

Milton Selectboard Meeting

June 21, 2016 at 6 PM

Community Room of the Municipal Complex
43 Bombardier Rd., Milton, VT 05468

Use of cell phones is prohibited during the meeting. Please shut them off or silence them.

AGENDA

- I. **Call to Order**
- II. **Flag Salute**
- III. **Agenda Review**
- IV. **Public Forum**
A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).
- V. **Public Hearing**
 - A. **FY '17 – FY '22 Capital Improvement Plan**
Hearing and Consider Adoption
- VI. **New Business**
 - A. **Impact Fee Rates for FY '17**
Consider Approval
Donna Barlow Casey, Town Manager
 - B. **MCYC – Healthy Communities**
Discussion
Tony Moulton, Executive Director of MCYC & Town Staff
 - C. **Recreation Facilities Grant for Basketball Court Project**
Consider Approval to Apply
Kym Duchesneau, Recreation Coordinator
 - D. **Water/Wastewater FY '17 Budgets and Rates**
Consider Approval
Nathan Lavallee, Water/Wastewater Superintendent
 - E. **Assign Portion of FY '16 Fund Balance to Paving**
Consider Approval
John Gifford, Interim Finance Director/ Town Treasurer
 - F. **One Year Extension of Chittenden Country Stream Team MOU**
Consider Approval
Donna Barlow Casey, Town Manager

- VII. **Old Business**
 - A. **Bid Award, Care and Upkeep of Municipal Cemetery Grounds**
Consider Approval
Dustin Keelty, Public Works Supervisor

- VIII. **Warrant/Report #29**

- IX. **Minutes of June 6**

- X. **Executive Session per V.S.A. Title 1 Section 313**
 - **Personnel**

- XI. **Adjournment**

Posted June 17, 2016 on the official bulletin board in the lobby of the Municipal Building to the Town Website emailed to the Burlington Free Press, Milton Independent, Lake Champlain Access Television, Fox 44 News, WPTZ, WCAX, and posted in two other places within the Town of Milton and filed with the Town Clerk.



Signed: Donna Barlow Casey, Town Manager

TOWN OF MILTON CAPITAL IMPROVEMENT PLAN

**FISCAL YEARS
2017 through 2022**

**Last Updated: June 17, 2016
by Donna Barlow Casey, Town Manager**

Approved by the Milton Selectboard

CHAPTER 1 INTRODUCTION

Definition and Purpose

This Capital Improvement Plan (CIP) addresses the Town's increasing capital needs within the constraints of limited funding over the next six fiscal years. It outlines a plan of action for the town that furthers the goals of the *Milton Comprehensive Plan* adopted February 18, 2013.

The Capital Improvement Plan lists and describes the projects identified as capital needs for the Town to be undertaken during the upcoming fiscal year (FY 2017: Capital Budget) and for the following five fiscal years (FY 2017 through 2022). The Capital Improvement Plan includes a description and estimated cost for each capital project along with the proposed financing.

The definition of a capital project is described in V.S.A. Title 24, Chapter 117, Section 4430. The overall definitions and structure of the interaction between the Capital Improvement Plan, capital budget, capital project and capital reserve account are explained below.

Capital Budget: A list and description of the capital projects to be undertaken during the coming fiscal year, including the estimated costs and proposed methods of financing.

Capital Improvement Plan: A plan of capital projects proposed to be undertaken during each of the following five years from the capital budget year.

Capital Project: A major project, which is made infrequently or is non-recurring, has a cost of at least \$5,000 and has a life expectancy of more than 5 years. It must also result in the acquisition or improvement of a fixed asset. "Fixed", as used here, does not mean immobile--an automobile is commonly classified as a fixed asset, as would be replacing a gasoline engine with a diesel engine in a fire truck.

Any proposed capital project must be one or more of the following:

- ◆ The acquisition of land;
- ◆ Construction, expansion or rehabilitation of a public facility, street or utility line (water/wastewater);
- ◆ Preliminary or planning studies or design work relating to any physical betterment or improvement;
- ◆ Replacement and purchase of vehicles; and
- ◆ As deemed appropriate by the Capital Improvement Committee.

Capital Reserve Account: An account held by the Town of Milton which holds monies for all capital projects to be undertaken in the current, and past if not completed, capital budget.

Operational Project: A project or expenditure, which occurs as part of the daily or yearly operations of a department or commission. This could be a reoccurring project or expenditure.

Milton is a growing community, currently the eight largest Town by population in the State of Vermont (Source: 2010 US Census.) The past two decades have seen a rapid change in Milton's environmental and fiscal health. Changing demographics require new and different facilities and services to support increasing numbers of young families, school-aged children, elderly, and financially challenged individuals. Some of our community facilities have become overburdened, outdated and inefficient because of these changes. There is a need to add new infrastructure, expand and upgrade existing community facilities, purchase different types of equipment capable of greater efficiencies and/or tackling new tasks, and improve service levels and communications with residents via technology.

Milton is faced with limits on its resources, increased expectations by citizen of more and better services out of every tax dollar while maintaining a high quality living environment. During fiscal years 1993 through 2002, residential growth averaged just fewer than 60 dwelling units per year. During fiscal years 2003 to 2005, the average climbed to 94 new dwelling units per year. Fiscal years 2006 through 2008 saw the average number of new units drop to 83 new dwelling units per year. Fiscal years 2009 and 2010 showed a continued drop in the number of new residential units permitted per year (41 and 40 respectively), due to the slowdown in the housing market and the overall economy. Fiscal year 2012 showed an increase in the number of new residential units to 36. Fiscal year 2013 showed a dip in the number of new residential units to 30 but rose to 42 in Fiscal year 2014.

It is likely that the Town will experience residential, commercial, and industrial growth, so the provision of adequate services and maintenance of a high quality of living cannot be left to uncoordinated and unplanned decisions. As identified in the *Town of Milton Comprehensive Plan* and the *Town Core Master Plan*, there will be a need for more and improved public infrastructure to benefit the Town Core and other areas in the community. This is critical for the growth of the Town of Milton, which has been working to expand its water and wastewater facilities and services.

Presently, the Town of Milton has identified several long term water, wastewater, road infrastructure, technology and recreation improvements that are needed. It is important for the Town of Milton's capital improvements to be coordinated and planned in order to have an efficient, safe and pleasing community to live and work in.

Background

In 1987, the Milton Planning Commission prepared and the Milton Selectboard adopted the *Comprehensive Plan of the Town of Milton*. A recommended implementation step of that plan was the preparation and adoption of a Capital Improvement Plan (CIP). In 1988, a Capital Improvement Plan Committee was established to guide and direct the preparation of a five-year Capital Improvement Plan for the Town of Milton.

Proposal Evaluation

The CIP presents the capital needs of the Town over the specified planning period. This Capital Improvement Plan covers fiscal years 2017 through 2022 (July 1, 2016 through June 30, 2022). The ability of the Town to fund any particular project depends on its available resources.

Specific projects presented in the Plan are evaluated using informed judgment based upon information presented by Department Heads. In addition, proposals are evaluated in terms of the goals and objectives described in the following chapter. A more detailed evaluation may need to be used when a specific project moves into the current budget for funding.

CHAPTER 2 PREPARATION OF THE PLAN

Identifying Needs

The first step in the preparation of the Capital Improvement Plan is the identification of capital improvement needs. Capital budget request forms are completed annually by department heads, identifying their suggested needs over the next six years. A descriptive project narrative and backup information, inclusive of estimated costs to implement are required to be provided. All requests are reviewed by the Town Manager and Director of Administration as part of the annual budget process before being presented to the Selectboard.

Goals and Objectives

The underlying mission of the Capital Improvement Plan is to identify capital improvement needs of the community in order to provide municipal, educational and governmental services and facilities, and to establish a schedule for the fulfillment of the identified needs.

Capital Improvement Plan goals

- 1) The Capital Improvement Plan should be the policy framework for the expenditure of public funds for capital projects.
- 2) The Capital Improvement Plan should provide for the efficient and effective use of public funds.
- 3) The development and provision of public facilities and services should be based on reasonable expectations of population increases and economic growth.
- 4) The rate of growth and development should not exceed the ability of local government to provide facilities and services.
- 5) The Capital Improvement Plan should consider the use of resources and the consequences of growth which will follow from the completion of capital projects.
- 6) Capital Expenditures should be made so as to support development in areas identified for growth in the *Comprehensive Plan of the Town of Milton*.

Objectives for the CIP

- 1) All capital projects should be included in the Capital Improvement Plan.
- 2) The Capital Improvement Plan should be written so that it may be used by the Selectboard, School Board, and Library Commission during the preparation of their annual budgets.
- 3) Amendments to the Capital Improvement Plan should be subject to a thorough review by the Selectboard.

- 4) The Capital Improvement Plan should strive to provide for a balanced, constant level of expenditures on capital projects on a year-to-year basis to avoid the need for major fluctuations in the tax rate.
- 5) New growth and development should pay its share of the cost of capital improvements for public services and facilities needed to serve the new development.
- 6) The Capital Improvement Plan should consider the utilization of funds from sources other than property taxes.
- 7) The Capital Improvement Plan should be based on a projection of population and anticipated growth. Those growth rates should be consistent with those identified in the *Comprehensive Plan of the Town of Milton*.
- 8) Development Plans must be reviewed to determine compatibility with the Capital Improvement Plan.
- 9) The Capital Improvement Plan should consider not only the original purchase or investment in a capital item, but also the impact on the budget for operation, maintenance, and other costs.
- 10) Capital projects must be consistent with the *Town of Milton Comprehensive Plan* and other Town plans. Investments in utilities and facilities should be concentrated in areas identified for the highest population and development densities.

Establishing Priorities

The established priorities within the Capital Improvement Plan, in order of importance, are:

- 1) Protection of life, property, and public health and safety.
- 2) Maintenance of services and facilities at current levels of operation and efficiency or desired levels of operation and efficiency where growth has or is anticipated to result in a decline in service.
- 3) Improvement and expansion of services and facilities to meet existing, unfulfilled needs.
- 4) Orderly disposal, replacement or improvement of obsolete and inefficient facilities and equipment to provide more effective and efficient services at reduced operating costs.
- 5) Improvement and expansion of services and facilities to meet projected needs.
- 6) Improvement of Milton's economic base and social, cultural, and aesthetic values.

Funding the Capital Improvement Plan

The following describe sources of revenues that may be utilized to fund various Capital Plan Improvements.

- 1) General Obligation Bonds - These loans are written promises by Milton to pay a specified sum of money (i.e., the principal amount) at a specified date(s) in the future together with periodic interest at a specified rate. A bond typically runs for a longer term and is a more

formal instrument than a note.

- 2) State Aid - State aid in the form of grants, loans or matching funds are utilized in transportation, public infrastructure, planning endeavors, recreation and public school projects. State aid may also be allocated for school construction projects. This also includes the State Revolving Loan Fund (SRF).
- 3) Federal Grants – Federal grants are used in transportation, public infrastructure, planning endeavors, recreation and public school projects.
- 4) Enterprise Fund - User fees for water and wastewater services are utilized for needed improvements to this infrastructure. A water/wastewater rate study is updated annually by the Water/Wastewater Department.
- 5) Impact Fees - Fees levied from new development are used to cover any portion of the costs of an existing or planned capital project that will benefit or is attributable to the users of the development, or to mitigate the impacts on the quality of life of Milton residents resulting from development.
- 6) Tax Increment Financing – The added value of private taxable improvements in a Tax Increment Finance (TIF) district is dedicated to paying for capital improvements prior to being spread community-wide into what would otherwise be a slightly lower property tax rate. The Town of Milton has three voter-approved tax increment financing districts: Catamount Industrial Park, Husky Injection Molding Systems, and the Town Core. In the fall of 1998, the Vermont Economic Progress Council (VEPC) approved the Town's Catamount and Husky Tax Increment Financing Districts and funding plans. On April 30, 2009, VEPC approved the Town Core TIF District, and they approved the Town Core TIF District Financing Plan on April 28, 2011.
- 7) General Fund - Any capital projects not funded in part or in whole from the aforementioned revenue sources could be financed through the General Fund, i.e., property taxes.

CHAPTER 3 CAPITAL IMPROVEMENT NEEDS

Introduction

This chapter lists the capital improvement projects that have been approved for inclusion in this Plan along with a brief description of each project, cost estimate, and a recommended year for the onset of expenditures. The list is compiled from information submitted by Department Heads and Commissions, as reviewed and approved by the Town Manager and Selectboard. New projects were added, and completed projects were deleted. In some instances, revisions were made to the year in which improvements are scheduled. The goals, objectives, and priorities identified in the previous chapter were used as the basis for this review. The following pages list the capital improvement projects,

In this plan, no capital projects were proposed by the following departments: Town Clerk/Treasurer's offices; Assessor's office; or, the Library.

EDUCATION

Project #800-031-B

Elementary School Addition
Impact Fees

Total Cost: \$225,858 (\$75,286 annually) through FY 2018

The above total reflects only the total impact fees to be collected by the Town for this project during FY years 2016-2018 of this Capital Improvement Plan. Impact fees are projected to be collected over a twenty-year period (1999 to 2018).

TRANSPORTATION

Project #430-023-P

Town Sidewalk Replacement Project
Road/Sidewalk Restoration Reserve Fund

Total Cost: \$TBD

FY 2018- FY 2022

The replacement program includes public sidewalks and shared use paths within the Town of Milton that meet the minimum design requirements established in the Public Works Specifications, adopted October 6, 1997. Problem areas are identified through public involvement and an annual ground survey conducted by the Town Engineer or designee. Each problem area will be inspected and rated. Ratings are used to prioritize replacement. The River Street Sidewalk Rehab project is a standalone project and not included in these costs.

Project #430-021-P

Replacement of Bridge No. B-6, East Road
Grant/General Fund

Total Cost: \$600,000

FY TBD

This project is to replace bridge number 6. Based on the Preliminary Engineering Investigation and Recommendations Report dated August 29, 2013, prepared by Dubois and King, Inc., less expensive options to repair and upgrade the existing structure are not

feasible. The width of the bridge is substandard for a two-lane highway and the Report identified several substandard and failed conditions of the bridge. Complete failure of the bridge would cause a major disruption on North/South traffic flow and put more pressure on US RT 7. A new 27-foot long clear span structure is recommended to replace the aging structure. The Town received a grant for the FY 14 Engineering Report. \$550,000 in state funds, through a Town Highway Bridge Grant, is planned for construction and \$50,000 from the General Fund is proposed for the remainder of the funding. The date of construction will be determined upon securing adequate funding.

Project #430-024-P

River Street Sidewalk Rehab Project

Total Cost: \$76,350 FY 2018- FY 2020

General Fund/Grant

This project repairs and upgrades approximately 810 linear feet of sidewalk on the eastern side of River Street between Main and Cherry Streets. Consideration should be given to widening to an 8'-10' shared-use pathway. This section of sidewalk has a significant amount of curb cuts, which require 6" and 8" thick concrete sidewalk. All of the sidewalk segments that cross the curb cuts have failed, as well as approximately 50 percent (200 LF) of the remaining sidewalk. This is a significant safety hazard to pedestrians. Funding may be available through a state grant. This is a standalone project and has not been included in the Town Sidewalk Replacement Project (#430-023-P).

Project #430-025-P

M4D - Route 7/River Street Sidewalk Gap Total Cost \$1,882,294 FY201-FY 2021

(FY 16: \$3,200, FY 17: \$45,000, FY 18: 503,762, FY 21 1,347,532)

Bond/Impact Fees/Grant/TIF

This project encompasses filling the sidewalk gaps on US Route 7/River Street, between the gap at the GMP (CVPS) Park at 31 River Street and the intersection with Racine Road. Projects include a sidewalk extension down West Milton Road to the Birchwood MHP. The project does not include a pedestrian bridge/walkway across the West Milton interstate overpass. The total project will fill approximately 8,655 linear feet of gaps, construct two retaining walls, replace the existing retaining wall at Gimlet Hill, crosswalks where safe and associated stormwater control improvements. Several studies, including the FY15 Route 7 Corridor Study have identified these sidewalk gap deficiencies. The 2013 UVM Capstone project provided design alternative, preliminary plans and cost estimates for three of the gaps. The Town has applied for a grant for Phase 1. Other funding will come from Impact Fees and from TIF.

Project #430-032-P

Railroad Street Railroad Crossing Sidewalk Scoping Study

Total Cost: \$24,200

FY 2017- FY 2019

FY 17: \$22,000 grant/\$2,200 match)

Impact Fees/Grant

This project will construct a safer bicycle and pedestrian crossing for the railroad tracks on Railroad Street. The project will be a design-build project approved by New England Central Railroad. The sidewalk will be on the east side of the road and will cross the railroad between the signal and control box. Pedestrian gates are not included. If gates are required, the cost will increase. The Town received a \$22,000 grant for Scoping and

preliminary design in FY 16. Construction is anticipated for FY18 – 19)..

Project #430-033-P

Cherry Street Railroad Crossing

Total Cost: \$110,000

FY 2017

General Fund/Impact Fees/Grant

This project is to construct a safer bicycle and pedestrian crossing for the railroad tracks on Cherry Street. The sidewalk will be on the south side of the street and will cross the railroad on the outside of the signal and control box. The project will be a design-build project approved by New England Central Railroad. Pedestrian gates operated by the existing control box are included in the project. A Sidewalk Grant for the construction of this project was received in the spring of 2013 – \$52,800 of costs. \$41,250 in Impact Fees were previously collected - \$27,500 in FY 2014; \$13,750 in FY 2015. An additional \$15,950 is budgeted in Impact Fees for FY 2017.

Project #430-102-P

Total Cost \$31,800

FY 2017-18

Park 'N Ride Grant

Grant/No Match Required

VTrans grant received in FY 2015 to improve our Park 'N Ride facility in Bombardier Park West. The grant will cover the cost of: paving, line striping and some lighting.

Project #430-069-P

Reconfiguration of Middle Road/Railroad Street/Route 7 Intersection – Full Hourglass

Total Cost: \$3,991,020

FY2018 – FY 2022

TIF Funds/Grant (80% Federal Funding/20% TIF)

The current configuration of this intersection, where Railroad Street and Middle Road create sort of an “X” configuration with Route 7, causes traffic back-ups as traffic attempts to enter and exit Route 7. As explained in the “Milton Town Core Transportation Plan,” prepared by Resource Systems Group (RSG), February 2008, this situation will only worsen as the Town Core area continues to develop. The Town can expect to see levels of service (LOS) continue to decline at this intersection without reconfiguring the geometry; with the improvements, the expected LOS will be a B or C. This intersection is also currently classified as a high crash location. The solution to this problem is to reconfigure the intersection into a more “hourglass” shape. In this configuration, Railroad and Middle would be realigned and joined, so traffic traveling on these roads would be able to continue essentially unimpeded from one to the other. Two spur roads, one at the top and one at the bottom of the “hourglass,” would connect to Route 7. The green space created in the center of this “hourglass” is proposed as a town green/park that can be used for community events and may include a rain garden to help with stormwater management (as described in the “A Town Core Streetscape and Accessibility Design Study, August 2007” prepared by Elabd Architectural Illustration with Kathleen Ryan, Landscape Architect). This intersection project will require sidewalks along the newly configured roadways for pedestrian access; this is especially important due to the proximity to the shopping center across Route 7. This project will most likely require land acquisition around the existing intersection in order to construct this project in the “hourglass” configuration.

Project #430-077-P

Brandy Lane Sidewalk Construction
*Impact Fees/Grant/**Total Cost: \$57,525**FY 2018*

This project involves construction of 250 ft. sidewalk along Brandy Lane to create safe pedestrian access to the high school. It also widens the road apron at the entrance to Brandy Lane in order to accommodate buses. A sidewalk Scoping Study determined design and construction costs for this sidewalk in FY 15. A grant has been received for \$44,800 with 80/20 split that expires December 31, 2018. Impact Fees have been set aside of \$6,375 in FY 14 and \$6,350 in FY 15 for a total of \$12,725. This is in excess of what is required, but is more reflective of what is anticipated to be needed to complete the project.

Project #430-078-P

McMullen Road Sidewalk Construction
*Impact Fees/Grant/Developer Sidewalk Fund**Total Cost: \$422,900**FY 2016 - 2017*

This project will construct a sidewalk along McMullen Road from Railroad Street to Hobbs Road. The sidewalk will provide pedestrian linkage for several neighborhoods. The Town received a Bike/Pedestrian grant for \$380,600 to help offset the cost of final design and construction that will be matched with \$42,300 in Impact Fees money (set aside in FY 2015.) Construction is slated for summer of calendar year 2016.

Project #430-028-P

Lake Road 36" Culvert Replacement
*General Fund/Grant**Total Cost \$66,000**FY 2018*

This project will replace a failing undersized 35"- 40" culvert on Lake Road with a properly sized, 60" diameter culvert. The culvert is located on Lake Road, approximately 135 feet north of Corral drive. Since the existing culvert is undersized, its repair is not feasible. Complete failure of this culvert may lead to road settlement and potential sinkholes, which could render Lake Road Impassible. Funding is proposed from a Class 2 Highway Structures grant with the remainder from Impact Fees.

Project #430-075-P

Annual Stormwater Infrastructure Replacement Project
FY 2017- FY 2022 (FY17 \$25,000; FY18-21: \$35,000/year)
*Capital Reserve/Grant**Total Cost: \$165,000*

It is anticipated that a contractor will be hired to complete culvert installation and check basin repairs as directed by the Town. Materials will be provided by the Town. Structures are planned to be replaced the year prior to a road being paved as scheduled in the paving program.

Project #430-104-P

Quarry Lane Culvert Replacement Project
*Grant \$10,000/Capital Reserve \$38,718**Total Cost: \$48,718**FY 2017*

This project will replace a culvert on Quarry Lane. Funding will come from the Capital Reserve Fund with additional monies also from a previously approved Better Back Roads grant.

Project #430-001-E

Large Vehicle Replacement
(\$50,000-220,000/yr)

Total Cost: \$772,500

FY 2017– FY 2021

General Fund

The fleet replacement plan continues to be revised to evaluate ongoing changes to current practices, with a look forward to utilizing midsize trucks in place of some of the larger trucks currently used. This plan will continue to be evaluated and discussed with the Selectboard prior to initiating purchases to determine the effectiveness of these changes on our level of service. Funding for FY17 is \$ 185,000 from the General Fund.

2017 – Single Axle Dump Truck to replace 2006 \$187,000 and Replace 1-ton dump - \$55,000 if possible after trade in

2018 – Low Pro 4-5 yard dump (NEW), the need will be further evaluated - \$125,000

2019 – Replace 2008 7- yard dump - \$190,000

2020 – Replace 2006 Vaccon - \$220,000

Project #430-002-E

Small Vehicle Fleet Replacement
(\$25,000-\$60,000/yr)

Total Cost: \$195,000

FY 2017-FY 2022

General Fund

The scope of this project is to develop a replacement vehicle schedule to eliminate costly repairs to Public Work's smaller fleet vehicles. This is to include Public Works and general pool vehicles. Continued replacement of fleet vehicles prior to significant maintenance, improves efficiency and increases resale value. Funding of \$56,800 in FY17 is from the General Fund. The plan is to replace vehicles as noted below:

2017 – Replace 2009 Chevy 2500 (plow and sander) - \$56,800

2018 – Replace 2012 Escape - \$25,000

2019 – Replace 2013 i-Miev - \$25,000 (a replacement lease will be explored)

2020 – Replace 1989 Service Truck - \$50,000

2021 – TBD

2022 - TBD

Project #430-003-E

Loader Replacement

Total Cost: \$150,000

FY 2017-FY 2019

General Fund (FY 2017: \$35,000; FY 2018: 50,000; FY 2019:\$65,000)

This project is to replace the 2004 Case Loader with a similarly sized and equipped piece of equipment. Replacing this equipment prior to expensive repairs may also yield a higher trade value. This is an essential piece of equipment used on a daily basis for loading all of the Public Works trucks. The project will be funded over a three year, beginning in FY17 with purchase in FY19. Cost estimate is the net cost after trade-in value of old vehicles.

Project #430-005-E

Excavator Replacement

Total Cost: \$115,000

FY 2018 & 2019

(\$55,000 in FY 2018; \$60,000 in FY 2018)

General Fund/Municipal Loan Fund

This project is to replace the 2002 Volvo Excavator with a similar piece of equipment. This excavator is essential to the operations of the Public Works Department. The excavator is used on a daily basis during the construction season to replace culverts, ditch roadsides, load trucks, install services, etc. Having equipment that is reliable and effective is more productive. Replacing this equipment while it is in decent shape will yield a higher trade in value. The cost has been divided over a two year period, with \$55,000 proposed for FY18 and the remainder anticipated in FY19 with purchase in FY 19. Application to the Municipal Loan Fund (MLF) in FY 2018 would also be an option for acquisition. The MLF places a \$110,000 limit on loans for a 5 year term.

Project #430-009-E

Bobcat Replacement

Total Cost: \$55,000

FY 2018

Capital Reserve

This project seeks to replace the 2001 Bobcat, which is currently used for back up sidewalk plow, sweeper, and many other smaller scale tasks that the loader and/or backhoe are too large to use. The replacement would be with a similar sized and equipped machine. All attachments currently owned by the Town can be used on the new Bobcat.

Project #430-004-E

Grader

Total Cost: \$240,000

FY 2021

(FY 2017: \$24,299; FY 2018:53,900; FY 2019: 53,900; FY 2020: 53,900; FY 2021:53,900)

Capital Reserve Fund/Impact Fees/General Fund

This project would replace the 1991 John Deere 772 BH Grader with a similar size machine used to maintain our +/- 12 miles of gravel roads. This project had been identified in previous CIP's without apparent funding. The current grader is nearing the end of its useful life, losing power on hot days, the front wheel drive is inoperable and is unable to maintain a reasonable speed while grading hard-packed roads with any significant grade changes. Current estimates are \$20,000+ to repair the front end of the grader.

Project # 430-007-E

Roadside Mower Replacement

Total Cost: 135,000

FY 2018 - FY 2020

(\$45,000/ FY 18, FY 19 & FY 20)

General Fund

The scope of this project is to replace the 2006 John Deere Roadside mower with a similarly sized and equipped piece of equipment. Replacing this equipment prior to expensive repairs may also yield a higher trade value. This is an essential piece of equipment used on a daily basis for keeping the roadsides cutback. The proposal is to fund this project over several years.

Project #430-008-E

New Walk-Behind Mower
General Fund

Total Cost: \$7,500

FY 2018

If the Town chooses to retain responsibility for Cemetery maintenance, the Building and Grounds Division will likely need to consider adding a full time person to staff. An additional walk-behind unit should be purchased in order to prevent competitive tasks not being accomplished. The added maintenance responsibilities will require the addition of maintenance equipment to provide the level of service required.

Project #430-010-E

Asphalt Recycler/Hot Box

Total Cost \$35,000

FY 2018

Municipal Loan Fund/ Impact Fees and General Fund

Increased car and truck traffic due to development within the Town has resulted in increased decomposition of roadways, requiring patching and resurfacing for both extension of lifespan and safety. This project proposes the purchase of an Asphalt Recycler/Hot Box that will accommodate approximately 4.5 tons of hot Mix, or cold patch for patching/repairs for municipal roads. This equipment will allow us to recycle broken asphalt and materials that are removed from our roadways and reapply this material to reduce purchased material quantities. It is estimated that this equipment could reduce the cost of road repair materials by 50%. Funding for this project is \$35,000 in Impact Fees to be collected in FY 2017 and with an additional \$5000 in Impact Fees in 2018 and \$30,000 from the General Fund in FY 2018. The Town may apply in FY 2017 to the Municipal Loan Fund for this purchase. If successful in receipt of funding, Impact Fees and General Fund monies will be used to pay down the debt, while allowing the Town to purchase the equipment earlier.

Project #430-011-E

Tree Chipper/Trailer
General Fund

Total Cost \$35,000

FY 2018

This project will introduce a standalone 12"-15" chipper/trailer to the fleet of tools available to the Public Works Department. Currently, the Town uses a chipper mounted to our roadside tractor, which needs an operator to be in the cab, and is difficult to position in the work site. This process also eliminates the tractor from being able to perform roadside mowing operations. Funding for this project is from the General Fund. The potential exists for this service to be rented or contracted.

