

**AMHERST TOWN COUNCIL**  
**AGENDA**  
**Wednesday, October 11, 2023**  
**Meeting at 7:00 p.m.**  
**Town Hall, 174 S. Main Street, Amherst, VA 24521**

**A. Call to Order for the Town Council– 7:00 p.m. - Mayor Tuggle**

**B. Pledge of Allegiance** - *I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.*

**C. Invocation** - *Any invocation that may be offered before the official start of the Amherst Town Council meeting shall be the voluntary offering to, and for, the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by Council and do not necessarily represent the religious beliefs or views of the Council in part or as a whole. No member of the audience is required to attend or participate in the invocation, and such decision will have no impact on their right to participate actively in the business of the Council. Copies of the policy governing invocations and setting forth the procedure by which a volunteer may deliver an invocation are available upon request at the Town Hall.*

**D. Public Hearings and Presentations**

- 1. Public Hearing for SUP for Bed and Breakfast (Pgs. 1-5)** - *Sara McGuffin- Jeremiah and Andrea Kirkland are seeking a Special Use Permit for a Bed and Breakfast in the R-2 district. The request is for 146 N. Main Street. This request comes from the Planning Commission with a recommendation for approval.*
- 2. Public Hearing for Revision to Sidewalk and Skateboards Code (Pgs. 6-12)-** *Sara McGuffin- At the point of adoption of the revised Code in 2022, the previous Code section was not deleted, leading to a conflict in the Code. This public hearing is for the deletion of the older Code sections, which are in conflict with the one adopted last year.*
- 3. Public hearing for Flag Lots (Pg.13-15)-** *Sara McGuffin- The Zoning Ordinance allows flag lots, but the Code is not clear on the standards for these. The Planning Commission has reviewed this issue, and recommends the attached addition to the Code.*

**E. Citizen Comments** - *Per the Town Council's policy, any individual desiring to speak before the Council who has not met the agenda deadline requirement will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda is at the Mayor's discretion.*

**F. Consent Agenda** – *Items on the consent agenda can be voted on as a block if all are in agreement with the recommended action or discussed individually.*

- 1. Town Council Minutes (Pgs. 16-25)** – *Draft of the September 13 and September 28 2023 meeting minutes are **attached**. Please let Vicki Hunt know of any concerns by Wednesday morning so that any needed corrections can be presented at the meeting.*
- 2. Check approval (Pgs. 26-35)-** *The check register for the month of September 2023 is **attached**. Please let Tracie Morgan know if you have any concerns by Wednesday morning so that any needed documentation will be available at the meeting. All invoices will be available for review.*

**G. Correspondence and Reports**

- 1. Staff Reports (Pgs. 36-94)**
  - a. n Manager Monthly Report- **attached**

- b. Police Chief Monthly Report - ***attached***
- c. Office Manager Monthly Report - ***attached***
- d. Clerk of Council Monthly Report- ***attached***
- e. Public Works Monthly Reports- ***attached***

**2. Other Reports (Pgs. 95-106)**

- a. Planning Commission—*met October 4, 2023, minutes attached*
- b. Economic Development Authority- *met October 2, 2023, minutes attached*
- c. Robert E. Lee SWCD-*met July 27 and August 24, 2023, minutes attached*

**H. Discussion Items**

- 1. Confirmation of Substantial Accord (Pgs. 107-108)-** *Sara McGuffin- As part of the process for a new park located across from Amherst County High School, the Planning Commission has considered the proposal and has made a determination that the property is substantially in accord with the Comprehensive Plan. Staff requests the Council confirm that finding.*
- 2. Water Treatment Plant Appropriation (Pg. 109-144)-** *Sara McGuffin-As this project comes to a close, staff requests a final additional appropriation of \$101,110 to cover additional items for the completion of the project.*
- 3. Award of Bid for Maintenance Shop Improvements (To be emailed upon receipt of bids)-** *Sara McGuffin- Staff has put out a RFB (Request for Bid) for improvements to the Maintenance Shop. Bids are being opened on October 6<sup>th</sup>, and staff will have a recommended bid for award, which will be emailed to the Council after the opening.*
- 4. Set Public Hearing ADU's** *Sara McGuffin- The Planning Commission has been considering changes to the Zoning Ordinance that would allow accessory dwelling units that are not contained within a residence. Staff recommends that Council set a public hearing for their November meeting.*

**I. Matters from Staff**

**J. Matters from Town Council**

**K. Anticipated Town Council Agenda Items for Next Month**

**L. Citizen Comments**

**M. Adjournment**



**STAFF REPORT  
SPECIAL USE PERMIT**  
Jeremiah and Andrea Kirkland  
Planning Commission  
September 6, 2023

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**General Information:**

Processing schedule:	The Planning Commission set this proposal for a public hearing for the August 2 meeting. The public hearing was notified and advertised as required by law. A sign has been posted in the yard of the home in advance of the meeting, and since that time. The Planning Commission requested that staff review the proposal and provide conditions for the Special Use Permit, addressing the concerns of the Commission.
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**Application Information:**

Owner and Applicant:	Jeremiah and Andrea Kirkland
Requested Action:	Special Use Permit for Bed and Breakfast
Location:	146 N. Main Street
Tax Map Numbers:	96A4A 179
Existing Zoning:	R-2
Proposed Zoning:	R-2, with SUP for Bed and Breakfast
Existing land uses:	Single family residential
Comp. plan area:	Residential
Adjacent Zoning:	R-2

**Summary of Request and Background Information:**

The current Zoning Ordinance for the Town only allows bed and breakfasts (defined as less than 30 day occupancy, on the same property as the owner's residence) in the R-2 district with a Special Use Permit.

Jeremiah and Andrea Kirkland purchased this home in July, 2021. The home was originally designed as a duplex, with two doors in the front of the home. Each side contains two bedrooms. The home had a garage in the back of the property. There was damage to the garage, and the

Kirklands have sought to convert it to a studio apartment for rental as a bed and breakfast. They also have been renting one side of the duplex as a bed and breakfast.

By the current Zoning Ordinance in the Town, the duplex is a legal, conforming structure, and may be used as a home or long term rental. The use as a bed and breakfast requires an SUP.

The use of the previous garage structure for living space requires a change in the Ordinance regarding accessory dwelling units. Additionally, if there is an approval of the accessory dwelling unit ordinance, there will need to be clarification regarding how many bed and breakfast accommodations would be legal for the Kirklands on the lot.

### **Public Notice**

The proposal was advertised for public hearing for two consecutive weeks, as required by State Code, and adjacent property owners received a public notice by certified mail, also as required by Code. The property had a sign placed on it for notice as well.

### **Consistency with the Comprehensive Plan and Zoning Ordinance:**

The existing zoning of the lot is consistent with the use of the duplex and the SUP for a bed and breakfast. The use of the garage structure will require a change in the Code in order to allow it to be used for living space.

### **Citizen Comment:**

There has been one citizen comment received about this proposal. A neighbor who received the adjacent notification expressed concern about the possible number of units, but was reassured that the SUP was only requested for the existing home and the garage structure.

### **Conclusion:**

In general, the public has been very favorable in Town regarding bed and breakfast proposals. There have no complaints about the use by the Kirklands to date.

Staff recommends approval of the proposal. Based upon feedback from the Planning Commission, staff proposes the following possible conditions:

1. The Special Use Permit shall only apply to the use of the duplex unit as a bed and breakfast unit, and shall only apply to the garage structure if the living space is compliant with the Accessory Dwelling Unit zoning and Building Code requirements.
2. A maximum of two rental units shall be allowed on the property, and only if all dwelling units on the property meet zoning requirements.
3. The property owner shall live on the property while the short-term rental use is in effect.
4. If the property owner will not be home for the night while the property is being rented, they will have a responsible property manager on site for the night.
5. Quiet hours shall be from 10 p.m. to 7 a.m., consistent with the Town's adopted noise ordinance.
6. Occupancy in the duplex rental unit shall be limited to four people.



7. Occupancy in the garage unit shall be limited to two people.
8. Camping, overnight stays in RV's or other motor vehicles is prohibited.
9. All guest parking must be off street parking.

**AT A MEETING OF THE AMHERST TOWN COUNCIL, HELD ON OCTOBER 11, 2023, IN THE TOWN HALL BUILDING LOCATED AT 174 S. MAIN STREET, AMHERST, VIRGINIA, THE FOLLOWING ACTION WAS TAKEN:**

Ordinance granting a Special Use Permit SUP-2023-0xx to allow a bed and breakfast at 146 North Main Street, Amherst, Virginia.

**WHEREAS**, Sections 15.2-2280, 15.2-2285, and 15.2-2286 of the Code of Virginia, 1950, as amended, enables a local governing body to adopt and amend zoning ordinances; and

**WHEREAS**, Section 15.2-2286(A)(3) of the Code of Virginia enables the Amherst Town Council to grant special use permits under suitable regulations and safeguards; and

**WHEREAS**, Jeremiah and Andrea Kirkland filed an application requesting to amend the zoning ordinance to allow a bed and breakfast in a residential district and an application for said special use permit; and

**WHEREAS**, the subject property is zoned Residential (R-2); and

**WHEREAS**, the conditions imposed below represent suitable regulations and safeguards to protect the neighboring properties from the impacts of the SUP; and

**WHEREAS**, pursuant to Virginia Code Section 15.2-2204, the Amherst Planning Commission advertised as required by law and held a public hearing on this application on August 2, 2023 and voted to recommend not approving this request to Council; and

**WHEREAS**, pursuant to Virginia Code Section 15.2-2204, the Amherst Town Council advertised as required by law and held a public hearing on October 11, 2023.

**NOW, THEREFORE, BE IT ORDAINED**, by the Amherst Town Council in accordance with Sections 24-227 and 24-235 of the Amherst Zoning Ordinance, public necessity, convenience, general welfare, and good zoning practice, SUP-2023-0xx is approved to allow short term rentals at 146 North Main Street, Amherst, Virginia with the following conditions:

1. The Special Use Permit shall only apply to the use of the duplex unit as a bed and breakfast unit, and shall only apply to the garage structure if the living space is compliant with the Accessory Dwelling Unit zoning and Building Code requirements.
2. A maximum of two rental units shall be allowed on the property, and only if all dwelling units on the property meet zoning requirements.

3. The property owner shall live on the property while the short-term rental use is in effect.
4. If the property owner will not be home for the night while the property is being rented, they will have a responsible property manager on site for the night.
5. Quiet hours shall be from 10 p.m. to 7 a.m., consistent with the Town's adopted noise ordinance.
6. Occupancy in the duplex rental unit shall be limited to four people.
7. Occupancy **in** the garage **unit** shall be limited to two people.
8. Camping, overnight stays in RV's or other motor vehicles is prohibited.
9. All guest parking must be off-street parking.

**ADOPTED BY THE AMHERST TOWN COUNCIL ON OCTOBER 11, 2023.**

MOTION:

SECOND:

**ORDINANCE REPEALING §20-8 and §20-9 OF THE AMHERST TOWN CODE**

**WHEREAS**, Sections 15.2-1427 and 15.2-1433 of the Code of Virginia, 1950 enable a local governing body to adopt, amend, and codify ordinances or portions thereof: and

**WHEREAS**, Amherst Town Code Sections 20-8 and 20-9 regulating bicycles and skateboards on sidewalks were previously adopted by the Amherst Town Council on August 8, 2007; and

**WHEREAS**, on June 8, 2022 Town Council passed Ordinance Section 20-10 regarding bicycles and skateboards on sidewalks that is in contradiction to Sections 20-8 and 20-9; and

**WHEREAS**, at the time it passed Ordinance §20-10, Council did not repeal Ordinance §§20-8 and 20-9; and

**WHEREAS**, the Amherst Town Council desires to repeal Sections 20-8 and 20-9 of the Amherst Town Code to eliminate the conflict; and

**WHEREAS**, the proper advertisement and public hearing were conducted as required by law; and

**WHEREAS**, the full text of this amendment was available for public inspection in the Town Hall located at 174 S. Main Street, Amherst, Virginia.

**NOW, THEREFORE, BE IT ORDAINED** by the Amherst Town Council that Sections 20-8 and 20-9 of the Amherst Town Code of Ordinances is hereby repealed.

**ADOPTED BY THE AMHERST TOWN COUNCIL ON October 11, 2023.**

**ATTEST:**

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**Vicki Hunt, Clerk**  
**Amherst Town Council**

**Recorded Vote:**

## ORDINANCE REPEALING §20-8 and §20-9 OF THE AMHERST TOWN CODE

**WHEREAS**, Sections 15.2-1427 and 15.2-1433 of the Code of Virginia, 1950 enable a local governing body to adopt, amend, and codify ordinances or portions thereof: and

**WHEREAS**, Amherst Town Code Sections 20-8 and 20-9 regulating bicycles and skateboards on sidewalks were previously adopted by the Amherst Town Council on August 8, 2007; and

**WHEREAS**, on June 8, 2022 Town Council passed Ordinance Section 20-10 regarding bicycles and skateboards on sidewalks that is in contradiction to Sections 20-8 and 20-9; and

**WHEREAS**, at the time it passed Ordinance §20-10, Council did not repeal Ordinance §§20-8 and 20-9; and

**WHEREAS**, the Amherst Town Council desires to repeal Sections 20-8 and 20-9 of the Amherst Town Code to eliminate the conflict; and

**WHEREAS**, the proper advertisement and public hearing were conducted as required by law; and

**WHEREAS**, the full text of this amendment was available for public inspection in the Town Hall located at 174 S. Main Street, Amherst, Virginia.

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**NOW, THEREFORE, BE IT ORDAINED** by the Amherst Town Council that Sections 20-8 and 20-9 of the Amherst Town Code of Ordinances is hereby repealed.

~~Sec. 20-8 Operation of Bicycle on Certain Sidewalks~~

~~No person shall ride a bicycle on a sidewalk. Each violation of this section shall constitute a class 4 misdemeanor.~~

~~Sec. 20-9 Operation of Skateboards on Certain Sidewalks~~

~~No person shall ride a skateboard on a sidewalk. Each violation of this section shall constitute a class 4 misdemeanor.~~

**ADOPTED BY THE AMHERST TOWN COUNCIL ON October 11, 2023.**

**ATTEST:**

**Vicki Hunt, Clerk  
Amherst Town Council**

**Recorded Vote:**

Sec. 20-8. - Operation of bicycles on certain sidewalks.

No person shall ride a bicycle on a sidewalk. Each violation of this section shall constitute a Class 4 misdemeanor.

(Code 2005, § 14-7; Ord. of 8-8-2007)

State Law reference— Penalty for ordinance violations, Code of Virginia, § 15.2-1429; punishments for Class 1—4 misdemeanors, Code of Virginia, § 18.2-11; authority to prohibit bicycles on sidewalks, Code of Virginia, § 46.2-904.

Sec. 20-9. - Operation of skateboards on certain sidewalks.

No person shall ride a skateboard on a sidewalk. Each violation of this article shall constitute a Class 4 misdemeanor.

(Code 2005, § 14-7.1; Ord. of 8-8-2007)

State Law reference— Penalty for ordinance violations, Code of Virginia, § 15.2-1429; punishments for Class 1—4 misdemeanors, Code of Virginia, § 18.2-11; authority to prohibit bicycles on sidewalks, Code of Virginia, § 46.2-904.

Sec. 20-10. - Bicycles and skateboards to yield to pedestrians on sidewalks.

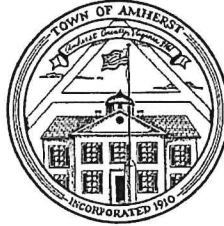
(a)A person riding a bicycle or skateboard on a sidewalk or across a roadway on a crosswalk shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking and passing any pedestrian.(b)No person riding a skateboard on a sidewalk shall thereby:(1)Interfere with a business conducting its trade;(2)Interfere with access to or egress from any building open to the public (including but not limited to any business, office, school, government building, place of worship, or assembly hall); or(3)Use a sidewalk for tricks or stunts without the purpose of transportation.(c)"Interfere," for purposes of subsection (b), shall mean to hinder, delay, or obstruct. Factors for determining interference include:(1)The extent and duration of the skateboarder's presence in front of a business or building;(2)Whether the skateboarder was traveling to a fixed location, or going back and forth in front of the business or building;(3)Whether the skateboarder was asked to leave by any owner, shopkeeper, patron, member, staff person, or other individual having a legitimate interest in the business, building, or its affairs;(4)The extent of hazard or difficulty imposed by the skateboarder on any individual trying to patronize or support the business or building; and(5)The speed of the skateboard and its proximity to

any individual, vehicles, windows, or other damageable property in its path.(d)Each violation of this section shall be punishable by a civil penalty of not more than \$50.00.



MOTION: Kenneth S. Watts

SECOND: Andra Higginbotham



June 8, 2022  
Regular Meeting  
Ord. No. 220608B

## ORDINANCE OF THE TOWN OF AMHERST

**AN ORDINANCE AMENDING THE CODE OF THE TOWN OF AMHERST, VIRGINIA, CHAPTER 20 (TRAFFIC AND VEHICLES), ARTICLE I (IN GENERAL), BY CREATING THEREIN § 20-10 (“BICYCLES AND SKATEBOARDS TO YIELD TO PEDESTRIANS ON SIDEWALKS”), TO REQUIRE SKATEBOARDERS AND BICYCLISTS TO YIELD TO PEDESTRIANS, PROHIBIT THEM FROM IMPEDING A BUSINESS OR PUBLIC BUILDING, PROHIBIT THE USE OF SIDEWALKS FOR TRICKS OR STUNTS, AND PROVIDE RELATED VIOLATIONS, DEFINITIONS, AND PENALTIES.**

**WHEREAS**, §§ 15.2-1427 and 15.2-1433 of the Code of Virginia, 1950 enables a local governing body to adopt, amend and codify ordinances or portions thereof;

**WHEREAS**, § 7.01 of the Town Charter empowers the Town Council to “maintain, and clear . . . sidewalks . . . and to regulate the use of all such highways . . . and works”; “to prevent the obstruction of such streets, alleys and highways . . . and to do all other things whatsoever adapted to make the streets and highways safe, convenient and attractive”; § 9.01(1) of the Town Charter empowers the Town Council to “prevent all things detrimental to the . . . safety, convenience and welfare of the inhabitants of the town”; and § 9.01(17) of the Town Charter empowers the Town Council to “pass and enforce all . . . ordinances which it may deem necessary for the good order and government of the town . . . , and to do such other things and pass such other laws as may be necessary or proper to carry into full effect all powers . . . [of the] town”;

**WHEREAS**, the Town Council expresses concern over a tendency to use skateboards on sidewalks for tricks and stunts rather for a legitimate transportation function, and in a manner that impedes or endangers pedestrians, or disrupts business; and

**WHEREAS**, on June 8, 2022, a public hearing was held on this matter, and all of those wishing to speak on this topic were heard;

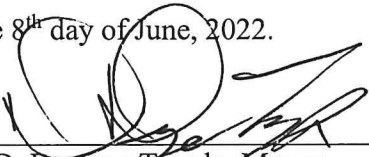
**NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF AMHERST**, that Chapter 20 (Traffic and Vehicles), Article I (In General) of the Amherst Town Code is hereby amended to enact a new section, § 20-10, as follows:

### **Sec. 20-10. – Bicycles and skateboards to yield to pedestrians on sidewalks.**

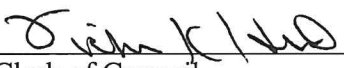
- A. A person riding a bicycle or skateboard on a sidewalk or across a roadway on a crosswalk shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking and passing any pedestrian.

- B. No person riding a skateboard on a sidewalk shall thereby (1) interfere with a business conducting its trade, (2) interfere with access to or egress from any building open to the public (including but not limited to any business, office, school, government building, place of worship, or assembly hall), or (3) use a sidewalk for tricks or stunts without the purpose of transportation.
- C. "Interfere," for purposes of Subsection B, shall mean to hinder, delay, or obstruct. Factors for determining interference include (1) the extent and duration of the skateboarder's presence in front of a business or building; (2) whether the skateboarder was traveling to a fixed location, or going back and forth in front of the business or building; (3) whether the skateboarder was asked to leave by any owner, shopkeeper, patron, member, staff person, or other individual having a legitimate interest in the business, building, or its affairs; (4) the extent of hazard or difficulty imposed by the skateboarder on any individual trying to patronize or support the business or building; and (5) the speed of the skateboard and its proximity to any individual, vehicles, windows, or other damageable property in its path.
- D. Each violation of this Section shall be punishable by a civil penalty of not more than \$50.

The foregoing Ordinance was adopted on the 8<sup>th</sup> day of June, 2022.

  
\_\_\_\_\_  
D. Dwayne Fuggle, Mayor

ATTEST:

  
\_\_\_\_\_  
Clerk of Council

**Flag lots-** The creation of flag lots will only be considered in those instances where topographic constraints or unusual existing lot lines make this type of lot arrangement the only feasible way to develop the tract.

Flag lots must meet the following criteria:

- (a) Each flag lot must have a minimum of 25 feet of frontage on the street.
- (b) The required minimum lot area shall meet the zoning ordinance requirement of the district in which it is located and shall not include the area of the long narrow "flagpole" portion.
- (c) The development of one flag lot behind another flag lot shall be prohibited.
- (d) A home on a flag lot must meet all setbacks within the "flag" portion of the lot, not including the "pole" portion of the lot.
- (e) Additional prohibitions regarding lots apply to the Ambriar Access Area, as outlined in 24-435.

**AN ORDINANCE AMENDING THE TOWN OF AMHERST CODE OF ORDINANCES TO ADD PROVISIONS TO CHAPTER 24 – ZONING AND SUBDIVISIONS TO INCLUDE PROVISIONS FOR FLAG LOTS.**

**WHEREAS**, Sections 15.2-1427 and 15.2-1433 of the Code of Virginia, 1950, as may be amended from time to time, enable a local governing body to adopt, amend, and codify ordinances or portions thereof; and

**WHEREAS**, Sections 15.2-2280, 15.2-2285, and 15.2-2286 of the Code of Virginia, 1950, as amended, enables a local governing body to adopt and amend zoning ordinances; and

**WHEREAS**, this amendment of the Town of Amherst Zoning Ordinance is required to serve the public necessity, convenience, general welfare, and good zoning practice pursuant to Section 15.2-2286(A)(7) of the Code of Virginia, as amended; and

**WHEREAS**, the proper advertisement and public hearing was conducted as required by law; and

**WHEREAS**, the full text of this amendment was available for public inspection in the Town Hall located at 174 S. Main Street, Amherst, Virginia.

**NOW THEREFORE, BE IT ORDAINED BY THE AMHERST TOWN COUNCIL** that several sections of the Town of Amherst Zoning Ordinance are amended and reenacted as follows:

**CODE OF THE TOWN OF AMHERST, VIRGINIA  
CHAPTER 24 - ZONING AND SUBDIVISION ORDINANCE**

**Flag Lots**

The creation of flag lots will only be considered in those instances where topographic constraints or unusual existing lot lines make this type of arrangement the only feasible way to develop the tract.

Flag lots must meet the following criteria:

- a. Each flag lot must have a minimum of 25 feet of frontage on the street.
- b. The required minimum lot area shall meet the zoning ordinance requirement of the district in which it is located and shall not include the area of the long narrow “flagpole” portion.
- c. The development of one flag lot behind another flag lot shall be prohibited.
- d. A home on a flag lot must meet all setbacks within the “flag” portion of the lot, not including the “pole” portion of the lot.
- e. Additional prohibitions regarding lots apply to the Ambriar Access Area, as outlined in Section 24-435.

**ADOPTED BY THE AMHERST TOWN COUNCIL ON OCTOBER 11, 2023.**

MOTION:

SECOND

Mayor D. Dwayne Tuggle called a regular monthly meeting of the Amherst Town Council to order on September 13, 2023, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	A	Andra Higginbotham
P	Janice N. Wheaton	P	Michael Driskill
P	Sharon W. Turner	P	Douglas Thompson

Also present were the following staff members:

Sara E. McGuffin	Town Manager		Officer Martin	Police Officer
Kelley Kemp	Town Attorney		Gary Williams	Director of Plants
Vicki K. Hunt	Clerk of Council		Fred Adams	Water Operator

Recitation of the Pledge of Allegiance to the Flag was followed by a moment of silence.

Town Manager McGuffin gave a report on a proposed donation to the Town of Amherst from Paul Kilgore of 22 acres of land which is a portion of the property generally known as the “Ambler property,” designated as tax map numbers 95-A-90, 90A, 91, and 110-A0103, and generally located across South Main Street from the Amherst County High School. Mr. Kilgore is seeking to place a conservation easement on the land. To be compliant with the Town’s adopted Comprehensive Plan staff requested that the 22 acres of land be designated for public/semi-public uses.

The proposal was advertised for public hearing for two consecutive weeks, as required by State Code. Because the public hearing was not set by the Town Council, staff requested ratification of the public hearing.

Mr. Driskill made a motion that was seconded by Mr. Thompson to ratify the setting of a public hearing on determination of whether to amend the adopted Town of Amherst Comprehensive Plan, Section 13, Land Use Profile, to include a provision to address parks in specific suitable areas; and whether to amend the Town’s Future Land Use Map to include a proposed public use designation on a portion of the property generally known as the “Ambler property,” designated as tax map numbers 95-A-90, 90A, 91, and 110-A0103, and generally located across South Main Street from the Amherst County High School, as recommended by staff.

There being no discussion, the motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Absent
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

Town Manager McGuffin reported that the Planning Commission, after ratification, held a duly advertised public hearing at its meeting on September 6, 2023, at which time the Commission recommended approval of an amendment to the adopted Town of Amherst Comprehensive Plan, Section 13, Land Use Profile, to include a provision to address parks in specific suitable areas and to amend the Town’s Future Land Use Map to include a proposed public use designation on a portion of the property

generally known as the “Ambler property,” designated as tax map numbers 95-A-90, 90A, 91, and 110-A0103, and generally located across South Main Street from the Amherst County High School.

Mayor Tuggle opened a duly advertised public hearing at 7:03 p.m. on determination of whether to amend the adopted Town of Amherst Comprehensive Plan, Section 13, Land Use Profile, to include a provision to address parks in specific suitable areas; and whether to amend the Town’s Future Land Use Map to include a proposed public use designation on a portion of the property generally known as the “Ambler property,” designated as tax map numbers 95-A-90, 90A, 91, and 110-A0103, and generally located across South Main Street from the Amherst County High School.

Mr. Kilgore was present to answer questions.

There being no one present who wished to speak on the matter, the public hearing was closed at 7:03 p.m.

Mr. Thompson made a motion that was seconded by Mr. Driskill to approve an amendment to the adopted Town of Amherst Comprehensive Plan, Section 13, Land Use Profile, to include a provision to address parks in specific suitable areas and to amend the Town’s Future Land Use Map to include a proposed public use designation on a portion of the property generally known as the “Ambler property,” designated as tax map numbers 95-A-90, 90A, 91, and 110-A0103, and generally located across South Main Street from the Amherst County High School, as recommended by the Planning Commission and staff.

There being no discussion, the motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Absent
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

Mayor Tuggle opened the floor to citizen comments.

Jerry N. Martin, owner of Martin’s Paint and Body Shop, came forward in opposition to an existing ordinance in the Town code that governs regulations on hard surface treatment of business parking areas.

Steve T. Martin, owner of Martin’s Paint and Body Shop, came forward in opposition to an existing ordinance in the Town code that governs regulations on hard surface treatment of business parking areas.

Tim Ware, owner of Warehouse Antiques, came forward with a request that council revisit bike trail extensions.

Jacob DeMala, owner of The Yard Spot, came forward in opposition to an existing ordinance in the Town code that governs regulations on hard surface treatment of business parking areas.

Kathy Beck, Town of Amherst resident, came forward in opposition to an existing ordinance in the Town code that governs regulations on hard surface treatment of business parking areas.

There being no one else listed to speak on the citizen comment sign-in sheet, or otherwise, no comments were made.

Ms. Turner made a motion that was seconded by Mr. Driskill to approve the consent agenda items consisting of minutes of the meetings held on August 9, 2023, and August 30, 2023, and the August 2023 check registry, as presented.

There being no discussion, the motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Absent
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

Town Manager McGuffin gave a report on the additional cost of purchasing and outfitting two new Police vehicles to bring them to standard. One of the two vehicles is being funded completely with grant funds. Because the remaining vehicle will exceed the amount budgeted and appropriated, staff recommended appropriation of an additional \$12,000.00 for the second vehicle.

There being no discussion, Mr. Driskill made a motion that was seconded by Ms. Wheaton to approve appropriation of \$12,000.00 for police vehicles, as recommended by staff.

After discussion, the motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Absent
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

Town Manager McGuffin gave a report on a proposed change order submitted by Littleton & Associates, Inc., in the amount of \$39,950.00 adding replacement of a culvert and demolition of a sludge drying bed related to construction of the new centrifuge facility at the Wastewater Treatment Plant. Staff requested appropriation of funds in the amount of \$39,950.00.

After discussion, Mr. Driskill made a motion that was seconded by Ms. Turner to approve appropriation of \$39,950.00 for replacement of a culvert and demolition of a sludge drying bed related to the new centrifuge facility, as recommended by staff.

There being no discussion, the motion carried 3-1 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Absent
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Abstain

Town Manager McGuffin gave a report on a proposed agreement between the Town and Green Leaf Golf Club Association, LLC, for provision of sewer services at Poplar Grove. At its July 12, 2023, meeting the matter was deferred by Council to allow Poplar Grove sufficient time to consider the addition of more specific language in the agreement stating that water and services will only be provided for commercial development at Poplar Grove.



John T. Matteo, attorney for Green Leaf Golf Club Association, was present remotely to answer questions.

After discussion, Mr. Thompson made a motion that was seconded by Mr. Driskill to approve the agreement between the Town and Green Leaf Golf Club Association, LLC, for provision of sewer services to Poplar Grove, as recommended by staff.

There being no discussion, the motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Absent
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

Town Manager McGuffin gave a report on the 2023 Christmas Parade preparations. The parade is being planned for the first Friday in December (December 1, 2023), at 6:30 p.m., beginning at Kenmore Road, proceeding up S. Main Street and ending at the traffic circle. The theme of the parade is “Cartoon Christmas.” Staff requested approval of the parade route and associated street closures.

Ms. Wheaton made a motion that was seconded by Mr. Driskill to approve the 2023 parade route and associated street closures, as recommended by staff.

There being no discussion the motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Absent
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

Town Manager McGuffin gave a report on the FY2024-2025 budget timetable and capital improvement plan that staff would like to follow.

Ms. Wheaton made a motion that was seconded by Ms. Turner to adopt the FY2024-2025 Budget Calendar and Capital Improvement Plan as presented by staff.

After discussion the motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Absent
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

A copy of the 2024-2025 Budget Calendar is attached to and made a part of these minutes.

Town Manager McGuffin gave a report on a conflict that was created between Chapter 20, Article 1, Sec. 20-8 and Sec. 20-9 referring to bicycles and skateboards on sidewalks and Sec. 20-10. - Bicycles and skateboards to yield to pedestrians on sidewalks at the time that Sec. 20-10 was approved. Staff requested that Council set a public hearing on repeal of Chapter 20, Article 1, Sec. 20-8 and Sec. 20-9 to resolve the conflict.

