

MEMORANDUM

To: Greg Duggan, Town Manager and the Selectboard
From: Aaron Martin, P.E., Public Works Director
Annie Costandi, P.E., Water Quality Director
Daniel Roy, Finance Director
Subject: FY 2026 Water and Sewer Budget and Rates
Date: May 09, 2025

ISSUE:

The issue is whether the Selectboard will approve the proposed water and sewer budgets including approval of the proposed rate structure for FYE2026, with the new rates to be reflected in the next full billing period following budget approval.

DISCUSSION:

This operating budget projects our financial needs and resources for providing safe and quality drinking water, and sanitary sewer service to homes and businesses throughout the community. This proposed budget takes into consideration historical actual expenses as well as anticipated changes, such as wage/salary increases, benefit increases, inflation, and changes in costs of materials, supplies, transportation, and utilities.

Our approach to budgeting has been to keep up with inflation while being proactive with our overall infrastructure maintenance and replacements. Over the past five years, we've been able to maintain a water rate increase averaging 16 cents per 1,000 gallons, roughly a (2% to 3%) annual increase. The sewer rates have seen similar numbers with an average annual rate increases of 38 cents per 1,000 gallons, (3% to 4%) annual increase. The recent economy, material costs, and rate of inflation requires a slightly larger increase than seen in prior years. In addition, this budget addresses the need to increase funding for future asset replacement of critical, aging components of both the water and sewer systems.

Shared Accounts:

The total proposed FY 2026 budget for Shared Water and Sewer Accounts is \$1,059,076. This account includes all labor and benefits costs, and items for both water and sewer such as professional services, Repair and Maintenance, tools and general supplies, and other department admin costs. Labor and benefits continue to make up the largest costs making up 86.9% of this year's total Shared account budget. This year's budget will continue to use an allowance for one open water and sewer position in the department. Management continues to advertise for these open positions with no qualified candidates applying. Additionally, the 614,000 Meters and Parts line has increased to \$30,000 to reflect increases in costs of meters, parts, and the number of replacement meters or new meters fluctuates over time.

As in previous budgets, there is a distinction between how much of the shared budget relates to water distribution and how much actually relates to sewer. The shared budget includes line items that are used and/or required for both water and sewer. This ratio was changed over the years and

is greatly impacted by the reduced labor cost on the sewer side. The sewer pump station operations and maintenance has reduced the hours needed for staff to maintain the stations. This 60/40 water/sewer split closely approximates real shared costs percentages but also recognizes that the water and sewer bills should in a general sense reflect all costs including the cost increases for wholesale purchase of water and wholesale treatment of wastewater. This year, using a 60/40 split between water/sewer, the total portion of the shared budget for each has been provided below.

Water: \$555,698.90

Sewer: \$371,540.10

Lastly, 330.000 Professional Services, has evolved overtime and continues to address some of the Engineering/technical services for the water and sewer department as needed. This account was previously consolidated from both the water and sewer professional services accounts. The account does not include professional services required in connection with an identified Capital account but may include engineering planning services needed to help define a Capital Project after identified by staff. The decrease to \$28,000 this year in this item reflects the actual expenditures over the past several years and the increased use of capital funding for other professional services related to an identified capital project.

Water Accounts:

The total proposed budget for Water Accounts for FY 2026 is \$1,164,030. The largest driver of cost for the water budget is the purchase of water from the Champlain Water District. The total cost for water purchases budgeted for FY 2026 is \$860,900. This equates to 74.0% of the Water Accounts budget. Other items budgeted include R&M costs associated with maintaining the water distribution infrastructure, asset depreciation costs associated with the distribution system, and other items including insurance, training costs and other purchased services. There are two new lines in this year's budget. The first being "920.000 Capital Transfer", for future projects associated with asset replacements identified on the capital plan. Further discussion on this Capital Transfer can be found on page 3 of this memo. The proposed FY 2026 budget for this line is \$60,000. Additionally, "980.003 Colchester Twin Tank Project", has been broken out of 411.000 Water Purchased line. The intent is to provide an accurate picture of all debt services associated with the system. Including the portion of the shared budget as it relates to water, this year's water rates are based on a total budget of \$1,638,623.28.

Sewer Accounts:

The total proposed budget for Sewer Accounts for FY 2026 is \$1,737,001. The largest drivers of cost for the sewer budget continue to be treatment costs from the City of Essex Junction, and the Repair and Maintenance costs associated with the contract the Town of Essex currently has with Champlin and Associates. The total costs budgeted in FY 2026 for these two items is \$1,062,157. This equates to 61.2% of the Sewer Accounts budget. As like the Water Account budget, this account covers other including R&M costs associated with maintaining the water distribution infrastructure, asset depreciation costs associated with the distribution system, and other items including insurance, training costs and other purchased services. The Sewer Account budget also added a new line, "920.000 Capital Transfer", for future projects associated with asset replacements identified on the capital plan. Further discussion on this Capital Transfer can be found on page 3 of this memo. The proposed FY 2026 budget for this line is \$30,000. Including

the portion of the shared budget as it relates to sewer, this year's sewer rates are based on a total budget of \$2,007,980.10.

Proposed FY 2026 Water Rate

Proposed Water Rate: **\$6.67/1,000 gallons**

Rate Increase: **31 cents per 1,000 gallons (4.81%)**

Average Family Increase: **\$1.86 per month**

For a single-family home using 200 gallons of water daily, this year's rate increase equates to an annual water bill increase of \$22.32. See enclosed table titled "Historical Water Rate Increase Impact on Average Family".

Minimum Water Charge:

The minimum water charge is equal to 50% of the average daily family usage which equates to 100 gpd. The minimum rate has stayed constant in past years. Historically, when the current minimum drops below 85% of the actual minimum charge calculated with the new water rate, using the assumed usage of 100 GPD, it has been past practice to raise the minimum water charge, to meet the current financial needs to provide a minimum of 100 GPD. Using the current proposed water rate, the use of 100 gpd will cost \$243.46. The current minimum water charge for a year is \$210. Staff recommends raising the minimum water charge from \$210 to \$240 for FY 2026 to better reflect actual costs.

Proposed FY 2026 Sewer Rate

Proposed Water Rate: **\$12.00/1,000 gallons**

Rate Increase: **67 cents per 1,000 gallons (4.97%)**

Average Family Increase: **\$3.46 per month**

For a single-family home using 200 gallons of water daily, this year's rate increase equates to an annual sewer bill increase of \$41.50. See enclosed table titled "Historical Water Rate Increase Impact on Average Family". For a single-family home connected to both water and sewer, the combined annual increase would be \$63.82, or \$5.32 per month. This would be a 4.91% increase over current rates.

Most other communities are in the process of setting rates currently. The attached chart, "Comparison of Water and Sewer Rates of Local Municipalities", reflects existing rates 2024 unless noted otherwise. Also, many municipalities have adopted a combined fixed and usage rate. In those cases, the rate numbers were adjusted based on an average 200 gpd usage for a residential connection. Please note, this compares the existing water and sewer rates to the Town's new proposed rates. This is for comparison purposes only, to see how we measure up to neighboring communities.

System Stabilization and Sustainability:

The long-term sustainability of both our water and sewer systems is critical not only for public health concerns but for the future growth and development of the community. Investing into our community on projects that can achieve these goals should be a priority. As of the conclusion of fiscal year 2024, the Town has a total of \$4.85M in unrestricted net position, which can be used

towards the long-term capital needs of the Water & Sewer Fund and to maintain an operating reserve for the Fund as well. The current FY26 budget proposal for the Water & Sewer Fund includes a planned set aside of \$90,000 for future capital improvements, like the \$74,000 surplus that is planned to set aside for FY25.

Over the next five years, from FY26-FY30, the Town has ambitious plans for developing the infrastructure and Capital needs of the Water & Sewer Fund, including projects for Fort Ethan Allen, Chelsea Road and Lang Farm Pump Station, among others. Even with the anticipated receipt of SRF funds to help offset the costs of these projects, the Fund could be spending a net of \$6M on planned capital projects over the next 5 fiscal years, with the larger projects funded through bond approved debt. The primary focus of our current Financial Model is to fund projects and programs that are critical to the long-term sustainability of our system while also serving as an operating revenue source during cash flow shortages.

The Finance Department will be developing an Unrestricted Net Position and Reserves Policy to assist with the long-term planning of the Water & Sewer Fund in the near future.

Future Rate and Fee Considerations:

The budget and rate development outlined in this memorandum follows the methods used in previous years. It uses the water meter as the only means of establishing usage and rates (except in a very few unique cases). Billings are currently three times per year for all customers, except the large users who are currently being billed quarterly. The Town released a Request for Qualifications, (RFQ), for a Rate and Fee Study in October 2024, and a contract was awarded to Aldrich and Elliott to complete this comprehensive look at the Towns existing rate and fee structure and provide recommendations for improvement. This project has been on hold this winter but has been scheduled to pick up early summer of 2025. The project will be presented to the Selectboard in early fall with recommendations.

In addition to the work with the rate and few study, staff is currently reviewing and revising the sewer allocation process and updating the ordinance. The sewer service connection and allocation process is in need of updating. This work will continue through the summer and will likely be presented to the selectboard in the same timeframe as the rate and fee study. As this work is not complete, the current connection fees for both water and sewer have been left unchanged.

The Finance Department and Public Works will continue to work with our consultant to review our current rate and fee structure, and provide alternatives for future billing, and a revised water and sewer allocation / connection fee and procedure, to be reviewed and approved by the Selectboard at a future meeting in early fall.

ATTACHED DOCUMENTATION:

- Historical Water and Sewer Usage from FY 2015 Through FY 2024
- Historical Water and Sewer Rate Increase Impact on Average Family
- Comparative Retail Water and Sewer Rates Survey
- Proposed FY 2026 Shared, Water and Sewer Proposed Budgets

RECOMMENDATION:

It is recommended the Selectboard approve the proposed water and sewer budgets including approval of the proposed rate structure for FYE2026, resulting in the following changes to the rate and billing structure:

1. Water Rates/Fees:
 - a. Increase the water rate from \$6.36 per 1,000 gallons to \$6.67 per 1,000 gallons.
 - b. The water initiation fee at \$1000 base fee per connection plus \$5.90/gpd of capacity to remain the same.
 - c. Set the minimum water charge per year at \$240.
 - d. Interim or Final Billing request at \$35
2. Sewer Rates/Fees:
 - a. Increase the sewer operating fee from \$11.43 per 1,000 gallons to \$12.00 per 1,000 gallons.
 - b. The sewer initiation fee of \$1,000 base fee per connection plus \$10.60/gpd of capacity remains the same.
 - c. Interim or Final Billing request at \$35
3. The rate change and interim/final billing request would go into effect on all water/sewer usage with the billing period starting after the spring 2025 billings.

