

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES SPECIAL MEETING
TUESDAY, DECEMBER 20, 2016
8:15 AM**

AGENDA

FYE 18 BUDGET WORK SESSION

This meeting will be held in the meeting room at the Village Municipal Building, 2 Lincoln Street, Essex Junction, VT 05452. Meetings of the Trustees are accessible to people with disabilities. For information on accessibility and/or this agenda, call the Manager's office at 878-6944.

**TRUSTEES FYE 18 BUDGET DAY SCHEDULE
TUESDAY, DECEMBER 20, 2016
LINCOLN HALL**

8:15 - 9:00	Budget Overview - Pat Scheidel & Lauren Morriseau
	Revenues - Pat Scheidel & Lauren Morriseau
9:00 - 9:45	Recreation - Brad Luck
9:45 - 10:15	Transfers & Misc. Exp./Grants & Unantic. Exp./Administration/ Lincoln Hall/Capital Reserve/Rolling Stock/Debt Service - Pat & Lauren.
10:15 - 10:30	Break
10:30 - 11:00	Fire Dept. - Chris Gaboriault
11:00 - 11:30	Senior Center - Ally Vile and Lou Ann Pioli
11:30 - 12:00	Community Development - Robin Pierce
12:00 - 1:00	Lunch/Work Session/Agenda items
1:00 - 1:30	Library - Wendy Hysko
1:30 - 2:00	WWTF - Jim Jutras
2:00 - 2:15	Sanitation - Jim Jutras and Rick Jones
2:15 - 2:45	Street Dept./Water Fund - Rick Jones



The economic engine of Vermont.

Village Manager's Office

MEMORANDUM

TO: Village Trustees
FROM: Patrick Scheidel, Village Manager
DATE: December 20, 2016
SUBJECT: FYE18 General Fund Budget Transmittal

PROPOSED FYE17 BUDGET- SUMMARY OF ISSUES

The Managers' proposed FYE18 budget is a request for funds to continue providing services to the Village residents at the current level with more costs to be shared with the Town. The additional costs to be transferred to the Town are the Finance Director and IT services. The proposed budget shows an overall decrease of .7% due to these transfers and also the discontinuing of the half penny for the Fire Truck Ladder note.

The proposed budget is \$3,923,872 which is a decrease of \$29,202 (-0.7%) from the FYE17 budget. The change from the FYE17 budget is made up of the following:

Salaries	\$(52,453)
Consultant for Manager search	\$17,000
Computer Expenses	(13,000)
Street Lights	(9,948)
Winter Maintenance	5,000
Pavement Maintenance	10,000
Capital Contributions	(19,379)
Health and Other Insurances	9,258
Other increases & decreases	24,320
Decrease in Budget	\$(29,202)

This budget follows the model adopted in FYE16 where the Town pays all of the Street Department. Our grand list assumptions are a 1% increase in non-Global Foundries grand list and no change in Global Foundries grand list value which was reduced in FYE17. With these assumptions, the Village tax rate is estimated to be \$.226, a decrease of 1.27 %.

PERSONNEL COSTS

The following is a list of the percentage personnel costs represent of individual departmental budgets (departments that have personnel) and the percentage personnel costs comprise of the total General Fund Budget:

Administration	76%
Economic Development	66%
Fire	61%
Library	76%
Community Development	81%

Proposed FYE18 Budget- Summary of Issues

Street	34%
Total General Fund	47%

AREAS OF GREATEST CHANGE IN SERVICE OR COST ARE:

- 1) **Salaries, Health Insurance and other Insurances** contribute a substantial amount to the budget decrease due to the transfer of the Finance Director costs to the Town of Essex.
- 2) **Capital Contributions** decrease due to the elimination of the half penny for the ladder truck.
- 3) **Other professional** services in Administration increase for the Manager search.
- 4) **Computer Expenses** decrease due to transfer of IT costs to the Town of Essex.

Budget Challenges

Budget Goals

Our goal was an inflationary level of increase. Due to the transfer of some costs to the Town of Essex we were able to keep the budget increase less than inflation rate.

New Services

The Communications Assistant in Economic Development is proposed to be upgraded to a Communications Officer position shared by the Village and Town.

Capital Budgets Funding

The Capital Budget contribution is increased by 7.5%. Projects proposed for FYE18 are Hillcrest Sidewalks, Greenwood Ave. Drainage, Main St. Pedestrian Bridge, and the construction of the Crescent Connector. These projects have been ranked highest priority by the Capital Committee. A new Village server was deleted from the plan as the Town will be providing a server on their system.

The Rolling Stock contribution increases by \$10,000 each year. Vehicles planned for purchase include a Sidewalk Plow and a Fire Pumper. The Trustees have already approved the purchase of the Pierce Manufacturing Fire Truck. The Rolling Stock Plan includes taking out a \$150,000 note to complete the Fire Truck purchase.

Combined Service Initiatives

- The Town budget includes Public Works Administration for the Village Street Department.
- A Communications Plan for Shared Public Works Management has been implemented.
- The handling of requests for service/complaints for Shared Public Works Management has been implemented..
- The Village and Town Finance Departments have combined services in several areas and are sharing a Finance Director in the Town office
- Accounts Payable is a shared Function.
- Village payroll is on the Town System
- The TGIA group is moving forward
- The Finance Director position is proposed to be paid 60% by the Town General Fund, 20% by Village Utilities and 20% by Town Utilities. Finance Director will become a Town employee.

Proposed FYE18 Budget- Summary of Issues

- Village and Town will use the services of the Town IT Department. Eliminates need for new Village server
- Village and Town will share a Communications Officer

Grant Activity

Grants that are currently under Management

Crescent Connector	\$4,500,000
Pearl Street Missing Link Sidewalk	\$2,120,000
Total	\$6,620,000

VILLAGE OF ESSEX JUNCTION
GENERAL FUND BUDGET SUMMARY

12/12/16
5:52 PM

	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
GENERAL GOVERNMENT:						
Administration	546,247	588,773	562,235	603,131	503,502	-16.5%
Transfers & Misc Expenditures	649,623	690,448	765,448	583,585	564,206	-3.3%
Grant & Non-Budgetary Expenditures	(18,525)	0	20,763	0	0	0.0%
Seniors Support	5,934	8,223	12,347	0	0	0.0%
Fire Department	300,351	304,184	299,463	315,342	325,239	3.1%
Library	729,950	762,774	696,980	776,396	798,291	2.8%
Lincoln Hall	58,835	44,604	44,675	49,150	50,874	3.5%
Community Development	224,051	249,937	233,331	251,212	256,985	2.3%
Economic Development/Community Events	86,573	87,450	70,408	92,021	92,905	1.0%
Street Department	809,092	839,570	831,688	1,059,993	1,121,449	5.8%
Subtotal General Fund	3,392,131	3,575,963	3,537,338	3,730,830	3,713,450	-0.5%
Debt Service	0	223,426	223,426	222,244	210,422	-5.3%
GENERAL FUND TOTAL	3,392,131	3,799,389	3,760,765	3,953,074	3,923,872	-0.7%

GENERAL FUND REVENUES - \$3,923,872

Represents an overall decrease of \$29,202 or -0.7%

Areas of significant change to the Revenue Budget are as follows:

Acct # Description

Unrestricted Fund Balance - (+/- \$0) In the past 5 budgets the Village has reduced the tax rate by using a small amount of fund balance. We propose to discontinue this as our unassigned fund balance has dropped. Following the transfer to the Building Maintenance Fund the percentage fund balance is of the FYE17 budget is 8.1%. The Trustees are allowed to maintain an unassigned fund balance of 10%.

39154.000-39156.000 – Enterprise Funds Service Fees (-\$52,350) – with the Transfer of the Finance Director salary and benefits the amount paid by the Enterprise Funds to the General Fund has decreased. (The Enterprise Funds will continue to pay 20% of the Finance Director's salary and Benefits to the Town General Fund.)

Farmers Market Reimbursement – (-\$4,575) The Village of Essex Junction is paying the full cost of the Farmers Market Manager. There is no longer reimbursement.

GENERAL FUND REVENUES

12/12/16
5:45 PM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
	Unrestricted Fund Balance	0	35,000		35,000	0	-100%
31101.000	Property Taxes	3,037,246	2,564,285	2,564,285	2,482,765	2,474,734	0%
33546.000	State for Pilot & Current Use	3,529	2,500	2,173	1,900	2,000	5%
33582.000	Essex Town Contribution to Library	15,000	15,000	15,000	15,000	15,000	0%
33582.001	Town Payment for Stormwater	0	59,500	59,500	59,352	61,459	4%
33582.002	Town Payment for Street Dept.	0	780,070	780,070	1,000,642	1,059,989	6%
34130.000	License & Zoning Fees	69,383	50,000	58,153	50,000	58,000	16%
34131.000	Whitcomb Farm Solar Pilot	6,600	5,524	5,405	5,400	5,000	-7%
34221.000	Miscellaneous Fire Receipts	20	10	25	20	20	0%
35130.000	State District Court Fines	877	2,000	1,741	500	1,000	100%
36102.000	Interest Earnings	1,389	2,000	4,528	1,500	1,500	0%
36201.000	Parking Space Fees	4,800	4,800	4,800	4,800	4,800	0%
36202.000	Lincoln Hall Rentals	0	1	30	1	0	-100%
36400.000	Block Party Donations	1,700	1,500	1,150	1,500	1,500	0%
36603.000	Misc. Receipts	2,740	2,000	1,630	2,000	2,000	0%
36605.000	Miscellaneous Street Receipts	3,528	3,000	9,312	3,000	4,000	33%
36606.000	Miscellaneous Library Receipts	706	300	683	400	500	25%
39154.000	Service Fee - Water	106,840	108,760	108,760	113,888	92,948	-18%
39155.000	Service Fee - WWTP	53,420	54,380	54,380	56,944	46,474	-18%
39156.000	Service Fee - Sanitation	106,840	108,760	108,760	113,888	92,948	-18%
39501.000	Miscellaneous Grants	19,958	0	17,725	0	0	0%
	Lost Book Revenue	5,069	0	2,381	0	0	0%
	Farmers Market Reimbursement	1,450	0	3,479	4,575	0	-100%
NA	Penalties/Interest Delinq. Taxes	383	0	0	0	0	0%
NA	State Highway Aid	113,436	0	0	0	0	0%
NA	EJSD Tax Collection Fee	0	0	0	0	0	0%
	TOTALS	3,554,914	3,799,390	3,803,970	3,953,074	3,923,872	-0.74%

Tax Rate Calculation

	FY17		FY18	% Increase
Budget Increase				
Grand List		Projected Grand List		
IBM Real Estate	800,000	IBM Real Estate	800,000	
Non-IBM Real Estate	10,056,670	Non-IBM Real Estate	10,157,237	
Tax Stabilization Reduction	(8,148)	Tax Stabilization Reductio	(6,411)	
Total Grand List	10,848,522	Total Projected Grand Lis	10,950,826	
Tax Appropriation	2,482,765	Tax Appropriation	2,474,734	
Tax Rate	0.2289		0.22599	-1.27%

TRANSFERS & MISC EXPENDITURES - \$564,206

Represents an overall decrease of \$19,379 or -3%

This cost center is for Transfers to other funds and reserves

Areas to note:

Acct # Description

49100.030 Capital Fund Contribution – (+\$20,621) A 5% increase in the cost of Capital Fund projects is assumed and the contribution from the General Fund increase was changed to 7.5% in FYE16 to increase the amount available for projects.

49100.031 Rolling Stock Fund Contribution – (+\$10,000) We have increased this line item to keep up with the escalating cost of purchasing vehicles and equipment. The Rolling Stock replacement plan assumes a yearly increase of 3% for most vehicles and 5% for Fire trucks in our Rolling Stock Plan. We have a schedule we try to follow that outlines the estimated life for different types of equipment. We are proposing to purchase a sidewalk plow (\$143,528) and a Fire Pumper Truck (\$625,634). The Rolling Stock plan includes taking out a \$150,000 note to cover the cost of the Pumper.

49100.040 Transfer for Building Maintenance – no increase or decrease. In FYE17 the Trustees started setting aside funds for the Maintenance of our historical buildings. This budget proposes to continue that transfer.

49100.802 Employee Termination Benefits - This is a reserve to prevent the Village General Fund budget from sustaining a large hit in the year an employee retires. Employees are paid for accumulated vacation time (up to 240 hours), comp time (up to 200 hours if hourly employee) and a portion of accumulated sick time (could be up to 800 hours). The Village General Fund had liability of \$290,138 at 6/30/16 for accrued benefits. At the end of FYE16 this reserve contains \$81,965. Staff feels it is important to continue funding this reserve as a number of our employees are nearing retirement age.

49101.031 Half Penny for Ladder Truck Note – (-\$50,000) The Ladder Truck purchase in FYE13 was funded by \$250,000 already set aside by the Village in prior years, \$300,000 from the Town of Essex over a 4 year period and a 5 year note for \$250,000. The note will be paid back by an additional ½ Penny (\$50,000) transfer from the General Fund to the Rolling Stock Fund over 5 years. The last year of the payment is FYE18. The last year scheduled for this transfer was FYE17.