Ms. Wheaton made a motion that was seconded by Mr. Driskill to hold a public hearing at the October 11, 2023, Town Council Meeting on the proposed repeal of Chapter 20, Article 1, Sec. 20-8 and Sec. 20-9 referring to bicycles and skateboards on sidewalks, as recommended by staff.

There being no discussion, the motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Absent
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

Town Manager McGuffin gave a report on a proposed amendment to the Town's Zoning and Subdivision Ordinances, Chapter 24. The purpose of the amendment is to allow the creation of flag lots in those instances where severe topographic constraints or unusual existing lot lines make this type of lot arrangement the only feasible way to develop the tract and which meet certain criteria.

Ms. Turner made a motion that was seconded by Mr. Driskill to hold a public hearing at the October 11, 2023, Town Council Meeting consideration of an amendment to the Town's Zoning and Subdivision Ordinances, Chapter 24, that would, if approved, allow the creation of flag lots in those instances where severe topographic constraints or unusual existing lot lines make this type of lot arrangement the only feasible way to develop the tract and which meet certain criteria., as recommended by staff.

There being discussion the motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Absent
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

Town Manager McGuffin gave a report on the application of Jeremiah and Andrea Kirkland for a special use permit to allow a bed and breakfast at their residence 146 N. Main Street, Amherst, Virginia, in the R-2 district. The Planning Commission, after ratification held a duly advertised public hearing at its meeting on September 6, 2023, at which time the Commission recommended approval of the special use permit. Staff requested Council set a public hearing on the matter at its October meeting.

Ms. Wheaton made a motion that was seconded by Mr. Thomson to hold a public hearing at the October 11, 2023, Town Council Meeting on the application of Jeremiah and Andrea Kirkland for a special use permit to allow a bed and breakfast at their residence 146 N. Main Street, Amherst, Virginia, in the R-2 district, as recommended by staff.

After discussion the motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Absent
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

Mayor Tuggle opened the floor to citizen comments.

Tim Ware, owner of Warehouse Antiques, came forward to thank everyone for their support with the recent car show.

There being no one else listed to speak on the citizen comment sign-in sheet or otherwise, no comments were made.

At 7:42 PM, Town Attorney Kemp read a resolution to authorize closed meeting, as follows:

WHEREAS, the Town Council of the Town of Amherst desires to discuss in Closed Meeting the following matter(s):

Discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body concerning the Town Manager and the Town Attorney.

Discussion or consideration of the acquisition of real property for a public purpose, namely emergency services, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically real property owned by the Amherst Lifesaving Crew.

WHEREAS, pursuant to: §2.2-3711 (A)(1) and (A)(3) of the Code of Virginia, such discussions may occur in Closed Meeting;

NOW, THEREFORE, BE IT RESOLVED that the Amherst Town Council does hereby authorize discussion of the aforestated matters in Closed Meeting.

After the reading, Ms. Wheaton made a motion that was seconded by Ms. Turner to approve the resolution and go into closed session.

The motion carried 4-0 via the roll call method as follows:

D. Dwayne Tuggle		Andra Higginbotham	Absent
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

A copy of the Resolution is attached to and made a part of these minutes.

At 7:47 PM, pursuant to the Resolution, Town Council convened in closed session.

At 8:31 PM the meeting reopened to the public.

Clerk of Council Hunt read the following closed session certification to Council:

Do you certify that to the best of your knowledge (i) only public business matters lawfully exempted from open meeting requirements under Title 2.2, Chapter 37 of the Code of Virginia, and (ii) only such public business matters as were identified in the

motion by which the closed session was convened were heard, discussed, or considered in the session?

Responses via the roll call method were as follows:

D. Dwayne Tuggle	Yes		Andra Higginbotham	Absent
Janice N. Wheaton	Yes		Michael Driskill	Yes
Sharon Turner	Yes		Douglas Thompson	Yes

There being no further business, on motion of Mr. Thompson, seconded by Ms. Wheaton the meeting adjourned at 8:32 P.M., until October 11, 2023, at 7:00 p.m.

The motion carried 4-0 as follows:

D. Dwayne Tuggle			Andra Higginbotham	Absent
Janice N. Wheaton	Aye		Michael Driskill	Aye
Sharon Turner	Aye		Douglas Thompson	Aye

---

D. Dwayne Tuggle, Mayor

Attest: \_\_\_\_\_  
Clerk of Council

**TOWN OF AMHERST**  
**BUDGET CALENDAR FOR FY 2024-2025**

**December 2023** – Treasurer prepares budget worksheets for department heads and mails out donation request forms to local organizations.

**January 26, 2024**– Deadline for budget requests from department heads and local organizations.

**February 5, 2023** – Treasurer presents prepared budget documents to Town Manager for recommendations.

**March 2023**- Council, Town Manager and Treasurer will meet prior to regular Council Meeting to go over Town Manager proposed FY25 Budget.

**March 18-22, 2023** – Town Council meets with Treasurer and Town Manager to review budget documents and recommendations.

**April 10, 2023** – Public hearing of FY25 budget at regular Council meeting.

**May 8, 2023** – Adoption and appropriation of FY25 budget at regular Council meeting.

**CAPITAL IMPROVEMENTS PLAN FY 2024-2025**

**October 2023** – Treasurer sends out CIP requests documents to department heads.

**November 17, 2023** – Department heads submit CIP requests to Treasurer.

**December 2023** – Department heads and Town Manager meet to discuss CIP requests.

**January 2023** – Town Manager Presents CIP recommendations to Planning Commission.

**March 6, 2023** – Planning Commission public hearing on CIP requests.

**April 10, 2023** – Council public hearing on CIP requests.

**May 8, 2023** – Council adopts Capital Improvements Plan.

**TOWN COUNCIL OF THE TOWN OF AMHERST**

MOTION: Janice Wheaton

Wednesday, September 13, 2023

SECOND: Sharon Turner

Regular Meeting

RE: AUTHORIZE CLOSED MEETING

WHEREAS, the Town Council of the Town of Amherst desires to discuss in Closed Meeting the following matter(s):

- Discussion, consideration, or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body concerning the Town Manager and the Town Attorney.
- Discussion or consideration of the acquisition of real property for a public purpose, namely emergency services, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically real property owned by the Amherst Lifesaving Crew.

WHEREAS, pursuant to: §2.2-3711 (A)(1) and (A)(3) of the Code of Virginia, such discussions may occur in Closed Meeting;

NOW, THEREFORE, BE IT RESOLVED that the Amherst Town Council does hereby authorize discussion of the aforestated matters in Closed Meeting.

Adopted this 13<sup>th</sup> day of September 2023.

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D. Dwayne Tuggle, Mayor

ATTEST:

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Clerk of Council

Mayor D. Dwayne Tuggle called a special meeting of the Amherst Town Council to order on September 28, 2023, at 7:00 P.M. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

P	D. Dwayne Tuggle	P	Andra Higginbotham
P	Janice N. Wheaton	P	Michael Driskill
P	Sharon W. Turner	P	Douglas Thompson

Also present were the following staff members:

Sara E. McGuffin	Town Manager
Kelley Kemp	Town Attorney
Tracie Morgan	Town Treasurer

The purpose of the meeting was to discuss short term rentals in the R-1 and R-2 districts, and town ordinances related to surface treatment of parking lots in business areas.

At its meeting on August 30, 2023, Council requested Ms. Turner and Mr. Driskill to prepare proposed conditions that could be placed on short term rentals for consideration and discussion by Council.

Discussion was held by Council on each of the conditions proposed by Ms. Turner and Mr. Driskill, whether conditions should be by ordinance or policy, potential violations and enforcement, and characteristics and distinctions of permitted use and special use permits.

Ms. Turner and Mr. Driskill were requested to prepare for presentation to Council an updated list of proposed conditions conforming to Councils' discussion, and the matter was deferred to October 28, 2023, for further discussion.

Mr. Higginbotham exited the meeting at 8:14 PM.

Town Manager McGuffin gave a report on the Town's ordinance pertaining to surface treatment of parking lots in business areas. After a short discussion, the matter was deferred to October 28, 2023, for further discussion.

There being no further business, on motion of Ms. Wheaton seconded by Mr. Thompson, the meeting adjourned at 9:25 P.M.

The motion carried 4-0 as follows:

D. Dwayne Tuggle		Andra Higginbotham	Absent
Janice N. Wheaton	Aye	Michael Driskill	Aye
Sharon Turner	Aye	Douglas Thompson	Aye

---

D. Dwayne Tuggle, Mayor

Attest: \_\_\_\_\_  
Clerk of Council

Range of Checking Accts: First to Last Range of Check Dates: 09/01/23 to 09/30/23  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
GENERAL							
5623	09/06/23	APPAL005 APPALACHIAN POWER					213
V4-00087	1	STREETLIGHTS	2,631.68	100-4-41320-5100	Expenditure		12 1
				STREETLIGHTS			
5624	09/06/23	CAMPB005 CAMPBELL'S REPAIR					213
V4-00089	1	OIL	33.08	100-4-43200-6009	Expenditure		18 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5625	09/06/23	CENTR005 CENTRAL TECHNOLOGY SOLUTIONS					213
V4-00092	1	09/01-09/30/2023	656.19	100-4-43200-5230	Expenditure		22 1
				TELECOMMUNICATION			
5626	09/06/23	CMCSU005 CMC SUPPLY, INC.					213
V4-00095	1	REPAIR CLAMP	309.07	501-4-45000-6007	Expenditure		26 1
				REPAIR & MAINT. SUPPLIES			
5627	09/06/23	DEALL005 DEAL & LACHENEY P.C.					213
V4-00093	1	AUGUST LEGAL SERVICES	2,140.00	100-4-12210-3150	Expenditure		23 1
				TOWN ATTORNEY			
5628	09/06/23	HIGHP005 HIGH PEAK SPORTSWEAR, INC.					213
V4-00090	1	SWEATER	26.75	100-4-12110-5000	Expenditure		19 1
				CONTINGENCY REQUIREMENT			
5629	09/06/23	HILLH005 HILL HARDWARE CORPORATION					213
V4-00096	1	AUGUST STATEMENT	109.42	100-4-43200-6007	Expenditure		27 1
				REPAIR & MAINT. SUPPLIES			
V4-00096	2	AUGUST STATEMENT	26.38	100-4-43200-6009	Expenditure		28 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V4-00096	3	AUGUST STATEMENT	14.78	100-4-31100-5800	Expenditure		29 1
				FIRE RANGE FEES			
			150.58				
5630	09/06/23	MANSF005 MANSFIELD OIL COMPANY					213
V4-00086	1	FUEL 08/16-08/31/2023	1,060.05	100-4-31100-6008	Expenditure		9 1
				FUEL			
V4-00086	2	FUEL 08/16-08/31/2023	416.41	100-4-43200-6008	Expenditure		10 1
				FUEL			
V4-00086	3	FUEL 08/16-08/31/2023	95.65	502-4-44000-6008	Expenditure		11 1
				FUEL/OIL			
			1,572.11				
5631	09/06/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					213
V4-00085	1	LAB TESTING	50.20	501-4-44000-3140	Expenditure		2 1
				TESTING SERVICES			
V4-00085	2	LAB TESTING	19.70	501-4-44000-3140	Expenditure		3 1
				TESTING SERVICES			
V4-00085	3	LAB TESTING	187.90	502-4-44000-3140	Expenditure		4 1
				TESTING SERVICES			



Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
GENERAL			Continued					
5631	PACE	ANALYTICAL SERVICES, INC. Continued						
V4-00085	4	LAB TESTING	206.50	502-4-44000-3140	Expenditure		5	1
				TESTING SERVICES				
V4-00085	5	LAB TESTING	206.50	502-4-44000-3140	Expenditure		6	1
				TESTING SERVICES				
V4-00085	6	LAB TESTING	206.50	502-4-44000-3140	Expenditure		7	1
				TESTING SERVICES				
V4-00085	7	LAB TESTING	149.70	502-4-44000-3140	Expenditure		8	1
				TESTING SERVICES				
			<u>1,027.00</u>					
5632	09/06/23	SUPPL005 THE SUPPLY ROOM					213	
V4-00094	1	TRASH BAGS	32.58	100-4-43200-6005	Expenditure		24	1
				JANITORIAL SUPPLIES				
V4-00094	2	TOWELS/CLEANER	47.05	100-4-43200-6005	Expenditure		25	1
				JANITORIAL SUPPLIES				
			<u>79.63</u>					
5633	09/06/23	UNIVE010 UNIVERSITY OF VIRGINIA					213	
V4-00084	1	ANNUAL MEMBESHIP	250.00	100-4-12110-5810	Expenditure		1	1
				DUES & MEMBERSHIPS				
5634	09/06/23	VERIZ005 VERIZON					213	
V4-00091	1	INTERNET AND PHONE SHOP	39.99	100-4-43200-5230	Expenditure		20	1
				TELECOMMUNICATION				
V4-00091	2	INTERNET AND PHONE SHOP	68.76	100-4-43200-5230	Expenditure		21	1
				TELECOMMUNICATION				
			<u>108.75</u>					
5635	09/06/23	WWASS005 WW ASSOCIATES					213	
V4-00088	1	SUNSET DRIVE	3,450.00	501-4-94000-8003	Expenditure		13	1
				SUNSET WATERLINE REPLACEMENT				
V4-00088	2	CENTRIFUGE	2,250.00	502-4-94000-8002	Expenditure		14	1
				WWTP CENTRIFUGE				
V4-00088	3	SCADA UPGRADE	5,250.00	501-4-94000-8002	Expenditure		15	1
				WATER TREATMENT PLANT IMPROVEMENTS				
V4-00088	4	RETAINER	250.00	501-4-44000-3150	Expenditure		16	1
				PROFESSIONAL SVCS				
V4-00088	5	RETAINER	250.00	502-4-44000-3150	Expenditure		17	1
				PROFESSIONAL SVCS				
			<u>11,450.00</u>					
5636	09/06/23	MACMU005 MACMULKIN CHEVROLET					214	
V4-00097	1	TAHOES	46,786.00	100-4-31100-8005	Expenditure		1	1
				VEHICLES/EQUIPMENT				
V4-00097	2	TAHOES	46,786.00	100-4-31100-8005	Expenditure		2	1
				VEHICLES/EQUIPMENT				
			<u>93,572.00</u>					
5637	09/19/23	BBTBA005 TRUIST BANK					215	
V4-00113	1	WALMART RW	562.25	100-4-31100-6030	Expenditure		20	1
				CRIME PREVENTION				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL							
5637 TRUIST BANK			Continued				
V4-00113	2	HOTEL & DINNER RW	504.47	100-4-31100-5501	Expenditure		21 1
				TRAVEL-MILEAGE/CONFERENCE/HOTEL			
V4-00113	3	BENN VERI TM	22.86	100-4-12110-5000	Expenditure		22 1
				CONTINGENCY REQUIREMENT			
V4-00113	4	UVA TM	80.00	100-4-12420-5501	Expenditure		23 1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE			
V4-00113	5	AMAZON TM RW	106.74	100-4-31100-6030	Expenditure		24 1
				CRIME PREVENTION			
V4-00113	6	AMAZON TM RW	41.96	100-4-31100-6001	Expenditure		25 1
				OFFICE SUPPLIES			
V4-00113	7	WALMART BS	68.80	100-4-31100-6030	Expenditure		26 1
				CRIME PREVENTION			
V4-00113	8	LOWES/FAMILY DOLLAR BS	141.57	100-4-31100-6001	Expenditure		27 1
				OFFICE SUPPLIES			
V4-00113	9	WALMART BS	37.82	100-4-31100-6009	Expenditure		28 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V4-00113	10	ZOOM VH	42.00	100-4-12510-3150	Expenditure		29 1
				I.T. SERVICES			
V4-00113	11	ADOBE VH	239.88	100-4-12510-6002	Expenditure		30 1
				I.T. SUPPLIES			
V4-00113	12	HOTEL CT	368.68	100-4-43200-5501	Expenditure		31 1
				TRAVEL-MILEAGE/CONFERENCE/HOTEL			
V4-00113	13	WALMART CT	307.82	100-4-43200-6007	Expenditure		32 1
				REPAIR & MAINT. SUPPLIES			
V4-00113	14	DMV CT	5.00	100-4-43200-6009	Expenditure		33 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
V4-00113	15	WASABI SM	9.03	100-4-12510-3150	Expenditure		34 1
				I.T. SERVICES			
V4-00113	16	ADOBE SM	12.99	100-4-12510-6002	Expenditure		35 1
				I.T. SUPPLIES			
V4-00113	17	USPS SM	5.01	100-4-12110-5210	Expenditure		36 1
				POSTAGE			
V4-00113	18	TRAVEL SM	1,225.51	100-4-12110-5501	Expenditure		37 1
				TRAVEL-MILAGE/HOTEL/CONFERENCE			
V4-00113	19	MAYOR/SHARON TRAVEL SM,	1,360.51	100-4-11010-5501	Expenditure		38 1
				TRAVEL-MILAGE/HOTELS/CONFERENCE			
V4-00113	20	CVS SM	12.03	100-4-12420-6001	Expenditure		39 1
				OFFICE SUPPLIES			
V4-00113	21	OPEN PHONE SM	38.00	100-4-12110-3150	Expenditure		40 1
				PROFESSIONAL SVCS			
V4-00113	22	ADOBE GW	11.94	501-4-44000-6001	Expenditure		41 1
				OFFICE SUPPLIES			
V4-00113	23	ADOBE GW	11.94	502-4-44000-6001	Expenditure		42 1
				OFFICE SUPPLIES			
V4-00113	24	PSI GW	124.00	502-4-44000-5810	Expenditure		43 1
				DUES & MEMBERSHIPS			
			5,340.81				
5638	09/19/23	C-000004 REALFOLK, INC.					215
24-00013	1	CUSTOMER REFUND M0000004	208.75	019-0-29900-0000	G/L		1 1
				FUND BALANCE' C'			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL			Continued				
5639	09/19/23	DARRY005 DARRYL DWAYNE TUGGLE					215
V4-00110	1	TOLL FEES	12.56	100-4-11010-5501	Expenditure		16 1
				TRAVEL-MILAGE/HOTELS/CONFERENCE			
5640	09/19/23	DEPAR005 DEPARTMENT OF MOTOR VEHICLES					215
V4-00103	1	STOP REMOVAL AUGUST	175.00	100-4-12420-3009	Expenditure		7 1
				DMV STOPS			
5641	09/19/23	FERRO005 FERRO FELLING LLC. TREE SVCS					215
V4-00112	1	TREE REMOVAL	1,500.00	501-4-44000-6007	Expenditure		19 1
				REPAIR & MAINT. SUPPLIES			
5642	09/19/23	FISHE005 FISHER AUTO PARTS, INC					215
V4-00098	1	AUGUST STATEMENT	13.98	100-4-43200-6009	Expenditure		2 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5643	09/19/23	GRAIN005 GRAINGER					215
V4-00108	1	WTP UPGRADE	348.55	501-4-44000-6007	Expenditure		14 1
				REPAIR & MAINT. SUPPLIES			
5644	09/19/23	JAMES005 JAMES RIVER EQUIPMENT					215
V4-00099	1	PARTS FOR TRENCHOR	254.16	100-4-43200-6009	Expenditure		3 1
				VEHICLE/POWER EQUIPMENT SUPPLIES			
5645	09/19/23	MGLPR005 MGL PRINTING SOLUTIONS					215
V4-00111	1	UTILITY BILLS	1,723.00	501-4-12420-6001	Expenditure		17 1
				OFFICE SUPPLIES			
V4-00111	2	UTILITY BILLS	1,723.00	502-4-12420-6001	Expenditure		18 1
				OFFICE SUPPLIES			
			<u>3,446.00</u>				
5646	09/19/23	PACEA005 PACE ANALYTICAL SERVICES, INC.					215
V4-00106	1	LAB TESTING	877.60	502-4-44000-3140	Expenditure		10 1
				TESTING SERVICES			
V4-00106	2	LAB TESTING	38.20	502-4-44000-3140	Expenditure		11 1
				TESTING SERVICES			
V4-00106	3	LAB TESTING	187.90	502-4-44000-3140	Expenditure		12 1
				TESTING SERVICES			
			<u>1,103.70</u>				
5647	09/19/23	PATRI010 PATRICIA MARTIN					215
V4-00114	1	MILEAGE CUST. SERV	134.74	100-4-12420-5501	Expenditure		44 1
				TRAVEL-MILEAGE/HOTEL/CONFERENCE			
5648	09/19/23	REDBU005 RED BUD SUPPLY, INC.					215
V4-00101	1	SAFETY GEAR	459.20	501-4-45000-6007	Expenditure		5 1
				REPAIR & MAINT. SUPPLIES			
5649	09/19/23	SERVI005 SERVICE PRINTING OF LYNCHBURG					215
V4-00109	1	BUSINESS CARDS	98.00	100-4-31100-6001	Expenditure		15 1
				OFFICE SUPPLIES			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
GENERAL			Continued				
5650	09/19/23	TREAS005 TREASURER OF VIRGINIA					215
V4-00105	1	ANNUAL PERMIT	4,180.00	502-4-44000-5600 PERMITS	Expenditure		9 1
5651	09/19/23	USABL005 USA BLUE BOOK					215
V4-00107	1	PIPE CLEANER	124.38	501-4-44000-6007 REPAIR & MAINT. SUPPLIES	Expenditure		13 1
5652	09/19/23	VARUR005 VA RURAL WATER ASSOCIATION					215
V4-00102	1	VRWA EXPO	300.00	100-4-43200-5501 TRAVEL-MILEAGE/CONFERENCE/HOTEL	Expenditure		6 1
5653	09/19/23	VERIZ005 VERIZON					215
V4-00104	1	8/18-9/1/2023 SCADA	71.05	502-4-44000-5230 TELECOMMUNICATIONS	Expenditure		8 1
5654	09/19/23	VUPS0005 VA UTILITY PROTECTION SERVICE					215
V4-00100	1	811 TICKETS AUGUST	46.20	501-4-45000-6007 REPAIR & MAINT. SUPPLIES	Expenditure		4 1
5655	09/29/23	POSTM005 POSTMASTER, AMHERST					216
V4-00115	1	SEPTEMBER UTILITY MAILING	312.01	501-4-12420-5210 POSTAGE	Expenditure		17 1
V4-00115	2	SEPTEMBER UTILITY MAILING	312.01	502-4-12420-5210 POSTAGE	Expenditure		18 1
			<u>624.02</u>				
5656	09/30/23	AMERI005 AMERICAN FIDELITY ASSURANCE CO					217
24-00014	1	SEPT 23 CHECK DEDUCTIONS	231.44	100-2-21500-0000 G/L AMERICAN FIDELITY DISABILITY W/HOLDING			3 1
24-00014	2	SEPT 23 CHECK DEDUCTIONS	35.58	100-2-21600-0000 G/L CANCER W/HOLDING			4 1
24-00014	3	SEPT 23 CHECK DEDUCTIONS	198.99	100-2-21950-0000 G/L AMERICAN FIDELITY LIFE W/HOLDING			5 1
24-00014	4	SEPT 23 CHECK DEDUCTIONS	48.15	501-2-21500-0000 G/L AMERICAN FIDELITY DISABILITY W/HOLDING			6 1
24-00014	5	SEPT 23 CHECK DEDUCTIONS	40.84	501-2-21600-0000 G/L CANCER W/HOLDING			7 1
24-00014	6	SEPT 23 CHECK DEDUCTIONS	48.15	502-2-21500-0000 G/L AMERICAN DISABILITY W/HOLDING			8 1
24-00014	7	SEPT 23 CHECK DEDUCTIONS	40.84	502-2-21600-0000 G/L CANCER W/HOLDING			9 1
24-00014	8	SEPT 23 CHECK DEDUCTIONS	44.25	502-2-21950-0000 G/L AMERICAN FIDELITY LIFE W/HOLDING			10 1
			<u>688.24</u>				
5657	09/30/23	APPAL005 APPALACHIAN POWER					217
V4-00125	1	ELETRIC TO 9/14	701.58	100-4-43200-5100 ELECTRIC	Expenditure		32 1
V4-00125	2	ELETRIC TO 9/14	5,362.56	501-4-44000-5100 ELECTRICAL SVCS	Expenditure		33 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
<b>GENERAL</b>								
			Continued					
5657	APPALACHIAN POWER	Continued						
V4-00125	3	ELETRIC TO 9/14	3,851.27	502-4-44000-5100	Expenditure		34	1
				ELECTRICAL SVCS-RUT CRK				
V4-00125	4	ELETRIC TO 9/14	108.11	502-4-44000-5130	Expenditure		35	1
				ELECTRICAL SVCS-PUMP STATION				
V4-00125	5	ELETRIC TO 9/14	95.48	100-4-41320-5100	Expenditure		36	1
				STREETLIGHTS				
V4-00125	6	ELETRIC TO 9/14	27.67	701-4-81500-5100	Expenditure		37	1
				ELECTRICAL SERV.				
			<u>10,146.67</u>					
5658	09/30/23	BYMEL005 BY MELISSA FLORAL DESIGN					217	
V4-00123	1	FLOWERS MARIES SISTER 2	78.98	100-4-12110-5000	Expenditure		30	1
				CONTINGENCY REQUIREMENT				
5659	09/30/23	CARTE010 CARTER MACHINERY COMPANY, INC.					217	
V4-00121	1	COOLENT HOSE REPAI	1,349.37	502-4-44000-3310	Expenditure		28	1
				REPAIR & MAINT. SVCS-RUT CRK				
5660	09/30/23	ELITE005 ELITE K-9, INC.					217	
V4-00116	1	DOG TRAINING SUPPLIES	909.12	100-4-31100-6003	Expenditure		19	1
				CANINE SUPPLIES				
5661	09/30/23	GFLN005 GFL ENVIRONMENTAL					217	
V4-00118	1	TRASH/RECYCLE SEPT & RANGE	10,534.36	514-4-43200-3160	Expenditure		23	1
				COLLECTION IN-TOWN				
V4-00118	2	TRASH/RECYCLE SEPT & RANGE	1,461.68	514-4-43200-3170	Expenditure		24	1
				COLLECTION OUT OF TOWN				
V4-00118	3	TRASH/RECYCLE SEPT & RANGE	26.95	100-4-31100-5800	Expenditure		25	1
				FIRE RANGE FEES				
			<u>12,022.99</u>					
5662	09/30/23	MANSF005 MANSFIELD OIL COMPANY					217	
V4-00117	1	FUEL 09/01-09/15/2023	856.30	100-4-31100-6008	Expenditure		20	1
				FUEL				
V4-00117	2	FUEL 09/01-09/15/2023	369.25	100-4-43200-6008	Expenditure		21	1
				FUEL				
V4-00117	3	FUEL 09/01-09/15/2023	102.72	502-4-44000-6008	Expenditure		22	1
				FUEL/OIL				
			<u>1,328.27</u>					
5663	09/30/23	MINNE005 MINNESOTA LIFE					217	
24-00016	1	SEPT 23 CHECK DEDUCTIONS	11.40	100-2-21550-0000	G/L		11	1
				OPT LIFE INS. W/HOLDING				
24-00016	2	SEPT 23 CHECK DEDUCTIONS	52.80	501-2-21550-0000	G/L		12	1
				OPT LIFE INS. W/HOLDING				
			<u>64.20</u>					
5664	09/30/23	NATIO010 NATIONWIDE RETIREMENT SOLUTION					217	
24-00017	1	SEPT 23 CHECK DEDUCTIONS	146.20	100-2-21400-0000	G/L		13	1
				RETIREMENT W/HOLDING				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Seq	Acct
GENERAL			Continued					
5664	NATIONWIDE	RETIREMENT SOLUTION	Continued					
24-00017	2	SEPT 23 CHECK DEDUCTIONS	121.34	100-2-21900-0000	G/L		14	1
				DEFERRED COMP W/HOLDING				
24-00017	3	SEPT 23 CHECK DEDUCTIONS	191.88	501-2-21400-0000	G/L		15	1
				RETIREMENT W/HOLDINGS				
24-00017	4	SEPT 23 CHECK DEDUCTIONS	159.24	501-2-21900-0000	G/L		16	1
				DEFERRED COMP W/H				
24-00017	5	SEPT 23 CHECK DEDUCTIONS	143.90	502-2-21400-0000	G/L		17	1
				RETIRMENT W/HOLDING				
24-00017	6	SEPT 23 CHECK DEDUCTIONS	119.42	502-2-21900-0000	G/L		18	1
				DEFERRED COMP W/HOLDING				
			881.98					
5665	09/30/23	PACEA005 PACE ANALYTICAL SERVICES, INC.		(Void Reason: ENTERED WRONG VENDOR)		10/02/23 VOID	217	
V4-00119	1	LAB REAGENTS	309.70	501-4-44000-6004	Expenditure		26	1
				LAB SUPPLIES				
5666	09/30/23	SUPPL005 THE SUPPLY ROOM					217	
V4-00124	1	PERSONAL PROPERT PAPER	50.31	100-4-12420-6001	Expenditure		31	1
				OFFICE SUPPLIES				
5667	09/30/23	TMOBI005 T-MOBILE					217	
V4-00122	1	8/15-9/14/2023	379.08	100-4-31100-5230	Expenditure		29	1
				TELECOMMUNICATIONS				
5668	09/30/23	U-000007 HUFFMAN, SANDRA					217	
24-00011	1	UTILITY REFUND Wtr Deposit	200.00	501-3-16080-0015	Revenue		1	1
				PREPAY UTILITIES				
24-00012	1	UTILITY REFUND Water	16.86	501-3-16080-0015	Revenue		2	1
				PREPAY UTILITIES				
			216.86					
5669	09/30/23	UNIVA005 UNIVAR					217	
V4-00120	1	WATER CHEMICALS	2,907.00	501-4-44000-6051	Expenditure		27	1
				CHEMICALS				
Checking Account Totals								
		Paid	Void	Amount Paid	Amount Void			
	Checks:	46	1	163,471.01	309.70			
	Direct Deposit:	0	0	0.00	0.00			
	Total:	46	1	163,471.01	309.70			
Report Totals								
		Paid	Void	Amount Paid	Amount Void			
	Checks:	46	1	163,471.01	309.70			
	Direct Deposit:	0	0	0.00	0.00			
	Total:	46	1	163,471.01	309.70			

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
TREASURER FUND	4-019	0.00	0.00	208.75	208.75
GENERAL FUND	4-100	110,773.54	0.00	744.95	111,518.49
WATER FUND	4-501	22,123.81	216.86	492.91	22,833.58
SEWER FUND	4-502	16,489.92	0.00	396.56	16,886.48
GARBAGE FUND	4-514	11,996.04	0.00	0.00	11,996.04
IDA FUND	4-701	27.67	0.00	0.00	27.67
Total of All Funds:		161,410.98	216.86	1,843.17	163,471.01

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
TREASURER FUND	019	0.00	0.00	208.75	208.75
GENERAL FUND	100	110,773.54	0.00	744.95	111,518.49
WATER FUND	501	22,123.81	216.86	492.91	22,833.58
SEWER FUND	502	16,489.92	0.00	396.56	16,886.48
GARBAGE FUND	514	11,996.04	0.00	0.00	11,996.04
IDA FUND	701	27.67	0.00	0.00	27.67
Total of All Funds:		161,410.98	216.86	1,843.17	163,471.01



Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	4-100	110,773.54	0.00	0.00	0.00	110,773.54
WATER FUND	4-501	22,123.81	0.00	0.00	0.00	22,123.81
SEWER FUND	4-502	16,489.92	0.00	0.00	0.00	16,489.92
GARBAGE FUND	4-514	11,996.04	0.00	0.00	0.00	11,996.04
IDA FUND	4-701	27.67	0.00	0.00	0.00	27.67
Total of All Funds:		<u>161,410.98</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>161,410.98</u>

# Town Manager Report to Council

## Status of Strategic Planning Initiatives

### Goals and Strategies

Goal #	Goals	Strategy #	Workshop Council Proposed Strategies - 2-year time frame
1	Develop Recreational Facilities and Entertainment Venues		
		1.a	Define the purpose and events in Downtown, Evaluate Town Square Concept (sites, purpose, etc.), including investigation of purchase of land (10 acres on North Main-Presbyterian Church), car wash property, all options, addresses Parks and 2022 Vision Survey, Town Clock
		1.b	Community Relations Committee expand /create a broad group of people; main street businesses, all others
		1.c	Signage/Promotion/for Scotts Mill Park (passive park)
Actions Taken: <ul style="list-style-type: none"><li>Staff proposed funding in the budget for land purchase.</li><li>Staff proposed additional funding for the First Responders event next year and secured donations for this year to have the biggest event thus far.</li><li>Signs have been installed at the park, and the name sign is ready for unveiling.</li><li>Bike racks have been purchased and installed at Town Hall and at the mini park.</li><li>Staff has begun research on Town clock options and exploring best option for location.</li><li>Planning Commission has held a public hearing and recommended approval of a Comprehensive Plan amendment to allow a conservation easement for the 22 acre park parcel.</li><li>The Planning Commission made a determination of substantial accord for the park property and has forwarded that to the Council for consideration.</li><li>Staff is working with Mr. Kilgore to ensure that all steps are taken to have the conservation easement and property transfer occur.</li></ul>			
2	Promote Business and Economic Development		
		2.a	Update from EDA to promote industry at the Industrial Park
		2.b	Explore creation of one pad ready site and have ready by end of two years
		2.c	Evaluate business license tax/revenue
		2.d	Joint Goals and Strategies Meeting with EDA members (guidance on path forward for Economic Development in Town)
Actions Taken: <ul style="list-style-type: none"><li>Staff has met with the new engineers to follow up on the grading plans. Staff has worked with the engineers to respond to DEQ comments. Staff has provided additional information related to existing stormwater facilities at Brockman. The revised plans will have phasing in place to allow the plans to be approved by DEQ.</li><li>Staff has been seeking additional information from other localities about business licenses and also</li></ul>			

reviewing the revenue stream for business licenses to give Council more information about this issue.			
<ul style="list-style-type: none"><li>• The Town EDA met with the County EDA.</li><li>• Staff is working with a site selector for the location of a distribution center to be located at Brockman Park.</li></ul>			
3	Revitalize Downtown Area		
		4.a	Investigate other towns on beautification and revitalization projects
		4.b	Investigate grants for underground lighting, new brick, trees, street lamps, greenery
		4.c	Coordinate with VDOT on sidewalk widening
		4.d	Evaluate tax incentives for beautification efforts
		4.e	See 2.d
		4.d	Explore parking space elimination to extend more public space
Action Taken:			
<ul style="list-style-type: none"><li>• Staff has held an initial meeting with our VDOT Residency Engineer to discuss issues around having parking spaces eliminated and adding sidewalk space, as well as street trees.</li></ul>			
4	Continuously Improve and Enhance Services		
		5.a	Support continuing education for employees
		5.b	Facility improvements identified in the CIP

**SEPTEMBER 2023    4,906 Miles Patrolled    338 Calls for Service**

<b>CALLS FOR SERVICE</b>	<b>NUMBER</b>
MOTORIST ASSIST	15
ALARM	19
PHONE COMPLAINT	136
BOLO	16
MISSING PERSON	3
SHOPLIFTING	1
PROBLEM WITH OTHERS	9
DOMESTIC	1
CHECK WELFARE	13
NOISE OR DOG COMPLAINT	8
TRAFFIC CRASH	9
EMS CALLS	3
SUDDEN DEATH	2
SUSPICIOUS PERSON	12
OTHER	53
CALLS AT AMBRIAR	5

<b>WARNINGS</b>	<b>NUMBER</b>
SPEEDING	3
EQUIPMENT VIOLATION	1
RECKLESS DRIVING	14
SUSPENDED LICENSE	
INSPECTION/REGISTRATION	4
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	2

<b>OTHER</b>	<b>NUMBER</b>
ASSIST OTHER OFFICER	29
ASSIST OTHER AGENCY	26
COURT	7
REPORTS	19
SCHOOL / TRAINING	7
MEETINGS	11
TOWED / IMPOUNDED VEH	

<b>OFFICER INITIATED</b>	<b>NUMBER</b>
BUILDING CHECKS	168
BUSINESS VISIT	105
BUILDING SEARCH	5
TRAFFIC SUMMONS	40
DRUNK IN PUBLIC	
EXTRA PATROLS/PARKS	210/16
WARRANT SERVICE	3
PROPERTY WALK AROUNDS	115
WARRANTS OBTAINED	1
PARKING TICKETS	
MISD. INVESTIGATION	4
FELONY INVESTIGATION	10
NARCOTICS INV.	2
SEARCH WARRANT	
PUBLIC RELATIONS	11
CITIZEN CONTACT	406

<b>TRAFFIC STOPS TICKETED</b>	<b>NUMBER</b>
SPEEDING	13
EQUIPMENT VIOLATION	1
RECKLESS DRIVING	
SUSPENDED LICENSE	1
INSPECTION/REGISTRATION	11
SEAT BELT / TEXTING	
ALL OTHER VIOLATIONS	14

<b>ARREST</b>	<b>NUMBER</b>
MISDEMEANOR	4
FELONY	
EPO/PPO	2
ECO	
NARCOTICS VIOLATION	
DUI / DUID	

PLEASE LIST ALL PASS ON'S, INVESTIGATIONS, ARREST, IMPOUNDED VEHICLES WITH REASON AND LOCATION, AND BUSINESSES WITH OPEN DOORS OR ANY OTHER SIGNIFICANT COMPLAINTS.

**MONTH OF SEPTEMBER 2023 ACTIVITIES:**

9/2/2023- Officer Rose and K-9 Sky assisted the County with tracking a missing elderly person.

9/6/2023- Officer Rose and K-9 Sky assisted Officer Robinson with a narcotics investigation.

9/6/2023- Officer Rose assisted the County with a Vehicle pursuit that ended with a standoff with subject with a gun.

09/7/2023- Chief Shiflett and Inv. Floyd attended Flock Camera Training.

9/7/2023- Officer Rose and K-9 Sky patrolled the Amherst Dixie Youth Fields.

9/09/2023- Several Officers assisted the County with the Car show event.

9/12/2023 and 9/13/2023- Officer Rose and K-9 Skye attended K-9 Training.

9/14/2023- Radio Maintenance was performed on all vehicles and portable radios.

9/16/2023- Capt. Watts worked the Wellness Fair at the High School.

9/18/2023- Officer Rose and K-9 Skye patrolled the Amherst Dixie Youth Fields.

9/20/2023- Chief Shiflett, Capt. Watts and Inv. Floyd attended Flock Camera Meeting.

9/20/2023- Officer Martin attended Trauma Informed Community Meeting.

9/25/2023-9/27/2023- Officer Rose instructed CIT Training.

9/25/2023- Officer Rose and Officer Robinson responded to a negotiation call out in the County for a male with a gun to his head. After 2.5 hours they were able to talk the male out of the house with a peaceful resolution.

9/26/2023- Officer Martin Attended CIT Advisory Council Meeting.

9/26/2023- Mrs. Gaines and Ali Davis attended IBR training in Salem.

9/28/2023- Chief Shiflett attended the Horizon Board Meeting.

### **AFTER HOURS CALLS**

9/3/2023 Alarm Lancer Lane

9/5/2023 Welfare Check Loch Lane

9/6/2023 Suspicious Person Scotts Hill Rd

9/9/2023 Hangup 911 Ambriar Plaza

9/13/2023 Hangup 911 Ambriar Plaza

9/18/2023 Open Door North Main St

9/19/2023 Vehicle Unlock Richmond Hwy

9/19/2023 Hangup 911 Ambriar Plaza

9/24/2023 Alarm Lexington Tpke

9/28/2023 Snake in a House Walnut St

### **ASSIST COUNTY CALLS**

9/2/2023- Missing elderly person on Toytown Rd. cleared assist.

9/15/2023- Disabled Vehicle on North Amherst Hwy cleared assist.

9/16/2023- Problems with others on Boxwood Farm Rd, unable to locate.

9/29/2023- Disabled Vehicle on North Amherst Hwy, cleared advice.

9/29/2023- Unresponsive person on Boxwood Farm Rd. CPR performed, cleared assist.

**To:** Town Council  
**From:** Tracie Morgan  
**Date:** October 3, 2023  
**Re:** September 2023 Monthly Report

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**Utilities:**

- September 2023 utility billing total was \$156,725.19.
- There were seven disconnects for September 2023.
- Eight new account set-ups.
- Our online payment system now has a feature for customers to set up Auto-Pay. A notice about this was on the August utility bills.

**Accounts Payable:**

- The total amount of checks cut for June bills, including payroll deductions was \$163,471.01.
- Please see attached report for full check listing.

**Meals and Beverage Tax:**

- 19 Businesses paid \$64,231.23 in Meals and Beverage Tax for the month of August 2023.

**Revenue and Expense Report:**

- The attached report shows revenue and expense totals through September 2023.

**License Fee Tax:**

- License Fee Tax bill will be mailed out by the end of October. Please remind everyone that these bills are due by December 5, 2023. If you know someone who does not receive their bill please tell them to reach out to the front office for help or questions.



**Town of Amherst**  
Statement of Revenue and Expenditures

10/03/2023  
11:30 AM

**Revenue Account Range:** First to Last

**Expend Account Range:** First to Last

**Print Zero YTD Activity:** No

**Include Non-Anticipated:** Yes

**Include Non-Budget:** Yes

**Year To Date As Of:** 09/30/23

**Current Period:** 09/01/23 to 09/30/23

**Prior Year:** 09/01/22 to 09/30/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
100-3-11060-0002	INTEREST ON DEL TAXES	29.67	0.00	26.45	78.84	0.00	78.84	0
100-3-12010-0001	LOCAL SALES & USE TAX	15,204.83	146,400.00	13,994.00	62,950.59	0.00	83,449.41 -	43
100-3-12020-0001	CONSUMER UTILITY TAX-GAS, ELEC	2,187.11	25,000.00	2,192.29	6,434.31	0.00	18,565.69 -	26
100-3-12020-0002	ELECTRIC CONSUMPTION TAX	1,566.58	18,000.00	1,435.86	4,031.43	0.00	13,968.57 -	22
	<b>12020 Total</b>	<b>3,753.69</b>	<b>43,000.00</b>	<b>3,628.15</b>	<b>10,465.74</b>	<b>0.00</b>	<b>32,534.26 -</b>	<b>24</b>
100-3-12030-0006	BUSINESS LICENSE TAX	134.00	130,000.00	84.65	26,373.27	0.00	103,626.73 -	20
100-3-12030-0007	BUSINESS LIC TAX-INTEREST & PEN	1.14	1,300.00	12.12	3,111.08	0.00	1,811.08	239
	<b>12030 Total</b>	<b>135.14</b>	<b>131,300.00</b>	<b>96.77</b>	<b>29,484.35</b>	<b>0.00</b>	<b>101,815.65 -</b>	<b>22</b>
43 100-3-12050-0001	MOTOR VEHICLE LICENSES	50.00 -	40,000.00	75.00 -	100.00 -	0.00	40,100.00 -	0 -
100-3-12050-0002	MOTOR VEHICLE LICENSES PENALTIES	15.90	300.00	30.03	112.35	0.00	187.65 -	37
	<b>12050 Total</b>	<b>34.10 -</b>	<b>40,300.00</b>	<b>44.97 -</b>	<b>12.35</b>	<b>0.00</b>	<b>40,287.65 -</b>	<b>0</b>
100-3-12060-0001	BANK STOCK FEE	0.00	70,000.00	0.00	0.00	0.00	70,000.00 -	0
100-3-12080-0001	CIGARETTE TAX	0.00	30,000.00	0.00	6,000.00	0.00	24,000.00 -	20
100-3-12100-0001	LODGING TAX	1,331.62	12,000.00	1,950.75	5,351.32	0.00	6,648.68 -	45
100-3-12110-0001	MEALS TAX	60,367.25	700,000.00	63,984.91	192,703.50	0.00	507,296.50 -	28
100-3-12110-0002	MEALS TAX-PEN & INTEREST	92.32	600.00	0.00	223.47	0.00	376.53 -	37
	<b>12110 Total</b>	<b>60,459.57</b>	<b>700,600.00</b>	<b>63,984.91</b>	<b>192,926.97</b>	<b>0.00</b>	<b>507,673.03 -</b>	<b>28</b>
100-3-13030-0007	ZONING PERMITS	240.00	0.00	0.00	0.00	0.00	0.00	0
100-3-14010-0001	FINES & FORFEITURES	1,106.12	6,000.00	1,409.80	3,792.93	0.00	2,207.07 -	63
100-3-15010-0001	INTEREST ON BANK DEPOSITS	123.02	5,000.00	0.00	0.00	0.00	5,000.00 -	0
100-3-15010-0002	INTEREST ON INVESTMENTS	3,831.48	20,000.00	0.00	0.00	0.00	20,000.00 -	0

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<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Cancel</u>	<u>Excess/Deficit</u>	<u>% Real</u>
100-3-15010-0003	VIP UNREALIZED GAIN/LOSS	32,219.06 -	0.00	0.00	0.00	0.00	0.00	0
	<b>15010 Total</b>	<b>28,264.56 -</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00 -</b>	<b>0</b>
100-3-15020-0005	TOWER LEASE	904.93	10,859.16	1,809.86	2,714.79	0.00	8,144.37 -	25
100-3-16030-0001	POLICE SECURITY	1,076.60	20,000.00	215.28	1,506.96	0.00	18,493.04 -	8
100-3-18030-0001	REFUNDS	0.00	500.00	488.51	3,674.05	0.00	3,174.05	735
100-3-18030-0005	RETURNED CHECK FEE	50.00	0.00	100.00	250.00	0.00	250.00	0
100-3-18030-0006	ACCIDENT REPORTS	50.00	250.00	30.00	55.00	0.00	195.00 -	22
100-3-18030-0007	MISC REV	0.00	0.00	1.00	3.00	0.00	3.00	0
100-3-18030-0008	COLLECTION FEE	25.01 -	2,000.00	334.38	906.37	0.00	1,093.63 -	45
	<b>18030 Total</b>	<b>74.99</b>	<b>2,750.00</b>	<b>953.89</b>	<b>4,888.42</b>	<b>0.00</b>	<b>2,138.42</b>	<b>169</b>
100-3-18990-0003	DONATIONS-POLICE	0.00	0.00	0.00	50.00	0.00	50.00	0
100-3-19020-0005	DMV STOP FEES	156.87	1,200.00	261.02	652.16	0.00	547.84 -	54
100-3-22010-0007	ROLLING STOCK TAX	0.00	2,400.00	0.00	2,627.62	0.00	227.62	109
100-3-22010-0009	PERSONAL PROPERTY TAX RELIEF	0.00	17,455.92	0.00	17,455.92	0.00	0.00	100
100-3-22010-0010	RENTAL TAX	438.56	3,000.00	258.84	545.21	0.00	2,454.79 -	18
100-3-22010-0030	COMMUNICATION TAX FROM STATE	6,092.60	70,800.00	5,207.57	16,475.92	0.00	54,324.08 -	23
	<b>22010 Total</b>	<b>6,531.16</b>	<b>93,655.92</b>	<b>5,466.41</b>	<b>37,104.67</b>	<b>0.00</b>	<b>56,551.25 -</b>	<b>40</b>
100-3-24010-0001	DCJS GRANTS	0.00	92,000.00	0.00	0.00	0.00	92,000.00 -	0
100-3-24010-0003	STATE POLICE AID	16,166.00	64,664.00	0.00	0.00	0.00	64,664.00 -	0
	<b>24010 Total</b>	<b>16,166.00</b>	<b>156,664.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>156,664.00 -</b>	<b>0</b>
100-3-24020-0001	FIRE PROGRAM GRANT	0.00	15,000.00	0.00	0.00	0.00	15,000.00 -	0
100-3-41020-0001	SALE OF LAND/VEHICLES/BUILDINGS	1,550.00	0.00	100.00	300.00	0.00	300.00	0
100-3-41040-0006	FOIA REQUESTS	0.00	0.00	0.00	12.79	0.00	12.79	0
100-3-42000-0000	RESERVE	0.00	186,127.21	0.00	0.00	0.00	186,127.21 -	0

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<i>Revenue Account</i>	<i>Description</i>	<i>Prior Yr Rev</i>	<i>Anticipated</i>	<i>Curr Rev</i>	<i>YTD Rev</i>	<i>Cancel</i>	<i>Excess/Deficit</i>	<i>% Real</i>
100-3-90000-0000	Cancel Revenue	8.48	0.00	0.00	0.00	0.00	0.00	0
	<b>GENERAL FUND Revenue Totals</b>	<b>80,431.01</b>	<b>1,690,856.29</b>	<b>93,852.32</b>	<b>358,292.88</b>	<b>0.00</b>	<b>1,332,563.41 -</b>	<b>21</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-11010-0000	TOWN COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-11010-1100	WAGES	875.00	11,400.00	950.00	2,850.00	0.00	8,550.00	25
100-4-11010-2100	FICA	66.96	872.10	72.70	218.10	0.00	654.00	25
100-4-11010-5501	TRAVEL-MILAGE/HOTELS/CONFERENCE	0.00	5,000.00	1,373.07	1,877.95	0.00	3,122.05	38
	<b>11010 TOWN COUNCIL</b>	<b>941.96</b>	<b>17,272.10</b>	<b>2,395.77</b>	<b>4,946.05</b>	<b>0.00</b>	<b>12,326.05</b>	<b>29</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12110-1100	WAGES	5,130.54	54,705.81	4,200.30	13,856.83	0.00	40,848.98	25
100-4-12110-1300	PT WAGES	4,447.29	41,241.26	3,172.74	11,000.65	0.00	30,240.61	27
100-4-12110-2100	FICA	741.48	7,339.95	571.93	1,925.78	0.00	5,414.17	26
100-4-12110-2200	VRS	816.54	4,950.72	904.15	2,559.73	0.00	2,390.99	52
100-4-12110-2300	HEALTH INSURANCE	556.72	8,602.44	712.40	2,040.55	0.00	6,561.89	24
100-4-12110-2400	GROUP LIFE INSURANCE	50.52	733.06	61.10	175.52	0.00	557.54	24
100-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	288.85	0.00	24.08	0.00	264.77	8
100-4-12110-2600	UNEMPLOYMENT INSURANCE	0.00	26.00	0.00	0.00	0.00	26.00	0
100-4-12110-2700	WORKER'S COMP	0.00	125.03	0.00	0.00	0.00	125.03	0
100-4-12110-3150	PROFESSIONAL SVCS	1,195.00	0.00	38.00	38.00	0.00	38.00 -	0
100-4-12110-3600	ADVERTISING	182.60	2,000.00	0.00	362.72	0.00	1,637.28	18
100-4-12110-5000	CONTINGENCY REQUIREMENT	2,604.38	50,726.00	128.59	326.32	0.00	50,399.68	1
100-4-12110-5210	POSTAGE	0.00	250.00	5.01	65.61	0.00	184.39	26
100-4-12110-5230	TELECOMMUNICATIONS	45.00	540.00	45.00	135.00	0.00	405.00	25
100-4-12110-5307	CRIME & CYBER INSURANCE	0.00	2,225.00	0.00	0.00	0.00	2,225.00	0
100-4-12110-5501	TRAVEL-MILAGE/HOTEL/CONFERENCE	0.00	3,000.00	1,225.51	1,277.51	0.00	1,722.49	43
100-4-12110-5810	DUES & MEMBERSHIPS	0.00	2,500.00	250.00	440.83	0.00	2,059.17	18
	<b>12110 TOWN MANAGER</b>	<b>15,770.07</b>	<b>179,254.12</b>	<b>11,314.73</b>	<b>34,229.13</b>	<b>0.00</b>	<b>145,024.99</b>	<b>19</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-12210-3150	TOWN ATTORNEY	2,020.23	26,750.00	2,140.00	6,280.00	0.00	20,470.00	23

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-12240-3150	INDEPENDENT AUDITOR	0.00	20,000.00	0.00	0.00	0.00	20,000.00	0

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12420-1100	WAGES	6,155.95	49,879.28	3,881.13	13,547.14	0.00	36,332.14	27
100-4-12420-1300	PT WAGES	440.08	5,083.25	333.55	1,086.34	0.00	3,996.91	21
100-4-12420-2100	FICA	471.59	4,204.63	352.74	1,210.63	0.00	2,994.00	29
100-4-12420-2200	VRS	807.18	8,444.56	820.74	2,410.53	0.00	6,034.03	29
100-4-12420-2300	HEALTH INSURANCE	740.84	8,155.56	1,399.88	4,199.16	0.00	3,956.40	51
100-4-12420-2400	GROUP LIFE INSURANCE	59.75	668.38	64.97	190.78	0.00	477.60	29
100-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.00	4.40	0.00	4.40 -	0
100-4-12420-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	0.00	0.00	41.60	0
100-4-12420-2700	WORKER'S COMP	0.00	104.04	0.00	0.00	0.00	104.04	0
100-4-12420-3009	DMV STOPS	150.00	2,000.00	175.00	825.00	0.00	1,175.00	41
100-4-12420-3150	PROFESSIONAL SVCS	22.86	3,800.00	0.00	0.00	0.00	3,800.00	0
100-4-12420-3160	BANKING SERVICE CHARGES	32.39	800.00	0.00	0.00	0.00	800.00	0
100-4-12420-3170	VIP MANAGEMENT FEE	247.97	3,500.00	0.00	0.00	0.00	3,500.00	0
100-4-12420-3320	SERVICE CONTRACTS	0.00	4,250.00	0.00	0.00	0.00	4,250.00	0
100-4-12420-3600	ADVERTISING	0.00	200.00	0.00	259.97	0.00	59.97 -	130
100-4-12420-5000	MISC EXP	0.00	0.00	0.00	14.99	0.00	14.99 -	0
100-4-12420-5210	POSTAGE	82.32	3,000.00	0.00	16.60	0.00	2,983.40	1
100-4-12420-5230	TELECOMMUNICATIONS	90.00	1,080.00	90.00	270.00	0.00	810.00	25
100-4-12420-5400	TUITION REIMBURSEMENT	0.00	8,000.00	0.00	2,647.25	0.00	5,352.75	33
100-4-12420-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	214.74	214.74	0.00	2,785.26	7
100-4-12420-5810	DUES & MEMBERSHIPS	0.00	300.00	0.00	200.00	0.00	100.00	67
100-4-12420-6001	OFFICE SUPPLIES	1,275.78	4,000.00	62.34	335.82	0.00	3,664.18	8
<b>12420 FINANCE DEPARTMENT</b>		<b>10,576.71</b>	<b>110,511.30</b>	<b>7,395.09</b>	<b>27,433.35</b>	<b>0.00</b>	<b>83,077.95</b>	<b>25</b>



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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-12510-0000	INFORMATION TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-12510-3150	I.T. SERVICES	230.52	9,000.00	51.03	153.12	0.00	8,846.88	2
100-4-12510-3340	WEBSITE MAINTENANCE	0.00	1,000.00	0.00	450.00	0.00	550.00	45
100-4-12510-5600	MICROSOFT OFFICE SERVICE	1,589.25	8,000.00	0.00	2,045.75	0.00	5,954.25	26
100-4-12510-6002	I.T. SUPPLIES	2,942.81	5,000.00	252.87	835.39	0.00	4,164.61	17
100-4-12510-8001	I.T. EQUIPMENT	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
	<b>12510 INFORMATION TECHNOLOGY</b>	<b>4,762.58</b>	<b>28,000.00</b>	<b>303.90</b>	<b>3,484.26</b>	<b>0.00</b>	<b>24,515.74</b>	<b>12</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-31100-0000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-31100-1100	WAGES	44,300.25	436,639.62	35,258.49	122,152.49	0.00	314,487.13	28
100-4-31100-1200	OVERTIME	338.72	8,453.09	0.00	4,804.07	0.00	3,649.02	57
100-4-31100-1300	PT WAGES	4,731.69	31,516.13	1,548.80	5,371.45	0.00	26,144.68	17
100-4-31100-1400	OTHER PAY/HOLIDAY	329.68	13,904.30	692.23	2,350.47	0.00	11,553.83	17
100-4-31100-1500	SECURITY WAGES	1,400.00	20,000.00	575.00	975.00	0.00	19,025.00	5
100-4-31100-2100	FICA	3,818.03	37,524.26	2,730.34	9,831.69	0.00	27,692.57	26
100-4-31100-2200	VRS	5,778.54	73,923.09	6,428.87	18,644.87	0.00	55,278.22	25
100-4-31100-2300	HEALTH INSURANCE	4,944.60	74,262.00	6,059.40	18,273.51	0.00	55,988.49	25
100-4-31100-2400	GROUP LIFE INSURANCE	457.38	5,850.97	423.46	1,262.49	0.00	4,588.48	22
100-4-31100-2500	STD/LONG-TERM DISABILITY	0.00	123.94	0.00	10.33	0.00	113.61	8
100-4-31100-2600	UNEMPLOYMENT INSURANCE	0.00	93.45	0.00	0.00	0.00	93.45	0
100-4-31100-2700	WORKER'S COMP	0.00	14,140.78	0.00	0.00	0.00	14,140.78	0
100-4-31100-2710	LODA INSURANCE	0.00	2,642.00	0.00	0.00	0.00	2,642.00	0
100-4-31100-3310	REPAIR & MAINT. SVCS	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
100-4-31100-3320	PROFESSIONAL SERVICES	0.00	4,000.00	0.00	4,000.00	0.00	0.00	100
100-4-31100-3400	CODE RED	0.00	2,700.00	0.00	0.00	0.00	2,700.00	0
100-4-31100-3600	ADVERTISING	0.00	500.00	0.00	0.00	0.00	500.00	0
100-4-31100-5210	POSTAGE	24.40	500.00	0.00	0.00	0.00	500.00	0
100-4-31100-5230	TELECOMMUNICATIONS	184.07	10,000.00	669.49	1,718.23	0.00	8,281.77	17
100-4-31100-5305	MOTOR VEHICLE INSURANCE	0.00	2,844.68	0.00	0.00	0.00	2,844.68	0
100-4-31100-5306	OTHER PROPERTY INSURANCE	0.00	163.69	0.00	0.00	0.00	163.69	0
100-4-31100-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	15.00	5,000.00	504.47	900.32	0.00	4,099.68	18
100-4-31100-5700	EVENTS	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
100-4-31100-5800	FIRE RANGE FEES	0.00	3,000.00	41.73	512.71	0.00	2,487.29	17
100-4-31100-5801	ATTORNEY FEES	450.00	2,000.00	0.00	450.00	0.00	1,550.00	22
100-4-31100-5810	DUES & MEMBERSHIP	0.00	6,000.00	0.00	4,248.00	0.00	1,752.00	71
100-4-31100-6001	OFFICE SUPPLIES	0.00	3,000.00	281.53	412.00	0.00	2,588.00	14

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-31100-6003	CANINE SUPPLIES	1,746.18	4,000.00	909.12	909.12	0.00	3,090.88	23
100-4-31100-6008	FUEL	1,768.24	20,000.00	1,916.35	4,108.11	0.00	15,891.89	21
100-4-31100-6009	VEHICLE/POWER EQUIPMENT SUPPLIE:	1,353.49	9,000.00	37.82	2,149.34	0.00	6,850.66	24
100-4-31100-6010	POLICE SUPPLIES	61.50	45,000.00	0.00	26,175.38	0.00	18,824.62	58
100-4-31100-6011	UNIFORMS	1,148.42	4,000.00	43.68	632.02	0.00	3,367.98	16
100-4-31100-6030	CRIME PREVENTION	379.95	5,000.00	737.79	737.79	0.00	4,262.21	15
100-4-31100-6032	INVESTIGATION EXPENSE	0.00	2,500.00	0.00	22.99	0.00	2,477.01	1
100-4-31100-8005	VEHICLES/EQUIPMENT	39,321.00	104,692.08	93,572.00	93,572.00	0.00	11,120.08	89
	<b>31100 POLICE DEPARTMENT</b>	<b>112,551.14</b>	<b>966,974.08</b>	<b>152,430.57</b>	<b>324,224.38</b>	<b>0.00</b>	<b>642,749.70</b>	<b>34</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-32200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-32200-5600	FIRE DEPT CONTRIBUTIONS	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
100-4-32200-5701	FIRE PROGRAM GRANTS	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
	<b>32200 CONTROL</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-41320-5100	STREETLIGHTS	4,199.61	26,085.79	2,727.16	5,544.33	0.00	20,541.46	21

**Town of Amherst**  
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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-43200-0000	GENERAL MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-43200-1100	WAGES	4,504.82	43,140.93	4,274.48	12,016.61	0.00	31,124.32	28
100-4-43200-1300	PT WAGES	1,157.37	15,452.12	761.28	3,017.67	0.00	12,434.45	20
100-4-43200-1400	OTHER PAY/HOLIDAY	0.00	4,125.28	0.00	261.92	0.00	3,863.36	6
100-4-43200-2100	FICA	422.94	3,300.28	384.28	1,169.05	0.00	2,131.23	35
100-4-43200-2200	VRS	794.62	7,303.76	807.85	1,971.93	0.00	5,331.83	27
100-4-43200-2300	HEALTH INSURANCE	801.25	10,613.40	1,027.96	2,620.17	0.00	7,993.23	25
100-4-43200-2400	GROUP LIFE INSURANCE	50.62	578.09	63.95	160.59	0.00	417.50	28
100-4-43200-2500	HYBRID DISABILITY	0.00	100.10	0.00	0.00	0.00	100.10	0
100-4-43200-2600	UNEMPLOYMENT INSURANCE	0.00	83.20	0.00	0.00	0.00	83.20	0
100-4-43200-2700	WORKER'S COMP	0.00	146.91	0.00	0.00	0.00	146.91	0
100-4-43200-5100	ELECTRIC	2,910.79	7,702.60	701.58	2,100.67	0.00	5,601.93	27
100-4-43200-5110	HEATING SERVICES	0.00	4,500.00	0.00	0.00	0.00	4,500.00	0
100-4-43200-5120	WATER/SEWER	341.88	3,759.00	281.55	922.86	0.00	2,836.14	25
100-4-43200-5230	TELECOMMUNICATION	1,156.48	11,136.00	1,186.35	3,204.97	0.00	7,931.03	29
100-4-43200-5304	PROPERTY INSURANCE	0.00	358.22	0.00	0.00	0.00	358.22	0
100-4-43200-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	0.00	1,126.76	0
100-4-43200-5306	OTHER PROPERTY INSURANCE	0.00	1,281.25	0.00	0.00	0.00	1,281.25	0
100-4-43200-5308	GENERAL LIABILITY INSURANCE	0.00	5,433.00	0.00	0.00	0.00	5,433.00	0
100-4-43200-5410	LEASE OF EQUIPMENT	0.00	7,000.00	0.00	0.00	0.00	7,000.00	0
100-4-43200-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	455.00	3,000.00	668.68	668.68	0.00	2,331.32	22
100-4-43200-6001	OFFICE SUPPLIES	0.00	750.00	0.00	0.00	0.00	750.00	0
100-4-43200-6005	JANITORIAL SUPPLIES	72.39	3,000.00	79.63	204.68	0.00	2,795.32	7
100-4-43200-6007	REPAIR & MAINT. SUPPLIES	33.94	21,500.00	417.24	3,489.36	0.00	18,010.64	16
100-4-43200-6008	FUEL	1,030.04	20,000.00	785.66	3,013.27	0.00	16,986.73	15
100-4-43200-6009	VEHICLE/POWER EQUIPMENT SUPPLIE;	483.87	24,000.00	332.60	651.99	0.00	23,348.01	3
100-4-43200-6011	UNIFORMS	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
100-4-43200-6012	CHRISTMAS DECORATIONS	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-43200-6013	AG SUPPLIES	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
100-4-43200-8005	EQUIPMENT/VEHICLES	0.00	68,000.00	0.00	0.00	0.00	68,000.00	0
	<b>43200 GENERAL MAINTENANCE</b>	<b>14,216.01</b>	<b>276,390.90</b>	<b>11,773.09</b>	<b>35,474.42</b>	<b>0.00</b>	<b>240,916.48</b>	<b>13</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-72100-5600	VILLAGE GARDEN CLUB CONTRI.	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0