It is further recommended that the new rates be reflected in the next full billing period following budget approval.

Account Name	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Proposal
REVENUES							
Water Charges	1,337,054	1,436,644	1,388,021	1,456,217	1,521,994	1,568,090	1,638,623
Sewer Charges	1,518,613	1,599,384	1,602,451	1,659,445	1,769,652	1,898,876	2,007,980
Penalties - Water	12,601	15,454	16,637	14,318	14,812	14,999	14,985
Penalties - Sewer	15,120	20,802	20,981	18,702	19,714	19,061	19,213
New Connections Water	115,805	63,185	31,731	60,150	41,992	74,433	66,121
Sewer Connections	141,449	66,220	20,085	36,968	26,893	81,348	81,348
Misc. Income	2,975	20,652	18,009	7,781	12,967	11,216	9,287
Interest Income	19,510	13,483	9,611	54,654	181,837	167,000	122,550
Transfers	583	925	455	-	-	-	-
Revenues Subtotal	3,163,709	3,236,750	3,107,979	3,308,235	3,589,861	3,835,023	3,960,108
SHARED ACCOUNTS							
Salaries - Regular	461,012	490,601	498,537	513,208	518,563	617,041	614,130
Salaries - Part-Time	-	-	5,625	10,267	16,905	42,873	44,587
Salaries - Overtime	28,161	44,587	45,631	48,357	34,011	44,720	31,383
Allowance for Vacancies	-	-	-	-	-	(88,216)	(92,680)
Group Insurance	104,483	107,554	116,333	130,135	128,559	195,102	204,247
Social Security	36,712	39,580	41,359	41,337	45,921	58,083	56,858
Retirement	127,281	121,083	57,210	91,145	95,307	59,072	59,239
Other Employee Benefits	1,742	1,305	1,808	1,835	1,260	2,940	3,030
Professional Services	1,508	4,719	1,842	28,500	14,043	65,000	28,000
Audit	-	-	3,900	3,075	3,975	4,350	5,250
R&M - Vehicles & Equipment	165	93	1,509	10,466	1,952	1,200	5,000
R&M Vehicles - Supplies	2,453	1,065	2,168	2,549	2,530	3,000	3,000
R&M - Buildings & Grounds	1,086	5,689	3,892	7,232	18,801	4,000	10,000
Rental Vehicle / Equip	767	607	681	879	827	650	2,107
Training, Conf. Dues	-	-	1,299	473	348	663	520
Tech Subs Licenses	-	-	153	2,081	2,887	14,094	9,685
Communications	2,851	3,104	4,440	4,396	5,391	5,300	5,565
Advertising	4,927	6,822	8,418	-	46	1,500	1,750
Printing & Binding	-	-	-	4,192	4,067	2,300	4,500
Postage	-	-	-	5,191	7,120	7,100	7,455
Travel	1,854	14	-	1,049	789	3,000	750
General Supplies	-	-	263	963	1,023	500	1,500
Small Tools & Equipment	2,702	5,425	1,254	4,371	2,602	3,250	3,500
Uniforms	1,052	1,506	2,605	2,604	2,219	2,400	3,200
Meters & Parts	31,977	12,641	5,916	23,522	28,996	15,500	30,000
Electricity	4,566	4,402	3,213	3,097	2,604	4,000	4,200
Natural Gas/Heating	1,278	1,271	2,895	2,671	2,810	2,800	3,300
Tech: Equip / Hardware	325	1,936	33	802	5,089	2,500	5,000
Machinery & Equipment	1,716	-	-	-	-	3,500	4,000
Shared Subtotal	818,618	854,006	810,982	944,397	948,646	1,078,222	1,059,076

Account Name	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Proposal
WATER ACCOUNTS							
Water Purchase - CWD	672,698	688,587	708,068	738,489	762,130	815,000	860,900
R&M Infrastructure	26,744	44,083	112,997	46,579	74,683	65,000	70,000
Training, Conf. Dues	1,541	1,501	2,927	3,297	3,358	3,250	3,750
Insurance	10,317	8,243	18,488	19,238	11,324	10,409	8,306
Other Purchased Service	-	-	18,329	3,259	100	7,500	5,000
System Stabilization Fund	156,507	156,802	155,677	153,459	150,713	139,198	137,403
Colchester Twin Tank	-	-	-	-	-	-	18,671
Water Subtotal	868,807	903,059	1,023,033	964,321	1,002,307	1,040,357	1,104,030
SEWER ACCOUNTS							
Professional Services	-	26,309	3,653	13,802	16,701	-	-
Sewage Treatment - Village	530,736	647,096	602,646	691,486	787,333	806,250	803,357
R&M Infrastructure	67,258	120,920	43,242	151,216	269,136	306,480	362,300
Training, Conf. Dues	1,051	54	-	-	751	1,000	1,000
Insurance	14,401	12,251	22,848	24,356	17,247	16,582	12,343
Communications	-	58	12,043	21,505	51,506	7,200	22,000
Other Purchased Service	32,695	18,143	34,617	8,236	18,811	10,000	7,900
Natural Gas/Heating	-	-	-	-	1,477	1,750	1,850
Electricity	56,955	53,533	51,351	54,348	66,923	53,000	56,500
Machinery and Equipment	-	-	-	-	-	2,500	2,500
Meters & Parts	-	-	-	523	5,944	3,200	5,500
Sewer Stabilization Fund	156,507	156,802	155,677	153,459	150,713	139,198	137,403
WWTP Upgrade - Bradford Bond	34,274	33,689	33,084	30,804	30,214	29,600	28,971
Interest	3,651	(71)	3,088	2,798	2,502	2,200	1,893
RF1-148 SFR Loan WWTF	263,484	191,934	263,484	263,484	263,484	263,484	263,484
West Street Retrofit Bond	-	-	-	-	-	-	-
Sewer Subtotal	1,161,602	1,260,717	1,225,759	1,416,544	1,682,741	1,642,444	1,707,000
REVENUES TOTAL	3,163,709	3,236,750	3,107,979	3,308,235	3,589,861	3,835,023	3,960,108
EXPENSES TOTAL	2,849,027	3,017,782	3,059,774	3,325,263	3,633,694	3,761,023	3,870,107
NET OPERATIONS	314,682	218,968	48,205	(17,028)	(43,833)	74,000	90,001

Historical Water Usage

Year	Water Purchased (GPD)	Water Billed (GPD)	Unaccounted for Water (GPD)	Revenue Loss
2015	762,425	624,253	138,172	18.1%
2016	774,413	649,414	124,999	16.1%
2017	755,430	679,677	75,753	10.0%
2018	735,747	633,412	102,335	13.9%
2019	758,164	631,000	127,164	16.8%
2020	773,422	638,000	135,422	17.5%
2021	778,000	700,368	77,632	10.0%
2022	772,017	652,725	119,292	15.5%
2023	724,688	674,127	50,561	7.0%
2024	723,206	668,843	54,363	7.5%
2 Year Average	723,947	671,485	52,462	7.2%
5 Year Average	754,267	666,813	87,454	11.5%
10 Year Average	755,751	655,182	100,569	13.2%

Historical Sewer Usage

Year	Sewer Purchased (GPD)	Sewer Billed (GPD)	Unaccounted for Sewer (GPD)	Revenue Loss
2015	428,502	412,390	16,112	3.8%
2016	423,233	422,267	966	0.2%
2017	432,501	422,267	10,234	2.4%
2018	449,033	427,493	21,540	4.8%
2019	502,497	421,000	81,497	16.2%
2020	468,595	418,909	49,686	10.6%
2021	495,255	454,551	40,704	8.2%
2022	504,867	438,528	66,339	13.1%
2023	529,582	440,042	89,540	16.9%
2024	519,412	456,750	62,662	12.1%
2 Year Average	524,497	448,396	76,101	14.5%
5 Year Average	503,542	441,756	61,786	12.2%
10 Year Average	475,348	431,420	43,928	8.8%

Historical Water Rate Increase Impacts on Average Family

Fiscal Year Ending	Water Rate (per 1,000 Gallons)	Increase over Previous Year	Percent Increase Over Previous Year	Annual Average Cost @ 73,000 Gal. / Year
2016	\$ 4.88	\$ 0.28	6.90%	\$ 356.24
2017	\$ 5.06	\$ 0.18	3.69%	\$ 369.38
2018	\$ 5.13	\$ 0.07	1.38%	\$ 374.49
2019	\$ 5.26	\$ 0.13	2.53%	\$ 383.98
2020	\$ 5.56	\$ 0.30	5.70%	\$ 405.88
2021	\$ 5.62	\$ 0.06	1.08%	\$ 410.26
2022	\$ 5.78	\$ 0.16	2.85%	\$ 421.94
2023	\$ 5.90	\$ 0.12	2.08%	\$ 430.70
2024	\$ 6.18	\$ 0.28	4.75%	\$ 451.14
2025	\$ 6.36	\$ 0.18	2.91%	\$ 464.28
2026 (Proposed)	\$ 6.67	\$ 0.31	4.87%	\$ 486.91
2-Year Average		\$ 0.23	3.83%	
5-Year Average		\$ 0.16	2.73%	
10 - Year Average		\$ 0.18	3.39%	