Project #430-013-E

Public Works Repeater

Total Cost: \$ 15,000 FY 2017

Capital Reserve/Impact Fees (\$7,000 CR & \$7,000 IF)

This project will add a repeater to the tower located on Georgia Mountain. Act 250 approval has already been granted for four antennas to be mounted on the tower. This project is an additional service for the Town, increasing the range of transmission and reception for the Public Works Department, thereby eliminating most of the areas of Town that cannot be reached without a repeater. Due to increased growth throughout Town, it is important that no areas are left without coverage. Another benefit is the Emergency Services Department will have an emergency backup channel to operate on in the event of equipment failure. \$11,500 has been previously collected in Impact Fees and funds from Capital Reserve in FY 14 and FY 15. No further funding from the project is proposed in FY 16.

Project #430-015-B

Epoxy Floors

Total Cost: \$50,000

FY 2018

Other

This project will protect the concrete bay floors in the Police, Fire, and Rescue stations from wear and petroleum stains. This project will outlast any other floor coating that can be installed. The estimated life of the project is 20 years. Without this project, the floors should be sealed on a regular basis at a cost of approximately \$1.00/square foot for a total of \$11,000 (based on 8,000 sq. ft. Fire Station, 1,500 sq. ft. Police Station, and 1,500 sq. ft. Rescue Station).

Project #430-020-P

Reconstruction of Main Street

Total Cost: \$2,529,000 FY TBD

*(Design/Engineering \$335,080; Construction \$2,193,920)**Deferred Sidewalk Fund/Grants*

This project is for re-alignment of Main and Railroad Streets. There is a serious need to correct the horizontal and vertical alignment along upper Main Street and at the intersection of Main Street with Railroad Street; the site distance over the hill on upper Main Street; and stormwater drainage from the hill to the railroad track along upper Main Street. This work will require both water and sewer utility relocations with an estimated cost of \$800,000. This stretch of road has been classified as a high crash location. This project includes a sidewalk along one side of Main Street to the intersection with North Road/East Road and will require adequate funding sources if it is to be implemented. \$1,729,000 is the estimated construction cost, not including utility relocations, as determined from a Scoping Study that was conducted in FY15.

Project #430-087-S

Survey of Municipal Property

Total Cost: \$60,000

FY 2018

General Fund/Impact Fees

The project will be used as a base plan of the future uses of the complete property. This project will delineate and flag the outside boundaries of all municipal property, including the Eagle Mountain, Municipal Forest, and Municipal Complex properties. Note: Research will verify whether or not existing surveys are sufficient and if this project is needed.

RECREATION

Project #452-101 -P

Trash & Recycling Receptacles in Bombardier Park Total Cost 5,500 FY 2017*1/2 Penny for Parks (\$7,500)*

Act 148, adopted by the Vermont Legislature (2012) requires that all municipalities must provide recycling containers adjacent to trash containers in public spaces (except for bathrooms.) It is desirable that the Town invests in aesthetically pleasing, durable, weather-resistant garbage and

recycling containers for placement in 10-12 locations in Bombardier Park East and West. This will improve cleanliness and diminish maintenance for Buildings & Grounds staff. This action will support Town efforts to increase attendee satisfaction and generate additional revenue through licensing/renting space to food trucks and vendors for recreation rentals and Town sponsored events.

Project #452-102-P

Revitalize Ice Rink/Bball Court

Total Cost \$22,000

FY 2017

1/2 Penny for Parks (\$22,000)

The 80' x203' curbed, asphalt area in the Park was constructed in 1993 and is used year round for a variety of recreational purposes such as basketball, biking, skate boarding, playground games, ice skating and more. The revitalization of the area will include: pressure washing entire surface, crack filling, prime coat and sealing coats in grey color (to deter melting of ice in winter), new and/or fixed curbing, newly painted basketball court lines and other games. The current Ice Rink/Basketball Court has been minimally maintained for 22 years. Revitalization of the rink/courts will prolong the life of this much used asset in Bombardier Park West. The project was identified in the Milton Recreation 20-Year Master Plan (2007-27), the Public Works/Recreation Facility Study (2014) and recommended by community members who use the Park.

Project #452-013-S

Bombardier Park Recreation Facility Design

Total Cost: \$50,000

FY 2018

1/2 Penny for Parks

The 2007-2027 Recreation Master Plan identifies the Town's need for an indoor, multi-generational recreation facility. The funding source for this project is from a recreation tax (1/2 Penny for Parks) and half of the funds (\$25,000) were set aside from the recreation tax (1/2 Penny for Parks) in FY15.

Project #452-014-B

Bombardier Park Recreation Facility Construction

Total Cost: To Be Determined

FY 2017

1/2 Penny for Parks

The recommendation of the 2007-2027 Recreation Master Plan identified the Town's need for an indoor, multi-generational recreation facility. The funding source for this project is from a recreation tax (1/2 Penny for Parks).

Project #452-015-E

Additions to RecTrac Software

Total Cost: \$ 10,000

FY 2019

General Fund/Impact Fees

This project will add the WebTrac and/or PayTrac module(s) to the RecTrac software. The WebTrac module will enable community members to register for programs/events online. The PayTrac module will allow community members to pay for the programs/events they register for online. This type of service/software is necessary due to the increased population of the Town resulting in increased demand for recreational services. Funding for this software or similar, acceptable software, may be combined into the expense of a new

Town website in order to save money.

Project #452-016-P

Park Amenities

Total Cost: \$16,000

FY 2016

1/2 Penny for Parks

This project entails the construction of park amenities such as ADA improvements, electricity to the Pavilion on the Middle Rd side of the Park, additional park benches throughout the Park, replacement of the cabinets in the Field House, purchase of a portable public address system, signage, continued field house refurbishment, ongoing maintenance to the summer 2014 revitalized Tennis Courts (i.e.: crack repair, net replacement, etc) and other park amenities deemed appropriate. The funding source for this project is from a recreation tax (½ Penny for Parks).

Project #452-018-P

Dog Park Area

Total Cost: \$50,098

FY 2015 -2018

(FY 2015: \$1,250 IF; FY 2016: \$20,049 IF; FY 2017: \$10,000 IF; FY18: \$18,700)

Impact Fees/1/2 Penny for Parks/Fund Raising/Grants

Preparations for a Milton Community Dog Park project are underway. This will provide the public with a secure, off-leash area where residents and visitors can let their dogs run and socialize. The project has support from community members and local pet-related businesses and organizations. The Town identified a location in FY 2015 and set aside \$1,250 in funding that year from Impact Fees, with another \$20,049 set aside from the same source the following fiscal year.

Project #452-017-S

Recreation Master Plan

Total Cost \$20,000

FY 2018

Impact Fees/General Funding/Grant (\$10,000 General Fund and \$10,000 Grant)

Ideally, a Recreation Master Plan should be updated every five years. In 2007, a 20-year Milton Recreation Master Plan (2007-2027) was undertaken by a consultant and approved by the Selectboard. The document is used as a reference and blueprint by staff and the Recreation Commission. Many projects contained in this Plan have been realized; others are obsolete, have evolved, or become irrelevant. It would be beneficial for the Town to have an updated document that could guide decision making. Funding will come from a possible grant and the general fund.

Project #452-019-B

Construction of Restrooms – East Total Cost \$100,000 FY 2019

½ Penny for Parks/Impact Fees/Grant

This project is being proposed on the east side of Bombardier ParkEast (Tennis Court). The Park is currently home to four (4) revitalized tennis courts, horseshoe pits, sand volleyball court, picnic pavilion, 2 BBQ grills, multi-purpose athletic fields, walking trails and a new playground structure. There are currently no restroom facilities on the east side of the park. A port-o-let is provided by the Town from April-October. Restroom facilities are located on the other side of the park; an approximate 5-10 minute walk. This project entails the research and construction of a double or multi-user, concrete, pre-fab, seasonal restroom within the Park. Funding will come from a recreation tax (½ Penny for Parks) and a possible grant.

Project #452-020-P

Construction of Skatepark

Total Cost \$144,000

FY 2018-2020

½ Penny for Parks/Impact Fees/Grant

The construction of a Skatepark in Milton, is still in the early development stages. The project is being requested to provide community members (notably Milton youth) with a designated safe area to enjoy the use of skateboards, bikes, scooters, rollerblades, etc. This area would most likely be blacktop or cement having skatepark equipment, features and elements. The project has support from Milton youth, Milton school representatives, parents and members of the community who work with youth. This project is referenced in the Town of Milton 20-Year Recreation Master Plan (2007-2027), which was accepted by the Selectboard in 2007 and the 2014 Public Works/Recreation Facility Study. This project will take several years to complete. Funding will come from a recreation tax (1/2 Penny for Parks), the General Fund, Impact Fees, and potentially grants and fundraising.

Project # 452-012-P

Bombardier Park Running Path

Total Cost \$50,000

FY 2018

1/2 Penny for Parks (\$30,000)/Other (\$20,000)

This project envisions construction of a six-foot wide, ADA accessible running path with fitness stations around the perimeter of Bombardier Park. It will provide an accessible running path on Town property, convenient for family and friends attending youth sports games and practices. It can also be used, if maintained during winter, for cross-country skiing and snow shoeing. \$30,000 in funding will be from a recreation tax (½ Penny for Parks) and \$20,000 will be from various potential sources, including the National Guard, MCYC or VYCC. Construction is contingent upon availability of funding sources.

PUBLIC SAFETY

POLICE

Project #420-001-E

Replacement of Police Cruisers

Total Cost: \$462,000 FY 2016– FY 2021 (FY17:

\$74,000; FY18: 76,000; FY19: \$78,000; FY20: \$80,000; FY21: \$82,000; FY22: \$82,000)

General Fund

Timely replacement of the Police Department's fleet of cars is required in order to maintain adequate police services to the community. The estimated life of a police cruiser is approximately three years or 85,000 miles. This also helps to keep police cruiser maintenance expenses lower and provide employees with safe, reliable vehicles. The department currently has two cruisers with projected mileage of between 85,000 and 100,000 miles that are expected to surpass those totals before replacement in 2017.

FIRE

Project #410-009-B

Fire Station

Total Cost: \$72,000

FY 2016 – FY 2021

Impact Fees

Each year the Town utilizes \$12,000 of Impact Fees for payment of a portion of the debt on the Fire Station building. The above total (\$72,000) reflects only the total impact fees to be collected by the Town for this project during the duration of this Capital Improvement Plan FY 2017-2022(FY 2017-2022). Impact fees are projected to be collected through FY2023.

Project #421-018-E

Boat Replacement - Aluminum

Total Cost: \$35,000

FY 2019

Fire/Rescue Reserve Fund/Grant

Replacement of the current water rescue boat. The proposed boat would be a 20-foot center console and is expected to last for 20 years.

Project #421-021-E

Thermal Imaging Camera

Total Cost: \$14,500

FY 2020

Fire/Rescue Reserve Fund

Purchase of an additional thermal imaging camera, - an essential piece of equipment. The Fire Department currently has two thermal imaging cameras, one of which was replaced in FY15. Due to the fact that the oldest camera had no trade in value, the department presently has three cameras until this one ceases operation.

Project #421-022-E

Self-Contained Breathing Apparatus

Cost:(\$16,875/year) FY 2017– FY 2018

Fire /Rescue Reserve Fund

A total cost of \$67,500 represents the cost of replacing three units/year from 2014-2018. The \$16,875 represents acquisition of three units/year. Historically, the Fire Department purchased these items from its operating budget, but the cost of each unit rose in 2016 beyond the capital item threshold to \$5,500. There are currently 25 units in service. Most of the units were purchased and put into service in the early part of 2005. Some of the units are older. The expected life of these units is 10 years; therefore, replacement began in 2014 and will continue for four years – through 2018.

Project #421-023-E

All Terrain Vehicle w/Trailer & Attachments

Total Cost: \$25,000

FY 2019

Seeking a Grant with Impact Fees/Fire Rescue Reserve Fund planned as match to grant

This equipment is needed by both the Fire and Rescue Departments. The increasing number of ATV and trail systems in town present difficulty to fire and rescue members in accessing fires and injured people. There have been several incidents deep in the woods that are not accessible with the current fleet of equipment. It would be beneficial to both the fire and rescue departments to have a vehicle like this available for immediate deployment to an emergency call. Need is likely to increase as the Town's trail system becomes more developed and as more wireless facilities are built in Town.

Project #421-024-E

Replacement of 1994 25E5 Fire Truck

Total Cost: \$550,000

FY 2019

Debt Service

This project replaces a 20 year old existing 1994 Fire Truck. The 6-man cab custom vehicle has a 1500 GPM pump, 1000 gallons of water and extrication tools. It's used for both structural firefighting and responding to vehicle fires and accidents.. The vehicle has been well maintained over the years, prolonging its useful life by an anticipated 5 years.

RESCUE

Project #422-002-E

Replacement Defibrillators
Grant

Total Cost: \$26,000

FY 2018

Every 5-years, one defibrillator is scheduled for replacement to ensure both ambulances are equipped with modern life-saving equipment.

Project #422-004-B

Ventilation/Exhaust System for Rescue Station
General Fund

Total Cost: \$25,000

FY 2017

Installation of a permanent ventilation system is a safety measure. Currently, there is no means for removing vehicle exhaust from the building. This could pose potential harm to full time career members, contaminate supplies, and might allow harmful particulates from the diesel exhaust to remain in the building. A ventilation/exhaust system should be considered that limits exposure to diesel exhaust as recommended by National Fire Protection Association Standards.

Project #422-005-E

Replace/Refurbish 2012 Ambulance
Fire/ Rescue Reserve Fund

Total Cost: \$210,000

FY 2020

This project replaces the chassis with a 2020 model (and remounts the existing ambulance box. The 2012 is expected to serve the community 7 years. The department has been purchasing medium duty truck chassis to extend the useful life of the ambulances and has reduced maintenance costs. This project will include the purchase of a new AED, stretcher and related equipment.

Project #422-006-E

CPR Machine (Auto Pulse)
Other

Total Cost: \$16,500

FY 2020

This item is for the purchase an additional CPR machine which are proven to provide a more consistent and effective form of CPR than manual methods, and also lessen the burden on limited crews. The proposed device is expected to be a more modern version of the unit purchased in 2012 in conjunction with the ambulance. This unit will be a benefit to members as well as to patients.

GENERAL & PLANNING

Project #410-101-P

New Town Website with Interactive Functions
Impact Fees

Total Cost: \$37,000

FY 2017

As Milton grows, the impact on administrative services is significant and ongoing. This project will provide efficiencies in information delivery to residents, prospective businesses and developers, and visitors. It will allow online opportunities for bill payment; individual registrations and payment for courses, recreational opportunities, and special events; offer travelers updated information on street conditions, construction and repairs; enable businesses access to forms and file online information for permits,

and, more. This will allow the Town to maintain a high level of in-person customer service aiding residents with issues, responding to emerging issues, and undertaking the hands-on work of the Town offices.

An online section will be developed with features that support the business community, developers, new residents, and expansion of commerce, special events, and local economic development opportunities.

Project # 461-009-P

Multi-Use Pathway #1 – Haydenberry Drive

Total Cost: \$TBD

FY 2015 - TBD

(FY 15: \$40,00 IF)

Grant/Impact Fees

This project is for creating a Safe pathway Across Route 7. In FY 2015, \$40,000 in Impact Fees were set aside for this project. The Ad Hoc Recreation Pathways Committee Evaluation Report, dated October 15, 2009, identifies the #1 priority pathway as providing a connection between Milton High School and Bombardier Park. The slogan for this pathway is *Safe Across 7*, creating a safe way to cross Route 7. The Ad Hoc Recreation Pathways Committee has delineated the proposed route of this pathway as connecting through the high school to Haydenberry Drive, continuing down Haydenberry Drive towards Route 7, crossing Route 7 at the light at Centre Drive, and continuing down Centre Drive to the municipal complex on Bombardier Road. A large section of this pathway along Haydenberry Drive was constructed in 2013 by the developer of the shopping center project, as was the Route 7 light and crossing. Approximately 310 feet will be built along with a development that begins construction in the fall of 2014. A gap of approximately 140 feet will continue to exist between the recently completed shopping center portion of the path and the existing portion of the path that begins near Strawberry Lane. This project was in the FY 2015 CIP for funding for the construction of the 10-foot wide asphalt multi-use pathway along Haydenberry Drive and a path that would connect to the High School as well as connector paths to Route 7. The Town received funding through the CCRPC to conduct a scoping study in FY 2015 and intends to construct the remainder of the path in FY 2016 along with a portion of the path that would connect directly to the High School. An estimate of \$90,000 is projected for the remaining Haydenberry section and \$210,000-\$493,000 for path connecting to the High School. Additional pathways The cost provided is an estimate, as more specific construction costs will be based on construction cost estimates in the Scoping Study. Construction of this project in is dependent on a successful grant application.

Project #461-013-P

Town Forest Improvements

Total Cost: \$62,700

FY 2016 –FY 2019

(FY16: \$24,000; FY17: \$38,700; FY18-FY21 TBD)

Impact Fees/Grants

A number of improvements were proposed in accordance with the Town Forest & Bove Property Management Plan approved by the Selectboard in 2011. In FY 2015, the Town received a grant for the design of an accessible trail connecting the parking lot to the main trail network. Funding for construction of this trail, the Bove Connector trail, is planned for FY 17. The Town received a 2015 Recreational Trails Grant from the Vermont Dept. of Forests, Parks and Recreation for \$49,959. The Town is required to match this amount with \$16,815 (a portion of which may be in-kind.) In FY 2014 \$5,000

in Impact Fees was set aside towards this match, followed by an additional \$4,000 in FY 2016 from the same source. The remaining \$7,518 in Impact Fees is proposed for FY 2017 funding. The Town will make use of as many in-kind opportunities to reduce our cash match, but has budgeted for the full match amount in order to assure our ability to maximize the grant funds fully.

A second phase of the trail leading from the connector trail to the Milton Swamp, ending at an observation deck would be proposed for the next step in construction to begin in FY 17. Cost estimated for this phase, including the design, is approximately \$38,700. Funding will be from grants and Impact Fees. The order of construction for future year's projects will be determined by the Management Plan and immediate need, but specifics for the timing and priority will be determined at a later date. Projects might include trails, signs and primitive camping. These improvements are described in more detail in the Management Plan and the Bove Property: Natural Resource Assessment & Land Use Planning Report done by Lamoureux & Dickinson in 2009. Improvements of parking and access and the addition of trails and signage at both the Bove Property and the Town Forest are recommendations in the Milton 20-Year Recreation Master Plan (2007-2027). These recommendations are incorporated into the 2013 Comprehensive Plan by reference.

Project #430-085-B

Combined Public Works Facility
Debt Service/Impact Fees/Other

Total Cost: \$3,027,000TBD

This project was studied by Architects in 2014 along with a larger general facilities study. The smaller size of the proposed new trucks may alleviate some of the previous space issues. If funding becomes available in the future, a new public works facility may be considered, as long as it is financially prudent and cost effective to do so. However, the parameters of the project and the facility size need further due diligence. Funds previously set aside in prior years, along with \$27,000 in further funds from the Georgia Wind Fund, could be used for further study.

Project #410-104-B

Bombardier Land Payment Cost: \$10,000 annually FY 2017 – TBD
Debt Service/Impact Fees/Other

The purchase of the Bombardier property at 57 Bombardier Road completes the public campus of the Town of Milton. It reunites the original land owned by the Bombardier family, 155 acres of which was sold to the Town years ago to create the recreational parks and municipal complex and the newly purchased 4.8 acres that has continued to serve as the Bombardier homestead. The intention is to utilize the newly purchased land to provide for expansion of municipal services as the population continues to grow. Monies will be set aside from Impact Fees annually for a time period to be determined once a decision is made on how the land will be used.

PUBLIC WORKS – Water Division

Project #500-101-P

SCADA Upgrade
Water Enterprise Fund

Total Cost: \$20,000

FY 2017

This project will upgrade the Water Department's existing SCADA system – a computer system used to monitor and control functions insuring the efficient delivery of potable water to households and businesses in Milton.

Project # 500-039-E

Water/Wastewater Vehicle Fleet Total Cost: \$177,000 FY2016- FY2018 & FY2020
Water & Wastewater Enterprise Fund/Wastewater Fund Balance

This project will add one new vehicle to the existing water and wastewater fleet and allow for a replacement schedule for the existing vehicles in the fleet. Costly repairs and vehicle downtime can be eliminated by developing a replacement schedule before the vehicles reach the end of their useful lives. All cost estimates for the replacement vehicles are the net cost after trade-in value of old vehicles. Funding for FY 16 is from the wastewater fund balance. The following is the proposed schedule:

2017 – Replace 2006 Chevrolet Colorado - \$30,000

2018 – Replace 2007 Chevrolet Silverado - \$36,000

2020 – Replace 1999 E-450 - \$75,000

Project #500-040-P

Lake Road 12" Water Main Total Cost: \$1,125,000 FY 2018 & FY 2019
 (FY18: \$375,000 W EF FY19: \$750,000 DS)

Water Enterprise Fund/Debt Service

This project will extend a 12" main up Lake Road from the intersection of US Route 7 to Manley Road. Originally, this project was included with the Arrowhead Tank Upgrade. The project will upgrade the hydraulic capabilities of the area and provide adequate fire flows for a densely populated area. The 12" water main will still be able to serve a water tank on Arrowhead Mountain if it is ever needed. This project should be constructed with the Jonzetta Court/Pep Place project (#500-025-P) as part of Contract 17 (projects 500-025-P and 500-040-P have been combined). This will include extending the existing 4" waterline cross-country between Jonzetta Court and Pep Place with 500' of new 4" waterline to create a loop in the system, eliminate a dead end, and improve distribution capacity in this area. A portion of this project was constructed in FY 12 as part of the Lake Road Intersection Realignment. Completion of the remaining portions of this project is yet to be determined. Cost estimates are based on the 2014 Water Systems Facilities Plan Update.

Project #500-042-P

Fire Hydrant Replacement & New Hydrant Installation Total Cost: \$176,115
 FY 2017 – FY 2021 (FY17: \$32,448; FY18: \$33,746; FY19: \$35,096; FY20: \$36,500; FY21: \$38,325)

Water Enterprise Fund

This project is to replace four old or damaged fire hydrants per year. If there are not four old or damaged fire hydrants that require replacement, new fire hydrants will be added to fill in the gaps on the water system to ensure a hydrant is at least every 500 feet in the populated areas of the system.

Project #500-043-P

Beaverbrook Water Distribution System Improvements Total Cost: \$4,070,000
 FY 2019 & 2020 (FY19: Engineering - \$1,000,000 & FY20: Construction - \$3,070,000)
State Revolving Loan Fund

This project is to replace undersized water mains and substandard materials, reduce leakage, increase system hydraulic capacity, protect water quality, and add fire protection to a densely populated area. The project area includes Meadow Road, Hobbs Road, Woodcrest Circle, Hemlock Road, Beaverbrook Road, Kingswood Drive, and McMullen Road. This should be scheduled at the same time as the wastewater expansion (Project

550-023-P). The possibility of this project going ahead is dependent on securing alternative funding sources to reduce the impact on ratepayer's costs. Engineering is expected to begin in FY16 with construction in FY17. Cost estimates are based on the 2014 Water Systems Facilities Plan Update.

Project #500-046-P

Replace 4,200 LF of Water Mains with 12" DI Loop Water System – Railroad Street

Total Cost: \$1,575,000

FY 2018 & FY 2019

(FY17: Planning/Design - \$526,000 W EF FY18: Construction - \$1,050,000 Debt Service)

Water Enterprise Fund/Debt Service

Replace 4,200 LF of existing 2", 4", and 6" water mains with 12" ductile iron. Loop water system to improve water system hydraulics and fire protection. Replace 70-year old 2" water line under the Railroad Street railroad crossing. Replace 70-year old 4" water main extending from Main Street. Install a second fire flow/pressure reducing valve to augment fire flows on the low-pressure hydraulic zone of the water system and provide redundancy for the existing fire flow/prv on River Street. Eliminate a normally closed isolation valve between the low and high-pressure hydraulic zones. Cost estimated using RS Means 2008 as adjusted for inflation. Cost includes design and construction engineering services. The Railroad Street portion at the railroad crossing should be completed prior to upgrading the rail crossing. Estimated cost - <\$100,000. Cost estimates are based on the 2014 Water Systems Facilities Plan Update.

Project #500-047-E

Replace 100KW Generator with 60KW Generator – McGrath Reservoir (Water Plant) Water

Enterprise Fund

Total Cost: \$40,000

FY 2017

This project will replace the original 100 KW LP gas emergency generator and switchgear with a smaller, more efficient 60 KW LP gas, emergency generator at the McGrath Reservoir (Water Plant) site.

PUBLIC WORKS – Wastewater Division

Project #550-005-E

Video Inspection Camera & Software

Total Cost: \$78,000

FY 2017

Enterprise Fund-Wastewater

This project is for the purchase of a sewer camera that attaches to the flushing nozzle of the Vac truck. Currently, the Town does not have the equipment to video sewer mains. A self-enclosed portable system provides a stable platform for the equipment, which can be removed from the vehicles when not in use. Video inspections are required by state regulations on a regular basis. Inspections are required annually in known hot spots, every three years at stream crossings, and every five years for sewer mains that are over ten years old. This work is now contracted out at an annual average cost of \$20,000. The town is exploring an option to contract out with South Burlington to use their video equipment, which could reduce the current annual cost.

Project #550-006-E

Septic Transfer Pump – Sewage Grinder Total Cost \$21,731

FY 2016

Wastewater Fund Balance

This project is for the purchase of a sewage grinder on the inlet into the Septage Transfer Pump. The Septage Transfer Pump is located in the Biosolids and Septage receiving facility at the Wastewater Treatment Plant. The Septage transfer Pump transfers septage fro the septage hold tank to the plant for processing. The inlet to the Septage Transfer Pump has clogged on numerous occasions. Clogging can lead to significant damage and down time to equipment. The Septage Receiving Program is an important source of revenue to the Wastewater Enterprise Fund.

Project #550-024-P

Beaverbrook Residential PH I Sewer Expansion Total Cost: \$6,765,000

FY 2019 & FY 2000 (FY19: Planning/Design/Engineering \$2,255,000 – SRF; FY20:

Construction \$4,510,000 – Debt Service)

State Revolving Loan Fund/Debt Service

See Town of Milton Wastewater Expansion Study, February 2008, by Forcier, Aldrich & Associates., with updated 2014 cost estimates by Aldrich + Elliott. Recommend project to be constructed in conjunction with water system upgrades in the same service area. The possibility of this project going ahead is dependent on securing alternative funding sources to reduce the impact on ratepayer's rates.

DRAFT

CHAPTER 4 IMPACT FEE SCHEDULE

INTRODUCTION

This impact fee schedule is intended to support the Town of Milton's *Impact Fee Ordinance*, and includes several major components:

- (a) Identifies those capital improvement needs which can and should be funded by the assessment of impact fees,
- (b) Identifies the portion of the cost of these items which should be apportioned to new development, and
- (c) Calculates the impact fee which should be assessed for new development.

An impact fee is a charge assessed to new development and is used to fund public improvements necessitated by such new development. As defined by 24 V.S.A. Chapter 131, impact fees are defined as:

A fee levied as a condition of issuance of a zoning or subdivision permit which will be used to cover any portion of the costs of an existing or planned capital project that will benefit or is attributable to the users of the development or to compensate the municipality for any expense it incurs as a result of construction. The fee may be levied for recoupment of costs for previously expended capital outlay for a capital project that will benefit the users of the development.

In addition, Milton has defined impact fees to cover only new projects, equipment, or construction. For example, replacement fire trucks or police cruisers cannot be purchased utilizing impact fees.

24 V.S.A. Chapter 131 requires that, after July 1, 1992, impact fees must be based on a duly adopted capital improvement program as has been described in the previous chapters.