Town of Amherst  
Statement of Revenue and Expenditures

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-72200-5600	MUSEUM CONTRIBUTIONS	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-81100-0000	PLANNING/ZONING	0.00	0.00	0.00	0.00	0.00	0.00	0
100-4-81100-5810	DUES/MEMBERSHIP	0.00	1,118.00	0.00	0.00	0.00	1,118.00	0

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
100-4-83500-5600	NEIGHBORS HELPING NEIGHBORS CON	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
	<b>GENERAL FUND Expenditure Totals</b>	<b>165,038.31</b>	<b>1,690,856.29</b>	<b>190,480.31</b>	<b>441,615.92</b>	<b>0.00</b>	<b>1,249,240.37</b>	<b>26</b>
<b>100 GENERAL FUND</b>								
			<b>Prior</b>	<b>Current</b>	<b>YTD</b>			
	Revenues:		80,431.01	93,852.32	358,292.88			
	Expenditures:		165,038.31	190,480.31	441,615.92			
	Net Income:		84,607.30 -	96,627.99 -	83,323.04 -			

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Cancel	Excess/Deficit	% Real
501-3-16080-0005	WATER IN-TOWN BASE CHARGES	24,942.90	269,934.29	21,535.27	65,465.06	0.00	204,469.23 -	24
501-3-16080-0006	WATER OT BASE CHARGES	16,767.56	175,851.84	7,604.78	37,731.60	0.00	138,120.24 -	21
501-3-16080-0007	WATER IN-TOWN USAGE CHARGE	40,049.56	408,047.97	32,782.08	99,822.10	0.00	308,225.87 -	24
501-3-16080-0008	WATER OT USAGE CHARGES	28,368.37	291,179.13	12,272.40	62,330.81	0.00	228,848.32 -	21
501-3-16080-0009	PENALTIES	2,705.00	20,000.00	2,675.62	7,836.99	0.00	12,163.01 -	39
501-3-16080-0010	TRIP CHARGES	200.00	8,000.00	750.00	2,450.00	0.00	5,550.00 -	31
501-3-16080-0011	DORMANT ACCT FEE	315.94	3,715.33	309.59	884.14	0.00	2,831.19 -	24
501-3-16080-0012	FIRE SPRINKLERS	397.00	4,764.00	397.00	1,191.00	0.00	3,573.00 -	25
501-3-16080-0013	AVAILABILITY FEE	0.00	3,000.00	1,605.97	4,346.69	0.00	1,346.69	145
501-3-16080-0014	WATER CHARGES-SBC	8,423.36	131,625.12	8,025.00	24,075.00	0.00	107,550.12 -	18
501-3-16080-0015	PREPAY UTILITIES	0.00	0.00	216.86 -	443.63 -	0.00	443.63 -	0
501-3-16080-0016	SBC WATER CAPITAL COSTS REIMB	0.00	0.00	2,185.60	6,556.80	0.00	6,556.80	0
<b>16080 Total</b>		<b>122,169.69</b>	<b>1,316,117.68</b>	<b>89,926.45</b>	<b>312,246.56</b>	<b>0.00</b>	<b>1,003,871.12 -</b>	<b>23</b>
501-3-41060-0007	DEPOSIT-UTILITY ACCTS	200.00	0.00	400.00	199.96 -	0.00	199.96 -	0
501-3-42000-0000	RESERVE FUNDS	0.00	101,851.33	0.00	0.00	0.00	101,851.33 -	0
	<b>WATER FUND Revenue Totals</b>	<b>122,369.69</b>	<b>1,417,969.01</b>	<b>90,326.45</b>	<b>312,046.60</b>	<b>0.00</b>	<b>1,105,922.41 -</b>	<b>22</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
501-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12110-1100	WAGES	4,831.08	43,962.71	3,559.18	12,287.89	0.00	31,674.82	28
501-4-12110-1300	PT WAGES	555.90	5,058.80	396.60	1,375.10	0.00	3,683.70	27
501-4-12110-2100	FICA	427.01	3,750.15	318.54	1,092.81	0.00	2,657.34	29
501-4-12110-2200	VRS	728.64	9,232.17	841.32	2,414.10	0.00	6,818.07	26
501-4-12110-2300	HEALTH INSURANCE	340.10	4,468.80	370.52	1,111.47	0.00	3,357.33	25
501-4-12110-2400	GROUP LIFE INSURANCE	46.50	589.10	51.40	151.75	0.00	437.35	26
501-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	232.11	0.00	20.36	0.00	211.75	9
	<b>12110 TOWN MANAGER</b>	<b>6,929.23</b>	<b>67,293.84</b>	<b>5,537.56</b>	<b>18,453.48</b>	<b>0.00</b>	<b>48,840.36</b>	<b>27</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
501-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-12420-1100	WAGES	4,221.54	37,853.15	3,011.27	10,270.99	0.00	27,582.16	27
501-4-12420-1300	PT WAGES	880.14	9,976.48	667.10	2,172.67	0.00	7,803.81	22
501-4-12420-2100	FICA	376.06	3,658.97	260.97	890.76	0.00	2,768.21	24
501-4-12420-2200	VRS	486.91	6,408.54	488.97	1,443.95	0.00	4,964.59	23
501-4-12420-2300	HEALTH INSURANCE	530.61	7,820.40	231.06	692.67	0.00	7,127.73	9
501-4-12420-2400	GROUP LIFE INSURANCE	40.78	507.23	38.71	114.31	0.00	392.92	23
501-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.00	8.60	0.00	8.60 -	0
501-4-12420-3160	BANKING SERVICE CHARGES	0.00	200.00	0.00	0.00	0.00	200.00	0
501-4-12420-3320	SUPPORT CONTRACTS	0.00	3,600.00	0.00	0.00	0.00	3,600.00	0
501-4-12420-5210	POSTAGE	591.55	3,600.00	312.01	941.27	0.00	2,658.73	26
501-4-12420-6001	OFFICE SUPPLIES	0.00	2,200.00	1,723.00	1,723.00	0.00	477.00	78
85	<b>12420 FINANCE DEPARTMENT</b>	<b>7,127.59</b>	<b>75,824.77</b>	<b>6,733.09</b>	<b>18,258.22</b>	<b>0.00</b>	<b>57,566.55</b>	<b>24</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
501-4-44000-0000	WATER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-44000-1100	WAGES	16,081.99	170,869.00	14,173.31	48,340.54	0.00	122,528.46	28
501-4-44000-1200	OVERTIME	0.00	0.00	0.00	1,006.06	0.00	1,006.06	0
501-4-44000-1300	PT WAGES	894.08	27,299.88	2,384.12	8,944.07	0.00	18,355.81	33
501-4-44000-1400	OTHER/HOLIDAY	480.78	6,114.07	668.57	2,311.43	0.00	3,802.64	38
501-4-44000-2100	FICA	1,280.22	15,627.65	1,257.53	4,458.41	0.00	11,169.24	29
501-4-44000-2200	VRS	1,995.65	22,983.97	2,591.22	7,461.06	0.00	15,522.91	32
501-4-44000-2300	HEALTH INSURANCE	1,713.20	33,516.00	2,792.10	8,104.74	0.00	25,411.26	24
501-4-44000-2400	GROUP LIFE INSURANCE	156.65	2,289.62	205.08	595.77	0.00	1,693.85	26
501-4-44000-2500	LONG-TERM DISABILITY	0.00	492.41	0.00	17.66	0.00	474.75	4
501-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	0.00	0.00	41.60	0
501-4-44000-2700	WORKER'S COMP	0.00	4,115.07	0.00	0.00	0.00	4,115.07	0
501-4-44000-3140	TESTING SERVICES	431.01	31,000.00	69.90	529.10	0.00	30,470.90	2
501-4-44000-3150	PROFESSIONAL SVCS	500.00	3,200.00	250.00	750.00	0.00	2,450.00	23
501-4-44000-3310	REPAIR & MAINT. SVCS	0.00	10,000.00	0.00	0.00	0.00	10,000.00	0
501-4-44000-3600	ADVERTISING	1,148.00	2,000.00	0.00	0.00	0.00	2,000.00	0
501-4-44000-5100	ELECTRICAL SVCS	0.00	47,707.13	5,362.56	15,894.62	0.00	31,812.51	33
501-4-44000-5120	WATER & SEWER	3,423.59	40,400.00	1,851.20	2,022.10	0.00	38,377.90	5
501-4-44000-5210	POSTAGE	8.95	2,000.00	0.00	8.13	0.00	1,991.87	0
501-4-44000-5230	TELECOMMUNICATIONS	259.47	5,040.00	610.82	1,026.23	0.00	4,013.77	20
501-4-44000-5304	PROPERTY INSURANCE	0.00	1,976.14	0.00	0.00	0.00	1,976.14	0
501-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	360.70	0.00	0.00	0.00	360.70	0
501-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	0.00	3,000.00	0.00	125.00	0.00	2,875.00	4
501-4-44000-5600	PERMITS	3,985.00	7,500.00	0.00	3,558.00	0.00	3,942.00	47
501-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	0.00	225.00	0.00	1,775.00	11
501-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	11.94	2,541.81	0.00	541.81	127
501-4-44000-6004	LAB SUPPLIES	2,359.89	15,000.00	309.70	21,868.29	0.00	6,868.29	146
501-4-44000-6007	REPAIR & MAINT. SUPPLIES	478.08	20,000.00	1,972.93	3,728.94	0.00	16,271.06	19



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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
501-4-44000-6008	FUEL/OIL	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
501-4-44000-6009	VEHICLE & EQUIP SUPPLIES	442.91	3,000.00	0.00	0.00	0.00	3,000.00	0
501-4-44000-6011	UNIFORMS	0.00	1,500.00	0.00	513.98	0.00	986.02	34
501-4-44000-6051	CHEMICALS	8,354.27	108,000.00	2,907.00	13,915.70	0.00	94,084.30	13
501-4-44000-8005	EQUIPMENT	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
	<b>44000 WATER OPERATIONAL</b>	<b>43,993.74</b>	<b>607,033.24</b>	<b>37,417.98</b>	<b>147,946.64</b>	<b>0.00</b>	<b>459,086.60</b>	<b>24</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
501-4-45000-0000	WATER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-45000-1100	WAGES	13,684.62	125,683.37	8,129.25	29,464.27	0.00	96,219.10	23
501-4-45000-1200	PT WAGES	0.00	734.15	0.00	0.00	0.00	734.15	0
501-4-45000-1300	PT WAGES	89.64	1,821.68	57.54	237.24	0.00	1,584.44	13
501-4-45000-2100	FICA	1,019.49	9,810.30	628.15	2,280.15	0.00	7,530.15	23
501-4-45000-2200	VRS	1,517.09	21,278.19	1,475.08	4,403.72	0.00	16,874.47	21
501-4-45000-2300	HEALTH INSURANCE	1,974.39	27,930.00	1,793.59	5,609.34	0.00	22,320.66	20
501-4-45000-2400	GROUP LIFE INSURANCE	127.05	1,684.16	116.76	359.45	0.00	1,324.71	21
501-4-45000-2500	HYBRID DISABILITY	0.00	50.05	0.00	0.00	0.00	50.05	0
501-4-45000-2700	WORKER'S COMP	0.00	6,380.09	0.00	0.00	0.00	6,380.09	0
501-4-45000-3310	REPAIR & MAINT. SVCS	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
501-4-45000-5130	MISS UTILITY	36.75	800.00	0.00	0.00	0.00	800.00	0
501-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	0.00	1,126.76	0
501-4-45000-5410	LEASE OF EQUIPMENT	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
501-4-45000-5501	TRAVEL-MILEAGE/CONFERENCE/HOTEL	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
501-4-45000-5810	DUES & MEMBERSHIP	0.00	200.00	0.00	0.00	0.00	200.00	0
501-4-45000-6007	REPAIR & MAINT. SUPPLIES	1,374.16	20,000.00	814.47	2,362.80	0.00	17,637.20	12
501-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	0.00	37,366.50	0.00	19,366.50 -	208
	<b>45000 WATER MAINTENANCE</b>	<b>19,823.19</b>	<b>243,498.75</b>	<b>13,014.84</b>	<b>82,083.47</b>	<b>0.00</b>	<b>161,415.28</b>	<b>34</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
501-4-94000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-94000-8002	WATER TREATMENT PLANT IMPROVEMI	329,938.48	0.00	5,250.00	110,041.77	0.00	110,041.77 -	0
501-4-94000-8003	SUNSET WATERLINE REPLACEMENT	0.00	0.00	3,450.00	3,450.00	0.00	3,450.00 -	0
	<b>94000 CONTROL</b>	<b>329,938.48</b>	<b>0.00</b>	<b>8,700.00</b>	<b>113,491.77</b>	<b>0.00</b>	<b>113,491.77 -</b>	<b>0</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
501-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
501-4-95000-9000	60W W/L PRINCIPLE	0.00	17,202.68	0.00	0.00	0.00	17,202.68	0
501-4-95000-9001	60W W/L INTEREST	0.00	11,841.24	0.00	0.00	0.00	11,841.24	0
501-4-95000-9004	MAINSTREET W/L PRINCIPLE	0.00	78,352.35	0.00	0.00	0.00	78,352.35	0
501-4-95000-9005	MAINSTREET W/L INTEREST	0.00	14,866.45	0.00	0.00	0.00	14,866.45	0
501-4-95000-9006	STERLING BANK DEBT REFI PRIN	8,240.64	102,248.00	0.00	0.00	0.00	102,248.00	0
501-4-95000-9007	STERLING BANK DEBT REFI INTEREST	2,440.04	24,960.00	0.00	0.00	0.00	24,960.00	0
501-4-95000-9008	WATER PLANT UPGRADES PRINCIPLES	0.00	84,247.39	0.00	0.00	0.00	84,247.39	0
501-4-95000-9009	WATER PLANT UPGRADES INTEREST	0.00	90,600.30	0.00	0.00	0.00	90,600.30	0
	<b>95000 DEBT SERVICE</b>	<b>10,680.68</b>	<b>424,318.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>424,318.41</b>	<b>0</b>
<b>WATER FUND Expenditure Totals</b>								
		<b>418,492.91</b>	<b>1,417,969.01</b>	<b>71,403.47</b>	<b>380,233.58</b>	<b>0.00</b>	<b>1,037,735.43</b>	<b>27</b>

<b>501 WATER FUND</b>	<b>Prior</b>	<b>Current</b>	<b>YTD</b>
Revenues:	122,369.69	90,326.45	312,046.60
Expenditures:	418,492.91	71,403.47	380,233.58
Net Income:	296,123.22 -	18,922.98	68,186.98 -

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<i>Revenue Account</i>	<i>Description</i>	<i>Prior Yr Rev</i>	<i>Anticipated</i>	<i>Curr Rev</i>	<i>YTD Rev</i>	<i>Cancel</i>	<i>Excess/Deficit</i>	<i>% Real</i>
502-3-16080-0005	SEWER IN-TOWN BASE CHARGES	33,842.83	366,129.74	28,450.13	87,326.95	0.00	278,802.79 -	24
502-3-16080-0006	SEWER OT BASE CHARGES	11,308.09	144,879.09	5,527.05	20,406.51	0.00	124,472.58 -	14
502-3-16080-0007	SEWER IN-TOWN USAGE CHARGE	26,193.77	269,596.69	19,195.37	62,106.98	0.00	207,489.71 -	23
502-3-16080-0008	SEWER OT USAGE CHARGE	9,204.62	117,929.46	4,480.72	16,505.93	0.00	101,423.53 -	14
502-3-16080-0009	PENALTIES	2,156.32	15,000.00	2,096.92	6,040.87	0.00	8,959.13 -	40
502-3-16080-0011	DORMANT ACCT FEE	481.90	5,395.54	484.35	1,373.47	0.00	4,022.07 -	25
	<b>16080 Total</b>	<b>83,187.53</b>	<b>918,930.52</b>	<b>60,234.54</b>	<b>193,760.71</b>	<b>0.00</b>	<b>725,169.81 -</b>	<b>21</b>
502-3-19020-0003	SBC-RUT. CREEK OPERATIONS	0.00	50,000.00	0.00	14,404.96	0.00	35,595.04 -	29
502-3-19020-0004	SBC SEWER REHAB	0.00	11,172.00	0.00	2,793.00	0.00	8,379.00 -	25
	<b>19020 Total</b>	<b>0.00</b>	<b>61,172.00</b>	<b>0.00</b>	<b>17,197.96</b>	<b>0.00</b>	<b>43,974.04 -</b>	<b>28</b>
502-3-24040-0003	NUTRIENT CREDIT	0.00	400.00	0.00	389.47	0.00	10.53 -	97
502-3-42000-0000	RESERVE FUNDS	0.00	227,326.61	0.00	0.00	0.00	227,326.61 -	0
	<b>SEWER FUND Revenue Totals</b>	<b>83,187.53</b>	<b>1,207,829.13</b>	<b>60,234.54</b>	<b>211,348.14</b>	<b>0.00</b>	<b>996,480.99 -</b>	<b>18</b>

**Town of Amherst**  
Statement of Revenue and Expenditures

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
502-4-12110-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-12110-1100	WAGES	3,623.31	37,524.95	2,669.38	9,215.91	0.00	28,309.04	25
502-4-12110-1300	PT WAGES	500.31	4,552.92	356.94	1,237.59	0.00	3,315.33	27
502-4-12110-2100	FICA	326.63	2,870.66	243.44	835.34	0.00	2,035.32	29
502-4-12110-2200	VRS	546.48	6,924.13	630.98	1,810.55	0.00	5,113.58	26
502-4-12110-2300	HEALTH INSURANCE	255.08	3,351.60	277.90	833.62	0.00	2,517.98	25
502-4-12110-2400	GROUP LIFE INSURANCE	34.86	441.83	38.56	113.83	0.00	328.00	26
502-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	174.08	0.00	15.27	0.00	158.81	9
	<b>12110 CONTROL</b>	<b>5,286.67</b>	<b>55,840.17</b>	<b>4,217.20</b>	<b>14,062.11</b>	<b>0.00</b>	<b>41,778.06</b>	<b>25</b>

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Statement of Revenue and Expenditures

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
502-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-12420-1100	WAGES	3,393.31	30,609.39	2,457.61	8,394.49	0.00	22,214.90	27
502-4-12420-1300	PT WAGES	858.14	9,727.07	650.42	2,118.34	0.00	7,608.73	22
502-4-12420-2100	FICA	310.19	3,085.74	218.15	745.49	0.00	2,340.25	24
502-4-12420-2200	VRS	390.94	5,182.17	407.92	1,203.27	0.00	3,978.90	23
502-4-12420-2300	HEALTH INSURANCE	415.91	6,703.20	221.82	664.98	0.00	6,038.22	10
502-4-12420-2400	GROUP LIFE INSURANCE	32.74	410.16	32.28	95.24	0.00	314.92	23
502-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.00	5.73	0.00	5.73 -	0
502-4-12420-3320	SERVICE CONTRACTS	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
502-4-12420-5210	POSTAGE	0.00	3,700.00	312.01	941.28	0.00	2,758.72	25
502-4-12420-6001	OFFICE SUPPLIES	0.00	2,000.00	1,723.00	1,723.00	0.00	277.00	86
	<b>12420 FINANCE DEPARTMENT</b>	<b>5,401.23</b>	<b>64,417.73</b>	<b>6,023.21</b>	<b>15,891.82</b>	<b>0.00</b>	<b>48,525.91</b>	<b>25</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
502-4-44000-0000	SEWER OPERATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-44000-1100	WAGES	15,971.96	181,011.05	9,528.32	33,177.70	0.00	147,833.35	18
502-4-44000-1200	OVERTIME	0.00	0.00	0.00	1,006.05	0.00	1,006.05 -	0
502-4-44000-1400	OTHER/HOLIDAY	383.01	5,766.59	177.03	1,115.48	0.00	4,651.11	19
502-4-44000-2100	FICA	1,255.77	14,288.49	748.68	2,721.65	0.00	11,566.84	19
502-4-44000-2200	VRS	1,979.15	30,645.17	1,747.58	4,938.00	0.00	25,707.17	16
502-4-44000-2300	HEALTH INSURANCE	2,134.30	33,516.00	1,862.90	5,745.76	0.00	27,770.24	17
502-4-44000-2400	GROUP LIFE INSURANCE	154.24	2,425.55	138.34	415.38	0.00	2,010.17	17
502-4-44000-2500	LONG-TERM DISABILITY	0.00	224.98	0.00	19.11	0.00	205.87	8
502-4-44000-2600	UNEMPLOYMENT INSURANCE	0.00	41.60	0.00	0.00	0.00	41.60	0
502-4-44000-2700	WORKER'S COMP	0.00	3,359.10	0.00	0.00	0.00	3,359.10	0
502-4-44000-3120	SLUDGE & TRASH REMOVAL-RUT CRK.	0.00	2,000.00	0.00	0.00	0.00	2,000.00	0
502-4-44000-3140	TESTING SERVICES	5,308.36	50,666.00	2,060.80	4,419.60	0.00	46,246.40	9
502-4-44000-3150	PROFESSIONAL SVCS	0.00	3,000.00	250.00	750.00	0.00	2,250.00	25
502-4-44000-3310	REPAIR & MAINT. SVCS-RUT CRK	0.00	18,666.00	1,349.37	1,349.37	0.00	17,316.63	7
502-4-44000-3600	ADVERTISING	352.20	500.00	0.00	0.00	0.00	500.00	0
502-4-44000-5100	ELECTRICAL SVCS-RUT CRK	3,283.73	41,426.32	3,851.27	12,005.18	0.00	29,421.14	29
502-4-44000-5120	WATER, SEWER - RUT. CRK.	178.73	9,705.00	707.12	1,210.60	0.00	8,494.40	12
502-4-44000-5130	ELECTRICAL SVCS-PUMP STATION	225.89	1,785.30	108.11	328.98	0.00	1,456.32	18
502-4-44000-5140	WATER, SEWER-PUMP STATION	15.60	187.20	15.60	46.80	0.00	140.40	25
502-4-44000-5210	POSTAGE	0.00	250.00	0.00	25.04	0.00	224.96	10
502-4-44000-5230	TELECOMMUNICATIONS	268.59	4,260.00	161.05	1,040.84	0.00	3,219.16	24
502-4-44000-5304	PROPERTY INSURANCE	0.00	3,572.70	0.00	0.00	0.00	3,572.70	0
502-4-44000-5305	MOTOR VEHICLE INSURANCE	0.00	360.70	0.00	0.00	0.00	360.70	0
502-4-44000-5501	TRAVEL-MILEAGE/HOTEL/CONFERENCE	225.00	3,000.00	0.00	0.00	0.00	3,000.00	0
502-4-44000-5600	PERMITS	0.00	4,000.00	4,180.00	4,180.00	0.00	180.00 -	104
502-4-44000-5810	DUES & MEMBERSHIPS	0.00	2,000.00	124.00	449.00	0.00	1,551.00	22
502-4-44000-6001	OFFICE SUPPLIES	0.00	2,000.00	11.94	2,541.80	0.00	541.80 -	127



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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
502-4-44000-6004	LAB SUPPLIES	68.90	8,235.00	0.00	778.23	0.00	7,456.77	9
502-4-44000-6007	REPAIR & MAINT. SUPPLIES-RUT. CRK.	61.96	27,692.00	0.00	5,124.16	0.00	22,567.84	18
502-4-44000-6008	FUEL/OIL	0.00	2,000.00	198.37	574.25	0.00	1,425.75	29
502-4-44000-6009	VEHICLE & EQUIP SUPPLIES	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
502-4-44000-6011	UNIFORMS	0.00	2,000.00	0.00	513.98	0.00	1,486.02	26
502-4-44000-6051	CHEMICALS - RUT. CREEK	266.40	4,615.00	0.00	0.00	0.00	4,615.00	0
502-4-44000-8005	VEHICLES	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
	<b>44000 SEWER OPERATIONAL</b>	<b>32,133.79</b>	<b>481,199.75</b>	<b>27,220.48</b>	<b>84,476.96</b>	<b>0.00</b>	<b>396,722.79</b>	<b>18</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
502-4-45000-0000	SEWER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-45000-1100	WAGES	9,925.32	125,304.20	8,129.25	29,464.27	0.00	95,839.93	24
502-4-45000-1300	PT WAGES	89.64	734.15	57.54	237.24	0.00	496.91	32
502-4-45000-1400	OTHER PAY/HOLIDAY	0.00	1,821.68	0.00	0.00	0.00	1,821.68	0
502-4-45000-2100	FICA	732.16	9,781.29	628.15	2,280.15	0.00	7,501.14	23
502-4-45000-2200	VRS	1,128.62	21,214.00	1,475.08	4,403.72	0.00	16,810.28	21
502-4-45000-2300	HEALTH INSURANCE	1,461.16	27,818.28	1,793.59	5,609.34	0.00	22,208.94	20
502-4-45000-2400	GROUP LIFE INSURANCE	94.52	1,679.07	116.76	359.45	0.00	1,319.62	21
502-4-45000-2500	HYBRID DISABILITY	0.00	48.05	0.00	0.00	0.00	48.05	0
502-4-45000-5305	MOTOR VEHICLE INSURANCE	0.00	1,126.76	0.00	0.00	0.00	1,126.76	0
502-4-45000-5410	LEASE OF EQUIPMENT	0.00	5,000.00	0.00	0.00	0.00	5,000.00	0
502-4-45000-6007	REPAIR & MAINT. SUPPLIES	0.00	8,000.00	0.00	7,968.68	0.00	31.32	100
502-4-45000-8005	EQUIPMENT/VEHICLES	0.00	18,000.00	0.00	37,366.50	0.00	19,366.50 -	208
<b>45000 SEWER MAINTENANCE</b>		<b>13,431.42</b>	<b>220,527.48</b>	<b>12,200.37</b>	<b>87,689.35</b>	<b>0.00</b>	<b>132,838.13</b>	<b>40</b>

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
502-4-94000-0000	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-94000-8002	WWTP CENTRIFUGE	0.00	0.00	2,250.00	365,113.75	0.00	365,113.75 -	0

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<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
502-4-95000-0000	DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0
502-4-95000-9002	STERLING BANK WWTP REFI PRIN	17,511.33	217,275.00	0.00	0.00	0.00	217,275.00	0
502-4-95000-9003	STERLING BANK WWTP REFI INTEREST	5,185.07	53,033.00	0.00	0.00	0.00	53,033.00	0
502-4-95000-9004	SEWER REHAB PRINCIPLE	5,667.80	70,017.22	0.00	0.00	0.00	70,017.22	0
502-4-95000-9005	SEWER REHAB INTEREST	3,960.20	45,518.78	0.00	0.00	0.00	45,518.78	0
	<b>95000 DEBT SERVICE</b>	<b>32,324.40</b>	<b>385,844.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>385,844.00</b>	<b>0</b>
	<b>SEWER FUND Expenditure Totals</b>	<b>88,577.51</b>	<b>1,207,829.13</b>	<b>51,911.26</b>	<b>567,233.99</b>	<b>0.00</b>	<b>640,595.14</b>	<b>47</b>

**502 SEWER FUND**

	<i>Prior</i>	<i>Current</i>	<i>YTD</i>
<b>Revenues:</b>	<b>83,187.53</b>	<b>60,234.54</b>	<b>211,348.14</b>
<b>Expenditures:</b>	<b>88,577.51</b>	<b>51,911.26</b>	<b>567,233.99</b>
<b>Net Income:</b>	<b>5,389.98 -</b>	<b>8,323.28</b>	<b>355,885.85 -</b>

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<i>Revenue Account</i>	<i>Description</i>	<i>Prior Yr Rev</i>	<i>Anticipated</i>	<i>Curr Rev</i>	<i>YTD Rev</i>	<i>Cancel</i>	<i>Excess/Deficit</i>	<i>% Real</i>
514-3-16080-0005	GARBAGE IT CHARGES	10,285.05	138,492.00	11,663.04	35,055.30	0.00	103,436.70 -	25
514-3-16080-0006	GARBAGE OT CHARGES	1,462.80	19,944.00	1,674.00	5,011.14	0.00	14,932.86 -	25
514-3-16080-0009	PENALTIES	417.51	5,000.00	462.86	1,344.79	0.00	3,655.21 -	27
	<b>16080 Total</b>	<b>12,165.36</b>	<b>163,436.00</b>	<b>13,799.90</b>	<b>41,411.23</b>	<b>0.00</b>	<b>122,024.77 -</b>	<b>25</b>
	<b>GARBAGE FUND Revenue Totals</b>	<b>12,165.36</b>	<b>163,436.00</b>	<b>13,799.90</b>	<b>41,411.23</b>	<b>0.00</b>	<b>122,024.77 -</b>	<b>25</b>

**Town of Amherst**  
Statement of Revenue and Expenditures

10/03/2023  
11:30 AM

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
514-4-12110-0000	TOWN MANAGER	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12110-1100	WAGES	362.31	3,297.20	266.94	921.60	0.00	2,375.60	28
514-4-12110-1300	PT WAGES	55.62	505.88	39.64	137.46	0.00	368.42	27
514-4-12110-2100	FICA	33.08	290.94	24.66	84.61	0.00	206.33	29
514-4-12110-2200	VRS	54.66	692.41	63.08	181.04	0.00	511.37	26
514-4-12110-2300	HEALTH INSURANCE	25.50	335.16	27.78	83.35	0.00	251.81	25
514-4-12110-2400	GROUP LIFE INSURANCE	3.48	44.18	3.86	11.39	0.00	32.79	26
514-4-12110-2500	STD/LONG-TERM DISABILITY	0.00	17.41	0.00	1.52	0.00	15.89	9
514-4-12110-5000	CONTINGENCY	0.00	678.34	0.00	0.00	0.00	678.34	0
	<b>12110 TOWN MANAGER</b>	<b>534.65</b>	<b>5,861.52</b>	<b>425.96</b>	<b>1,420.97</b>	<b>0.00</b>	<b>4,440.55</b>	<b>24</b>