Historical Sewer Rate Increase Impacts on Average Family

Fiscal Year Ending	Sewer Rate (per 1,000 Gallons)	Increase over Previous Year	Percent Increase Over Previous Year	Annual Average Cost @ 73,000 GPD
2016	\$ 7.73	\$ 0.59	8.26%	\$ 564.29
2017	\$ 8.09	\$ 0.36	4.66%	\$ 590.57
2018	\$ 8.59	\$ 0.50	6.18%	\$ 627.07
2019	\$ 8.98	\$ 0.39	4.54%	\$ 655.54
2020	\$ 9.54	\$ 0.56	6.24%	\$ 696.42
2021	\$ 9.64	\$ 0.10	1.05%	\$ 703.72
2022	\$ 9.93	\$ 0.29	3.01%	\$ 724.89
2023	\$ 10.27	\$ 0.34	3.42%	\$ 749.71
2024	\$ 10.91	\$ 0.64	6.23%	\$ 796.43
2025	\$ 11.43	\$ 0.52	4.77%	\$ 834.39
2026 (Proposed)	\$ 12.00	\$ 0.57	4.99%	\$ 876.00
2-Year Average		\$ 0.58	5.50%	
5-Year Average		\$ 0.38	3.70%	
10 - Year Average		\$ 0.43	4.84%	

Comparison of Water & Sewer Rates of Local Municipal Systems

Water System	Annual Average	
	August 2024 Retail Rate/1,000 Gallons	Cost @ 73,000 Gal. / Year
Town of Shelburne	\$ 7.90	\$ 576.70
City of Winooski	\$ 7.19	\$ 524.87
Colchester Fire District #3	\$ 7.00	\$ 511.00
Town of Milton	\$ 6.78	\$ 494.94
Town of Essex (2026 Proposed)	\$ 6.67	\$ 486.91
Average	\$ 6.21	\$ 453.33
Town of Williston	\$ 6.19	\$ 451.87
Colchester Town	\$ 6.11	\$ 446.03
Mallets Bay Water Company	\$ 6.11	\$ 446.03
Colchester Fire District #1	\$ 5.67	\$ 413.91
City of Essex Junction	\$ 5.60	\$ 408.80
City of South Burlington	\$ 5.30	\$ 386.90
Village of Jericho	\$ 3.97	\$ 289.81

Sewer System	Annual Average	
	August 2024 Retail Rate/1,000 Gallons	Cost @ 73,000 Gal. / Year
Shelburne	\$ 17.85	\$ 1,303.05
Hinesburg	\$ 14.73	\$ 1,075.29
Town of Essex (2026 Proposed)	\$ 12.00	\$ 876.00
Williston	\$ 10.44	\$ 762.12
Average	\$ 9.87	\$ 720.51
Burlington	\$ 9.73	\$ 710.29
Winooski	\$ 8.92	\$ 651.16
Milton	\$ 8.03	\$ 586.19
South Burlington	\$ 7.01	\$ 511.73
Essex Junction	\$ 5.84	\$ 426.32
Rutland	\$ 4.15	\$ 302.95

Costing Center Budget with Notes

151-51-10 - W/S - Shared Accounts

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2026 Budget
Revenues			
091 Transfer between funds (as reve			
091.000-Transfer between funds			-
Total 091 Transfer between funds (as revenue)			
098 Miscellaneous Revenues			
060.000-Interest Income	Revised FY 26 interest with 21% W/S allocation on a portfolio of \$11M-\$12M and earning 3.25% - 4.00%; Reduced in FY27 and beyond assuming ramped up spending in the W/S Fund		122,550
098.000-Miscellaneous Revenue	FY26-30 projections based on 5 year average of FY18-19 & FY22-24		9,287
Total 098 Miscellaneous Revenues			
			131,837
Total Revenues			
			131,837
Expenditure			
100 Salaries			
110.000-Regular Salaries			614,130
120.000-Part Time Salaries			44,587
130.000-Overtime			31,383
199.000-Allowance for Vacancies	This represents 1 of 2 open positions for W/S Operators		(92,680)
Total 100 Salaries			
			597,420
200 Benefits			
210.000-Group Insurance			204,247
220.000-Social Security			56,858
230.000-Retirement			59,239
290.000-Other Employee Benefits			3,030
Total 200 Benefits			
			323,374
300-699 Operating Expenses			
330.000-Professional Services	Survey Assistance	-	
330.000-Professional Services	Legal assistance including with delinquent accounts	-	

Costing Center Budget with Notes

151-51-10 - W/S - Shared Accounts

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2026 Budget
330.000-Professional Services	This line has evolved overtime and continues to address some of the Engineering/technical services for the water and sewer department as needed. This account was previously consolidated from both the water and sewer accounts professional services accounts. This account does not include professional services required in connection with an identified Capital account but may include engineering planning services needed to help define a Capital Project after identified by staff. In water, this may include such work as running the system water model, certifications of hydrant flow, water system analysis and similar efforts. In sewer, this may include pump station operation optimization studies, Inflow / Infiltration testing, checks on flow metering, investigation of odor complaints at the discharge point for the Alder Brook force main, studies relevant to high strength or unique waste from such users such as breweries, and sampling / testing of wastewater flows. The decrease this year in this item reflects the actual expenditures over the past several years and the increased use of capital funding for other professional services related to an identified capital project. Use : \$28,000	28,000	
335.000-Audit	Annual Financial Statement Audit (85% GF; 15% W/S) - Possible bid process for FY25 audit - this assumes a \$35K total audit cost in FY26		5,250
430.000-R&M Vehicles & Equip.	Three vehicles: #603 a 2014 Dodge 3500 diesel; #604 a 2017 Dodge truck; and #605 a 2008 Dodge 3500 diesel. Also covers services to equipment such as small portable pumps, generators, and sewer cleaner. Bumping this up for FY26 due to most recent history. FOR DISCUSSION		5,000
430.001-R&M Vehicles Supplies	Supplies purchased for R&M of the three water/sewer vehicles. The costs averaged \$2,153 over five years with FY 2024 seeing a total expenditure of \$2,530. Use \$3,000 for FY26		3,000
431.000-R&M Buildings & Grounds	Although the water-sewer building is part of the overall PW highway complex of buildings, this building's primary purpose is to house the water-sewer offices and equipment. The cost to repair and maintain this building comes under the water-sewer budget and not the general fund. The building had minimal expenditures through FY20 but had significant repairs and maintenance completed over the last several years. The five year average of actual costs is \$7,340, with costs averaging \$13,012 over the last two years. In addition, the Town is responsible for the building at the Alder Brook Pump Station. Use \$9,200 for FY26.	9,200	
431.000-R&M Buildings & Grounds	This account is for building supplies associated with the repair and maintenance of the water-sewer building and the Alder Brook Pump Station. Use \$700 for FY25. Use \$800 for FY26?	800	
431.000-R&M Buildings & Grounds	DAN CAN YOU REMOVE ????????	-	
		<hr/>	10,000

Costing Center Budget with Notes

151-51-10 - W/S - Shared Accounts

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2026 Budget
442.000-Rental of Vehicles or Equip.	The Department on occasion needs to use specialized equipment (such as tapping machine, special hydrant wrenches, leak detection equipment, excavator). Renting can be an inexpensive method to gain use of this equipment. The five-year average expenditure has been \$752 per year. Use \$1,500 for the FY26	1,500	
442.000-Rental of Vehicles or Equip.	Konica Minolta copier leases	607	
			2,107
500.000-Training, Conferences, Dues	25% of CPFO Designation program for Jessica Worn	-	
500.000-Training, Conferences, Dues	GFOA Annual Conference - DR 25% of anticipated registration costs here Wash, D.C. 2/29/25-7/2/25	75	
500.000-Training, Conferences, Dues	GFOA Memberships (25% allocated here) DR & JW	100	
500.000-Training, Conferences, Dues	GFOA virtual - intensive trainings; ~ \$500/each, 2 offerings Increase training for DR or JW (25% here)	250	
500.000-Training, Conferences, Dues	VT CPA license dues (Annual DR 25%)	95	
500.000-Training, Conferences, Dues	Miscellaneous - Are there specific events in consideration for FY26?	-	
			520
505.000-Tech. Subscription, Licenses	Tungsten (Formerly ReadSoft & Kofax) - \$6,525PY price *15% + 5% annual increase. This information needs an update for FY26 - Last invoice from Kofax covered to 4/30/23.	1,079	
505.000-Tech. Subscription, Licenses	Questica - Budgeting (this assumes acceptance of 5-yr offer)	3,144	
505.000-Tech. Subscription, Licenses	TI Sales (assume 5% annual increases)	5,462	
			9,685
530.000-Communications	This account includes costs for pagers, cell phone charges, cellphone replacements, radio repair costs and replacements, Comcast cable costs, laptop computer services and land line telephone costs for the water sewer building. The two-year average for these costs has been \$4,893, and continue to rise. Use \$5,462 to reflect any rate increases.	333	
530.000-Communications	Verizon (currently runs at \$40 / month as of Feb '25) - Build in 3% for FY26	494	
530.000-Communications	Comcast (currently runs \$178 / month as of March '25) - Build in 3% for FY26	2,200	
530.000-Communications	AT & T (currently runs \$192 / month as of Feb '25) - Build in 3% for FY26	2,373	
530.000-Communications	CVC Paging	165	
			5,565
540.000-Advertising	This line item covers the cost for notices such as flushing hydrants, ads for new employees, due dates for billing and like activities. Use \$1,750 for FY26.		1,750
550.000-Printing & Binding	Review recent overspending		4,500
560.000-Postage	This line item includes the postage for billing. Use a budget of \$7,455.		7,455
580.000-Travel	This item is for travel expenses for conferences and trainings. In water and sewer, this travel is tied to the need for the operators to maintain their water licenses and certificates. Use \$550 for FY26.	550	

