to engage people and create dynamic change efforts.

I look forward to discussing with you my qualifications.

Respectfully,

Joseph A. Teegarden
[redacted]

Memorandum

To: Selectboard, Evan Teich, Unified Manager
CC: Greg Duggan, Deputy Manager & Ron Hoague, Police Chief
From: Jenny Willingham, Assistant Clerk
RE: New Outside Consumption Permits
Date: April 2, 2021

Issue
The issue is whether the Selectboard will approve the new Outside Consumption Permits for M & M Management LLC/DBA: The Food Bar, 34 Park Street & Mark BBQ,LLC /DBA:Heart n Soul at 34 Park Street. The Outside Consumption Permit for M & M Management LLC/ DBA: The Food Bar is on the First/Third Class Liquor License Renewals listed in the March 31st memorandum from Police Chief Ron Hoague re: Liquor License Applications".

Discussion
The April 6th Selectboard packet contains new Outside Consumption Permits for M & M Management LLC/DBA: The Food Bar & And for Mark BBQ, LLC/DBA: Heart n Soul. Both of these were reviewed By the Police Department and recommended for approval.
Please note: the Outside Consumption Permit was emailed to PD on 4/2/21.

Recommendation
Staff recommends that the Selectboard approve the Outside Consumption Permits for M & M Management LLC/DBA: The Food Bar & Mark BBQ, LLC/DBA: Heart n Soul.

Jenny Willingham

From:	Paul Courtois
Sent:	Friday, April 2, 2021 3:39 PM
To:	Jenny Willingham
Subject:	RE: Email

Ok with PD

From: Jenny Willingham <jwillingham@ESSEX.ORG>
Sent: Friday, April 2, 2021 10:33 AM
To: Paul Courtois <pcourtois@ESSEX.ORG>
Subject: Email

Paul,
Can you just send me an email confirming receipt & approval of OCP for Mark BBQ, LLC.?

Thanks!

Jenny

VERMONT
DEPARTMENT OF LIQUOR AND LOTTERY
DIVISION OF LIQUOR CONTROL

802 Spirits™

OUTSIDE CONSUMPTION PERMIT

Application Fee $20.00

Name of Licensed Premise (Corporation/Partnership/Individual, d/b/a) MARK BBQ LLC

d/b/a Heart n Soul

Address 34 park st Town/City Essex JCt

License Number 10042-001-1RST-001 Email or Fax #

Outside consumption would be in the area described below: (describe fully, including size, physical barriers, etc.)
On our Deck a space 20 by 15 that will be roped off and Posted as we did last year.

Please remember that this outside consumption permit is an extension of your license to serve alcohol beverages, and that the same rules apply in this area as do in the regularly licensed premise area.

Outside Consumption time period (hours) from 12am to 10pm

Permanent Use X (Permanent use will be considered year round use)

Occasional Use

Day(s) Requested April 1st - Nov 30th

Hours Requested Monday - Sunday 12pm-10pm

Signature of Licensee

<u>OUTSIDE CONSUMPTION PERMITS MUST FIRST BE APPROVED BY YOUR TOWN/CITY CLERK</u>

Please check one: ○ **APPROVED** ○ **DISAPPROVED**

Town/City Clerk Signature

Date

2021 LIQUOR LICENSE RENEWAL APPLICATION **10304-001-OUTC-001**

OUTSIDE CONSUMPTION PERMIT

Page 1

Fee: $20.00
Paid to DLC

License Year Beginning May 1, 2021 ending April 30, 2022

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE GROUNDS FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND HEARING

Applicant: Review all of the information presented on this form, indicating any changes in the spaces provided.

Applicant: M & M Management, LLC
Licensee #10304- 1

Doing Business As:
Food Bar, The
34 Park Street
Essex Junction VT 05452
Telephone: (908) 433-3221

Mailing Address:
12 Park Street
Essex Junction VT 05452

PLEASE INCLUDE EMAIL ADDRESS: thefoodbaressex@gmail.com

Description of the delineated area is as follows:
500 sq ft of deck space off the front door, railings on all sides
Permanent use legal serving hours.

I/We hereby certify, under the pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan approved by the Commissioner of Taxes to pay any and all taxes due the State of Vermont as of the date of this application. (VSA, Title 32, Section 3113)

I/We hereby certify that I/We are not under an obligation to pay child support or that I/We are in good standing with respect to child support or are in full compliance with a plan to pay any and all child support payable under a support order. (VSA, Title 15, Section 795)

In accordance with 21 VSA, Section 1378(b), I/We certify, under pains and penalties of perjury, that I/We are in good standing with respect to or in full compliance with a plan to pay any and all contributions or payments in lieu of contributions due to the Department of Employment and Training.

I/We hereby certify that the information in this application is true and complete.

Dated this 16 day of March, 2021

Signature of authorized agent of corporation, company, club or association

____
(Title)

Signature of individual or partners

Are you making this application for the benefit of any other party? __Yes X No

MAKE CHECKS PAYABLE TO AND MAIL TO: VERMONT DIVISION OF LIQUOR CONTROL
13 GREEN MOUNTAIN DRIVE
MONTPELIER, VT 05602

--------------- LOCAL COMMISSIONER SECTION BELOW ---------------

Upon being satisfied that the conditions precedent to the granting of this license as provided in Title 7 of the Vermont Statutes Annotated, as amended, have been fully met by the applicant, the comissioners will endorse their recommendation on the back of the application and transmit it to the Liquor and Lottery Control Board for suitable action thereon, before any License may be granted. For the information of the Liquor and Lottery Control Board, applications shall carry the signature of each individual commissioner registering either approval or disapproval.

APPROVED

DISAPPROVED

Approved by Board of Control Commissioners of the City or Town of __________.

Total Membership _____, _____ members present Attest, __________, Town Clerk

Memorandum

To: Selectboard; Evan Teich, Unified Manager
Cc: Ron Hoague, Police Chief
From: Greg Duggan, Deputy Manager
Re: Adoption of Local Emergency Management Plan
Date: April 15, 2021

Issue

The issue is whether the Selectboard will authorize the Selectboard Chair to sign the Local Emergency Management Plan Municipal Adoption Form.

Discussion

Each year, the Selectboard is asked to approve the Local Emergency Management Plan. The plan is included in the Selectboard's confidential folder for the April 19, 2021 meeting.

The agenda has the Local Emergency Management Plan as a consent item. If the Selectboard wishes to discuss the Local Emergency Plan, staff recommends that the Selectboard move the item to business, and consider holding the discussion in executive session. Security or emergency response measures, the disclosure of which could jeopardize public safety, can be a protected discussion.

If any of the board members wish to move this item off the consent agenda, staff asks that you notify us prior to the meeting so that the Police Chief has enough prior notice to attend the meeting.

Cost

n/a

Recommendation

Staff recommends that the Selectboard authorize the Selectboard Chair to sign the Local Emergency Management Plan Municipal Adoption Form.

If the Selectboard wishes to discuss the Local Emergency Management Plan in executive session, staff recommends the following motion:

> "I move that the Selectboard enter into executive session to discuss security or emergency response measures, the disclosure of which could jeopardize public safety, pursuant to 1 V.S.A. § 313(a)(1)(A) and 1 V.S.A. § 313(a)(10), to include the Unified Manager, Police Chief, and Deputy Manager."

TOWN OF ESSEX
SELECTBOARD MEETING MINUTES
Thursday, April 5, 2021

SELECTBOARD: Andy Watts, Chair; Patrick Murray, Vice-Chair; Tracey Delphia, Clerk; Vince Franco; Dawn Hill-Fleury.

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Gregory Duggan, Deputy Manager; Dennis Lutz, Public Works Director.

OTHERS PRESENT: Gil Allen, Andrew Brown, Bob Burrows, Alise Certa, Andy Champagne, Heidi Clark, Kevin Collins, Annie Cooper, Patty Davis, Erin Dickinson, Karen Dolan, Betsy Dunn, Perry Farr, Neil Farr, Maureen Gillard, Paul Handy, Tamara Jaques, Rachael Lizotte, Brad Luck, Timothy Miller, Lulu Mills, Scott Moore, Adam Newhard, Athena Newhard, Sarah Nosek, Betty Poulin, Brian Shelden, Ken Signorello, Gabrielle Smith, Harlan Smith, Margaret Smith, Liz Subin, Angel Segarra, Stephanie Ratté, Dennis Thibeault, Janet Watts, Irene Wrenner, Henry Wu, Paul H., Jeanne_______, Mari Jo _______, Michael _______, JW, RM.