TRANSFERS & MISC EXPENDITURES

12/12/16
5:45 PM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
49100.030	Capital Fund Contribution	410,999	441,824	441,824	274,961	295,582	7%
49100.031	Rolling Stock Fund Contribution	183,624	193,624	193,624	203,624	213,624	5%
49100.040	Transfer for Building Maintenance	0	0	0	50,000	50,000	0%
49100.802	Employee Termination Benefits	5,000	5,000	5,000	5,000	5,000	0%
49101.030	Trans To Capital Reserve	0	0	75,000	0	0	0%
49100.031	Half Penny for Ladder Truck Note	50,000	50,000	50,000	50,000	0	-100%
TOTALS		649,623	690,448	765,448	583,585	564,206	-3%

GRANTS AND OTHER NON-BUDGETARY EXPENDITURES

12/12/16
3:00 PM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18	% Change 18 vs 17
						Proposed Budget	
49340.000	Grants & Donations Expenses	16,154	0	18,776	0	0	0%
49346.001	Library Replacement Expenses	2,321	0	1,986	0	0	0%
	Termination Benefits	(37,000)	0	0	0	0	0%
TOTALS		(18,525)	0	20,763	0	0	0%

Debt Service - \$210,422

Represents an overall decrease of \$11,822 or -5.3%% over the FYE17 Budget

Acct # Description

47116.000 Capital Improvements Principal – (-\$6,600) It was originally estimated that General Fund would pay 86% of the Bond Principal of \$165,000 and Water Fund would pay the other 14%. All of the bond money has been received as of 12/01/16. A preliminary reconciliation of bond expenditures shows that 18% of the Bond was used in the Water Fund and 82% in the General Fund. A final reconciliation may change this number slightly.

47216.000 Capital Improvements Interest - (-\$5,222) General Fund pays 82% of the Bond Interest of \$91,611. The interest payment in FYE18 is \$75,122. This amount will gradually decrease over the life of the bond.

DEBT SERVICE

12/12/16
2:33 PM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
47116.000	Capital Improvements Principal	0	141,900	141,900	141,900	135,300	-4.7%
47216.000	Capital Improvements Interest	68,612	81,526	81,526	80,344	75,122	-6.5%
TOTALS		68,612	223,426	223,426	222,244	210,422	-5.3%

COMMUNITY DEVELOPMENT BUDGET - \$256,985

Represents an overall increase of \$5,773 or 2.3% from the FYE18 Budget

Other areas of significant change to the Community Development Budget are as follows:

Acct #	Description
41970.340	Computer Expenses – (-\$4,000) We are proposing to have the Town IT department provide network server and support to the Village.
41970.891	Capital Outlay – No purchases budgeted for FYE18

COMMUNITY DEVELOPMENT

12/12/16
2:33 PM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
41970.110	Salaries - Regular	130,588	134,504	133,555	138,199	142,264	2.9%
41970.210	Health Insurance & Other Benefits	29,816	37,158	29,598	35,375	38,696	9.4%
41970.220	Social Security	10,288	10,619	10,618	10,894	11,212	2.9%
41970.226	Workers Compensation Insurance	576	513	504	418	510	22.0%
41970.230	Retirement	13,047	13,450	13,361	13,820	14,226	2.9%
41970.250	Unemployment Insurance	261	350	103	252	125	-50.4%
41970.310	Board Member Fees	3,000	3,600	3,300	3,600	3,600	0.0%
41970.320	Legal Services	6,204	12,000	5,862	12,000	12,000	0.0%
41970.330	Other Professional Services	4,336	6,000	10,174	6,000	6,000	0.0%
41970.340	Computer Expenses	3,118	4,000	2,941	4,000	0	-100.0%
41970.500	Training, Conferences, Dues	2,012	3,500	1,510	3,500	3,500	0.0%
41970.521	Liability & Property Ins.	2,179	2,242	2,592	3,124	2,822	-9.7%
41970.522	Public Officials Liability Ins.	5,721	5,857	6,039	6,386	6,214	-2.7%
41970.530	Communications	913	2,500	1,907	2,500	6,172	146.9%
41970.535	Telephone Services	1,622	1,644	1,758	1,644	1,644	0.0%
41970.536	Postage	615	600	459	600	600	0.0%
41970.550	Printing and Advertising	2,217	3,000	3,099	3,000	3,000	0.0%
41970.575	Recording Fees	2,315	2,500	150	0	0	0.0%
41970.580	Travel	2,400	2,400	2,400	2,400	2,400	0.0%
41970.610	Supplies	2,338	2,000	1,952	2,000	2,000	0.0%
41970.891	Capital Outlay	485	1,500	1,451	1,500	0	-100.0%
	TOTAL	224,051	249,937	233,331	251,212	256,985	2.3%

ECONOMIC DEVELOPMENT/COMMUNITY EVENTS - \$92,905

Represents an overall increase of \$884 or 1% from the FYE17 Budget.

Line items of significant change in this budget are detailed below:

Acct#	Description
41335.130	Salaries – Regular – (+\$1,528) The current 30 hr position will become Communications Officer for the Village and Town in the proposed budget.
41335.130	Salaries – Part-time – (-\$900) Salary for the Farmer’s Market Manager is paid for out of this line item.
41335.811	Annual Support of Organizations – (-\$1,600) The reduction represents the elimination of our payment to Essex Rescue. This contribution is now covered by the Town contribution.
41335.891	Capital Outlay –No Capital Outlay purchases proposed this fiscal year.

ECONOMIC DEVELOPMENT/COMMUNITY EVENTS

12/12/16
4:56 PM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
41335.110	Salaries - Regular	34,070	28,396	28,269	29,532	31,060	5%
41335.130	Salaries - Part-time	1,725	0	5,850	5,850	4,950	-15%
41335.210	Health Insurance & Other Benefits	15,165	18,579	14,959	17,688	19,348	9%
41335.220	Social Security	2,768	2,199	2,404	2,733	2,782	2%
41335.226	Workers Comp	159	108	136	107	129	21%
41335.230	Retirement	3,591	2,840	2,843	2,953	3,106	5%
41335.250	Unemployment	140	216	115	170	126	-26%
41335.521	Liability & Property Ins.	190	112	219	188	204	9%
41335.810	Community Events & Programs	4,929	6,000	3,311	4,000	4,000	0%
41335.811	Annual Support of Organizations	9,261	9,300	7,585	9,300	7,700	-17%
41335.812	New Programs	0	2,500	0	2,500	2,500	0%
41335.813	Matching Grant Funds	7,624	9,000	555	10,000	10,000	0%
41335.835	Block Party Expense	6,951	7,000	3,002	7,000	7,000	0%
41335.891	Capital Outlay	0	1,200	1,160	0	0	0%
TOTALS		86,573	87,450	70,408	92,021	92,905	1.0%

ADMINISTRATION BUDGET - \$503,502

Represents an overall decrease of \$99,629 or -16.5%

There are three major changes affecting the proposed Administration Budget for FYE18. These changes are:

The transfer of salary and benefits for the Finance Director to the Town of Essex budget.
The assumption of most of the Village computer network expenses by the Town of Essex.
The addition of \$17,000 for the recruitment of a new Municipal Manager

Areas of significant change to the Administration Budget are as follows:

Acct # Description

- 41320.110-250 Salaries and benefits** – (-\$104,165) The decrease in salaries and benefits is due to the proposed transfer of the Village/Town Finance Director salaries and benefits to the Town of Essex budget. It is proposed that the Village Enterprise funds will pay 20% of this salary and benefits and that the Town Water/Sewer fund would also pay 20% of this salary.
- 41320.330 Other Professional Services** – (+\$15,000) The dollars added to this line item are for half of the cost to hire a consultant to help in the Municipal Manager search. An equal amount has been proposed in the Town Budget.
- 41320.340 Computer Expenses** – (-\$9,000) We are proposing to have the Town IT department provide network server and support to the Village. Support for 3 remaining accounting programs and support for our e-mail anti-spam program remain in the Village budget
- 41320.530 Communications** – (+\$2,361) The hosting of the Heart and Soul Community Calendar has been passed on to the Village of Essex Junction. The Village proposes to have our webhost (Ecopixel) develop a calendar for the Village with more applicability than the Heart and Soul calendar. We have also added money to pay for the RSS feed developed in FYE17.
- 41320.571 Pay and Classification Study** – (+\$5,847) As part of the Village Association contract the Village agrees to review the Village pay ranges every other year. This study is in the budget for FYE18 and was not needed in FYE17. This money is budgeted for an outside study of Village wages & classifications in comparison with current trends.
- 41320.891 Capital Outlay** – (-\$3,000) There is nothing budgeted in this line item in FYE18.

LINCOLN HALL BUDGET - \$52,418

Represents an overall increase of \$3,268 or 7%

Acct # Description

41940.550 Printing – (-\$300) This was the cost for the Senior Center to make copies on the Administration copier. They now have their own copier.

41940.891 Capital Outlay – (+\$2,200) Funds are for hallway and meeting room carpet.

ADMINISTRATION BUDGET

12/15/16

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
41320.110	Salaries - Regular	266,220	269,205	274,682	280,713	195,666	-30.3%
41320.130	Salaries - Overtime	1,470	2,000	3,288	2,500	3,500	40.0%
41320.140	Salaries - Part-time	11,195	15,814	14,861	13,751	19,234	39.9%
41320.150	Manager Contract	55,995	57,955	61,500	64,575	66,835	3.5%
41320.210	Health Insurance & Other Benefits	65,296	74,316	64,484	70,751	58,044	-18.0%
41320.220	Social Security	21,453	22,282	22,919	23,333	17,096	-26.7%
41320.226	Workers Compensation Insurance	1,236	1,139	1,121	896	774	-13.6%
41320.230	Retirement	25,673	26,921	26,854	28,071	19,567	-30.3%
41320.250	Unemployment Insurance	612	850	317	607	317	-47.8%
41320.291	Health Improvement Programs	970	1,600	580	1,600	1,600	0.0%
41320.310	Boardmember fees	2,500	2,500	2,500	2,500	2,500	0.0%
41320.320	Legal Services	14,833	15,000	8,415	15,000	15,000	0.0%
41320.330	Other Professional Services	0	1,000	121	1,000	16,000	1500.0%
41320.335	Audit Services	5,583	5,800	6,853	7,059	6,063	-14.1%
41320.340	Computer Expenses	13,617	15,485	11,679	13,000	4,000	-69.2%
41320.442	Leased Services	4,214	4,800	3,505	4,800	4,000	-16.7%
41320.500	Training, Conferences, Dues	9,431	14,390	7,700	13,734	9,300	-32.3%
41320.521	Liability & Property Ins.	5,981	6,353	6,955	8,619	7,140	-17.2%
41320.522	Public Officials Liability Ins.	5,720	5,857	6,039	6,386	6,172	-3.4%
41320.530	Communications	13,383	13,806	11,554	16,806	19,167	14.0%
41320.535	Telephone Services	2,017	2,280	1,906	1,980	1,980	0.0%
41320.536	Postage	2,997	4,200	2,256	4,000	3,500	-12.5%
41320.550	Printing and Advertising	4,267	5,500	4,200	5,500	5,500	0.0%
41320.560	Trustees Expenditures	3,424	4,000	2,319	4,000	4,000	0.0%
41320.571	Pay & Classification Study	0	5,871	5,700	200	6,047	2923.5%
41320.580	Travel	0	0	1,398	0	2,000	100.0%
41320.610	Supplies	4,160	6,000	5,062	6,000	6,000	0.0%
41320.820	Elections	1,393	1,600	1,363	1,500	1,500	0.0%
41320.835	Holiday Expense	1,557	1,250	965	1,250	1,000	-20.0%
41320.891	Capital Outlay	1,050	1,000	1,139	3,000	0	-100.0%
TOTALS		546,247	588,773	562,235	603,131	503,502	-16.5%

LINCOLN HALL BUDGET - \$50,874

Represents an overall increase of \$1,724 or 4%

Acct # Description

41940.550 Printing – (-\$300) This was the cost for the Senior Center to make copies on the Administration copier. They now have their own copier.

41940.891 Capital Outlay – (+\$2,200) Funds are for hallway and meeting room carpet.

LINCOLN HALL BUDGET

12/12/16
1:12 PM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
41940.410	Water and Sewer Charges	830	1,000	950	1,000	1,000	0%
41940.423	Contractual Services	9,146	9,021	7,944	9,565	9,000	-6%
41940.434	Maintenance - Building/Grounds	8,409	9,000	13,689	9,000	10,000	11%
41940.521	Liability & Property Ins.	4,569	6,383	5,795	7,125	6,294	-12%
41940.535	Telephone Services	0	0	0	460	480	4%
41940.550	Printing	0	0	0	300	0	-100%
41940.565	Rubbish Removal	1,830	1,900	2,107	2,000	2,200	10%
41940.610	Supplies	2,105	2,500	1,928	2,500	2,500	0%
41940.622	Electrical Service	7,086	7,500	6,809	7,500	7,500	0%
41940.623	Heating	6,370	6,200	4,329	6,400	6,400	0%
41940.891	Capital Outlay	18,490	1,100	1,125	3,300	5,500	67%
TOTALS		58,835	44,604	44,675	49,150	50,874	4%

Brownell Library's proposed FY18 budget includes the following increases:

An increase in contract services (45551.423) to increase frequency of polishing of community and restrooms floors to 4 times/year for better maintenance; carpet cleaning to twice/year to follow minimal cleaning recommendations of new carpet manufacturer's recommended cleaning service, and a seasonal mat service to help prevent snow and salt damage to the new Library carpet.

An increase in Maintenance – Buildings/Grounds (45551.434) to reflect increased costs of contract services (HVAC, and sprinkler, fire and panic button systems).

An increase in Training, Conferences and Dues (45551.500) to allow some staff to attend the New England Library Conference which is being held in Burlington, VT in October 2017.

An increase in Technology Access (45551.530) to reflect the expense of the Core Collection database (a key collection development tool) that Brownell is sharing with Essex Free Library.

An increase in Volunteer Expenses (45551.574) to help assist further with volunteer appreciation costs.

An increase in Adult (45551.640) and Juvenile (45551.641) Collections to continue to bring back up these budget lines after a significant reduction in FY12.

An increase in Adult (45551.836) and Childrens' (45551.837) Programs to assist in expanding excellent program offerings and the supplies needed to offer programs.