**Town of Amherst**  
Statement of Revenue and Expenditures

10/03/2023  
11:30 AM

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
514-4-12420-0000	FINANCE DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-12420-1100	WAGES	178.82	1,600.93	127.01	432.98	0.00	1,167.95	27
514-4-12420-1300	PT WAGES	22.00	249.41	16.69	54.33	0.00	195.08	22
514-4-12420-2100	FICA	14.81	141.55	10.18	34.82	0.00	106.73	25
514-4-12420-2200	VRS	20.63	271.05	20.49	60.53	0.00	210.52	22
514-4-12420-2300	HEALTH INSURANCE	22.64	335.16	9.24	27.69	0.00	307.47	8
514-4-12420-2400	GROUP LIFE INSURANCE	1.73	21.45	1.62	4.80	0.00	16.65	22
514-4-12420-2500	HYBRID DISABILITY	0.00	0.00	0.00	0.37	0.00	0.37 -	0
	<b>12420 FINANCE DEPARTMENT</b>	<b>260.63</b>	<b>2,619.55</b>	<b>185.23</b>	<b>615.52</b>	<b>0.00</b>	<b>2,004.03</b>	<b>24</b>

**Town of Amherst**  
Statement of Revenue and Expenditures

10/03/2023  
11:30 AM

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
514-4-43200-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-43200-3160	COLLECTION IN-TOWN	10,074.74	129,646.32	10,534.36	31,603.08	0.00	98,043.24	24
514-4-43200-3170	COLLECTION OUT OF TOWN	1,404.72	20,865.61	1,461.68	4,385.04	0.00	16,480.57	21
	<b>43200 CONTROL</b>	<b>11,479.46</b>	<b>150,511.93</b>	<b>11,996.04</b>	<b>35,988.12</b>	<b>0.00</b>	<b>114,523.81</b>	<b>24</b>



<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
514-4-45000-0000	GARBAGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
514-4-45000-1100	WAGES	262.33	2,961.48	180.67	654.79	0.00	2,306.69	22
514-4-45000-1400	OTHER PAY/HOLIDAYS	0.00	40.48	0.00	0.00	0.00	40.48	0
514-4-45000-2100	FICA	19.30	229.65	13.86	50.27	0.00	179.38	22
514-4-45000-2200	VRS	29.41	501.38	32.79	97.90	0.00	403.48	20
514-4-45000-2300	HEALTH INSURANCE	38.20	670.32	39.86	124.65	0.00	545.67	19
514-4-45000-2400	GROUP LIFE INSURANCE	2.45	39.69	2.59	7.98	0.00	31.71	20
	<b>45000 GARBAGE MAINTENANCE</b>	<b>351.69</b>	<b>4,443.00</b>	<b>269.77</b>	<b>935.59</b>	<b>0.00</b>	<b>3,507.41</b>	<b>21</b>
	<b>GARBAGE FUND Expenditure Totals</b>	<b>12,626.43</b>	<b>163,436.00</b>	<b>12,877.00</b>	<b>38,960.20</b>	<b>0.00</b>	<b>124,475.80</b>	<b>24</b>

## 514 GARBAGE FUND

	<i>Prior</i>	<i>Current</i>	<i>YTD</i>
Revenues:	12,165.36	13,799.90	41,411.23
Expenditures:	12,626.43	12,877.00	38,960.20
Net Income:	461.07 -	922.90	2,451.03

Town of Amherst  
Statement of Revenue and Expenditures

10/03/2023  
11:30 AM

<i>Revenue Account</i>	<i>Description</i>	<i>Prior Yr Rev</i>	<i>Anticipated</i>	<i>Curr Rev</i>	<i>YTD Rev</i>	<i>Cancel</i>	<i>Excess/Deficit</i>	<i>% Real</i>
701-3-41030-0001	BP RECOUPMENT REV	0.00	28,456.73	0.00	0.00	0.00	28,456.73 -	0
701-3-41040-0001	BOND ISSUE	6,404.22	5,148.76	0.00	0.00	0.00	5,148.76 -	0
701-3-41060-0001	HOME OWNERS REIM	0.00	2,815.14	0.00	0.00	0.00	2,815.14 -	0
	<b>IDA FUND Revenue Totals</b>	<b>6,404.22</b>	<b>36,420.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,420.63 -</b>	<b>0</b>

**Town of Amherst**  
Statement of Revenue and Expenditures

10/03/2023  
11:30 AM

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
701-4-45000-0000	CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0
701-4-45000-1300	PT WAGES	1,075.68	8,809.82	690.44	2,846.80	0.00	5,963.02	32
701-4-45000-2100	FICA	82.30	673.95	52.82	217.77	0.00	456.18	32
701-4-45000-2700	WORKER'S COMP	0.00	254.02	0.00	0.00	0.00	254.02	0
701-4-45000-8005	CAPITAL	0.00	18,000.00	0.00	0.00	0.00	18,000.00	0
	<b>45000 CONTROL</b>	<b>1,157.98</b>	<b>27,737.79</b>	<b>743.26</b>	<b>3,064.57</b>	<b>0.00</b>	<b>24,673.22</b>	<b>11</b>

**Town of Amherst**  
Statement of Revenue and Expenditures

10/03/2023  
11:30 AM

<i>Expenditure Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Current Expd</i>	<i>YTD Expended</i>	<i>Cancel</i>	<i>Balance</i>	<i>% Expd</i>
701-4-81500-0000	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
701-4-81500-5100	ELECTRICAL SERV.	13.48	180.00	27.67	75.66	0.00	104.34	42
701-4-81500-5810	DUES AND MEMBERSHIP	0.00	2,800.00	0.00	2,690.00	0.00	110.00	96
701-4-81500-9200	TRANSFER TO IDA FUND	0.00	5,702.84	0.00	0.00	0.00	5,702.84	0
	<b>81500 ECONOMIC DEVELOPMENT</b>	<b>13.48</b>	<b>8,682.84</b>	<b>27.67</b>	<b>2,765.66</b>	<b>0.00</b>	<b>5,917.18</b>	<b>32</b>

Town of Amherst  
Statement of Revenue and Expenditures

10/03/2023  
11:30 AM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Cancel	Balance	% Expd
	<b>IDA FUND Expenditure Totals</b>	<b>1,171.46</b>	<b>36,420.63</b>	<b>770.93</b>	<b>5,830.23</b>	<b>0.00</b>	<b>30,590.40</b>	<b>16</b>
<b>701 IDA FUND</b>								
			Prior	Current		YTD		
	Revenues:		6,404.22	0.00		0.00		
	Expenditures:		1,171.46	770.93		5,830.23		
	Net Income:		5,232.76	770.93 -		5,830.23 -		

Grand Totals	Prior	Current	YTD
Revenues:	304,557.81	258,213.21	923,098.85
Expenditures:	685,906.62	327,442.97	1,433,873.92
Net Income:	381,348.81 -	69,229.76 -	510,775.07 -

**CLERK OF COUNCIL REPORT  
SEPTEMBER 2023**

**COMMITTEE MEETINGS**

**Planning Commission**

*Regular Meeting 9/6/23:* Receive and review agenda materials; assemble packet for meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

**Town Council**

*Regular Meeting 9/13/23:* Receive and review agenda materials; assemble packet for meeting; post agenda packet to website; prepare for and attend meeting; draft minutes for approval; post to Town website.

*Special Meeting 9/28/23:* draft minutes for approval; post to Town website

**Quorums:** Confirm meetings and cancellations with board members.

**TOWN WEBSITE DESIGN AND CONTENT MANAGEMENT**

Administration of website generating and continuously uploading information/documents; revising and adding website pages with latest information and links to documents and/or outside sites; examining traffic through the site; design for overall look and feel of the site, including photos, color, graphics, and layout; creating, editing, posting, updating, and cleaning up outdated content.

**TOWN FACEBOOK ADMINISTRATOR**

- Create content and/or design and post on Facebook with links to Town Website
- Share links to community news and events; Monitor feedback.

**FREEDOM OF INFORMATION ACT**

Four (4) requests

- Receive, review and respond to requestors

**STREET BANNER**

Amherst County Fair - Prepare VDOT application; miscellaneous correspondence

**CHRISTMAS PARADE**

Update Parade Registration Form, Parade Information re: Parade Lineup, Route, Judging of Floats and Other Entries; Theme Announcement; and Decoration Contest Announcement; send all information to potential parade participants; post information on website and facebook.

**OTHER:**

- Convert and post audio recording of meeting to website.
- Prepare/draft miscellaneous legal ads; correspond with News and Advance; prepare and post public hearing notices.
- Order staff apparel from HiPeak
- Work on draft of committee “handbook”
- Contact David Woody re Filezilla
- Miscellaneous phone calls, correspondence; miscellaneous research.
- Prepare miscellaneous purchase orders.

## Town of Amherst Committees as of SEPTEMBER 30, 2023

### Appointed/Term Expires

#### **TOWN COUNCIL**

D. Dwayne Tuggle, Mayor	01/01/23	12/31/26
Douglas Thompson	09/15/22	2023 special election (2024 Term)
Michael Driskill	01/01/23	12/31/24
Sharon W. Turner	01/01/21	12/31/24
Andra A. Higginbotham	01/01/23	12/31/26
Janice N. Wheaton	01/01/23	12/31/26

#### **PLANNING COMMISSION**

June Driskill, Chairperson	05/13/20	06/30/24
Michael H. Driskill	01/01/23	12/31/24 (TC rep)
William Jones	07/01/23	06/30/27
Veda Butcher	5/10/23	11/10/25
John Kendrick Vandervelde	07/01/22	06/30/26
Clifford Hart	07/01/23	06/30/27
Anne Webster Day	07/01/22	06/30/26

#### **BOARD OF ZONING APPEALS**

June Driskill	11/13/20	08/31/25
Rachel E. Thompson	10/19/22	08/31/24
Teresa Tatlock	11/11/21	08/31/26
Shannan C. Carter	09/01/22	08/31/27
R.A. "Tony" Robertson	09/1/23 -	08/31/28

#### **ECONOMIC DEVELOPMENT AUTHORITY**

Clifford Hart	07/01/23	06/30/27
Sharon Watts Turner	07/01/22	06/30/26
Douglas L. Thompson	08/15/22	06/30/25
Steven A. Jefferson	06/14/23	06/30/24
Manly Rucker	07/01/21	06/30/25
Mark Milhous	08/18/22	08/31/26
Richard Wydner	07/01/19	06/30/23

#### **PROPERTY MAINTENANCE INVESTIGATION BOARD**

C. Manly Rucker, III	05/13/20	06/30/24
Bessie H. Kirkwood	07/01/22	06/30/26
Glenda Hash	05/13/20	06/30/24

#### **CENTRAL VIRGINIA PLANNING COMMISSION/MPO**

D. Dwayne Tuggle	01/01/23	12/31/24
Sara McGuffin	01/01/23	12/31/24

### Appointed/Term Expires

#### **CENTRAL VIRGINIA TRANSPORTATION COUNCIL (MPO)**

D. Dwayne Tuggle	01/01/23	12/31/24
Sara E. McGuffin	01/01/23	12/31/24

### Appointed/Term Expires

#### **STANDING COUNCIL COMMITTEES 01/01/23 12/31/24**

Town Council will act as a whole in lieu of standing council committees.



**TOWN OF AMHERST  
DEPARTMENT OF PLANTS  
MONTHLY REPORT TO COUNCIL  
FOR THE MONTH OF September 2023**

SUBMITTED BY:  
GARY S. WILLIAMS, DIRECTOR OF PLANTS



**Rutledge Creek Wastewater Treatment Plant  
Sludge Centrifuge Project Update:**

As reported in last month's report:

*"Word from Alfa Laval Inc. is the centrifuge has been loaded on the ship and is due to be in port on September 24, 2023, with an eight-day processing and delivery time after that. Going by their current progress, Littleton Construction will be more than ready as its plant to go ahead and set it in place when it arrives."*

Staff received word from the Project Manager for Littleton and Associates today that the centrifuge will be delivered at 08:00AM on October 5, 2023. In today's supply world, a two-and-a-half-day delivery variable between the projected and actual dates is harkening back to pre-pandemic days. Staff will observe the arrival and off loading from the upper compound to maintain a safety factor during this exciting time for Plants. However, staff does not want to be overly confident since there are still a few pieces of equipment to come in.





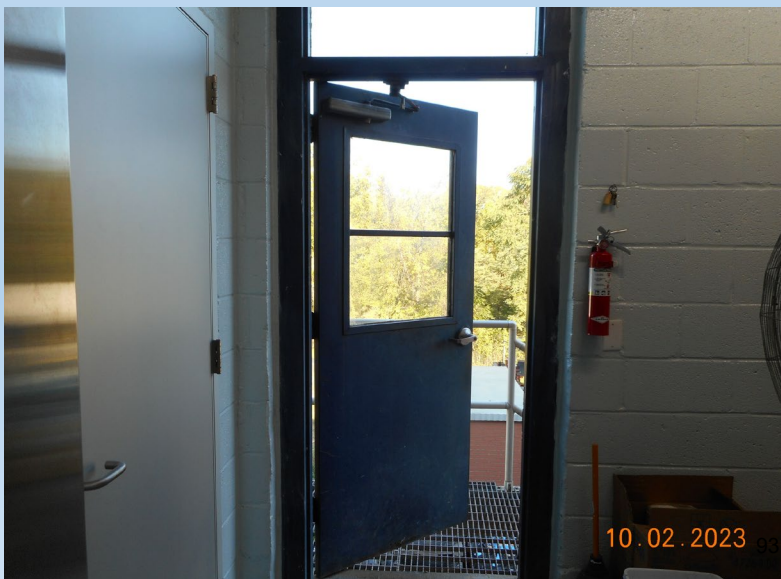
## Grandview Drive Water Treatment Plant Upgrade Project Update:

All significant upgrades are completed, all four filters are back in operation, and only minor operational issues are found in the SCADA software in the backwash sequencing. There are some questions on the laboratory countertops that Staff wants to ensure are not an issue now that will cause problems later on. Other than waiting for a resolution, the laboratory is now ready for operators to return testing equipment and begin using the space for its intended purpose.

Raw water intake is structurally complete and in full operation. Plant influent, chemical addition, chemical mixing, sedimentation, filtration disinfection, and effluent are all up and running now.







## PCO's at WTP Explanation:

On September 22, 2023, there was a construction update meeting and walk-through at the Water Plant with Anderson Construction, WW and Associates, and the Town of Amherst represented. While the punch list generated from this walk-about has several essential items, Plant Staff feels if there are decisions on what to cut and keep, two “keepers” would be increased privacy fencing and replacement of the main door used to enter the lab area.

The need for a privacy barrier was discussed early in the pre-construction design phase. Original thoughts were planting as had been used previously. The concern for Staff was the organic matter that would shed from any plants. This shedding would add an organic load to the settling basing, adding cost to water production. One area of increase would be the needed removal of the organics known to cause the production of Trihalomethanes and Haloacetic Acids. Both are caused when chlorine comes into contact with organic matter—a problem the Town faced some years ago.

Originally specified privacy fencing is now installed, and there currently is an obvious need for the privacy fence to be expanded to enclose the entire front of the plant. Landscaping can then be added and maintained at a fence height or below.

While the building door was more of an oversight in being preserved as is three years of construction, the traffic has worn hard on a door installed in 1995.

## Utility/Town Maintenance and Construction Report

Sep-23

Water Meter Read	1180
Water Meter Re-Read	45
Disconnects	7
VA-811 Service locations	35
Vehicle PM Work Orders	18
Pump Station/Plant Work Orders	21
Banners Installed/Dismantled	0
Water Services Installed/Replaced	4
Sewer Services Installed/Replaced	3
Minor Leaks Repaired	0
Major Leaks Repaired	2
Minor Sewer Problems Resolved	4
Major Sewer Problems Resolved	2

### Man Hours

Meter Reading	82
Street/Sidewalk Maintenance	323
Safety Training	3
Bush gogging/ Right of way water/ sewer	85
Flushing Water	3
Equipment Maintenance	41
Xmas decorations	0

### Major Issues & Comments

### Routine/Annual Work

### Projects/Unusual Work

Service Work Orders  
 Meter Reading  
 Prev-Maint Work Orders  
 Disconnects  
 Re-connects  
 Flushing Program  
     in Select Locations

Locating Un-marked/Unknown Water & Sewer System Assets  
 Continue Safety and Shop/Yard Clean-up  
 Staff has been working on finding water valves and addressing issues  
 Working on clearing water right of ways.

**Town of Amherst Planning Commission  
Minutes  
October 4, 2023**

A meeting of the Town of Amherst Planning Commission was called to order by Chairperson June Driskill on October 4, 2023, at 7:00 P.M. in the Council Chambers of Town Hall at 174 S. Main Street.

It was noted that a quorum was present as indicated below:

P	June Driskill	P	Michael Driskill
P	William Jones	P	John Vandervelde
P	Anne Webster Day	A	Veda Butcher
P	Clifford Hart		

Town Manager Sara McGuffin, and Clerk of Council Vicki K. Hunt in her capacity as Secretary, were also present.

The Chair opened the floor for citizen comments. There being no one present in person or otherwise to speak, no comments were made.

Mr. Hart made a motion that was seconded by Mr. Jones to approve the minutes of the September 6, 2023, meeting.

There being no discussion, the motion carried 6-0 according to the following:

June Driskill	Aye	Anne Webster Day	Aye
Michael Driskill	Aye	John Vandervelde	Aye
William Jones	Aye	Veda Butcher	Absent
Clifford Hart	Aye		

After noting that §15.2-2232 of the Code of Virginia indicates that no public utility facility, whether publicly or privately owned, shall be constructed, established or authorized, unless and until the general location or approximate location, character, and extent has been submitted to and approved by the commission as being substantially in accord with the adopted comprehensive plan or part thereof, and in connection with any such determination, the commission may, and at the direction of the governing body shall, hold a public hearing after notice, staff recommended that the Commission find that a portion of the property generally known as the “Ambler property,” designated as tax map numbers 95-A-90, 90A, 91, and 110-A0103, generally located across South Main Street from the Amherst County, suitable for a town park, is in substantial accord with the Comprehensive Plan.

Mr. Driskill made a motion that was seconded by Ms. Day to find that the use of a portion of the property generally known as the “Ambler property,” designated as tax map numbers 95-A-90, 90A, 91, and 110-A0103, and generally located across South Main Street from the Amherst

County High School for a town park is in substantial accord with the Comprehensive Plan, as recommended by staff.

There being no discussion, the motion carried 6-0 according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Michael Driskill	Aye		John Vandervelde	Aye
William Jones	Aye		Veda Butcher	Absent
Clifford Hart	Aye			

Town Manager McGuffin reported that a public hearing was held by the Commission on August 3, 2023, on consideration of a proposed amendment to the Town's zoning ordinance that, if approved, would allow more than one accessory unit on a residential lot, and on consideration of a proposed amendment to the Town's zoning ordinance that would, if approved, allow more than one dwelling unit on a lot based on the underlying zoning district and/or size of parcel, at which time the matter was deferred to allow staff an opportunity to present a draft code amendment for consideration.

Mr. Vandervelde made a motion that was seconded by Mr. Hart to recommend Town Council approve an amendment to the Town's Zoning and Subdivision Ordinances, Chapter 24, that would allow up to two accessory units on a lot based on the underlying zoning district and/or size of parcel for a total of three dwellings on a lot, as recommended by staff.

After discussion, the motion carried 6-0 as follows:

June Driskill	Aye		Anne Webster Day	Aye
Michael Driskill	Aye		John Vandervelde	Aye
William Jones	Aye		Veda Butcher	Absent
Clifford Hart	Aye			

There being no further business, on motion of Mr. Hart which was seconded by Ms. Day and carried 6-0, the meeting adjourned at 7:10 PM, according to the following:

June Driskill	Aye		Anne Webster Day	Aye
Michael Driskill	Aye		John Vandervelde	Aye
William Jones	Aye		Veda Butcher	Absent
Clifford Hart	Aye			

---

June Driskill, Chairperson

Attest: \_\_\_\_\_

**Town of Amherst  
Economic Development Authority**

Chairperson Sharon Turner called a meeting of the Town of Amherst Economic Development Authority, formerly Industrial Development Authority, to order on October 2, 2023, at 5:15 p.m. in the Council Chambers of the Town Hall at 174 S. Main Street.

It was noted that a quorum was present as follows:

P	Sharon Turner	A	Steven Jefferson
P	C. Manly Rucker	P	Richard Wydner
P	Clifford Hart	P	Douglas Thompson
P	Mark Milhous		

Town Manager Sara E. McGuffin, in her capacity as secretary, and Clerk of Council Vicki K. Hunt were also present.

Mr. Rucker made a motion which was seconded by Mr. Wydner to approve the minutes of the March 6, 2023, meeting. There being no discussion, the motion carried 6-0 as follows:

Sharon Turner	Aye		Steven Jefferson	Absent
C. Manly Rucker	Aye		Douglas Thompson	Aye
Clifford Hart	Aye		Richard Wydner	Aye
Mark Milhous	Aye			

Town Manager McGuffin gave a report on a business that may be interested in ten to twenty acres in Brockman Park.

There being no further business, the meeting adjourned at 5:29 p.m. on motion of Mr. Rucker, seconded by Mr. Hart.

The motion carried 6-0 as follows:

Sharon Turner	Aye		Steven Jefferson	Absent
C. Manly Rucker	Aye		Douglas Thompson	Aye
Clifford Hart	Aye		Richard Wydner	Aye
Mark Milhous	Aye			

\_\_\_\_\_  
Sharon W. Turner, Chairperson

ATTEST: \_\_\_\_\_  
Secretary

Robert E. Lee Soil & Water Conservation District  
7631-A Richmond Hwy.  
Appomattox, VA 24522  
Phone 434-352-2819 FAX 434-352-9405  
www.releeconservation.com  
Board of Directors Regular Meeting Minutes  
The Spring House Restaurant  
9789 Richmond Hwy  
Lynchburg, VA 24504  
July 27, 2023 – 6:00 p.m.

**Directors:** Brandon Schmitt, Co-Chairman  
(Present) Doug Perrow, Treasurer  
Chad Barrett, Assistant Treasurer  
Bonnie Swanson  
Charles Smith  
Bruce Jones

**Directors:** Jeff Floyd, Chairman  
(Absent) Brandon Payne  
Karen Angulo  
Jennifer Elliott

**Staff/Partners:** Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.  
(Present) Cindy Miller, RELSWCD Office Administrator  
Katelin Savage, RELSWCD Conservation Education Specialist  
Dustin Woodall, RELSWCD Conservation Technician  
Kelly Burke, NRCS District Conservationist

**Staff Absent:**

**Others:**

**Call to order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order July 27, 2023 at 6:00 p.m., by Brandon Schmitt, Co-Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia.

**Adopting the Agenda:** Brandon Schmitt, Co-Chairman, asked if there were any changes to the agenda. Motion was made to approve the agenda as presented. Approved (Perrow, Jones passed 6/0).

**Acknowledgement of Guests:** No Guest were present.

**Reading and Approving of the June 22, 2023 Minutes:** Brandon Schmitt, Co-Chairman, asked if there were any corrections to the minutes (copy filed with the minutes). Motion was made to approve the minutes as written. Approved (Perrow, Barrett passed 6/0).

#### **REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Treasurer's Report –June 2023 – Doug Perrow, Treasurer,** gave the Treasurer's report (copy filed with minutes). Cost Share and Operation Savings bank statements were reconciled to the checkbook and QuickBooks program. No discrepancies noted. Year end reports filed with DCR. Attachment E for 4<sup>th</sup> quarter and Year End Balanced. All financial reports are on file.

Note Negative checking account balance for June 30, 2023 due to checks written for cost share prior to year end without transfer of funds from Cost Share Savings Account to Checking. Checks were not being mailed out until transfer was completed. Cindy was on vacation and could not complete transfer prior to June 30, 2023.

**2-DCR Conservation District Coordinator Report - Mark Hollberg,** CDC provided the July 2023 report. (Copy filed with minutes).

#### **Administration:**



The fourth quarter Attachment E and the year-end are due in my office no later than July 17 along with Quick Books P&L for the quarter, carryover reports and cash balance reports.

Carryover reports to be accurate all bmps in tracking must have the proper practice status – Complete, Carryover or Cancelled – NLT July 17 with Logi reports. Please provide me with your district's board-approved, director-signed **Attachment D** (Budget Template) to me and email the excel version to Blair Gordon with a cc to me NLT than July 17.

**FY24 Grant Agreements** are to be board-approved, signed and returned to DCR NLT July 17.

Reminder: On page 14 of the 2022 *Desktop Procedures for District Fiscal Operations* is guidance regarding Reserve Fund Balances. "Public funds ... are provided to districts not for savings, but strictly for the performance of conservation."

**Board action is necessary** to dedicate for specific purposes any amount above twelve months of routine operating funds (undesignated reserve funds). Make this calculation once the books are closed for FY23.

**FY23 SWCD annual report** is to be sent to me by September 30.

Robinson, Farmer and Cox auditors will soon contact SWCDs to schedule August & September visits.

#### **VACS:**

No 2024 bmp contracts can be approved for funding until secondary considerations have been approved by DCR and the District board and board-approved average cost lists has been submitted to DCR.

CONTRACT: Sara Bottenfield sent an email to CAS users letting them know that "All three parts of the [2024] contract have been updated to more clearly spell out the participant's responsibilities. Note Part # now requires a Directors signature.

**2023 End of Lifespan verifications** (expire 12/31/23) are to be inspected and their status entered in CAS by **Sept. 30, 2023**, to receive compensation of \$200/verification. 2024 and 2025 EOL verifications (expire in 2024 and 2025) also completed by this deadline will receive an early completion bonus of \$50 for each verification.

#### **Dates – Miscellaneous**

New DCR Staff: Tracy Culbertson, Agricultural BMP Engineering Specialist, DCR District Engineering Services

New SWCD Rep. in the Office of the Attorney General: Darrell Kuntz, [dkuntz@oag.state.va.us](mailto:dkuntz@oag.state.va.us), 804.371.5207

Tracking Program and additional VACS Updates: two identical virtual sessions; **July 19**, 9:30-11:30 am; **July 26**, 1–3pm

Introduction to Agriculture and BMP Use, four regional, 2-day sessions provided by DCR staff – **Aug/Sept**

VACDE Annual Training, Graves Mountain Lodge, **August 22 – 24**

Clean Water Farm local winner and Grand Basin nominations forms are due to me **October 2**.

**3-USDA Natural Resources Conservation Service Report** – Kelly Burke, NRCS District Conservationist gave the July 2023 report. (Copy filed with minutes)

- July 28: Virginia's OTI (Organic Transition Initiative) EQIP Offering Ranking Deadline
- July 31: FSA – CRP-Clear 30 Signup/ LWG Meeting Minutes Deadline
- August 7th: FSA Continuous-CRP Application Deadline
- August 11<sup>th</sup>- CRP General Sign up 60-Deadline for NRCS to have completed and returned to FSA.
- August 15th: Final EQIP Obligations Deadline
- September 8th: Continuous-CRP Conservation Plan Deadline
- September 9<sup>th</sup>: CLEAR-CRP Conservation Plan Deadline
- September 15th: EQIP-IRA Obligations Deadline
- September 29th: FY24 EQIP/CSP Application Ranking Deadline
- September 30<sup>th</sup>- FY24 CSP Renewal Assessment Deadline

#### **Environmental Quality Incentives Program (EQIP)**

- 26 EQIP Contracts: 4 Amherst, 6 Appomattox, 16 Campbell Co
- 42 Eqip Applications: 12 Amherst, 11 Appomattox, 19 Campbell Co

#### **Conservation Stewardship Program (CSP)**

CSP-Grassland Conservation Initiative (CSP-GCI)::

- 30 CSP-GCI:contracts: 10 Appomattox, 20 Campbell
- 24 CSP Contracts: 4 Amherst, 5 Appomattox, 15 Campbell
- 2 CSP-GCI Applications: 2 Campbell Co
- 3 CSP Applications: 2 Campbell Co, 1 Appomattox

Conservation Reserve Programs/ Conservation Reserve Enhancement Program (CRP/CREP)

- 36 Crep contracts
- 7 General CRP contracts

- 0 Continuous CRP contracts
- 12 CREP expiring 2023
- 6 General CRP expiring 2023

Conservation Technical Assistance

- 27 Potential Participants: 16 Campbell Co, 6 Amherst Co, 5 Appomattox Co

USDA Office will be closed due to construction for the month of August.

Trainings are on file.

Minutes from the FY2023 USDA-NRCS Rustburg VA Local Working Group Meeting were provided and reviewed.

**4-Virginia Department of Forestry Report** – BJ Butler, Area Forester – July 2023 report was not provided.

**5-Virginia Cooperative Extension Report** – Bruce Jones, Appomattox VCE Agent- July 2023 report was provided. Meeting approved for va private pesticide license credit, va nutrient management and certified crop advisor credit.

Central Virginia Crops Expo August 11, 2023 8:30-1:30

See attached Flyer

**Motion was made to sponsor the Central Virginia Crop Expo with a donation of \$100. Approved (Smith, Swanson passed 6/0).**

The district is more than welcome to set up a table and I was wondering if I might be able to get some sponsorship assistance .

An Electronic Survey will be posted on Facebook, please share.

The Spotted Lantern Fly are still in Lynchburg and the spotting's in Appomattox may have been transporting there from Lynchburg on vehicles.

**6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report:** Jonathan Wooldridge gave the July 2023 report (copy filed with minutes).

**Projects:**

The supply issues have slowed down field work, but work is picking up from where it had been. Working on plans and designs for new projects, Monitoring progress on projects under construction. Also meeting new producers that are interested in our programs. Working on estimates and maps for new projects. Helping out with soil testing questions and erosion issues. Working on Nutrient Management Plans for producers.

**Practices and Conservation Plans for Board Approval:**

Contract	Instance	Co.	Est. Cost	CS amt.	Comp/Date	Fund	Practice
10-24-0003	540628	CAM/OCB	\$35,280.00	\$36,528.00 Includes: \$1,248.00 Buffer Payment	June 30, 2025	PY24 OCB VACS	SL-6W/ 110
10-24-0004	540629	CAM/OCB	\$714.20	\$714.20	June 30, 2024	PY24 OCB VACS	NM-1A/ 90
10-24-0005	540630	CAM/OCB	\$733.80	\$733.80	June 30, 2024	PY24 OCB VACS	NM-1A/ 90
10-24-0006	540631	CAM/OCB	\$711.60	\$711.60	June 30, 2024	PY24 OCB VACS	NM-1A/ 90

Schmitt stepped out 6:32.

**Motion was made to approve all practices as listed. Approved (Perrow, Smith passed 5/0).**

Schmitt stepped back in 6:33.

#### Watershed Dams:

Watershed dams are doing well and in good shape. Checking on the dams as the rainfall events happen. First mowing has been completed and contractor paid.

#### Spot Checks:

9-21-2022: 7 spot checks in Appomattox and Campbell. Had two contracts that needed gravel tending around water troughs (complete), 1 needing fence tending to get cows out of the buffer and stream crossing rebuilt. Have been in contact with the landowner and they are still working with NRCS.

Meeting information is on file.