1. CALL TO ORDER
Mr. Teich called the meeting of the Town of Essex Selectboard to order at 6:31 PM, as tonight is the reorganization meeting of the Board.

2. REORGANIZATION
Mr. Teich explained the process of reorganization and requested a nomination for chair from the Board.

PATRICK MURRAY made a motion, seconded by TRACEY DELPHIA, to nominate Andy Watts for Selectboard Chair. Motion passed 5-0.

VINCE FRANCO made a motion, seconded by DAWN HILL-FLEURY, to nominate Patrick Murray for Selectboard Vice-Chair. Motion passed 5-0.

PATIRCK MURRAY made a motion, seconded by DAWN HILL-FLEURY, to nominate Tracey Delphia for Selectboard Clerk. Motion passed 5-0.

3. AGENDA ADDITIONS/ CHANGES
There were no additions or changes to the agenda.

4. APPROVE AGENDA
With no changes to the agenda, no vote for approval was needed.

5. PUBLIC TO BE HEARD
Ms. Dunn asked if it made sense to hold off on approving the union contract until the vote on merger had been decided. Mr. Teich said regardless of the outcome of merger, staff still need to have a contract.

Mr. Newhard commented on Mr. Watts's recent Front Porch Forum posts regarding merger. He stated that he felt that these posts have led the public to believe that the Finance Director's calculations were not correct. He feels that these comments could mislead the community and stated that separation could have a serious financial impact on those residing in the Town Outside the Village (TOV) who are on fixed incomes.

Ms. Cooper said that she agreed with Mr. Newhard's points and requested a public apology from Mr. Watts. If this could not be done, that she has lost faith in Mr. Watts as a leader and said that he should resign. Mr. Murray said that personal attacks need to be avoided, and Ms. Copper apologized to Mr. Watts for her statement.

Ms. Certa requested that Mr. Watts use his personal Front Porch Forum account to post his stance on merger and said that she feels that Mr. Watts does not represent Town Inside the Village (TIV) residents.

Mr. Watts clarified that he is not opposed to merger, however he does not agree with the current merger plan.

Ms. Poulin asked how the Town communicates the results of the election. Mr. Teich said that the Town intends to have preliminary results posted on the web the night of the election.

Ms. Wrenner said that Mr. Watts received permission from the Board to post yet he has been publicly called out anyways. She encouraged the new Selectboard to follow the rules of public engagement, and not to have memos presented to them at meetings without time to review. She stated that the question on separation is a survey question, and that it should not be equated with the vote on merger.

Ms. Cooper said that we are at a historic moment, and that separation is a real consequence of this vote.

Mr. Watts stated that he does listen to all comments and agonized before posting to Front Porch Forum.

6. BUSINESS ITEMS

a. Presentation of "Across the Dotted Line: Community Connections in Essex" – Gabrielle Smith from Heart and Soul of Essex

Ms. Gabrielle Smith said that she and Mr. Wu have been working on a photo story initiative called *"Across the Dotted Line: Community Connections in Essex."* This is sponsored by Heart & Soul of Essex, a non-profit that was founded in 2012 when the Orton Family Foundation awarded the Essex community a grant to engage the community and seek out community values. This project will create an online photo gallery of friendships, family, and other connections in the community. No money or time is being requested for this initiative.

Mr. Murray said that he hopes that this will help to "lower the temperature" of the community and allow residents to realize that we have more in common than some might think. He noted that, as someone who grew up in the Northeast Kingdom, there is no part of Essex that he would consider to be truly rural.

Mr. Signorello said the Darkroom Gallery could be made available for a reception for this project.

b. Consider approval of first- and third-class liquor license renewals, including outdoor consumption permits (Selectboard will be acting as Board of Liquor Control Commissioners during this agenda item)

Mr. Duggan said that the Town Clerk and police department have reviewed all applications and have no concerns.

PATRICK MURRAY made a motion, seconded by VINCE FRANCO, that the Selectboard approve the First/Third Class Liquor License renewals listed in the March 31st memorandum re. "Liquor License Applications." Motion passed 5-0.

c. Consider approval of new first- and third-class liquor licenses, including outdoor consumption permits (Selectboard will be acting as Board of Liquor Control Commissioners during this agenda item)
Mr. Duggan said that the Town Clerk and police department have reviewed all applications and have no concerns.

Mr. and Ms. Farr, owners of The Scale, said they opened their second location on Pearl Street in November and hope to serve beer and wine outside. Mr. Handy said that he hopes to open the second location of the Barnyard in early May.

PATRICK MURRAY made a motion, seconded by TRACEY DELPHIA, that the Selectboard approve the First/Third Class new Liquor License applications for RRBL LLC/DBA: Barnyard & FRG Essex LLC/DBA: The Scale Essex, including outdoor consumption permits. These are listed in the March 31st memorandum re. "Liquor License Applications." Motion passed 5-0.

Mr. Watts read the Selectboard's admonishment regarding liquor licensing: *"We as the Selectboard, in acting as the Liquor Control Board take the issuance of Liquor Licenses very seriously, and we expect you to as well. We expect you not to serve minors or obviously inebriated people and to follow all the Vermont regulations as required by state statue and the Liquor Control Board. Thank you for opening a business in Essex and we wish you the best of luck."*

d. Consider approval of second-class liquor license renewals (Selectboard will be acting as Board of Liquor Control Commissioners during this agenda item)
Mr. Duggan said that the Town Clerk and Police Department have reviewed all applications and have no concerns.

PATRICK MURRAY made a motion, seconded by TRACEY DELPHIA, that the Selectboard approve the Second-Class Liquor License renewals for Wesco Inc./DBA: Champlain Farms at 25 Jericho Road & 56 Pearl Street. Liquor License renewals are listed in the April 1st memorandum re. "Liquor License Applications." Motion passed 5-0.

e. Consider reconstitution of the Town/Village Storm Water Coordinating Committee and appointment of Selectboard member to the Committee
Mr. Lutz began his presentation by saying that the Town of Essex and the Village of Essex Junction created a Stormwater Coordinating Committee in 2013. The goal of this committee was to meet the Flow Restoration Plan (FRP) and other requirements placed on the Town and the Village in the NPDES Phase 2 Permit issued at that time. This committee has been inactive for approximately two years, as it had met its primary objectives. However, the NPDES Phase 2 permit was reissued in July 2018 with changes now directing the effort to requiring reduction in the amount of phosphorus discharged to Lake Champlain from each community. Compliance with the permit and the reduction target will need to occur over the next twenty years and will be costly. The work will include stabilization of gravel roads and drainage from those roads, outfall improvements, increased street sweeping, and reconstruction of many existing stormwater facilities that do not meet the standards needed for phosphorus removal and flow reduction. As a result, staff would like to restart this committee and have a member of the Selectboard serve as a representative.

Mr. Murray asked for clarification on the cost, and Mr. Lutz stated that it would likely be $5 million over the course of twenty years. Some of this cost may be offset in grants. Ms. Delphia asked what skills/qualifications would be important to serving on this committee. Mr. Lutz and Mr. Teich stated that interest, objectivity, creativity, and openness were all important characteristics in a representative. Ms. Delphia indicated her interest in serving on the committee.

Ms. Dunn asked if this plan included the PFOAs in Indian Brook. Mr. Lutz said that the short answer is no and that as testing improves, our standards will increase. Ms. Dunn asked if work on Fernwood would be included in this process. Mr. Lutz answered affirmatively. Ms. Davis voiced her support for this work and suggested that the public assist in this process. She also suggested using a multipronged approach with future development. Mr. Lutz said that a review of development standards would be a part of this work.