There are several different ways impact fees can be applied to a capital project. In advance of starting an anticipated capital project, impact fees can be collected and placed in an interest bearing account. Impact fees must be spent within six years of when they were first collected. Impact fees can also be utilized to cover a capital project that has been financed by a bond, loan, or other form of long-term financing.

If funds are collected or special assessments are already designated for capital projects, impact fees cannot also be collected for them. One example of this is the Enterprise Fund, designated for water and wastewater capital projects. Because the Enterprise Fund is designated to be used for capital projects, impact fees cannot be used towards any of these items.

IMPACT FEE CATEGORIES

Impact fees will be used to fund projects that fall within the following categories:

- 1) Education
- 2) Transportation
- 3) Recreation/Culture
- 4) Public Safety

- 5) General Administration & Planning
- 6) Debt Service for Fire Station and Municipal Building

The specific projects to be funded are described within this Capital Improvement Plan and appear in the impact fee schedule at the end of this chapter.

CALCULATION OF IMPACT FEES

The amount of the impact fee is an estimate of the categorical needs attributed to new development. Residential development will be assessed impact fees for all the capital needs identified. Non-residential development is not assessed an impact fee. This is a policy of the Selectboard to stimulate and encourage commercial and industrial development.

The estimate for FY 2017 includes the 38-unit Centre Drive project, 30-unit Cathedral Square Senior Housing, and potentially, 30-unit Haydenberry Senior Housing II, although it is unlikely that the latter project will have any residential units ready for occupancy in the upcoming fiscal year. For this reason, the Haydenberry project has been eliminated from projections. As well, some of the Centre Drive units may be ready for occupancy in the final weeks of FY 2016, and should thereby diminish those available for consideration within FY 2017.

PERMITTED PROJECTS

Project	Full Fees	Reduced Fees	Total Fees
Centre Drive Multi-Family*	21	17	38
Cathedral Square Senior Housing**	0	30	30
Other Small Projects***	11	7	18
Total	32	54	86

*Could fall within FY16 or 17, or partially within both.

**Likely to fall within FY17

***Could fall within FY16, 17 or beyond (less predictable).

A reasonable projection would seem to be: 24 Full Fee and 41 Reduced Fee units (75% of totals in each category.)

Impact fees are assessed on residential dwelling units only. Due to their lower expected impact on Town services, elderly housing units and residential dwelling units containing 1-bedroom, but not including accessory apartments, pay 75% of the total impact fee assessed on regular residential dwelling units.

Using the above estimated figures, and given that the total proposed new Impact Fees for FY 2017 are \$179,551 the Impact Fee rates would be \$3,265 Full Fee; \$2,449 Reduced Fee units. These rates, while higher than those in FY 2016, are lower than for any other year within the last nine years. (See the "History of Impact Fee Rates" chart that follows.)

History of Impact Fee Rates

	Full	Reduced
2016	\$ 2,651	\$ 1,988
2015	4,420	3,315
2014	4,420	3,315
2013	4,250	3,188
2012	4,250	3,188
2011	4,250	3,188
2010	4,250	3,188
2009	4,250	3,188
2008	4,160	3,120
2007	3,300	2,475

The Milton Selectboard reserves the right to amend the impact fee during the course of the fiscal year or to adjust the impact fee categories and the percentages of impact fees allocated to each category, to ensure that enough funds are being collected to cover the costs of approved capital projects.

In the past, impact fees were collected at the time a Zoning Permit was issued. In an attempt to lessen the financial burden on developers due to start-up costs incurred through permit fees, beginning in FY 2006 impact fees have been collected at the time a final inspection for a Certificate of Compliance/Occupancy (CO) is requested. If they prefer, developers still have the option of paying the impact fee at the time the Zoning Permit is issued. No CO inspection is to be scheduled, nor will the inspection occur, until the full impact fee is collected.

IMPACT FEE SCHEDULE FY2016-2021

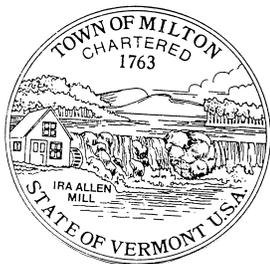
The following projects are eligible to be funded by impact fees collected during the duration of this Capital Improvement Plan FY 2017-2022(FY 2017-2022). However, when developing the Capital Improvement Plan in subsequent years, the projects may be revised to reflect changes in scope and/or cost, to add or delete projects, or to move projects to another fiscal year, as is deemed necessary during the budget process.

FY 2017 - Amount from Impact Fees Needed Per Category

Category:	Education Category	Transportation Category	Recreation/ Culture Category	Public Safety Category	General Administration/ Planning Category
Project Name & Amount:	Elementary School Addition - \$75,286	PW Repeater – \$3,500	Town Forest Improvements - \$7,815	Cherry Street RR Crossing – \$ 15,950	Municipal Complex - \$18,000
		M4D Street Improvements – \$20,000			Town Website – \$37,000
					Bombardier Property - \$20,000
Total Amount/ Category FY 2017:	\$75,286	\$23,500	\$7,815	\$15,950	\$75,000

Capital Project Expenditures in Fiscal Years 2017 to 2022

PROJECT NUMBER	Page #	PROJECT	TOTAL FY 2017 Project Cost	Water/WW Enterprise Fund	Gen Fund	Grant	Cap Reserve	Road/Sidewalk Restoration Reserve	F&Resc 1/2 Cent	Rec 1/2 cent	Impact Fees		TIF	Bond/Debt Service	FY 2018	FY 2019	FY 2020	FY2021	FY2022	Total Expended FY2017-2022
											Previously Collected	New in FY 2017								
EDUCATION																				
800-031-B	7	Elementary School Addition (over 20 years, through FY 2018)	\$ 75,286									\$ 75,286			\$ 75,286					\$ 150,572
TRANSPORTATION																				
430-023-P	7	Town Sidewalk Replacement Project	\$ -												TBD	TBD	TBD			\$ -
430-101-P	8	River Street Sidewlk Rehab Project	\$ -												\$ 25,450	\$ 25,450	\$ 25,450			\$ 76,350
430-025-P & 461-	8	M4D - Route 7/River Street Improvements	\$ 198,200									\$ 3,200	\$ 45,000	\$ 150,000	\$ 20,000					\$ 218,200
430-032-P	8	Railroad Street Railroad Crossing Sidewalk Scoping Study/Construction	\$ 24,200			\$ 22,000						\$ 2,200								\$ 24,200
430-033-P	9	Cherry Street Railroad Crossing	\$ 110,000			\$ 52,800						\$ 41,250	\$ 15,950							\$ 110,000
430-102-P	9	Park 'N Ride Grant	\$ 31,800			\$ 31,800														\$ 31,800
430-069-P	9	Reconfiguration of Middle Road/Railroad Street/Route 7 Intersection -	\$ -												\$ 3,991,020					\$ 3,991,020
430-077-P	10	Brandy Lane Sidewalk Construction	\$ 57,525			\$ 44,800						\$ 12,725								\$ 57,525
430-078-P	10	McMullen Road Sidewalk Construction	\$ 422,900			\$ 380,600						\$ 42,300								\$ 422,900
430-103-P	10	Lake Road 36" Culvert Replacement	\$ -												\$ 66,000					\$ 66,000
430-075-P	10	Annual Stormwater Infrastructure Replacement Project	\$ 25,000				\$ 25,000								\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000		\$ 165,000
430-104-P	10	Quarry Lane Culvert Replacement	\$ 48,718			\$ 10,000	\$ 38,718													\$ 48,718
430-001-E	11	Lge Vehicle Replacement	\$ 185,000		\$ 185,000										\$ 190,000	\$ 190,000	\$ 192,000	\$ 160,000	\$ 220,000	\$ 1,137,000
430-002-E	11	Small Vehicle Fleet Replacement	\$ 56,800		\$ 56,800										\$ 50,000	\$ 47,000	\$ 45,000	\$ 58,000		\$ 256,800
430-003-E	11	Loader Replacement	\$ 35,000		\$ 35,000										\$ 50,000	\$ 65,000				\$ 150,000
430-005-E	12	Excavator Replacement	\$ -												\$ 55,000	\$ 60,000				\$ 115,000
430-009-E	12	Bobcat Replacement	\$ -												\$ 25,000	\$ 30,000				\$ 55,000
430-104-E	12	Grader	\$ 24,299			\$ 24,299									\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000		\$ 204,299
430-010-E	13	Asphalt Recycler/Hot Box	\$ -												\$ 35,000					\$ 35,000
430-013-E	13	Public Works Repeater	\$ 7,000									\$ 3,500	\$ 3,500							\$ 7,000
RECREATION/CULTURE																				
452-101-P	14	Trash & Recycling Receptacles for Park	\$ 5,500							\$ 5,500										\$ 5,500
452-102-P	15	Revitalize Ice Rink/Bball Court	\$ 22,000							\$ 22,000										\$ 22,000
452-013-S	15	Bombardier Park Recreation Facility Design	\$ -																	\$ -
452-014-P	15	Bombardier Park Recreation Facility Construction	\$ -																	\$ -
452-015-E	15	Additions to Rec Trac Software	\$ -												\$ 10,000					\$ 10,000
452-016-P	16	Park Amenities	\$ -																	\$ -
452-018-P	16	Dog Park Area	\$ 31,299									\$ 21,299	\$ 10,000		\$ 18,700					\$ 49,999
452-103-S	16	Recreation Master Plan	\$ -																	\$ -
452-104-P	16	Construction Restrooms - Bombardier Park East	\$ -												\$ 100,000					\$ 100,000
452-105-P	17	Construction of Skatepark	\$ -												\$ 144,000					\$ 144,000
PUBLIC SAFETY																				
420-001-E	17	Replacement Cruisers (2/year)	\$ 74,000		\$ 74,000										\$ 76,000	\$ 78,000	\$ 80,000	\$ 82,000	\$ 84,000	\$ 474,000
410-009-B	17	Fire Station (through 2023)	\$ 12,000									\$ 12,000								\$ 12,000
421-018-E	18	Boat Replacement-Aluminum	\$ -													\$ 35,000				\$ 35,000
421-019-E	18	Boat Replacement - AVON	\$ -												\$ 10,000					\$ 10,000
421-021-E	18	Thermal Imaging Camera	\$ -													\$ 14,500				\$ 14,500
421-022-E	18	Self-Contained Breathing Apparatus (replace 3 units/year)	\$ 16,875						\$ 16,875						\$ 16,875					\$ 33,750
421-023-E	18	All Terrain Vehicle w/Trailer & Attachments	\$ -												\$ 25,000					\$ 25,000
421-101-E	18	Replacement of Fire Truck - Engine 5	\$ -												\$ 550,000					\$ 550,000
422-002-E	19	Replacement Defibrillators	\$ -												\$ 26,000					\$ 26,000
422-004-B	19	Ventilation/Exhaust System for Rescue Station	\$ 25,000									\$ 25,000			\$ 25,000					\$ 50,000
422-005-E	19	Replace/Refurbish 2012 Ambulance	\$ -													\$ 210,000				\$ 210,000
422-006-E	19	CPR Machine (Auto Pulse)	\$ -													\$ 16,500				\$ 16,500
GENERAL/PLANNING																				
410-101-P	19	New Town Website w/Interactive functions & Econ.Dev.	\$ 37,000									\$ 37,000								\$ 37,000
461-009-P	20	Multi-Use Pathway #1 - Haydenberry Drive	\$ 40,000												TBD	TBD	TBD	TBD		\$ 40,000
461-013-P	20	Town Forest Improvements	\$ 66,774			\$ 49,959						\$ 9,000	\$ 7,815							\$ 66,774
430-085-B	21	Combined Public Works Facility	\$ -																	\$ -
410-104-B	21	Bobmardier Land Payment	\$ -									\$ 10,000			\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000
TOTALS			\$ 1,632,176		\$ 350,800	\$ 591,959	\$ 88,017	\$ -	\$ 16,875	\$ 27,500	\$ 175,474	\$ 241,551	\$ 150,000	\$ -	\$ 4,820,331	\$ 1,474,450	\$ 673,450	\$ 390,000	\$ 314,000	\$ 9,314,407
Balance in Funds anticipated in FY 2017					\$ 354,231		\$ 88,017	\$ 209,971	\$ 228,955	\$ 191,758										
WATER/WASTEWATER ENTERPRISE FUND																				
500-101-P	21	SCADA upgrade	\$ 20,000	\$ 20,000																
TOTALS			\$ 20,000	\$ 20,000																
Balance in Funds anticipated in FY 2017				\$ 110,000																



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

Date: June 21, 2016

Prepared by: Kym Duchesneau, Recreation Coordinator

Vermont Recreational Facilities Program – Grant Funding Opportunity Grant application due July 1, 2016

Revitalization of Ice Rink/Basketball Court in Bombardier Park West

Legislative Analysis:

The State of Vermont is inviting communities to apply for its annual Recreational Facilities Grant Program. The maximum available grant is \$25,000, it requires a 1:1 match and the grant application is due Fri, July 1, 2016. The Town of Milton has applied for and been awarded this grant in 2008, 2009 and 2012. The funds awarded helped revitalize the tennis courts and replaced an aging and unsafe shade structure, swing structure, playground equipment and added electricity to the Milton Outdoor Performance.

\$22,000 from the ½ Penny for Recreation Reserve Fund has been set aside in the FY17-22 Capital Improvement Plan to revitalize the Basketball Court/Ice Rink area in Bombardier Park West. Recreation Staff would like to apply for this Grant in the amount of \$11,000 in hopes of helping to cover the costs of this revitalization project. If approved in full, the Town match would be \$11,000. With the current set up in the Park, there are issues which this revitalization project will address:

- The 80' x 203' curbed, asphalt area was constructed in 1993 and is used year round for a variety of recreational purposes such as basketball, biking, skate boarding, playground games, ice skating and more. The current Ice Rink/Basketball Court has been minimally maintained throughout the past 23 years. There are cracks in the asphalt, the curbing behind the basketball poles are a safety issue, the backboards are worn and plates are rusted, the basketball court lines are faded and the dark color of the asphalt surface encourages ice in the skating rink to melt quickly.
- This revitalization project will include: pressure washing entire surface, crack filling, prime coat and sealing coats in gray color to deter melting of ice in the winter, removal of some and addition of other curbing, newly painted basketball court lines, other games such as hopscotch and four square, four backless benches and two new retrofitted basketball backboards/goals added to the existing poles.
- This project has been identified in the Milton Recreation 20-Year Master Plan (2007-27), the Public Works/Recreation Facility Study (2014), recommended by the Recreation Commission, as well as many community members who use the Park and the courts/rink.

- Timeline: Fall 2014 - met with and received initial estimate from vendor. Spring 2016: securing updated estimates from vendors. Apply for Vermont Recreational Facilities Grant (1:1 match, maximum request \$25K, grant application due July 1, 2016); Summer/Fall 2016 – request bids to do the work. Fall 2016 or Spring/Summer 2017 - complete project.
*This timeline is an estimate
- The one-half cent for recreation was established beginning in FY '14 for recreation upgrades, improvements and additions of facilities as detailed in the capital plan. This project is critical in that the revitalization of the rink/courts will prolong the life of this much used asset in Bombardier Park West and will invite residents and visitors to Milton's Park for recreation, exercise, health and outdoor enjoyment.

Please see the accompanying pages for specific details regarding this project.

Fiscal Analysis:

The matching funds (\$11,000) are available in the Town of Milton's ½ Penny for Parks recreation reserve fund and the project is included in the FY17 Capital Improvement Plan. The Vermont Recreational Facilities Grant Program requires a 1:1 match and the application is due July 1, 2016. Please see below for a breakdown:

Basketball Court & Ice Rink Revitalization Project Budget Expense Estimate (quotes received spring 2016):	
Court Pressure Washing	2,450
Prep/Crack Sealing/ Fill/Color	11,600
Additional Game Line Striping	750
Four (4) benches – 2 backless, 2 w/back	1778
Curb removal & addition	2000
Retrofit basketball backboards and hoops (2)	2000
Project contingency	1422
Total	22,000

Project Revenue Estimate:	
VT Recreational Facilities Grant (1:1 match)	11,000
Town of Milton ½ Penny for Parks reserve fund	11,000
Total	22,000

Recommended Action:

To approve the resolution as presented.

Resolution

Recreational Facilities Program – Grant Funding Opportunity

WHEREAS, the Milton Selectboard accepted Policy 96-01 which requires a resolution be adopted by them at a duly scheduled Selectboard meeting for submission, acceptance and expenditure of grant funds; and,

WHEREAS, the Vermont Department of Buildings and General Services is accepting Recreational Facilities Grant Program applications for funding with a 1:1 match to provide municipalities and non-profit organizations capital costs associated with the development and creation of community recreational opportunities to stimulate the creation and development of recreational opportunities in Vermont Communities; and

WHEREAS, Recreation Staff believes it is in the best interest of the Town to request the Milton Selectboard to authorize the Town Manager to execute the necessary documents related to the submission of an application, acceptance and expenditure of funds and process the necessary budget amendments for grant funding up to \$11,000 to revitalize the Ice Rink/Basketball Courts in Bombardier Park West; and,

WHEREAS, Staff believes it is in the best interest of the Town to use ½ Penny for Parks reserve fund monies for this 1:1 match; and,

NOW THEREFORE BE IT RESOLVED, the Milton Selectboard authorizes the Town Manager to execute the necessary documents to submit the funding opportunity application to the State of Vermont Department of Buildings & General Services, Recreational Facilities Grant Program with all funding to be used as noted herein and if granted, accept and expend, and make the necessary budget amendments.

Dated: June 21, 2016

Milton Selectboard:

Filed with the Town Clerk _____ Attest: _____

**Bombardier Park West
Milton, VT
Ice Rink/Basketball Court proposed revitalization
2016**



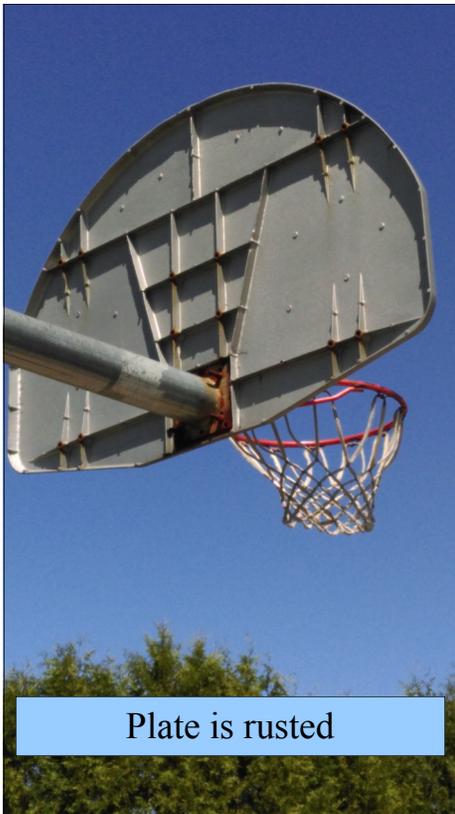
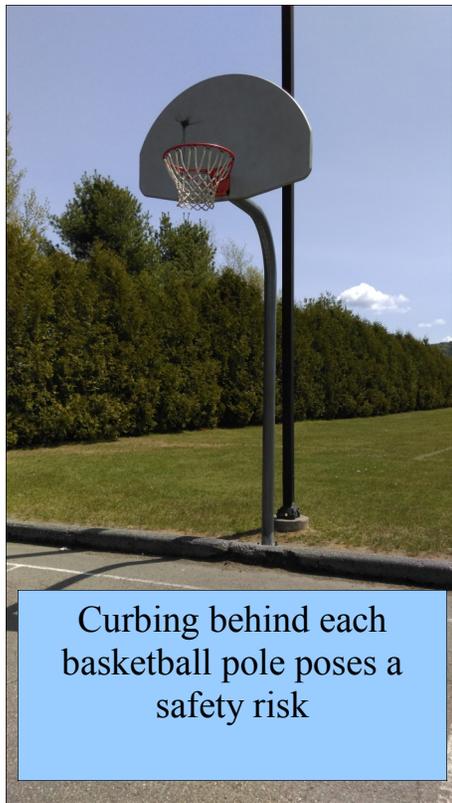


Plate is rusted



Curbing behind each basketball pole poses a safety risk



Faded basketball court lines



Cracks throughout court/rink



Backboards are worn



Spring basketball



Winter ice rink— ice can melt quickly due to dark asphalt color



Deteriorating bench



Basketball Court/Ice Rink Bombardier Park West
Constructed in 1993



Department of Buildings and General Services
Office of the Commissioner
2 Governor Aiken Avenue
Montpelier, VT 05633-5801

[phone] 802-828-3519
[fax] 802-828-3533

Agency of Administration

May 27, 2016

2017 BUILDING COMMUNITIES GRANT PROGRAM: RECREATIONAL FACILITIES GRANT

Enclosed is the FY 2017 Recreational Facilities Grant Program application administered by the Department of Buildings and General Services. The goal of the program is to provide competitive grants to municipalities and to non-profit organizations as defined in chapter 117 of Title 24 to stimulate recreational opportunities in Vermont communities.

This is a competitive grant program and not all applicants will receive funding nor will awarded applicants necessarily receive the full amount of funds requested. It is the intent of the legislature that applicants applying for any of the Building Community Grant Awards ***shall not apply for more than one grant*** as defined in Chapter 137 of Title 24 for the ***same project*** in the current calendar year, *in any category. (Building Community Grants Programs)*. This does not prohibit organizations from requesting funding for a ***different*** project in alternate location under any of the grants.

Grants will be awarded by the selection committee on a competitive basis. The committee gives priority consideration to applicants demonstrating they have strong community support through the success of local fundraising campaigns. Grant award recipients will be announced in the fall. If there are any remaining funds, they may be awarded on a rolling basis at the convenience of the grant committee.

Please pass this information along to any organization or interested parties that may qualify for this or one of our other grant programs. If you have any questions, feel free to contact Judy Bruneau at our office at (802) 828-3519 or (802) 828-33314. You may also contact her by email at Judy.Bruneau@vermont.gov. For your convenience, we have made this and other grant application materials available online at the following location: <http://bgs.vermont.gov/formsandpublications>.

We look forward to working with everyone.



BUILDING COMMUNITIES GRANT PROGRAM: RECREATIONAL FACILITIES GRANT

APPLICATION PROCESS

This grant program is open to municipalities and non-profit organizations that provide recreational facilities in an individual community or recognized community service area. The maximum available grant is \$25,000.00 per project. Requests in any amount up the twenty-five-thousand-dollar limit will be considered. For each dollar requested, documentation must be provided to show that one dollar has been raised (on hand or pledged) from non-State of Vermont sources. ***Projects that are in the conceptual stage should not apply.*** Preference will be given to those projects that have demonstrated support within a community.

This program is intended as a simple grant application process. Handwritten applications are acceptable. We do not encourage having professionally prepared material created for this application. Short, simple applications are greatly appreciated and supported.

DEFINITIONS

Recreational Project: A facility-based project that provides, coordinates, or organizes recreation programs for youth and/or adults within a community or community catchment area.

Municipality: As defined in Chapter 117 of Title 24 V.S.A. § 4303(12)

Non-Profit: A group granted such status by the Internal Revenue Service.

Non-State Match: Financial support raised by the municipality or non-profit that comes from either private or public sources providing that no portion of the money claimed as match comes from;

- A directed State appropriation
- State grant dollars
- Federal funds funneled through a State Agency

Project Funding: Capital costs associated with the development and creation of community recreational opportunities in Vermont communities.

ELIGIBILITY REQUIREMENTS

Requests for funding will be evaluated on the following criteria. The Recreational Facilities Grants Advisory Committee will make award decisions. If funding remains thereafter, grants may be funded on a rolling basis, and announced at the discretion of the committee. ***The decision of the Committee is final and is not subject to appeal.***

Successful grant recipients will demonstrate:

1. Opportunity to engage a wide spectrum of the community. Emphasis will be given to projects that serve youth, adults and community at large.
2. Creativity and/or necessity of the proposed project.
3. Demonstrated community support.
4. Project is ready to **begin or has begun** construction. ***Concepts or ideas will not be funded.*** Grants will not be awarded as **“seed”** money.
5. Demonstrate or document the critical nature of this grant funding towards the project’s success;
6. Documentation of 1:1 financial match. **In-kind contributions of labor and/or materials or other types of in-kind match are not allowed as part of the financial match.**
7. Demonstrates that the organization has strong support in the community. This can be illustrated through the success of local fundraising campaigns in achieving matching funding. In addition, letters of recommendation from community members are requested.
8. Additional projects or task funded by grants for the same calendar year for the same property will not be funded per Chapter 137 of Title 24 §5601-5606.

Application Deadline: July 1, 2016

(after the initial deadline any remaining grant funds may be awarded on a rolling basis)

STATE OF VERMONT: RECREATIONAL FACILITIES GRANT PROGRAM

APPLICATION COVER SHEET & CHECKLIST

1. Name and address of the Sponsoring Organization or Municipality: _____

2. Name of the Contact Person: _____
3. Phone Number: _____ Email: _____
4. Indicate your federal ID number: (if applicable) _____
5. Amount Requested: _____
6. Purpose (brief description): _____

ATTACHMENTS CHECKLIST		✓	<i>For Office Use</i>
A.	Provide a list of your Board of Directors and their terms of office on a separate sheet of paper, if applicable.		
B.	If a non-profit, attach a copy of your IRS Determination or that of your Fiscal Agent (does not apply to municipalities).		
C.	<i>Please describe your project and keep to 3 pages:</i>		
	a) the history of the project;		
	b) what are the supported services for the intended project;		
	c) documentation of a community or communities and individuals to be served;		
	d) proposed timetable for construction and program start up;		
	e) specify how this money will be used to enhance the project (breakdown of labor and material)		
	f) effect on the project if the award is not granted; whether or not an award in an amount less than requested would be acceptable and, if so, what is the lowest amount that you feel would be helpful;		
D.	Attach a maximum of 3 letters of support that represent the community support from Select Boards, City Council, Planning Commissions, Recreational Boards, Citizens at-large and School Boards supporting this project. Reminder – this grant process is designed to be simple and represent a community’s desire; letters from local boards or citizens are preferred over letters from legislators or officials.		

E.	Complete simplified budget form enclosed and attach supporting documentation that you have already raised one dollar from non-state funds for every state dollar that you are requesting. In addition, any evidence of a successful bond vote or a specific line item approved within a budget would be useful in gauging support. In-kind contributions of labor and/or materials or other types of in-kind match are not allowed.		
F.	Please Include first 2 pages of the organizations form 990 (if applicable)		
G.	Attach any other information that you feel would be helpful in assisting the Committee in making an award determination. (Pictures and sketches are appreciated)		

Return 7 Copies (3-hole punched, unstapled and unbound) of the completed application cover sheet and attachments to:

Department of Buildings and General Services
 2 Governor Aiken Avenue, Montpelier, VT 05633-5801
 Attn: Judy Bruneau, Grants Administrator
 802-828-3519



TOWN OF MILTON, VERMONT 0 6 - 20

WATER & WASTEWATER DIVISION

43 BOMBARDIER ROAD • 802-893-6030 • FAX: 893-1005

E-MAIL nlavallee@town.milton.vt.us



To: Donna Barlow Casey, Town Manager
From: Nathan La allee, Water Wastewater Division Supt
Date: June 17, 2016
Re: FY 17 Water Wastewater Budget Submittal Summary

The FY17 Water Fund Budget is proposed at \$900,113. The conclusions and recommendations from the rate study conducted by Aldrich + Elliot in 2015 were applied to fund the budget. The result was a 3.0% increase to the base rate and a 3.0% increase to the metered rate. The proposed rates for FY 17 are \$36.95/unit/quarter + \$3.65/1000 gallons and \$95.26/unit/quarter unmetered rate. The increase for a typical household is \$11.36/year.