A Capital Outlay (45551.891) request for recovering the main stairwell with rubber treads and tiles for more durability as the carpet is very frayed at the edges and on the verge of splitting in several areas.

BROWNELL LIBRARY BUDGET

12/12/16
1:12 PM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18	% Change 18 vs 17
						Proposed Budget	
45551.110	Salaries - Regular	321,364	320,427	289,742	314,229	313,189	-0.3%
45551.140	Salaries - Part-time	89,040	97,715	94,186	106,800	109,524	2.6%
45551.210	Health Insurance & Other Benefits	92,611	111,474	92,376	106,126	116,088	9.4%
45551.220	Social Security	30,618	32,122	29,043	32,695	32,500	-0.6%
45551.226	Workers Compensation Insurance	1,622	1,584	1,472	1,274	1,514	18.8%
45551.230	Retirement	30,994	32,043	28,459	31,423	31,319	-0.3%
45551.250	Unemployment Insurance	1,462	1,800	1,098	1,324	1,364	3.0%
45551.340	Computer Expenses	1,522	3,500	2,398	3,500	3,500	0.0%
45551.410	Water and Sewer Charges	760	1,000	778	900	900	0.0%
45551.423	Contractual Services	24,237	24,493	25,251	28,425	33,183	16.7%
45551.434	Maintenance - Buildings/Grounds	24,223	17,000	17,230	19,000	20,000	5.3%
45551.436	Alarm System Maintenance	221	400	465	525	525	0.0%
45551.500	Training, Conferences, Dues	1,158	3,000	2,478	3,000	4,000	33.3%
45551.521	Liability & Property Ins.	9,594	10,317	11,096	12,375	11,385	-8.0%
45551.530	Technology Access	4,588	5,500	4,831	5,500	6,000	9.1%
45551.535	Telephone Services	975	1,200	1,143	1,200	1,200	0.0%
45551.536	Postage	3,693	3,500	3,030	3,500	3,500	0.0%
45551.572	Interview Costs	2,821	500	409	500	500	0.0%
45551.574	Volunteer Expenses	0	500	410	600	700	16.7%
45551.610	Supplies	11,801	13,000	12,362	13,000	13,000	0.0%
45551.622	Electrical Service	14,783	15,000	14,988	15,250	15,250	0.0%
45551.623	Heating	7,303	7,400	6,094	7,400	7,400	0.0%
45551.640	Adult Collection-Print&Electronic	30,823	32,000	31,618	34,500	36,500	5.8%
45551.641	Juvenile Collection-Prnt&Electronic	15,495	16,000	16,197	17,250	18,250	5.8%
45551.677	Computer Replacement	4,969	8,000	6,815	8,000	8,000	0.0%
45551.836	Adult Programs	300	300	193	500	1,000	100.0%
45551.837	Childrens' Programs	2,973	3,000	2,819	3,200	4,000	25.0%
45551.891	Capital Outlay	0	0	0	4,400	4,000	-9.1%
TOTALS		729,950	762,774	696,980	776,396	798,291	2.8%



2 Lincoln Street
Essex Junction, VT 05452
www.essexjunction.org

Office: (802) 878-6944
Fax: (802) 878-6946

TO: Village Trustees
FROM: Chris Gaboriault, Fire Chief
DATE: November 30, 2016
SUBJECT: Budget Transmittal

The Essex Junction Fire Department has completed our proposed budget for FY18. We are requesting an increase of 3.0% for FY18.

The proposed increase leaves us with approximately \$9,000 to distribute across budget line items. Our salaries have increased by \$6,000 to continue our base hourly rate increase. We currently pay individuals \$11.00/hr. with a minimum of 2 hrs./call. My goal is to continue to increase our base rate by \$.50/hr. every six months, provided our budget is not negatively impacted. The target is \$15/hr. as a base rate for new firefighters.

Vehicle Maintenance is being increased by \$3,000 as annual costs are approaching or exceeding \$20,000.00. Vehicle Maintenance continues to be a challenge and our plan is to offset any overruns with reduced fuel prices that we continue to enjoy today and hope they continue through FY18.

All other adjustments made were to move existing funds to more accurately reflect the budget line items where spending is incurred.

We deliver a vital service to our community at a very reasonable cost. Our plan is to maintain a paid call service, while providing individuals who serve, with the best equipment to perform fire protection and emergency medical service when called upon.

I look forward to discussing our proposed budget with you later this year.

FIRE DEPARTMENT BUDGET

12/12/16
1:12 PM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
42220.140	Salaries - Firefighters	140,248	144,000	133,620	150,000	156,000	4%
42220.200	Employee Assistance Program	864	900	864	864	864	0%
42220.210	Accident & Disability Ins.	3,600	3,600	3,600	3,600	3,600	0%
42220.220	Social Security	10,729	11,050	10,190	11,511	12,000	4%
42220.226	Workers Compensation Insurance	27,066	22,789	22,962	27,000	27,467	2%
42220.410	Water and Sewer Charges	606	600	610	600	610	2%
42220.432	Vehicle Maintenance	17,672	14,000	23,007	14,000	17,000	21%
42220.434	Maintenance - Building/Grounds	5,160	6,000	6,496	6,000	6,000	0%
42220.443	Radio Maintenance	1,551	2,000	1,425	2,000	1,800	-10%
42220.500	Training, Conferences, Dues	3,303	5,000	2,657	5,000	4,000	-20%
42220.521	Liability & Property Ins.	6,291	7,545	7,446	8,767	7,968	-9%
42220.535	Telephone Services	2,091	3,400	3,520	3,400	3,500	3%
42220.566	Physical Exams	5,058	6,500	7,112	6,000	6,600	10%
42220.570	Maintenance - Other	16,283	14,000	18,285	14,500	15,500	7%
42220.578	Emergency Generator Maintenance	500	500	480	500	480	-4%
42220.610	Supplies	2,816	2,400	4,721	2,400	3,000	25%
42220.611	New Equipment - Radios	3,254	2,000	2,195	2,000	1,500	-25%
42220.612	Uniforms, Boots, Etc.	19,837	20,000	18,564	21,000	21,250	1%
42220.615	EMS Supplies	171	1,500	684	1,000	1,000	0%
42220.622	Electrical Service	7,232	7,000	7,233	7,000	7,300	4%
42220.623	Heating	5,817	5,200	3,701	5,200	4,800	-8%
42220.626	Gas, Grease and Oil	5,080	7,200	3,271	6,500	6,000	-8%
42220.838	Fire Prevention	2,104	2,000	2,018	2,000	2,000	0%
42220.889	Routine Equipment Purchases	13,018	15,000	14,802	14,500	15,000	3%
TOTALS		300,351	304,184	299,463	315,342	325,239	3.14%

Village budget notes:

1) Under equipment rentals

"the average expenditure over the last four years was \$3,717. With the new GPS units on vehicles, there is an added \$3,360 in annual costs. Although the plan is to purchase a new sidewalk plow in FYE18, short term rental of auxiliary sidewalk plowing equipment is still anticipated at an estimated cost of \$2,000."

2. Under Rubbish Removal

" Use of a vendor to assist the village crews in Christmas Tree pick-up is estimated to cost \$800. Historically, the Chittenden Solid Waste District has reimbursed the Village for these costs. The budget does not include costs for the Christmas tree pick-up based on the assumption of CSWD repayment."

3. Supplies

"The high cost in FYE16 was due to the purchase of supplies to replenish stockpiles and do other winter work made possible through low snowfall and reduced winter salt expenditures and overtime. Items purchased included plow blades, brooms for the sweeper, a new i-pad for the Crew Leader, nuts and bolts, and a new computer."

4. Gravel and topsoil

"The increase reflects actual expenditures in FYE16 and the need for added materials to help address erosion issues, around bridges and culverts, and for general road repair materials."

5. Signs and Posts

" The high cost in FYE16 was due to the replacement of many older signs during the winter due to low snowfall and the opportunity savings from lower salt and overtime costs"

6. Contractual Services

"Costs were lower in FY16 mainly due to the milder winter conditions and lack of significant snowfall. There is currently still one vacancy in the water department that has proven difficult to fill. It is anticipated that winters will not be as mild as in FYE16 and that added winter contractor services maybe required. The anticipated costs are likely to be in the range of costs in FYE15 and FYE16.

7. Storm sewer maintenance

" In addition to the routine storm water system maintenance costs incurred annually that have averaged \$16,500 over the past four years, three specific projects were investigated based on complaints/requests for service from residents. These projects are at storm pipe outfalls, where erosion is continuing. Estimates have been developed for these repairs. While some work can be done by Village employees, the work will involve specialized equipment and some

vendor costs. These projects are estimated at \$22,000. The budget request is for \$30,000 to cover these projects and approximately 50% of the normal budget expenditures.”

STREET DEPARTMENT BUDGET

12/12/16
2:33 PM

Acct. #	Account	FYE15	FYE16	FYE16	FYE17	FYE18	% Change 18 vs 17
		Actual	Budget	Actual	Budget	Proposed Budget	
43110.110	Salaries - Regular	179,307	173,911	151,216	156,245	162,824	4.2%
43110.130	Salaries - Overtime	15,469	16,300	11,919	16,300	16,300	0.0%
43110.140	Salaries - Part-time	16,943	12,619	20,058	17,000	23,304	37.1%
43110.210	Health Insurance & Other Benefits	49,296	68,742	51,946	65,445	71,587	9.4%
43110.220	Social Security	15,778	15,695	13,846	14,956	15,577	4.2%
43110.226	Workers Compensation Insurance	15,660	15,732	13,464	12,654	14,677	16.0%
43110.230	Retirement	17,750	17,391	15,453	15,625	16,282	4.2%
43110.250	Unemployment Insurance	617	824	494	631	631	0.0%
43110.410	Water and Sewer Charges	1,376	2,000	1,647	1,517	1,700	12.1%
43110.432	Vehicle Maintenance	24,987	22,000	17,704	22,000	22,000	0.0%
43110.434	Maintenance - Buildings/Grounds	2,397	2,500	4,698	2,500	3,500	40.0%
43110.441	ROW Leases	0	11,076	10,325	11,343	11,764	3.7%
43110.442	Equipment Rentals	6,041	1,000	5,081	8,000	9,000	12.5%
43110.443	Radio Maintenance	125	200	0	200	200	0.0%
43110.500	Training, Conferences, Dues	199	500	499	500	500	0.0%
43110.521	Liability & Property Ins.	12,863	14,807	14,448	16,878	15,343	-9.1%
43110.535	Telephone Services	2,052	2,850	3,230	3,000	3,500	16.7%
43110.565	Rubbish Removal	4,682	6,500	6,694	6,500	7,000	7.7%
43110.570	Maintenance - Other	1,516	1,000	1,161	1,200	2,000	66.7%
43110.572	Interview Costs	1,034	0	435	500	500	0.0%
43110.573	Accident Claims	300	0	1,149	500	1,000	100.0%
43110.576	Engineering Services	13,326	15,000	33,402	10,000	10,000	0.0%
43110.582	Traffic Calming	0	1,000	0	500	500	0.0%
43110.610	Supplies	13,132	20,000	28,448	17,500	20,000	14.3%
43110.612	Uniforms, Boots, Etc.	5,339	5,000	5,481	6,000	6,000	0.0%
43110.616	Gravel & Topsoil	5,503	4,000	8,279	5,000	7,000	40.0%
43110.617	Signs and Posts	5,072	4,000	10,542	3,500	4,000	14.3%
43110.622	Electrical Service	3,499	4,000	3,167	4,200	4,000	-4.8%
43110.623	Heating	4,377	4,000	2,830	4,000	4,400	10.0%
43110.626	Gas, Grease and Oil	29,561	35,000	18,707	30,000	32,000	6.7%
43110.891	Capital Outlay	2,012	8,000	7,747	9,000	6,000	-33.3%
43120.444	Street Marking	10,195	7,000	8,177	7,000	8,000	14.3%
43120.570	Sidewalk and Curb Maintenance	8,473	4,000	4,661	5,000	5,000	0.0%
43120.610	Pavement Maintenance	23,380	16,000	31,275	218,000	225,000	3.2%
43123.570	Traffic Light Maintenance	2,662	3,500	3,786	2,000	3,000	50.0%
43123.622	Traffic Lights (electrical)	5,609	6,000	7,553	6,000	7,900	31.7%
43125.570	Contractual Services	21,660	0	6,838	17,000	20,000	17.6%
43125.610	Winter Maintenance	129,680	90,000	78,688	110,000	115,000	4.5%
43151.110	Stormwater Salaries	0	40,158	41,201	40,766	41,616	2.1%
43151.210	Stormwater Health and Other Ins	0	9,847	7,829	9,374	10,254	9.4%
43151.220	Stormwater Social Security	0	3,072	3,151	3,119	3,184	2.1%
43151.226	Stormwater Workers Comp	0	2,306	2,017	1,940	2,164	11.5%
43151.230	Stormwater Retirement	0	4,016	4,002	4,077	4,162	2.1%
43151.250	Stormwater Unemployment	0	76	36	76	80	5.3%
43151.430	Storm Sewer Maintenance	6,573	10,000	17,600	15,000	30,000	100.0%
Town Budget	Storm Sewer Permit Fees	2,481	0	0	0	0	0.0%
Town Budget	Storm Sewer Public Education	7,856	0	0	0	0	0.0%
43160.610	Street Lights Supplies/Maint.	0	3,500	7,590	3,500	7,500	114.3%
43160.622	Street Lights (rental/electrical)	124,730	131,948	121,095	131,948	122,000	-7.5%
43161.000	Streetscape Maint./Imp.	12,657	16,000	13,596	16,000	16,000	0.0%
43161.001	Village Garden Spots	160	3,000	5,173	3,000	4,000	33.3%
43161.002	Memorial Park Maintenance	2,763	3,500	3,349	3,000	3,500	16.7%
TOTALS		809,092	839,570	831,688	1,059,993	1,121,449	5.8%

Capital Reserve Plan FYE18 - \$3,516,773

The Capital Committee has prioritized numerous infrastructure projects over the past few years using a matrix. 5 projects are being paid for over 3 years with a \$3.3 Million bond. The projects proposed for FYE18 to be funded through the Capital Reserve Fund are:

Hillcrest Sidewalk Peart to Fleming	\$449,394
Main St. Pedestrian Bridge replacement	\$263,875
Greenwood Ave. Drainage	\$41,026
Crescent Connector	<u>\$2,762,478</u>
Total	\$3,516,773

This plan assumes the Pearl St. Missing Link will be completed in FYE17. If not, those costs and grant reimbursements will extend into FYE18 instead of being done in FYE17.