#### Hours/Mileage:

160hrs worked

1678 miles traveled

#### **7-RELSWCD Conservation Technician-Dustin Woodall gave the July 2023 report (copy filed with minutes).**

- Performed monthly duties
- Conducted field visits
- Attended PY24 Tracking Program Updates virtual meeting
- Created new contract (10-24-0001)

#### **8-RELSWCD Education Specialist Report-Katelin Savage gave the July 2023 report(copy filed with minutes).**

##### July Activities:

- July 4<sup>th</sup>-6<sup>th</sup>: Appomattox 4-H Camp
- July 8<sup>th</sup>: Water testing with Campbell County homeschool group

##### June Meetings:

- July 11<sup>th</sup>: VCAP program update
- July 18<sup>th</sup>: VCAP Q&A

##### Upcoming Activities:

- July 29<sup>th</sup>: Summer reading event at Rustburg Library

Notes: It has been a busy month with camp and continuing training on the VCAP program. We had a meeting with the design team for the Underground classroom to discuss the changes we are making to the back wall exhibit. I have began working on the redesign to incorporate the James River to be specific to our region. I ran the ranking sheets, maps, and paperwork for the proposed Altavista VCAP project. I finished up the Annual Report and have copies for approval. Annual report reviewed and Mark stated to include the State Board as a partner and Bonnie questioned if Dams were listed by locations. Board member present agreed to use previous group photo of Directors and list those not pictured.

**Motion was made to approve the Annual report with recommendations. Approved (Perrow, Barrett passed 6/0).**

#### **9-RELSWCD Office Administrator Report – Cindy Miller gave the July 2023 report (copy filed with minutes).**

Monthly duties are kept up to date.

- Prepared end of year reports.
- Submitted Signed Attachment E for fourth quarter and year end to DCR.
- Processed Quarterly Tax reports.
- Billed Localities for allocated funds.
- Reserved rooms and paid fees for Graves Mountain Annual training scheduled for August 22<sup>nd</sup> thru 24<sup>th</sup>.
- Updated VRS with new rates and confirmed security officers.
- Organized files for FY24 and file room.
- Spoke with VCAP applicant on project information.
- Refresher training worked on for VRS and QuickBooks.

Meeting information is on file.

Our next Board of Directors meeting will be on Thursday, August 24, 2023 at 6 p.m.

#### **10- Timberlake WID –July 2023** Doug Perrow provided a verbal report.

June cycle billing issue has been resolved with Campbell Co. Lake wide flooding due to heavy rains. TWID will be discussing future alternatives to prevent flooding.

**REPORT OF COMMITTEES:** None


**UNFINISHED BUSINESS-** None

**NEW BUSINESS-** VCAP project 10-24-001 for excess runoff in the town of Altavista was presented to the Board of Directors for review. After an open discussion of the project in detail a **Motion was made to Approve VCAP project 10-24-001 to be submitted to the VASWCD VCAP steering committee to be considered for approval.**  
Approved(Perrow, Smith passed 5/1).

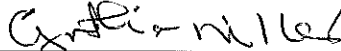
**PUBLIC COMMENT –** None

**ANNOUNCEMENTS –** None

**ADJOURNMENT -** The Chairman adjourned the meeting at 7:10 p.m. Approved (Perrow/ Smith passed 6/0)



Brandon Schmitt, Co-Chairman



Cindy Miller, Office Administrator

Robert E. Lee Soil & Water Conservation District  
7631-A Richmond Hwy.  
Appomattox, VA 24522  
Phone 434-352-2819 FAX 434-352-9405  
www.releeconservation.com  
Board of Directors Regular Meeting Minutes  
The Spring House Restaurant  
9789 Richmond Hwy  
Lynchburg, VA 24504  
August 24, 2023 – 6:00 p.m.

**Directors:** Jeff Floyd, Chairman  
(Present) Brandon Schmitt, Co-Chairman  
Karen Angulo  
Bonnie Swanson

**Directors:** Jeff Floyd, Chairman  
(Absent) Brandon Payne  
Jennifer Elliott  
Doug Perrow, Treasurer  
Chad Barrett, Assistant Treasurer  
Bruce Jones

**Staff/Partners:** Jonathan Wooldridge, RELSWCD District Manager/Sr. Ag BMP Cons. Spec.  
(Present) Cindy Miller, RELSWCD Office Administrator  
Katelin Savage, RELSWCD Conservation Education Specialist  
Kelly Burke, NRCS District Conservationist  
Mark Hollberg, DCR Conservation District Coordinator

**Staff Absent:** Dustin Woodall, Conservation Tech

**Others:** None

**Call to order:** The regular meeting of the Robert E. Lee Soil and Water Conservation District Board of Directors was called to order August 24, 2023 at 6:00 p.m., by Jeff Floyd, Chairman, at The Spring House Restaurant, 9789 Richmond Hwy, Lynchburg, Virginia. **A quorum was not present.**

**Adopting the Agenda:** Jeff Floyd, Chairman – No motion as a quorum was not present.

**Acknowledgement of Guests:** None.

**Reading and Approving of the July 27, 2023 Minutes:** Jeff Floyd-Chairman – No motion as a quorum was not present.

#### **REPORT OF OFFICERS/PARTNERS/STAFF**

**1-Treasurer's Report –July 2023 – Doug Perrow, Treasurer** (absent), Directors reviewed the Treasurer's report (copy filed with minutes). Cost Share and Operation Savings bank statements were reconciled to the checkbook and QuickBooks program. No discrepancies noted. All financial reports are on file

**2-DCR Conservation District Coordinator Report - Mark Hollberg, CDC** presented the August 2023 report. (Copy filed with minutes).

#### Administration and Cost-Share:

- > FY24 Annual Plan of Work (board approval required), include partnership statement.
- > Dedicate unobligated reserves greater than 12 months routine operating expense (board approval required) - see page 14 of the Desktop Procedures
- > Review/update Fixed Assets Inventory – see page 28 of the Desktop Procedures
- > FY23 Annual Report including “partnership acknowledgement” statement (due to CDC Sept. 30)

#### Va Ag Cost Share:

First quarter cost share & tech assistance disbursement letters will be sent to Districts on August 24. A number of VACS bmps require nutrient management plans to be on file before payments or tax credits are issued (see pages 1 – 4 of the PY24 VACS manual). From page II-16 in the PY2024 VACS manual, “BMPs initiated prior to submitting a cost share or

tax credit application are not eligible.” Producers interested in cover crop BMPs need to sign an FY24 Contract Part 1 prior to planting. Producers seeking an AgBMP Tax Credit on their NRCS project(s) need to do the same prior to “implementation.” Said NRCS bmp must be VACS eligible and once completed must be certified as meeting VACS specifications including expectation of using the ‘least cost/technically feasible’ alternative.

End of Lifespan verifications: \$200/completed field inspection with results in the verification module by Sept 30 for those with lifespans ending 12/31/23. Extra \$50 for ’24 and ’25 verifications done by 9/30.

#### Miscellaneous

Don’t forget to recognize local Clean Water Farm Award winners. Board approval is required.

Meeting and training information is on file.

Assessments of SWCD Compliance reports for FY23 Cost-Share and Administrative and Operational Support Grant Agreements reviewed and District Fully Satisfied all requirements.

**3-USDA Natural Resources Conservation Service Report** – Kelly Burke, NRCS District Conservationist gave the August 2023 report. (Copy filed with minutes)

Program Updates/ Deadlines are on file.

#### Environmental Quality Incentives Program (EQIP)

- 27 EQIP Contracts: 4 Amherst, 6 Appomattox, 17 Campbell Co
- 43 Equip Applications: 12 Amherst, 10 Appomattox, 21 Campbell Co

#### Conservation Stewardship Program (CSP)

CSP-Grassland Conservation Initiative (CSP-GCI)::

- 30 CSP-GCI:contracts: 10 Appomattox, 20 Campbell
- 24 CSP Contracts: 4 Amherst, 5 Appomattox, 15 Campbell
- 1 CSP-GCI Applications: 1 Campbell Co
- 7 CSP Applications: 4 Campbell Co, 3 Appomattox

Conservation Reserve Programs/ Conservation Reserve Enhancement Program (CRP/CREP)

- 36 Crep contracts
- 7 General CRP contracts
- 0 Continuous CRP contracts
- 12 CREP expiring 2023
- 6 General CRP expiring 2023

Conservation Technical Assistance

- 28 Potential Participants: 15 Campbell Co, 6 Amherst Co, 7 Appomattox Co

**4-Virginia Department of Forestry Report** – BJ Butler, Area Forester – August 2023 report was not provided.

**5-Virginia Cooperative Extension Report** – Bruce Jones, Appomattox VCE Agent- August 2023 report was provided.

1. Backyard Poultry – March 8<sup>th</sup> – Charlotte County Extension Office – 10-12

2. Commercial Pesticide Recertification – March 7 – Lynchburg (CVCC-Meritt Hall)
3. Blueberry Pruning Workshop – March 20 – Hat Creek – 10am
4. Central VA Cattle Conference – March 24 – Knoll Crest Farm – Red House
5. Youth Cattle Working Area Contest – March 30 – Red Oak, VA
6. VDOT Commercial Pesticide Recertification – April 3 – Lynchburg
7. Central VA Crops Expo – August 18 – Hat Creek

**6-RELSWCD District Manager/Sr. Ag BMP Conservation Specialist Report:** Jonathan Wooldridge gave the August 2023 report (copy filed with minutes).

**Projects:**

Work continues on plans and designs for new projects: monitoring progress on projects under construction; meeting new producers interested in program.

**Practices and Conservation Plans for Board Approval:**

**Watershed Dams:**

Watershed dams are doing well and in good shape except for Caldwell. Checking on the dams as the rainfall events happen. Please find information on Caldwell Dam issue on attached sheet. Information is on file at the office.

**Spot Checks:**

9-21-2022: 7 spot checks in Appomattox and Campbell. Had two contracts that needed gravel tending around water troughs (complete), 1 needing fence tending to get cows out of the buffer and stream crossing rebuilt. Have been in contact with the landowner of the stream crossing and the rebuilding is still working with NRCS addressing that stream crossing issue.

Emailed Richard Tyree at the Dept of taxation but have not received a reply on the matter.

September 27-28 Spot Checks (8)

Verifications: 9 completed

**Clean Water Farm Award:**

Promiseland Farms: Glenn Dye, Appomattox, OCB. Cover crop, Nutrient Management, Precision Ag. Meeting information is on file.

**Hours/Mileage:**

160hrs worked 1625 miles traveled

**7-RELSWCD Conservation Technician-Dustin Woodall** provided the August 2023 report (copy filed with minutes).

- Performed monthly duties
- Conducted field visits
- Attended Crop expo
- Attended 2023 Graves Mountain Training

**8-RELSWCD Education Specialist Report-Katelin Savage** gave the August 2023 report (copy filed with minutes).

**August Activities and Meetings:**

- August 9<sup>th</sup>: VCAP Q&A Zoom
- August 11<sup>th</sup>: Crops Expo
- August 22-23<sup>rd</sup>: Graves Mountain Training Session
- August 25<sup>th</sup>: VCAP Steering Committee Meeting
- August 30<sup>th</sup>: VAEE Orientation Meeting

**Upcoming Activities:**

- September 12<sup>th</sup>: Appomattox's Sheriff's Night

Notes: The final VCAP application was sent to the state board this month and will be reviewed later this week. I completed the redesign of the underground classroom exhibit and we expect the trailer to be ready in January. The outdoor classroom grant applications will open on September 1<sup>st</sup> and I have a google form set up to collect the applications. I have had meetings with three teachers who are interested in applying this month. I also created and distributed advertisement flyers for the program. I registered to complete the Virginia Environmental Educator certification program and those classes will begin next month.  
Proposed Motion: Underground classroom travel areas, application, and website addition.

**9-RELSWCD Office Administrator Report** – Cindy Miller gave the August 2023 report (copy filed with minutes).

Monthly duties are kept up to date.

- Continued working on Refresher training for VRS and Quickbooks.
- Worked on record retention item, to open space in fire proff file cabinet to store Dam information.
- Worked on Quickbooks Audit Prep review.

Meeting information is on file.

Our next Board of Directors meeting will be on Thursday, September 28, 2023 at

**10- Timberlake WID –August 2023** – No report was provided.

**REPORT OF COMMITTEES:** None

**UNFINISHED BUSINESS-** None

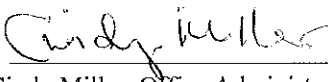
**NEW BUSINESS-** None

**PUBLIC COMMENT** – None

**ANNOUNCEMENTS** – None

**ADJOURNMENT** - The Chairman adjourned the meeting at 6:54 p.m.

  
Jeff Floyd, Chairman

  
Cindy Miller, Office Administrator



**To:** Town Council  
**From:** Sara McGuffin  
**Date:** October 4, 2023  
**Re:** Substantial Accord Process for park on S. Main Street

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**Background:** Paul and June Kilgore are offering the Town a 22+/- acre parcel of land across from Amherst County High School as a donation for a park. The Comprehensive Plan was amended last month to change the land use designation of the affected property to public/semi-public land use. This will allow the Kilgores to proceed with a conservation easement on the property. The next step in the process is a determination of ‘substantial accord.’

**Substantial Accord:** State Code requires that any public facility be found to be “substantially in accord” with the adopted Comprehensive Plan. The determination is made by the Planning Commission, and procedurally is then accepted or rejected by the elected body. A public hearing may be held, but is not required.

From State Code:

## § 15.2-2232. Legal status of plan.

A. Whenever a local planning commission recommends a comprehensive plan or part thereof for the locality and such plan has been approved and adopted by the governing body, it shall control the general or approximate location, character and extent of each feature shown on the plan. Thereafter, unless a feature is already shown on the adopted master plan or part thereof or is deemed so under subsection D, no street or connection to an existing street, park or other public area, public building or public structure, public utility facility or public service corporation facility other than a railroad facility or an underground natural gas or underground electric distribution facility of a public utility as defined in subdivision (b) of § [56-265.1](#) within its certificated service territory, whether publicly or privately owned, shall be constructed, established or authorized, unless and until the general location or approximate location, character, and extent thereof has been submitted to and approved by the commission as being substantially in accord with the adopted comprehensive plan or part thereof. In connection with any such determination, the commission may, and at the direction of the governing body shall, hold a public hearing, after notice as required by § [15.2-2204](#). Following the adoption of the

Statewide Transportation Plan by the Commonwealth Transportation Board pursuant to § [33.2-353](#) and written notification to the affected local governments, each local government through which one or more of the designated corridors of statewide significance traverses, shall, at a minimum, note such corridor or corridors on the transportation plan map included in its comprehensive plan for information purposes at the next regular update of the transportation plan map. Prior to the next regular update of the transportation plan map, the local government shall acknowledge the existence of corridors of statewide significance within its boundaries.

B. The commission shall communicate its findings to the governing body, indicating its approval or disapproval with written reasons therefor. The governing body may overrule the action of the commission by a vote of a majority of its membership. Failure of the commission to act within 60 days of a submission, unless the time is extended by the governing body, shall be deemed approval. The owner or owners or their agents may appeal the decision of the commission to the governing body within 10 days after the decision of the commission. The appeal shall be by written petition to the governing body setting forth the reasons for the appeal. The appeal shall be heard and determined within 60 days from its filing. A majority vote of the governing body shall overrule the commission.

**The Comprehensive Plan:** The Comprehensive Plan does not address the provision of any additional public facilities in the Town.

**Recommendation:** Staff recommended a finding of substantial accord for this proposed facility. It is within an area designated for public and semi-public uses and will be convenient to the high school, and the entire community with its access on S. Main Street.

**Finding:** The Planning Commission, having heard about the use, has made a determination that the use is “substantially in accord” with the adopted Comprehensive Plan of the Town of Amherst. They request confirmation of this finding from the Town Council.

**To:** Town Council  
**From:** Sara McGuffin  
**Date:** October 5, 2023  
**Re:** Potential Change Orders for Water Treatment Plant

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As the Water Treatment Plant project comes to an end, there are some remaining loose ends that staff sees would be a benefit to be completed. These requests are divided into two categories or priorities based upon the Plants Department's suggestions. For additional information on these priority projects, please see Mr. Williams' report in the packet.

High Priority Items:

Tile for bathroom: \$3,944  
New exterior door and safety bar: \$16,163  
New additional fencing and landscaping: \$40,486  
New Turbidity Meters: \$4,787  
Union Hill Tank Level: \$7,540  
Chemical Pump modifications: \$4,097  
Turbidity Modifications: \$3,349

Total cost: \$80,366

Second Tier Items:

Tile and paint in WTP entry and hallway: \$5,566  
Replace 2 wall switches in lab: \$646  
Replace raw water line heat trace and insulation: \$13,047  
Remove chain fence on wall by lagoon and replace with railing: \$1,485

Total cost: \$101,110

Staff recommends appropriating funds from the Water Reserve for the completion of both of these groups of projects. The total appropriation request is \$101,110





## **PROPOSED CHANGE ORDER # 013 Town of Amherst WTP Improvements**

September 11, 2023

Dear Mr. White,

Anderson Construction, Inc. (ACI) would like to propose a change order for this project as requested by Gary Williams, WWTP Director. The proposed change order is to install VCT and base in the restroom.

### **SCOPE:**

- Additional VCT and Base
  - ACI will perform required modifications to level the existing floor prior to install.
  - ACI will provide and install additional VCT and base to match products installed in the laboratory.

- **Cost of Proposed Change Order (see attached GC-1 for breakdown):**

**\$3,944.00**

- **Four (4) Additional Workdays Requested**

If you require further information in order to approve this change order, let us know as soon as possible.

Sincerely,

Randy Jennings, VP of Operations  
Anderson Construction, Inc.  
Office: 434.239.4913  
Cell: 434.546.0232



## CONTRACTOR ESTIMATE FOR CHANGE ORDER

**HECO-GC-1**

Revised: 10/06/2014

**Project Code:** 21044

**Contractor:** Anderson Construction Inc.

**Agency:** Town of Amherst

**Change Description:** PCO-013 Bathroom Tile

**Project:** Town of Amherst WTP & RWPS Upgrades

install VCT and base in bathroom

GENERAL CONTRACTOR DIRECT COSTS											
Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01	Project Manager	1.00	hrs	1.00	1.00	\$65.00	\$65.00		\$0.00		\$0.00
1.02	Superintendent	16.00	hrs	1.00	16.00	\$58.80	\$940.80		\$0.00		\$0.00
1.03	Skilled Laborer	24.00	hrs	1.00	24.00	\$47.00	\$1,128.00		\$0.00		\$0.00
1.04	Skilled Laborer	0.00	hrs	1.00	0.00	\$47.00	\$0.00		\$0.00		\$0.00
1.05	Laborer	24.00	hrs	1.00	24.00	\$29.40	\$705.60		\$0.00		\$0.00
1.06	Armstrong Standard Excelon VCT	2.00	boxes					\$95.05	\$190.10		\$0.00
1.07	Johnsonite 4" Vinyl Cove Base	1.00	box					\$162.00	\$162.00		\$0.00
1.08	Adhesive	1.00	ea					\$80.43	\$80.43		\$0.00
1.09	Leveler	1.00	ea					\$64.43	\$64.43		\$0.00
	Subtotal from Estimate Continuation Sheets						\$0.00		\$0.00		\$0.00
1.97	Subtotal (S/T) Direct Costs:						\$2,839.40	Subtotal Mat'l	\$496.96	Subtotal Equip.	\$0.00
1.98								Sales Tax	5.3% \$26.34	Sales Tax	5.3% \$0.00
1.99	Total Direct Costs				Total Labor		\$2,839.40	Total Mat'l	\$523.30	Total Equip.	\$0.00

SUBCONTRACT COSTS		
Item No.	Subcontractor Name	Total Cost
A	B	C
2.01	List totals from attached HECO-SC-1 form	
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$0.00

SUMMARY			
Item No.	Description		Total Cost
3.01	Total Direct Labor Cost	Item 1.99H	\$2,839.40
3.02	Total Direct Material Cost	Item 1.99J	\$523.30
3.03	Total Equipment Cost	Item 1.99L	\$0.00
3.04	Subtotal	3.01+3.02+3.03	\$3,362.70
3.05	Overhead and Profit* (%)	15%	\$504.40
3.06	Subtotal		\$3,867.10
3.07	Subcontractor Cost	Item 2.99	\$0.00
3.08	GC Markup on Subcontractors** (%)	5.00%	\$0.00
3.09	Subtotal	3.06+3.07+3.08	\$0.00
3.10	Additional Bond Cost	2%	\$77.34
3.99	Total Change Order Cost	(3.09+3.10)	\$3,944.45

Submitted By

Name: Randy Jennings

Signature:

Title: Vice President of Operations

Date: September 11, 2023

Qty Units Table



## **PROPOSED CHANGE ORDER # 016 Town of Amherst WTP Improvements**

October 4, 2023

Dear Mr. White,

Anderson Construction, Inc. (ACI) would like to propose a change order for this project as requested by Gary Williams, WWTP Director. The proposed change order is to replace the existing second floor exterior door leading into the laboratory/filter gallery and to install and security/safety rail on the exterior blower room door.

### **SCOPE:**

- Replace existing door with FRP to match others, including transom.
  - **Cost of Proposed Change Order (see attached GC-1 for breakdown):**

**\$16,163.00**

- **Two (2) Additional Workdays Requested**

If you require further information in order to approve this change order, let us know as soon as possible.

Sincerely,

Randy Jennings, VP of Operations  
Anderson Construction, Inc.  
Office: 434.239.4913  
Cell: 434.546.0232



## CONTRACTOR ESTIMATE FOR CHANGE ORDER

**HECO-GC-1**

Revised: 10/06/2014

**Project Code:** 21044

**Contractor:** Anderson Construction Inc.

**Agency:** Town of Amherst

**Change Description:** PCO-016 Replace 2nd Floor Exterior Door

**Project:** Town of Amherst WTP & RWPS Upgrades

GENERAL CONTRACTOR DIRECT COSTS											
Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01	Project Manager	1.00	hrs	1.00	1.00	\$65.00	\$65.00		\$0.00		\$0.00
1.02	Superintendent	6.00	hrs	1.00	6.00	\$58.80	\$352.80		\$0.00		\$0.00
1.03	Skilled Laborer	18.00	hrs	1.00	18.00	\$47.00	\$846.00		\$0.00		\$0.00
1.04	Skilled Laborer	18.00	hrs	1.00	18.00	\$47.00	\$846.00		\$0.00		\$0.00
1.05	Laborer	18.00	hrs	1.00	18.00	\$29.40	\$529.20		\$0.00		\$0.00
1.06	Truck with Tools (1)	3.00	days						\$0.00	\$192.00	\$576.00
1.07									\$0.00		\$0.00
1.08									\$0.00		\$0.00
1.09									\$0.00		\$0.00
Subtotal from Estimate Continuation Sheets							\$0.00		\$0.00		\$0.00
1.97	Subtotal (S/T) Direct Costs:						\$2,639.00	Subtotal Mat'l	\$0.00	Subtotal Equip.	\$576.00
1.98								Sales Tax	5.3%	\$0.00	\$30.53
1.99	Total Direct Costs						\$2,639.00	Total Mat'l	\$0.00	Total Equip.	\$606.53

SUBCONTRACT COSTS		
Item No.	Subcontractor Name	Total Cost
List totals from attached HECO-SC-1 form		
A	B	C
2.01	Precision Doors	\$11,167.24
2.02	Appomattox Glass	\$600.00
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$11,767.24

SUMMARY			
Item No.	Description		Total Cost
3.01	Total Direct Labor Cost	Item 1.99H	\$2,639.00
3.02	Total Direct Material Cost	Item 1.99J	\$0.00
3.03	Total Equipment Cost	Item 1.99L	\$606.53
3.04	Subtotal	3.01+3.02+3.03	\$3,245.53
3.05	Overhead and Profit* (%)	15%	\$486.83
3.06	Subtotal		\$3,732.36
3.07	Subcontractor Cost	Item 2.99	\$11,767.24
3.08	GC Markup on Subcontractors** (%)	5.00%	\$588.36
3.09	Subtotal	3.06+3.07+3.08	\$12,355.60
3.10	Additional Bond Cost	2%	\$74.65
3.99	Total Change Order Cost	(3.09+3.10)	\$16,162.61

Submitted By

Name: Randy Jennings

Signature:

Title: Vice President of Operations

Date: October 5, 2023

Qty Units Table





## **PROPOSED CHANGE ORDER # 019 Town of Amherst WTP Improvements**

October 4, 2023

Dear Mr. White,

Anderson Construction, Inc. (ACI) would like to propose a change order for this project as requested by Gary Williams, WWTP Director. The proposed change order is to install additional fencing and trees.

### **SCOPE:**

- Extend vinyl fencing south along road and bring it east to the existing chain link gate on the drive. Demo existing chain link fence inside that area. Plant up to four (4) additional Dogwood trees.
- On the north end of the building, extend vinyl fencing east to existing chain link fence and provide a personnel gate. Demolish existing chain link fence.
- Add vinyl fencing north/northeast to meet with the newly installed vinyl fence, keeping the current bow design.

- **Cost of Proposed Change Order (see attached GC-1 for breakdown):**

**\$40,486.00**

- **Four (4) Additional Workdays Requested**

If you require further information in order to approve this change order, let us know as soon as possible.

Sincerely,

Randy Jennings, VP of Operations  
Anderson Construction, Inc.  
Office: 434.239.4913  
Cell: 434.546.0232



## CONTRACTOR ESTIMATE FOR CHANGE ORDER

**HECO-GC-1**

Revised: 10/06/2014

**Project Code:** 21044

**Contractor:** Anderson Construction Inc.

**Agency:** Town of Amherst

**Change Description:** PCO-019 - Additional Fencing

**Project:** Town of Amherst WTP & RWPS Upgrades

GENERAL CONTRACTOR DIRECT COSTS											
Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01	Project Manager	1.00	hrs	1.00	1.00	\$65.00	\$65.00		\$0.00		\$0.00
1.02	Superintendent	40.00	hrs	1.00	40.00	\$58.80	\$2,352.00		\$0.00		\$0.00
1.03	Skilled Laborer	10.00	hrs	1.00	10.00	\$47.00	\$470.00		\$0.00		\$0.00
1.04	Skilled Laborer	10.00	hrs	1.00	10.00	\$47.00	\$470.00		\$0.00		\$0.00
1.05	Laborer	10.00	hrs	1.00	10.00	\$29.40	\$294.00		\$0.00		\$0.00
1.06	Truck with Tools (2)	5.00	days						\$0.00	\$192.00	\$960.00
1.07									\$0.00		\$0.00
1.08									\$0.00		\$0.00
1.09									\$0.00		\$0.00
Subtotal from Estimate Continuation Sheets							\$0.00		\$0.00		\$0.00
1.97	Subtotal (S/T) Direct Costs:						\$3,651.00	Subtotal Mat'l	\$0.00	Subtotal Equip.	\$960.00
1.98								Sales Tax	5.3%	\$0.00	\$50.88
1.99	Total Direct Costs						\$3,651.00	Total Mat'l	\$0.00	Total Equip.	\$1,010.88

SUBCONTRACT COSTS		
Item No.	Subcontractor Name	Total Cost
A	B	C
2.01	Hercules Fence	\$31,750.00
2.02	Rosser Landscaping	\$1,600.00
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$33,350.00

SUMMARY			
Item No.	Description		Total Cost
3.01	Total Direct Labor Cost	Item 1.99H	\$3,651.00
3.02	Total Direct Material Cost	Item 1.99J	\$0.00
3.03	Total Equipment Cost	Item 1.99L	\$1,010.88
3.04	Subtotal	3.01+3.02+3.03	\$4,661.88
3.05	Overhead and Profit* (%)	15%	\$699.28
3.06	Subtotal		\$5,361.16
3.07	Subcontractor Cost	Item 2.99	\$33,350.00
3.08	GC Markup on Subcontractors** (%)	5.00%	\$1,667.50
3.09	Subtotal	3.06+3.07+3.08	\$35,017.50
3.10	Additional Bond Cost	2%	\$107.22
3.99	Total Change Order Cost	(3.09+3.10)	\$40,485.89

Submitted By

Name: Randy Jennings

Signature:

Title: Vice President of Operations

Date: October 4, 2023

Qty Units Table



## **PROPOSED CHANGE ORDER # 009 Town of Amherst WTP Improvements**

July 7, 2023

Dear Mr. White,

Anderson Construction, Inc. (ACI) would like to propose a change order for this project. The proposed change order is to upgrade the existing Hach SC1000 turbidity meters in order to provide controllers needed to provide the function called out in specification 13709, section 1.5.2.24.

### **SCOPE:**

- Provide, install, and startup two (2) 4x 4-20 mA Output Boards for SC1000/SC1500 Controllers and 5500 sc Analyzers.
- **Cost of Proposed Change Order (see attached GC-1 for breakdown):**  
  
**\$4,787.37**
- **One (1) Additional Workday Requested**

If you require further information in order to approve this change order, let us know as soon as possible.

Sincerely,

Randy Jennings, VP of Operations  
Anderson Construction, Inc.  
Office: 434.239.4913  
Cell: 434.546.0232



## CONTRACTOR ESTIMATE FOR CHANGE ORDER

**HECO-GC-1**

Revised: 10/06/2014

**Project Code:** 21044

**Contractor:** Anderson Construction Inc.

**Agency:** Town of Amherst

**Change Description:** PCO-009 Turbidity Meters

**Project:** Town of Amherst WTP & RWPS Upgrades

GENERAL CONTRACTOR DIRECT COSTS											
Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01	Project Manager	1.00	hrs	1.00	1.00	\$65.00	\$65.00		\$0.00		\$0.00
1.02	Superintendent	2.00	hrs	1.00	2.00	\$58.80	\$117.60		\$0.00		\$0.00
1.03	Skilled Laborer	0.00	hrs	1.00	0.00	\$47.00	\$0.00		\$0.00		\$0.00
1.04	Skilled Laborer	0.00	hrs	1.00	0.00	\$47.00	\$0.00		\$0.00		\$0.00
1.05	Laborer	0.00	hrs	1.00	0.00	\$29.40	\$0.00		\$0.00		\$0.00
1.06	Trucks w/ tools	1.00	day						\$0.00	\$192.00	\$192.00
1.07	Hach Output Boards	2.00	ea					\$1,091.00	\$2,182.00		\$0.00
1.08									\$0.00		\$0.00
1.09									\$0.00		\$0.00
	Subtotal from Estimate Continuation Sheets						\$0.00		\$0.00		\$0.00
1.97	Subtotal (S/T) Direct Costs:						\$182.60	Subtotal Mat'l	\$2,182.00	Subtotal Equip.	\$192.00
1.98								Sales Tax	5.3% \$115.65	Sales Tax	5.3% \$10.18
1.99	Total Direct Costs				Total Labor		\$182.60	Total Mat'l	\$2,297.65	Total Equip.	\$202.18

SUBCONTRACT COSTS		
Item No.	Subcontractor Name	Total Cost
	List totals from attached HECO-SC-1 form	
A	B	C
2.01	Systems East, Inc.	\$1,562.75
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$1,562.75

SUMMARY		
Item No.	Description	Total Cost
3.01	Total Direct Labor Cost	Item 1.99H \$182.60
3.02	Total Direct Material Cost	Item 1.99J \$2,297.65
3.03	Total Equipment Cost	Item 1.99L \$202.18
3.04	Subtotal	3.01+3.02+3.03 \$2,682.42
3.05	Overhead and Profit* (%)	15% \$402.36
3.06	Subtotal	\$3,084.79
3.07	Subcontractor Cost	Item 2.99 \$1,562.75
3.08	GC Markup on Subcontractors** (%)	5.00% \$78.14
3.09	Subtotal	3.06+3.07+3.08 \$1,640.89
3.10	Additional Bond Cost	2% \$61.70
3.99	Total Change Order Cost	(3.09+3.10) \$4,787.37

Submitted By

Name: Randy Jennings

Signature:

Title: Vice President of Operations

Date: July 6, 2023

Qty Units Table

# Quotation

**Quote Number: 100916305v1**

Use quote number at time of order to ensure  
that you receive prices quoted

Hach  
PO Box 608  
Loveland, CO 80539-0608  
Phone: (800) 227-4224  
Email: [quotes@hach.com](mailto:quotes@hach.com)  
Website: [www.hach.com](http://www.hach.com)

Quote Date: 23-May-2023

Quote Expiration: 22-Jul-2023

ANDERSON CONSTRUCTION  
ACCTS PAYABLE  
PO BOX 10053  
LYNCHBURG, VA 24506-0053

Name: KELLI PETTRY  
Phone: 434-239-4913  
Email: [Kpettry@andersonconst.com](mailto:Kpettry@andersonconst.com)

Customer Account Number : 287332  
Customer Quote Reference: RFQ

## PRICING QUOTATION

Line	Part Number	Description	Qty	Net Unit Price	Extended Price
1	YAB019	4x 4-20 mA Output Board for SC1000/SC1500 Controllers and 5500 sc Analyzers. Standard lead time 10 days.	2	1,091.00	2,182.00
				Grand Total	\$ 2,182.00

## TERMS OF SALE

**Freight:** Ground Prepay and Add

**FCA:** Hach's facility

**ALL LEAD TIMES ARE ESTIMATED AND NOT GUARANTEED.**

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at [www.hach.com/terms](http://www.hach.com/terms). Hach TCS are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale "Contract" in accordance with the Hach TCS: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgement of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract

from the provisions of the Hach TCS are not part of the Contract.