PATRICK MURRAY made a motion, seconded by DAWN HILL-FLEURY, that the Essex Selectboard appoint Tracey Delphia to serve on the Joint Stormwater Coordinating Committee and approve the revised policy document for the committee. Motion passed 5-0.

f. Consider approval of Rules and Regulations for Orderly Conduct of Business

Mr. Duggan said that, at their first meeting of the year, the Selectboard reviews several policy documents and makes any desired changes. This year, the only change that staff is proposing to the Rules and Regulations for Orderly Conduct of Business is to ask that all meeting materials be received by noon on Wednesday the week before a meeting. Ms. Delphia suggested the following change to be added as item # 10 in the Conduct of Meetings section. *"Cell phones or other electronic handheld devices shall only be used during meetings for the purposes related to the meetings. Phones or other devices shall either be turned off or put on a setting that does not utilize an audible ring (such as "silent" or "vibrate"). Additionally, members of the body shall not post to social media, respond to e-mail, or similar actions during meetings unless specifically required for the purpose of the meeting (i.e. reaching a staff member of member of the public who is needed during the meeting."* Mr. Murray said that he agreed with the change, and also encouraged members of the board to respect one another and members of the public. The Board determined that this was not considered to be a "significant" change, thus allowing the Board to approve it tonight.

Ms. Davis voiced her support for the work that the Board is doing. Mr. Moore asked if there were specific policies regarding virtual meetings. Mr. Teich said that, due to COVID, the boards are following state guidance. He also noted that attendance has increased significantly at the online meetings. Ms. Dunn encouraged the boards to continue to give members of the public the option to participate virtually even after the pandemic.

VINCE FRANCO made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard approve the Rules & Regulations for Orderly Conduct of Business, as amended. Motion passed 5-0.

g. Consider approval of Conflict of Interest Policy

Staff has no proposed changes this year. Mr. Watts said he no longer needs to recuse himself for matters involving his former employer. The Board discussed how recusal should work in a digital context, and added the following statement to Article 10a, *"Board members participating remotely shall leave the meeting during the item for which they have recused themselves."*

TRACEY DELPHIA made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard approve the Town of Essex Conflict of Interest Policy, with the amendment to Article 10a. Motion passed 5-0.

h. Consider approval of Communications Policy
Mr. Duggan said one change was proposed this year: to add a statement that Selectboard members must be mindful of not violating open meeting regulations on social media. Mr. Watts said that this is a step towards the creation of a social media policy.

Mr. Watts opened the conversation to the public. Ms. Cooper said she would like Mr. Watts to use an individual platform, rather than his Selectboard account, to post his own opinions. Mr. Watts said that letters to the editor and Front Porch Forum are not considered a part of social media, and that he has always made it clear that he was speaking as himself. Mr. Signorello said that even the United States Supreme Court publishes dissenting opinions and that dissent should not be discouraged. Ms. Davis voiced her agreement with Mr. Signorello. Mr. Smith asked how a quorum of Selectboard members will be tracked on social media. Mr. Watts said that he will not post about Town business on social media. Mr. Murray said he will avoid commenting on a post if he sees that another Selectboard member has already commented. Mr. Franco read Section 12 from the Vermont League of Cities and Towns' Social Media Policy, which is as follows:

> *"Municipal officials must comply with Vermont's Open Meeting Law when using municipal social media. All posts by members of the municipality's public bodies that relate to municipal business are subject to the Open Meeting Law. Members (elected or appointed) of any municipal public body should refrain from using municipal social media to discuss the business of the public body or to take official action in violation of the Open Meeting Law. A member of a public body who "likes," "shares," "tweets," or otherwise engages in another member's content on municipal social media may be communicating municipal business and the Open Meeting Law may apply. Furthermore, members of public bodies should refrain from posting content on or responding to inquiries related to quasi-judicial matters within the subject matter jurisdiction of their respective public bodies. Members of municipal public bodies may utilize municipal social media for gathering public input and fostering public discussion related to the role with which the public body has been charged by statute or the [Selectboard/Council/Village Trustees/etc.], provided that the use is authorized in accordance with Vermont law and conforms to this policy. Information posted by the municipality on its social media will supplement, not replace, required notices and standard methods of providing warnings, postings, and notifications required to be made with regard to public meetings and hearings under Vermont law."*

Ms. Delphia said she took a refresher class on open meeting regulations last week and encouraged members to refrain from commenting on community pages. Ms. Dickinson cited a recent post by a Village of Essex Junction Trustee on the Essex Vermont Community page and asked if this was a violation of Open Meeting Laws. Mr. Watts said that this was not a matter for the Selectboard to address.

TRACEY DELPHIA made a motion, seconded by DAWN HILL-FLEURY, to approve the Town of Essex Communications Policy, with the changes as presented. Motion passed 5-0.

i. Consider approval of Selectboard Computer Use Policy
Mr. Duggan noted one small change proposed in the policy, to eliminate the section about submission of packet materials, which is covered in the Rules & Regulations for Orderly Conduct of Business.

PATRICK MURRAY made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard approve the Town of Essex Selectboard Computer Use Policy. Motion passed 5-0.

j. Consider approval of Selectboard meeting schedule for 2021-2022

Mr. Duggan presented the proposed meeting schedule, noting that most meetings are on the first and third Monday of the month. Joint meetings with the Trustees have been removed and can be scheduled at their Strategic Planning Session in June if desired. Ms. Delphia suggested that the Board consider moving their meetings to Tuesdays to provide continuity with the Village of Essex Junction Board of Trustees. She also said that it would give additional time for staff to answer questions that arise over the weekend. Mr. Murray said that this would conflict with the Essex Westford School Board meetings. Mr. Watts and Ms. Hill-Fleury echoed the concerns regarding overlapping meetings with the School Board. Mr. Teich expressed his support for a change to Tuesday, as many holidays are on a Monday. Mr. Watts expressed concern that information on the fund balance would not be available by budget day.

TRACEY DELPHIA made a motion, seconded by VINCE FRANCO, that the Selectboard approve the proposed meeting schedule for 2021-2022, with the change of August 16th, 2021 to August 17th, 2021. Motion passed 5-0.

k. Consider appointment of Selectboard member to Cannabis Study Committee

Mr. Duggan said that the current legislation for retail cannabis requires municipalities to opt in, but that draft state legislation would require communities to opt out of cannabis sales or they will automatically be opted in. He said the Town of Essex and Village of Essex Junction intends to establish a study committee made up of members of the Selectboard, Village Trustees, Town and Village Planning Commissions, Economic Development Commission, and Village and Town Community Development Directors. Ms. Hill-Fleury volunteered to serve on the committee, indicating that this is an issue that she has been following and is interested in. Mr. Franco also expressed a desire to serve, saying that he had experienced a herniated disc and was helped immensely by medical cannabis and wants to share his passion with the community. Ms. Hill-Fleury said that she is happy to have Mr. Franco serve on the committee. The boards also discussed if it would be possible for the Village to opt out if the Town of Essex was to opt in, and potential regulations for cannabis sales at a local level. The board also discussed potential taxation for cannabis.

Ms. Cooper stated her support for involving the Economic Development Commission in this conversation.

DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, to appoint Vince Franco to the Cannabis Study Committee. Motion passed 5-0.

7. <u>CONSENT ITEMS</u>

a. Consider approval of support for grant funding for rehabilitation of culvert on Old Susie Wilson Road
b. Consider approval of support for grant funding for 2022 Town Highway Class 2 Paving Grant - Essex Way
c. Consider approval of support for grant funding for 2022 Town Highway Class 2 Paving Grant - Old Stage Road
d. Approve minutes: March 15, 2021; March 22, 2021 – Joint board; March 25, 2021
e. Check Warrant: #17839 – 3/19/21; 17841 – 3/26/21; #17843 – 4/2/21

VINCE FRANCO made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard approve the consent agenda as presented. Motion passed 5-0.