After an assessment by the State of Vermont determined that the Pedestrian Bridge was failing, the project was brought to the Capital Committee where it was ranked. It scored higher than other projects on the list and so was moved to the front. We also expect to be able to receive \$175,000 from the State of Vermont in the form of a Structures Grant to help fund this project.

The Transfer in from the General Fund this year is proposed to be \$295,582 – an increase of 7.5%.

Rolling Stock Fund FYE18 - \$769,163 Vehicles proposed for replacement in FYE18 are:

Street Department 2008 Belos Sidewalk Plow - \$143,528

Fire Department 1997 E-One Pumper - \$625,634

The transfer in to the Rolling Stock Fund from the General fund in FYE18 is proposed to be \$213,624. This is an increase of \$10,000 or 5.% from FYE17.

GENERAL FUND CAPITAL RESERVE PLAN

PROJECTS FUNDED BY VILLAGE \$ ONLY		Rev.	Ref. #	Project Total	Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future
Woods End Reconstruction				589,215	438,868	149,090	1,257					
Library Surveillance Cameras				12,599		12,599						
Railroad Ave. Waterline So. of Lincoln Pl. to Central Ave.			W	102,718		7,288				95,430		
Brownell Library Main Floor & Stairs Carpet Replacement				41,628			29,628	12,000				
Hillicrest Sidewalk Imp from Pearl to Fleming School				488,303				38,909	449,394			
Lincoln Hall Restoration				401,187			356,822					
Greenwood Ave. Drainage Course Improvements				41,026					41,026			
Algonquin Ave. Waterline Installation/Roadway Reconst.			W	157,765						157,765		
West St. & West St. Ext. Intersection Improvements				110,249						110,249		
South St. Drainage				116,071						116,071		
Pearl Sidewalk West St. to Susie Wilson				780,239							780,239	
Central St. Waterline Lincoln St. to Main St. (FY22)			W,S	919,303							919,303	
Brownell Library Asphalt Shingle Roofs replace (FY23)				45,228							45,228	
Paving				482,553	125,000	150,358	207,195					
Totals Project Funded by Village \$ Only						594,902	50,909	490,420	479,515	0	1,744,771	
PROJECTS FUNDED BY GRANTS												
Main St. Pedestrian Bridge			1	263,875					263,875			
Vitrans Structures Grant				(175,000)								
Main St. Pedestrian Bridge Net Cost to Village												
Main St. Sidewalk Scoping Study			2	24,742		8,538	16,204					
Fed & State Grants				(24,742)								
Main St. Sidewalk Scoping Study Net Cost to Village												
Main St. New Sidewalk & Lighting Bridge to Crestview West Side			3	282,897								
Fed & State Grants				(226,318)								
Main St. Sidewalk & Lighting Net Cost to Village												
Crescent Connector Park St. to Main St.			4	4,592,000	484,659	258,831	86,032	1,000,000	2,762,478			
Fed & State Grants				(4,500,000)								
Crescent Connector Net Cost to Village												
Multituse Path North			5	544,982	68,144	25,601	17,129	434,118				
Federal & State Grants through CCRPC & Vitrans				(389,835)								
Multituse Path North Net Cost to Village												
Pearl St. Missing Link Project			6	2,150,000	750	75,214	46,856	2,027,180				
Federal & State Grants through CCRPC & Vitrans				(2,120,000)								
Pearl St. Missing Link Net Cost to Village												
Totals Project Funded by Grants Awarded						166,221	3,461,298	3,026,353				0
Total Cost of all Projects Funded by Village \$ Only and Grants						761,123	3,512,207	3,516,773	479,515	0	1,744,771	

GENERAL FUND CAPITAL RESERVE FUNDING & FUND BALANCE

	Prior	FY15	FY16	FY17	FY18	FY19	FY20	Future
Beginning Fund Balance			255,155	196,075	293,915	(22,686)	56,868	
Planned Spending			(761,123)	(3,512,207)	(3,516,773)	(479,515)	0	
Funding Sources								
Vtrans Structures Grant-Main St. Ped Bridge					175,000			
Main St. Scoping Study Grant			16,400					
Main St. Sidewalk Grant		8,342						
Crescent Connector Grant		250,811	89,209	1,000,000	2,714,590			
Multituse Path North Grants		12,058	15,660	315,425		226,318		
Pearl St. Missing Link Grants		56,984	58,354	2,004,662				
CVE Annual Contribution		15,000	15,000	15,000	15,000	15,000		
Transfer in of Fund Balance			75,000					
General Fund Transfer In	391,427	410,999	441,824	274,960	295,582	317,751	341,582	
Total Revenues			711,447	3,610,047	3,200,172	559,068	341,582	
Ending Fund Balance			293,915	(22,686)	398,450	56,868		

W, S - The project involves water line or sanitary sewer line work in addition to street/sidewalk work. Additional funds have been set aside in the Water and or Sanitation Capital Reserve for the water line or sanitary sewer line work.

**VILLAGE OF ESSEX JUNCTION
CAPITAL PROGRAM REVIEW COMMITTEE
MINUTES OF MEETING
December 6, 2016**

MEMBERS PRESENT: Andrew Brown (Chairman); Rick Hamlin, Kevin Collins, Amber Thibeault, Tim Dall.
ADMINISTRATION: Lauren Morriseau, Finance Director & Assistant Manager.
OTHERS PRESENT: None.

1. CALL TO ORDER

Chairman Andrew Brown called the meeting to order at 6 PM.

2. AGENDA

MOTION by Amber Thibeault, SECOND by Rick Hamlin, to approve the agenda with the addition of Item 4.5 – Ranking Main Street pedestrian/bike bridge project. VOTING: unanimous (5-0); motion carried.

3. PUBLIC COMMENTS

None.

4. LETTER FROM VTRANS re: MAIN STREET BRIDGE

Tim Dall reported the condition of the pedestrian bridge on Main Street is very poor. In place now are two steel beams decked with pressure treated lumber and cold patch for ramps. Chain link fence is up for protection from falling off the bridge. Rick Hamlin added the repair is temporary. The project includes removal of the old bridge and building a new self-supporting, separate pedestrian bridge adjacent to the vehicle bridge. Grant money is available for the repair/replacement (possibly up to a 90:10 match).

4.5 RANKING MAIN STREET PEDESTRIAN BRIDGE - JJJ

JJJ – Main Street Pedestrian Bridge (town office side of Main Street)

Mr. Dall recused himself from ranking the project due to potential conflict of interest with being hired to evaluate the condition of the bridge.

Project consists of removing existing pedestrian bridge and building a self-supporting, separate pedestrian bridge adjacent to the vehicle bridge on the town office side of Main Street. Evaluation done in 2016. Ranking: 86.

Rick Hamlin will forward the capital estimate for JJJ. Andrew Brown will update the spreadsheet to include the project and ranking.

5. RE-RANK OUTSTANDING PROJECTS

BB – Rosewood Lane

Project consists of replacing sidewalk on the south side of Rosewood Lane from Mansfield Avenue to Briar Lane and removing the sidewalk on the north side of the street. Original project estimate done in 2001. Revised ranking: 37 (former ranking 41).

CC – South Street

Project consists of replacing water line and sidewalk on South Street from Park Street to Doon Way. At least three hydrants need to be installed. Original project estimate done in 2001. Revised ranking: 42 (former ranking 33).

UU – Pearl Street

Project consists of bike lane and sidewalk and road from West Street to Susie Wilson Road. Original project estimate done in 2009. Revised ranking: 51 (former ranking 55).

Top ranking projects:

- Algonquin →
Waterline (62)
- Main Street pedestrian bridge – JJJ (ranking: 86)
 - Hillcrest sidewalk – DDD (ranking: 59)
 - Railroad Avenue waterline – Y (ranking: 59)
 - Greenwood Avenue drainage – EEE (ranking: 56)
 - West Street Extension intersection – BBB (ranking: 55)
 - South Street drainage – GGG (ranking: 54)
 - Pearl Street bike lane, sidewalk, road West St. to Susie Wilson Road – UU (ranking: 51)
 - Central Street roadway, sidewalk Lincoln Street to North Street – H (ranking: 50)
 - Pearl Street water line 235 Pearl St. to Susie Wilson Road – V (ranking: 49)
 - Main Street sidewalk, lighting on west side from bridge to Crestview Road – Yya (ranking: 49)

6. APPROVE MINUTES

October 4, 2016

MOTION by Rick Hamlin, SECOND by Kevin Collins, to approve the 10/4/16 minutes as written. VOTING: unanimous (5-0); motion carried.

November 1, 2016

MOTION by Rick Hamlin, SECOND by Kevin Collins, to approve the 11/1/16 minutes with the following correction(s)/clarification(s):

- **Page 1, Re-Ranking, 2nd paragraph – add “Consensus was reached to continue re-ranking projects alphabetically using project letter designation.”;**
- **Page 1, Re-ranking, Orchard Terrace (U2) short length – correct the revised ranking to 33;**
- **Page 1, Re-ranking, Pearl Street (V), 1st sentence – change “Both projects” to “Project”.**

VOTING: unanimous (5-0); motion carried.

7. NEXT MEETING/AGENDA

Next meeting: January 3, 2017 at 6 PM

Agenda: Continue Re-Ranking Projects as Needed

8. ADJOURNMENT

MOTION by Rick Hamlin, SECOND by Tim Dall, to adjourn the meeting.
VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 7:25 PM.

RScty: MERiordan

ROLLING STOCK FUND

12/13/16

V#	ST	VEHICLE	MAKE	YEAR	REPLACEMENT VALUE	TRADE IN VALUE	NET COST	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33	FY34
3	STREET	4WD PICK UP	CHEVY SILVERAD	2009	39,500	10,000	29,500	31,906								43,085									
4	STREET	PICKUP	CHEVY SILVERAD	2013	31,000	1,000	30,000								39,448										
5	STREET	DUMPTRUCK -DIESEL	FREIGHTLINER	2013	145,000	12,000	133,000									182,868									
6	STREET	DUMPTRUCK -DIESEL	FREIGHTLINER	2014	145,000	12,000	133,000											194,735							
7	STREET	DUMPTRUCK -DIESEL	INTERNATIONAL	2012	145,000	12,000	133,000							177,192											
8	STREET	JETTER VAC TRUCK	VAC-ON	2010	84,500	15,000	69,500					85,897													
9	STREET	LOADER	JOHN DEERE	2001	121,500	25,000	96,500											148,230							
11	STREET	SIDEWALK PLOW	TRACKLESS	2015	118,500	18,000	100,500							132,112											
12	STREET	SKID STEER SIDEWALK PLOW	CAT	2001	51,000	5,000	46,000			52,401															
10	STREET	SIDEWALK PLOW	BELOS	2008	140,500	10,000	130,500		143,528								184,485						74,456		172,158
	STREET	ROLLER	ROSCOE	1979	15,000																				
15	STREET	PICKUP 4/WD 1 TON	CHEVY SILVERAD	2011	35,000	10,000	25,000			29,393															
1	STREET	4WD PICKUP	CHEVY SILVERAD	2011	35,000	10,000	25,000			29,393															
13	STREET	COMPRESSOR	SULLAIR	1992	19,000	0	20,800	22,067																	
34	STREET	DUMP TRUCK -DIESEL	FREIGHTLINER	2016	146,701	20,000	126,701																		
16	STREET	VACUUM SWEEPER	JOHNSTON	2013	225,000	10,000	215,000										301,453								
	STREET	TRAILER MOUNTED BOOM LIFT								30,164															
	FIRE	PICKUP 8U61	GMC	2004	53,600	3,500	50,100			56,827														85,093	
	FIRE	1250 PUMPER 8E21	E-ONE	1997	575,000	40,000	535,000		625,634																
	FIRE	105' AERIAL 8L3	PIERCE ARROW	2012	830,000	80,000	750,000																		2,017,369
	FIRE	COMBINATION RESCUE/PUMPER	KME PREDATOR	2008	564,202	50,000	392,202													1,122,935					
TOTAL					3,551,803			53,972	769,163	198,177	0	85,897	0	132,112	216,640	225,953	485,937	422,769	186,065	1,122,935	74,456	172,158	85,093	0	2,017,369

Rolling Stock Fund Funding and Fund Balance

Beginning Cash Balance							318,104	466,446	10,252	1,199	201,223	326,249	548,073	648,685	705,669	763,340	571,027	451,882	579,442	(219,870)	39,298	210,764	479,296	842,920	
Payment of Fire Truck Notes							(51,310)	(50,655)	(34,500)	(33,600)	(32,700)	(31,800)	(30,900)												
Planned Spending							(53,972)	(769,163)	(198,177)	0	(85,897)	0	(132,112)	(216,640)	(225,953)	(485,937)	(422,769)	(186,065)	(1,122,935)	(74,456)	(172,158)	(85,093)	0	(2,017,369)	
Note for Fire Pumper 8E21 Replacement								150,000																	
General Fund Contribution							203,624	213,624	223,624	233,624	243,624	253,624	263,624	273,624	283,624	293,624	303,624	313,624	323,624	333,624	343,624	353,624	363,624	373,624	
Additional Half Penny on the tax rate to fund fire truck							50,000	0	0																
Town Contribution for Ladder Truck							0	0	0																
Ending Balance							466,446	10,252	1,199	201,223	326,249	548,073	648,685	705,669	763,340	571,027	451,882	579,442	(219,870)	39,298	210,764	479,296	842,920	(800,825)	

- Most replacement cost estimates include trade-in value of existing vehicles
- Non-Fire Truck vehicles are inflated by 3% per year
- Fire Trucks are inflated by 5% per year.
- Fund was started in 1990. The proceeds from the sale of all equipment bought after that date shall be placed into the Rolling Stock Fund
- General Replacement Assumptions:
 - Dump Trucks 12
 - Pickup 4/WD 8
 - Pickup 10
 - Sidewalk Plow 8
 - Fire Trucks 20
 - Fire Pickup 15
 - Sweeper/Wheel Loader 10



MEMORANDUM

TO: Village Trustees
FROM : Patrick Scheidel, Village Manager
DATE : December 20, 2016
SUBJECT: FYE18 Enterprise Funds Budget Transmittal

PROPOSED FYE18 BUDGET- SUMMARY OF ISSUES

ENTERPRISE FUNDS

The proposed FYE18 Water Fund Operating Budget shows a decrease of 1% over the FYE17 Operating Budget when Global Foundries is taken into consideration. However the operating budget for which Village rate payers are responsible is increasing by \$67,490 or 7%. The major reasons for this increase are an increase in the Capital Reserve transfer and an increase in water wholesale cost.