Due to International regulations, a U.S. Department of Commerce Export License may be required. Hach reserves the right to approve specific shipping agents. Wooden boxes suitable

for ocean shipment are extra. Specify final destination to ensure proper documentation and packing suitable for International transport. In addition, Hach may require : 1). A statement of intended end-use; 2).Certification that the intended end-use does not relate to proliferation of weapons of mass destruction (prohibited nuclear end use, chemical / biological weapons, missile technology); and 3). Certification that the goods will not be diverted contrary to U.S. and/or applicable laws in force in Buyer's jurisdiction.

ORDER TERMS:

Terms are Subject to Credit Review

In order for Hach to process the order as quickly as possible, please provide the following information.

- Complete Billing address.
- Complete Shipping address.
- Part numbers and quantities of items being ordered.
- Please reference the quotation number on your purchase order

If the order is over \$25,000 Hach will also require the following additional information.

- Pricing
- Purchase Order Number
- Freight terms and INCO term FOB Origin or FCA Shipping Point
- Required delivery date
- Vendor name should specify "Hach Company" with the Loveland address:
  - o Hach, PO Box 389, Loveland, CO 80539
- Credit terms of payment. Default payment terms are Net 30.
- Indicate if order needs to ship complete or if it can ship partial.
- Tax status
- Special invoicing instructions

Sales tax is not included on quote. Applicable sales tax will be added to the invoice based on the U.S. destination, if applicable provide a resale/exemption certificate.

Shipments will be prepaid and added to invoices unless otherwise specified.

Equipment quoted operates with standard U.S. supply voltage.

Hach standard terms and conditions apply to all sales.

Additional terms and conditions apply to orders for service partnerships.

Prices do not include delivery of product. Reference attached Freight Charge Schedule and Collect Handling Fees.

Standard lead time is 30 days.

This Quote is good for a one time purchase

Virtual and/or on-site training must be scheduled/completed within 30 days of order, or the price will be subject to change.

## TERMS & CONDITIONS OF SALE FOR HACH COMPANY PRODUCTS AND SERVICES

This document sets forth the Terms & Conditions of Sale for goods manufactured and/or supplied, and services provided, by Hach Company of Loveland, Colorado ("Hach") and sold to the original purchaser thereof ("Buyer"). Unless otherwise specifically stated herein, the term "Hach" includes only Hach Company and none of its affiliates. Unless otherwise specifically stated in a previously-executed written purchase agreement signed by authorized representatives of Hach and Buyer, these Terms & Conditions of Sale establish the rights, obligations and remedies of Hach and Buyer which apply to this offer and any resulting order or contract for the sale of Hach's goods and/or services ("Products").

1. **APPLICABLE TERMS & CONDITIONS:** These Terms & Conditions of Sale are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale ("Contract") in accordance with these Terms & Conditions: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgement of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract from the provisions of these Terms & Conditions of Sale are not a part of the Contract.

2. **CANCELLATION:** Buyer may cancel goods orders subject to fair charges for Hach's expenses including handling, inspection, restocking, freight and invoicing charges as applicable, provided that Buyer returns such goods to Hach at Buyer's expense within thirty (30) days of delivery and in the same condition as received. Buyer may cancel service orders on ninety (90) day's prior written notice and refunds will be prorated based on the duration of the service plan. Inspections and re-instatement fees may apply upon cancellation or expiration of service programs. Seller may cancel all or part of any order prior to delivery without liability if the order includes any Products that Seller determines may not comply with export, safety, local certification, or other applicable compliance requirements.

3. **DELIVERY:** Delivery will be accomplished FCA Hach's facility located in Ames, Iowa or Loveland, Colorado, United States (Incoterms 2010). Legal title and risk of loss or damage pass to Buyer upon transfer to the first carrier. Hach will use commercially reasonable efforts to deliver the Products ordered herein within the time specified on the face of this Contract or, if no time is specified, within Hach's normal lead-time necessary for Hach to deliver the Products sold hereunder. Upon prior agreement with Buyer and for an additional charge, Hach will deliver the Products on an expedited basis. Standard service delivery hours are 8 am – 5 pm Monday through Friday, excluding holidays.

4. **INSPECTION:** Buyer will promptly inspect and accept any Products delivered pursuant to this Contract after receipt of such Products. In the event the Products do not conform to any applicable specifications, Buyer will promptly notify Hach of such nonconformance in writing. Hach will have a reasonable opportunity to repair or replace the nonconforming product at its option. Buyer will be deemed to have accepted any Products delivered hereunder and to have waived any such nonconformance in the event such a written notification is not received by Hach within thirty (30) days of delivery.

5. **PRICES & ORDER SIZES:** All prices are in U.S. dollars and are based on delivery as stated above. Prices do not include any charges for services such as insurance; brokerage fees; sales, use, inventory or excise taxes; import or export duties; special financing fees; VAT, income or royalty taxes imposed outside the U.S.; consular fees; special permits or licenses; or other charges imposed upon the production, sale, distribution, or delivery of Products. Buyer will either pay any and all such charges or provide Hach with acceptable exemption certificates, which obligation survives performance under this Contract. Hach reserves the right to establish minimum order sizes and will advise Buyer accordingly.

6. **PAYMENTS:** All payments must be made in U.S. dollars. For Internet orders, the purchase price is due at the time and manner set forth at [www.hach.com](http://www.hach.com). Invoices for all other orders are due and payable NET 30 DAYS from date of the invoice without regard to delays for inspection or transportation, with payments to be made by check to Hach at the above address or by wire transfer to the account stated on the front of Hach's invoice, or for customers with no established credit, Hach may require cash or credit

card payment in advance of delivery. In the event payments are not made or not made in a timely manner, Hach may, in addition to all other remedies provided at law, either: (a) declare Buyer's performance in breach and terminate this Contract for default; (b) withhold future shipments until delinquent payments are made; (c) deliver future shipments on a cash-with-order or cash-in-advance basis even after the delinquency is cured; (d) charge interest on the delinquency at a rate of 1-1/2% (one and one half percent) per month or the maximum rate permitted by law, if lower, for each month or part thereof of delinquency in payment plus applicable storage charges and/or inventory carrying charges; (e) repossess the Products for which payment has not been made; (f) recover all costs of collection including reasonable attorney's fees; or (g) combine any of the above rights and remedies as is practicable and permitted by law. Buyer is prohibited from setting off any and all monies owed under this from any other sums, whether liquidated or not, that are or may be due Buyer, which arise out of a different transaction with Hach or any of its affiliates. Should Buyer's financial responsibility become unsatisfactory to Hach in its reasonable discretion, Hach may require cash payment or other security. If Buyer fails to meet these requirements, Hach may treat such failure as reasonable grounds for repudiation of this Contract, in which case reasonable cancellation charges shall be due Hach. Buyer grants Hach a security interest in the Products to secure payment in full, which payment releases the security interest but only if such payments could not be considered an avoidable transfer under the U.S. Bankruptcy Code or other applicable laws. Buyer's insolvency, bankruptcy, assignment for the benefit of creditors, or dissolution or termination of the existence of Buyer, constitutes a default under this Contract and affords Hach all the remedies of a secured party under the U.C.C., as well as the remedies stated above for late payment or non-payment. See [120](#) for further wire transfer requirements.

7. **LIMITED WARRANTY:** Hach warrants that Products sold hereunder will be free from defects in material and workmanship and will, when used in accordance with the manufacturer's operating and maintenance instructions, conform to any express written warranty pertaining to the specific goods purchased, which for most Hach instruments is for a period of twelve (12) months from delivery. Hach warrants that services furnished hereunder will be free from defects in workmanship for a period of ninety (90) days from the completion of the services. Parts provided by Hach in the performance of services may be new or refurbished parts functioning equivalent to new parts. Any non-functioning parts that are repaired by Hach shall become the property of Hach. No warranties are extended to consumable items such as, without limitation, reagents, batteries, mercury cells, and light bulbs. **All other guarantees, warranties, conditions and representations, either express or implied, whether arising under any statute, law, commercial usage or otherwise, including implied warranties of merchantability and fitness for a particular purpose, are hereby excluded.** The sole remedy for Products not meeting this Limited Warranty is replacement, credit or refund of the purchase price. This remedy will not be deemed to have failed of its essential purpose so long as Hach is willing to provide such replacement, credit or refund.

8. **INDEMNIFICATION:** Indemnification applies to a party and to such party's successors-in-interest, assignees, affiliates, directors, officers, and employees ("Indemnified Parties"). Hach is responsible for and will defend, indemnify and hold harmless the Buyer Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to Hach's breach of the Limited Warranty. Buyer is responsible for and will defend, indemnify and hold harmless the Hach Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to negligence, misuse or misapplication of any goods or services, violations of law, or the breach of any provision of this Contract by the Buyer, its affiliates, or those employed by, controlled by or in privity with them. Buyer's workers' compensation immunity, if any, does not preclude or limit its indemnification obligations.

9. **PATENT PROTECTION:** Subject to all limitations of liability provided herein, Hach will, with respect to any Products of Hach's design or manufacture, indemnify Buyer from any and all damages and costs as finally determined by a court of competent jurisdiction in any suit for infringement of any U.S. patent (or European patent for Products that Hach sells to Buyer for end use in a member state of the E.U.) that has issued as of the delivery date, solely by reason of the sale or normal use of any Products sold to Buyer hereunder and from reasonable expenses incurred by Buyer in defense of such suit if Hach does not undertake the defense thereof, provided that Buyer promptly notifies



Hach of such suit and offers Hach either (i) full and exclusive control of the defense of such suit when Products of Hach only are involved, or (ii) the right to participate in the defense of such suit when products other than those of Hach are also involved. Hach's warranty as to use patents only applies to infringement arising solely out of the inherent operation of the Products according to their applications as envisioned by Hach's specifications. In case the Products are in such suit held to constitute infringement and the use of the Products is enjoined, Hach will, at its own expense and at its option, either procure for Buyer the right to continue using such Products or replace them with non-infringing products, or modify them so they become non-infringing, or remove the Products and refund the purchase price (prorated for depreciation) and the transportation costs thereof. The foregoing states the entire liability of Hach for patent infringement by the Products. Further, to the same extent as set forth in Hach's above obligation to Buyer, Buyer agrees to defend, indemnify and hold harmless Hach for patent infringement related to (x) any goods manufactured to the Buyer's design, (y) services provided in accordance with the Buyer's instructions, or (z) Hach's Products when used in combination with any other devices, parts or software not provided by Hach hereunder.

10. **TRADEMARKS AND OTHER LABELS:** Buyer agrees not to remove or alter any indicia of manufacturing origin or patent numbers contained on or within the Products, including without limitation the serial numbers or trademarks on nameplates or cast, molded or machined components.

11. **SOFTWARE AND DATA.** All licenses to Hach's separately-provided software products are subject to the separate software license agreement(s) accompanying the software media and/or included as an Appendix to these Terms & Conditions of Sale. Except to the extent such express licenses conflict with the remainder of this paragraph, the following also applies relative to Hach's software: Hach grants Buyer only a personal, non-exclusive license to access and use the software provided by Hach with Products purchased hereunder solely as necessary for Buyer to enjoy the benefit of the Products. A portion of the software may contain or consist of open source software, which Buyer may use under the terms and conditions of the specific license under which the open source software is distributed. Buyer agrees that it will be bound by all such license agreements. Title to software remains with the applicable licensor(s). In connection with Buyer's use of Products, Hach may obtain, receive, or collect data or information, including data produced by the Products. In such cases, Buyer grants Hach a non-exclusive, worldwide, royalty-free, perpetual, non-revocable license to use, compile, distribute, display, store, process, reproduce, or create derivative works of such data, or to aggregate such data for use in an anonymous manner, solely to facilitate marketing, sales and R&D activities of Hach and its affiliates.

12. **PROPRIETARY INFORMATION; PRIVACY:** "Proprietary Information" means any information, technical data or know-how in whatever form, whether documented, contained in machine readable or physical components, mask works or artwork, or otherwise, which Hach considers proprietary, including but not limited to service and maintenance manuals. Buyer and its customers, employees and agents will keep confidential all such Proprietary Information obtained directly or indirectly from Hach and will not transfer or disclose it without Hach's prior written consent, or use it for the manufacture, procurement, servicing or calibration of Products or any similar products, or cause such products to be manufactured, serviced or calibrated by or procured from any other source, or reproduce or otherwise appropriate it. All such Proprietary Information remains Hach's property. No right or license is granted to Buyer or its customers, employees or agents, expressly or by implication, with respect to the Proprietary Information or any patent right or other proprietary right of Hach, except for the limited use licenses implied by law. Hach will manage Customer's information and personal data in accordance with its Privacy Policy, located at <http://www.hach.com/privacypolicy>.

13. **CHANGES AND ADDITIONAL CHARGES:** Hach reserves the right to make design changes or improvements to any products of the same general class as Products being delivered hereunder without liability or obligation to incorporate such changes or improvements to Products ordered by Buyer unless agreed upon in writing before the Products' delivery date. Services which must be performed as a result of any of the following conditions are subject to additional charges for labor, travel and parts: (a) equipment alterations not authorized in writing by Hach; (b) damage resulting from improper use or handling, accident, neglect, power surge, or operation in an environment or manner in which the instrument is not designed to operate or is not in accordance with Hach's operating manuals; (c) the use of parts or accessories not provided by Hach; (d) damage resulting from acts of war, terrorism or nature; (e) services outside standard business hours; (f) site

prework not complete per proposal; or (g) any repairs required to ensure equipment meets manufacturer's specifications upon activation of a service agreement.

14. **SITE ACCESS / PREPARATION / WORKER SAFETY / ENVIRONMENTAL COMPLIANCE:** In connection with services provided by Hach, Buyer agrees to permit prompt access to equipment. Buyer assumes full responsibility to back-up or otherwise protect its data against loss, damage or destruction before services are performed. Buyer is the operator and in full control of its premises, including those areas where Hach employees or contractors are performing service, repair and maintenance activities. Buyer will ensure that all necessary measures are taken for safety and security of working conditions, sites and installations during the performance of services. Buyer is the generator of any resulting wastes, including without limitation hazardous wastes. Buyer is solely responsible to arrange for the disposal of any wastes at its own expense. Buyer will, at its own expense, provide Hach employees and contractors working on Buyer's premises with all information and training required under applicable safety compliance regulations and Buyer's policies. If the instrument to be serviced is in a Confined Space, as that term is defined under OSHA regulations, Buyer is solely responsible to make it available to be serviced in an unconfined space. Hach service technicians will not work in Confined Spaces. In the event that a Buyer requires Hach employees or contractors to attend safety or compliance training programs provided by Buyer, Buyer will pay Hach the standard hourly rate and expense reimbursement for such training attended. The attendance at or completion of such training does not create or expand any warranty or obligation of Hach and does not serve to alter, amend, limit or supersede any part of this Contract.

15. **LIMITATIONS ON USE:** Buyer will not use any Products for any purpose other than those identified in Hach's catalogs and literature as intended uses. Unless Hach has advised the Buyer in writing, in no event will Buyer use any Products in drugs, food additives, food or cosmetics, or medical applications for humans or animals. In no event will Buyer use in any application any Product that requires FDA 510(k) clearance unless and only to the extent the Product has such clearance. Buyer will not sell, transfer, export or re-export any Hach Products or technology for use in activities which involve the design, development, production, use or stockpiling of nuclear, chemical or biological weapons or missiles, nor use Hach Products or technology in any facility which engages in activities relating to such weapons. Unless the "ship-to" address is in California, U.S.A., the Products are not intended for sale in California and may lack markings required by California Proposition 65; accordingly, unless Buyer has ordered Products specifying a California ship-to address, Buyer will not sell or deliver any Hach Products for use in California. Any warranty granted by Hach is void if any goods covered by such warranty are used for any purpose not permitted hereunder.

16. **EXPORT AND IMPORT LICENSES AND COMPLIANCE WITH LAWS:** Unless otherwise specified in this Contract, Buyer is responsible for obtaining any required export or import licenses. Buyer will comply with all laws and regulations applicable to the installation or use of all Products, including applicable import and export control laws and regulations of the U.S., E.U. and any other country having proper jurisdiction, and will obtain all necessary export licenses in connection with any subsequent export, re-export, transfer and use of all Products and technology delivered hereunder. Buyer will comply with all local, national, and other laws of all jurisdictions globally relating to anti-corruption, bribery, extortion, kickbacks, or similar matters which are applicable to Buyer's business activities in connection with this Contract, including but not limited to the U.S. Foreign Corrupt Practices Act of 1977, as amended (the "FCPA"). Buyer agrees that no payment of money or provision of anything of value will be offered, promised, paid or transferred, directly or indirectly, by any person or entity, to any government official, government employee, or employee of any company owned in part by a government, political party, political party official, or candidate for any government office or political party office to induce such organizations or persons to use their authority or influence to obtain or retain an improper business advantage for Buyer or for Hach, or which otherwise constitute or have the purpose or effect of public or commercial bribery, acceptance of or acquiescence in extortion, kickbacks or other unlawful or improper means of obtaining business or any improper advantage, with respect to any of Buyer's activities related to this Contract. Hach asks Buyer to "Speak Up!" if aware of any violation of law, regulation or our Standards of Conduct ("SOC") in relation to this Contract. See <http://danaher.com/integrity-and-compliance> and [www.danaherintegrity.com](http://www.danaherintegrity.com) for a copy of the SOC and for access to our Helpline portal.

17. **RELATIONSHIP OF PARTIES:** Buyer is not an agent or representative of Hach and will not present itself as such under any circumstances unless and to



the extent it has been formally screened by Hach's compliance department and received a separate duly-authorized letter from Hach setting forth the scope and limitations of such authorization.

18. **FORCE MAJEURE:** Hach is excused from performance of its obligations under this Contract to the extent caused by acts or omissions that are beyond its control of, including but not limited to Government embargoes, blockages, seizures or freeze of assets, delays or refusals to grant an export or import license or the suspension or revocation thereof, or any other acts of any Government; fires, floods, severe weather conditions, or any other acts of God; quarantines; labor strikes or lockouts; riots; strife; insurrections; civil disobedience or acts of criminals or terrorists; war; material shortages or delays in deliveries to Hach by third parties. In the event of the existence of any force majeure circumstances, the period of time for delivery, payment terms and payments under any letters of credit will be extended for a period of time equal to the period of delay. If the force majeure circumstances extend for six months, Hach may, at its option, terminate this Contract without penalty and without being deemed in default or in breach thereof.

19. **NON ASSIGNMENT AND WAIVER:** Buyer will not transfer or assign this Contract or any rights or interests hereunder without Hach's prior written consent. Failure of either party to insist upon strict performance of any provision of this Contract, or to exercise any right or privilege contained herein, or the waiver of any breach of the terms or conditions of this Contract will not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same will continue and remain in force and effect as if no waiver had occurred.

20. **FUNDS TRANSFERS (PAYMENTS):** Buyer and Hach both recognize that there is a risk of banking fraud when individuals impersonating a business demand payment under new banking or mailing instructions. To avoid this risk, Buyer must verbally confirm any new or changed bank transfer or mailing instructions by calling Hach at +1-970-663-1377 and speaking with Hach's Credit Manager before mailing or transferring any monies using the new instructions. Both parties agree that they will not institute mailing or bank transfer instruction changes and require immediate payment under the new instructions but will instead provide a ten (10) day grace period to verify any payment instruction changes before any new or outstanding payments are due using the new instructions.

21. **LIMITATION OF LIABILITY:** **None of the Hach Indemnified Parties will be liable to any Buyer Indemnified Parties under any circumstances for any special, treble, incidental or consequential damages, including without limitation, damage to or loss of property other than for the Products purchased hereunder; damages incurred in installation, repair or replacement; lost profits, revenue or opportunity; loss of use; losses resulting from or related to downtime of the products or inaccurate measurements or reporting; the cost of substitute products; or claims of any Buyer Indemnified Parties' customers for such damages, howsoever caused, and whether based on warranty, contract, and/or tort (including negligence, strict liability or otherwise). The total liability of the Hach Indemnified Parties arising out of the performance or nonperformance hereunder or Hach's obligations in connection with the design, manufacture, sale, delivery, and/or use of Products will in no circumstance exceed in the aggregate a sum equal to twice the amount actually paid to Hach for Products delivered hereunder.**

22. **APPLICABLE LAW AND DISPUTE RESOLUTION:** The construction, interpretation and performance hereof and all transactions hereunder shall be governed by the laws of the State of Colorado, without regard to its principles or laws regarding conflicts of laws. If any provision of this Contract violates any Federal, State or local statutes or regulations of any countries having jurisdiction of this transaction, or is illegal for any reason, said provision shall be self-deleting without affecting the validity of the remaining provisions. Unless otherwise specifically agreed upon in writing between Hach and Buyer, any dispute relating to this Contract which is not resolved by the parties shall be adjudicated in order of preference by a court of competent jurisdiction (i) in the State of Colorado, U.S.A. if Buyer has minimum contacts with Colorado and the U.S., (ii) elsewhere in the U.S. if Buyer has minimum contacts with the U.S. but not Colorado, or (iii) in a neutral location if Buyer does not have minimum contacts with the United States.

23. **ENTIRE AGREEMENT, TERM & MODIFICATION:** These Terms & Conditions of Sale constitute the entire agreement between the parties and supersede any prior agreements or representations, whether oral or written. Upon thirty (30) days prior written notice, Hach may, in its sole discretion, elect to terminate any order for the sale of Products and provide a pro-rated refund for any pre-payment of undelivered Products. No change to or modification of these Terms & Conditions shall be binding upon Hach unless in a written instrument specifically referencing that it is amending these Terms & Conditions of Sale and signed by an authorized representative of Hach. Hach

rejects any additional or inconsistent Terms & Conditions of Sale offered by Buyer at any time, whether or not such terms or conditions materially alter the Terms & Conditions herein and irrespective of Hach's acceptance of Buyer's order for the described goods and services.

24. **APPENDICES:** If checked, the following Appendices are attached hereto and incorporated by reference into these Terms & Conditions of Sale:

☐ CLAROS SOFTWARE AS A SERVICE SUBSCRIPTION AGREEMENT

\* \* \*



## HACH COMPANY

### Headquarters

P.O. Box 389  
5600 Lindbergh Drive  
Loveland, CO 80539-0389

### Purchase Orders

PO Box 608  
Loveland, CO 80539-0608

WebSite: [www.hach.com](http://www.hach.com)

### U.S.A.

Phone: 800-227-4224  
Fax: 970-669-2932  
E-Mail: [orders@hach.com](mailto:orders@hach.com)  
[quotes@hach.com](mailto:quotes@hach.com)  
[techhelp@hach.com](mailto:techhelp@hach.com)

### Export

Phone: 970-669-3050  
Fax: 970-461-3939  
Email: [intl@hach.com](mailto:intl@hach.com)

### Remittance


2207 Collections Center Drive  
Chicago, IL 60693

### Wire Transfers

Bank of America  
231 S. LaSalle St.  
Chicago, IL 60604  
Account: 8765602385  
Routing (ABA): 071000039

Quotation Addendum

## ADVANTAGES OF WORKING WITH HACH

 <b>Hach Service</b>	<b>Pick&amp;Ship™</b>	<b>Technical Support</b>
<p><i>Protect your investment &amp; peace of mind</i></p> <ul style="list-style-type: none"> <li>✓ A global partner who understands your needs</li> <li>✓ Delivers timely, high-quality service you can trust</li> <li>✓ Provides team of unique experts to help you maximize instrument uptime</li> <li>✓ Ensure data integrity</li> <li>✓ Maintain operational stability</li> <li>✓ Reduce compliance risk</li> </ul> <p><a href="http://www.hach.com/service-contracts">www.hach.com/service-contracts</a></p>	<p><i>Pick&amp;Ship™ Program offers a better way to keep your supplies in stock</i></p> <ul style="list-style-type: none"> <li>✓ <b>Convenience</b> of one purchase order for the entire year</li> <li>✓ <b>Flexibility</b> to change, cancel or create new orders</li> <li>✓ <b>Savings</b> from locking in prices &amp; thus avoiding price surges and rush charges</li> <li>✓ <b>Peace of mind</b> with automatic, reliable shipments just as you need them</li> </ul> <p><a href="http://www.Hach.com/pickandship">www.Hach.com/pickandship</a></p>	<p><i>Provides post-sale instrumentation and application support</i></p> <ul style="list-style-type: none"> <li>✓ Hach's highly skilled Technical Support staff is dedicated to helping you resolve technical issues before, during and after the sale.</li> <li>✓ Available via phone, e-mail, or live online chat at Hach.com!</li> <li>✓ Fast access to answers at <a href="https://support.hach.com">https://support.hach.com</a></li> <li>✓ Toll-free phone: 800-227-4224</li> <li>✓ E-mail: <a href="mailto:techhelp@hach.com">techhelp@hach.com</a></li> </ul> <p><a href="http://www.Hach.com">www.Hach.com</a></p>

## ADVANTAGES OF SIMPLIFIED SHIPPING AND HANDLING

<b>Safe &amp; Fast Delivery</b>	<b>Save Time – Less Hassle</b>	<b>Save Money</b>
<ul style="list-style-type: none"> <li>✓ Receive tracking numbers on your order acknowledgement</li> <li>✓ Hach will assist with claims if an order is lost or damaged in shipment</li> </ul>	<ul style="list-style-type: none"> <li>✓ No need to set up deliveries for orders or to schedule pickup</li> <li>✓ Hach ships order as product is available, at no additional charge, when simplified shipping and handling is used.</li> </ul>	<ul style="list-style-type: none"> <li>✓ No additional invoice to process – save on time and administrative costs</li> <li>✓ Only pay shipping once, even if multiple shipments are required</li> </ul>

STANDARD SIMPLIFIED SHIPPING AND HANDLING CHARGES <sup>1, 2, 3, 4</sup> Pricing Effective 4/11/2020						Collect <sup>4</sup>
Total Price of Merchandise Ordered	Standard Surface (Mainland USA)	Second Day Delivery (Mainland USA)	Next Day Delivery (Mainland USA)	Second Day Delivery (Alaska & Hawaii)	Next Day Delivery (Alaska & Hawaii)	Handling Fee Effective 4/11/2020
\$0.00 - \$49.99	\$17.99	\$44.99	\$83.90	\$72.21	\$137.27	\$13.47
\$50.00 - \$149.99	\$28.59	\$84.27	\$159.00	\$120.84	\$229.73	\$13.85
\$150.00 - \$349.99	\$50.22	\$133.98	\$272.91	\$169.07	\$329.04	\$14.72
\$350.00 - \$649.99	\$69.95	\$182.91	\$363.75	\$228.65	\$442.76	\$15.48
\$650.00 - \$949.99	\$88.16	\$191.13	\$399.98	\$236.66	\$446.10	\$16.04
\$950.00 - \$1,999.99	\$110.91	\$235.85	\$498.69	\$280.67	\$543.06	\$17.52
\$2,000.00 - \$3,999.99	\$128.04	\$250.64	\$513.44	\$291.54	\$554.54	\$20.22
\$4,000.00 - \$5,999.99	\$148.44	\$260.33	\$538.23	\$292.89	\$570.53	\$24.90
\$6,000.00 - \$7,999.99	\$175.40	\$296.40	\$612.84	\$323.07	\$622.86	\$29.04
\$8,000.00 - \$9,999.99	\$200.15	\$336.83	\$658.19	\$360.41	\$683.52	\$33.51
Over \$10,000	2.5% of Net Order Value	4.5% of Net Order Value	7% of Net Order Value	4.5% of Net Order Value	7% of Net Order Value	\$51.84

- Shipping & Handling charges shown are only applicable to orders billing and shipping to U.S. destinations. Shipping & Handling charges will be prepaid and added to invoice. Shipping & Handling for the Pick&Ship Program is charged on each shipment release and is based on the total price of each shipment release. Shipping & Handling charges are subject to change without notice.
- Additional Shipping & Handling charges will be applied to orders containing bulky and/or especially heavy orders. Refrigerated and all weather Samplers do not qualify for simplified Shipping & Handling charges, and are considered heavy products. Dissolved Oxygen Sensors can be damaged if exposed to temps below freezing, causing sensor failure. Must be shipped over night or 2nd day air during the cold weather months.
- Orders shipping to Alaska or Hawaii: Additional Shipping & Handling charges may be applied at time of order processing. Second Day and Next Day delivery is not available to all destinations.
- Hach Company will assess a collect handling fee on orders with collect shipping terms. This handling fee covers the additional costs that Hach Company incurs from processing and managing collect shipments.

Due to variations in component characteristics, regulatory transportation requirements and/or associated shipping and handling costs, individual kit components may or may not be packaged together in a single carton at time of final packaging and shipping.

## SALES TAX

Sales Tax is not included in the attached quotation. Applicable sales and usage taxes will be added to your invoice, at the time of order, based on U.S. destination of goods, unless a valid resale/exemption certificate for destination state is provided to the above address or fax number, attention of the Tax Dept.



# Proposed Change Order

Date: May 23, 2023

PCO #: 6

SEI Job #: \_\_\_\_\_

TO: Chris Morgan

Company: Anderson

Address: \_\_\_\_\_

\_\_\_\_\_

Job Name: Amherst - Hach module startup

## SYSTEMS EAST INC.

30 Basil Sawyer Drive

Hampton VA 23666

Phone (757)766-8400

Fax (757) 766-7494

Description: SEI was asked to install and startup the output modules in the Hach 1000 units. Below is the cost to perform this work. The modules will be provided by others.