<u>8. READING FILE</u>

a. Board member comments

Mr. Watts said he and Mr. Murray have been having discussions on sharing the leadership responsibilities for the Selectboard. They hope to set an example to the community on working together on difficult issues. This is still being discussed and members of the public are welcome to send comments to either Mr. Watts or Mr. Murray.

b. Email from Tracey Delphia re: Resignation from Essex ZBA

Mr. Watts thanked Ms. Delphia for her service on the ZBA.

c. Memo from Annie Costandi, Chelsea Mandigo, Dennis Lutz, and James Jutras re: Information on Stormwater Phosphorus Control Plan

d. Memo from Darren Schibler re: Residential Phasing Policy

e. Fiscal Year 2022 Essex Parks and Recreation Program Fund Budget

f. Chittenden County Regional Planning Commission March Newsletter

g. Memo from Renae Marshall, Colchester Deputy Town Manager, Aaron Frank, Colchester Town Manager, Robert Vickery, Colchester Town Assessor and Julie Graeter, Colchester Town Clerk/Treasurer re: Act 175 Vermont Education Property Tax Transition Study

9. EXECUTIVE SESSION

a. **An executive session is anticipated to discuss pending or probable litigation

VINCE FRANCO made a motion, seconded by TRACEY DELPHIA, that the Selectboard make the specific finding that general public knowledge of pending or probable civil litigation, to which the public body is or may be a party, would place the Town at a substantial disadvantage. Motion passed 5-0.

VINCE FRANCO made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard enter into executive session to discuss pending or probable civil litigation, to which the public body is or may be a party, pursuant to 1 V.S.A. § 313(a)(1)(E), to include the Unified Manager, Deputy Manager, and HR Director. Motion passed 5-0.

b. ***An executive session is anticipated for contracts and labor relations agreements with employees

TRACEY DELPHIA made a motion, seconded by DAWN HILL-FLEURY, that the Selectboard make the specific finding that premature general public knowledge of the Town's position concerning ongoing contract negotiations and labor relations agreements with employees would place the Town at a substantial disadvantage. Motion passed 5-0.

TRACEY DELPHIA made a motion, seconded by DAWN HILL-FLEURY that the Selectboard enter into executive session to discuss contracts and labor relations agreements with employees pursuant to 1 V.S.A. § 313(a)(1)(A) and 1 V.S.A. § 313(a)(1)(B), to include the Unified Manager, Deputy Manager, and HR Director. Motion passed 5-0.

DAWN HILL-FLEURY made a motion, seconded by VINCE FRANCO, to exit executive session. Motion passed 5-0 at 10:19 p.m.

DAWN HILL-FLEURY made a motion, seconded by TRACEY DELPHIA, to authorize the Unified Manager to execute a contract with the American Federation of State, County and Municipal Employees (AFSCME) for 2021-2024. Motion passed 5-0.

10. <u>ADJOURN</u>
DAWN HILL-FLEURY made a motion, seconded by VINCE FRANCO, to adjourn. Motion passed 5-0 at 10:23 p.m.

Respectfully Submitted,
Darby Mayville
Recording Secretary

Approved this __________ day of __________, 2021

(See minutes of this day for corrections, if any)

____
Tracey Delphia, Clerk, Selectboard

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
07140	A NADEAU AND COMPANY INC	03/31/21	winter sand 03312021 D	110-43125.610 GENERAL SUPPLIES	32474.59	33470	04/09/21
24455	ALLEGIANCE TRUCKS	03/27/21	E2 STEPS, E1 PARTS X20101774201	110-42260.430 REPAIR AND MAINT SERV	2866.88	33474	04/09/21
25955	AT&T MOBILITY	03/23/21	CELL PHONE SERVICE 878149869032	110-41560.741 HARDWARE/SFTWARE/SERVICE	43.23	33477	04/09/21
25955	AT&T MOBILITY	03/23/21	CELL PHONE SERVICE 878149869032	110-41945.010 Telephone - 81 Main St	33.24	33477	04/09/21
25955	AT&T MOBILITY	03/23/21	CELL PHONE SERVICE 878149869032	110-42124.576 IT CARE AND MAINTENANCE	43.23	33477	04/09/21
25955	AT&T MOBILITY	03/23/21	CELL PHONE SERVICE 878149869032	110-43110.570 OTHER PURCHASED SERVICE	188.73	33477	04/09/21
25955	AT&T MOBILITY	03/23/21	CELL PHONE SERVICE 878149869032	110-45110.530 COMMUNICATIONS	44.33	33477	04/09/21
25955	AT&T MOBILITY	03/23/21	CELL PHONE SERVICE 878149869032	110-45220.530 COMMUNICATIONS	29.13	33477	04/09/21
25955	AT&T MOBILITY	03/23/21	CELL PHONE SERVICE 878149869032	110-45300.530 COMMUNICATIONS	99.45	33477	04/09/21
02000	BAKER & TAYLOR, INC	03/23/21	Adult Book 5016806095	110-45510.610 GENERAL SUPPLIES	2.10	33478	04/09/21
02000	BAKER & TAYLOR, INC	03/23/21	Adult Book 5016806095	110-45510.640 Adult Collection	44.43	33478	04/09/21
02000	BAKER & TAYLOR, INC	03/29/21	Adult Book 5016821955	110-45510.610 GENERAL SUPPLIES	1.40	33478	04/09/21
02000	BAKER & TAYLOR, INC	03/29/21	Adult Book 5016821955	110-45510.640 Adult Collection	30.15	33478	04/09/21
27060	BEHAR CONSULTING LLC	03/05/21	HR Consulting Fees 2021	110-41320.330 PROFESSIONAL SERVICES	1120.00	33480	04/09/21
07465	BIBENS ACE HARDWARE INC	03/29/21	Razor Blade 40889	110-42220.611 SMALL TOOLS AND EQUIP	3.79	33481	04/09/21
07465	BIBENS ACE HARDWARE INC	04/05/21	Shop Supplies 40949	110-45220.610 GENERAL SUPPLIES	4.59	33481	04/09/21
07465	BIBENS ACE HARDWARE INC	04/05/21	TBC LR RMVR24OZ 40951	110-41946.015 Gen Supplies - PW Garage	13.17	33481	04/09/21
07465	BIBENS ACE HARDWARE INC	04/07/21	2 KEY SARGENT S22-ACE 40970	110-42130.611 SMALL TOOLS & EQUIPMENT	5.98	33481	04/09/21
07465	BIBENS ACE HARDWARE INC	04/07/21	brush fitting 40974	110-43110.433 R&M SUPPLIES - VEHICLES	3.99	33481	04/09/21
02235	BOUND TREE MEDICAL LLC	03/23/21	Penlight 6/pk, 60pk/cs 83998518	110-42220.611 SMALL TOOLS AND EQUIP	12.38	33482	04/09/21
02235	BOUND TREE MEDICAL LLC	03/29/21	EMS SUPPLIES 84005171	110-42220.611 SMALL TOOLS AND EQUIP	591.66	33482	04/09/21
27590	CATAMOUNT COLOR (OFFSET H	03/31/21	Merger revote postcard pr 64973	110-41110.550 PRINTING/BINDING ORDNS	1539.00	33483	04/09/21
27590	CATAMOUNT COLOR (OFFSET H	03/31/21	Postage for merger revote 764973	110-41110.550 PRINTING/BINDING ORDNS	452.90	33483	04/09/21
21210	CINTAS LOC # 68M 71 M	03/04/21	81 Main First Aide 5054014685	110-41320.610 GENERAL SUPPLIES	57.78	33487	04/09/21
25120	CLICKTIME.COM	04/02/21	Town ClickTime - March 341988	110-41510.570 OTHER PURCHASED SERVICES	320.00	33488	04/09/21