The proposed FYE18 Wastewater Treatment Fund budget is increasing by \$76,792 or 4.3. A substantial amount of this increase is made up of increases in Liability and Property Insurance, Grit Disposal, Chemicals and Capital Reserve Contribution.

The proposed FYE17 Sanitation Fund Operating Budget shows an increase of 1.1% from the FYE17 budget. Line items contributing to this increase are Salaries and Benefits and Pump Station Maintenance.

The overall rate increase for Water/WWTF/Sanitation is estimated at this time to be 2%. The estimated Water rate reflects an increase of 9%, WWTF a decrease of 5% and Sanitation an increase of 2%.

Budget Challenges

Keeping abreast of changing regulations and requirements is always a challenge for the Wastewater Treatment Facility.

Estimating water flows for purchase as well as billing is a challenge due to water breaks and change in water use.

Wastewater Treatment Facility Refurbishment Bond Payment

In FYE16 141,000 was added to the revenue to be collected in the Sanitation Fund when the rate was calculated. We are planning to add \$10,000 to this amount each year. The sale of excess capacity to Williston has tempered the amount we need to collect from our rate payers

Proposed FYE17 Budget- Summary of Issues

Water Breaks.

Major water breaks were found on Upper Main St. and Rosewood Lane. Along with the new lines on School St. and Maple St. these repairs should curb our unaccounted water amount.

Water Meters

Our water meter switchover to radio frequency transmitters is continuing to move forward. In the last year many of the large meters were replaced with new e-coder meters that transmit readings by radio frequency. The new meters are more accurate and allow public works employees to obtain information about a property's water use. The datalogs from these meters can pinpoint when and how much water went through a meter which can help a customer figure out why they have a high bill. The costs for the meters are shared between the Water Fund and the Sanitation Fund as usage charges are currently based on metered water. It is now estimated this project will be completed in FYE19.

Utility Charges Comparison

12/14/16 13:28

Property using 120 gallons/Day Water	FYE17	FYE18	Increase	% Increase
Fixed Charge	\$90.64	\$99.36	\$8.72	10%
Usage (120 Gal/day, 5840 c.f./yr)	\$91.69	\$99.28	\$7.59	8%
Total	<u>\$182.33</u>	<u>\$198.64</u>	<u>\$16.31</u>	<u>9%</u>
 WWTF				
Fixed Charge	\$98.12	\$93.40	-\$4.72	-5%
	\$53.73	\$50.22	-\$3.50	-7%
Total	<u>\$151.97</u>	<u>\$143.62</u>	<u>-\$8.35</u>	<u>-5%</u>
 Sanitation				
Fixed Charge	\$91.88	\$94.76	\$2.88	3%
Usage (120 Gal/day, 5840 c.f./yr)	\$31.54	\$31.54	\$1.75	6%
Total	<u>\$123.50</u>	<u>\$126.30</u>	<u>\$2.80</u>	<u>2%</u>
 Total All Utility Rates	\$459.97	\$468.56	\$8.59	1.9%

WATER FUND BUDGET - \$3,785,715

Represents an overall decrease of \$22,893 or -1%

The proposed FYE18 Water Fund Operating Budget shows a decrease of 1% over the FYE17 Operating Budget when Global Foundries is taken into consideration. However the operating budget for which Village rate payers are responsible is increasing by \$67,490 or 7%. The major reasons for this increase are an increase in the Capital Reserve transfer and an increase in water wholesale cost. See explanations below.

Costs for water for a household using 120 gallons a day are estimated to increase 9% - from \$182.33 to \$198.64 per year.

Acct # Description

43200.411 CWD Water Purchase – (+\$33,510) The average amount the Village has purchased in the last three years has increased and the CWD rate is going up at least 3%. Hopefully the work done on leaking lines will cause this amount to

750.020 Capital Reserve Fund Contribution – (+\$20,000) – In order to fund the infrastructure and equipment needs of the Water Fund, this line item is projected to increase by \$20,000 each year. The Capital Reserve has some major projects in the near future.

FYE17 Water Fund Capital Reserve Fund Proposed Projects

Projects proposed for FYE17 in the Water Fund Capital are listed below.

Water meter upgrades to Radio Reads - \$25,787 – This will be the 8th year in this project. Water Fund staff has revised the anticipated completion date of this project to FY19. It has not progressed as fast as was once projected. At this point in time 63% of meters in the Village have been upgraded to Radio Reads.

Bond Payment – 18% of the bond payment for infrastructure projects is now allocated to the Water Fund. This is an increase from the original estimate of 14%- **\$46,190**

Total Amount for FYE18 Water Capital Reserve - \$71,977

The Water Capital Reserve has been aligned with the General Fund Projects where projects have both roadway and water line components.

WATER FUND BUDGET

12/14/16
1:11 PM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
43200.110	Salaries - Regular	86,141	100,902	97,962	105,379	111,775	6.1%
43200.130	Salaries - Overtime	9,682	16,000	11,074	14,000	14,000	0.0%
43200.140	Salaries - Part-time	3,650	5,081	4,157	5,166	5,293	2.5%
43200.210	Health Insurance & Other Benefits	32,643	42,732	37,098	40,682	44,500	9.4%
43200.220	Social Security	7,505	9,020	8,389	9,658	10,091	4.5%
43200.226	Workers Compensation Insurance	6,383	6,223	5,659	5,528	6,624	19.8%
43200.230	Retirement	8,558	10,090	9,774	10,538	11,178	6.1%
43200.250	Unemployment Insurance	305	425	325	353	353	0.0%
43200.330	Other Professional Services	925	1,000	64	1,000	1,000	0.0%
43200.335	Audit Services	3,335	3,605	4,094	4,217	3,623	-14.1%
43200.340	Computer Expenses	1,169	1,200	1,201	2,100	1,500	-28.6%
43200.410	Water & Sewer Charges	170	600	89	400	200	-50.0%
43200.430	Water Lines Maintenance - Breaks	140,656	16,000	5,306	16,000	16,000	0.0%
43200.441	ROW Leases	0	142	92	142	142	0.0%
43200.491	Contractual Services	106,840	108,760	108,760	113,888	106,228	-6.7%
43200.500	Training, Conferences, Dues	1,370	2,000	1,642	2,000	2,000	0.0%
43200.521	Liability & Property Ins.	3,089	2,787	3,035	3,347	3,011	-10.0%
43200.535	Telephone Services	986	1,000	991	1,000	1,000	0.0%
43200.536	Postage	1,643	1,700	1,615	2,000	2,000	0.0%
43200.550	Printing and Advertising	1,485	2,000	1,604	2,000	2,000	0.0%
43200.570	Maintenance - Other	1,944	1,000	2,165	1,000	2,000	100.0%
43200.572	Interview Costs	0	0	117	0	0	0.0%
43200.610	Supplies	6,821	5,000	7,676	5,500	6,000	9.1%
43200.612	Uniforms, Boots, Etc.	2,340	1,500	941	1,500	1,500	0.0%
43200.613	Meters and Parts	1,658	0	899	0	1,000	100.0%
43200.614	Distribution Materials	7,293	6,000	18,891	6,500	7,000	7.7%
43200.622	Electricity	672	700	713	700	750	7.1%
43200.626	Gas, Grease and Oil	2,512	3,500	5,406	3,500	4,000	14.3%
43200.626	Heating	2,525	3,500	1,561	3,000	3,000	0.0%
43200.742	Capital Reserve Fund Contribution	120,000	130,000	130,000	140,000	160,000	14.3%
43200.805	Interest Expense	4	0	0	0	0	0.0%
43200.891	Capital Outlay	1,322	0	8,478	0	6,000	100.0%
SUB TOTALS		563,626	482,467	479,778	501,098	533,768	7%
43200.412	State Water Tax	12,283	11,480	12,137	11,352	12,662	12%
43200.411	CWD Water Purchase	534,685	457,733	480,401	460,300	493,810	7%
SUBTOTAL VILLAGE EXPENSE		1,110,594	951,680	972,316	972,750	1,040,240	7%
43210.412	State Water Tax - GF	54,211	59,752	63,375	68,255	63,875	-6%
745.043	CWD Water Purchase - GF	2,359,583	2,382,501	2,508,409	2,767,603	2,681,600	-3%
TOTALS		3,524,388	3,393,933	3,544,101	3,808,608	3,785,715	-1%

WATER FUND REVENUES

12/14/16
1:11 PM

Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
34403.000 Misc - Unclassified Revenue			9,993	0		
34801.000 Sale of Water Residential	921,694	834,766	857,978	846,258	929,760	9.9%
34900.000 Sale of Water - GF	2,359,583	2,382,501	2,508,409	2,767,603	2,681,600	-3.1%
34902.000 Sale of Water - GF VT Tax	54,211	59,752	63,375	68,255	63,875	-6.4%
34812.000 Sale of Water - Large User	93,437	98,414	119,480	107,492	91,480	-14.9%
34811.000 Penalties	4,228	3,500	4,468	4,000	4,000	0.0%
34403.000 Hook on Fees	23,059	15,000	15,150	15,000	15,000	0.0%
34402.000 Interest on Investments	240	0	-	0	0	0.0%
TOTALS	3,456,452	3,393,933	3,578,853	3,808,608	3,785,715	-1%

VILLAGE OF ESSEX JUNCTION

WATER RATES

12/14/2016 13:20

FYE 18 RATE SETTING

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FYE 17 RATE SETTING 50% Fixed, 50% Variable		FYE 18 RATE SETTING 50% Fixed, 50% Variable	
Water Budget Target	\$	846,248	\$	929,760
Budget Ratio				
Fixed	\$	423,124	\$	464,880
Variable	\$	423,124	\$	464,880
Total Customers/Equivalent Units		4668		4679
Fixed Charge				
Base Rate		22.66		24.84
Usage Charge				
Usage Fee		0.0157		0.017
Projected Consumption (c.f)		27,000,000		27,348,000
REVENUE				
Fixed Charge	\$	423,107.52	\$	464,905
Sale of Water				
Residential	\$	423,900	\$	464,916
Large User - IBM	\$	107,492	\$	91,480
Other Revenue/Income				
Hydrant Rentals	\$	-	\$	-
Penalties	\$	4,000	\$	4,000
Miscellaneous	\$	15,000	\$	15,000
Total Revenue	\$	973,500	\$	1,040,301
EXPENSES	\$	972,750	\$	1,040,240
SURPLUS/DEFICIT	\$	750	\$	61

Notes:

1. Projected consumption is based on prior 3 year average.
2. Expenses and revenue exclude IBM.

Person using 120 gallons/Day	FYE17	FYE18	Increase crease	
Water				
Fixed Charge	90.64	99.36	8.72	10%
Usage (120 Gal/day, 5840 c.f./yr)	91.69	99.28	7.59	8%
Total	182.33	198.64	16.31	9%

12/14/16
2:00 PM

0.03
0.05

Water Fund Capital Reserve Plan

PROJECT or Equipment	Prior	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Vector Truck (partial share)							20,000		
Algonquin complete loop between Cherokee & Iroquois Railroad Ave. Waterline Lincoln Place to Central Ave.	6,921				69,778				
Pearl St. Water Line Rehabilitation-235 Pearl to Susie Wilson					105,322				
Water meter upgrades to Radio Reads	131,417	14,990	27,996	25,787	26,676		402,669		
Water/Sewer Billing Conversion to NEMRC			10,000						
Maple St. Water Line	18,723	181,599						542,083	
Central St. Waterline Lincoln St. to Main St.									114,333
Rosewood Lane Water Line Replacement			334,629						41,527
Backhoe Replacement									42,978
Water Pickup Truck									198,838
Bond Payment		36,350	54,031	46,190	45,757	45,213	44,557	43,808	
Subtotal		232,939	426,656	71,977	247,533	45,213	467,226	585,891	198,838

Bond Projects									
School St. Waterline	172,545	1,927							
Hillcrest Waterline	7,272	71,719							
Biar Lane Waterline	243	98,081	122,760						
Bond Legal Costs	644								
Subtotal	180,704	171,727							
Total Spent		404,666	426,556	71,977	247,533	45,213	467,226	585,891	198,838

Water Fund Capital Reserve Funding and Fund Balance

Beginning Fund Balance		149,258	14,207	9,747	97,769	30,236	185,024	(62,203)	(408,094)
Planned Spending		(404,666)	(426,656)	(71,977)	(247,533)	(45,213)	(467,226)	(585,891)	(198,838)
Bond Reimbursement	176,322	139,615	282,196						
Transfer in From Water. Operating Budget		130,000	140,000	160,000	180,000	200,000	220,000	240,000	260,000
Projected Ending Fund Balance		14,207	9,747	97,769	30,236	185,024	(62,203)	(408,094)	(346,932)

Wastewater Treatment Expenses – \$1,859,996

Budget represents an overall increase of \$76,792

The proposed budget is increasing mainly due to insurance premium increases.

