

BUDGET REQUEST FORM FYE 2022

DEPARTMENT: Water & Sewer
ACCOUNT/TITLE: Salaries - Regular (Pg.1 of 3)

DATE: 02/10/2021
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: 02/19/2021

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;

<u>FYE15</u>	<u>FYE16</u>	<u>FYE17</u>	<u>FYE18</u>	<u>FYE19</u>	<u>FYE 20</u>	<u>AVG</u>
\$2,504	\$494	\$0	\$3,431	\$910	\$165	\$1251

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

	<u>FYE 2019</u> <u>Actual</u>	<u>FYE 2020</u> <u>Actual</u>	<u>FYE 2021</u> <u>Estimated</u>	<u>FYE 2022</u> <u>Proposed</u>
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.

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

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.

<u>FYE15</u>	<u>FYE16</u>	<u>FYE17</u>	<u>FYE18</u>	<u>FYE19</u>	<u>FYE20</u>	<u>AVG</u>
\$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.

	<u>FYE 2019</u> <u>Actual</u>	<u>FYE 2020</u> <u>Actual</u>	<u>FYE 2021</u> <u>Estimated</u>	<u>FYE 2022</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>Building square footage</u>	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
<u>None</u>	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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
ACCOUNT/TITLE: Rentals

DATE: 02/08/2021
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	FYE 2020	FYE 2021	FYE 2022
<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>

ACTIVITY INDICATORS

<u>Number of pagers</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<u>Number of cell phones</u>	<u>2.5</u>	<u>2.5</u>	<u>2.5</u>	<u>3.5</u>

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 REQUEST 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
\$3,736 in FY15, \$4,799 in FY16, \$3,339 in FY17,
\$1,960 in FY18, \$5,029 in FY19, \$4543 in FY20)
<u>*Budget for (1) Added billing (3 times per year)</u> | \$6,500 |
| 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) | <u>\$ 300</u> |

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.

<u>FYE14</u>	<u>FYE15</u>	<u>FYE16</u>	<u>FYE17</u>	<u>FYE18</u>	<u>FYE19</u>	<u>FYE20</u>	<u>AVG</u>
\$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:

<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>AVG</u>
\$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 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	FYE 2020	FYE 2021	FYE 2022
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>
ACTIVITY INDICATORS				
<u># of employees</u>	<u>3.75</u>	<u>3.5</u>	<u>3.5</u>	<u>3.5 employees</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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	<u>100</u>
	\$ 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.

<u>FYE15</u>	<u>FYE16</u>	<u>FYE17</u>	<u>FYE18</u>	<u>FYE19</u>	<u>FYE20</u>	<u>AVG.</u>
\$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 <u>Actual</u>	FYE 2020 <u>Actual</u>	FYE 2021 <u>Estimated</u>	FYE 2022 <u>Proposed</u>
<u>Truck 604 (2017)</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<u>Truck 605 (replace in 2021 or later)</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<u>Truck 603 (2014)</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<u>Sewer Cleaner</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>

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

	<u>FYE 2019</u> <u>Actual</u>	<u>FYE 2020</u> <u>Actual</u>	<u>FYE 2021</u> <u>Estimated</u>	<u>FYE 2022</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>Number of meters installed</u>	<u>80</u>	<u>65</u>	<u>68</u>	<u>69</u>

	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 (last payment 12/1/2024) (see attached) (3) \$5,635

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 (5) \$1,300
CWD for member communities)
\$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

	<u>FYE 2019 Actual</u>	<u>FYE 2020 Actual</u>	<u>FYE 2021 Estimated</u>	<u>FYE 2022 Proposed</u>
ACTIVITY INDICATORS				
<u>Water Accounts</u>	<u>3538</u>	<u>3574</u>	<u>3600</u>	<u>3635</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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
Repairs & Maintenance

DATE: 02/09/2021

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 in FYE21 are approaching \$50,000 for the year.