Costing Center Budget with Notes

151-51-10 - W/S - Shared Accounts

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2026 Budget
580.000-Travel	Airfare/Hotel to GFOA national conference (Wash DC 6/29-7/2/25 so splits FYs) 25% here	200	
			750
610.000-General Supplies	This line item includes supplies not specifically identified elsewhere in the budget. It can include new meter books, administrative supplies, spill clean-up supplies, report supplies and the like. Use \$1,500 for FY26.		1,500
611.000-Small Tools & Equipment	This account covers new and replacement small tools and miscellaneous equipment. Items purchased in the past include a drill, drill bits, a weed whacker for hydrant maintenance, paint brushes, flashlights, wrenches, hydrant wrenches, valve tools, flare tools, brooms, cellular phone for emergencies, respirator mask, ladders, etc. These items generally do not duplicate the highway tools in the garage for general mechanical work but are specific to water & sewer operations. The average expenditure over the past 5 years was \$3,271, with the average over the last two years being \$3,487. Cost on tool purchases continue to rise. Use \$3,500 for FY26.		3,500
612.000-Uniforms	This line item includes the costs associated with the Union contract. A more detailed explanation is provided in the attached document. Historically, employee have not spent their entire allowed clothing allowance. The five-year average for this item was \$1,1,997, with the average cost over the last two years rising to \$2,412. Use \$3,200 for FY26.		3,200
614.000-Meters & Parts	This account includes all expenses related to purchase and installation of meters - both replacement and new meters. The department has in excess of 3,570 water meters. There are less than 80 old meters that need to be replaced and many of these meter changes are difficult due to location of meters, access or customer reticence. Although the five-year average is \$20,610 for this item, in FY 2024, a total of \$28,996 was spent on this item. Increases in costs of meters, parts, and the number of replacement meters or new meters fluctuates over time. Use \$30,000 for FY26.		30,000
621.000-Natural Gas/Heating	This account is for the water sewer building. The five-average cost us \$2,185. The actual cost in FY24 was \$2,810. Use \$3,300 for FY26.		3,300
622.000-Electricity	Electricity for the water sewer building. Electrical costs associated with the sewage pump stations is carried under the sewer electrical account. The five-year average actual cost is \$3,577. The budget estimate for FY26 is \$4,200.		4,200
Total 300-699 Operating Expenses			129,282
700 Capital or Property Objects			
735.000-Tech: Hardware, Software, Equip.	This account replaces an "Other Purchased Services" account that included the items noted: 1) software upgrades to enable the Town to utilize the Town billing software @ \$750 based upon history of expenditure 2) share of copier costs @ \$600 and 3) program costs for the "Water Smart" program @ \$1,150. Total budget request is \$2,500.		5,000

Costing Center Budget with Notes

151-51-10 - W/S - Shared Accounts

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2026 Budget
750.000-Machinery & Equipment	<p>New machinery and equipment is constantly being developed for utility work to save time and improve safety and operations. Items included in this account are for both water and sewer use. Equipment not used by both utilities continues to be budgeted separately.</p> <p>Examples of items purchased in past years are: Valve box, clean out tools, harness for lifting trench box, men working signs and bases, reflecting barricades, snap on cone signs, portable flood light with tripod, portable light backup, additional safety signs, barricades, hydrant and valve wrenches, hydrant flags for the winter, new sump pump hoses and the like. Use \$4,000 for FY26.</p>		4,000
751.000-Vehicle Purchases	<p>The expenditure for vehicle replacements in the water-sewer fund is included in the system depreciation account as an expense. Information on the water-sewer vehicles is contained in the attached documentation for this line item.</p>		-
Total 700 Capital or Property Objects			9,000
Total Expenditure			1,059,076
Net Total			(927,239)

Costing Center Budget with Notes

151-51-20 - W/S - Water Accounts

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2026 Budget
Revenues			
020 Charges for Services			
021.000-Water User Fees	This is based off of 5% annual increases from the FY25 budget		1,638,623
024.000-Utility Connection Fee	FY26-30 projections based on 5 year average of FY18-19 & FY22-24		66,121
Total 020 Charges for Services			1,704,744
080 Fines & Forfeiture			
085.000-Penalties	FY26-30 projections based on 5 year average of FY18-19 & FY22-24		14,985
Total 080 Fines & Forfeiture			14,985
Total Revenues			1,719,729
Expenditure			
300-699 Operating Expenses			
411.000-Water Purchase - CWD	This line item includes the costs for water purchased from the Chaplain Water District. (CWD). Further details on historic flow date, proposed flow estimates, and the current wholesale rate for CWD can be found in the attachments for this line item.		860,900
433.000-R&M Infrastructure	All costs for outside services used to repair and maintain the water system, not including repair services for buildings and vehicles. The budget is based on the recent history of expenditures is \$47,250.	47,250	
433.000-R&M Infrastructure	This account is for supplies for repairs and maintenance to include waterline pipe, couplings valves, saddles, flanges, hydrant repair flags, hoses, hydrant antifreeze, site repairs such as fill, topsoil, curbs and other small purchase items such as paver risers, grade stakes, paint. The budget is \$22,750 based on the recent history of expenditures.	22,750	
			70,000
500.000-Training, Conferences, Dues	This line item includes costs for 1) American Water Works Association and New England Water Works Association annual membership (Public Works Director) @ \$700; 2) Green Mountain Water and Environmental Association dues and meetings @ \$700; 3) Operator licenses and training for 7 Class 3 Operators @ \$1,600; 4) Vermont Rural Water Association membership and training courses @\$500; and references, standards and manual updates @\$250; total \$3,750		3,750
520.000-Insurance	Property and Liability	2,330	
520.000-Insurance	Workers Comp	5,565	
520.000-Insurance	Unemployment	411	
			8,306

Costing Center Budget with Notes

151-51-20 - W/S - Water Accounts

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2026 Budget
570.000-Other Purchased Services	This line item includes costs for items not defined or included in other lines and can include but not limited to the following: Water program updates used for accounting program changes and also technical analysis of water programs aimed at system capability including calibration and use of the Towns system wide water model. Estimate \$1,500. 2) Use of consultant for acoustic water system monitoring to identify potential leaks and reduce system water loss. Estimate \$1,750. 3) safety-related purchases specific to water, calibration of testing equipment, waste disposal such as occurs during system flushing. Estimate \$1,000. 4) State water permit renewal fees Use \$750. total = \$5,000		5,000
Total 300-699 Operating Expenses			947,956
700 Capital or Property Objects			
790.000-Depreciation Expense	This account was previously identified as the "depreciation expense". The term was used to identify funds for system replacement/stabilization which approximates the funds identified by accountants for depreciation of the water system. In effect, funds are being set aside to replace and improve existing water system assets. In FY26, the actual depreciation will be \$137,403.		137,403
Total 700 Capital or Property Objects			137,403
920 Transfer to capital (as expense)			
920.000-Transfer between funds (capital)	The current FY26 budget proposal for the Water & Sewer Fund includes a planned set aside of \$90,000 for future capital improvements, like the \$74,000 surplus that was planned to set aside for FY25. For FY 2026, a total of \$60,000 of the planned \$90,000 has been set aside.		60,000
Total 920 Transfer to capital (as expense)			60,000
950-975 Debt Service			
980.003-Colchester Twin Tank - Water P&I	Separating this piece from the Water purchase line item 411 starting in FY26. Payment on the debt for the Towns portion of the expansion of the twin water tanks in Colchester on water tower hill. This project was bonded and completed by CWD. The payment for the Town's portion of the total costs is based on assigned reserve capacity within the tanks. These tanks help serve the west end of Town and Fort Ethan Allen. This years total bond payment will be \$18,671.38.		18,671
Total 950-975 Debt Service			18,671
Total Expenditure			1,164,030
Net Total			555,699

Details on the estimate for water purchases from CWD in FY2026

The history of purchase from CWD has been broken into six-month segments on an average daily usage basis:

<u>Dates</u>	<u>Average Gallons Used Per Day</u>
January 2020 - June 2020	789,462
July 2020 - December 2020	757,382
January 2021 - June 2021	796,165
July 2021 - December 2021	778,000
January 2022 - June 2022	745,323
July 2022 - December 2022	792,411
January 2023 – June 2023	709,552
July 2023 – December 2023	722,633
January 2024 – June 2024	715,798
July 2024 – December 2024	825,064

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

Avg. for 2024	770,431 gpd
Avg. past two years	743,262 gpd
Avg. past five years	765,790 gpd

It is recommended that the estimated CWD purchase for FYE26 be set at **767,123 gpd**.

CWD has approved a budget for FYE26 at an increased rate of \$3.011/1000 gallons effective July 1, 2025. This represents a 4.95% increase. At this rate, the budget for water purchased for FYE26 is estimated at:

$$767,123 \text{ gpd} \times 365 \text{ days} \times \$3.011/1,000 \text{ gal.} = \mathbf{\$843,080}$$

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

$$780,822 \text{ gpd} \times 365 \text{ days} \times \$.0572/1,000 \text{ gal.} = \mathbf{\$16,302}$$

- Consumer Confidence Report (EPA requirement; produced by CWD for member communities), has an average annual cost over the last several roughly **\$1,500**

Total (1 through 3);	\$860,882
Use:	\$860,900

Water Billed by CWD

	(Gallons)
Nov-23	18,531,907
Dec-23	22,414,854
Jan-24	18,396,259
Feb-24	19,445,583
Mar-24	23,477,331
Apr-24	18,606,456
May-24	26,283,896
Jun-24	24,423,608
Jul-24	23,558,737
Aug-24	28,787,606
Sep-24	21,008,875
Oct-24	19,034,901
Total	263,970,013
	723,206
Billed by Town	244,127,671
Unbilled Water loss	7.52%

2 Year Average 279,513,251 Gallons
5 year High 291,097,430 Gallons

Use: 285,000,000 Gallons as FY 26 estimate

Sewer Billed by EJWWTP

	(Gallons)
Nov-23	16,411,850
Dec-23	15,829,965
Jan-24	15,262,638
Feb-24	13,565,562
Mar-24	15,527,695
Apr-24	16,079,089
May-24	16,766,926
Jun-24	15,497,563
Jul-24	16,476,239
Aug-24	17,073,063
Sep-24	15,760,984
Oct-24	15,333,878
Total	189,585,452
	519,412
Billed by Town	166,713,808
Inflow / Infiltration	12.06%

2 Year Average 192,006,683 Gallons
5 year High 195,695,221 Gallons

Use: 194,000,000 Gallons as FY 26 estimate

	FY26 Rate (/1000 Gal)	FY 26 Flow Estimate (Gallons)	FY26 Budget
Water	\$ 3.011	280,000,000	\$ 843,080.00
Sewer	\$ 4.112	195,368,805	\$ 803,356.53



CHAMPLAIN WATER DISTRICT
Dedicated to Quality Water & Service



First In The Nation - Excellence In Water Treatment, Partnership For Safe Water

Date: January 7, 2025
To: CWD Served Municipal Systems
From: Joe Duncan, CWD General Manager 
RE: Fiscal Year 2025-2026 Uniform Wholesale Water Rate

CWD's publicly elected Board of Water Commissioners has finalized the fiscal year budget for July 1, 2025 to June 30, 2026 setting the **uniform wholesale water rate at \$3.011/1000 gallons** from the existing rate of \$2.869/1,000 gallons. This is an increase of 14.2 cents per 1,000 gallons. With CWD's proposed rate increase, the average family using 65,700 gallons per year will see an increase of \$9.33 per year (\$0.78/month).