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
25120	CLICKTIME.COM	04/02/21	Town ClickTime - March 341988	110-45110.570 OTHER PURCHASED SERVICE	144.00	33488	04/09/21
04940	COMCAST	02/28/21	Internet EFL 3/8-4/7/21 0050825 0221	110-41945.011 Telephone - Essex Free	5.00	33489	04/09/21
04940	COMCAST	03/28/21	Internet EFL 4/8-5/7/21 0050825 0321	110-41945.011 Telephone - Essex Free	5.00	33489	04/09/21
04940	COMCAST	03/27/21	Internet service - Public 0167066 0321	110-41943.010 Contr. Svcs - 81 Main St	151.85	33490	04/09/21
19330	CONSOLIDATED COMMUNICATIO	03/30/21	Pots / alarm lines 2/28-3 033021D	110-45124.530 COMMUNICATIONS	56.94	33494	04/09/21
08565	CREATIVE DISCOURSE	01/14/21	Racial Equity Task Force, 1098	110-41110.320 PROFESSIONAL SERVICES	2730.00	33495	04/09/21
08565	CREATIVE DISCOURSE	01/14/21	Racial Equity Task Force, 1098	110-41320.330 PROFESSIONAL SERVICES	318.50	33495	04/09/21
08565	CREATIVE DISCOURSE	01/14/21	Racial Equity Task Force, 1098	110-42130.330 PROFESSIONAL SERVICES	1501.50	33495	04/09/21
08565	CREATIVE DISCOURSE	04/07/21	VTWLG Sponsorship 1124	110-41510.560 DUES/SUBSCRIPT/MEETINGS	575.00	33495	04/09/21
03470	DEBORAH RAWSON MEMORIAL L	04/08/21	Replacement book 01302021D	110-45510.641 Juvenile Collection	20.94	33497	04/09/21
39060	ESSEX CAR WASH INC	03/31/21	MAR Car washes 3770	110-42152.430 REPAIR/MAINTENANCE SERV	234.00	33500	04/09/21
23215	ESSEX EQUIPMENT INC	03/27/21	new chain saw chains 107809640001	110-42260.430 REPAIR AND MAINT SERV	173.22	33501	04/09/21
V0777	ESSEX REPORTER	03/04/21	Mud season road posting 307815	110-43110.572 Advertising & Interview C	250.00	33502	04/09/21
31875	ESSEX TOWN WATER DEPT	03/15/21	W/S town locations Mar bi 031521D	110-41941.018 Water/Sewer - Powell Muse	84.95	33503	04/09/21
31875	ESSEX TOWN WATER DEPT	03/15/21	W/S town locations Mar bi 031521D	110-41941.011 Water/Sewer - Essex Free	80.05	33503	04/09/21
31875	ESSEX TOWN WATER DEPT	03/15/21	W/S town locations Mar bi 031521D	110-41941.015 Water/Sewer - PW Garage	1261.68	33503	04/09/21
31875	ESSEX TOWN WATER DEPT	03/15/21	W/S town locations Mar bi 031521D	110-45124.622 ELECTRICITY / WATER	60.00	33503	04/09/21
31875	ESSEX TOWN WATER DEPT	03/15/21	W/S town locations Mar bi 031521D	110-45220.434 Cemetery Maintenance	60.00	33503	04/09/21
31875	ESSEX TOWN WATER DEPT	03/15/21	W/S town locations Mar bi 031521D	110-41941.012 Water/Sewer - Fire	240.13	33503	04/09/21
31875	ESSEX TOWN WATER DEPT	03/15/21	W/S town locations Mar bi 031521D	110-41941.016 Water/Sewer - Parks Gar.	60.00	33503	04/09/21
31875	ESSEX TOWN WATER DEPT	03/15/21	W/S town locations Mar bi 031521D	110-41941.016 Water/Sewer - Parks Gar.	67.50	33503	04/09/21
31875	ESSEX TOWN WATER DEPT	03/15/21	W/S town locations Mar bi 031521D	110-41941.017 Water/Sewer - Memorial Ha	71.18	33503	04/09/21
04640	FASTENAL INDUSTRIAL & CON	01/19/21	restock nuts/bolts VTBUR289073	110-43110.433 R&M SUPPLIES - VEHICLES	82.90	33505	04/09/21
04640	FASTENAL INDUSTRIAL & CON	03/31/21	ADAPTER PLUGS FOR E2 VTBUR291048	110-42260.430 REPAIR AND MAINT SERV	128.28	33505	04/09/21
04640	FASTENAL INDUSTRIAL & CON	03/18/21	BLOWER FOR DRYING TRUCKS VTBUR291468	110-42260.430 REPAIR AND MAINT SERV	159.00	33505	04/09/21

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
04640	FASTENAL INDUSTRIAL & CON	03/31/21	SCBA CLEANING WIPES VTBUR292045	110-42220.741 SCABA MACHINERY	69.86	33505	04/09/21
04640	FASTENAL INDUSTRIAL & CON	04/02/21	SCREWS FOR OFFICE CHAIRS VTBUR292178	110-42260.431 R&M SUPPLIES	3.50	33505	04/09/21
24825	FIRST NATIONAL BANK OMAHA	03/24/21	MAR CREDIT CARD 8151 321	110-42130.610 GENERAL SUPPLIES	17.99	33507	04/09/21
24825	FIRST NATIONAL BANK OMAHA	03/24/21	MAR CREDIT CARD 8151 321	110-41942.013 R&M Bldgs - Police Sta.	38.98	33507	04/09/21
24825	FIRST NATIONAL BANK OMAHA	03/24/21	MAR CREDIT CARD 8151 321	110-42130.611 SMALL TOOLS & EQUIPMENT	29.23	33507	04/09/21
24825	FIRST NATIONAL BANK OMAHA	03/24/21	MAR CREDIT CARD 8151 321	110-42140.500 POLICE TRAINING	757.00	33507	04/09/21
19805	FIRST NATIONAL BANK OMAHA	02/24/21	FNBO 9572 Feb 2021 inv 9572 221	110-41320.570 OTHER PURCHASED SERVICE	481.32	33508	04/09/21
19805	FIRST NATIONAL BANK OMAHA	03/24/21	FNBO 9572 Mar 2021 cc sta 9572 321	110-41400.820 ELECTIONS/TOWN MEETINGS	352.49	33508	04/09/21
19805	FIRST NATIONAL BANK OMAHA	03/24/21	FNBO 9572 Mar 2021 cc sta 9572 321	110-41320.570 OTHER PURCHASED SERVICE	563.20	33508	04/09/21
19805	FIRST NATIONAL BANK OMAHA	03/24/21	FNBO 9572 Mar 2021 cc sta 9572 321	110-41320.610 GENERAL SUPPLIES	32.05	33508	04/09/21
16000	FISHER AUTO PARTS	04/01/21	BATTERY 293325187	110-42152.431 R&M SUPPLIES	145.92	33510	04/09/21
14595	FOLEY SERVICES INC	03/30/21	CARPET RUNNERS 1360528	110-41943.013 Contractual Svcs - Police	48.40	33511	04/09/21
14595	FOLEY SERVICES INC	04/06/21	CARPET RUNNERS 1361702	110-41943.013 Contractual Svcs - Police	48.40	33511	04/09/21
04340	FORD MOTOR CREDIT COMPANY	04/03/21	LEASE PAYMENT 28 1765401	110-47126.000 Police Lease Prin.	454.28	33512	04/09/21
04340	FORD MOTOR CREDIT COMPANY	04/03/21	LEASE PAYMENT 28 1765401	110-47400.000 INTEREST - SHORT TERM	24.42	33512	04/09/21
07000	GALLS INC	03/22/21	FEIT ALLOWANCE 017944252	110-42130.612 UNIFORMS	57.94	33513	04/09/21
23560	GORDON STAMP & ENG.	03/26/21	plaque for dropbox at 81 84324	110-41942.010 R&M Bldgs - 81 Main St	14.10	33516	04/09/21
07010	GREEN MOUNTAIN POWER CORP	03/29/21	Power various locations 2 032921D	110-41947.014 Electricity - PW Admin	135.36	33518	04/09/21
07010	GREEN MOUNTAIN POWER CORP	03/29/21	Power various locations 2 032921D	110-41947.016 Electricity - Parks Garag	124.30	33518	04/09/21
07010	GREEN MOUNTAIN POWER CORP	03/29/21	Power various locations 2 032921D	110-41947.017 Electricity - Memorial Ha	173.86	33518	04/09/21
07010	GREEN MOUNTAIN POWER CORP	03/29/21	Power various locations 2 032921D	110-41947.018 Electricity - Powell Muse	132.41	33518	04/09/21
07010	GREEN MOUNTAIN POWER CORP	03/29/21	Power various locations 2 032921D	110-41947.024 Electricity - Tree Farm	44.00	33518	04/09/21
07010	GREEN MOUNTAIN POWER CORP	03/29/21	Power various locations 2 032921D	110-43115.622 Electricity - St/Traffic	8285.72	33518	04/09/21
23595	HAMMOND ELECTRIC INC	04/06/21	Carmichael Street lights 9711JH	110-43115.622 Electricity - St/Traffic	912.75	33519	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-41320.210 GROUP INSURANCE	158.44	33520	04/09/21