Wastewater facility operations are now generally normalized since completion of the 2014 capital improvements. This budget represents costs experienced based on actual expenses as well as fair consideration of offsetting revenues for solar and Co-Generation electric and heat savings. System operations continue to be optimized for efficiency and for pending Phosphorus permit conditions required under the Lake Champlain Total Maximum Load permit requirements

Village user costs for wastewater treatment with a typical user estimated at 120 gallons per day are estimated to decrease by 5% from \$151.97 to \$143.62 per year. The decreased rate is due to the decreasing budget impact on the Village users and reduction of the Village portion of the facility allocated flow. (Overall facility costs are allocated to each participating community based on total flow to the facility.) With the anticipated decrease in user rate, WWTF Staff recommend setting a level Village user rate to stave off any future increases. WWTF staff supports rate reduction when a longer term trend in decreasing rates is indicated.

43200.140 Salaries Part Time: (+\$1,861) The facility is in transition with the planned retirement of one staff member and planned training of a new hire. Additional part time help will aid in this transition with general maintenance tasks allowing staff to focus on training and implementation of difficult maintenance and process tasks.

43200.521 Liability & Property Insurance: (+\$14,207) This is the first year where full insurance charges show for the added value of construction completed in August 2014

43200.565 Grit Disposal: (+\$6,000) Operations switched to a contract hauling that picks up grit and other waste twice weekly. This also aids in reduction of odors and flies on site. The cost is comparable to that of purchasing a new dump trailer and staff time for weekly disposal. This line item also includes cost to clean out sludge drying beds that we periodically use at another local facility.

43200.569 WWTF Annual Permit Fee: (+2,400) Increased to reflect change in fee schedule and rate for wastewater facility permits. 3,300,000 gallons per day capacity @\$0.003/gallon annually. This change is both an increase in the rate and a switch from gallons per day flow to gallons per day capacity.

43200.570 Maintenance Other: (+\$5,000) Since the completion of major maintenance work in 2014, this line item has been used for purchase of spare parts etc. that were not included in the work or were not considered earlier. The increase shown is in the budget amount, which shows a reduction versus prior actual expenditures.

43200.610 Uniforms, Boots, etc.: (-\$1,000) Adjusted down to reflect actual spending patterns.

43200.618 Supplies – Laboratory: (+\$2,000) Changes reflect increases in testing and chemical reagent costs, transfer of Quality Control compliance costs from the state to the facility, as well as increased process and stormwater testing. Stormwater testing included bacterial and phosphorus testing for the TriTown communities. The relative cost of this stormwater testing is minimal but noted here.

43200.619 Chemicals: (+\$15,000) The biological nutrient removal process is working well to reduce costs of chemical used for Phosphorus removal. This efficiency is offset by increased chemical use for alkalinity control as well as odor control from two major collection system service areas. Odors are increased due to a reduced flow trend which also results in increased pollution loading which leads to increased odor generation. Odors have been particularly challenging in applying the correct combination of materials applied to resolve the problem.

43200.626 Gas, Grease and Oil: (-\$1,500) Reduction shown is based on actual consumption. No substantial increase in fuel prices are anticipated by this budget.

43200.742 Contribution to WWTF Cap Reserve: (+\$20,000) Increased annually as appropriate by the TriTown Committee and Village Trustees in. Future charges to this account will be adjusted as warranted by a pending 20 year capital planning process.

Wastewater Treatment Revenues 255.

Revenues are projected based on an annual volume of 640 Million Gallons per year total flow through the facility. These flows are apportioned to each participating community based on flows reported by each community. Any significant variances are reconciled at the end of each Fiscal Year.

Other revenues include septage and leachate charges levied to companies registered for disposal at the facility. These revenues are split 33% to cover treatment costs incurred for the material. 67% is returned to the Village as this capacity for treatment used belongs to the Village of Essex Junction.

Wastewater Capital Reserve

The Wastewater Capital Reserve project planned for FYE18 is the purchase of a Front End Loader for \$60,000.

We are also requesting to add the following project to the FYE17 Capital Plan:

Alkalinity Addition Project: The new process shows a need for regular alkalinity addition of 50% Sodium Hydroxide(Caustic Soda Solution) to increase process water pH to maintain permit compliance. This was not anticipated as a need in the original design. We are currently managing the situation by seasonally sharing another important process chemical tank. Long term continuation of this sharing is a safety and process control concern. The project will provide necessary improvements for safe and reliable addition of the Sodium Hydroxide to the process.

WWTF OPERATIONS & MAINTENANCE BUDGET

DRAFT

12/14/16

Wholesale Rate 2.8440 per 1000 gal Increase = 4.14% 12:44 PM

Acct. #	Account	FYE15	FYE16	FYE16	FYE17	FYE18	% Change 18 vs 17
		Actual	Budget	Actual	Budget	Proposed Budget	
43200.110	Salaries - Regular	326,718	327,515	309,914	333,046	340,008	2.1%
43200.130	Salaries - Overtime	41,042	45,000	42,135	48,000	48,000	0.0%
43200.140	Salaries - Part-time	12,377	7,979	18,840	8,139	10,000	22.9%
43200.210	Health Insurance & Other Benefits	76,168	114,632	76,235	109,133	119,377	9.4%
43200.220	Social Security	26,386	29,367	26,949	30,142	30,613	1.6%
43200.226	Workers Compensation Insurance	17,178	17,747	16,100	17,400	20,215	16.2%
43200.230	Retirement	29,431	32,752	29,661	33,305	34,001	2.1%
43200.250	Unemployment Insurance	785	1,535	395	837	500	-40.3%
43200.320	Legal Services	775	1,000	165	1,000	1,000	0.0%
43200.330	Other Professional Services	0	4,000	3,025	6,000	4,000	-33.3%
43200.335	Audit Services	3,915	4,000	4,806	4,950	4,253	-14.1%
43200.410	Water & Sewer Charge	2,605	5,000	2,773	4,000	3,000	-25.0%
43200.432	Vehicle Maintenance	3,366	2,500	1,343	3,500	3,000	-14.3%
43200.491	Contractual Services	53,420	54,380	54,380	56,944	53,114	-6.7%
43200.500	Training, Conferences, Dues	7,684	6,500	4,880	6,500	6,500	0.0%
43200.521	Liability & Property Ins.	21,148	22,854	22,334	23,808	38,015	59.7%
43200.535	Telephone Services	4,568	4,800	4,790	6,000	6,000	0.0%
43200.565	Grit Disposal	6,247	8,500	8,087	9,000	15,000	66.7%
43200.567	Sludge Processing	107,536	150,000	145,800	130,000	130,000	0.0%
43200.568	Sludge Management	133,341	175,000	141,407	150,000	150,000	0.0%
43200.569	WWTF Annual Permit Fee	5,411	8,500	9,900	7,500	9,900	32.0%
43200.570	Maintenance - Other	130,300	75,000	138,364	85,000	90,000	5.9%
43200.573	Accident Claims	634	0	0	0	0	0.0%
43200.577	Contract Laboratory Service	6,919	8,500	6,940	9,000	9,000	0.0%
43200.610	Supplies	10,315	10,000	9,607	10,000	10,000	0.0%
43200.612	Uniforms, Boots, Etc.	6,326	5,000	3,656	6,000	5,000	-16.7%
43200.618	Supplies - Laboratory	17,865	11,000	14,883	13,000	15,000	15.4%
43200.619	Chemicals	203,201	195,000	207,091	195,000	210,000	7.7%
43200.622	Electrical Service	166,661	200,000	130,471	150,000	150,000	0.0%
43200.623	Heating	29,569	20,000	19,323	20,000	20,000	0.0%
43200.626	Gas, Grease and Oil	4,196	6,000	2,869	6,000	4,500	-25.0%
43200.742	Contribution to WWTF Cap Reserve	260,000	280,000	280,000	300,000	320,000	6.7%
43200.891	Capital Outlay	0	0	0	0	0	0.0%
TOTAL WWTF BUDGET		1,716,087	1,834,061	1,737,121	1,783,204	1,859,996	4.3%

WWTF OPERATION & MAINTENANCE REVENUES

Acct. #						12/14/16 12:50 PM	
	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17	
34801.000 Village Wastewater Reveneus	750,570	740,293	761,379	699,161	668,008	-4%	
34900.000 Wastewater Charge - Essex	465,440	461,175	462,284	436,976	476,888	9%	
34901.000 Wastewater Charge - Williston	568,060	599,293	599,293	611,766	675,289	10%	
34402.000 Interest Income	664	0	0	0	0	0%	
34403.000 Miscellaneous	1,124	0	314	0	0	0%	
34903.005 Misc. Pump Station Fees	30,300	30,300	30,300	30,300	30,300	0%	
34903.001 Shared Septage Revenues	8,298	3,000	13,572	5,000	9,511	90%	
34903.003 Shared Leachate Revenue	8,921	0	448	0	0	0%	
TOTAL WWTF REVENUE	1,833,377	1,834,061	1,867,590	1,783,203	1,859,996	4.3%	

						12/14/16 12:50 PM	
	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17	
Breakdown of Village Revenues							
34801.000 Village User Charge	712,301	731,293	729,799	681,161	645,008	-5%	
34811.000 Village Users Penalties	3,309	3,000	3,540	3,000	3,000	0%	
34812.000 Village Septage Revenues	16,848	6,000	27,144	15,000	20,000	33%	
34813.000 Village Leachate Revenues	18,112	0	896	0	0	0%	
Total Village Revenues	750,570	740,293	761,379	699,161	668,008	-4%	

2017/18 WHOLESALE RATE DETERMINATION

FY18						
These percentages updated 11/16						
Williston	37.10%	237	19.79	mo	650,521	Day
Essex	26.20%	168	13.97	mo	459,397	Day
Essex Jct	36.70%	235	19.57	mo	643,507	Day
	100.00%	640				

	FY16 Budget	FY17 Budget	Proposed Budget FY18
TRI-TOWN BUDGET TOTAL	1,834,061	1,783,204	1,859,996
MINUS OFFSETTING REVENUES:			
WWTF FUND BALANCE			
INTEREST INCOME	0	0	0
MISC PUMP STATION FEES	30,300	30,300	30,300
SHARED SEPTAGE REVENUES	3,000	5,000	9,511
SHARED LEACHATE REVENUES	0	0	0
MISCELLANEOUS REVENUES	0	0	0
TOTAL OFFSETTING REVENUES	33,300	35,300	39,811
TOTAL AMT FOR WHOLESALE RATE CALCULATION	1,800,761	1,747,904	1,820,185
BUDGET TOTAL FOR RATE CALC.	1,800,761	1,747,904	1,820,185
** FLOW FOR CALCULATION OF RATE (MGAL)	670	640	640
Rate per 1000 Gals Treated			2.844

WHOLESALE RATE HISTORY

2007/08 WHOLESALE SEWER RATE	1.5734
2008/09 WHOLESALE SEWER RATE	1.5735
2009/10 WHOLESALE SEWER RATE	1.8641
2010/11 WHOLESALE SEWER RATE	2.1452
2011/12 WHOLESALE SEWER RATE	2.2657
2012/13 WHOLESALE SEWER RATE	2.4248
2013/2014 WHOLESALE SEWER RATE	2.5278
2014/2015 WHOLESALE SEWER RATE	2.6294
2015/2016 WHOLESALE SEWER RATE	2.6877
2016/2017 WHOLESALE SEWER RATE	2.7311
FYE 17 PROPOSED WHOLESALE SEWER RATE:	2.8440
	4.1%

VILLAGE OF ESSEX JUNCTION
WASTEWATER TREATMENT
FYE 18 RATE SETTING

12/14/2016 13:17

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FYE 17 RATE SETTING 65% Fixed, 35% Variable		FYE 18 RATE SETTING 65% Fixed, 35% Variable	
WWTF Budget Target	\$	681,041	\$	645,008
Budget Ratio				
Fixed	\$	442,677	\$	419,255
Variable	\$	238,364	\$	225,753
Total Customers/Equivalent Units		4511		4489
Fixed Charge				
Base Rate		24.53		23.35
Usage Charge				
Usage Fee		0.0092		0.0086
Projected Consumption (c.f)		25,920,000		26,259,000
REVENUE				
Meter Charge	\$	442,619	\$	419,273
Wastewater Treatment				
Customer Charge	\$	238,464	\$	225,827
Other Revenue/Income				
Penalties	\$	3,000	\$	3,000
Septage	\$	15,000	\$	20,000
Leachate	\$	-	\$	-
Total Revenue	\$	699,083	\$	668,100
EXPENSES	\$	699,041	\$	668,008
SURPLUS/DEFICIT	\$	42	\$	92

Notes:

1. Projected consumption is based on past 12 months.

Person using 120 gallons/Day	FYE17	FYE18	Increase %	Increase
WWTF				
Fixed Charge	98.12	93.40	(4.72)	-5%
Usage (120 Gal/day, 5840 c.f./yr)	53.73	50.22	(3.50)	-7%
Total	151.85	143.62	(8.22)	-5%

WWTF Capital Reserve Plan

Project or Equipment	FYE15	FYE16	FYE17	FYE18	FYE19	FYE20
Server and SCADA software/network upgrades	15,072	12,937				
Co-Gen (Closed)	329,405	1,888				
Gas Compressor			18,000			
Automatic Samplers			30,000			
Front End Loader				60,000		
Vactor Truck (place holder for FYE21)						
Digester Cleaning			75,000			
Capital Planning - 20 Year			30,000			
Return Activated Sludge (RAS) Pump			20,000			
Headworks Screen			200,000			
Alkalinity Control Installation			95,000			
ARRA Stimulus Loan Payback	2,457	2,457	2,457	2,457	2,457	2,457
Capital reserve annual expense		17,282	470,457	62,457	2,457	2,457

WWTF Capital Reserve Funding and Fund Balance						
Beginning Fund Balance		207,108	469,827	299,370	556,913	894,456
Planned Spending		(17,282)	(470,457)	(62,457)	(2,457)	(2,457)
Transfer in From WWTF Operating Budget		280,000	300,000	320,000	340,000	360,000
Projected Ending Fund Balance		469,826	299,370	556,913	894,456	1,251,999

**VILLAGE OF ESSEX JUNCTION
WATER RESOURCE RECOVERY FACILITY**

**ALKALINITY AND DISINFECTION UPGRADES
FEASIBILITY STUDY**

July 2016

1.0 OPERATING DATA

Detailed information for the 2015 operating data was provided by the Village for review. Only those operating parameters related to the pH, alkalinity and disinfection were reviewed.