A family using 65,700 gallons/year (180 gallons/day), within CWD's twelve served municipal water systems in Chittenden County, has a present annual "average" water cost across CWD's served systems of \$415.46 per year (\$34.62/month). Of this \$415.46/year, \$197.82/year (\$16.485/month) is paid to CWD under the uniform wholesale water rate, and the remaining \$217.64/year (\$18.137/month) is the average retained by the respective served CWD municipal water system. Refer to the attached table titled "CWD Uniform Wholesale Rate Increase Impact on Served Municipal Systems".

We have attached a table entitled "Historical CWD Wholesale Rate Increase Impact on Average Family" which summarizes that CWD's annual wholesale rate increase over the past fifteen years has averaged \$5.79 per year for a family using 65,700 gallons/year. Also please find attached a table titled "Comparative Retail Water Rates" which was just updated as of our August 2024 Survey of CWD served systems retail rates based on CWD's current wholesale rate of \$2.869/1,000 gallons.

Our approach to budgeting is to keep up with inflation while being proactive with our overall infrastructure maintenance and replacements. We continue to see increases in materials and services that are critical to our mission of delivering safe, reliable, high quality drinking water efficiently and economically. We understand these are tight economic times, but we also know that any cuts in maintenance and upkeep have negative long-term effects. Our budgeting goal is to support today's and tomorrow's needs while respecting and balancing what rate increases mean to our users.

Lastly, one item of interest is that the State of Vermont "water fees" were scheduled for an increase on July 1, 2018, but the State did not raise them. Historically these fees have always increased on a three-year cycle, rather than annually, and they have increased historically at an average of 12%-15% every three years. There is no indication at this time that the fees will be revised but to be conservative we are budgeting for a potential fee increase for FY25-26.

Please contact Joe Duncan, CWD General Manager at 864-7454 (ext. 4808) or by email at joe.duncan@champlainwater.org, if you have any questions or need further information.

**CWD UNIFORM WHOLESAL RATE INCREASE IMPACT ON SERVED MUNICIPAL SYSTEMS
PROPOSED FY25-26**

The following list represents the cost per 1,000 gallons and the annual cost for the Chittenden County average household occupancy (2.4 people per home) multiplied by 75 gallons per day per person for an average household usage of 180 gallons per day or 65,700 gallons per year. The annual cost of water reflects individual characteristics of the communities water rates, i.e. any base rate per quarter, incremental rates based upon usage, or any minimum charges.

CURRENT WHOLESAL RATE			PROPOSED CWD RATE INCREASE	
\$2.869/1000 Gallons			For New Wholesale Water Rate of \$3.011/1000 Gallons	
Water System	August 2024 Retail Rate/1000 Gallons	Current Annual Average Family Cost	For New Wholesale Water Rate \$ Per Gallons	New Annual Average Family Cost
City of South Burlington	\$5.30	\$348.21	\$5.44	\$357.54
City of Essex Junction	\$5.60	\$367.92	\$5.74	\$377.25
Colchester Town	\$6.11	\$401.43	\$6.25	\$410.76
Malletts Bay Water Company	\$6.11	\$401.43	\$6.25	\$410.76
Town of Williston	\$6.19	\$406.68	\$6.33	\$416.01
Town of Essex	\$6.36	\$417.85	\$6.50	\$427.18
Town of Milton	\$6.78	\$445.45	\$6.92	\$454.78
Colchester Fire District #3	\$7.00	\$459.90	\$7.14	\$469.23
City of Winooski	\$7.19	\$472.38	\$7.33	\$481.71
Town of Shelburne	\$7.90	\$519.03	\$8.04	\$528.36
**Village of Jericho	\$3.97	\$260.83	\$4.11	\$270.16
***Colchester Fire District #1	\$5.67	\$372.52	\$5.81	\$381.85
Served System Annual Average	\$6.18	\$406.14	\$6.32	\$415.46
CWD's Portion of Total Annual Average Retail Bill	\$2.869	\$188.49	\$3.011	\$197.82
Average Family Annual Cost Increase				\$9.33
Average Family Monthly Cost Increase				\$0.78

**Village of Jericho – Rate does not include Village tax rate assessment charge

***Colchester Fire District #1 - Rate does not include bond special assessment charge

HISTORICAL CWD WHOLESAL RATE INCREASE IMPACT ON AVERAGE FAMILY

The following list shows the historical CWD uniform wholesale water rate. It also shows the annual average family using 75 gallons per day per person for an average household usage of 65,700 gallons per year. Assumes Chittenden County average family of 2.4 people/home use 180 gallons/day (75 gpd/person) for a total of 65,700 gallons per year.

Fiscal Year Ending	CWD Uniform Wholesale Water Rate \$ Per 1000 Gallons	Rate Increase Over Previous FY \$ Per 1000 Gallons	Percent Increase Over Previous FY	Annual Average Family Cost @65,700 Gallons/Year	Family \$ Increase Over Previous FY	
					Annual	Monthly
2011	\$1.650	\$0.050	3.12%	\$108.41	\$3.29	\$0.27
2012	\$1.714	\$0.064	3.88%	\$112.61	\$4.20	\$0.35
2013	\$1.782	\$0.068	3.97%	\$117.08	\$4.47	\$0.37
2014	\$1.840	\$0.058	3.25%	\$120.89	\$3.81	\$0.32
2015	\$1.913	\$0.073	3.97%	\$125.68	\$4.80	\$0.40
2016	\$1.978	\$0.065	3.40%	\$129.95	\$4.27	\$0.36
2017	\$2.038	\$0.060	3.03%	\$133.90	\$3.94	\$0.33
2018	\$2.100	\$0.062	3.04%	\$137.97	\$4.07	\$0.34
2019	\$2.165	\$0.065	3.10%	\$142.24	\$4.27	\$0.36
2020	\$2.230	\$0.065	3.00%	\$146.51	\$4.27	\$0.36
2021	\$2.313	\$0.083	3.72%	\$151.96	\$5.45	\$0.45
2022	\$2.392	\$0.079	3.42%	\$157.15	\$5.19	\$0.43
2023	\$2.494	\$0.102	4.26%	\$163.86	\$6.70	\$0.56
2024	\$2.731	\$0.237	9.50%	\$179.43	\$15.57	\$1.30
2025	\$2.869	\$0.138	5.05%	\$188.49	\$9.07	\$0.76
2026 (proposed)	\$3.011	\$0.142	4.95%	\$197.82	\$9.33	\$0.78
Average	--	\$0.088	4.04%	--	\$5.79	\$0.48

COMPARATIVE RETAIL WATER RATES
Survey Compiled August 2024

The following list represents the cost per 1000 gallons and the annual cost for the Chittenden County average household occupancy (2.4 people per home) multiplied by 75 gallons per day per person for an average household usage of 65,700 gallons per year. The annual cost of water reflects individual characteristics of the communities water rates, i.e. any base rate per quarter, incremental rates based upon usage, or any minimum charges.

Water System	Total Cost per 1,000 Gallons (Including any Base Rates)	Annual Cost Average Family
CWD Wholesale (Uniform Rate)	\$2.869	\$188.49
City of South Burlington	\$5.30	\$348.21
Village of Essex Junction	\$5.60	\$367.92
Colchester Town	\$6.11	\$401.43
Malletts Bay Water Company	\$6.11	\$401.43
Town of Essex	\$6.36	\$417.85
Town of Williston	\$6.19	\$406.68
Colchester Fire District #2	\$6.19	\$406.55
Colchester Fire District #3	\$7.00	\$459.90
Town of Milton	\$6.78	\$445.45
City of Burlington	\$7.29	\$479.03
City of Winooski	\$7.19	\$472.38
Town of Shelburne	\$7.90	\$519.03
**Village of Jericho	\$3.97	\$260.77
***Colchester FD#1	\$5.67	\$372.52

<i>CWD Served System Average</i>	\$6.18	\$406.13
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***Bolted water systems are served by CWD**

Note: The annual average retail cost of water for the 12 above "bolted" CWD served municipal water systems is based on a family using 65,700 gallons per year. The average annual family cost includes the CWD uniform wholesale purchase price, plus any operating expenses by the respective CWD served water system for operation and maintenance of their system.

**Village of Jericho – Rate does not include Village Tax Rate assessment charge.

***Colchester FD#1 - Rate does not include bond special assessment charge.

Costing Center Budget with Notes

151-51-30 - W/S - Sewer Accounts

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2026 Budget
Revenues			
020 Charges for Services			
022.000-Sewer User Fees	Based on a 5% annual increase from FY25 to FY26 budget		2,007,980
024.000-Utility Connection Fee	No FY25-28 projections included within the FY24 budget; FY25 based on 5 yr average		81,348
Total 020 Charges for Services			2,089,328
080 Fines & Forfeiture			
085.000-Penalties	FY26-30 projections based on 5 year average of FY18-19 & FY22-24		19,213
Total 080 Fines & Forfeiture			19,213
Total Revenues			2,108,541
Expenditure			
Utilities			
980.002-West Street Retrofit Bond			-
Total Utilities			-
300-699 Operating Expenses			
330.000-Professional Services	This account is closed out for FY23 and all professional services for both water and sewer will be consolidated under the general category of professional services		-
412.000-Sewage Treatment - City	This line item includes the costs for sanitary sewer treatment from the City of Essex Junction Wastewater Treatment Facility. Further details on historic flow date, proposed flow estimates, and the current wholesale rate for the city can be found in the attachments for this line item.		803,357
433.000-R&M Infrastructure	This line item includes all the outside services used to repair and maintain the sewer system, not including repair services for sewer buildings or vehicles. This account is used for outside contractor utilization such as line jetting and vacuum truck service for sewer backups, wet well cleaning, root removal, and pump station repairs. This line item includes all the supplies necessary to repair and maintain the sewer system, not including supplies for the sewer building maintenance or vehicles. Typical items include manhole risers and pump station repair parts. This line item should be \$15,000. As the age of the system increases, so will the repair and maintenance costs associated with its operation. It is difficult to provide an average annual cost for this account do to the significant variability caused by emergency breaks and repairs. The actuals spent in previous years has ranged from \$45k to \$150k, depending on repairs made, \$48,500. Use \$63,500	63,500	