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-41510.210 GROUP INSURANCE	105.63	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-41540.210 GROUP INSURANCE	105.63	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-41950.210 GROUP INSURANCE	52.81	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-41970.210 GROUP INSURANCE	158.44	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-41560.210 GROUP INSURANCE	105.63	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-45110.210 GROUP INSURANCE	105.63	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-45220.210 GROUP INSURANCE	52.81	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-41960.210 GROUP INSURANCE	52.81	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-43110.210 GROUP INSURANCE	475.31	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-45510.210 GROUP INSURANCE	264.06	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-42110.210 GROUP INSURANCE	158.44	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-42120.210 GROUP INSURANCE	158.44	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-42124.210 GROUP INSURANCE	264.06	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-42130.210 GROUP INSURANCE	739.38	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-43151.210 GROUP INSURANCE	52.81	33520	04/09/21
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3 20210430	110-45300.210 GROUP INSURANCE	52.81	33520	04/09/21
27460	HUTCHINSON CHARLIE	04/05/21	Refund of Tax Credit 2066001136	110-20202.000 TAX PAYMENTS IN ADVANCE	3350.38	33521	04/09/21
33495	INGRAM LIBRARY SERVICES I	03/25/21	Juvenile Book 52097428	110-45510.641 Juvenile Collection	4.76	33522	04/09/21
33495	INGRAM LIBRARY SERVICES I	03/25/21	Adult Book 52097429	110-45510.640 Adult Collection	12.19	33522	04/09/21
33495	INGRAM LIBRARY SERVICES I	03/25/21	Adult Book 52097429	110-45510.610 GENERAL SUPPLIES	1.99	33522	04/09/21
43815	JERIHILL ACE HARDWARE	03/31/21	SPLIT RINGS FOR COMMAND B 230300	110-42240.570 FIRE TRAINING	11.28	33527	04/09/21
13000	MARSHALL TIRE GROUP INC	04/02/21	Tires for Truck 34 61530	110-45220.431 R&M SUPPLIES	1003.08	33530	04/09/21
44275	MVP SELECT CARE INC.	04/02/21	Administrative Fee Invoic 202103	110-41510.570 OTHER PURCHASED SERVICES	40.00	33532	04/09/21
40075	NEW YORK CLEANERS	04/01/21	MAR DRY CLEANING 040121D	110-42130.612 UNIFORMS	564.45	33533	04/09/21
43010	NORTRAX INC	04/07/21	Hydraulic fluid 2076907	110-43110.433 R&M SUPPLIES - VEHICLES	767.50	33534	04/09/21

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
43010	NORTRAX INC	04/07/21	credit for returned hydra 2076910	110-43110.433 R&M SUPPLIES - VEHICLES	-614.00	33534	04/09/21
24100	PERMA-LINE CORP OF NEW EN	03/31/21	traffic signs 185601	110-43123.570 OTHER PURCHASED SERVICE	754.20	33537	04/09/21
27365	PETTY CASH-TOWN CLERK	04/08/21	Petty cash replenishment 210408	110-41540.610 GENERAL SUPPLIES	91.45	33539	04/09/21
27365	PETTY CASH-TOWN CLERK	04/07/21	Postage, supplies 210704	110-41946.010 Gen Supplies - 81 Main St	46.05	33539	04/09/21
27365	PETTY CASH-TOWN CLERK	04/07/21	Postage, supplies 210704	110-41540.610 GENERAL SUPPLIES	6.00	33539	04/09/21
24410	PRIORITY EXPRESS INC	03/31/21	Book Courier Svc 3/1-3/31 80512114	110-45510.570 OTHER PURCHASED SERVICE	101.88	33540	04/09/21
24470	RIVER COVE ANIMAL HOSPITA	04/07/21	K9 OFFICE VISIT 470479	110-42130.613 K9 Supplies	75.74	33544	04/09/21
28030	ROUTE 15 AUTOMOTIVE SERVI	04/01/21	LOF/BATTERY 131102	110-42152.430 REPAIR/MAINTENANCE SERV	64.45	33545	04/09/21
28030	ROUTE 15 AUTOMOTIVE SERVI	04/05/21	LOF/SKID PLATE/DOOR LOCK 131104	110-42152.430 REPAIR/MAINTENANCE SERV	169.95	33545	04/09/21
28030	ROUTE 15 AUTOMOTIVE SERVI	04/06/21	LOF/SKID PLATES 131106	110-42152.430 REPAIR/MAINTENANCE SERV	169.95	33545	04/09/21
42565	SEVEN DAYS	03/31/21	Legal Ad-PC 210388	110-41970.540 ADVERTISING	118.56	33548	04/09/21
40120	SHUEH LING ALTERATIONS	03/23/21	PATCHES SEWN 46682	110-42130.612 UNIFORMS	26.00	33549	04/09/21
V2118	SOUTH BURLINGTON LIBRARY	04/08/21	Book replaement 02242021D	110-45510.640 Adult Collection	37.50	33550	04/09/21
19200	T CLARK ENTERPRISES LLC	03/27/21	hauling winter sand from 1818	110-43125.610 GENERAL SUPPLIES	3275.92	33553	04/09/21
37680	TARRANT, GILLIES & RICHAR	02/28/21	TARRANT, GILLIES, RICHARD 14794	110-41110.320 PROFESSIONAL SERVICES	180.00	33554	04/09/21
37680	TARRANT, GILLIES & RICHAR	03/31/21	TARRANT, GILLIES, RICHARD 14895	110-41110.320 PROFESSIONAL SERVICES	720.00	33554	04/09/21
19720	VERIZON CONNECT NWF, INC.	04/01/21	AVL MONTHLY SERVICE OSV2403533	110-43110.530 COMMUNICATIONS	291.42	33559	04/09/21
19720	VERIZON CONNECT NWF, INC.	04/01/21	AVL MONTHLY SERVICE OSV2403533	110-45220.530 COMMUNICATIONS	32.38	33559	04/09/21
09930	VT ELEVATOR INSPECTION SV	03/28/21	Elevator Inspection 31183	110-41942.011 R&M Bldgs - Essex Free	100.00	33565	04/09/21
29825	VT GAS SYSTEMS	03/22/21	VT Gas Sand Hill March 2202232 0321	110-41948.016 Natural Gas - Parks Gar	168.92	33566	04/09/21
41920	VT HERITAGE DISTRIBUTORS	03/31/21	Bottled water svc 81 Main 901793 0321	110-41510.610 GENERAL SUPPLIES	14.75	33567	04/09/21
41920	VT HERITAGE DISTRIBUTORS	03/31/21	Bottled water svc PW Mar 902211 0321	110-43110.570 OTHER PURCHASED SERVICE	72.35	33567	04/09/21
41920	VT HERITAGE DISTRIBUTORS	03/31/21	Bottled water svc PWO Mar 902441 0321	110-43110.570 OTHER PURCHASED SERVICE	44.70	33567	04/09/21
27030	VT OFFICE OF CHILD SUPPOR	04/09/21	Payroll Transfer PR-04/09/21	110-20211.000 MISC DEDUCTIONS PAYABLE	311.54	33568	04/09/21
00935	VT PET FOOD & SUPPLY	04/02/21	MAR K9 SUPPLIES 04/02/2021	110-42130.613 K9 Supplies	116.86	33569	04/09/21