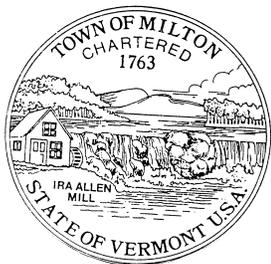
The FY17 Wastewater Fund Budget is proposed at \$1,254,954. While a rate study was not performed for the Wastewater Fund, the conclusions and recommendations from the Water Rate Study were applied to fund the budget. The result was a 3.0% increase to the base rate and a 3.0% increase to the metered rate. The proposed rates for FY 17 are \$44.37/unit/quarter + \$4.35/1000 gallons and \$113.92/unit/quarter unmetered rate. The increase for a typical household is \$13.54/year.

- Overall Water budget:
 - FY 16 Approved: \$937,402
 - FY16 Projected: \$960,704
 - FY17 Proposed: \$900,113
- Overall Water Revenues:
 - FY 16 Approved: \$969,673
 - FY16 Projected: \$975,876
 - FY17 Proposed: \$1,023,334 (assuming 3% increase to base and usage)
- Overall Wastewater budget:
 - FY16 Approved: \$1,264,809
 - FY 16 Projected: \$1,177,955
 - FY 17 Proposed: \$1,234,954 plus \$20,000 Capital Expenses
- Overall Wastewater Revenues:
 - FY 16 Approved: \$1,265,074
 - FY16 Projected: \$1,196,852
 - FY17 Proposed: \$1,327,799 (assuming 3% increase to base and usage)

Summary:

- Salaries & Benefits
 - There are 6 positions in the water/wastewater division of public works. Five are funded 50% each from the Water/Wastewater funds. The other is funded 75% Wastewater and 25% Water, this is the Operator position which works mostly at the Wastewater Facility. The proposed salary line is slightly lower, due to turnover and newer staff.
 - Overtime Salaries have been adjusted closer to actuals based on history. Water Overtime was high FY 15 and FY16 due to freeze ups in FY 15 and the leak detection in FY 16.
 - Insurance buyout has been raised due to 1 more employee taking advantage of the buyout. Health Benefits was lowered accordingly.
 - Added line and expense for Unemployment Compensation to reflect actuals.
 - All other trailing expenses similar to previous year.
- Official/Administrative ó Appropriation to General Fund
 - Allocated amount that was approved in the General Fund Revenue Budget.
- Technical Services
 - Allocated the same amount as previous year. Water Technical Services was over spent FY16 due to generator issues. Upon further reflection, I ask that we add another \$1000 in this line to align better with actuals until the generator is replaced.
- Water/Sewer use at facilities
 - Adjusted to reflect closer to actuals. Wastewater increase due to actual billing at Catamount Drive Pump Station. This facility adds water as an odor control measure and cheaper alternative than additional chemicals.
- Water Purchase CWD
 - Projected FY17 usage with an allowance of 10% for leak loss.
 - FY17 projected at 179,875,000 gallons purchase from CWD
 - Projections were done four different ways, each coming to a similar conclusion.
 - CWD rate projected at \$2.05 per thousand
 - State Fee \$0.044 per thousand
 - This calculates out to \$376,658
 - Past CWD usage
 - FY12 162,918,890 gallons
 - FY13 184,360,240 gallons
 - FY14 202,839,300 gallons
 - FY 15 246,424,910 gallons
 - FY16 225,906,580 gallons (projected)
 - FY17 179,875,000 gallons (projected)
 - Past CWD
 - FY15 Actual Spent \$484,229
 - FY16 Projected Spent \$448,444
 - FY17 Proposed \$431,042
- Repairs and Maintenance Facilities
 - Same as last year. This will need to be looked at closer in the future. The Water Plant building is showing wear, planning and investment will be necessary soon to ensure the building does not fall into disrepair. Also with the Wastewater Facility reaching 10 years old, maintenance expenses are expected to rise.

- Equipment Repair and Maintenance
 - In line with previously approved amounts. Historically this line is under spent, due to proper preventative maintenance on equipment. As the equipment ages, there is more potential for failure and repairs costs to increase.
- General Liability Insurance, Vehicle Insurance, Property Insurance
 - Based on 2016 invoice plus small allowance for increase.
- General Supplies
 - Wastewater increase due to UV Bulb Replacement, which is on an 18 month schedule and due October 2016.
 - Water increased to align closer with actuals.
- Capital Projects
 - Water has none projected due to condition of water fund.
 - Wastewater has \$20,000 proposed for:
 - Sewer Inspection Camera, \$90,000 deferred to FY18
 - SCADA Upgrades and CPU replacement \$20,000 (currently operation on Windows XP compatible software)
- Vehicles
 - None proposed, due to the condition of the water fund. The 07 Chevy Silverado is in its final days. The 06 Chevy Colorado is still in great shape.
- Small Tools
 - This line is typically used for replacement of worn/ aged tools.
 - Water budgeted the same amount
 - Wastewater has an additional \$1000 over previous year. Tool quantities should be increased due to increased staffing and requirements at the WWTF, now that it is 10 years old. Currently most tools are kept in the service vehicles. The WWTF should have a dedicated set for equipment repairs. I recommend adding basic tools each year until the WWTF shop is properly equipped.



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

Town of Milton Water Wastewater Funds Fiscal Year 2017 Budget

Date: June 17, 2016

Legislative Analysis: The Water & Wastewater Fund Budgets are adopted annually by resolution of the Selectboard. The budgets follow the same review process as the General Fund budget, however the charter does not require a vote of the public to be adopted.

Fiscal Analysis: The FY17 Water Fund Budget is proposed at \$900,113. The conclusions and recommendations from the rate study conducted by Aldrich + Elliot in 2015 were applied to fund the budget. The result was a 3.0% increase to the base rate and a 3.0% increase to the metered rate. The proposed rates for FY 17 are \$36.95/unit/quarter + \$3.65/1000 gallons and \$95.26/unit/quarter unmetered rate. The increase for a typical household is \$11.36/year.

The FY17 Wastewater Fund Budget is proposed at \$1,234,954. While a rate study was not performed for the Wastewater Fund, the conclusions and recommendations from the Water Rate Study were applied to fund the budget. The result was a 3.0% increase to the base rate and a 3.0% increase to the metered rate. The proposed rates for FY 17 are \$44.37/unit/quarter + \$4.35/1000 gallons and \$113.92/unit/quarter unmetered rate. The increase for a typical household is \$13.54/year.

Recommended Action: Approve both resolutions as presented.

Prepared By: Nathan Lavalley, Water/Wastewater Superintendent

FY 17 Projected Water Expenses

\$ 900,113

FY 17 With 0 Increase					
	Projected 4th Quarter FY 17	Projected 3rd Quarter FY 17	Projected 2nd Quarter FY 17	Projected 1st Quarter FY 17	TOTAL
Water connections	2216	2211	2206	2201	
Water units	2421	2413	2405	2397	
Water use in thousands	36315	36195	36075	35955	
avg water use in thousands	15	15	15	15	
\$ per thousand	\$ 3.54	\$ 3.54	\$ 3.54	\$ 3.54	
\$ per base unit	\$ 35.87	\$ 35.87	\$ 35.87	\$ 35.87	
total \$ billed for use	\$ 128,555	\$ 128,130	\$ 127,706	\$ 127,281	
total \$ billed for base unit	\$ 86,841	\$ 86,554	\$ 86,267	\$ 85,980	
total\$ billed	\$ 215,396	\$ 214,685	\$ 213,973	\$ 213,261	\$ 857,315
Other Revenue					\$ 140,300
Total Proposed Revenue					\$ 997,615

FY 17 With 3% base and 3% usage (DH Recommended)					
	Projected 4th Quarter FY 17	Projected 3rd Quarter FY 17	Projected 2nd Quarter FY 17	Projected 1st Quarter FY 17	TOTAL
Water connections	2216	2211	2206	2201	
Water units	2421	2413	2405	2397	
Water use in thousands	36315	36195	36075	35955	
avg water use in thousands	15	15	15	15	
\$ per thousand	\$ 3.65	\$ 3.65	\$ 3.65	\$ 3.65	
\$ per base unit	\$ 36.95	\$ 36.95	\$ 36.95	\$ 36.95	
total \$ billed for use	\$ 132,412	\$ 131,974	\$ 131,537	\$ 131,099	
total \$ billed for base unit	\$ 89,447	\$ 89,151	\$ 88,855	\$ 88,560	
total\$ billed	\$ 221,858	\$ 221,125	\$ 220,392	\$ 219,659	\$ 883,034
Other Revenue					\$ 140,300
Total Proposed Revenue					\$ 1,023,334

FY 17 with \$10 base and 3% usage increase (increase like last year)					
	Projected 4th Quarter FY 17	Projected 3rd Quarter FY 17	Projected 2nd Quarter FY 17	Projected 1st Quarter FY 17	TOTAL
Water connections	2216	2211	2206	2201	
Water units	2421	2413	2405	2397	
Water use in thousands	36315	36195	36075	35955	
avg water use in thousands	15	15	15	15	
\$ per thousand	\$ 3.69	\$ 3.69	\$ 3.69	\$ 3.69	
\$ per base unit	\$ 45.87	\$ 45.87	\$ 45.87	\$ 45.87	
total \$ billed for use	\$ 134,058	\$ 133,615	\$ 133,172	\$ 132,729	
total \$ billed for base unit	\$ 111,051	\$ 110,684	\$ 110,317	\$ 109,950	
total\$ billed	\$ 245,109	\$ 244,299	\$ 243,489	\$ 242,679	\$ 975,576
Other Revenue					\$ 140,300
Total Proposed Revenue					\$ 1,115,876

FY 17 Projected Sewer Expenses

\$ 1,254,954

FY 17 With 0 Increase					
	Projected 4th Quarter FY 17	Projected 3rd Quarter FY 17	Projected 2nd Quarter FY 17	Projected 1st Quarter FY 17	TOTAL
Sewer Connections	1069	1063	1057	1051	
Sewer Units	1166	1160	1153	1148	
Sewer Use in thousands	17490	17400	17295	17220	
Avg sewer use in thousands	15	15	15	15	
\$ per thousand	\$ 4.22	\$ 4.22	\$ 4.22	\$ 4.22	
\$ per base unit	\$ 43.08	\$ 43.08	\$ 43.08	\$ 43.08	
total \$ billed for use	\$ 73,808	\$ 73,428	\$ 72,985	\$ 72,668	
total \$ billed for base unit	\$ 50,231	\$ 49,973	\$ 49,671	\$ 49,456	
total\$ billed	\$ 124,039	\$ 123,401	\$ 122,656	\$ 122,124	\$ 492,220
Other Revenue					\$ 820,644
Total Proposed Revenue					\$ 1,312,864

FY 17 with 3% base and 3% usage (DH recommended)					
	Projected 4th Quarter FY 17	Projected 3rd Quarter FY 17	Projected 2nd Quarter FY 17	Projected 1st Quarter FY 17	TOTAL
Sewer Connections	1069	1063	1057	1051	
Sewer Units	1166	1160	1153	1148	
Sewer Use in thousands	17490	17400	17295	17220	
Avg sewer use in thousands	15	15	15	15	
\$ per thousand	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	
\$ per base unit	\$ 44.37	\$ 44.37	\$ 44.37	\$ 44.37	
total \$ billed for use	\$ 76,022	\$ 75,690	\$ 75,233	\$ 74,907	
total \$ billed for base unit	\$ 51,738	\$ 51,469	\$ 51,159	\$ 50,937	
total\$ billed	\$ 127,760	\$ 127,159	\$ 126,392	\$ 125,844	\$507,155
Other Revenue					\$ 820,644
Total Proposed Revenue					\$1,327,799

Fiscal Year	Water Base Fee	Water Rent/ Base Fee Change	Water Rent Fee	Milton Rent Rate Increase/ Decrease	WW Base Fee	WW Rent/ Base Fee Change	WW Rent Fee	WW Rent Rate Increase/ Decrease
1997	\$ 30.00		\$ 2.87		\$ 34.00		\$ 3.50	
1998	\$ 30.00	0.00%	\$ 2.87	0.00%	\$ 34.00	0.00%	\$ 3.50	0.00%
1999	\$ 30.00	0.00%	\$ 2.87	0.00%	\$ 34.00	0.00%	\$ 3.50	0.00%
2000	\$ 30.00	0.00%	\$ 2.87	0.00%	\$ 34.00	0.00%	\$ 3.50	0.00%
2001	\$ 18.00	-40.00%	\$ 2.50	-12.89%	\$ 34.00	0.00%	\$ 3.50	0.00%
2002	\$ 18.00	0.00%	\$ 2.50	0.00%	\$ 34.00	0.00%	\$ 3.50	0.00%
2003	\$ 18.00	0.00%	\$ 2.50	0.00%	\$ 34.00	0.00%	\$ 3.50	0.00%
2004	\$ 18.00	0.00%	\$ 2.50	0.00%	\$ 34.00	0.00%	\$ 3.50	0.00%
2005	\$ 18.00	0.00%	\$ 2.50	0.00%	\$ 34.00	0.00%	\$ 3.50	0.00%
2006	\$ 18.00	0.00%	\$ 2.40	-4.00%	\$ 34.00	0.00%	\$ 3.50	0.00%
2007	\$ 18.00	0.00%	\$ 2.40	0.00%	\$ 34.00	0.00%	\$ 3.50	0.00%
2008	\$ 18.00	0.00%	\$ 2.40	0.00%	\$ 34.00	0.00%	\$ 3.50	0.00%
2009	\$ 18.00	0.00%	\$ 2.40	0.00%	\$ 34.00	0.00%	\$ 3.50	0.00%
2010	\$ 18.00	0.00%	\$ 2.40	0.00%	\$ 34.00	0.00%	\$ 3.50	0.00%
2011	\$ 22.50	25.00%	\$ 3.00	25.00%	\$ 35.46	4.29%	\$ 3.65	4.29%
2012	\$ 22.84	1.51%	\$ 3.05	1.67%	\$ 37.41	5.50%	\$3.85	5.48%
2013	\$ 23.64	3.50%	\$ 3.16	3.61%	\$ 38.72	3.50%	\$3.98	3.38%
2014	\$ 24.59	4.02%	\$ 3.27	3.48%	\$ 39.80	2.79%	\$4.09	2.76%
2015	\$ 25.87	5.21%	\$ 3.44	5.20%	\$ 41.03	3.09%	\$4.22	3.18%
2016	\$ 35.87	38.65%	\$ 3.54	2.91%	\$ 43.08	5.00%	\$4.22	0.00%
2017 (0%)	\$ 35.87	0.00%	\$ 3.54	0.00%	\$ 43.08	0.00%	\$4.22	0.00%
2017 (3%)	\$ 36.95	3.00%	\$ 3.65	3.00%	\$ 44.37	3.00%	\$4.35	3.00%



Resolution

TOWN OF MILTON

TOWN OF MILTON WASTEWATER FUND FISCAL YEAR 2017 BUDGET

WHEREAS, the Wastewater Fund budget for Fiscal Year 2017 is One Million Two Hundred Thirty Four Thousand Nine Hundred and Four Dollars (\$1,234,954); and,

WHEREAS, the Selectboard of the Town of Milton believe the above amount is required to maintain the Town's water service and fund various Capital projects; and,

WHEREAS, the Municipal Staff has reviewed the budget and the costs of planning, design, construction, operation and maintenance of the Water Division and recommends the following usage rate changes:

Wastewater Usage Rate: From: \$43.08/unit/quarter + \$4.22/1000 gallons To: \$44.37/unit/quarter + \$4.35/1000 gallons	Wastewater Non-Metered User Rate: From: \$110.60/unit/quarter To: \$113.92/unit/quarter
---	--

NOW THEREFORE BE IT RESOLVED, that the Selectboard for the Town of Milton hereby approves the budget amount of is One Million Two Hundred Thirty Four Thousand Nine Hundred and Four Dollars (\$1,234,954) for the FY 17 Wastewater Fund and authorizes the 3% increase in the base rate and 3% increase in the usage rate effective July 1, 2016.

Dated at Milton, Vermont this _____ day of _____, 2016

MILTON SELECTBOARD

Darren Adams, Chairperson

Kenneth Nolan, Vice-Chairperson

John Bartlett, Clerk

John Cushing

John Palasik

Filed with the Milton Town Clerk's Office this _____ day of _____, 2016

Attest: _____
Milton Town Clerk



Resolution

TOWN OF MILTON

TOWN OF MILTON WATER FUND FISCAL YEAR 2017 BUDGET

WHEREAS, the Water Fund budget for Fiscal Year 2017 is Nine Hundred Thousand One Hundred and Thirteen Dollars (\$900,113); and,

WHEREAS, the Selectboard of the Town of Milton believe the above amount is required to maintain the Town's water service and fund various Capital projects; and,

WHEREAS, the Municipal Staff has reviewed the budget and the costs of planning, design, construction, operation and maintenance of the Water Division and recommends the following usage rate changes:

Wastewater Usage Rate: From: \$35.87/unit/quarter + \$3.54/1000 gallons To: \$36.95/unit/quarter + \$3.65/1000 gallons	Wastewater Non-Metered User Rate: From: \$92.51/unit/quarter To: \$95.26/unit/quarter
---	--

NOW THEREFORE BE IT RESOLVED, that the Selectboard for the Town of Milton hereby approves the budget amount Nine Hundred Thousand One Hundred and Thirteen Dollars (\$900,113) for the FY 17 Water Fund and authorizes the 3% increase in the base rate and 3% increase in the usage rate effective July 1, 2016.

Dated at Milton, Vermont this _____ day of _____, 2016

MILTON SELECTBOARD

Darren Adams, Chairperson

Kenneth Nolan, Vice-Chairperson

John Bartlett, Clerk

John Cushing

John Palasik

Filed with the Milton Town Clerk's Office this _____ day of _____, 2016

Attest: _____
Milton Town Clerk

ANALYSIS OF PROPOSED EXPENDITURES

CATEGORY: Enterprise Fund

Department: WasteWater

Account Number	Account Description	FY 15 Selectboard Approved	FY 15 Actual Spent	FY 16 Selectboard Approved	FY 16 Actual Spent 06/02/2016	FY 16 projected 06/02/2016	FY17 Proposed TM & Dh	FY17 Selectboard Approved
Account Number Summary								
55-20-420-110.00	Regular Salaries	147,846	123,336	143,503	123,437	134,658	143,295	-
55-20-420-130.00	Overtime Salaries	7,000	9,125	10,650	9,077	9,903	10,518	-
50-10-410-150.00	Insurance Buyout	7,000	5,917	7,000	8,355	9,114	10,250	-
55-20-420-210.10	Group Health Insurance	28,898	7,776	15,374	7,314	7,979	9,263	-
50-10-410-210.11	HRA Contribution	9,669	-	7,597	-	-	5,525	-
55-20-420-210.15	Group Dental Insurance	3,574	1,649	2,331	1,519	1,657	2,570	-
55-20-420-210.20	Group Vision/LT Disab./ST Disab. Insurance	1,121	792	1,359	990	1,080	1,359	-
55-20-420-210.30	Group Life & Accidental Death & Dismemberment	457	319	506	366	399	550	-
55-20-420-220.00	Social Security	12,534	10,378	12,184	10,625	11,591	12,360	-
55-20-420-230.00	Retirement Contributions	8,397	7,386	8,560	7,828	8,540	8,872	-
55-20-420-250	Unemployment Compensation	-	-	-	2,830	4,245	5,660	-
55-20-420-260.00	Workers Compensation	6,000	6,552	8,200	5,656	6,170	8,575	-
55-20-420-290.00	Other Employee Benefits	705	1,040	705	552	737	706	-
55-20-420-310.00	Official/Administrative	158,779	158,779	159,110	159,110	159,110	157,500	-
55-20-420-330.00	Other Professional	-	1,299	-	-	-	5,000	-
55-20-420-340.00	Technical Services	51,590	53,904	58,984	45,040	54,048	58,984	-
55-20-420-411.00	Water	3,500	1,568	4,200	6,351	8,469	9,000	-
55-20-420-421.00	Disposal and Refuse	6,000	6,025	6,000	5,061	6,073	6,000	-
55-20-420-430.00	Repairs and Maintenance-Facility	8,000	4,965	10,000	8,219	11,719	10,000	-
55-20-420-430.10	Vehicle Repairs & Maint.	1,350	676	1,500	1,372	1,522	1,500	-
55-20-420-430.15	Equipment Repairs & Maint.	7,000	3,990	12,000	3,479	6,361	12,000	-
55-20-420-441.00	Rental of Land and Buildings	100	100	100	100	100	100	-
55-20-420-442.00	Rentals of Equipment and Vehicles	500	-	500	66	121	500	-
55-20-420-450.00	Construction Services	25,000	-	20,000	-	-	20,000	-
55-20-420-520.00	Insurance Deductible	500	-	-	-	-	-	-
55-20-420-520.10	General Liability Insurance	2,500	2,337	2,500	2,739	2,739	2,876	-
55-20-420-520.20	Vehicle Insurance	1,150	-	1,600	249	249	1,132	-
55-20-420-520.30	Property Insurance	9,500	11,104	12,500	11,005	11,005	11,555	-
	TOTAL PAGE	508,670	419,016	506,963	421,339	457,587	515,649	-

ANALYSIS OF PROPOSED EXPENDITURES

CATEGORY: Enterprise Fund		Department: WasteWater						
Account Number	Account Description	FY 15 Selectboard Approved	FY 15 Actual Spent	FY 16 Selectboard Approved	FY 16 Actual Spent 06/02/2016	FY 16 projected 06/02/2016	FY17 Proposed TM & Dh	FY17 Selectboard Approved
Account Number Summary Continued								
55-20-420-530.10	Communications-Telephone	2,360	2,454	2,500	2,282	2,739	2,821	-
55-20-420-530.20	Communications-Other	500	508	1,170	1,488	1,786	1,839	-
55-20-420-540.00	Advertising	300	-	300	-	-	300	-
55-20-420-550.00	Printing and Binding	500	23	500	-	-	100	-
55-20-420-580.00	Travel	283	-	283	-	118	283	-
55-20-420-610.00	Postage	600	186	470	211	211	400	-
55-20-420-611.00	Office Supplies	433	62	258	172	172	250	-
55-20-420-612.00	General Supplies	64,718	66,503	64,818	49,167	59,000	78,018	-
55-20-420-612.10	Water Meter Purchase	11,060	7,357	11,552	9,828	9,828	11,552	-
55-20-420-613.00	Technology	2,000	779	875	4,665	4,665	875	-
55-20-420-621.00	Natural Gas	13,405	13,940	14,075	10,863	13,036	14,075	-
55-20-420-622.00	Electricity	98,478	94,918	99,503	75,579	90,695	94,932	-
55-20-420-623.00	Bottled Gas	75	-	-	-	-	75	-
55-20-420-625.00	Diesel Fuel	3,000	1,336	3,000	755	907	3,000	-
55-20-420-626.00	Gasoline	3,120	1,965	3,500	1,361	1,633	3,500	-
55-20-420-640.00	Books and Periodicals	200	412	400	-	-	400	-
55-20-420-650.00	Employee Uniforms	1,400	963	1,400	790	902	1,400	-
55-20-420-700.00	Capital Projects	-	-	22,000	-	-	20,000	-
55-20-420-710.00	Land/ROW Purchases	-	-	-	-	-	-	-
55-20-420-740.00	Machinery and Equipment	3,000	2,262	4,500	15,382	15,382	4,500	-
55-20-420-742.00	Vehicles	-	-	40,000	34,283	34,283	-	-
55-20-420-743.00	Furniture & Fixtures	50	-	-	-	-	300	-
55-20-420-800.00	Depreciation Expense	-	-	-	-	-	-	-
55-20-420-810.00	Dues and Fees	1,660	1,649	1,660	3,609	3,609	4,060	-
55-20-420-820.00	Professional Development	1,750	2,185	1,750	1,903	1,903	1,750	-
55-20-420-825.00	Small Tools	550	-	800	103	103	1,800	-
TOTAL PAGE		209,442	197,500	275,314	212,440	240,970	246,230	-

ANALYSIS OF PROPOSED EXPENDITURES

CATEGORY:	Enterprise Fund					Department:	WasteWater		
Account Number	Account Description	FY 15 Selectboard Approved	FY 15 Actual Spent	FY 16 Selectboard Approved	FY 16 Actual Spent 06/02/2016	FY 17 Projected 06/02/2016	FY17 Proposed TM & Dh	FY17 Selectboard Approved	
	Account Number Summary Continued								
55-20-420-850.00	Contingency	-	-	-	-	-	-	-	
55-70-420-910.10	Plant and Line Construction Principal	-	-	-	-	-	-	-	
55-00-000-220.00	RF1-147-3 Village Core Sewer Exp	120,176		120,176	120,176	120,176	125,440	-	
55-70-420-910.15	WWTF SRF Bond	43,250	-	43,250	43,250	43,250	43,250	-	
55-70-420-910.20	WWTF Upgrade - SRF Bond - RF1-077	258,208	-	258,208	258,208	258,208	258,208	-	
55-72-430-910.00	Sewer System Rehab - Principal	6,000		6,000	5,897	-	6,014	-	
55-70-420-910.30	Sewer System Rehab	-	110	-	-	-	-	-	
55-72-460-330.12	Village Core Sewer	-	-	-	-	-	-	-	
55-70-420-911.12	RF1-147-3 Village Core Sewer Exp - Int	54,898	60,454	54,898	-	54,898	53,719	-	
55-72-460-350.00	Reimb TIF Village Pump	-	32,000	-	-	-	-	-	
55-20-420-990.00	Transfer Out								
55-72-460-350.00	Reimb TIF Village Pump								
55-72-720-910.25	Village Core Sewer-Principal	-	-				-		
55-72-720-911.25	Village Core Sewer-Interest	-	-				3,577		
55-72-430-911.00	Sewer System Rehab Interest					2,865	2,865		
	Account Number Summary Page One	508,670	419,016	506,963	421,339	457,587	515,649	-	
	Account Number Summary Page One	209,442	197,500	275,314	212,440	240,970	246,230	-	
	TOTAL DEPARTMENT	1,200,644	709,080	1,264,809	1,061,310	1,177,955	1,254,954	-	

ANALYSIS OF PROPOSED EXPENDITURES

CATEGORY: Enterprise Fund		Department: WasteWater						
Account Number	Account Description	FY 15 Selectboard Approved	FY 15 Actual Spent	FY 16 Selectboard Approved	FY 16 Actual Spent 06/02/2016	FY 16 projected 06/02/2016	FY17 Proposed TM & Dh	FY17 Selectboard Approved
100 Series								
55-20-420-110.00	Regular Salaries	147,846	123,336	143,503	123,436.55	134,658.05	143,295	
	Total							
	J. Bushey (50%)							
	AFSME 23-3							
	I. Sasso (50%)	18,133						
	AFSME 14-2							
	B. Sherman (50%)	18,682						
	AFSME 16-2							
	W. Sanderson (75%)	30,717						
	AFSME 16-6							
	N. Lavallee (50%)	32,198						
	C. Nichols (50%)	18,135						
	AFSME 14-2							
	Merit Pool/Sick Leave	1,278						
	Total Waste Water	143,295						
	FY 15 TM Note: Salary costs split 50/50 except for newest position added to support sewer expansion is split 75% wastewater and 25% water. Most trailing costs for this salary and benefits are split the same.							
55-20-420-130.00	Overtime Salaries	7,000	9,125	10,650	9,077.38	9,902.60	10,518	
	Overtime for each employee was calculated as follows: 26 weekend days (3 hr each) + 3 holidays (3 hr each) + 4.5 callouts (4 hrs each) + 2 full day emergencies (8 hrs each) = 121 OT hours subtract estimated 32 hrs comp time = 89 hrs OT Nate is salaried so does not receive overtime Jim not in weekend rotation and is only estimated for 24 hours overtime.							
50-10-410-150.00	Insurance Buyout	7,000	5,917	7,000	8,354.71	9,114.23	10,250	
	Sherman 4500*0.5							
	Sanderson 6000*0.75							
	Lavallee 7000*0.5							
	TOTAL SERIES	161,846	138,378	161,153	140,868.64	153,674.88	164,063	-

ANALYSIS OF PROPOSED EXPENDITURES

CATEGORY: Enterprise Fund		Department: WasteWater						
---------------------------	--	------------------------	--	--	--	--	--	--

