



Annotated Agenda

12/14/15

4. Consider Authorizing Funds for the Wastewater Capacity Study

Guests: (1) None anticipated

Enclosures: (1) Proposed wastewater treatment facility planning study agreement and scope of services

The study was prompted by the capacity issues raised during discussions of the wastewater allocation moratorium and interim zoning last spring. Aldrich and Elliott were the project engineers on the most recent wastewater treatment facility update, and have much information already in hand. Key questions to be answered by the study:

- How to achieve and/or maintain compliance with more stringent water quality standards, especially the phosphorous discharge limits establish in the total maximum daily load (TMDL) for Lake Champlain. The study will look at the new phosphorous discharge limits of 0.2 mg/L and the lower 0.1 mg/L level.
- What the Town's ultimate wastewater treatment capacity may be. The current permit is for 250,000 gallons per day (gpd). The facility has a design capacity of 308,000 gpd, and full "build-out" in the village growth area requires wastewater capacity in the range of 450,000 to 500,000 gpd.
- What the rough order of magnitude of costs is for each component for planning purposes.

The cost of the proposed study is \$14,400; the recommendation is to approve a sum not to exceed \$15,000. The proposed source of funds is the wastewater upgrade and replacement reserve fund that contained \$185,550 as of June 30th.

Consider a motion to authorize Aldrich and Elliott to perform a wastewater treatment facility planning study for an amount not to exceed \$15,000, paid from the wastewater upgrade and replacement reserve fund; and to authorize the Town Administrator to execute the agreement and other related documents (if any).

5. FY17 Budget Presentations and Discussion

Guests: (1) Jen McCuin, Recreation Coordinator
(2) Michael Anthony, Highway Foreman

Enclosures: (1) FY17 Budget (v.03, dated 12/11/15) [includes revenues, expenditures, and major increases/decreases]
(2) FY17-FY21 Capital Improvement Program [summary and detail]
(3) Draft FY17-FY21 Capital Improvement Program narrative

The version of the FY17 budget before the Board is v.03 (dated 12/11/15). This version is an amended version of the budget presented to the Board on November 16th (v.02). The latest version (v.03) is \$3,375,979, an increase of 5 percent from FY16 as approved. This is an increase of \$33,634 from v.02 (the 11/16/15 presentation version).

The increase between v.02 and v.03 is driven by a jump in workers' compensation insurance (72 percent increase) and property and casualty insurance (13 percent). Half of those costs will be born in FY16; the FY17 budget includes the other half (both are based on a calendar year) and a projected amount for the remaining six months of FY17.

The increase in workers' compensation costs (\$41,506 total; from \$57,894 to \$99,400) is due to both a change in the rates charged for the various categories of employees (highway and police, notably) and the experience modification. The experience modification is a multiplier based on the Town's claims experience during a three-year period (calendar years 2012, 2013, and 2014). An experience modification of 1.0 is considered average; a modification less than 1.0 is desirable (and lowers the cost) while a modification greater than 1.0 is less than desirable (and increases the cost). The Town's experience modification increased from 1.23 in 2015 to 1.76 for 2016. The increase is not due to an increase in the number of workers' compensation claims, of which there were 13 during the three-year period, but rather a single incident that accounts for 73 percent of the total claims costs.

Staff has already met with VLCT personnel to discuss ways to address the increase. The safety committee will be re-energized, and tasked with reviewing and/or implementing pertinent policies and training protocols. Demonstrated work in the committee and policy arena can help the Town earn "credit" to offset the increase in the following year. The experience modification also applies to all Town departments and has been included in the general fund's portion of workers' compensation costs – the Town may want to split the costs out so that the water/wastewater fund pays a proportionate share. The latter move is an equity move, as it does not lower the cost overall but rather re-assigns a portion of it from the general fund.

The latest version of the budget does not include funds or funding actions since requested by the various boards, committees, and commissions. A number of those have been identified, and the general guidance has been for the members to make those requests to the Selectboard directly at this point.

Changes made from v.02 are shown in light blue in the FY17 Proposed column.

Action is neither required nor anticipated.

6. Town Administrator's Report

- a. *Water supply and treatment project update* – The contract and change order signing occurred Wednesday afternoon at Town Hall. The project has officially entered the construction and implementation phase, with Naylor and Breen (the Town's Brandon, VT-based contractor for the project) slated to begin on Monday (12/14). Erosion control is the first task, followed by excavation for the building's foundation. The total project window is 210 days, placing completion near the 4th of July. Earlier project timeline estimates (prior to the bid openings) forecast start dates in April with completion dates in September or October.
- b. *Board, committee, commission reappointments* – Staff reached out to the board, committee, and commission chairs to ask about concerns and/or attendance. The information is in the process of collection and compilation, and reappointments can occur at the 12/21 meeting.
- c. *Baldwin Road work* – Mike Anthony and his crew installed 200' of underdrain along a section of Baldwin Road on Wednesday. The pipe was installed in the center of the road, with daylight (outlets, essentially) after each 100 linear foot section of pipe. The drainage should help with wetness issues along a significant

portion of one of the problem areas. Mike will be at the meeting for the highway budget presentation and discussion, and can answer questions about the work that was completed.

- d. *CSWD Drop-Off Center lease agreement/extension* – There should be an agreement to present for action on 12/21.
- e. *Frequently Asked Questions* – Time is running out to supply any entries for the, “Frequently Asked Questions,” document proposed for the annual report. Please submit those entries to the Administrator’s office as soon as possible.
- f. *Questions for legislators* – A pair of legislators are scheduled to attend the 12/21 meeting; please let us know if you have any questions for them to come prepared to discuss.