Vendor		Invoice Date	Invoice Description / Invoice Number	Account	Amount Paid	Check Number	Check Date
41630	VT STATE TREASURER	03/31/21	Quarterly marriage fees t	110-20275.000	650.00	33570	04/09/21
			210331	DUE TO VT MARRIAGE LIC			
25510	WALK MY DOG	03/31/21	MAR Impound/ Kennel Servi	110-44110.575	200.00	33572	04/09/21
			EPD 9	ANIMAL CONTROL/SHELTER			
V1161	ICMA RETIREMENT TRUST-401	04/09/21	Payroll Transfer	110-20208.000	7421.93	4070363	04/09/21
			PR-04/09/21	RETIREMENT PAYABLE			
V1160	ICMA RETIREMENT TRUST-457	04/09/21	Payroll Transfer	110-20208.000	1116.00	4070364	04/09/21
			PR-04/09/21	RETIREMENT PAYABLE			
17425	ICMA ROTH PLAN 706287	04/09/21	Payroll Transfer	110-20208.000	72.32	4070366	04/09/21
			PR-04/09/21	RETIREMENT PAYABLE			
09005	ICMA - 457 (PLAN 302056)	04/09/21	Payroll Transfer	110-20211.000	3918.87	4080176	04/09/21
			PR-04/09/21	MISC DEDUCTIONS PAYABLE			
14545	ICMA-RC (PLAN 705508)	04/09/21	Payroll Transfer	110-20211.000	420.26	4080177	04/09/21
			PR-04/09/21	MISC DEDUCTIONS PAYABLE			
21385	HEALTH EQUITY	04/09/21	Payroll Transfer	110-20215.000	159.50	21040901	04/09/21
			PR-04/09/21	HSA Payable HE			
05390	FAMILY SUPPORT REGISTRY	04/09/21	Payroll Transfer	110-20240.000	69.23	21040902	04/09/21
			PR-04/09/21	JUDGEMENTS PAYABLE			
26030	THOMSON REUTERS - WEST	04/01/21	MAR CLEAR LE INVESTIGATOR	121-42160.810	185.50	33555	04/09/21
			844088929	Justice Fund Exp			
19720	VERIZON CONNECT NWF, INC.	04/01/21	AVL MONTHLY SERVICE	121-42160.810	275.23	33559	04/09/21
			OSV2403533	Justice Fund Exp			
24825	FIRST NATIONAL BANK OMAHA	03/24/21	MAR CREDIT CARD	122-42160.500	1862.19	33507	04/09/21
			8151 321	Training, Conferences, Du			
24825	FIRST NATIONAL BANK OMAHA	03/24/21	MAR CREDIT CARD	122-42160.611	158.89	33507	04/09/21
			8151 321	Equipment			
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3	122-42160.210	52.80	33520	04/09/21
			20210430	Group Insurance			
25955	AT&T MOBILITY	03/23/21	CELL PHONE SERVICE	125-45120.530	34.28	33477	04/09/21
			878149869032	ESP COMMUNICATIONS			
07465	BIBENS ACE HARDWARE INC	04/02/21	Lacrosse Ball Cleaning Pr	125-45110.910	2.99	33481	04/09/21
			40931	BOYS LACROSSE			
07465	BIBENS ACE HARDWARE INC	04/06/21	Supplies	125-45110.910	47.96	33481	04/09/21
			40956	BOYS LACROSSE			
26395	CCRPC	01/31/21	storm drainage assessment	130-46820.011	476.80	33484	04/09/21
			20200812	CCRPC UPWP Planning			
19795	VANASSE HANGEN BRUSTIN IN	03/29/21	Stormwater Retrofit LDS C	130-46820.007	2512.22	33558	04/09/21
			33892830	CA0514 LDS Church MM18(9)			
25955	AT&T MOBILITY	03/23/21	CELL PHONE SERVICE	151-43200.530	133.12	33477	04/09/21
			878149869032	COMMUNICATIONS			
26290	CHAMPLIN ASSOC. INC.	03/25/21	Heritage Estates	151-43202.751	4133.40	33485	04/09/21
			1987	Sewer PS Upgrades SCADA			
19330	CONSOLIDATED COMMUNICATIO	03/30/21	Pots / alarm lines 2/28-3	151-43202.620	55.58	33494	04/09/21
			033021D	UTILITIES			
07010	GREEN MOUNTAIN POWER CORP	03/29/21	Power various locations 2	151-43202.620	1039.15	33518	04/09/21
			032921D	UTILITIES			
21240	HICKOK & BOARDMAN HRI	04/06/21	Advisory Agreement FY21Q3	151-43200.210	264.06	33520	04/09/21
			20210430	GROUP INSURANCE			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				101952.85		

To the Treasurer of Town of Essex, We Hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating $ ***101,952.85
Let this be your order for the payments of these amounts.

STATE OF VERMONT
Agency of Transportation

SEARCH

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CONTACT US

VT ROUTE 15 - COLCHESTER-ESSEX

The Vermont Agency of Transportation in conjunction with Engineers Construction, Inc. (ECI) will begin the construction of a new on VT Route 15 between the intersections of Lime Kiln Road, Colchester and Susie Wilson Road, Essex.

This project includes a new 10’ wide multi-use path, pedestrian signal upgrades, signage, pavement markings and other incidental highway related activities. The new path will run along the south side of VT Route 15 from Lime Kiln Road to Vermont Air National Guard Road, then cross VT Route 15 and continue along the north side of the road to Susie Wilson Road.

During construction, we anticipate minimal impact on the traveling public as the majority of the work will be off the roadway. Non-motorists, will follow a signed detour package. If any impact to the

MENU

motorists occurs, it will be clearly signed and there will be flaggers and/or uniformed traffic officers. All construction will be during the daytime hours. The anticipated completion is September 2021.

On April 12, 2021 ECI will install construction signage and set up erosion control measures.

For questions/concerns regarding this project or to receive weekly project updates, you may email Stephanie Barrett, Public Information Consultant at sbarrett@coibsinc.com (mailto:sbarrett@coibsinc.com) or call 802-399-7847. Please reference VT Route 15.

Construction Updates

Coming Soon

Vermont Agency of Transportation
219 North Main Street
Barre, VT 05641

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Memorandum

TO: Evan Teich, Unified Manager and the Selectboard
FROM: Dennis Lutz, P.E., Public Works Director
DATE: 5 April 2021
SUBJECT: Status of Winter Operations through 5 April 2021 (INFORMATION)

Winter is mostly over, although in Vermont one can never be sure. In any event, the reporting will end with this report. The posting of gravel roads with weight restrictions is still in force and the gravel roads have been graded a number of times. Our overall winter costs will finish the fiscal year below budget in all three areas. Dan Roberge, the Highway Superintendent and the highway crew did an outstanding job of keeping the roads and sidewalks clear while working under COVID restrictions.

<u>Winter Overtime</u>:

The following table compares the winter overtime at this time of year for the current year and the past two years:

Winter	Overtime to Date
2018-2019	4498 man hours
2019-2020	2319 man hours
2020-2021	1453 man hours

The overtime budget was set for this year at $95,000 and $25,480 was spent as of March 31st. There may be a few more hours added in April but overall, there will be significant savings from this account. The plan is to put the savings to work in added summer construction and paving.

<u>Winter Salt Use</u>:

The following table compares the winter salt purchased and used at this time of year for the current year and the past two years. The final costs are estimated but not yet billed since we are currently ordering the final loads of salt to bring our stockpile on hand up to the same level as last year.

Winter	Salt Purchased to Date
2018-2019	2328 tons
2019-2020	1470 tons
2020-2021	1053 tons

The current budget was estimated on the basis of $149,200. The actual current cost is estimated at $75,000, pending final bills. The net budget savings should be on the order of $69,000. The plan is to put the savings to work in added summer construction and paving.

Sand use:

The following table compares the winter sand use at this time of year for the current year and the past two years.

Winter	Sand used to Date
2018-2019	6144 tons
2019-2020	4500 tons
2020-2021	3900tons

Summary

It appears that winter costs for materials – sand and salt- will be well under budget. The plan is to put the savings to work in added summer construction and paving.