Costing Center Budget with Notes

151-51-30 - W/S - Sewer Accounts

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2026 Budget
433.000-R&M Infrastructure	<p>This line item covers all costs associated with repair and maintenance activities on two pump stations within the City of Essex Junction that receive wastewater flow from the Town, West Street and Susie Wilson Pump Stations. The costs associated with R&M are governed by the Two Party Agreement between the Town of Essex and the City of Essex Junction. Casts are split between both communities based on total flow into the stations by each community. This line item should be \$40,000.</p>	40,000	
433.000-R&M Infrastructure	<p>The Town entered into a 24-month contract with Champlin and Associates for the operation and maintenance of 17 sanitary sewer pump stations throughout the community. This was done to back up and fill the gaps within our current water and sewer workforce. This contract includes the proactive remote monitoring of all stations through existing Mission Communications System, retainer for on call technical and emergency response, and all preventative maintenance on all pump stations. Costs for this annual contract are expected to increase This line item should be \$258,800.</p>	258,800	
			362,300
500.000-Training, Conferences, Dues	<p>This account covers portions of membership dues for GMWEA and APWA, subscriptions to relevant trade journals and technical training. The budget is proposed for FY2025 is \$1,000.</p>		1,000
520.000-Insurance	Property and Liability	6,367	
520.000-Insurance	Workers Comp	5,565	
520.000-Insurance	Unemployment	411	
			12,343
530.000-Communications	<p>Mission Communications, Annual SCADA contracts for all 17 pump stations.</p>	8,570	
530.000-Communications	<p>This line item is for pump station communications as it relates to the alarm and SCADA systems. The Town of Essex has a total of 17 sanitary sewer pump stations throughout its collection system. Each station is monitored by SCADA through equipment purchased through Mission Communications. The annual contract cost for this online based SCADA system is \$8,568.20. In addition to this, each pumps station has a copper phone service with alarm system monitored and maintained through Safety Systems of Vermont, (\$4,800.00). Phone service is provided by Consolidated communications. The Mission equipment and yearly maintenance contracts are separate from the monitoring provided by the Town's sewer pump station operator contractor. These costs have been outlined in the attachments. Use \$22,000.</p>	13,430	
			22,000
570.000-Other Purchased Services	<p>This line item includes costs for items not defined or included in other lines. The attached document provides details on items covered by this account. Based on historic usage of this line item, this should be \$7,900.</p>		7,900

Costing Center Budget with Notes

151-51-30 - W/S - Sewer Accounts

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2026 Budget
614.000-Meters & Parts	This line item is for calibrating and maintaining flow metering equipment associated with wastewater flows between the Town and the City. As part of the Two-Party Agreement, all discharges of sanitary sewer into the City of Essex Junction at a four intermunicipal sewage metering locations, this work is essential to insure that accuracy of the billings for flows between the Town and the City. An additional metering manhole will be installed on the Susie Wilson pump station forcemain this summer. This increase is due to adding additional metering equipment. Use \$5,500.		5,500
621.000-Natural Gas/Heating	This line item covers fuel/heat for Alder Brook Pump Station and fuel for the generators associated with the wastewater system. In FY24, \$1650 was budgeted. Use \$1750 for FY25.		1,850
622.000-Electricity	A significant cost of running the pump stations is the electricity. used for pumping, heating the stations, lighting in the stations, etc. The average cost over the past three years has been \$53,077. This line was level funded at \$53,000.		56,500
Total 300-699 Operating Expenses			1,272,750
700 Capital or Property Objects			
750.000-Machinery & Equipment	This line item is for equipment/machinery that is designated for exclusive use by the sewer department. The Town currently has a significant inventory of specialized equipment for the sewer system, ranging from small pumps to the tow-behind sewer cleaner with a lot of different attachments for use in cleaning the sewer system. There are portable lighting systems, equipment for working in confined spaces, hazardous chemical monitors and the like. Funds need to be allocated each year to replace equipment as it extends beyond its useful life or becomes inoperable. It is recommended that the budget be maintained at \$2,500.		2,500
790.000-Depreciation Expense			137,403
Total 700 Capital or Property Objects			139,903
920 Transfer to capital (as expense)			
920.000-Transfer between funds (capital)	The current FY26 budget proposal for the Water & Sewer Budget includes a planned set aside of \$90,000 for future capital improvements, like the \$74,000 surplus that was a planned to set aside for FY25. For FY 2026, a total of \$30,000 of the planned \$90,000 has been set aside.		30,000
Total 920 Transfer to capital (as expense)			30,000

Costing Center Budget with Notes

151-51-30 - W/S - Sewer Accounts

Report data returned based on the user's security permissions.

Objects	Comments	Object Subtotals	2026 Budget
950-975 Debt Service			
955.000-Interest on Long Term Debt	This line item includes interest on the bonded debt of the sewer system and any other system interest payments. At this time, there is only the interest debt on the Alder Brook Pump Station upgrade (this is the 11th year of a 20 year note and the interest decreases annually). The principal on this debt is paid annually from the stabilization account (depreciation).		1,893
980.000-Tri-Town: Bond Expense	There are two bond note repayments in connection with the upgrade of the Tri-town wastewater facility: 1) the Bradford Note and 2) the City's Wastewater Treatment Plant Note. The first note is \$30,461 and the second is \$263,457 for a total of \$293,918. More detail is found in the notes.	263,484	
980.000-Tri-Town: Bond Expense	RZEDB Bond for WWTF Upgrade Bradford	28,971	
Total 950-975 Debt Service			<u>292,455</u>
			294,348
Total Expenditure			<u>1,737,001</u>
Net Total			<u><u>371,540</u></u>

Details of the Budget for Sewage Treatment under line Item 151-51-30-412.000

The history of sewage flows generated within the Town's service area, including flows in the Colchester area of Fort Ethan Allen has been attached to this line item. There is fluctuation from year to year as users change and as the weather impacts infiltration and inflow throughout the Town's collection system.

Wastewater flow impacts on the budget

Existing users contribute to the treated flow as well as infiltration/ inflow. For comparison purposes, the highest average daily flow over the past five years was 536,151 gpd. Over the past two years, the number has averaged 526,045 gpd. For FY26, the estimate of flow is 531,507 gpd.

Another element of flow for FY26 is the anticipated connection of new users. The historical background is that over the last ten years, the average new flow that has been added per year is on the order of 2,500 to 5,000 gpd, depending on the type of development new flows should be somewhere between these two values. Use 3,750 gpd

Adding these two flow numbers, the budget for FY26 should be based on **535,257 gpd**, or **195,368,805 gallons** total annually.

The proposed wholesale rate charged by the Tri-town facility (FY26) is \$4.112/1000 gallons. The amount to be budgeted for wastewater flows is therefore:

$$535,257 \text{ gpd} \times 365 \text{ days} \times \$4.112 \text{ gal}/1000 \text{ gal} = \mathbf{\$803,357}$$

Water Billed by CWD

	(Gallons)
Nov-23	18,531,907
Dec-23	22,414,854
Jan-24	18,396,259
Feb-24	19,445,583
Mar-24	23,477,331
Apr-24	18,606,456
May-24	26,283,896
Jun-24	24,423,608
Jul-24	23,558,737
Aug-24	28,787,606
Sep-24	21,008,875
Oct-24	19,034,901

Total 263,970,013

723,206

Billed by Town 244,127,671

Unbilled Water loss 7.52%

Sewer Billed by EJWWTP

	(Gallons)
Nov-23	16,411,850
Dec-23	15,829,965
Jan-24	15,262,638
Feb-24	13,565,562
Mar-24	15,527,695
Apr-24	16,079,089
May-24	16,766,926
Jun-24	15,497,563
Jul-24	16,476,239
Aug-24	17,073,063
Sep-24	15,760,984
Oct-24	15,333,878

Total 189,585,452

519,412

Billed by Town 166,713,808

Inflow / Infiltration 12.06%

*2 Year Average 279,513,251 Gallons
5 year High 291,097,430 Gallons*

Use: 285,000,000 Gallons as FY 26 estimate

*2 Year Average 192,006,683 Gallons
5 year High 195,695,221 Gallons*

Use: 194,000,000 Gallons as FY 26 estimate

	FY26 Rate (/1000 Gal)	FY 26 Flow Estimate (Gallons)	FY26 Budget
Water	\$ 3.011	280,000,000	\$ 843,080.00
Sewer	\$ 4.112	195,368,805	\$ 803,356.53

Essex Sewer Flow History

<u>Period</u>	<u>Avg.Flows Gallon/Day</u>	<u>Year to Year Gallons/day Change</u>	<u>% Change</u>
May 84 to Dec 85	191,079		N/A
Jan 86 to Dec 86	264,288	73,209	38 %
Jan 87 to Dec 87	258,588	- 5,700	- 2 %
Jan 88 to Dec 88	296,027	37,439	14 %
Jan 89 to Dec 89	354,378	58,351	20 %
Jan 90 to Dec 90	431,276	76,898	22 %
Jan 91 to Dec 91	459,541	28,265	6.5 %
Jan 92 to Dec 92	437,234	-22,307	- 5 %
Jan 93 to Dec 93	464,477	27,243	6 %
Jan 94 to Dec 94	484,299	19,822	4 %
Jan 95 to Dec 95	488,022	3,723	1 %
Jan 96 to Dec 96	532,108	44,086	9 %
Jan 97 to Dec 97	502,176	-29,932	- 6 %
Jan 98 to Dec 98	567,763	65,587	13 %
Jan 99 to Dec 99	507,095	-60,668	- 11 %
Jan 00 to Dec 00	537,933	30,838	6.1%
Jan 01 to Dec 01	487,200	-50,733	- 9.4%
Jan 02 to Dec 02	532,056	44,856	9.2%
Jan 03 to Dec 03	540,658	8,602	1.6%
Jan 04 to Dec 04	589,883	49,225	9.1%
Jan 05 to Dec 05	579,498	-10,385	- 1.8%
Jan 06 to Dec 06	624,004	44,507	7.6%
Jan 07 to Dec 07	559,052	-64,952	- 10%
Jan 08 to Dec 08	532,301	-46,735	- 8.3%
Jan 09 to Dec 09	511,155	-21,146	- 4.0%
Jan 10 to Dec 10	446,119	-65,036	-12.7%
Jan 11 to Dec 11	487,584	41,465	8.5%
Jan 12 to Dec 12	475,047	-12,537	-2.6%
Jan 13 to Dec 13	529,133	54,086	11%
Jan 14 to Dec 14	462,942	-66,191	- 12%
Jan 15 to Dec 15	428,502	-34,440	- 7%
Jan 16 to Dec 16	423,233	-5,269	- 1%
Jan 17 to Dec 17	441,768	18,535	4.4%
Jan 18 to Dec 18	449,033	7,765	1.6%
Jan 19 to Dec 19	502,497	53,464	12%
Jan 20 to Dec 20	468,595	-33,902	-6.7%
Jan 21 to Dec 21	497,846	29,251	6.2%
Jan 22 to Dec 22	499,027	3,772	0.7%
Jan 23 to Dec 23	507,904	8,877	1.8%
Jan 24 to Dec 24	514,530	6,626	1.3%