James Bushey (50%)	\$74							
Ian Sasso (50%)	\$56							
Bart Sherman (50%)	\$63							
William Sanderson (75%)	\$102							
Nathan Lavallee (50%)	\$162							
Cody Nichols (50%)	\$56							
Overtime	\$30							
Sick Leave/Merit Pool	\$7							
	\$550							
55-20-420-220.00	Social Security	12,534	10,378	\$12,184	10,625.25	11,591.18	\$12,360	
James Bushey (50%)	\$1,848							
Ian Sasso (50%)	\$1,387							
Bart Sherman (50%)	\$1,601							
William Sanderson (75%)	\$2,579							
Nathan Lavallee (50%)	\$2,731							
Cody Nichols (50%)	\$1,387							
Sick Leave Incentive	\$18							
Overtime	\$730							
Merit Pool	\$79							
	\$12,360							
	(Continued on Next Page)							
	TOTAL PAGE	12,991	10,696	12,690	10,991	11,990	12,910	-

ANALYSIS OF PROPOSED EXPENDITURES

CATEGORY: Enterprise Fund		Department: WasteWater						
Account Number	Account Description	FY 15 Selectboard Approved	FY 15 Actual Spent	FY 16 Selectboard Approved	FY 16 Actual Spent 06/02/2016	FY 176 projected 06/02/2016	FY17 Proposed TM & Dh	FY17 Selectboard Approved
200 Series Continued								
55-20-420-230.00	Retirement Contributions	8,397	7,386	8,560	7,828.42	8,540.09	8,872	
	James Bushey (50%)	\$1,328						
	Ian Sasso (50%)	\$997						
	Bart Sherman (50%)	\$1,151						
	William Sanderson (75%)	\$1,854						
	Nathan Lavallee (50%)	\$1,963						
	Cody Nichols (50%)	\$997						
	Sick Leave Incentive	\$13						
	Merit Pool	\$56						
	Overtime	\$513						
		\$8,872						
55-20-420-250.00	Unemployment Compensation				2,830	4,244.85	5,659.80	
55-20-420-260.00	Workers Compensation	6,000	6,552	8,200	5,655.86	6,170.03	8,575	
	- Increased to accommodate full staffing and higher payroll plus anticipated increase for calendar year 2016							
55-20-420-290.00	Other Employee Benefits	705	1,040	705	551.56	736.56	706	
	Union Employee (wastewater's share 50%):							
	Boots 185 x 5 x 0.5 = \$463							
	1 non-union - 185 * .5 = 92.50							
	Physicals & vaccines for employees = \$300x.50=\$150							
	Subtotal 200 Series Page 1	43,262	10,217	26,661	9,823	10,716	18,717	-
	Subtotal 200 Series Page 2	12,991	10,696	12,690	10,991	11,990	12,910	-
	TOTAL SERIES	71,355	35,891	56,816	37,680	42,398	55,440	-

ANALYSIS OF PROPOSED EXPENDITURES

Account Number	Account Description	FY 15 Selectboard Approved	FY 15 Actual Spent	FY 16 Selectboard Approved	FY 16 Actual Spent 06/02/2016	FY 16 projected 06/02/2016	FY17 Proposed TM & Dh	FY17 Selectboard Approved
CATEGORY: Enterprise Fund					Department: WasteWater			
300 Series								
55-20-420-310.00	Official/Administrative	158,779	158,779	159,110	159,110.00	159,110.00	157,500	
115,965	Services provided by staff members funded by the general fund. \$115,965							
1,000	Legal							
5,759	PW Admin Salary & Benefits - 12.5% of Adm.Asst. \$46,072.5							
11,011	PW Admin Salary & Benefits - 12.5% of PW Director \$88,087							
6,240	Buildings & Grounds Maint 2hrs/wk x \$60							
9,070	12.5% of Finance Director \$72,561							
450	PW Office Supplies/Equipment							
1,000	Gravel, Stone, Pavement, Concrete repair etc.							
250	Water/Sewer Bills - \$500 x 50%							
250	Bill Envelopes - \$500 x 50%							
2,250	Bill Postage - \$4500 x 50%							
500	Heavy Equipment Fuel = 100 gals/week x 5 wks x \$4/gal. x 25%							
55	Plotter supplies - \$110 x 50%							
	Paper - Disconnect Notices and main copier, 6 cases pink letter size, 2 cases white letter, 1 case legal							
200	1 case 11 x 17 = 10 casesx \$40/case=400.00 x.5							
2,500	Jetter Vac & Shared Equipment Maintenance - \$5000 x .5							
1,000	Bulk Hours - IT Support \$100/hr x 20 x .5							
	<i>FY 15 Adjusted to 50% shared with water from 40%</i>							
55-20-420-330.00	Other Professional		1,299				5,000	
	Wastewater Permit Renewal Legal Assistance (if Needed) \$5,000							
55-20-420-340.00	Technical Services	51,590	53,904	58,984	45,040.25	54,048.30	58,984	
	Emergency Generator Services & Load Testing 5 x \$1400 = \$7,000							
	Fire Extinguisher Maintenance = \$250 x .50 = \$125							
	Contracted Lab Services & Quality Assurance - \$4500							
	Biosolids Disposal CSWD 1.50 dry tons@365*86.5=\$47,359							
	TOTAL SERIES	210,369	213,983	218,094	204,150.25	213,158.30	221,484	-

ANALYSIS OF PROPOSED EXPENDITURES

CATEGORY: Enterprise Fund		Department: WasteWater						
Account Number	Account Description	FY 15 Selectboard Approved	FY 15 Actual Spent	FY 16 Selectboard Approved	FY 16 Actual Spent 06/02/2016	FY 16 projected 06/02/2016	FY17 Proposed TM & Dh	FY17 Selectboard Approved
	400 Series							
55-20-420-411.00	Water Purchased Process and Wash Water DH Note: Will notice significant increase in FY16 and FY17 due to Catamount Pump Station being billed for usage	3,500	1,568	4,200	6,351.45	8,468.60	9,000	
55-20-420-421.00	Disposal and Refuse Bar Screening, Trash & Grit disposal - \$500/month x 12 = \$6000 3 to 4 dumpsters needed	6,000	6,025	6,000	5,060.74	6,072.89	6,000	
55-20-420-430.00	Repairs and Maintenance-Facility Facility/Fixtures/HVAC/painting upkeep, WWTF and Lift Stations = \$4,000 WWTF Heat System Annual Preventative Maint - \$6,000	8,000	4,965	10,000	8,218.71	11,718.71	10,000	
55-20-420-430.10	Vehicle Repairs & Maint. Preventative maint & inspection \$500/2= \$250 Unscheduled Repair - \$2500 x .5 = \$1250	1,350	676	1,500	1,371.87	1,521.87	1,500	
55-20-420-430.15	Equipment Repairs & Maint. Urgent repair to controls, pumps, tanks, motor's, generators and other contracted mechanical equipment repair. Does not include Wastewater Collection Lines.	7,000	3,990	12,000	3,479.49	6,361.07	12,000	
55-20-420-441.00	Rental of Land and Buildings Railroad Crossings	100	100	100	100.00	100.00	100	
55-20-420-442.00	Rentals of Equipment and Vehicles Rental of portable or heavy equipment which may be required for normal & emergency situations \$5,00	500		500	66.00	121.00	500	
55-20-420-450.00	Construction Services Raise/Align sewer manholes, paving projects \$1,500 Contracted sewer main & infrastructure repair - \$2,500 Required CCTV Inspections - 8,000 LF @ 2.00/ft = \$16,000	25,000	-	20,000			20,000	
	TOTAL SERIES	51,450	17,324	54,300	24,648.26	34,364.14	59,100	-

ANALYSIS OF PROPOSED EXPENDITURES

CATEGORY: Enterprise Fund		Department: WasteWater						
Account Number	Account Description	FY 15 Selectboard Approved	FY 15 Actual Spent	FY 16 Selectboard Approved	FY 16 Actual Spent 06/02/2016	FY 16 projected 06/02/2016	FY17 Proposed TM & Dh	FY17 Selectboard Approved

500 Series								
55-20-420-520.00	Insurance Deductible	500	-					
55-20-420-520.10	General Liability Insurance	2,500	2,337	2,500	2,739.00	2,739.00	2,876	
	Based on 2016 Invoice plus allowance for increase							
55-20-420-520.20	Vehicle Insurance	1,150	-	1,600	249.00	249.00	1,132	
	Based on 2016 Invoice plus allowance for increase							
55-20-420-520.30	Property Insurance	9,500	11,104	12,500	11,004.50	11,004.50	11,555	
	Based on 2016 Invoice plus allowance for increase							
55-20-420-530.10	Communications-Telephone	2,360	2,454	2,500	2,282.32	2,738.78	2,821	
	Telephone Lines 893-1170 (WWTF), 893-4967 (Alarm) 33 River St, 893-0779 Alarm 418 RT 7 South, 893-4908 WWTF Alarms & data, Catamount WWPS - 893-0932							
	Middle Rd Pump Station - 893-4967							
55-20-420-530.20	Communications-Other	500	508	1,170	1,488.08	1,785.70	1,839	
	999-0973 (on call) 752-5786 Superintendent and chief operator phone \$1,600 x .5 = \$800							
	Data plan for 2 I pads - \$1480 x .5 = 740							
	<i>FY 16 Shifted half Ipad dataplan cost to wastewater</i>							
55-20-420-540.00	Advertising	300	-	300			300	
	Official, Regulatory and Local Notices and Bid Advertisements = \$300							
55-20-420-550.00	Printing and Binding	500	23	500			100	
	Record Drawing Digitization, Disconnect & Repair Notices.							
55-20-420-580.00	Travel	283	-	283		118.00	283	
	Misc POV Mileage = 500 miles x .565 = \$282.50							
	TOTAL SERIES	17,593	16,425	21,353	17,762.90	18,634.98	20,906	-

ANALYSIS OF PROPOSED EXPENDITURES

CATEGORY: Enterprise Fund		Department: WasteWater						
Account Number	Account Description	FY 15 Selectboard Approved	FY 15 Actual Spent	FY 16 Selectboard Approved	FY 16 Actual Spent 06/02/2016	FY 16 projected 06/02/2016	FY17 Proposed TM & Dh	FY17 Selectboard Approved
600 Series								
55-20-420-610.00	Postage	600	186	470	210.97	210.97	400	
	General Office = \$200							
	Shipping Samples - \$120							
	Equipment Service & Return Shipping - \$150							

55-20-420-611.00	Office Supplies	433	62	258	171.50	171.50	250	
	Log books, binders, etc \$150 x .5 \$75							
	pens, pencils, markers, general office \$100							
	Printer cartridges - 3 sets per year @ \$55 @ \$165 x .5 \$83							
55-20-420-612.00	General Supplies	64,718	66,503	64,818	49,166.63	58,999.96	78,018	
16000	Polymer for Biosolids Dewatering - 4 totes @ \$4,000 = \$16,000							
8000	Aluminum Sulfate for phosphorus removal - \$8,000							
27000	Bioxide for odor control - 12,000 gals x \$2.25/gal = \$27,000							
200	Charts for flow recording - \$200							
500	General small parts, fasteners, paint, electrical tape etc. \$500							
500	Paper Towels, cleaning supplies, etc - \$500							
100	Lime/Hay/Woodchips/Spill cleanup - \$100							
2500	Manhole/Line Repair parts=\$2500(inhouse repair items)							
4800	Lab & Plant Operations/Safety/Rubber Gloves - \$4,800							
200	Chemical Feed Equipment Parts/Maintenance - \$200							
200	Hoses, Fittings, adapters - \$200							
750	Lubricants, oil, grease etc - \$750							
500	Workzone Safety - \$1,000 x .5 = \$500							
400	Belts & Filters - \$400							
300	Paint for corrosion control - \$300							
2000	Centrifuge Repair/Maintenance Parts - \$2,000							
13900	UV Bulb Replacement - \$165 x 80 = \$13,200 + \$200 shipping = \$13,400 + UV Supplies \$500 = \$13,900 (18 month replacement schedule) - FY16							
168	Marking Paint, 4 cases x \$42/case = \$168							
	FY 16 TM and DH recommended deferring UV Bulb replacement for additional 3 months (Continued on Next Page)							
	TOTAL PAGE	65,751	66,750	65,546	49,549.10	59,382.43	78,668	-

ANALYSIS OF PROPOSED EXPENDITURES

CATEGORY: Enterprise Fund		Department: WasteWater						
Account Number	Account Description	FY 15 Selectboard Approved	FY 15 Actual Spent	FY 16 Selectboard Approved	FY 16 Actual Spent 06/02/2016	FY 16 projected 06/02/2016	FY17 Proposed TM & Dh	FY17 Selectboard Approved
600 Series Continued								
55-20-420-612.10	Water Meter Purchase	11,060	7,357	11,552	9,827.54	9,827.54	11,552	
	Total							
5250	50 - 5/8" x 3/4" Neptune T-10 water meters for new connections, 50 x \$210 x .5 = \$5,250							
1100	50 3/4" meter valves 50 x \$44x.5 \$1,100							
1100	50 3/4" meter dual check valves 50x\$44x.5=\$1,100							
600	4-1" Neptune T-10 water meters for new 4 new connections 4x\$300x.5=600							
257 of 17	190 4-1" meter valves 4x\$95x.5=190							6/17/2016

	Total							
	FY17 scheduled to replace 2006 Colorado with utility vehicle (\$30,000)							
	FY17 DH would like to delay again to allow water fund to stabilize							
55-20-420-743.00	Furniture & Fixtures	50	-				300	
	1/2 the cost for one chair replacement							
	TOTAL SERIES	3,050	2,262	66,500	49,664	49,664	24,800	-

ANALYSIS OF PROPOSED EXPENDITURES

CATEGORY: Enterprise Fund		Department: WasteWater						
Account Number	Account Description	FY 15 Selectboard Approved	FY 15 Actual Spent	FY 16 Selectboard Approved	FY 16 Actual Spent 06/02/2016	FY 16	FY17 Proposed TM & Dh	FY17 Selectboard Approved
	800 Series							
55-20-420-810.00	Dues and Fees	1,660	1,649	1,660	3,608.50	3,608.50	4,060	
	Operator Certification 3 x \$70 = \$210							
	Green Mountain WEA = \$35x6/2=\$105							
	Annual State Operating Fee \$3,000							
	State, Construction Permits, estimate \$500							
	Vermont Rural Water Association - \$110							
	NEWEA/WEF Membership 2x\$135/2 = \$135							
55-20-420-820.00	Professional Development	1,750	2,185	1,750	1,903.38	1,903.38	1,750	
	Employee Technical and Continuing Education = \$2,000/2							
	New Employee Training \$1,500/2							
55-20-420-825.00	Small Tools	550	-	800	103.00	103.00	1,800	
	Total							
	Hand Tools, Shovels, Rakes & Cordless Tool Battery Replacement = \$1000/2							
	Wastewater Speciality Tools \$300							
	Tool quantities should be increased due to increased staffing and requirements at the WWTF not that it is 10 years old, currently most tools are kept in service vehicles, WWTF should have dedicated set for equipment repairs. DH recommends adding basic tools each year until the WWTF shop is properly equipped. FY17 recommendation \$1,000							
	TOTAL SERIES	3,960	3,834	4,210	5,614.88	5,614.88	7,610	-

ANALYSIS OF PROPOSED EXPENDITURES

CATEGORY: Enterprise Fund		Department: WasteWater						
Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17

ANALYSIS OF PROPOSED EXPENDITURES							
CATEGORY:	Enterprise Fund			DEPARTMENT:	WasteWater Revenue		
Account Number	Account Description	FY 15 Selectboard Approved	FY 15 Actual Spent	FY 16 Selectboard Approved	FY 16 Actual Received 06/02/2016	FY16 Projected 06/02/2016	FY17 Proposed TM & DH
	Sewer						
55-00-000-128.00	Other Receivables						
55-20-000-310.00	Rents	548,743	498,156	529,662	396279.98	528373.31	507,155
	Recommend 3% increase in base fee and 3% to usage rate - typical annual increase is \$13 per household						
55-20-000-319.00	Penalties on Rents	6,000	5,620	6,000	6532.1	8709	8,500
55-20-000-331.34	St Grant RFE-160		141,206				
55-20-000-355.00	Connection Fees	115,000	97,085	119,000	100483.91	109618.81	110,000
55-20-000-360.00	Sewer Allocation Fees						
55-20-000-361.00	Interest Earnings		18	54	558.39	670.068	
55-20-000-390.00	Miscellaneous Income	1,500	75	1,500	87.5	87.5	250
55-20-000-390.10	Septage Receipts Average last two years.	65,000	49,428	65,000	63045	68776	65,000
55-20-000-390.20	Maintenance Agreement Receipts	400		400			400
55-20-000-391.00	Operating Transfer In* TIF Town Core *Amount to be added (If needed) pending final budget total	175,000	179,159	180,000	179,159	179,159	335,036
55-20-000-391.15	Transfer In from TIF Fund Catamount/Husky is this still an accurate figure?	301,458	301,458	301,458	43,250	301,458	301,458
55-90-000-400.00	Reduction in Fund Balance			62,000			
	Village Core Sewer Expansion \$3,100,000 - Anticipated Bond March 2011						
	WW Collection System Rehab. Construction Bond & Haydenberry Connector Bond Proceeds if Authorized						
	TOTAL SEWER	1,213,101	1,272,205	1,265,074	789,396	1,196,852	1,327,799
	% change	21.99%		4.28%			

	A	B	C	D	E	F	G	H	I
1	ANALYSIS OF PROPOSED EXPENDITURES								
2									
3	CATEGORY: Enterprise Fund		DEPARTMENT: Water						
4									
5	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
6			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
7			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
8	Account Number Summary								
10	50-10-410-110.00	Regular Salaries	130,117	103,479	123,629	104,913.04	114,450.59	122,817	-
11	50-10-410-130.00	Overtime Salaries	3,500	6,876	4,238	6,999.21	7,635.50	7,185	-
12	50-10-410-150.00	Insurance Buyout	7,000	5,917	7,000	7,354.21	8,022.77	6,750	-
13	50-10-410-210.10	Group Health Insurance	21,066	7,818	12,614	7,291.86	7,954.76	9,263	-
14	50-10-410-210.11	HRA Contribution	6,906	-	6,216	-	-	5,525	-
15	50-10-410-210.15	Group Dental Insurance	3,256	1,649	2,113	1,519.17	1,657.28	2,570	-
16	50-10-410-210.20	Group Vision/LT Disab./ST Disab.Insurance	1,121	875	1,190	990.13	1,080.14	1,190	-
17	50-10-410-210.30	Group Life Insurance	457	319	446	365.61	398.85	476	-
18	50-10-410-220.00	Social Security	11,654	8,764	10,479	7,810.45	8,520.49	10,461	-
19	50-10-410-230.00	Retirement Contributions	7,353	6,196	7,363	6,603.59	7,203.92	7,519	-
20	50-10-410-250.00	Unemployment Compensation	-	-	-	2,829.91	4,244.87	5,659.82	-
21	50-10-410-260.00	Workers Compensation	6,000	6,552	7,200	5,655.06	5,655.00	7,539	-
22	50-10-410-290.00	Other Benefits	705	1,040	705	551.56	736.00	705	-
23	50-10-410-310.00	Official/Administrative	158,769	158,779	157,500	157,500	157,500	157,500	-
25	50-10-410-340.00	Technical Services	3,125	1,087	1,883	2,663.76	2,663.76	1,883	-
26	50-10-410-411.00	Water/Sewer	187	227	187	133	178	200	-
27	50-10-410-411.10	Water Purchase CWD	353,358	484,229	408,517	381,702.91	448,444.05	375,658	-
28	50-10-410-421.00	Disposal and Refuse	420	384	420	320.00	384.00	420	-
29	50-10-410-430.00	Repair and Maintenance-Facility	1,500	-	1,500	-	-	1,500	-
30	50-10-410-430.10	Vehicle Repair & Maint.	1,350	667	1,500	1,361.12	1,381.12	1,500	-
31	50-10-410-430.15	Equipment Repair & Maint.	3,000	473	4,000	265	265	4,000	-
33	50-10-410-442.00	Rentals of Equipment and Vehicles	450	429	450	50.00	50.00	450	-
34	50-10-410-450.00	Construction Services	1,500	43,288	1,500	22,407	22,407	1,500	-
36	50-10-410-520.00	Insurance Deductible	500	-	-	-	-	-	-
37	50-10-410-520.10	General Liability Insurance	1,200	1,225	1,200	1,640.00	1,640.00	1,722	-
38	50-10-410-520.20	Vehicle Insurance	1,300	2,247	1,600	1,918.00	1,918.00	2,014	-
39	50-10-410-520.30	Property Insurance	1,600	1,567	1,750	1,445.50	1,445.50	1,518	-
40	50-10-410-530.10	Communication-Telephone	450	402	400	371.54	445.85	450	-
41	50-10-410-530.20	Communications-Other	1,240	908	1,170	583.20	699.84	1,256	-
42	50-10-410-540.00	Advertising	300	153	300	204	204	300	-
43	50-10-410-550.00	Printing and Binding	1,997	2,203	2,441	2,448.22	2,448.22	2,600	-
44	50-10-410-580.00	Travel	283	-	283	-	118	250	-
45	50-10-410-610.00	Postage	155	7	130	4.35	4.35	50	-
46	(Continued on Next Page)								
47	TOTAL PAGE		731,819	847,758	769,924	727,902	809,757	742,431	-

	A	B	C	D	E	F	G	H	I
48	ANALYSIS OF PROPOSED EXPENDITURES								
49									
50	CATEGORY: Enterprise Fund		DEPARTMENT: Water						
51	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
52			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
53			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
54	Account Number Summary Continued								
55	50-10-410-611.00	Office Supplies	433	62	258	171.52	171.52	250	-
56	50-10-410-612.00	General Supplies	10,695	11,639	9,445	8,736.43	13,257.43	12,445	-
57	50-10-410-612.10	Water Meters	13,730	7,393	11,552	9,827.54	9,827.54	11,552	-
58	50-10-410-613.00	Technology	1,250	-	875	1,346.99	1,346.99	875	-
59	50-10-410-621.00	Natural Gas or LP Gas	4,000	3,730	4,560	1,441.31	1,572.34	4,500	-
60	50-10-410-622.00	Electricity	12,310	10,980	11,772	10,175.32	11,100.35	11,433	-
61	50-10-410-623.00	Bottled Gas	100	-	100	-	-	100	-
62	50-10-410-625.00	Diesel Fuel	600	522	600	755.55	906.66	600	-
63	50-10-410-626.00	Gasoline	3,125	1,848	3,500	1,361.51	1,633.81	3,500	-
64	50-10-410-640.00	Books and Periodicals	200	-	200	100	100	200	-
65	50-10-410-650.00	Employee Uniforms	1,400	963	1,400	785.71	897.95	1,482	-
68	50-10-410-740.00	Machinery and Equipment	1,000	-	1,000	125	125	1,000	-
69	50-10-410-742.00	Vehicles	-	-	3,600	-	-	-	-
70	50-10-410-743.00	Furniture & Fixtures	50	-	-	-	-	300	-
72	50-10-410-810.00	Dues and Fees	825	671	825	1,147.50	1,147.50	825	-
73	50-10-410-820.00	Professional Development	1,750	1,001	1,750	783.37	838.37	1,750	-
74	50-10-410-825.00	Small Tools	550	-	800	368.33	383.33	800	-
75	50-10-410-900.00	Facility Plan Update		15,411		1,526	1,526		
76	50-10-410-990.00	Transfer Out		4,160					
77	50-70-410-910.15	Water Plant & Line Construction Principal	47,236	47,236	51,063	51,063	51,063	55,199	-
78	50-70-410-910.18	Contract 16/Lake Road-Principal	25,958	-	15,666	-	-	-	-
79	50-70-410-910.19	Water System Rehab Principal	15,667	15,667	14,424	15,667	15,667	15,667	-
80	50-70-410-910.20	Village Waterline Imp-Principal		6,000			6,000	6,000	
81	50-70-410-910.21	Village Waterline Imp-Int		1,895			3,577	3,577	
82	50-70-410-911.15	Water Plant & Line Construction Interest	19,445	19,445	15,684	15,683	15,383	11,617	-
83	50-70-410-911.18	Bombardier-Water Line Interest	8,326	0	3,683	0	0	0	0
84	50-70-410-911.19	Bombardier Water Line - Interest	14,721	14,721	14,721	14,423	14,423	14,011	0
89	Account Summary Page One		731,819	847,758	769,924	727,902.20	809,757.13	742,431	-
90	TOTAL DEPARTMENT		915,191	1,011,101	937,402	863,390.01	960,704.66	900,113	-

	A	B	C	D	E	F	G	H	I
91	ANALYSIS OF PROPOSED EXPENDITURES								
92									
93	CATEGORY: Enterprise Fund		DEPARTMENT: Water						
94	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
95			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
96			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
97	100 Series								
98	50-10-410-110.00	Regular Salaries	130,117	103,479	123,629	104,913.04	114,450.59	122,817	
99	J. Bushey (50%)	AFSME 23-3	24,152						
100	I. Sasso (50%)	AFSME 14-2	18,133						
101	B. Sherman (50%)	AFSME 16-2	18,682						
102	W. Sanderson (25%)	AFSME 16-6	10,239						
103	N. Lavallee (50%)		32,198						
104	C. Nichols (50%)	AFSME 14-2	18,135						
105	Merit Pool/Sick Leave		1,278						
106	Total Water		122,817						
107	Salaries are split 50/50 between water/wastewater except the position added to support the sewer expansion is 75% wastewater and 25% water. Trailing costs are apportioned the same.								
108									
112	50-10-410-130.00	Overtime Salaries	3,500	6,876	4,238	6,999.21	7,635.50	7,185	
113	Overtime for each employee was calculated as follows:								
114	26 weekend days (1 hr each) + 3 holidays (1 hr each) +								
115	4.5 callouts (4 hrs each) + 2 full day emergencies (8 hrs each)								
116	= 63 OT hours subtract estimated 32 hrs comp time = 31 hrs OT								
117	Nate is salaried so does not receive overtime								
118	Jim not in weekend rotation and is only estimated for 24 hours overtime.								
123	The above figures = \$4209, but minus comp time figures = \$7589								
124	FY16 projected to be \$7100								
125	DH recommends between \$4209 and \$7581 but closer to the ceiling due to past actuals								
126	50-10-410-150.00	Insurance Buyout	7,000	5,917	7,000	7,354.21	8,022.77	6,750	
127	Sherman 4500*0.5								
128	Sanderson 6000*0.25								
129	Lavallee 7000*0.5								
130									
139	Total Series		140,617	116,272	134,867	119,266.46	130,108.87	136,752	-
140									
141									
142									
143									

	A	B	C	D	E	F	G	H	I
144	ANALYSIS OF PROPOSED EXPENDITURES								
145									
146									
147	CATEGORY: Enterprise Fund		DEPARTMENT: Water						
148	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
149			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
150			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
151		200 Series							
152	50-10-410-210.10	Group Health Insurance	21,066	7,818	12,614	7,291.86	7,954.76	9,263	
153	James Bushey (50%)	2,225							
154	Ian Sasso (50%)	2,316							
155	Cody Nichols (50%)	4,722							
156		9,263							
157									
158									
159	50-10-410-210.11	HRA Contribution	6,906	-	6,216	0.00	0.00	5,525	
160		EW- budgeted at 65% of max							
161									
162									
163	50-10-410-210.15	Group Dental Insurance	3,256	1,649	2,113	1,519.17	1,657.28	2,570	
164	James Bushey (50%)	212							
165	Ian Sasso (50%)	212							
166	Bart Sherman (50%)	218							
167	Place Holder	762							
168	Nathan Lavallee (50%)	762							
169	Cody Nichols-50%	404							
170		2,570							
171									
172	50-10-410-210.20	Group Vision/LT Disab./ST Disab. Insurance	1,121	875	1,190	990.13	1,080.14	1,190	
173	James Bushey (50%)	187							
174	Ian Sasso (50%)	168							
175	Bart Sherman (50%)	162							
176	Sam Sanderson (25%)	84							
177	Nathan Lavallee (50%)	333							
178	Cody Nichols (50%)	256							
179		1,190							
180									
181									
182									
183		(Continued on Next Page)							
184		TOTAL PAGE	32,349	10,342	22,133	9,801.16	10,692.17	18,548	-
185									
186									