VERMONT

Vermont Department of Environmental Conservation
Drinking Water and Groundwater Protection Division
One National Life Drive - Davis 4 [phone] 802-828-1535
Montpelier, VT 05620-3521 [fax] 802-828-1541
http://dec.vermont.gov/water

Agency of Natural Resources

Essex Town Water Department
Attn: Dennis Lutz
81 Main Street
Essex Junction, VT 05452

April 1, 2021

Re: Sanitary Survey Letter, Essex Town Water System, Public Community Water System, Essex Town, VT, WSID VT0005065

Mr. Lutz,

A sanitary survey of the Essex Town Water System (Water System) was conducted on March 26, 2021. I represented the Vermont Department of Environmental Conservation, Drinking Water and Groundwater Protection Division (Division); you, Aaron Martin, P.E., the Town Utilities Director, Melissa Hood, Champlain Water District, and Dan Gregoire, represented the Water System. The Water System in fully consecutive to Champlain Water District (Wholesaler, WSID 5092). The Division issued the Water System a Permit to Operate (PTO) on November 20, 2013. Please note that the PTO does not have an expiration date but will be amended by the Division as deemed necessary.

During the sanitary survey and file review, no deficiencies were identified. The Division appreciates the Water Systems attention to detail and dedication to provide safe drinking water to its customers.

I appreciate you, Aaron, Melissa, and Dan taking the time to conduct the sanitary survey of the Essex Town Water Department. I look forward to working with you in the future. If you have any questions or would like to discuss the survey please feel free to contact me by email at andrew.ferguson@vermont.gov , or by phone at 802-585-8089.

Sincerely,

Andrew Ferguson
Community System Operations Specialist

cc: Dana K. Nagy, Drinking Water Community Operations Section Supervisor
Aaron Martin, P.E., Town of Essex Utilities Director / Town of Engineer
Dan Gregoire, Town of Essex Public Works
Melissa Hood, Champlain Water District
WSID File VT0005065

From: Annie Cooper <nuttywithakick@gmail.com>
Sent: Thursday, April 15, 2021 7:40 AM
To: Andy Watts <AWatts@ESSEX.ORG>; Patrick Murray <PMurray@essex.org>; Vince Franco <vfranco@essex.org>; Dawn Hill-Fleury <dhillfleury@essex.org>; Tracey Delphia <tdelphia@essex.org>; Evan Teich <eteich@essex.org>; Gregory Duggan <gduggan@ESSEX.ORG>; Brian Shelden; Jeff Benjamin ; Botur Kosimi; Ta-Tanisha Redditta ; Owiso Makuku <omakuku@essex.org>; Robin Pierce <robin@essexjunction.org>; Darren Schibler <DSchibler@ESSEX.ORG>
Cc: Andrew Brown <abrown@essexjunction.org>; Raj Chawla <RChawla@essexjunction.org>; George Tyler <gtyler@essexjunction.org>; Daniel Kerin <dkerin@essexjunction.org>; Amber Thibeault <AThibeault@essexjunction.org>
Subject: Economic Development Commission

Hello, All,

As the merger revote has shown, it is an absolute that the TOV area of our town does not want merger. As the "no" signs so aptly say "Enough".

As a Town of Essex resident who resides in the village, I pay taxes to the Town of Essex Community Development Department but receive 0 of my tax money back in services.

Not only that but I also pay taxes, as a village resident, to fund the Village of Essex Junction Community Development Department, the one I do receive services from.

The village pays 41% of the tax burden of that the town department but receives zero services from it while also paying 100% of its taxes to fund an identical department for the village.

The truth is that it is not possible for the town to provide this service to the village.

The Economic Development Commission falls under the purview of the Town of Essex Selectboard and sits as an advisor to the Town of Essex Community Development Department, the very department that I, as a village resident pay taxes for but receive zero services from.

My personal engagement in my community stems from pure heart, soul and desire to be of service. To give back to the community where it has given to me.

My goals, aspirations and joy for community were in a vein of merger. A vein of goodwill towards all of my town. Towards the connectivity that merger would have brought to us all. Business connectivity, resident to business connectivity, interactive town wide committee connectivity, etc.

As merger has failed and the village heads towards separation, this has altered and affected my role.

A village resident who pays tax dollars towards while serving as a volunteer in direct relation to a TOV-only department, after the TOV "enough" no vote on merger does not make sense.

I've greatly enjoyed my time on the Economic Development Commission and wish the TOV area great success while I recenter my focus, my time and my volunteer efforts in the village.

I submit a gracious resignation, for directly after this morning's meeting, which I'm happy to lead, per usual, with grace, respect and responsibility towards all of Essex, with zero mention of this letter or my thoughts on this matter. That will not be part of the meeting.

Thank you for this opportunity to serve.

Annie Cooper
Resigned Chair of the Economic Development Commission

From: RaMona Sheppard
Sent: Wednesday, April 7, 2021 4:31 PM
To: Gregory Duggan <gduggan@ESSEX.ORG>; Lauren-Glenn Davitian <davitian@cctv.org>
Subject: TMTV resignation

Greetings -

Due to personal circumstances, I am unable to continue as the representative to Town Meeting TV for the town of Essex or the village of Essex Junction effective immediately.

Best regards,
RaMona Sheppard

MEETING SCHEDULES 04/16/2021

TOWN SELECTBOARD MEETINGS	VILLAGE TRUSTEES MEETINGS
April 14, 2021—6:30 PM	VB Regular -- Darby
April 19, 2021—6:30 PM	SB Regular -- Amy
April 27, 2021—6:30 PM	VB Regular –Cathy
May 3, 2021—6:30 PM	SB Regular -- Amy
May 11, 2021—6:30 PM	VB Regular –Cathy
May 17, 2021 – 6:30 PM	SB Regular -- Amy
May 25, 2021 – 6:30 PM	VB Regular—Cathy
June 7, 2021 – 6:30 PM	SB Regular -- Darby
June 8, 2021 – 6:30 PM	VB Regular -- Amy
June 21, 2021 – 6:30 PM	SB Regular –Cathy
June 22, 2021 – 6:30 PM	VB Regular -- Darby
July 12, 2021 – 6:30 PM	SB Regular -- Cathy
July 13, 2021 – 6:30 PM	VB Regular -- Amy
August 2, 2021—6:30 PM	SB Regular -- Darby
August 10, 2021—6:30 PM	VB Regular -- Amy
August 17, 2021—6:30 PM	SB Regular – Cathy
August 24, 2021—6:30 PM	VB Regular -- Amy
September 13, 2021—6:30 PM	SB Regular -- Cathy
September 14, 2021—6:30 PM	VB Regular – Darby
October 4, 2021—6:30 PM	SB Regular –
October 12, 2021—6:30 PM	VB Regular --
October 18, 2021—6:30 PM	SB Regular --
October 26, 2021—6:30 PM	VB Regular --
November 1, 2021—6:30 PM	SB Regular
November 2, 2021 – 8:30 AM	VB All day budget workshop – Darby
November 9, 2021 – 8:00 AM	SB All day budget workshop --
November 9, 2021—6:30 PM	VB Regular – Cathy
November 15, 2021—6:30 PM	SB Regular -- Darby

November 23, 2021—6:30 PM	VB Regular – Darby
December 6, 2021—6:30 PM	SB Regular -- Cathy
December 14, 2021—6:30 PM	VB Regular -- Amy
December 20, 2021—6:30 PM	SB Regular – Cathy
December 21, 2021—6:30 PM	VB Regular
January 3, 2022—6:30 PM	SB Regular -- Amy
January 11, 2022—6:30 PM	VB Regular – Darby
January 18, 2022—6:30 PM	SB Regular
January 25, 2022—6:30 PM	VB Regular -- Cathy
February 7, 2022—6:30 PM	SB Regular
February 8, 2022—6:30 PM	VB Regular
February 22, 2022—6:30 PM	VB Regular -- Cathy
February 23, 2022—6:30 PM	SB Regular meeting
February 28, 2022—6:30 PM	Town Informational hearing
March 7, 2022—6:30 PM	SB Regular
March 8, 2022—6:30 PM	VB Regular
March 21, 2022—6:30 PM	SB Regular
March 22, 2022—6:30 PM	VB Regular -- Cathy
April 4, 2022—6:30 PM	SB Regular
April 6, 2022 – 7:00 PM	Village Informational hearing -- Cathy
April 13, 2022—6:30 PM	VB Regular