	<u>FYE 2019</u> <u>Actual</u>	<u>FYE 2020</u> <u>Actual</u>	<u>FYE 2021</u> <u>Estimated</u>	<u>FYE 2022</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>miles of Town (+ private) waterline</u>	<u>61.77</u>	<u>61.57</u>	<u>62</u>	<u>63</u>
<u>number of Town (+ private) hydrants</u>	<u>511</u>	<u>525</u>	<u>530</u>	<u>535</u>
<u>number of Town (+ private) valves</u>	<u>1033</u>	<u>1099</u>	<u>1040</u>	<u>1050</u>
<u>number of Town (+private) curb stops</u>	<u>1161</u>	<u>1193</u>	<u>1200</u>	<u>1220</u>

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

Repairs & Maintenance

ACCOUNT/TITLE: 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.

	<u>FYE16</u>	<u>FYE17</u>	<u>FYE18</u>	<u>FYE19</u>	<u>FYE20</u>	<u>AVG</u>
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, paint, adapters, grade stakes, paver risers	\$369	\$777	\$3,513	\$115	\$180	\$991
	<u>\$10,427</u>	<u>\$12,290</u>	<u>\$15,829</u>	<u>\$8,663</u>	<u>\$9,792</u>	<u>\$11,400</u>

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 |

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

	FYE 2019	FYE 2020	FYE 2021	FYE 2022
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>

ACTIVITY INDICATORS

<u>Number of licensed Operators</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
-------------------------------------	----------	----------	----------	----------

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:

<u>Budget Year</u>	<u>Budgeted System Stabilization</u>
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)	<u>2,000 GPD</u>	
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	<u>451,000 GPD</u>
	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:

<u>Year</u>	<u>Percentage Increase Over Previous Year</u>
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:

$$454,000\text{gpd} \times 365 \text{ days} \times \$3.235/1,000 \text{ gallons} = \$536,072$$

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	\$ <u>45,000</u>	
	\$ 581,072	Use \$581,000

	<u>FYE 2019</u> <u>Actual</u>	<u>FYE 2020</u> <u>Actual</u>	<u>FYE 2021</u> <u>Estimated</u>	<u>FYE 2022</u> <u>Proposed</u>
ACTIVITY INDICATORS				
Number of connections (accounts)	<u>2,368</u>	<u>2,385</u>	<u>2,400</u>	<u>2,430</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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

<u>Period</u>	<u>Avg.Flows Gallon/Day</u>	<u>Year to Year Gallons/day Change</u>	<u>% Change</u>
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%
Jan 17 to Dec 17	441,768	+18,535	+4.4%
Jan 18 to Dec 18	449,033	+7,765	+1.6%
Jan 19 to Dec 19	502,497	+53,464	+12%
Jan 20 to Dec 20	468,595	-33,902	-6.7%

**BUDGET REQUEST FORM
FYE 2022**

DEPARTMENT: Sewer
Repairs & Maintenance
ACCOUNT/TITLE: Services - System General

DATE: 02/10/2021
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

	FYE 2019	FYE 2020	FYE 2021	FYE 2022
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>

ACTIVITY INDICATORS

Miles of gravity lines (includes private)	<u>31</u>	<u>31</u>	<u>31.5</u>	<u>32</u>
Miles of force main (includes private)	<u>9.7</u>	<u>11.32</u>	<u>11.75</u>	<u>12</u>
Manhole (includes private)	<u>939</u>	<u>972</u>	<u>1000</u>	<u>1020</u>
Pump Stations	<u>15</u>	<u>16</u>	<u>16</u>	<u>17</u>

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 add a 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:

	<u>Actual</u>
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:

	<u>Budget</u>
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: 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:

	<u>FYE16</u>	<u>FYE17</u>	<u>FYE18</u>	<u>FYE19</u>	<u>FYE20</u>	<u>FY21 (est)</u>	<u>BUDGET</u>
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 & Alder Lane Generators) /Gas	<u>\$ 1,987</u> \$45,622	<u>\$1,301</u> \$45,408	<u>\$1,617</u> \$51,741	<u>\$ 490</u> \$49,809	<u>\$1,009</u> 56,955	<u>\$1,200</u> \$59,300	<u>\$1,200</u> \$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:

<u>Budget Year</u>	<u>Budgeted System Stabilization</u>
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: 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	

WATER & SEWER CONNECTION RATE COMPARISON

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	1 st 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.