

**BRATTLEBORO SELECTBOARD
MONDAY, FEBRUARY 10, 2014
SPECIAL MEETING – 7:30AM
MINUTES**

Selectboard members present: David Gartenstein, Kate O'Connor, John Allen, and Donna Macomber.

Staff present: Interim Town Manager Patrick Moreland, Finance Director John O'Connor, Public Works Director Steve Barrett, Highway/Utilities Superintendent Hannah O'Connell, and Executive Secretary Jan Anderson.

Media present: Howard Weiss-Tisman representing The Reformer.

Others present: Spoon Agave.

Chair Gartenstein called the meeting to order at 7:36am in the Selectboard meeting room. He confirmed that the meeting was officially warned.

PUBLIC PARTICIPATION

None.

WATER AND SEWER COMMISSIONERS

MOTION BY JOHN ALLEN TO CONVENE AS WATER AND SEWER COMMISSIONERS. MOTION CARRIED 4-0.

FY15 Utility Budget, Rates, and Capital Plan – Discussion. Gartenstein said that the Board was asked to discuss the FY15 Utility Budget and proposed rate increases, and decide whether to adopt a revised 5-year plan and make changes to the ordinances pertaining to utility rates. He said that the Utilities Budget was by ordinance, that the last ordinance covered a period of five years and was about to expire. He said that the development of the Utilities Budget was based on projections going out several years, and that a rate tool was utilized to see the long-term numbers and projections. He said that adjustments to the variables could be made in the rate tool to show how those adjustments would affect the long-term projections. He said that the goal was to maintain a rolling balance with a surplus to provide for bond payments over the years and unanticipated expenses as they arise. Interim Town Manager Moreland said that the utilities fund was an enterprise fund and he provided a general overview of the utilities budget, including water and wastewater revenue and costs. Finance Director O'Connor said that the rate tool was utilized to provide an overall view of costs, revenue, rates, and fund surpluses from FY08 through FY22. He said that the budget was based on usage and was viewed over a long-term, rather than focusing on a year-to-year basis. He said that short-term results tended to spike, whereas the long-term view was more steady and consistent. He reviewed and discussed categories and line items for both water and wastewater divisions. He said that in calculating the proposed budget, he included an assumption of 6% annual rate increase for wastewater rates and a 2% annual rate increase for water rates. He discussed specific line items for FY15 and later years. Public Works Director Barrett discussed infrastructure, equipment, revenue, costs, and capital projects in both divisions. O'Connor and Barrett continued to discuss line items on the proposed budget. Spoon Agave and Howard Weiss-Tisman asked questions and for further information about the rate tool and budget. The Board asked several questions and discussed portions of the proposed FY15 Utility Budget. The Board agreed to add the matter to the March 4 Selectboard agenda to continue the discussion and decide whether to adopt the FY15 Utilities Budget with the suggested rate increases.

NO ACTION TAKEN.

There was no further business.

MOTION BY JOHN ALLEN AT 9:00AM TO ADJOURN. MOTION CARRIED 3-0 (GARTENSTEIN WAS NOT PRESENT AT THE TIME OF THE VOTE).

David Schoales, Clerk