	A	B	C	D	E	F	G	H	I
187	ANALYSIS OF PROPOSED EXPENDITURES								
188									
189									
190	CATEGORY: Enterprise Fund		DEPARTMENT: Water						
191									
192	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
193			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
194			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
195	200 Series Continued								
196									
197	50-10-410-210.30	Group Life Insurance	457	319	446	365.61	398.85	476	
198									
199	James Bushey (50%)	74							
200	Ian Sasso (50%)	56							
201	Bart Sherman (50%)	63							
202	am Sanderson (25%)	35							
203	athan Lavallee (50%)	162							
204	Cody Nichols (50%)	56							
205	Sick Leave Incentive	2							
206	Merit Pool	5							
207	Overtime	23							
208		476							
209	<i>Coverage=Twice Annual Salary</i>								
210									
211	50-10-410-220.00	Social Security	11,654	8,764	10,479	7,810.45	8,520.49	10,461	
212									
213	James Bushey (50%)	1,848							
214	Ian Sasso (50%)	1,387							
215	Bart Sherman (50%)	1,601							
216	am Sanderson (25%)	860							
217	athan Lavallee (50%)	2,731							
218	Cody Nichols (50%)	1,387							
219	Sick Leave Incentive	18							
220	Merit Pool	79							
221	Overtime	550							
222		10,461							
223	<i>Based on 7.65% of Salaries</i>								
224									
225									
226									
227									
228									
229	TOTAL PAGE		12,111	9,083	10,925	8,176.06	8,919.34	10,937	-

	A	B	C	D	E	F	G	H	I
230	ANALYSIS OF PROPOSED EXPENDITURES								
231									
232									
233	CATEGORY: Enterprise Fund		DEPARTMENT: Water						
234									
235	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
236			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
237			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
238	200 Series Continued								
239									
240	50-10-410-230.00	Retirement Contributions	7,353	6,196	7,363	6,603.59	7,203.92	7,519	
241									
242	James Bushey (50%)	1,328							
243	Ian Sasso (50%)	997							
244	Bart Sherman (50%)	1,151							
245	am Sanderson (25%)	618							
246	athan Lavallee (50%)	1,963							
247	Cody Nichols (50%)	997							
248	Sick Leave Incentive	13							
249	Merit Pool	57							
250	Overtime	395							
251		7,519							
252		<i>** Based on 5.125% of Wages</i>							
253									
254	50-10-410-250.00	Unemployment Compensation	-	-	-	2,829.91	4,245	5,660	
255									
256	50-10-410-260.00	Workers Compensation	6,000	6,552	7,200	5,655.06	5,655.00	7,539	
257		based on \$5.45 per \$100 wages \$5.45 x \$138,338/100							
258									
259									
260	50-10-410-290.00	Other Benefits	705	1,040	705	551.56	736.00	705	
261		Union Employee (water's share 50%):							
262		Boots 185 x 5 x 0.5 = \$463							
263		1 non-union - 185 * .5 = 92.50							
264									
265		Physicals & vaccines for employees = \$300x.50=\$150							
266									
267									
268									
269		Total 200 Series Page 1	32,349	10,342	22,133	9,801.16	10,692.17	18,548	-
270		Total 200 Series Page 2	12,111	9,083	10,925	8,176	8,919	10,937	-
271		TOTAL SERIES	58,518	33,213	48,326	33,617	37,451	50,908	-

	A	B	C	D	E	F	G	H	I
272	ANALYSIS OF PROPOSED EXPENDITURES								
273									
274									
275	CATEGORY: Enterprise Fund		DEPARTMENT: Water						
276									
277	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
278			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
279			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
280		300 Series							
281									
282	50-10-410-310.00	Official/Administrative	158,769	158,779	157,500	157,500.00	157,500.00	157,500	
283									
284	115,965	Services provided by staff members funded by the general fund. \$115,965							
285	1,000	Legal							
286	5,759	PW Admin Salary & Benefits - 12.5% of Adm.Asst. \$46,072.5							
287	11,011	PW Admin Salary & Benefits - 12.5% of PW Director \$88,087							
288	6,240	Buildings & Grounds Maint 2hrs/wk x \$60							
289	9,070	12.5% of Finance Director \$72,561							
290	450	PW Office Supplies/Equipment							
291	1,000	Gravel, Stone, Pavement, Concrete repair etc.							
292	250	Water/Sewer Bills - \$500 x 50%							
293	250	Bill Envelopes - \$500 x 50%							
294	2,250	Bill Postage - \$4500 x 50%							
295	500	Heavy Equipment Fuel = 100 gals/week x 5 wks x \$4/gal. x 25%							
296	55	Plotter supplies - \$110 x 50%							
297		Paper - Disconnect Notices and main copier, 6 cases pink letter size, 2 cases white letter, 1 case legal							
298	200	1 case 11 x 17 = 10 casesx \$40/case=400.00 x.5							
299	2,500	Jetter Vac & Shared Equipment Maintenance - \$5000 x .5							
300	1,000	Bulk Hours - IT Support \$100/hr x 20 x .5							
301		needs updated figures and estimates							
302									
303		FY15: Adjusted to 50% shared with wastewater from 60%							
304									
305									
306									
307									
308									
309		Continued on Next Page							
310		TOTAL PAGE	158,769	158,779	157,500	157,500.00	157,500.00	157,500	-

	A	B	C	D	E	F	G	H	I
311	ANALYSIS OF PROPOSED EXPENDITURES								
312									
313									
314	CATEGORY: Enterprise Fund		DEPARTMENT: Water						
315									
316	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
317			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
318			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
319		300 Series Continued							
320									
323									
324									
325									
326	50-10-410-340.00	Technical Services	3,125	1,087	1,883	2,663.76	2,663.76	1,883	
327		Total							
328									
329		Emergency Generator Service and Load Testing \$1758							
330		Fire Extinguisher Maintenance = \$250 x .50 = \$125							
331									
332									
333									
334									
335									
336									
337		Subtotal Series 300 Page One	158,769	158,779	157,500	157,500.00	157,500.00	157,500	-
338		TOTAL SERIES	161,894	159,866	159,383	160,163.76	160,163.76	159,383	-
339									
340									

	A	B	C	D	E	F	G	H	I
341	ANALYSIS OF PROPOSED EXPENDITURES								
342									
343	CATEGORY:	Enterprise Fund			DEPARTMENT:	Water			
344									
345	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
346			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
347			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
348		400 Series							
349									
350	50-10-410-411.00	Water/Sewer	187	227	187	133.46	177.95	200	
351		Sewer Use at Water Plant							
352		10,000 gal @ yr @ 3.98 @ 1,000 plus							
353		\$36.7 * 4 = FY15 \$186.60							
354									
355	50-10-410-411.10	Water Purchase CWD	353,358	484,229	408,517	381,702.91	448,444.05	375,658	
356		Projected FY17 CWD Rate with 4.5% increase/ projected usage from growth 2.5 %/projected decrease due to leak repairs 10%/ net decrease of 7.5% from FY16 updated projections = 205,148,737 gallons							
357		FY 17 projected 205,148,737 gal @ \$2.05/1000 gallons used - \$422,015.60 + \$9,026.54 (4.4% VT water supply fee) = \$431,042.1							
358		FY 16 projected 202,839,000 gal @ \$1.99/1000 gallons used - \$403,650 + \$8,925 (4.4% VT water supply fee) = \$412,575							
359		FY16 actuals likely to be 221,782,419 gal @ \$1.978/1000 gallons used - \$438,685.62 + \$9,758.42 (4.4% water supply fee) = \$448,444							
360		FY 15 actuals 246,424,910 @ 1.913/1000 gallons used - \$471,409.1 + \$10,818.04 (4.4 % VT water supply fee) = \$484,228.90							
361		FY15 projected CWD Rate with of 5% increase and 2% system growth rate = 191,734,600 gal @1.90 per 1000 gallons used = \$364,295 + \$8436 (4.4% VT water supply fee)= \$372,731							
362		FY 14 Actuals 202,839,300 gal @ \$1.84/1000 gallons used - \$371,633.63 + \$8,866.69 (4.4% water supply fee) = \$380,500							
363		FY 14 projected 187,303,600 gal @ \$1.85/1000 gallons used - 346,510 + \$8,241.33 (4.4 % VT water supply fee) = \$354,751.90							
364		VT water supply fee is calculated off usage per 1000 gallons							
365		FY 15 TM Recommendation: Use 3% allowance for CWD Rate Increase - \$1.97/per 1000 gallons							
366		also of note, previous numbers may have been derived based off last complete fiscal year, which is 1 year behind							
367									
368	50-10-410-421.00	Disposal and Refuse	420	384	420	320.00	384.00	420	
369		\$35/month x 12 = \$420							
370									
371	50-10-410-430.00	Repair and Maintenance-Facility	1,500	-	1,500	0.00	0.00	1,500	
372		Unexpected Facility/fixtures/HVAC/painting							
373		water plant & Maplewood Ave. Performed in-							
374		house or by specialized contractors & vendors							
375		DH Comment- More would be nice, water plant building in rough shape and needs TLC							
376	50-10-410-430.10	Vehicle Repair & Maint.	1,350	667	1,500	1,361.12	1,381.12	1,500	
377		Preventative maint & inspections FY15 \$500/2=\$250							
378		Unscheduled repair \$2500 x .5 FY15 \$1,250							
379									
380		Total Page	356,815	485,507	412,124	383,517	450,387	379,278	-

	A	B	C	D	E	F	G	H	I
381	ANALYSIS OF PROPOSED EXPENDITURES								
382									
383									
384	CATEGORY: Enterprise Fund		DEPARTMENT: Water						
385									
386		400 Series Continued							
387									
388	50-10-410-430.15	Equipment Repair & Maint.	3,000	473	4,000	265.00	265.00	4,000	
389		Urgent repair to controls, pumps, tanks, motors, generators and other contracted mechanical equipment repair. Does not include Water Distribution Lines							
390									
391	50-10-410-441.00	Rental of Land & Bldgs							
392		10 year lease for \$650 started in FY14 to be renewed 2024							
393									
394	50-10-410-442.00	Rentals of Equipment and Vehicles	450	429	450	50.00	50.00	450	
395		Equipment needed for urgent repair of failed controls, pumps, tanks, motors or generators.							
396									
397	50-10-410-450.00	Construction Services	1,500	43,288	1,500	22,407.33	22,407.33	1,500	
398		FY16 TM Comment : Gate and valve alignments can be covered in paving bids							
399		DH would like more in case of freeze ups							
400	50-10-410-491.00	Operating Transfer Out							
401									
402									
403									
404									
405		From Page 1	356,815	485,507	412,124	383,517	450,387	379,278	-
406									
407		TOTAL SERIES	361,765	529,697	418,074	406,240	473,109	385,228	-

	A	B	C	D	E	F	G	H	I
408	ANALYSIS OF PROPOSED EXPENDITURES								
409									
410	CATEGORY:	Enterprise Fund			DEPARTMENT:	Water			
411									
412	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
413			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
414			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
415		500 Series							
416	50-10-410-520.00	Insurance Deductible	500	-					
417									
418	50-10-410-520.10	General Liability Insurance	1,200	1,225	1,200	1,640.00	1,640.00	1,722	
419		Based on 2016 Invoice plus allowance for increase							
420									
421									
422	50-10-410-520.20	Vehicle Insurance	1,300	2,247	1,600	1,918.00	1,918.00	2,014	
423		Based on 2016 Invoice plus allowance for increase							
424									
425		*** The costs were not shared between water/wastewater in the past. Insurance for all water/wastewater vehicles was paid from water fund							
426									
427	50-10-410-520.30	Property Insurance	1,600	1,567	1,750	1,445.50	1,445.50	1,518	
428		Based on 2016 Invoice plus allowance for increase							
429									
430									
431	50-10-410-530.10	Communication-Telephone	450	402	400	371.54	445.85	450	
432		893-6037 Reservoir & 893-6030 Office							
433									
434	50-10-410-530.20	Communications-Other	1,240	908	1,170	583.20	699.84	1,256	
435		999-0973 (on call) 752-5786 Superintendent and chief operator phone \$1,600 x .5 = \$800							
436		Data plan for 2 I pads - \$456							
437		Shifted half Ipad dataplan cost to wastewater							
438									
439	50-10-410-540.00	Advertising	300	153	300	204.01	204.01	300	
440		flushing notices, regulatory and information announcements, advertising for new or replacement employees							
441									
442	50-10-410-550.00	Printing and Binding	1,997	2,203	2,441	2,448.22	2,448.22	2,600	
443		Consumer confidence report (Federal Requirement) FY16 - \$2,448							
444		Increase due to increased connections, postage and publishing cost - FY15 - \$152							
445									
446	50-10-410-580.00	Travel	283	-	283	0.00	118.00	250	
447		Misc POV mileage = \$500 @.575 =\$282.50							
448		TOTAL SERIES	8,870	8,704	9,144	8,610.47	8,919.42	10,110	-

	A	B	C	D	E	F	G	H	I
449	ANALYSIS OF PROPOSED EXPENDITURES								
450									
451	CATEGORY: Enterprise Fund		DEPARTMENT: Water						
452	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
453			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
454			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
455	600 Series								
456									
457	50-10-410-610.00	Postage	155	7	130	4.35	4.35	50	
458		General office notices, shipping, etc FY15 \$30							
459		Equip Serv & return shipping FY15 \$100							
460									
461	50-10-410-611.00	Office Supplies	433	62	258	171.52	171.52	250	
462		Log books, binders, etc \$150 x .5 \$75							
463		pens, pencils, markers, general office \$100							
464		Printer cartridges - 3 sets per year @ \$55 @ \$165 x .5 \$83							
465									
466	50-10-410-612.00	General Supplies	10,695	11,639	9,445	8,736.43	13,257.43	12,445	
467		Misc repair Parts - \$3,000							
468		Water distribution brass parts - \$4,000							
469		Water distribution castings (valve boxes, risers, etc) - \$2,500							
470		Cleaning Supplies - \$125							
471		Belts, solvents, rope, grease - \$500							
472		Workzone safety \$1,000 x .5 - \$500							
473		Light bulbs, tape, etc - \$150							
474		Grass seed, fertilizer, lawn restoration - \$100							
475		Marking paint, 10 cases@\$45 @ case - \$450							
476		Dechlorinating chemicals (required for flushing) - \$560 @ 140 ct container x 2 = \$1,120							
477									
478	50-10-410-612.10	Water Meters	13,730	7,393	11,552	9,827.54	9,827.54	11,552	
479	5250	50 - 5/8" x 3/4" Neptune T-10 water meters for new connections, 50 x \$210 x .5 = \$5,250							
480	1100	50 3/4" meter valves 50 x \$44x.5 \$1,100							
481	1100	50 3/4" meter dual check valves 50x\$44x.5=\$1,100							
482	600	4-1" Neptune T-10 water meters for new 4 new connections 4x\$300x.5=600							
483	190	4-1" meter valves 4x\$95x.5=190							
484	312.5	4-1" meter dual check valves 5x\$125x.5=312							
485	2400	30 5/8" Neptune T-10 Integrated Encoder meter registers (replacement) 30x\$160x.5=\$2400							
486	600	\$1200 meter repair parts *.5 = \$600							
487		FY15: Costs are split 50% water, 50% wastewater instead of 60/40							
488									
489		(Continued on Next Page)							
490		TOTAL PAGE	25,013	19,100	21,385	18,739.84	23,260.84	24,297	-

	A	B	C	D	E	F	G	H	I
491	ANALYSIS OF PROPOSED EXPENDITURES								
492									
493	CATEGORY:	Enterprise Fund			DEPARTMENT:	Water			
494									
495	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
496			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
497			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
498		600 Series Continued							
499									
500	50-10-410-613.00	Technology	1,250	-	875	1,346.99	1,346.99	875	
501		Replace desktop & accessories - \$1,000/2							
502		Add One tablet & accessories - \$750/2							
503									
504	50-10-410-621.00	Natural Gas or LP Gas	4,000	3,730	4,560	1,441.31	1,572.34	4,500	
505		McGrath Reservoir -1600 gallons at \$2.28= \$3,200							
506		calculated based on FY14 plus worse case 5% rate hike							
507		Maplewood Ave - 400 gallons @ \$228 = \$800							
508		calculated based on FY14 plus worst case 5% rate hike							
509									
510	50-10-410-622.00	Electricity	12,310	10,980	11,772	10,175.32	11,100.35	11,433	
511	1568.88	McGrath Reservoir FY15 average bill \$130.74 x 12= \$1,568.88							
512									
513	8964	Maplewood Ave FY15 average bill \$747x 12 = \$8,964							
514		<i>FY17 based off FY16 projections with 3% increase in case of rate increase</i>							
515									
516									
517	50-10-410-623.00	Bottled Gas	100	-	100			100	
518		for torches & portable heaters							
519									
520	50-10-410-625.00	Diesel Fuel	600	522	600	755.55	906.66	600	
521		E-450 service vehicle 300gal@\$4 = \$1200/2							
522									
523	50-10-410-626.00	Gasoline	3,125	1,848	3,500	1,361.51	1,633.81	3,500	
524		130 gal @ month= \$1560 @ yr x \$4 = \$6,250/2							
525									
526	50-10-410-640.00	Books and Periodicals	200	-	200	100.00	100.00	200	
527		training manuals for operators							
528									
529	50-10-410-650.00	Employee Uniforms	1,400	963	1,400	785.71	897.95	1,482	
530		Uniform service, rag recycling & mat rental \$55@wk=\$2,964 x .5=\$1,482							
531									
532		Subtotal 600 Series Page 1	25,013	19,100	21,385	18,740	23,261	24,297	-
533									
534		TOTAL SERIES	47,998	37,143	44,392	34,706.23	40,818.94	46,987	-

	A	B	C	D	E	F	G	H	I	
535	ANALYSIS OF PROPOSED EXPENDITURES									
536										
537										
538	CATEGORY: Enterprise Fund		DEPARTMENT: Water							
539										
540	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17	
541			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard	
542			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved	
543		700 Series								
544	50-10-410-700.00	Capital Projects								
545		FY14, 15 and 16 noted Generator Replacement McGrath Reservoir \$40,000 push off for the following year								
546		FY17 DH would likek to delay again to allow water fund to stabilize								
547										
554	50-10-410-740.00	Machinery and Equipment	1,000	-	1,000	124.99	124.99	1,000		
555		Unforseen portable equip repl - \$1,000								
556										
557										
558	50-10-410-742.00	Vehicles			3,600					
559										
560										
561		FY17 scheduled to replace 2006 Colorado with utility vehicle (\$30,000)								
562		FY17 DH would likek to delay again to allow water fund to stabilize								
563										
564	50-10-410-743.00	Furniture & Fixtures	50	-				300		
565										
566										
567		TOTAL SERIES	1,050	-	4,600	124.99	124.99	1,300	-	

	A	B	C	D	E	F	G	H	I
568	ANALYSIS OF PROPOSED EXPENDITURES								
569									
570									
571	CATEGORY: Enterprise Fund		DEPARTMENT: Water						
572									
573	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
574			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
575			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
576		800 Series							
577									
578	50-10-410-800.00	Depreciation Expense							
579									
580									
581	50-10-410-810.00	Dues and Fees	825	671	825	1,147.50	1,147.50	825	
582	135	WEF/NEWEA 2 x \$135/2 = \$135							
583	105	Green Mtn WEA 35 x 6/2 = \$105							
584	475	Amer Water Wrks Assoc - \$475							
585		State, construction permit est = \$500							
586	110	Vt Rural Water Assoc - \$110							
587									
588									
589									
590	50-10-410-820.00	Professional Development	1,750	1,001	1,750	783.37	838.37	1,750	
591									
592		Employee tech & continuing ed - \$2000/2 = \$1,000							
593		New employee training - \$1,500/2 = \$750							
594									
595									
596	50-10-410-825.00	Small Tools	550	-	800	368.33	383.33	800	
597		Hand tools, shovels, rakes & cordless tool battery replacement \$1000 x .5=\$500							
598		Water Specialty - \$300							
599									
600									
601									
602		TOTAL SERIES	3,125	1,672	3,375	2,299.20	2,369.20	3,375	-

	A	B	C	D	E	F	G	H	I
603	ANALYSIS OF PROPOSED EXPENDITURES								
604									
605									
606	CATEGORY: Enterprise Fund		DEPARTMENT: Water						
607									
608	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
609			Selectboard	Actual	Selectboard	Actual Spent	Projected	Proposed	Selectboard
610			Approved	Spent	Approved	6/2/2016	6/2/2017	TM & DH	Approved
611		900 Series							
612									
613	50-10-410-900.00	Facility Plan Update		15,411		1,526.00	1,526.00		
614									
615									
616									
617									
618									
619									
620									
621									
622									
623	50-10-410-990.00	Transfer Out		4,160					
624									
625									
626									
627									
628									
629									
630									
631									
632									
633									
634									
635									
636									
637		TOTAL SERIES	-	19,570	-	1,526	1,526	-	-

	A	B	C	D	E	F	G	H	I
638	ANALYSIS OF PROPOSED EXPENDITURES								
639									
640	CATEGORY:	Enterprise Fund			DEPARTMENT:	Water			
641									
642	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
643			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
644			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
645		900 Series							
646									
647	Principal								
648	50-70-410-910.15	Water Plant & Line Construction Principal	47,236	47,236	51,063	51,062.59	51,062.59	55,199	
649		<i>(Bond payoff date 12/1/18)</i>							
650									
651	50-70-410-910.18	Water Dist Syst-Principal	25,958	-	15,666				
652									
653	50-70-410-910.19	Water System Rehab Principal	15,667	15,667	14,424	15,666.67	15,666.67	15,667	
654		<i>(bond) - Payoff date 11/15/44</i>							
655									
656	50-70-410-910.20	Village Waterline Imp-Principal		6,000			6,000	6,000	
657		<i>(Bond payoff date FY35)</i>							
658									
659	Interest								
660	50-70-410-910.21	Village Waterline Imp-Int		1,895			3,577	3,577	
661									
662	50-70-410-911.15	Water Plant & Line Construction Interest	19,445	19,445	15,684	15,683.25	15,383.25	11,617	
663		<i>(Bond payoff date 12/1/18)</i>							
664									
665	50-70-410-911.18	Bombardier-Water Line Interest	8,326	-	3,683				
666									
667	50-70-410-911.19	Bombardier Water Line - Interest	14,721	14,721	14,721	14,423.23	14,423.23	14,011	
668									
682									
683									
684									
685									
686									
687		TOTAL SERIES	131,354	104,964	115,241	96,835.74	107,638.74	106,070	-

	A	B	C	D	E	F	G	H	I
688	ANALYSIS OF PROPOSED EXPENDITURES								
689									
690									
691	CATEGORY: Enterprise Fund		DEPARTMENT: Water						
692									
693	Account Number	Account Description	FY 15	FY 15	FY 16	FY 16	FY 16	FY17	FY17
694			Selectboard	Actual	Selectboard	Actual Spent	projected	Proposed	Selectboard
695			Approved	Spent	Approved	6/2/2016	6/2/2016	TM & DH	Approved
696		Total Series							
697									
698									
699		Total 100 Series	140,617	116,272	134,867	119,266.46	130,108.87	136,752	-
700									
701		Total 200 Series	58,518	33,213	48,326	33,617.34	37,451.29	50,908	-
702									
703		Total 300 Series	161,894	159,866	159,383	160,163.76	160,163.76	159,383	-
704									
705		Total 400 Series	361,765	529,697	418,074	406,240	473,109	385,228	-
706									
707		Total 500 Series	8,870	8,704	9,144	8,610.47	8,919.42	10,110	-
708									
709		Total 600 Series	47,998	37,143	44,392	34,706.23	40,818.94	46,987	-
710									
711		Total 700 Series	1,050	-	4,600	124.99	124.99	1,300	-
712									
713		Total 800 Series	3,125	1,672	3,375	2,299.20	2,369.20	3,375	-
714									
715		Total 900 Series	131,354	124,535	115,241	96,835.74	107,638.74	106,070	-
716									
717									
718									
719									
720									
721									
722									
723									
724									
725									
726									
727									
728		TOTAL DEPARTMENT	915,191	1,011,101	937,402	861,864.01	960,704.66	900,113	-
729		% change			2.43%			-3.98%	

ANALYSIS OF PROPOSED EXPENDITURES

ANALYSIS OF PROPOSED EXPENDITURES								
CATEGORY:	Enterprise Fund					DEPARTMENT:		Water Revenue
Account Number	Account Description	FY 15 Selectboard Approved	FY 15 Actual received	FY 16 Selectboard Approved	FY 16 Actual Received 6/2/2016	FY 16 Projected 6/2/2016	FY17 Proposed TM & DH	FY17 Selectboard Approved
	Water							
50-10-000-310.00	Rents	787,016	712,441	815,126	614,764	839,684.79	883,034	
	FY17 proposed 4% to usage passing on CWD increase plus 4% to base rate equates to annual increase of \$16.23 for average family of 4							
50-10-000-319.00	Penalties on Rents	13,005	9,486	10,000	15,109	16,945.33	15,000	
50-10-000-331.00	ST Grant WPL-229		15,122					
50-10-000-342.00	Sale of Vehicles							
50-10-000-355.00	Connection Fees <i>(includes Meter Fees of \$8616)</i>	85,623	107,614	115,000	103,226	112,610.57	115,000	
50-10-000-361.00	Interest Earnings							
50-10-000-390.00	Miscellaneous Earnings	1,700	8,925	1,700	838	1,138	3,000	
50-10-000-390.10	Water Hauler Receipts	3,000	9,969	3,000	5,039	5,497.46	5,500	
50-10-000-390.20	Maintenance Agreement Receipts	1,800		1,800			1,800	
50-10-000-391.00	Operating Transfer In				23,047			
		23,047.00						
	Principal & Interest for FY16 frVom TIF Village Core to offset Bombardier Waterline Expenses							
50-90-000-400.00	Reduction in Fund Balance*							
	Bond/Other Proceeds (RT. 7/River Street/Kienle & Rugg Ave.)							
	Bombardier Road Loop - \$126,788 (TIF) (Anticipated first bond payment FY 14)							
	TOTAL WATER	915,191	863,558	969,673	738,976	975,876	1,023,334	-
	% change			5.95%			5.53%	



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

Paving Assigned Fund Balance

Date: June 16, 2016

Legislative Analysis:

The Selectboard has the right to assign a portion of the currently approved budgeted funds to be used for the same function in the next Fiscal Year.

During the current Fiscal Year (FY16), we spent \$229,232.07 in paving. These payments were made in August because the projects originated during FY2015. A portion of that amount (\$224,920.76) had been **assigned** in the General Fund - Fund Balance from FY15 to be used during Fiscal Year 16. This is the same process as is recommended herein.

According to the Fred Duplessis of Sullivan Powers, the Selectboard can assign portions of the fund balance and change those assignments as needs may dictate. The actual Journal Entry will be part of the "Adjusting Entries" made at the direction of the auditors as part of the closing of the Fiscal Year 16 financial activities.

Fiscal Analysis:

There is \$393,188.69 remaining in the paving line of the General Fund account (10-30-430-450.10 Paving). That line has a budget of \$397,500.00, the difference \$4,311.31 was used to make up the difference from the assigned amount in the Fund Balance FY15 and the actual expense in FY16.