For 2015, the average flow was 1.72 mgd and will be used as the baseline to assess the current operating conditions and evaluate the supplemental alkalinity and disinfection alternatives.

2.0 SUPPLEMENTAL ALKALINITY

The influent pH averages about 7.64 SU which is sufficient, but when nitrification occurs and removes ammonia, the pH is depressed. This facility was not designed to denitrify, but when nitrification occurs, alkalinity can be recovered to maintain a higher pH at the aeration tank effluent. For the aeration tank effluent in 2015, the pH averages about 6.5 SU and ranges from 5.8 to 7.0 SU.

When the pH approaches 6.5 SU, addition of supplemental alkalinity is required to increase the pH. In 2015, lime (sodium bicarbonate) and sodium hydroxide were added to maintain compliance of pH with the lower permit limit of 6.5 SU as follows:

- For the sodium bicarbonate, approximately 5,800 lbs of lime were added at an average of 232 lbs per day. Addition of lime from 50 lb bags at the aeration tanks is challenging because it is dusty and very labor intensive.
- For the sodium hydroxide, a total of 8,703 gallons was added. When added, an average of 45 gallons per day was required.

In 2015, the increased chemical cost of the supplemental alkalinity was about \$19,600 as summarized in Table 1. This dosage of Sodium Hydroxide was started about May 1 and continued through November 10, 2015.

**Table 1
Supplemental Alkalinity**

Chemical	Quantity	Estimated Cost
Lime	5,800 lbs	\$2,300
Sodium Hydroxide	8,703 gallons	\$17,300
	Total	\$19,600

Notes:

1. Sodium bicarbonate at \$19.74/50 lb bag.
2. Sodium hydroxide bulk at \$1.984 per gallon.

3.0 DISINFECTION

In 2015, approximately 27,445 gallons of sodium hypochlorite were added for chlorination. On average, about 75.4 gpd were added and the daily usage ranged from 25 to 318 gpd. For dechlorination, about 15,377 gallons of sodium bisulfite were added. On average, about 42.2 gpd was added and the daily usage from 21 to 75 gpd. In both cases, the dosages are a bit higher than typical design values but is necessary to maintain consistent compliance with the permit limits.

In 2015, approximately \$46,300 was spent on both chemicals to operate the disinfection system as summarized in Table 2.

**Table 2
Disinfection Chemicals**

Chemical	Quantity	Operating Cost
Sodium Hypochlorite	27,445 gallons	\$23,246
Sodium Bisulfite	15,377 gallons	\$23,066
	Total	\$46,312

Notes:

1. Sodium hypochlorite bulk at \$0.847 per gallon.
2. Sodium bisulfite bulk at \$1.50 per gallon.

4.0 DISINFECTION ALTERNATIVES

4.1 Types of Disinfection

A screening of disinfection alternatives was performed and included the following methods:

- Chlorination/Dechlorination
- Chlorine Dioxide
- Ultraviolet Disinfection
- Ozone Disinfection

Comparisons can be performed of these options, but the liquid chlorination/dechlorination is the current process being used. Ozone disinfection is very uncommon, and is only used on a case by case basis, so it wasn't considered further. Ultraviolet disinfection is a very common approach for new facilities, and was discussed during the recent upgrade. However, it was not included in the project due to concerns about the significant increase in operating costs for electricity and bulb replacements.

Other options to be considered are the use of peracetic acid (PAA) as a substitute for sodium hypochlorite, and will be discussed further.

4.2 Paracetic Acid (PAA)

4.2.1 Description

The use of paracetic acid for wastewater disinfection has been commonly used in Europe for many years, but is relatively new to North America. Case studies have been performed for facilities in Steubenville, Ohio and St. Augustine, Florida.

The primary supplier is Solvay Chemicals, but it is available through Surpass Chemical Co. located in Albany, NY. Since the use isn't as widespread for municipal applications, the chemical costs can be high do a lack of availability.

4.2.2 Design Criteria

Mention of paracetic acid as a substitute to sodium hypochlorite is not discussed in many of the typical wastewater design manuals but a literature research indicates that the product is typically used at a 15% solution. A typical dosage for paracetic acid is 1.5 ppm, and maintains a residual of about 0.4 ppm.

4.2.3 Technical Analysis

Advantages

- Long shelf life
- Rapid and effective disinfection
- Does not generate harmful disinfection by products

Disadvantages

- Can increase organic content
- High chemical cost due to limited production

4.2.4 Conclusions

Very good results have been achieved at municipal wastewater treatment facilities in the United States that rely on PAA as the primary disinfection method. The advantage of using the PAA is

that only one chemical must be added and this could free up space in the Chemical Feed Building for bulk storage of Sodium Hydroxide. However, conversion from chlorine will be difficult for this Essex Junction facility as the State doesn't currently recognize this as an acceptable method of disinfection for wastewater. Estimated costs for the PAA chemical purchase based on the 2015 operating data are about \$80,000, a significant increase over the current chemical used. To receive approval to implement this approach, extensive pilot testing would be necessary and it likely that the existing chlorine system would need to remain operable as a back-up.

5.0 ALKALINITY STORAGE ALTERNATIVES

For the addition of sodium hydroxide as supplemental alkalinity, the following alternatives were evaluated for a more permanent storage and feed system.

- #1: Chemical Feed Building Modifications
- #2: New Chemical Feed Building Addition
- #3: Exterior Chemical Feed System

5.1 Alternative #1 – Chemical Feed Building Modifications

5.1.1 Description

This alternative is based on reuse of the existing chemical storage space in the Chemical Feed Building. In the containment area that contains the Sodium Bisulfite storage tanks, there are (2) 3,000 gallon polyethylene storage tanks. Based on the typical usage for the Sodium Bisulfite, the space for one of these tanks would be converted to bulk storage for Sodium Hydroxide.

A new concrete wall or partition could be constructed to separate the chemicals to provide 4,400 gallons of bulk storage. Refer to the sketch provided in Attachment No. 1. This new tank would require a separate fill line, vent line, and suction line to provide isolation from the Sodium Bisulfite tank. A new chemical feed pump for the Sodium Hydroxide can be provided on an adjacent shelf.

Reuse of the sodium aluminate sleeve and a feed line would be required to convey the chemical to the downstream end of the Aeration Tanks.

A new chemical feed line would need to be extended to the upstream end of the Aeration Tanks as this is the primary dosage point. A PVC sleeve can be fastened along the walkway containing multiple feed lines.

5.1.2 Technical Analysis

Advantages

- Allows for reuse of existing space.
- Provides for addition of the Sodium Hydroxide at the downstream or upstream end of the Aeration Tanks.
- Chemical storage and feed is indoors in a heated/ventilated space for ease of operations.

Disadvantages

- Requires split of the 2 chemicals to provide separate containment as there can be a reaction between the two chemicals if they come into contact and are mixed.
- Reduces the bulk storage volume of the Sodium Bisulfite from 6,000 to 3,000 gallons.
- Extension of the chemical feed line to the aeration tanks is required.
- A long chemical feed line is required to the primary dose point requiring feed water using process water.
- Limited operation during colder weather conditions to prevent freezing of the exposed feed line across the aeration tanks.

5.2 Alternative #2 – New Chemical Feed Building Addition

5.2.1 Description

This approach is based on construction of a new chemical feed addition adjacent to the southwesterly elevation of the Operations Building. Refer to the sketch in Attachment No. 1. This addition would be approximately 14' X 24' (336 s.f.) with a similar finish floor elevation to adjacent garage at 248.0.

This new building addition will contain one (1) 4,400 gallon Sodium Hydroxide bulk storage tank with double containment and one (1) peristaltic feed pump. The bulk storage tank will include a vent line, fill line, and suction line. Information on the bulk storage tank is provided in Attachment No. 3.

Construction of a new chemical sleeve and feed lines is required from the building addition to primary dosage point at the upstream at the Aeration Tanks.

5.2.2 Technical Analysis

Advantages

- Allows for continued use of the two (2) 3,000 gallon bulk storage tanks for the Sodium Bisulfite.
- Provides space for one (1) new 4,400 gallon bulk storage tank for Sodium Hydroxide.
- Interior space for the chemical tank is provided with heat and ventilation.

Disadvantages

- Requires construction of a new chemical feed sleeve and feed lines to the primary dosage point at the upstream end of the Aeration Tanks.
- There are some existing utilities adjacent to the building addition that will need to be avoided and or relocated.

5.3 Alternative #3- Exterior Chemical Storage/Feed System

5.3.1 Description

This approach is based on addition of a new bulk storage tank located adjacent to the Aeration Tanks or closer to the Primary Clarifiers. One (1) bulk storage tank will provide 4,400 gallons of storage for Sodium Hydroxide. The tank will be provided with double containment, heat trace, and insulation suitable for outdoor use. Refer to the sketch in Attachment No. 1.

The tank is located adjacent to the primary dosage point and a chemical feed pump can be provided adjacent to the new tank.

5.3.2 Technical Analysis

Advantages

- Allows for continued use of the two (2) 3,000 gallon bulk storage tanks for the Sodium Bisulfite.
- Construction of a new building is not required.
- The chemical storage is provided at the primary dosage point providing reliable operations.

Disadvantages

- The storage tank is outside requiring heat trace and insulation suitable for seasonal usage.
- Extension of a new feed line along the Aeration Tanks would be required if addition of Sodium Hydroxide is required at the effluent channel.
- Extension of an electric service to the tank will be required for the heat trace and feed pump.
- Tank fill line is longer.

5.4 Estimated Costs

A summary of the estimated construction costs are provided in Table 3, and range from \$65,000 to \$180,000. The most expensive approach is Alternative #2, New Chemical Feed Building Addition, at \$180,000. Detailed breakdowns of the cost estimates are provided in Attachment No. 4.

**Table 3
Alkalinity Storage Alternatives
Comparison of Estimated Construction Costs**

Item Description	Alternative #1- Chemical Feed Modifications	Alternative #2- New Chemical Feed Addition	Alternative #3- Exterior Chemical Storage
General Requirements	\$5,000	\$13,000	\$6,000
Demolition	\$4,000	\$4,000	\$2,500
Sitework/Yard Piping	\$5,000	\$20,000	\$15,000
Concrete	\$6,000	\$20,000	\$6,000
Misc. Metals	\$2,200	\$0	\$0
Building	\$0	\$55,000	\$0
Painting	\$0	\$2,500	\$0
Equipment	\$27,500	\$35,000	\$45,000
Process Piping	\$10,000	\$12,000	\$4,000
Heating/Ventilation	\$0	\$5,000	\$0
Electrical	\$5,000	\$10,000	\$7,500
Total	\$64,700	\$179,000	\$86,000
Use	\$65,000	\$180,000	\$90,000

Notes:

1. ENR 10242 = May 2016

The total project cost summary of the alternatives is provided in Table 4. The total project cost includes; 15% construction contingency, engineering, and other related project costs. The total project costs range from \$95,000 to \$245,000.

**Table 4
Alkalinity Storage Alternatives
Total Project Cost Summary**

Item Description	Alternative #1- Chemical Feed Modifications	Alternative #2- New Chemical Feed Addition	Alternative #3- Exterior Chemical Storage
Estimated Construction Cost	\$65,000	\$180,000	\$90,000
15% Construction Contingency	\$9,750	\$27,000	\$13,500
Engineering ⁽¹⁾			
Final Design (Step II)	\$6,500	\$12,500	\$8,200
Bid/Construction	\$11,800	\$22,800	\$11,400
Other Related Costs	\$1,500	\$2,500	\$2,000
Total	\$94,550	\$244,800	\$125,100
Use	\$95,000	\$245,000	\$130,000

Notes:

1. Budgets for engineering shown above are based on the State FED engineering fee allowances for small projects.

6.0 NEXT STEPS

This feasibility study has been reviewed by the Village staff, and Alternative #1 or Alternative #3 are preferred to address the alkalinity storage and feed requirements. Alternative #1, Chemical Feed Modifications, is the least costly approach, but doesn't provide some of the long-term benefits as the other alternative, Exterior Chemical Storage.

For the next steps, the recommendation is to further evaluate both of these alternatives and select a preferred approach, then continue to the final design of the alkalinity improvements.