Aaron Martin

From: Jess Morris <JMorris@essexjunction.org>
Sent: Tuesday, March 18, 2025 10:17 AM
To: Aaron Martin
Cc: Ann Costandi
Subject: RE: Wholesale Sewer Rate for FY 26

WARNING: This email originated from OUTSIDE our organization. STOP & CONSIDER before responding, clicking on links, or opening attachments.

Hi Aaron,

The preliminary rate that we have calculated now is \$4.112. We have an estimate for Essex currently of 195.58 million gallons for a total of \$804,313. I'll be working on updating these budgets in the coming weeks so will make sure you all have the info on rates if/when they change as well. Let me know if you have any questions or need additional info.

Thanks,

Jess Morris

Finance Director
City of Essex Junction
802.878.6944 ext 1603 (phone)

From: Aaron Martin <amartin@ESSEX.ORG>
Sent: Tuesday, March 18, 2025 9:30 AM
To: Jess Morris <JMorris@essexjunction.org>
Cc: Ann Costandi <acostandi@ESSEX.ORG>
Subject: Wholesale Sewer Rate for FY 26

[EXTERNAL]

WARNING: This email originated from OUTSIDE our organization. STOP & CONSIDER before responding, clicking on links, or opening attachments.

Good morning Jess

Can you remind me what the FY26 proposed wholesale rate will be for FY26?

Starting to pull together our Sewer Budget for next year.

Aaron Martin, P.E.
Director of Public Works
Town of Essex Public Works
Phone: 802.878.1344
Fax: 802.878.1355
Cell: 802.363.5607

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Details of Communications Line Item 151-51-30-530.000

DESCRIPTION OF ACTIVITY: This line item is used for all vendors supplying communications and SCADA to all sanitary sewer pump stations throughout the collection system.

Budget:

- 1. Safety Systems of Vermont \$4,800.00
- 2. Mission Communications \$8,568.20
- 3. Consolidated Communications \$8,500.00

Total: \$21,868.20

Use: \$22,000.00

SAFETY SYSTEMS OF VERMONT, LLC

PO BOX 8444

ESSEX, VT 05451

802-879-7900

scott@ssvermont.com

www.ssvermont.com

INVOICE

BILL TO

Town of Essex

81 Main Street

Essex Junction, Vermont

05452

RE:EPW

SHIP TO

Town of Essex

81 Main Street

Essex Junction, VT 05452

INVOICE # 24978

DATE 06/01/2024

DUE DATE 06/01/2024

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
CSM	Central Station Monitoring Annual Contract with Test Historical Museum	1	300.00	300.00
CSM	Central Station Monitoring Annual Contract with Test Public Works Gardenside 105-2315 Office 105-2456 Garage 105-2460 Lang 105-2463 Gauthier 105-2464 Logwood 105-2465 Alderbrook 105-2466 Fort 105-2467 Heritage 105-2468 Alder 105-2469 Oak 105-2470 Butter 105-2471 Autumn 105-2472 Trowbridge 105-2473 Route 15 105-2474 Linden 105-2475 Meadows 105-2476 Chase 105-2477	19	300.00	5,700.00

SUBTOTAL

6,000.00

TAX

0.00

TOTAL
BALANCE DUE

6,000.00

\$6,000.00

110-5-41-18-400.000 \$ 300
110-5-41-14-400.000 \$ 300
110-5-41-15-400.000 \$ 600
151-5-51-30-570.000 \$ 4800



Mission Communications, LLC
 3170 Reps Miller Rd
 Suite 190
 Norcross, GA 30071-5403
 Phone: 678-969-0021
 Fax: 678-969-0541

INVOICE

Invoice Date
2/5/2024
 Invoice Number
1084437

Bill To

Town of Essex
 Accounts Payable
 81 Main Street
 Essex Junction, VT 05452

Ship To

CUSTOMER PO		END USER			SHIPPING METHOD		DUE DATE	
Annual Service							3/6/2024	
S.O. No.		SALES REP ID	TERRITORY		SHIP DATE		PAYMENT TERMS	
		ChANE	NE		2/5/2024		Net 30	
QTY	Item	Description	Serial No.	Unit Name	Svc. Start	Svc. End	Unit Price	Extension
1	SP850-12RX	Service Package - MyDro M850 Series With Option Board - 1 year, NON-SHIP, Renewal.	20MIS27408	Alderbrook St...	3/1/2024	2/28/2025	623.40	623.40
1	SPMM-12R	Service Package - Manhole Monitor - 1 year NON-SHIP, Renewal	20MM002199	Chelsea Rd. ...	3/1/2024	2/28/2025	239.40	239.40
1	SP150-12R	Service Package - MyDro M150 Series - 1 year NON-SHIP, Renewal	21MIS30435	Logwood Circle	3/1/2024	2/28/2025	347.40	347.40

151-5-51-30-530.058

Please make checks payable to Mission Communications, LLC

For your convenience Mission accepts credit cards. Card payments less than \$3,000 received within (7) days of the invoice date may avoid the 3% credit card processing fee.

If you have any questions concerning this invoice please contact our Accounts Receivable team, 877-993-1911 option 5, ar@123mc.com

Mission provides this service according to the published provisions under Mission's customer service agreement and terms of use.

Subtotal	USD 1,210.20
Sales Tax (0.0%)	USD 0.00
Payment Received	USD 0.00
Balance Due	USD 1,210.20



Mission Communications, LLC

3170 Repts Miller Rd
Suite 190
Norcross, GA 30071-5403

Phone: 678-969-0021

Fax: 678-969-0541

INVOICE

Invoice Date

3/18/2024

Invoice Number

1085798

Bill To

Town of Essex
Accounts Payable
81 Main Street
Essex Junction, VT 05452

Ship To

CUSTOMER PO		END USER			SHIPPING METHOD		DUE DATE	
Annual Service							4/17/2024	
S.O. No.		SALES REP ID	TERRITORY	SHIP DATE		PAYMENT TERMS		
		ChANE	NE	3/18/2024		Net 30		
QTY	Item	Description	Serial No.	Unit Name	Svc. Start	Svc. End	Unit Price	Extension
1	SP850-12R	Service Package - MyDro M850 Series - 1 year, Renewal	21MIS30540	Heritage Esta...	4/1/2024	3/31/2025	563.40	563.40
<p>151-5-51-30-530.000</p>								

Please make checks payable to Mission Communications, LLC

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If you have any questions concerning this invoice please contact our Accounts Receivable team, 877-993-1911 option 5, ar@123mc.com

Mission provides this service according to the published provisions under Mission's customer service agreement and terms of use.

Subtotal	USD 563.40
Sales Tax (0.0%)	USD 0.00
Payment Received	USD 0.00
Balance Due	USD 563.40



Mission Communications, LLC
 3170 Repts Miller Rd
 Suite 190
 Norcross, GA 30071-5403
 Phone: 678-969-0021
 Fax: 678-969-0541

INVOICE

Invoice Date

6/13/2024

Invoice Number

1087595

Bill To

Town of Essex
 Accounts Payable
 81 Main Street
 Essex Junction, VT 05452

Ship To

CUSTOMER PO		END USER			SHIPPING METHOD		DUE DATE	
Annual Service							6/12/2024	
S.O. No.		SALES REP ID	TERRITORY	SHIP DATE		PAYMENT TERMS		
		ChANE	NE	5/13/2024		Net 30		
QTY	Item	Description	Serial No.	Unit Name	Svc. Start	Svc. End	Unit Price	Extension
1	SP800-12RX	Service Package - M800 Series With Option Board - 1 year, NON-SHIP, Renewal.	11MIS10091	Alder Lane	6/1/2024	5/31/2025	686.00	686.00
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	18MIS22499	Gardenside PS	6/1/2024	5/31/2025	387.00	387.00
1	SP850-12RX	Service Package - MyDro M850 Series With Option Board - 1 year, NON-SHIP, Renewal.	20MIS28340	Lang Farm	6/1/2024	5/31/2025	623.40	623.40
1	SP150-12R	Service Package - MyDro M150 Series - 1 year, NON-SHIP, Renewal	21MIS31656	Pinecrest stat...	6/1/2024	5/31/2025	347.40	347.40
1	SP850-12R	Service Package - MyDro M850 Series - 1 year, Renewal	21MIS31805	Chase Garde...	6/1/2024	5/31/2025	563.40	563.40
1	SP850-12RX2	Service Package - MyDro M850 Series With 2 Option Boards - 1 year, NON-SHIP, Renewal.	21MIS31807	Route 128 Pu...	6/1/2024	5/31/2025	683.40	683.40
1	SP850-12RX	Service Package - MyDro M850 Series With Option Board - 1 year, NON-SHIP, Renewal.	21MIS31808	Geuthier Pu...	6/1/2024	5/31/2025	623.40	623.40
1	SP850-12RX	Service Package - MyDro M850 Series With Option Board - 1 year, NON-SHIP, Renewal.	689MIS8006	Fort Ethan AL...	6/1/2024	5/31/2025	623.40	623.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS8270	Maple Street ...	6/1/2024	5/31/2025	387.00	387.00

151-S-51-30-530.000
PS. Comm.