The FY17 Budget for paving is \$397,500 along with the FY16 Funds being assigned in the Fund Balance, there is \$790,688.69 available for paving during Fiscal Year 2017. ($\$393,188.69 + \$397,500.00 = \$790,688.69$)

Recommended Action:

A proposed motion would be: **"I move that we assign a portion of the General Fund - Fund Balance for the end of FY16 for paving in the amount of \$393,188.69."**

Prepared By: John C. Gifford, Interim Finance Director

Attachments: Detailed Transaction Report for the FY16 Paving and Paving from Assigned FB
The expense report for the Highway department as of 6/15/2016

06/15/16
11:48 am

TOWN OF MILTON General Ledger
Detail Transactions Report
Period 1 Jul to Period 12 Jun

			Last Year				Unexpended	
Account: 10-30-430-450.10			Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: PAVING			0.00	-397,500.00	0.00	4,311.31	393,188.69	
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/20/15	AP10 Po:4521:S.D. IRELAND BROT	Batch 753			97275.37			
08/26/15	AP10 Po Adjustment:00004521	Batch 778			33453.37			
08/26/15	AP10 In:378.PAVE:S.D. IRELAND	Batch 778				130728.74		
08/26/15	AP10 In:378.PAVE:S.D. IRELAND	Batch 778					130728.74	
09/18/15	GL10 Post Final Budget			397500.00				
09/18/15	GL10 Move paving to Fund 27	GJ# 20160142					397500.00	
09/18/15	GL10 Move paving to Fund 27	GJ# 20160142						130728.74
03/16/16	GL10 RECLASS EXPENSE FOR PAVIN	GJ# 20160373						397500.00
03/16/16	GL10 RECLASS EXPENSE FOR PAVIN	GJ# 20160373					4311.31	
Transaction Totals			0.00	397500.00	130728.74	130728.74	532540.05	528228.74
Account Totals				397500.00	0.00		4311.31	(A)

			Last Year				Unexpended	
Account: 10-30-430-450.15			Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: PAVING from Assigned FB			0.00	0.00	0.00	224,920.76	(224,920.76)	
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
03/16/16	GL10 RECLASS EXPENSE FOR PAVIN	GJ# 20160373					224920.76	
Transaction Totals			0.00	0.00	0.00	0.00	224920.76	0.00
Account Totals			0.00		0.00		224920.76	(B)

This shows the detailed activity in the Paving and Paving from Assigned FB (Fund Balance)

the #5 (1) & (2) signify these accounts in the Expense report.

Thanks

(A) 4,311.31
(B) 224,920.76
\$ 229,232.07
↑
Spent on Paving during FY 16

TOWN OF MILTON General Ledger
Expenditure Report - GENERAL FUND
Current Year Period 12 Jun

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-15/16 MTD Pd 12 Jun
10-30-430 HIGHWAYS					
10-30-430-110.00 REGULAR SALARIES	311,933.00	0.00	296,952.02	14,980.98	23,736.13
10-30-430-111.00 RETIREMENT BUYOUT	0.00	0.00	0.00	0.00	0.00
10-30-430-115.00 ***PART TIME SALARIES	12,000.00	0.00	2,439.36	9,560.64	1,234.24
10-30-430-130.00 OVER TIME SALARIES	29,000.00	0.00	14,523.94	14,476.06	583.38
10-30-430-150.00 INSURANCE BUYOUT	21,250.00	0.00	21,250.20	-0.20	1,770.85
10-30-430-210.10 GROUP HEALTH INSURANCE	46,622.00	0.00	57,539.97	-10,917.97	242.34
10-30-430-210.15 GROUP DENTAL INSURANCE	8,625.00	0.00	7,798.22	826.78	0.00
10-30-430-210.30 GROUP LIFE INS & AD&D	1,080.00	0.00	929.20	150.80	78.86
10-30-430-220.00 SOCIAL SECURITY	28,625.00	0.00	24,915.72	3,709.28	2,031.73
10-30-430-230.00 RETIREMENT	19,467.00	0.00	18,119.81	1,347.19	1,416.15
10-30-430-260.00 WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00
10-30-430-290.00 OTHER EMPLOYEE BENEFIT	2,398.00	0.00	1,973.49	424.51	-3.00
10-30-430-330.00 Other Professional	500.00	0.00	0.00	500.00	0.00
10-30-430-340.00 TECHNICAL	500.00	0.00	0.00	500.00	0.00
10-30-430-360.00 CONTRACTED SERVICES	22,000.00	885.57	5,494.43	15,620.00	58.00
10-30-430-426.00 EROSION CONTROL	2,500.00	100.00	2,557.25	-157.25	0.00
10-30-430-430.00 REPAIRS MAINTENANCE	1,500.00	290.26	534.21	675.53	209.74
10-30-430-430.10 VEHICLE MAINTENANCE	65,000.00	5,741.77	45,978.68	13,279.55	7.99
10-30-430-431.05 STORM WATER MAINTENANCE	500.00	0.00	0.00	500.00	0.00
10-30-430-442.00 RENTAL OF EQUIPMENT/VEHIC	2,000.00	2,963.70	536.30	-1,500.00	0.00
10-30-430-450.10 PAVING	397,500.00	0.00	4,311.31	393,188.69	0.00
10-30-430-450.15 PAVING from Assigned FB	0.00	0.00	224,920.76	-224,920.76	0.00
10-30-430-450.20 ASPHALT	12,000.00	8,076.70	8,482.05	-4,558.75	0.00
10-30-430-520.00 INSURANCE DEDUCTIBLE	0.00	0.00	0.00	0.00	0.00
10-30-430-530.10 COMMUNICATIONS-TELEPHONE	500.00	0.00	342.25	157.75	0.00
10-30-430-530.20 COMMUNICATIONS-OTHER	960.00	0.00	919.94	40.06	115.56
10-30-430-540.00 ADVERTISING	0.00	0.00	0.00	0.00	0.00
10-30-430-580.00 TRAVEL	0.00	0.00	0.00	0.00	0.00
10-30-430-601.10 WINTER SALT	124,000.00	15,700.51	92,441.58	15,857.91	0.00
10-30-430-601.20 WINTER SAND	19,000.00	7,440.00	11,310.00	250.00	0.00
10-30-430-602.10 CHLORIDE	29,700.00	0.00	9,357.54	20,342.46	0.00
10-30-430-602.20 PLANT MIX / GRAVEL	40,000.00	7,414.07	14,050.05	18,535.88	2,206.55
10-30-430-610.00 POSTAGE	0.00	0.00	0.00	0.00	0.00
10-30-430-611.00 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
10-30-430-612.00 GENERAL SUPPLIES	7,000.00	1,837.17	5,411.14	-248.31	128.14
10-30-430-612.10 PLOW SUPPLIES	10,500.00	0.00	1,838.49	8,661.51	0.00
10-30-430-612.15 SNOW FENCE	0.00	0.00	0.00	0.00	0.00
10-30-430-613.00 TECHNOLOGY	1,300.00	0.00	895.00	405.00	0.00
10-30-430-615.00 CULVERTS	9,000.00	3,260.00	5,862.40	-122.40	0.00
10-30-430-616.00 TRAFFIC SIGNS	5,000.00	623.80	5,871.47	-1,495.27	0.00
10-30-430-625.00 DIESEL FUEL	78,000.00	0.00	27,792.13	50,207.87	1,650.05
10-30-430-626.00 GASOLINE	1,800.00	0.00	790.81	1,009.19	0.00
10-30-430-650.00 EMPLOYEE UNIFORMS	2,500.00	0.00	1,934.39	565.61	80.24
10-30-430-730.00 GUARDRAILS	1,500.00	0.00	0.00	1,500.00	0.00
10-30-430-730.10 ACQUISITION OF HIGHWAY	0.00	0.00	0.00	0.00	0.00
10-30-430-740.00 MACHINERY AND EQUIPMENT	500.00	0.00	479.96	20.04	0.00
10-30-430-743.00 FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00
10-30-430-810.00 DUES & FEES	0.00	0.00	0.00	0.00	0.00
10-30-430-820.00 PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	0.00

06/15/16
 12:13 pm

TOWN OF MILTON General Ledger
 Expenditure Report - GENERAL FUND
 Current Year Period 12 Jun

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-15/16 MTD Pd 12 Jun
10-30-430-825.00 SMALL TOOLS	500.00	0.00	0.00	500.00	0.00
10-30-430-990.00 Transfer Out	0.00	0.00	0.00	0.00	0.00
Total HIGHWAYS	1,316,760.00	54,333.55	918,554.07	343,872.38	35,546.95
Total GENERAL FUND	1,316,760.00	54,333.55	918,554.07	343,872.38	35,546.95
Total All FUNDS	1,316,760.00	54,333.55	918,554.07	343,872.38	35,546.95

We need to add this to SLB mtg agenda

Donna Barlow Casey

From: Dan Albrecht [dalbrecht@ccrpcvt.org]
Sent: Tuesday, May 31, 2016 3:34 PM
To: 'Megan Moir'; 'acostandi@essex.org'; 'chelsea@essexjunction.org'; 'crobinson@shelburnevt.org'; 'Tom DiPietro (South Burlington)'; James Sherard (jsherrard@willistonvt.org) (jsherrard@willistonvt.org); john <jchoate@winooski.vt.org> (jchoate@winooski.vt.org); Amanda Hanaway-Corrente - Burl. Int. Airport (ahanaway@btv.aero) (ahanaway@btv.aero); 'Lani.Ravin@uvm.edu'; Donna Barlow Casey; Jacob Hemmerick; JCastle; Callahan, Jennifer
Cc: Charles Baker; Regina Mahony; christy.witters@vermont.gov; padraic.monks@vermont.gov; Pease, Jim (Jim.Pease@vermont.gov); holly@winooskinrcd.org; corrina@winooskinrcd.org
Subject: Extension to Stream Team MOU
Attachments: StreamTeamMOU_Extension_thru_June_2017.pdf

Dear Chittenden County Stream Team members:

Earlier this month, the CCRPC Board voted to approve a one year extension to allow for time for CCRPC to amend its bylaws so as to more formally authorize service contract such as the proposed RSEP-CCST merger MOU consistent with H.249, an act relating to intermunicipal services.

This law, which goes into effect on July 1, 2016, allows for municipalities to contract with their regional planning commission for the provision of services after the RPC amends its bylaws to authorize it to enter into intermunicipal service agreements and the contract is approved by each municipal legislative body that wants to participate in the service. The CCRPC will work to amend its bylaws accordingly over the next few months.

To that end, attached is a simple one-year extension to the current CCST MOU which expires June 30, 2016. [The RSEP MOU is currently in place through March 9, 2018). The form of this amendment has been reviewed and approved by the MS4 Subcommittee co-chairs. To assure compliance, please have your governing body consider the extension and if approved, sign and send me a PDF back as soon as possible.

Thanks, Dan

Dan Albrecht, MA, MS
Senior Planner
Chittenden County Regional Planning Commission
110 West Canal Street, Suite 202
Winooski, VT 05404
(802) 846-4490 ext. *29
www.ccrpcvt.org

Signature of CCRPC

Andy Montroll, Board Chair
Chittenden County Regional Planning Commission

Date

Signatures of Members

Gene Richards, Director of Aviation
The Burlington International Airport

Date

Chapin Spencer, Director of Public Works
The City of Burlington Department of Public Works

Date

Dennis E. Lutz, PE, Public Works Director
The Town of Essex

Date

James Jutras, Water Quality Superintendent
The Village of Essex Junction

Date

Donna Barlow Casey, Town Manager
The Town of Milton

Date

Joe Colangelo, Town Manager
The Town of Shelburne

Date

Kevin Dorn, City Manager
The City of South Burlington

Date

Chris Cole, Secretary of Transportation
Vermont Agency of Transportation

Date

Linda Seavey, Director, Campus Planning Services
The University of Vermont

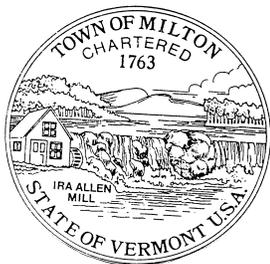
Date

Richard McGuire, Town Manager
The Town of Williston

Date

Katherine R. Decarreau, City Manager
The City of Winooski

Date



TOWN OF MILTON, VERMONT

Legislative and Fiscal Analysis of Requested Selectboard Actions

Cemetery Mowing and Maintenance Proposal

Date: June 17, 2016

Legislative Analysis:

The purpose of this project is to contract out mowing cemeteries to an outside vendor as opposed to using in-house full or part time staff.

Bids were solicited through eight vendors known to provide landscaping and mowing services, with three (3) responding as indicated on the bid form. Reference checks, and discussion with said contractor indicate that this work will be completed to our satisfaction.

The three bids received ranged from \$26,320.00 to \$40,810.00 dollars over the three year period. I recommend that the Selectboard authorize the Town Manager to enter into negotiations with the low bid proposal of Collins Landscaping Plowing and Mowing to offer a contract for calendar year 2016, with the option to extend the agreement through calendar year 2018. This will allow us the ability to evaluate the success of this agreement, as well as appropriately budget for future years as needed.

Fiscal Analysis:

This proposal is a partially budgeted expense through the Buildings and Grounds General Fund Line Item 10-30-432-340.10 (Technical Cemeteries) with a remaining FY 16 balance of \$10,450.00 and an FY17 budget of \$11,850.00 will cover all of calendar year 2016 seasonal maintenance if FY 16 Technical Cemeteries balance is transferred to the Cemetery Reserve Fund and used for the care and maintenance of the cemeteries. Our current model of maintaining town owned cemeteries breaks down to \$33,946.26/year which covers staff, equipment and maintenance costs.¹ This proposal will allow staff to evaluate the success of the program, and make budget recommendations for future maintenance of our cemeteries.

Recommended Action:

To approve the resolution and fund transfers as presented.

Prepared By: Dustin L. Keelty, Public Works Supervisor

¹ A complete cost breakdown was performed to arrive at this figure using total hourly costs of employees, cost of acquisition of equipment, weekly and annual maintenance expenses and fuel.



Resolution

TOWN OF MILTON

Cemetery Mowing and Maintenance Agreement

WHEREAS, the administrative Code duly adopted by the Selectboard of the Town of Milton effective July 1, 1997, requires competitive bidding whenever possible; and,

WHEREAS, the municipal staff solicited competitive bid proposals from several vendors on May 10th, 2016 and advertised in the Milton Independent on May 12th, 2016; and,

WHEREAS, three (3) qualified bidders, known to provide Landscaping Services responded to said advertisement and provided complete bid proposals; and

WHEREAS, the successful qualified bidder being Collin's Landscaping Plowing and Mowing has made an annual proposal of \$26,320.00 for spring and fall clean up, and monthly mowing of six of the Town of Milton's cemeteries maintenance, meeting the specifications in said bid.

THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton that Collins Landscaping Plowing and Mowing has successfully satisfied the requirements of the Town of Milton Administrative Code and hereby authorizes the Town Manager to finalize a proposal agreement and execute the necessary documents to award the contract to provide the Town with Cemetery Mowing and Maintenance in the amount of \$26,320.00

Dated at Milton, Vermont this ____ **day of** _____, **2016**

MILTON SELECTBOARD

Darren Adams, Chairperson

Ken Nolan, Vice-Chairperson

John Bartlett, Clerk

John Cushing

John Palasik

Filed with the Milton Town Clerk's Office this ____ **day of** _____, **2016**

Attest: _____
Milton Town Clerk

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/21/16 thru 06/21/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

17538 ADVANCED DISPOSAL							
00003548	IVC022808	disposal back-hoe tires	10-30-430-360.00	CONTRACTED SERVICES	58.00	58.00	
84319 ALDRICH & ELLIOTT, PC							
00004585	76338	May 16 mcmullen sdwlk	38-30-430-330.25	McMullen Rd SW Prof-Servi	1,362.85	1,362.85	
13597 ARROW INTERNATIONAL, INC							
00012030	93979599	needles	10-20-422-612.00	GENERAL SUPPLIES	150.00	125.60	
17611 BELLAVANCE, MEGHAN							
	060716	educ sftwr children's pro	10-50-451-640.55	Electronic Resources	0.00	51.00	
17849 BLACKTHORN INFORMATION SECURITY							
00200104	2016-008	unlck cell phone invstgtn	10-20-420-340.00	TECHNICAL	300.00	300.00	
19000 BOND AUTO PARTS, INC.							
00001778	171IV049518	'06 chev canister vent	50-10-410-430.10	VEHICLE REPAIR AND MAINTEN	60.00	55.86	
00001778	171IV049518	'06 chev canister vent	55-20-420-430.10	VEHICLE REPAIR & MAINTENA	60.00	55.87	
00001754	17IV047835	lube filter 3 chevs	50-10-410-430.10	VEHICLE REPAIR AND MAINTEN	59.63	59.63	
00001754	17IV047835	lube filter 3 chevs	55-20-420-430.10	VEHICLE REPAIR & MAINTENA	59.64	59.64	
00001754	17IV047836	vpr canister ret'd c cr	50-10-410-430.10	VEHICLE REPAIR AND MAINTEN	15.37	13.69	
00001754	17IV047836	vpr canister ret'd c cr	55-20-420-430.10	VEHICLE REPAIR & MAINTENA	15.36	13.69	
	R72916	ret'd solenoid PO 1754	50-10-410-430.10	VEHICLE REPAIR AND MAINTEN	0.00	-13.69	
	R72916	ret'd solenoid PO 1754	55-20-420-430.10	VEHICLE REPAIR & MAINTENA	0.00	-13.69	
					-----	-----	
					270.00	231.00	
19190 BOUND TREE MEDICAL							
00012032	82161410	catheters, gloves, etc	10-20-422-612.00	GENERAL SUPPLIES	860.00	840.67	
19670 BRODART CO.							
00051775	438431	locking dvd cases	10-50-451-611.00	OFFICE SUPPLIES	116.11	116.11	
20500 BUILDING HOME CENTER INC							
00003518	455357	fx museum ramp	10-30-430-612.00	GENERAL SUPPLIES	36.02	36.02	
00006652	455616	concrete Eagle Mt signs	10-60-461-805.00	CONSERVATION COMMISSION	25.96	25.96	
00006652	455720	concrete Eagle mtn signs	10-60-461-805.00	CONSERVATION COMMISSION	24.04	19.47	
					-----	-----	
					86.02	81.45	
20668 BURKE, STEVE							
	061316	expenses p/u fireboat CT	10-20-421-580.00	TRAVEL	0.00	197.32	
21164 BURLINGTON MITSUBISHI							
00008697	22706	battery die not engh use	10-10-416-430.10	VEHICLE/EQUIP MAINTENANCE	86.10	86.10	
27806 BUSINESS CREDIT CARD SERVICES							
00008687	00238Z	icma nat'l conf Barlow	10-10-410-820.00	PROFESSIONAL DEVELOPMENT	890.00	890.00	
00008689	060616	cert bid ltrs McMull grnt	38-30-430-330.25	McMullen Rd SW Prof-Servi	45.50	45.50	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/21/16 thru 06/21/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00012042	130646949469	reorder Weebly 1 yr subsc	10-20-422-830.00	Public Education Material	108.00	108.00	
	00008646	313896EBC617	bckgrnd chk	10-10-416-330.00	OTHER PROFESSIONAL	30.00	30.00	
	00005782	9115464	camp sppls	10-50-452-612.00	GENERAL SUPPLIES	63.61	63.61	
	00005782	9115464	camp sppls	10-50-452-740.00	MACHINERY AND EQUIPMENT	39.97	39.97	
	00005782	9117635	equip camp	10-50-452-740.00	MACHINERY AND EQUIPMENT	19.19	19.19	
		F149200GU00F	P.O.12004Weebly reversal	10-20-422-830.00	Public Education Material	0.00	-144.00	
		F149200GU00F	P.O.12004Weebly reversal	10-20-422-830.00	Public Education Material	0.00	-13.95	
						1,196.27	1,038.32	
22750 CARGILL, INC								
	00003634	2902808525	deicer salt 41,220#	10-30-430-601.10	WINTER SALT	1,532.35	1,532.35	
54050 CASELLA WASTE SYSTEMS INC								
		2537597	may rubbish removal	10-30-432-421.00	DISPOSAL & REFUSE	0.00	508.48	
		2537597	may rubbish removal	50-10-410-421.00	DISPOSAL & REFUSE	0.00	32.00	
		2537597	may rubbish removal	55-20-420-421.00	DISPOSAL & REFUSE	0.00	502.83	
						0.00	1,043.31	
23262 CERTIFIED AMBULANCE GROUP, INC.								
		MIL-0616	MAY EMS/FIRE REV RCVRY	10-20-422-360.00	CONTRACTED SERVICES	0.00	1,182.00	
24571 CHAMPLAIN MEDICAL ASSOC, PLLC								
	00012038	00012754-00	Hemsted physical	10-20-422-330.00	OTHER PROFESSIONAL	75.00	75.00	
	00012038	00012755-00	abell physical	10-20-422-330.00	OTHER PROFESSIONAL	75.00	75.00	
	00012038	00012756-00	Bruley physical	10-20-422-330.00	OTHER PROFESSIONAL	335.00	335.00	
	00012038	00012758-00	Music physical	10-20-422-330.00	OTHER PROFESSIONAL	75.00	75.00	
						560.00	560.00	
24899 CHAMPLAIN VALLEY EQUIPMENT, INC.								
	00009335	CS59739	rplc sprayer & line wackr	10-30-430-430.00	REPAIRS MAINTENANCE	209.74	209.74	
25190 CHAMPLAIN WATER DISTRICT								
		053016	wtr purch May 16 mil gal	50-10-410-411.10	WATER PURCHASE CWD	0.00	32,576.38	
26422 CHOICE COBRA, LLC								
		RC039867	COBRA admin 45 June	10-10-416-210.00	HEALTH INSURANCE - CHOICE	0.00	38.25	
26928 CIVES CORPORATION, DBA								
		4468005	p.o. 3628 plow stops	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	457.44	
		CR0000001959	P.O.3628 plow stps retd	10-30-430-430.10	VEHICLE MAINTENANCE	0.00	-457.44	
						0.00	0.00	
26950 CLARK'S TRUCK CENTER								
	00011044	58218	air conditioner Eng 1	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	738.55	738.55	
29266 DEMCO INC.								
	00051774	5889580	display rack, cd album	10-50-451-611.00	OFFICE SUPPLIES	124.02	124.02	

06/16/16
04:44 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 29

Page 3 of 10
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/21/16 thru 06/21/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