SANITATION FUND BUDGET - \$477,447

Represents an overall increase of \$5,263 or 1.1%

The proposed FYE18 Sanitation Fund Operating Budget shows an increase of 1.1% from the FYE17 budget. Line items contributing to this increase are Salaries and benefits and Pump Station Maintenance. The primary driver of an increase in the Sanitation rate is the increase in the amount of the WWTF bond payment. We are increasing this amount by 10,000 each year until we have the full payment funded in order to effect a gradual increase in rates rather than a one-time enormous increase. As Williston buys our capacity, the amount of increase from the rate payers decreases. The money received for the sale of capacity is deposited to the reserve in Sanitation Fund for WWTF upgrades.

Personnel costs (salaries and benefits) represent 36% of this budget.

Costs for sanitation for a household using 120 gallons a day are estimated to increase 2% - from \$123.42 to \$126.30 per year.

Acct #	Description
43200.110	Salaries – Regular – (+\$4,050) More recently hired employees in this department are at the lower end of pay scale and so increases are higher percentage.
43200.434	Pump Station Maintenance – (+\$2,000) Adjustments made to line item based on communications, new Old Colchester Rd. Pump Station, and the addition of the Roscoe Ct. Pump Station.
750.020	Capital Reserve Fund Contribution – (+\$0) – We have not increased this line item this year as the Capital Reserve has been receiving a large amount in excess hook-on fees in the past few years.
755.023	Capital Outlay – (-\$0) – No equipment planned for purchase this year.

The Wastewater Treatment Facility serves 3 communities. Village-exclusive sewer related costs are paid for out of the Sanitation Fund.

.FYE17 Sanitation Fund Capital Reserve Fund Proposed Projects

Water meter upgrades to Radio Reads - \$51,756 This will be the 8th year of the project. Because the Wastewater Treatment Facility services 3 towns, we charge the Sanitation Fund for the sewer treatment portion of this cost. The same users pay for Sanitation as WWTF in the Village and the Sanitation costs are paid for strictly by Village residents.

Manhole Rehab/Sliplining - \$40,000

South St. Pump Station replace pumps engineering - \$2,500

Loan and Bond Payments - HS Pump Station Upgrade Loan Payment (\$73,200), ARRA Loan Payment (\$14,880)

Total Amount for FYE18 Capital Reserve - \$182,336

SANITATION BUDGET

12/14/16
12:59 PM

Acct. #	Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
43200.110	Salaries - Regular	78,711	76,735	74,303	82,591	86,641	5%
43200.130	Salaries - Overtime	11,188	11,300	8,792	12,000	12,000	0%
43200.140	Salaries - Part-time	3,665	5,081	3,896	5,166	5,293	2%
43200.210	Health Insurance & Other Benefits	33,884	42,732	32,096	40,682	44,500	9%
43200.220	Social Security	6,658	7,208	6,495	7,690	8,013	4%
43200.226	Workers Compensation Insurance	3,955	4,557	4,570	4,581	5,208	14%
43200.230	Retirement	7,564	7,674	7,102	8,259	8,664	5%
43200.250	Unemployment Insurance	422	430	191	328	328	0%
43200.330	Other Professional Services	1,668	1,000	0	1,000	1,000	0%
43200.335	Audit Services	1,076	1,751	2,047	2,108	1,812	-14%
43200.340	Computer Expenses	2,338	2,500	2,402	1,000	2,500	150%
43200.410	Water & Sewer Charge	285	1,000	283	500	500	0%
43200.430	Sanitation Lines Maintenance	3,824	6,500	14,795	6,000	6,500	8%
43200.434	Pump Station Maintenance	8,281	5,000	17,955	8,000	10,000	25%
43200.436	Sanitation Line Backup Cleaning	2,000	1,500	0	1,500	2,000	33%
43200.441	Right-of-Way Agreements	8,479	1,020	1,472	1,058	1,098	4%
43200.491	Contractual Services	137,140	139,060	139,888	144,188	136,528	-5%
43200.500	Training, Conferences, Dues	0	500	95	150	200	33%
43200.521	Liability & Property Ins.	5,780	6,550	6,332	8,183	5,812	-29%
43200.536	Postage	3,272	3,000	3,252	3,500	3,500	0%
43200.550	Printing and Advertising	382	850	596	500	550	10%
43200.570	Maintenance - Other	3,079	1,000	1,070	1,500	1,500	0%
43200.572	Interview Costs	0	0	1,044	0	0	0%
43200.610	Supplies	1,161	1,000	3,674	1,000	1,000	0%
43200.612	Uniforms, Boots, Etc.	1,510	1,500	1,136	1,500	1,500	0%
43200.613	Meters and Parts	0	0	0	0	0	0%
43200.622	Electrical Service	9,708	10,000	9,396	11,000	12,000	9%
43200.623	Heating/Natural Gas	1,464	1,700	1,154	1,700	1,300	-24%
43200.626	Gas, Grease and Oil	2,023	3,500	1,703	2,500	2,500	0%
43200.742	Contribution to Sanitation Cap Rese	196,498	95,000	95,000	95,000	95,000	0%
43200.891	Capital Outlay	0	0	4,222	0	0	0%
43220.001	Susie Wilson Pump Station Costs	8,480	7,500	7,050	9,000	9,000	0%
43220.002	West St. Pump Station Costs	16,342	9,000	13,602	10,000	11,000	10%
	TOTALS	560,837	456,148	465,611	472,184	477,447	1.1%

SANITATION FUND REVENUES

12/14/16
12:59 PM

Account	FYE15 Actual	FYE16 Budget	FYE16 Actual	FYE17 Budget	FYE18 Proposed Budget	% Change 18 vs 17
500.000 Annual Customer Charge	529,162	528,322	540,524	552,556	567,069	3%
500.001 Penalties	2,446	2,000	2,510	2,500	2,500	0%
432.040 Miscellaneous	131,498	30,000	162,090	30,000	30,000	0%
440.000 Interest on Investments	585	0	0	0	0	0%
442.010 2 Party Agreement Revenue	15,000	15,000	15,000	15,000	15,000	0%
442.000 Essex Pump Station Fees	28,237	21,825	24,826	23,128	23,878	3%
TOTALS	706,928	597,147	744,950	623,184	638,447	2.4%

VILLAGE OF ESSEX JUNCTION

SANITATION RATE

12/14/2016 13:16

FYE 18 RATE SETTING

FIXED CHARGES - EQUIVALENT UNITS @ 120 gpd per EU

	FYE 17 RATE SETTING 75% Fixed, 25% Variable		FYE 18 RATE SETTING 75% Fixed, 25% Variable	
Sanitation Budget Target	\$	401,556	\$	406,069
WWTF Debt Payment	\$	151,000	\$	161,000
Total	\$	552,556	\$	567,069
Budget Ratio				
Fixed	\$	414,417	\$	425,302
Variable	\$	138,139	\$	141,767
Total Customers/Equivalent Units		4511		4489
Fixed Charge				
Base Rate		22.97		23.69
Usage Charge				
Usage Fee		0.0054		0.0054
Projected Consumption (c.f)		25,920,000		26,259,000
REVENUE				
Meter Charge	\$	414,471	\$	425,378
Sale of Water				
Customer Charge	\$	139,968	\$	141,799
Other Revenue/Income				
Penalties	\$	2,500	\$	2,500
Miscellaneous	\$	30,000	\$	30,000
Interest	\$	-	\$	-
2 Party agreement	\$	15,000	\$	15,000
Essex Pump Station Fees	\$	23,128	\$	23,878
Total Revenue	\$	625,067	\$	638,554
EXPENSES	\$	472,184	\$	477,447
SURPLUS/DEFICIT	\$	152,883	\$	161,107

Notes:

1. Projected consumption is based on prior 3 year average.
2. Target revenue projection includes phased increase in rates to cover future debt retirement for WWTF refurbishment.

Person using 120 gallons/Day	FYE17	FYE17	Increase	% Increase
Sanitation				
Fixed Charge	91.88	94.76	2.88	3%
Usage (120 Gal/day, 5840 c.f./yr)	31.54	31.54	-	0%
Total	123.42	126.30	2.88	2%

Sanitation Fund Capital Reserve Plan

Project or Equipment	Prior	FY16	FY17	FY18	FY19	FY20	FY21
Vector Truck Partial Share (Place Holder)							240,000
Miscellaneous Pump Station Work (alarms, etc.)	35,373	14,627					
Water Meter upgrades to radio reads	135,618	29,980	50,388	51,756	53,352	5,604	
Water/Sewer Billing Conversion to NEMRC			20,000				
Manhole Rehab/SlipLining		20,000	20,000	40,000		40,000	
River Street PS Control Panel, anodes	2,850	20,715					
School St.Rd Reconst. Waterline, Sanitary Sewer	102,637	1,146					
South Street PS Replace pump #1, 2 and valves, vent, anodes		2,482		2,500	40,000		
Trailer Pump			30,000				
HS Pump Station Upgrade Bond Payment	73,200	134,239	73,200	73,200	73,200	73,200	73,200
ARRA Stimulus Loan Repayment	14,880	14,880	14,880	14,880	14,880	14,880	14,880
Capital reserve annual expense		238,069	208,468	182,336	181,432	133,684	328,080

Sanitation Capital Reserve Funding and Fund Balance

Beginning Fund Balance	607,791	592,722	479,254	391,918	305,486	266,802
Planned Spending	(238,069)	(208,468)	(182,336)	(181,432)	(133,684)	(328,080)
Transfer in From Sanit. Operating Budget	223,000	95,000	95,000	95,000	95,000	95,000
Projected Ending Fund Balance	592,722	479,254	391,918	305,486	266,802	33,722

EASC FYE 18 BUDGET-LAP

ACCOUNT	FYE16 ACTUAL	FYE17 7/1-12/31/16	FYE17 1/1-6/30/17	FYE 17 7/16-6/17	FY18 PROPOSED	FYE18 MANAGER REC.
225-34700.000 SCMB	0.00	3,540.00	360.00	3,900.00	4,500.00	
225-34700.000 SCGF	0.00	9.00	10.00	19.00	20.00	
225-34700.000 SCNL	0.00	41.00	30.00	71.00	72.00	
225-34700.000 TOTAL	0.00	3,590.00	400.00	3,990.00	4,592.00	
225-34701.000 SCBT	0.00	478.00	480.00	958.00	960.00	
225-34701.000 SCCM	0.00	0.00	0.00	0.00	0.00	
225-34701.000 SCCF	0.00	718.80	0.00	718.80	800.00	
225-34701.000 SCCT	0.00	17.00	20.00	37.00	60.00	
225-34701.000 SCOH	0.00	0.00	30.00	30.00	30.00	
225-34701.000 SCRD	0.00	116.50	100.00	216.50	300.00	
225-34701.000 SCRF	0.00	62.50	100.00	162.50	200.00	
225-34701.000 SCAC	0.00	1,297.50	1,400.00	2,697.50	2,800.00	
225-34701.000 SCFR	0.00	12.00	0.00	12.00	0.00	
225-34701.000 TOTAL	0.00	2,702.30	2,130.00	4,832.30	5,150.00	
225-34702.000 SCJZ	0.00	712.00	850.00	1,562.00	1,850.00	
225-34702.000 SCMS	0.00	1,292.00	1,938.00	3,230.00	3,000.00	
225-34702.000 SCTR	0.00	3,584.00	4,000.00	7,584.00	8,500.00	
225-34702.000 SCAF	0.00	43.50	120.00	163.50	240.00	
225-34702.000 TOTAL	0.00	5,631.50	6,908.00	12,539.50	13,590.00	
225-34703.000 SCAH	0.00	900.00	600.00	1,500.00	800.00	
225-34703.000 TOTAL	0.00	900.00	600.00	1,500.00	800.00	
225-36400.000 SCCB	0.00	50.00	0.00	50.00	100.00	
225-36400.000 SCPB	0.00	62.00	90.00	152.00	160.00	
225-36400.000 SCDO	0.00	863.82	300.00	1,163.82	1,200.00	
225-36400.000 TOTAL	0.00	975.82	390.00	1,365.82	1,460.00	
225-36603.000 MISC. REV.	0.00	91.00	0.00	91.00	0.00	
HOEHL DONATION BAL.		2,078.41	0.00	2,078.41	0.00	
HOEHL FLOORING GRANT BAL.		899.56	0.00	899.56	0.00	
TOTAL REVENUE	0.00	13,799.62	10,428.00	24,227.62	25,592.00	0.00

EASC FYE 18 BUDGET-LAP

225-45122.330	OTHER PROF. SERVICES	0.00	510.00	510.00	1,020.00	1,100.00
225-45122.430	REPAIRS & MAINTENANCE	0.00	2,225.00	1,500.00	3,725.00	3,500.00
225-45122.610	GENERAL SUPPLIES	0.00	1,550.00	1,800.00	3,350.00	4,500.00
225-45122.612	FUND RAISER EXPENSES	0.00	442.84	250.00	692.84	750.00
225-45122.614	PROGRAM EXPENSES	0.00	550.00	700.00	1,250.00	2,500.00
225-45122.810	TRIP EXPENSES	0.00	5,216.99	2,600.00	7,816.99	9,500.00
225-45122.812	MEAL SITE EXPENSES	0.00	900.00	1,100.00	2,000.00	2,500.00
225-49340.801	HOEHL DONATION EXP.	0.00	990.76	0.00	990.76	0.00
225-49340.802	HOEHL GRANT EXP.	0.00	899.56	0.00	899.56	0.00
TOTAL EXPENSES		0.00	13,285.15	8,460.00	21,745.15	24,350.00
TOTAL SENIOR CENTER FUND		0.00	514.47	1,968.00	1,394.82	1,242.00
225-10199.000	as of pd. 5 (11/16)		25029.82			
* Notes: 1. Request sep. rev. acct. for trip income						
2. Disc. in beginning Hoehl donation amount						
3. Trip income & M'ship overlapping FYE's						
4. What acct. was trip check FYE 16 dep. to?						