Please make checks payable to Mission Communications, LLC

For your convenience Mission accepts credit cards. Card payments less than \$3,000 received within (7) days of the invoice date may avoid the 3% credit card processing fee.

If you have any questions concerning this invoice please contact our Accounts Receivable team, 877-993-1911 option 5, ar@123mc.com

Mission provides this service according to the published provisions under Mission's customer service agreement and terms of use.

Subtotal	USD 4,924.40
Sales Tax (0.0%)	USD 0.00
Payment Received	USD 0.00

Balance Due USD 4,924.40



Mission Communications, LLC

3170 Reys Miller Rd
Suite 190
Norcross, GA 30071-5403

Phone: 678-969-0021

Fax: 678-969-0541

INVOICE

Invoice Date

8/8/2023

Invoice Number

1079025

Bill To

Town of Essex
Accounts Payable
81 Main Street
Essex Junction, VT 05452

Ship To

CUSTOMER PO		END USER		SHIPPING METHOD		DUE DATE		
Annual Service						9/7/2023		
S.O. No.		SALES REP ID	TERRITORY	SHIP DATE		PAYMENT TERMS		
		ChANE	NE	8/8/2023		Net 30		
QTY	Item	Description	Serial No.	Unit Name	Svc. Start	Svc. End	Unit Price	Extension
1	SP850-12RX	Service Package - MyDro M850 Series With Option Board - 1 year, NON-SHIP, Renewal..	22MIS34913	Butternut Pump Station	9/1/2023	8/31/2024	623.40	623.40
1	SP850-12RX	Service Package - MyDro M850 Series With Option Board - 1 year, NON-SHIP, Renewal..	22MIS34914	Trowbridge PS	9/1/2023	8/31/2024	623.40	623.40
1	SP850-12RX	Service Package - MyDro M850 Series With Option Board - 1 year, NON-SHIP, Renewal..	22MIS34915	Autumn Knoll PS	9/1/2023	8/31/2024	623.40	623.40

151-5-51-30-530.000

Please make checks payable to Mission Communications, LLC

For your convenience Mission accepts credit cards. Card payments less than \$3,000 received within (7) days of the invoice date may avoid the 3% credit card processing fee.

If you have any questions concerning this invoice please contact our Accounts Receivable team, 877-993-1911 option 5, ar@123mc.com

Subtotal	USD 1,870.20
Sales Tax (0.0%)	USD 0.00
Payment Received	USD 0.00

Balance Due USD 1,870.20

Mission provides this service according to the published provisions under Mission's customer service agreement and terms of use.

Details of Sewer Other Purchased Services Line Item 151-51-30-570.000

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

Budget:

1. Waste Disposal (oil/debris from maintenance facility & septic waste) \$500
2. Misc. (testing, sensors, sampling equipment repair, etc.) \$500
3. Service on Gas Detector \$500
4. Vaccination of employees \$250
5. Generator repairs and services, \$5,952 Annual service contracts for generators
 - a. Alder Brook \$3,103
 - b. Alder Lane \$1,812
 - c. Portable \$1,037
6. Lease on sewer easement to Central Vermont Properties (\$240/year) \$120

Total: \$7,822

Use: \$7,900



Brook Field Service

Providing Shelter from the Storm

P.O. Box 47 • Northfield, VT 05663 • Toll Free: 866-769-3797 • (802)485-6567 • Fax: (802)485-6690

Email: info@brookfieldservice.com • www.brookfieldservice.com

Town of Essex (Alder Brook Pump)
Attn Jerry
81 Main St
Essex Jct, VT 05452

Customer Agreement #
C-0009547A

2025 PREVENTATIVE MAINTENANCE AGREEMENT

Location: 135 River Rd, Essex VT
Equipment: CAT 370KW Model SR4

Please see enclosed Program Details for more information on what is included with each program.

PROGRAM #1 – MAJOR SERVICE

\$2010 or \$1910 if prepaid by November 15, 2024
\$1900 when signing up for auto-renew*

PROGRAM #2 – MAJOR AND MINOR SERVICE

\$3277 or \$3113 if prepaid by November 15, 2024
\$3103 when signing up for auto-renew*
*Requires return of separate Auto Renewal Form

Authorized Signature

September 30, 2024
Travis Maney

Travis Maney,
Vermont Power Technologies, LLC Dba Brook Field Service

Please note, we are no longer able to take payment over the phone.

To make payment please scan the below QR Code or visit www.brookfieldservice.com and click "Pay Now"



In the Additional Information Box, include "2025 PM" and "Plan 1", "Plan 2", or "Auto Renew Subscription"

You can also send a check to: Brook Field Service PO Box 47, Northfield VT 05663

Please indicate your acceptance of this agreement and terms by either making a payment online, emailing travis@brookfieldservice.com, or returning a signed copy of this agreement or the auto renewal form.

If you need to update your contact information or have any further questions, please email travis@brookfieldservice.com or call 802-485-1478.



Brook Field Service

Providing Shelter from the Storm

P.O. Box 47 • Northfield, VT 05663 • Toll Free: 866-769-3797 • (802)485-6567 • Fax: (802)485-6690

Email: info@brookfieldservice.com • www.brookfieldservice.com

Preventative Maintenance Agreement Program Details

Program #1 – Once a year maintenance program (Major Service)

- A technical inspection and testing of your generator (multi-point test and review)
- Upload software upgrades, download performance history
- Oil change and oil filters replaced
- Air and fuel filters replaced (if applicable)
- Tune up of engine
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- Automatic transfer switch testing and maintenance
 - If the ATS is located inside – arrangements must be made for someone to be there or to give an alternate authorization for our tech to reach it.
- A generator building load test
 - At your request - this will require an interruption of power.

Program #2 – Twice a year maintenance program (Major & Minor Service)

- 1 Major Service as listed above with a second visit that includes;
- Technical inspection of your generator (multi-point review)
- Upload controller latest software upgrades
- Oil levels checked
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- A generator building load test
 - At your request - this will require an interruption of power
- Vermont State Inspection (if required)
 - * Please Note: If you opt for Plan 1, the cost of the state inspection is NOT included. The additional cost is \$130.00 per unit.

Where to send your agreement form:

Fax: 802-485-6690

Email: travis@brookfieldservice.com

Mail: Brook Field Service, PO Box 47, Northfield VT 05663



Brook Field Service

Providing Shelter from the Storm

P.O. Box 47 • Northfield, VT 05663 • Toll Free: 866-769-3797 • (802)485-6567 • Fax: (802)485-6690

Email: info@brookfieldservice.com • www.brookfieldservice.com

Town of Essex (Alder Lane Pump)
Attn: Jerry
81 Main St
Essex Jct, VT 05452

Customer Agreement #
C-0009546A

2025 PREVENTATIVE MAINTENANCE AGREEMENT

Location: 12 Jericho Rd, Essex VT
Equipment: Kohler 40REOZJB #2102589

Please see enclosed Program Details for more information on what is included with each program.

PROGRAM #1 – MAJOR SERVICE

\$1176 or \$1117 if prepaid by November 15, 2024
\$1107 when signing up for auto-renew*

PROGRAM #2 – MAJOR AND MINOR SERVICE

\$1918 or \$1822 if prepaid by November 15, 2024
\$1812 when signing up for auto-renew*
*Requires return of separate Auto Renewal Form

Authorized Signature

September 30, 2024

Travis Maney

Travis Maney,
Vermont Power Technologies, LLC Dba Brook Field Service

Please note, we are no longer able to take payment over the phone.

To make payment please scan the below QR Code or visit: www.brookfieldservice.com and click "Pay Now"



In the Additional Information Box, include "2025 PM" and "Plan 1", "Plan 2", or "Auto Renew Subscription"

You can also send a check to: Brook Field Service PO Box 47, Northfield VT 05663

Please indicate your acceptance of this agreement and terms by either making a payment online, emailing travis@brookfieldservice.com, or returning a signed copy of this agreement or the auto renewal form.

If you need to update your contact information or have any further questions, please email travis@brookfieldservice.com or call 802-485-1478.



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Preventative Maintenance Agreement Program Details

Program #1 – Once a year maintenance program (Major Service)

- A technical inspection and testing of your generator (multi-point test and review)
- Upload software upgrades, download performance history
- Oil change and oil filters replaced
- Air and fuel filters replaced (if applicable)
- Tune up of engine
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- Automatic transfer switch testing and maintenance
 - If the ATS is located inside – arrangements must be made for someone to be there or to give an alternate authorization for our tech to reach it
- A generator building load test
 - At your request - this will require an interruption of power.

Program #2 – Twice a year maintenance program (Major & Minor Service)

- 1 Major Service as listed above with a second visit that includes;
- Technical inspection of your generator (multi-point review)
- Upload controller latest software upgrades
- Oil levels checked
- Coolant levels topped off. If coolant change is required, an additional charge would occur.
- A generator building load test
 - At your request - this will require an interruption of power
- Vermont State Inspection (if required)
 - * Please Note: if you opt for Plan 1, the cost of the state inspection is NOT included. The additional cost is \$130.00 per unit

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Email: travis@brookfieldservice.com

Mail: Brook Field Service, PO Box 47, Northfield VT 05663



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Email: info@brookfieldservice.com • www.brookfieldservice.com

Town of Essex (Water .Sewer Portable)
Attn: Tom Yandow, Facilities Manager
81 Main Street
Essex Jct, VT 05452

Customer Agreement #
C-0009547D

2025 PREVENTATIVE MAINTENANCE AGREEMENT

Location: 190 Sand Hill Road, Building 2, Essex VT
Equipment: Kohler 50REOZJ #0646193

Please see enclosed Program Details for more information on what is included with each program.

PROGRAM #1 – MAJOR SERVICE

\$677 or \$643 if prepaid by November 15, 2024
\$633 when signing up for auto-renew*

PROGRAM #2 – MAJOR AND MINOR SERVICE

\$1102 or \$1047 if prepaid by November 15, 2024
\$1037 when signing up for auto-renew*
*Requires return of separate Auto Renewal Form



Authorized Signature

September 30, 2024
Travis Maney
Travis Maney,
Vermont Power Technologies, LLC DbA Brook Field Service

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