29900	DULAC, KATHLEEN						
	061416	assrt sppls multi vendors	10-50-451-612.00	GENERAL SUPPLIES	0.00	246.07	
30229	EAGLE POINT GUN						
00200121	105507	ammo repl mo. qualifictns	10-20-420-612.00	GENERAL SUPPLIES	1,050.83	1,050.83	
30576	ELSAG NORTH AMERICA						
00200141	19780	lic plt sftwr update	10-20-420-430.10	VEHICLE MAINTENANCE	995.00	995.00	
31009	ENDYNE, INC						
00020077	203794	landfill testing	10-30-429-331.00	LAND FILL CLOSURE	3,782.00	3,782.00	
28120	EXIT 18 EQUIPMENT						
00009256	40702	prts mwr -grnd stnd	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	39.52	39.52	
30231	EZ ACCESS SELF STORAGE, LLC						
	060716	rfnd escrw chk #431885	10-00-000-256.00	DUE TO DEVELOPERS	0.00	19,985.00	
34350	GALE/CENGAGE LEARNING						
00051779	58179328	lg pring adlt	10-50-451-640.35	BOOKS-LARGE PRINT	222.21	222.21	
34300	GALL'S INC						
00011948	005435887	pin	10-20-422-740.00	MACHINERY/EQUIPMENT	6.23	6.23	
00011948	005449481	12 job shirts zip	10-20-422-740.00	MACHINERY/EQUIPMENT	420.00	420.00	
00011948	005474755	pin	10-20-422-740.00	MACHINERY/EQUIPMENT	6.23	6.23	
00200103	005529427	falcon HR battery handle	30-20-420-740.13	2016 AOT Equip GR0930	600.00	585.00	
00200128	5424690	trousers Van Noordt	10-20-420-650.00	UNIFORMS	47.00	47.00	
					-----	-----	
					1,079.46	1,064.46	
34719	GENERAL CODE PUBLISHERS						
00007221	C0021623	mnt cntrct lasr 8/2017	23-10-412-340.00	TECHNICAL	1,192.00	1,192.00	
36878	GRAY ROCK QUARRY LLC						
00003646	5502	gravel 76/6 gross wt	10-30-430-602.20	PLANT MIX / GRAVEL	766.00	766.00	
00003646	5518	plant mix super pack	10-30-430-602.20	PLANT MIX / GRAVEL	825.27	825.27	
00003646	5548	52.88 gross wt super pack	10-30-430-602.20	PLANT MIX / GRAVEL	615.28	615.28	
					-----	-----	
					2,206.55	2,206.55	
37590	GREEN MOUNTAIN MESSENGER INC						
00051776	52274	14 del LSTA grant, 1 over	10-50-451-610.00	POSTAGE	15.00	15.00	
00051776	52274	14 del LSTA grant, 1 over	33-50-451-330.02	Inter-lib Currier Service	120.00	120.00	
					-----	-----	
					135.00	135.00	
60407	HAUN WELDING SUPPLY INC						
00012034	4281100	oxygen	10-20-422-612.00	GENERAL SUPPLIES	38.23	38.23	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/21/16 thru 06/21/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
00012034	4307589	oxygen	10-20-422-612.00	GENERAL SUPPLIES	63.19	63.19	
					101.42	101.42	
40700 INGRAM LIBRARY SERVICES							
00051773	61038694	june adlt bks	10-50-451-640.10	BOOKS-ADULTS	417.62	417.62	
00051777	61040445	adlt bks patron requests	10-50-451-640.10	BOOKS-ADULTS	126.47	126.47	
00051773	61040452	adlt bks june	10-50-451-640.10	BOOKS-ADULTS	14.98	14.98	
00051777	61041182	adlt bks patron requests	10-50-451-640.10	BOOKS-ADULTS	25.84	25.84	
00051771	61041503	adlt audio	10-50-451-640.15	AUDIOS	164.67	164.67	
00051777	61041504	adlt bks patron requests	10-50-451-640.10	BOOKS-ADULTS	14.98	14.98	
00051759	66713721	juv bks	10-50-451-640.30	BOOKS-JUVENILE	32.35	32.35	
00051759	66718065	juv bks	10-50-451-640.30	BOOKS-JUVENILE	10.22	10.22	
00051773	66718066	june adlt bks	10-50-451-640.10	BOOKS-ADULTS	4.03	21.36	
	CM60853065	FY'15 crdit bal not postd	10-50-451-640.10	BOOKS-ADULTS	0.00	-5.29	
					811.16	823.20	
41074 INTERSTATE AUTO SERVICE, INC							
	75020	hdlt '14 #957 taurus	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	59.95	
	75027	hdlt '13 edge AAH5	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	25.90	
	75034	'16 taurus tire/fluids oi	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	103.00	
	75090	oil brake pads Edge AAH5	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	589.78	
	75148	'13 #958 fluids oil	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	42.15	
00001741	75197	'06 chev colorado inspctn	50-10-410-430.10	VEHICLE REPAIR AND MAINTENANCE	20.00	20.00	
00001741	75197	'06 chev colorado inspctn	55-20-420-430.10	VEHICLE REPAIR & MAINTENANCE	20.00	20.00	
	75213	'13 #958 tow barracks bat	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	214.95	
					40.00	1,075.73	
41633 JC IMAGE							
00012026	25890	10 polo rescue shirts	10-20-422-740.00	MACHINERY/EQUIPMENT	300.00	280.00	
76417 JOYCE, TOM							
00051778	062116	6/21 performance	10-50-451-330.10	PROFESSIONAL PROGRAMS	200.00	200.00	
00051778	062116	6/21 performance	33-50-451-330.03	Summer Performer Grant	100.00	100.00	
					300.00	300.00	
45522 LAMELL, RONALD							
	061016	tx sl redmptn 212009-0100	10-00-000-143.00	DEL TAX PROPERTY SALES	0.00	22,148.40	
39685 MARLIN ENVIRONMENTAL INC							
00005776	105612	4 rental port-o-let 6/3-4	10-50-452-442.00	RENTAL OF EQUIPMENT	600.00	360.00	
00005775	105898	june portable toilet	10-50-452-442.00	RENTAL OF EQUIPMENT	80.00	80.00	
					680.00	440.00	
48467 MILTON ACE HARDWARE LLC							
00001775	14895/4	cascade pwdr lab soap	55-20-420-612.00	GENERAL SUPPLIES	5.99	5.99	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/21/16 thru 06/21/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00009324	15070/4	rplc batteris dr timer	10-30-432-430.00	REPAIR & MAINT-FACILITIES	11.98	11.98	
	00009333	15102/4	Toilet rec prk bthrm repl	10-30-432-430.00	REPAIR & MAINT-FACILITIES	139.99	139.99	
	00001775	15107/4	paint spplies	50-10-410-612.00	GENERAL SUPPLIES	17.47	17.47	
	00001775	15107/4	paint spplies	55-20-420-612.00	GENERAL SUPPLIES	17.47	17.47	
	00001775	15118/4	paint cleaner sponge	50-10-410-612.00	GENERAL SUPPLIES	29.47	29.47	
	00001775	15118/4	paint cleaner sponge	55-20-420-612.00	GENERAL SUPPLIES	29.46	29.46	
	00009324	15122/4	main st cemtry wtr ln prt	10-30-432-430.00	REPAIR & MAINT-FACILITIES	8.74	8.74	
	00001775	15125/4	spray paint yellow	50-10-410-612.00	GENERAL SUPPLIES	7.98	7.98	
	00001775	15125/4	spray paint yellow	55-20-420-612.00	GENERAL SUPPLIES	7.98	7.98	
	00001775	15130	paint spplies tray tape	50-10-410-612.00	GENERAL SUPPLIES	4.64	4.64	
	00001775	15130	paint spplies tray tape	55-20-420-612.00	GENERAL SUPPLIES	4.64	4.64	
	00009324	15221/4	repl dmgd handle tlt prk	10-30-432-430.00	REPAIR & MAINT-FACILITIES	6.49	6.49	
		D96247	overpymnt '15 wrt off	10-30-432-430.00	REPAIR & MAINT-FACILITIES	0.00	-25.46	
						292.30	266.84	
53400 MILTON INDEPENDENT INC								
	00020040	45840	5/12 RFP request proposal	10-30-429-540.00	ADVERTISING	535.24	57.38	
	00008671	45842	fin dir ad 5/12	10-10-416-611.00	OFFICE SUPPLIES	57.38	57.38	
	00008671	45984	fin dir 5/19 ad	10-10-416-611.00	OFFICE SUPPLIES	57.38	57.38	
						650.00	172.14	
53950 MILTON RENTAL & SALES CENTER INC								
	00001640	1-526330	rent paint sprayer	50-10-410-442.00	RENTAL OF EQUIP & VEHICLE	30.25	30.25	
	00001640	1-526330	rent paint sprayer	55-20-420-442.00	RENTAL OF EQUIP & VEHICLE	30.25	30.25	
	00001640	1-527567	safety aid pmp rpr	50-10-410-612.00	GENERAL SUPPLIES	31.30	31.30	
	00001640	1-527567	safety aid pmp rpr	55-20-420-612.00	GENERAL SUPPLIES	22.39	22.39	
	00009330	1-527602	tire repl batwing mwr	10-30-432-442.00	RENTAL OF EQUIP & VEHICLE	36.15	36.15	
	00003571	1-527618	chain saw premix fuel	10-30-430-612.00	GENERAL SUPPLIES	44.10	44.10	
						194.44	194.44	
54588 MITCHELL, DEREK J								
		061516	unable to attend rfnd enr	10-50-000-347.00	RECREATION FEES	0.00	84.00	
53668 MUNICIPAL EMERGENCY SERV INC								
	00011008	IN1013338	battery SCBA rpr	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	222.50	131.25	
57413 NEW HORIZON COMMUNICATIONS CORP								
		013393-MAY16	6/1-30 service May calls	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.67	
		013393-MAY16	6/1-30 service May calls	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	64.89	
		013393-MAY16	6/1-30 service May calls	10-10-412-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.68	
		013393-MAY16	6/1-30 service May calls	10-10-413-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.56	
		013393-MAY16	6/1-30 service May calls	10-10-414-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.56	
		013393-MAY16	6/1-30 service May calls	10-10-417-530.20	COMMUNICATIONS-OTHER	0.00	318.84	
		013393-MAY16	6/1-30 service May calls	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	106.93	
		013393-MAY16	6/1-30 service May calls	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	86.58	
		013393-MAY16	6/1-30 service May calls	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	242.31	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/21/16 thru 06/21/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	013393-MAY16	6/1-30 service May calls	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	16.45	
	013393-MAY16	6/1-30 service May calls	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	31.76	
	013393-MAY16	6/1-30 service May calls	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.76	
	013393-MAY16	6/1-30 service May calls	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	12.34	
	013393-MAY16	6/1-30 service May calls	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
	013393-MAY16	6/1-30 service May calls	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	8.23	
	013393-MAY16	6/1-30 service May calls	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	34.69	
	013393-MAY16	6/1-30 service May calls	10-30-430-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
	013393-MAY16	6/1-30 service May calls	10-50-451-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
	013393-MAY16	6/1-30 service May calls	10-50-452-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.11	
	013393-MAY16	6/1-30 service May calls	10-60-461-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.68	
	013393-MAY16	6/1-30 service May calls	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.06	
	013393-MAY16	6/1-30 service May calls	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.76	
	013393-MAY16	6/1-30 service May calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	65.14	
	013393-MAY16	6/1-30 service May calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	40.74	
	013393-MAY16	6/1-30 service May calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.76	
	013393-MAY16	6/1-30 service May calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.88	
	013393-MAY16	6/1-30 service May calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.05	
	013393-MAY16	6/1-30 service May calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.90	
					-----	-----	
					0.00	1,323.66	
57495 NEW YORK CLEANERS							
	53116	May PD dry clean uniforms	10-20-420-650.00	UNIFORMS	0.00	247.20	
58743 OLIVER, LD SEED COMPANY INC							
	00009327	118959 mark baseball flds	10-30-432-612.00	GENERAL SUPPLIES	42.90	42.90	
61912 PINEBROOK KENNELS, LLC							
	00200143	061316 dog food 40#	10-20-420-890.00	Canine Unit	141.00	141.00	
68435 PLACESENSE							
	00006655	532 May consultant planning	10-60-461-330.00	OTHER PROFESSIONAL	1,898.40	1,898.40	
42072 PORTER, JASON							
	060716	gym may-jun \$40/ea & vet	10-20-420-825.00	Gym Membership	0.00	80.00	
	060716	gym may-jun \$40/ea & vet	10-20-420-890.00	Canine Unit	0.00	26.72	
					-----	-----	
					0.00	106.72	
62640 PRESCOTT, EJ INC							
	00001682	4991452 9/15 nut bolts TBret'd	50-10-410-612.00	GENERAL SUPPLIES	300.00	105.77	
	00001682	4991452 9/15 nut bolts TBret'd	55-20-420-612.00	GENERAL SUPPLIES	100.00	100.00	
		4994553 p.o 1682 ret'd bolts	50-10-410-612.00	GENERAL SUPPLIES	0.00	-105.77	
		4994553 p.o 1682 ret'd bolts	55-20-420-612.00	GENERAL SUPPLIES	0.00	-100.00	
					-----	-----	
					400.00	0.00	
62707 PRESTON-URIBE, SARA							
	061416	JR tennis cmp can't attnd	10-00-000-222.30	DEF REV REC PROGRAMS	0.00	99.00	

06/16/16
04:44 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 29

Page 7 of 10
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/21/16 thru 06/21/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

63713 RADIO NORTH GROUP INC							
00012035	24136799	radios new ambulance	40-10-421-450.00	Cap Purchases Fire/Rescue	796.00	796.00	
55874 RANDALL, MICHAEL							
00005768	17	balloon twist wrkshp May	10-50-452-831.00	REVENUE PROGRAMS	10.00	10.00	
68452 SASSO, IAN							
	061516	cdl exam	50-10-410-810.00	DUES AND FEES	0.00	22.66	
	061516	cdl exam	55-20-420-810.00	DUES AND FEES	0.00	22.66	
					-----	-----	
					0.00	45.32	
67005 SECURITY MUTUAL INSURANCE CO OF NY							
	246087	JUNE LTD STD prem	10-10-404-520.60	LONG TERM DISABILITY	0.00	712.68	
	246087	JUNE LTD STD prem	10-10-404-520.70	SHORT TERM DISABILITY	0.00	528.04	
	246087	JUNE LTD STD prem	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	75.49	
	246087	JUNE LTD STD prem	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	75.49	
					-----	-----	
					0.00	1,391.70	
60369 SEVEN DAYS NEWSPAPER							
00008649	162306	3/31 PW admin asst ad	10-10-416-540.00	ADVERTISING	288.00	288.00	
00008690	162306B	3/28 camp counselor onlin	10-10-416-540.00	ADVERTISING	29.00	29.00	
					-----	-----	
					317.00	317.00	
70769 SHERWIN WILLIAMS CO							
00009338	1391-3	fld marking paint	10-30-432-612.10	PLAYING SURFACE SUPPLIES	415.50	415.50	
00001714	2258-1	paint ww facilities	55-20-420-612.00	GENERAL SUPPLIES	174.91	161.42	
					-----	-----	
					590.41	576.92	
72698 SPILLANE'S TOWING & RECOVERY							
00200146	P-159449	tow drug invstgtn	10-20-420-340.00	TECHNICAL	150.00	150.00	
72432 SSCI							
00008688	108924	4 bckgrnd chcks MAY	10-10-416-330.00	OTHER PROFESSIONAL	60.00	60.00	
73450 STATE OF VERMONT							
00001777	050916	2 ww trmnt lic 7/1/16	55-20-420-820.00	PROFESSIONAL DEVELOPMENT	250.00	250.00	
00001776	050916B	3 wtr distrb lic renwl	50-10-410-820.00	PROFESSIONAL DEVELOPMENT	240.00	240.00	
					-----	-----	
					490.00	490.00	
48700 SYMQUEST GROUP INC							
	1033677	fire copier 5/1-31	10-20-421-430.20	PHOTOCOPIER MAINTENANCE	0.00	6.45	
	1036193	6/8-7/7 copier use	10-10-412-430.20	PHOTOCOPIER MAINTENANCE	0.00	39.60	
					-----	-----	
					0.00	46.05	
21288 SYNCB/AMAZON							
00051755	5475434A	dvds	33-50-451-640.01	Resource Sharing Books	283.16	283.16	

06/16/16
04:44 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 29

Page 8 of 10
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/21/16 thru 06/21/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

00051755	5475434B	dvds	33-50-451-640.01	Resource Sharing Books	16.77	16.77	
00051755	5475434C	dvds	33-50-451-640.01	Resource Sharing Books	11.89	11.89	
00051755	5475434D	dvds	33-50-451-640.01	Resource Sharing Books	19.16	19.16	
					-----	-----	
					330.98	330.98	
76719 THE TECH GROUP, INC.							
00007198	70914	6/1-30/16 bulk hrs	10-10-417-340.00	TECHNICAL	4,300.00	2,250.00	
00007198	70914	6/1-30/16 bulk hrs	50-10-410-340.00	TECHNICAL SERVICES	9.00	9.00	
00007198	70914	6/1-30/16 bulk hrs	55-20-420-340.00	TECHNICAL SERVICES	9.00	9.00	
					-----	-----	
					4,318.00	2,268.00	
76960 U.S. BANK EQUIPMENT FINANCE							
	305621237	6/10-7/10 copier rental &	10-20-420-430.20	PHOTOCOPIER MAINTENANCE	0.00	145.10	
78210 UNIFIRST CORP							
	036 1747161	uniforms rents rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1747161	uniforms rents rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1747161	uniforms rents rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1747162	rent uniforms & rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1747162	rent uniforms & rags	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	17.91	
	036 1747162	rent uniforms & rags	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	17.91	
	036 1748439	uniforms rents rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1748439	uniforms rents rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1748439	uniforms rents rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1748440	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1748440	rent uniforms rags	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	17.91	
	036 1748440	rent uniforms rags	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	17.91	
	036 1749694	rags uniforms rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1749694	rags uniforms rent	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1749694	rags uniforms rent	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
					-----	-----	
					0.00	213.71	
82984 VCJTC							
00002988	160611741	recertify Porter K-9 ptrl	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	46.50	46.50	
80538 VERMONT DEPARTMENT OF TAXES							
	PT-173052616	PTR voucher 57 Bombardier	22-10-410-710.00	Land Purchase Bombardier	0.00	5.00	
71677 VERMONT EMS CONFERENCE							
00012037	060616	annual FY'16-'17 dues	10-20-422-810.00	DUES AND FEES	120.00	120.00	
81055 VERMONT LEAGUE OF CITIES & TOWNS							
00008683	2016-17502	Wells HR wrkshp 6/2	10-10-410-820.00	PROFESSIONAL DEVELOPMENT	120.00	60.00	
84400 VLCT PACIF, INC.							
00006651	2016-17677	castle/Pitts 6/15 wrkshp	10-60-461-820.00	PROFESSIONAL DEVELOPMENT	120.00	120.00	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/21/16 thru 06/21/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
57039 VT RURAL WATER ASSOCIATION								
	00001779	061016	5/5 annl conf trade shw	50-10-410-820.00	PROFESSIONAL DEVELOPMENT	50.00	50.00	
	00001779	061016	5/5 annl conf trade shw	55-20-420-820.00	PROFESSIONAL DEVELOPMENT	50.00	50.00	
						-----	-----	
						100.00	100.00	
83844 W.B. MASON CO INC								
		C1390238STMT	clean stmt bal from 6/13	10-10-416-611.00	OFFICE SUPPLIES	0.00	-0.44	
	00008686	I34810858	fin analyst platfrm kybrd	10-10-410-611.00	OFFICE SUPPLIES	13.96	13.96	
	00008686	I34810858	fin analyst platfrm kybrd	10-10-416-611.00	OFFICE SUPPLIES	119.99	119.99	
	00008686	I34811485	org bins sorter TM	10-10-416-611.00	OFFICE SUPPLIES	29.98	29.98	
	00008692	I34895871	whiteboard (2nd)	10-10-410-611.00	OFFICE SUPPLIES	80.00	80.00	
	00008692	I34922722	hangng strips	10-10-410-611.00	OFFICE SUPPLIES	5.99	5.99	
	00006645	I35190251	dsk zoning admin	10-60-461-743.00	FURNITURE & FIXTURES	610.99	591.67	
	00008693	ZBU2486	paper folders	10-10-416-611.00	OFFICE SUPPLIES	47.00	47.00	
						-----	-----	
						907.91	888.15	
79153 WELLS, ERIK								
		061416	cable cmnnty rm TV	10-10-416-611.00	OFFICE SUPPLIES	0.00	12.99	
		061416B	6/2 mi. HR wrkshp Erik	10-10-410-580.00	TRAVEL	0.00	39.06	
						-----	-----	
						0.00	52.05	
72132 WESTAFF USA, INC								
	00004557	WC340146	w/e 6/4 Therrien finance	10-10-413-330.00	OTHER PROFESSIONAL SER.	359.84	359.84	
86543 WEX BANK								
		45628261	MAY ACTIVITY	10-10-410-626.00	GASOLINE	0.00	52.83	
		45628261	MAY ACTIVITY	10-20-420-626.00	GASOLINE	0.00	2,709.57	
		45628261	MAY ACTIVITY	10-30-429-626.00	GASOLINE	0.00	39.64	
		45628261	MAY ACTIVITY	10-30-430-626.00	GASOLINE	0.00	29.24	
		45628261	MAY ACTIVITY	10-30-432-626.00	GASOLINE	0.00	146.61	
		45628261	MAY ACTIVITY	50-10-410-625.00	DIESEL FUEL	0.00	35.74	
		45628261	MAY ACTIVITY	50-10-410-626.00	GASOLINE	0.00	148.61	
		45628261	MAY ACTIVITY	55-20-420-625.00	DIESEL FUEL	0.00	35.75	
		45628261	MAY ACTIVITY	55-20-420-626.00	GASOLINE	0.00	148.61	
						-----	-----	
						0.00	3,346.60	
86840 WINOOSKI PRESS								
	00200145	13421	40) 3 part warning tickt	10-20-420-550.00	PRINTING AND BINDING	298.00	298.00	
	00200139	13422	bscards McQueen/Larent/BR	10-20-420-550.00	PRINTING AND BINDING	120.00	108.00	
	00008691	13424	Del Tx Forms	10-10-415-850.00	CONTINGENCY	185.00	185.00	
						-----	-----	
						603.00	591.00	
35050 WOOD, GEORGE INC								
	00200140	256314	tires AAN385 '15Tahoe	10-20-420-430.10	VEHICLE MAINTENANCE	416.00	412.00	

06/16/16
04:44 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 29

Page 10 of 10
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/21/16 thru 06/21/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
87159 XEROX BUSINESS SERVICE LLC		1270319	ACS recording April	10-10-412-340.10	TECHNICAL/ACS	0.00	1,551.11	
90000 ZOLL MEDICAL		00012036 2386882	stat padz AED	10-20-422-612.00	GENERAL SUPPLIES	125.00	118.75	
Report Total							117,899.74	

THESE INVOICES HAVE BEEN APPROVED BY THE TOWN MANAGER ON THE FOLLOWING DATE:

Donna Barlow Casey, Town Manager

APPROVED ON ____/____/____

To the Treasurer of the TOWN OF MILTON:

We Hereby certify that there are sufficient vouchers supporting the amounts owed to the above mentioned vendors.

Let this be your order for the payments of the amounts totaling \$ ***117,899.74

SELECTBOARD:

_____ Darren Adams, Chair	_____ Ken Nolan, Vice Chair	_____ John W. Bartlett, Secretary	_____ John Palasik	_____ John Cushing
------------------------------	--------------------------------	--------------------------------------	-----------------------	-----------------------

06/16/16
04:38 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 29

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/22/16 thru 06/22/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

17950 BCBSVT							
	035280001646	july '17 heatlh ins prems	10-10-410-210.10	GROUP HEALTH INSURANCE	0.00	1,929.08	
	035280001646	july '17 heatlh ins prems	10-10-412-210.10	GROUP HEALTH INSURANCE	0.00	3,448.04	
	035280001646	july '17 heatlh ins prems	10-10-413-210.10	GROUP HEALTH INSURANCE	0.00	2,531.60	
	035280001646	july '17 heatlh ins prems	10-20-420-210.10	GROUP HEALTH INSURANCE	0.00	9,802.36	
	035280001646	july '17 heatlh ins prems	10-20-421-210.10	GROUP HEALTH INSURANCE	0.00	711.38	
	035280001646	july '17 heatlh ins prems	10-20-422-210.10	GROUP HEALTH INSURANCE	0.00	711.38	
	035280001646	july '17 heatlh ins prems	10-30-429-210.10	GROUP HEALTH INSURANCE	0.00	1,502.63	
	035280001646	july '17 heatlh ins prems	10-30-430-210.10	GROUP HEALTH INSURANCE	0.00	4,268.28	
	035280001646	july '17 heatlh ins prems	10-30-432-210.10	GROUP HEALTH INSURANCE	0.00	253.16	
	035280001646	july '17 heatlh ins prems	10-40-441-210.00	Group Health Ins	0.00	195.63	
	035280001646	july '17 heatlh ins prems	10-50-451-210.10	GROUP HEALTH INSURANCE	0.00	1,012.64	
	035280001646	july '17 heatlh ins prems	10-50-452-210.10	Group Health Insurance	0.00	1,422.76	
	035280001646	july '17 heatlh ins prems	10-60-461-210.10	GROUP HEALTH INSURANCE	0.00	1,733.45	
	035280001646	july '17 heatlh ins prems	50-10-410-210.10	GROUP HEALTH INSURANCE	0.00	506.32	
	035280001646	july '17 heatlh ins prems	55-20-420-210.10	GROUP HEALTH INSURANCE	0.00	506.32	
					-----	-----	
					0.00	30,535.03	

				Report Total		30,535.03	
						=====	

THESE INVOICES HAVE BEEN APPROVED BY THE TOWN MANAGER ON THE FOLLOWING DATE:

Donna Barlow Casey, Town Manager

APPROVED ON ____/____/____

To the Treasurer of the TOWN OF MILTON:

We Hereby certify that there are sufficient vouchers supporting the amounts owed to the above mentioned vendors.

Let this be your order for the payments of the amounts totaling \$ ****30,535.03

SELECTBOARD:

Darren Adams, Chair Ken Nolan, Vice Chair John W. Bartlett, Secretary John Palasik John Cushing

Milton Selectboard Meeting Minutes

June 6, 2016 at 6PM

Municipal Building Community Room

Selectboard Members Present: Darren Adams, Chair; Kenneth Nolan, Vice Chair; John Bartlett, Clerk; John Palasik, Member; John Cushing, Member

Selectboard Members Not Present: None

Staff Members Present: Donna Barlow Casey, Town Manager; Erik Wells, Director- Administration & Community Affairs; Kym Duchesneau, Recreation Coordinator; Ben Nappi, Assistant Recreation Coordinator; Nathan Lavallee, WWW Superintendent; Dustin Keelty, DPW Operations Supervisor; Brett Van Noordt, Police Chief; Don Turner, Fire/Rescue Chief

Others Present: Jim Norton, Courtney Lamdin, Tom Moreau

I. **Call to Order** – Adams called the meeting to order at 6:01 PM

II. **Flag Salute** – Adams led the attendees in a Salute to the Flag.

III. **Agenda Review**- none

IV. **Public Forum**- Jim Norton of Long Pond Drive updated the Board over concern regarding shooting taking place from semi-automatic rifles at a nearby property. When the shooting had started again he connected with Milton PD and Corporal Grenier was very helpful with the situation and assessing the area. The shooting has since stopped. Mr. Norton was very thankful and wanted to update the Board on the good work and response by the Milton PD.

V. **Appointments**

A. Reappoint Don Turner as Town Forest Fire Warden, 5 Year Term

Turner stated he has served as the Town Forest Fire Warden for 12 years. The online burn permit system is working well. Cushing moved to reappoint Don Turner as Town Forest Fire Warden for a Five Year term, second by Palasik. **Approved Unanimously.**

VI. **Discussions**

A. FY '17 to FY '22 Capital Improvement Plan

Barlow Casey stated adoption of the plan is not being sought for tonight. The process forward is to come to an agreement on the draft plan and then file in the Town Clerk's Office Tuesday and warn a public hearing for 15 days later on Tuesday, June 21st. During that time the Planning Commission will also provide comment on the draft CIP. Barlow Casey said the process moving forward will be each project will need approval by the Board in the fiscal year to expend the funds. Nolan requested the x's on the CIP spreadsheet are removed for clarity. The hot box project was discussed and funding it through the municipal loan fund and the rationale for it creating savings. Adams stressed to make sure everything in the narrative and spreadsheet match. Each project on the CIP was then stated and discussion took place if Board members had questions. Cushing asked about funding for a new grader which was not presently identified in the plan. The Board agreed to remove funding for a new Bobcat and program \$24,000 toward the purchase of a new grader in an outlying year. The impact fee estimate to levy in FY '17 was discussed. The

48 Board decided to keep impact fees the same amount in FY '17. Additional funding is
49 needed to be identified by Barlow Casey where impact fees can be used in order to
50 maintain that current level. Bartlett moved to approve the draft capital improvement plan
51 for FY '17 – FY '22 by amending it to eliminate the Bobcat, allocate \$24,000 toward the
52 future purchase of a grader and to add a SCADA system update as a wastewater project
53 through the enterprise fund. Second by Cushing. **Approved Unanimously.**
54

55 **B. Opiates in the Community**

56 Police Chief Brett Van Noordt updated the Selectboard on opiate use and related crime in
57 Milton. Heroin is coming in from out of state, \$2 million worth passes through the State
58 weekly. People are stealing to obtain means to acquire the drugs at times. The
59 frequency of overdoses in Milton due to opiate use has increased in the past year. All
60 officers carry narcan as a means to revive an individual who has overdosed. Milton
61 Rescue has responded to 12 overdoses so far in 2016. An overdose is taking place every
62 7-10 days in Milton.
63

64 **C. Chittenden Solid Waste District (CSWD) FY '17 Budget**

65 CSWD General Manager Tom Moreau addressed the Board and sought approval of the FY
66 '17 budget. Each member municipality is asked to vote on the budget. Proposed is a \$9.6
67 million operating budget and \$1.9 million capital budget. Moreau provided an overview of
68 the budget document. Operating budget is up 1.1%, and the need for an increase in the
69 capital budget is to move transfer stations in Burlington and Hinesburg. Nolan sought
70 CSWD Commissioner Barlow Casey's take on the proposed budget, and Barlow Casey
71 stated she was in support of it. Bartlett moved to approve the FY '17 CSWD budget as
72 presented, second by Cushing. **Approved Unanimously.**
73

74 **D. Water/Wastewater FY '17 Budget**

75 Superintendent Lavallee explained the Selectboard is tasked with adopting the enterprise
76 fund budgets and setting the rates each fiscal year. He walked the Board through each
77 budget. He recommends a 3% increase in the water rate base fee and usage fee to absorb
78 the increase for water by the Champlain Water District and to continue to build the reserve
79 fund. Nolan requested the recent rate study for review. Discussion and possible adoption
80 will be an agenda item at the June 21 meeting.
81

82 **E. Town Social Media Policy and Procedures**

83 Bartlett had requested an update on what the Town's current policy and procedures for
84 social media are. Barlow Casey walked the Board through current policy and stated
85 Facebook Pages exist for the Town, Recreation Department, Police Department and Fire
86 Department. Departments manage their staff pages and information is posted to be shared
87 with the community on these pages. The Board requested that management of these
88 pages remains by staff.
89

90 **VII. Warrant Report #28**

91 Bartlett reviewed warrant report #28. He shared some items, in random order:

- 92
93 - Action Flag Company, \$2,084 - MFD replace flats and poles displayed along Route 7
94 - BCBCVT, \$33,396.88 - health insurance premiums
95 - CCRP, \$16,192.27 - CCRP paid as project manager, work done by Tool Design Group - Railroad
96 Street sidewalk crossing extension scoping study - covered by grant funds

- 97 - Core Logic, \$18,632.35 - refund overpayment of property taxes for multiple properties to this
- 98 tax service
- 99 - GMP, \$14,155.06 - electricity 4/22-5/25/16
- 100 - Kenneth Adams Inc, \$1,519.35 - renovations of Finance office
- 101 - Milton Town School District, \$75,286 - payment of impact fees for FY15/16 - covered by Town
- 102 impact fee fund
- 103 - Town of Colchester, \$66,747.83 - payment 3 of 3 for dispatching, split by MPD, MFD, MRD
- 104 - Yipes Stripes, \$6,163 - transfer of all police equipment to new cruiser 121 (\$5,306) and striping
- 105 package for new Ford cruiser 525 (\$1,600)

107 Bartlett moved to approve warrant report #28 in the amount of \$302,763.72, second by Nolan.
108 **Approved Unanimously.**

109
110 **VIII. Minutes of May 16 and May 23**

111 Bartlett moved to approve the Selectboard Meeting Minutes from May 16 and May 23 as
112 presented. Second by Nolan. **Approved Unanimously.**

113
114 **IX. Executive Session**

115 Bartlett moved to find premature public knowledge about Human Resources would cause the
116 Town or person to suffer a substantial disadvantage. Second by Nolan. **Approved**
117 **unanimously.**

118
119 Bartlett moved to enter into Executive Session to discuss Human Resources under the
120 provisions of V.S.A. Title 1 Section 313 and include Wells and Barlow Casey. Second by Nolan.
121 **Approved unanimously.**

122
123 **Entered Executive Session at 9:00 PM.**

124
125 Bartlett moved to close at 10:08 PM Executive Session, second by Cushing. **Approved**
126 **unanimously.**

127
128 **There was no action as a result of Executive Session**

129
130 **X. Adjournment**

131 Bartlett moved to adjourn the Selectboard Meeting. Second by Palasik. **Approved unanimously.**

132
133 **Respectfully Submitted,**

134 **Date:** _____

135 **John Bartlett, Selectboard Clerk**

136
137 **Filed with Milton Town Clerk's Office on this _____ day of _____, _____**

138
139 **ATTEST:** _____ **Milton Town Clerk**