QTY.	MANUFACTURER PART NUMBER / DESCRIPTION		UNIT PRICE	EXT PRICE
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
Material Total				\$0.00

QTY.	MANUFACTURER PART NUMBER / DESCRIPTION		UNIT PRICE	EXT PRICE
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
			\$0.00	\$0.00
Electrical Material Total				\$0.00

LABOR SERVICES	DESCRIPTION OF LABOR	HOURS	UNIT PRICE	EXT PRICE
	PROJECT MANAGEMENT	1	\$150.00	\$150.00
	ENGINEERING & DESIGN		\$150.00	\$0.00
	SCADA PROGRAMMING & MODIFICATIONS	0	\$150.00	\$0.00
	PLC PROGRAMMING & MODIFICATIONS		\$150.00	\$0.00
	FIELD SERVICE TECHNICIAN (within 50 mile radius)	0	\$115.00	\$0.00
	FIELD SERVICE TECHNICIAN (Out of Town)	8	\$115.00	\$920.00
	FIBER OPTIC TERMINATIONS		\$90.00	\$0.00
	WIRE TERMINATIONS		\$75.00	\$0.00
	ELECTRICAL SERVICE (Electrician & Helper)		\$90.00	\$0.00
	AUTOCAD SERVICES		\$60.00	\$0.00
	PANEL FABRICATION		\$40.00	\$0.00
	DOCUMENTATION, SUBMITTALS & O&M's	0	\$40.00	\$0.00
	ADMINISTRATIVE / PURCHASING	0.5	\$40.00	\$20.00

MISCELLANEOUS CHARGES	DESCRIPTION OF TRAVEL CHARGES		UNIT PRICE	EXT PRICE
	VEHICLE MILEAGE EXPENSE	Miles- 435	\$0.65	\$282.75
	TRAVEL EXPENSE (HOTEL ACCOMMODATIONS)	Days- 1	\$135.00	\$135.00
	TRAVEL EXPENSE (MEALS)	Days- 1	\$55.00	\$55.00

QTY.(Days)	MODEL	EQUIPMENT RENTALS		UNIT PRICE	EXT PRICE
				\$0.00	\$0.00
				\$0.00	\$0.00

If you should have any questions or concerns regarding this proposal, please contact our office.

Thank you,

Paul Blake

Project Manager

VA - 6% / NC - 7.75% / TN - 9%

Sales Taxes if Applicable 6.00%

Customer Authorization Signature: \_\_\_\_\_

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Customer Authorization Date: \_\_\_\_\_

MATERIAL COST	\$0.00
ELECTRICAL MATERIAL COST	\$0.00
LABOR COST	\$1,090.00
TRAVEL CHARGES	\$472.75
EQUIPMENT RETAIL	\$0.00
SHIPPING	\$0.00
SUBTOTAL	\$1,562.75
MATERIAL SALES TAX	\$0.00
PROPOSAL TOTAL	\$1,562.75



**PROPOSED CHANGE ORDER # 012  
REVISION NO. 1  
Town of Amherst WTP Improvements**

September 13, 2023

Dear Mr. White,

Anderson Construction, Inc. (ACI) would like to propose a change order for this project to address issues encountered at the Union Hill tank.

**SCOPE:**

- Union Hill Tank Level Transmitter – Provide and install pressure/level transmitter at Union Hill tank to replace existing transmitter, which is no longer working – \$5,893.00
- Union Hill Tank Level Enclosure – Provide and install enclosure for pressure/level transmitter at Union Hill tank as existing enclosure has reach the end of its useful life – \$1,647.00

- **Cost of Proposed Change Order (see attached GC-1s for breakdown):**

**\$7,540.00**

- **One (1) Additional Workday Requested**

If you require further information to approve this change order, let us know as soon as possible.

Sincerely,

Randy Jennings, VP of Operations  
Anderson Construction, Inc.  
Office: 434.239.4913  
Cell: 434.546.0232



## CONTRACTOR ESTIMATE FOR CHANGE ORDER

**HECO-GC-1**

Revised: 10/06/2014

**Project Code:** 21044

**Contractor:** Anderson Construction Inc.

**Agency:** Town of Amherst

**Change Description:** PCO-012 Programming Modifications

**Project:** Town of Amherst WTP & RWPS Upgrades

Union Hill Tank Level Transmitter

### GENERAL CONTRACTOR DIRECT COSTS

Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01	Project Manager	1.00	hrs	1.00	1.00	\$65.00	\$65.00		\$0.00		\$0.00
1.02	Superintendent	1.00	hrs	1.00	1.00	\$58.80	\$58.80		\$0.00		\$0.00
1.03	Skilled Laborer	1.00	hrs	1.00	1.00	\$47.00	\$47.00		\$0.00		\$0.00
1.04	Skilled Laborer	1.00	hrs	1.00	1.00	\$47.00	\$47.00		\$0.00		\$0.00
1.05	Laborer	0.00	hrs	1.00	0.00	\$29.40	\$0.00		\$0.00		\$0.00
1.06	Trucks w/ tools	0.50	day						\$0.00	\$192.00	\$96.00
1.07									\$0.00		\$0.00
1.08									\$0.00		\$0.00
1.09									\$0.00		\$0.00
Subtotal from Estimate Continuation Sheets							\$0.00		\$0.00		\$0.00
1.97	Subtotal (S/T) Direct Costs:						\$217.80	Subtotal Mat'l	\$0.00	Subtotal Equip.	\$96.00
1.98								Sales Tax	5.3%	\$0.00	5.3% \$5.09
1.99	Total Direct Costs						\$217.80	Total Mat'l	\$0.00	Total Equip.	\$101.09

### SUBCONTRACT COSTS

Item No.	Subcontractor Name (List totals from attached HECO-SC-1 forms)	Total Cost
A	B	C
2.01	SEI	\$5,256.35
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$5,256.35

### SUMMARY

Item No.	Description	Total Cost
3.01	Total Direct Labor Cost	Item 1.99H \$217.80
3.02	Total Direct Material Cost	Item 1.99J \$0.00
3.03	Total Equipment Cost	Item 1.99L \$101.09
3.04	Subtotal	3.01+3.02+3.03 \$318.89
3.05	Overhead and Profit* (%)	15% \$47.83
3.06	Subtotal	\$366.72
3.07	Subcontractor Cost	Item 2.99 \$5,256.35
3.08	GC Markup on Subcontractors** (%)	5.00% \$262.82
3.09	Subtotal	3.06+3.07+3.08 \$5,519.17
3.10	Additional Bond Cost	2% \$7.33
3.99	Total Change Order Cost	(3.09+3.10) \$5,893.22

### Submitted By

Name: Randy Jennings

Signature:

Title: Vice President of Operations

Date: September 13, 2023

### Qty Units Table

--

## CONTRACTOR ESTIMATE FOR CHANGE ORDER

**HECO-GC-1**

Revised: 10/06/2014

**Project Code:** 21044

**Contractor:** Anderson Construction Inc.

**Agency:** Town of Amherst

**Change Description:** PCO-012 Programming Modifications

**Project:** Town of Amherst WTP & RWPS Upgrades

Union Hill Tank Level Enclosure

### GENERAL CONTRACTOR DIRECT COSTS

Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01	Project Manager	0.00	hrs	1.00	0.00	\$65.00	\$0.00		\$0.00		\$0.00
1.02	Superintendent	2.00	hrs	1.00	2.00	\$58.80	\$117.60		\$0.00		\$0.00
1.03	Skilled Laborer	2.00	hrs	1.00	2.00	\$47.00	\$94.00		\$0.00		\$0.00
1.04	Skilled Laborer	2.00	hrs	1.00	2.00	\$47.00	\$94.00		\$0.00		\$0.00
1.05	Laborer	0.00	hrs	1.00	0.00	\$29.40	\$0.00		\$0.00		\$0.00
1.06	Trucks w/ tools	0.50	day						\$0.00	\$192.00	\$96.00
1.07									\$0.00		\$0.00
1.08									\$0.00		\$0.00
1.09									\$0.00		\$0.00
Subtotal from Estimate Continuation Sheets							\$0.00		\$0.00		\$0.00
1.97	Subtotal (S/T) Direct Costs:						\$305.60	Subtotal Mat'l	\$0.00	Subtotal Equip.	\$96.00
1.98								Sales Tax	5.3%	\$0.00	\$5.09
1.99	Total Direct Costs						\$305.60	Total Mat'l	\$0.00	Total Equip.	\$101.09

### SUBCONTRACT COSTS

Item No.	Subcontractor Name (List totals from attached HECO-SC-1 forms)	Total Cost
A	B	C
2.01	SEI	\$1,114.60
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$1,114.60

### SUMMARY

Item No.	Description	Total Cost
3.01	Total Direct Labor Cost	Item 1.99H \$305.60
3.02	Total Direct Material Cost	Item 1.99J \$0.00
3.03	Total Equipment Cost	Item 1.99L \$101.09
3.04	Subtotal	3.01+3.02+3.03 \$406.69
3.05	Overhead and Profit* (%)	15% \$61.00
3.06	Subtotal	\$467.69
3.07	Subcontractor Cost	Item 2.99 \$1,114.60
3.08	GC Markup on Subcontractors** (%)	5.00% \$55.73
3.09	Subtotal	3.06+3.07+3.08 \$1,170.33
3.10	Additional Bond Cost	2% \$9.35
3.99	Total Change Order Cost	(3.09+3.10) \$1,647.38

### Submitted By

Name: Randy Jennings

Signature:

Title: Vice President of Operations

Date: September 13, 2023

### Qty Units Table



# Proposed Change Order

## SYSTEMS EAST INC.

30 Basil Sawyer Drive  
Hampton VA 23666  
Phone (757)766-8400  
Fax (757) 766-7494

Date: July 18, 2023

PCO #: 8

SEI Job #: 21-016

Job Name: Amherst - Union Hill Level Transmitter

TO: Randy Jennings

Company: Anderson

Address: [rijennings@andersonconst.com](mailto:rijennings@andersonconst.com)

Description: This proposal is for SEI to provide a replacement pressure/level transmitter for the Union Hill tank. Existing transmitter has stopped working and requires replacement. Startup, calibration, and scaling in PLC program are included. Mechanical and electrical installation of the instrument is not included in this proposal.

QTY.	MANUFACTURER PART NUMBER / DESCRIPTION	UNIT PRICE	EXT PRICE
1	SITRANS P320 Pressure transmitter	\$2,041.13	\$2,041.13
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00

**Material Total** **\$2,041.13**

QTY.	MANUFACTURER PART NUMBER / DESCRIPTION	UNIT PRICE	EXT PRICE
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00

**Electrical Material Total** **\$0.00**

LABOR SERVICES	DESCRIPTION OF LABOR	HOURS	UNIT PRICE	EXT PRICE
	PROJECT MANAGEMENT	4	\$150.00	\$600.00
	ENGINEERING & DESIGN		\$150.00	\$0.00
	SCADA PROGRAMMING & MODIFICATIONS		\$150.00	\$0.00
	PLC PROGRAMMING & MODIFICATIONS	4	\$150.00	\$600.00
	FIELD SERVICE TECHNICIAN (within 50 mile radius)	12	\$115.00	\$1,380.00
	FIELD SERVICE TECHNICIAN (Out of Town)		\$115.00	\$0.00
	FIBER OPTIC TERMINATIONS		\$90.00	\$0.00
	WIRE TERMINATIONS		\$75.00	\$0.00
	ELECTRICAL SERVICE (Electrician & Helper)		\$90.00	\$0.00
	AUTOCAD SERVICES		\$60.00	\$0.00
	PANEL FABRICATION		\$40.00	\$0.00
	DOCUMENTATION, SUBMITTALS & O&M's	0	\$40.00	\$0.00
	ADMINISTRATIVE / PURCHASING	1	\$40.00	\$40.00

MISCELLANEOUS CHARGES	DESCRIPTION OF TRAVEL CHARGES	UNIT PRICE	EXT PRICE
	VEHICLE MILEAGE EXPENSE	Miles- 435	\$0.65 \$282.75
	TRAVEL EXPENSE (HOTEL ACCOMMODATIONS)	Days- 1	\$135.00 \$135.00
	TRAVEL EXPENSE (MEALS)	Days- 1	\$55.00 \$55.00

QTY.(Days)	MODEL	EQUIPMENT RENTALS	UNIT PRICE	EXT PRICE
			\$0.00	\$0.00
			\$0.00	\$0.00

**MATERIAL COST** **\$2,041.13**

**ELECTRICAL MATERIAL COST** **\$0.00**

**LABOR COST** **\$2,620.00**

**TRAVEL CHARGES** **\$472.75**

**EQUIPMENT RETAIL** **\$0.00**

**SHIPPING** **\$0.00**

**SUBTOTAL** **\$5,133.88**

**MATERIAL SALES TAX** **\$122.47**

**PROPOSAL TOTAL** **\$5,256.35**

If you should have any questions or concerns regarding this proposal, please contact our office.

Thank you,

Paul Blake

Project Manager

VA - 6% / NC - 7.75% / TN - 9%

Sales Taxes if Applicable **6.00%**

Customer Authorization Signature: \_\_\_\_\_

Customer Authorization Date: 129



# Proposed Change Order

## SYSTEMS EAST INC.

30 Basil Sawyer Drive  
Hampton VA 23666  
Phone (757)766-8400  
Fax (757) 766-7494

Date: September 12, 2023

PCO #: 11

SEI Job #: 21-016

Job Name: Amherst - Union Hill Level Enclosure

TO: Randy Jennings

Company: Anderson

Address: [riennings@andersonconst.com](mailto:riennings@andersonconst.com)

Description: This proposal is for SEI to provide a replacement enclosure for pressure/level transmitter at the Union Hill tank. Existing enclosure has dry rotted and fallen apart due to weather and sun exposure. SEI will provide the enclosure below, with materials of construction better suited to this environment. Mechanical and electrical installation of the enclosure and/or instrument is not included in this proposal.

QTY.	MANUFACTURER PART NUMBER / DESCRIPTION	UNIT PRICE	EXT PRICE
		\$0.00	\$0.00
1	Enclosure, Type 4x, 304SS White coating , Continuous Hinge Cover with Clamps, 20H x 16W x 10D	\$910.00	\$910.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
Material Total			\$910.00

QTY.	MANUFACTURER PART NUMBER / DESCRIPTION	UNIT PRICE	EXT PRICE
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
Electrical Material Total			\$0.00

LABOR SERVICES	DESCRIPTION OF LABOR	HOURS	UNIT PRICE	EXT PRICE
	PROJECT MANAGEMENT	1	\$150.00	\$150.00
	ENGINEERING & DESIGN		\$150.00	\$0.00
	SCADA PROGRAMMING & MODIFICATIONS		\$150.00	\$0.00
	PLC PROGRAMMING & MODIFICATIONS		\$150.00	\$0.00
	FIELD SERVICE TECHNICIAN (within 50 mile radius)		\$115.00	\$0.00
	FIELD SERVICE TECHNICIAN (Out of Town)		\$115.00	\$0.00
	FIBER OPTIC TERMINATIONS		\$90.00	\$0.00
	WIRE TERMINATIONS		\$75.00	\$0.00
	ELECTRICAL SERVICE (Electrician & Helper)		\$90.00	\$0.00
	AUTOCAD SERVICES		\$60.00	\$0.00
	PANEL FABRICATION		\$40.00	\$0.00
	DOCUMENTATION, SUBMITTALS & O&M's		\$40.00	\$0.00
	ADMINISTRATIVE / PURCHASING		\$40.00	\$0.00

MISCELLANEOUS CHARGES	DESCRIPTION OF TRAVEL CHARGES		UNIT PRICE	EXT PRICE
	VEHICLE MILEAGE EXPENSE	Milles- 0	\$0.65	\$0.00
	TRAVEL EXPENSE (HOTEL ACCOMMODATIONS)	Days- 0	\$135.00	\$0.00
	TRAVEL EXPENSE (MEALS)	Days- 0	\$55.00	\$0.00

QTY.(Days)	MODEL	EQUIPMENT RENTALS	UNIT PRICE	EXT PRICE
			\$0.00	\$0.00
			\$0.00	\$0.00

MATERIAL COST	\$910.00
ELECTRICAL MATERIAL COST	\$0.00
LABOR COST	\$150.00
TRAVEL CHARGES	\$0.00
EQUIPMENT RETAIL	\$0.00
SHIPPING	\$0.00
SUBTOTAL	\$1,060.00
MATERIAL SALES TAX	\$54.60
PROPOSAL TOTAL	\$1,114.60

If you should have any questions or concerns regarding this proposal, please contact our office.

Thank you,

Paul Blake

Project Manager

VA - 6% / NC - 7.75% / TN - 9%

Sales Taxes if Applicable 6.00%

Customer Authorization Signature: \_\_\_\_\_

Customer Authorization Date: 130 \_\_\_\_\_





## **PROPOSED CHANGE ORDER # 014 Town of Amherst WTP Improvements**

September 13, 2023

Dear Mr. White,

Anderson Construction, Inc. (ACI) would like to propose a change order for this project to address programming issues encountered while commissioning the programs for the Amherst WTP.

### **SCOPE:**

- Chemical Pump Modifications – Modification to PLC, OIT, and SCADA programs to allow automatic flow pacing control of finished water boost sodium hypochlorite feed pump 3 – \$4,097.00

- **Cost of Proposed Change Order (see attached GC-1s for breakdown):**

**\$4,097.00**

- **One (1) Additional Workday Requested**

If you require further information to approve this change order, let us know as soon as possible.

Sincerely,

Randy Jennings, VP of Operations  
Anderson Construction, Inc.  
Office: 434.239.4913  
Cell: 434.546.0232



## CONTRACTOR ESTIMATE FOR CHANGE ORDER

**HECO-GC-1**

Revised: 10/06/2014

**Project Code:** 21044

**Contractor:** Anderson Construction Inc.

**Agency:** Town of Amherst

**Change Description:** PCO-014 Programming Modifications

**Project:** Town of Amherst WTP & RWPS Upgrades

Chemical Pump Modifications

### GENERAL CONTRACTOR DIRECT COSTS

Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01	Project Manager	1.00	hrs	1.00	1.00	\$65.00	\$65.00		\$0.00		\$0.00
1.02	Superintendent	2.00	hrs	1.00	2.00	\$58.80	\$117.60		\$0.00		\$0.00
1.03	Skilled Laborer	0.00	hrs	1.00	0.00	\$47.00	\$0.00		\$0.00		\$0.00
1.04	Skilled Laborer	0.00	hrs	1.00	0.00	\$47.00	\$0.00		\$0.00		\$0.00
1.05	Laborer	0.00	hrs	1.00	0.00	\$29.40	\$0.00		\$0.00		\$0.00
1.06	Trucks w/ tools	1.00	day						\$0.00	\$192.00	\$192.00
1.07									\$0.00		\$0.00
1.08									\$0.00		\$0.00
1.09									\$0.00		\$0.00
Subtotal from Estimate Continuation Sheets							\$0.00		\$0.00		\$0.00
1.97	Subtotal (S/T) Direct Costs:						\$182.60	Subtotal Mat'l	\$0.00	Subtotal Equip.	\$192.00
1.98								Sales Tax	5.3%	\$0.00	\$10.18
1.99	Total Direct Costs						\$182.60	Total Mat'l	\$0.00	Total Equip.	\$202.18

### SUBCONTRACT COSTS

Item No.	Subcontractor Name (List totals from attached HECO-SC-1 forms)	Total Cost
A	B	C
2.01	SEI	\$3,472.35
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$3,472.35

### SUMMARY

Item No.	Description	Total Cost
3.01	Total Direct Labor Cost	Item 1.99H \$182.60
3.02	Total Direct Material Cost	Item 1.99J \$0.00
3.03	Total Equipment Cost	Item 1.99L \$202.18
3.04	Subtotal	3.01+3.02+3.03 \$384.78
3.05	Overhead and Profit* (%)	15% \$57.72
3.06	Subtotal	\$442.49
3.07	Subcontractor Cost	Item 2.99 \$3,472.35
3.08	GC Markup on Subcontractors** (%)	5.00% \$173.62
3.09	Subtotal	3.06+3.07+3.08 \$3,645.97
3.10	Additional Bond Cost	2% \$8.85
3.99	Total Change Order Cost	(3.09+3.10) \$4,097.31

### Submitted By

Name: Randy Jennings

Signature:

Title: Vice President of Operations

Date: September 13, 2023

### Qty Units Table

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# Proposed Change Order

Date: September 11, 2023

PCO #: 9 RevB

SEI Job #: 21-016

Job Name: Amherst - Chemical Pump Modifications

## SYSTEMS EAST INC.

30 Basil Sawyer Drive

Hampton VA 23666

Phone (757)766-8400

Fax (757) 766-7494

TO: Randy Jennings

Company: Anderson

Address: [rjennings@andersonconst.com](mailto:rjennings@andersonconst.com)

Description: SEI programming modifications: Spec Section 1.6.4.4.1.3 states The Finished Water boost Sodium Hypochlorite feed pump shall always operate in Manual mode. The 3 sodium hypochlorite dosing pumps were not plumbed or utilized in process as described in spec. Customer desired pump 3 be utilized in same manner as existing control system operation. SEI made modifications to PLC, OIT, and SCADA programs to allow for automatic control of finished water boost sodium hypochlorite feed pump 3. The automatic control includes functions to start the pump when the plant flow comes online, and stop the pump when offline. Pump 3 currently can be run with manually entered pump speed (0-100%), or in the auto mode, with the option to use flow pacing with user dosage (Mg/L) and speed trim user input settings. Modifications were provided already by SEI because the issue with the specified manual-only wasn't evident until the equipment wiring cutover and re-commissioning on new control system was underway and plant had to be brought back online. SEI felt that the pump needed to have at least all functionality that was in original system (not reduced functionality from old system). These functions have been in use for several months now.

QTY.	MANUFACTURER PART NUMBER / DESCRIPTION		UNIT PRICE	EXT PRICE	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
Material Total				\$0.00	
QTY.	MANUFACTURER PART NUMBER / DESCRIPTION		UNIT PRICE	EXT PRICE	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
Electrical Material Total				\$0.00	
LABOR SERVICES		DESCRIPTION OF LABOR	HOURS	UNIT PRICE	EXT PRICE
		PROJECT MANAGEMENT	4	\$150.00	\$600.00
		ENGINEERING & DESIGN		\$150.00	\$0.00
		SCADA PROGRAMMING & MODIFICATIONS	8	\$150.00	\$1,200.00
		PLC PROGRAMMING & MODIFICATIONS	8	\$150.00	\$1,200.00
		FIELD SERVICE TECHNICIAN (within 50 mile radius)		\$115.00	\$0.00
		FIELD SERVICE TECHNICIAN (Out of Town)		\$115.00	\$0.00
		FIBER OPTIC TERMINATIONS		\$90.00	\$0.00
		WIRE TERMINATIONS		\$75.00	\$0.00
		ELECTRICAL SERVICE (Electrician & Helper)		\$90.00	\$0.00
		AUTOCAD SERVICES		\$60.00	\$0.00
		PANEL FABRICATION		\$40.00	\$0.00
		DOCUMENTATION, SUBMITTALS & O&M's	0	\$40.00	\$0.00
		ADMINISTRATIVE / PURCHASING	0	\$40.00	\$0.00
MISCELLANEOUS CHARGES		DESCRIPTION OF TRAVEL CHARGES		UNIT PRICE	EXT PRICE
		VEHICLE MILEAGE EXPENSE	Miles- 435	\$0.65	\$282.75
		TRAVEL EXPENSE (HOTEL ACCOMMODATIONS)	Days- 1	\$135.00	\$135.00
		TRAVEL EXPENSE (MEALS)	Days- 1	\$55.00	\$55.00
QTY.(Days)	MODEL	EQUIPMENT RENTALS		UNIT PRICE	EXT PRICE
				\$0.00	\$0.00
				\$0.00	\$0.00
MATERIAL COST					\$0.00
ELECTRICAL MATERIAL COST					\$0.00
LABOR COST					\$3,000.00
TRAVEL CHARGES					\$472.75
EQUIPMENT RETAIL					\$0.00
SHIPPING					\$0.00
SUBTOTAL					\$3,472.75
MATERIAL SALES TAX					\$0.00
PROPOSAL TOTAL					\$3,472.75

If you should have any questions or concerns regarding this proposal, please contact our office.

Thank you,

Paul Blake

VA - 6% / NC - 7.75% / TN - 9%

Sales Taxes if Applicable 6.00%

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If you should have any questions or concerns regarding this proposal, please contact our office.

Thank you,

Paul Blake

Project Manager

VA - 6% / NC - 7.75% / TN - 9%

Sales Taxes if Applicable 6.00%

Customer Authorization Signature: \_\_\_\_\_  
133

Customer Authorization Date: \_\_\_\_\_



## **PROPOSED CHANGE ORDER # 015 Town of Amherst WTP Improvements**

September 13, 2023

Dear Mr. White,

Anderson Construction, Inc. (ACI) would like to propose a change order for this project to address programming issues for the Amherst WTP.

### **SCOPE:**

- Turbidity Modifications – Modify PLC, OIT, and SCADA programs to allow operator to manually enter turbidity – \$3,349.00 (not required if PCO-009 is approved)

- **Cost of Proposed Change Order (see attached GC-1s for breakdown):**

**\$3,349.00**

- **One (1) Additional Workday Requested**

If you require further information in order to approve this change order, let us know as soon as possible.

Sincerely,

Randy Jennings, VP of Operations  
Anderson Construction, Inc.  
Office: 434.239.4913  
Cell: 434.546.0232



## CONTRACTOR ESTIMATE FOR CHANGE ORDER

**HECO-GC-1**

Revised: 10/06/2014

**Project Code:** 21044

**Contractor:** Anderson Construction Inc.

**Agency:** Town of Amherst

**Change Description:** PCO-015 Programming Modifications

**Project:** Town of Amherst WTP & RWPS Upgrades

Turbidity Modifications

### GENERAL CONTRACTOR DIRECT COSTS

Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01	Project Manager	1.00	hrs	1.00	1.00	\$65.00	\$65.00		\$0.00		\$0.00
1.02	Superintendent	2.00	hrs	1.00	2.00	\$58.80	\$117.60		\$0.00		\$0.00
1.03	Skilled Laborer	0.00	hrs	1.00	0.00	\$47.00	\$0.00		\$0.00		\$0.00
1.04	Skilled Laborer	0.00	hrs	1.00	0.00	\$47.00	\$0.00		\$0.00		\$0.00
1.05	Laborer	0.00	hrs	1.00	0.00	\$29.40	\$0.00		\$0.00		\$0.00
1.06	Trucks w/ tools	0.50	day						\$0.00	\$192.00	\$96.00
1.07									\$0.00		\$0.00
1.08									\$0.00		\$0.00
1.09									\$0.00		\$0.00
Subtotal from Estimate Continuation Sheets							\$0.00		\$0.00		\$0.00
1.97	Subtotal (S/T) Direct Costs:						\$182.60	Subtotal Mat'l	\$0.00	Subtotal Equip.	\$96.00
1.98								Sales Tax	5.3%	\$0.00	5.3% \$5.09
1.99	Total Direct Costs						\$182.60	Total Mat'l	\$0.00	Total Equip.	\$101.09

### SUBCONTRACT COSTS

Item No.	Subcontractor Name (List totals from attached HECO-SC-1 forms)	Total Cost
A	B	C
2.01	SEI	\$2,872.75
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$2,872.75

### SUMMARY

Item No.	Description	Total Cost
3.01	Total Direct Labor Cost	Item 1.99H \$182.60
3.02	Total Direct Material Cost	Item 1.99J \$0.00
3.03	Total Equipment Cost	Item 1.99L \$101.09
3.04	Subtotal	3.01+3.02+3.03 \$283.69
3.05	Overhead and Profit* (%)	15% \$42.55
3.06	Subtotal	\$326.24
3.07	Subcontractor Cost	Item 2.99 \$2,872.75
3.08	GC Markup on Subcontractors** (%)	5.00% \$143.64
3.09	Subtotal	3.06+3.07+3.08 \$3,016.39
3.10	Additional Bond Cost	2% \$6.52
3.99	Total Change Order Cost	(3.09+3.10) \$3,349.15

### Submitted By

Name: Randy Jennings

Signature:

Title: Vice President of Operations

Date: September 13, 2023

### Qty Units Table

--



# Proposed Change Order

Date: September 11, 2023

PCO #: 10 RevB

SEI Job #: 21-016

TO: Randy Jennings

Company: Anderson

Address: [rjennings@andersonconst.com](mailto:rjennings@andersonconst.com)

Job Name: Amherst - Turbidity Sequence Modifications

## SYSTEMS EAST INC.

30 Basil Sawyer Drive

Hampton VA 23666

Phone (757)766-8400

Fax (757) 766-7494

Description: SEI programming modifications: Currently the turbidity signals for each of 4 filters has not been made available for SCADA/control system integration. Several important functions were specified that rely on these data points. These functions were programmed accordingly and will need modification should the turbidity signals not become available. Spec Section 1.6.2.4.4.1 High/High turbidity will close the filter effluent and influent valves. Sections 1.6.2.5.10.2 b), & 1.6.2.5.11.21 v), describe turbidity measurements as utilized in the backwash sequence, particularly the rewash step(s). The turbidity measurement during the rewash step provides the trigger for proceeding to the next step, transitioning the filter effluent flow from the rewash valve/waste, to the filtered water valve/clearwell. SEI proposes modifications to PLC, SCADA, and OIT programs to allow operator to manually enter the turbidity as they read it from their instrument display. Alternatively, the turbidity logic could be removed, and filter rewashing would be time-based only. SEI has already added this user entry to the OIT program and PLC logic in order to keep plant online, and allow backwashing. SCADA program still requires this modification.

QTY.	MANUFACTURER PART NUMBER / DESCRIPTION			UNIT PRICE	EXT PRICE
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
Material Total					\$0.00
QTY.	MANUFACTURER PART NUMBER / DESCRIPTION			UNIT PRICE	EXT PRICE
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
Electrical Material Total					\$0.00
LABOR SERVICES		DESCRIPTION OF LABOR	HOURS	UNIT PRICE	EXT PRICE
		PROJECT MANAGEMENT	4	\$150.00	\$600.00
		ENGINEERING & DESIGN		\$150.00	\$0.00
		SCADA PROGRAMMING & MODIFICATIONS	6	\$150.00	\$900.00
		PLC PROGRAMMING & MODIFICATIONS	6	\$150.00	\$900.00
		FIELD SERVICE TECHNICIAN (within 50 mile radius)		\$115.00	\$0.00
		FIELD SERVICE TECHNICIAN (Out of Town)		\$115.00	\$0.00
		FIBER OPTIC TERMINATIONS		\$90.00	\$0.00
		WIRE TERMINATIONS		\$75.00	\$0.00
		ELECTRICAL SERVICE (Electrician & Helper)		\$90.00	\$0.00
		AUTOCAD SERVICES		\$60.00	\$0.00
		PANEL FABRICATION		\$40.00	\$0.00
		DOCUMENTATION, SUBMITTALS & O&M's	0	\$40.00	\$0.00
		ADMINISTRATIVE / PURCHASING	0	\$40.00	\$0.00
MISCELLANEOUS CHARGES		DESCRIPTION OF TRAVEL CHARGES		UNIT PRICE	EXT PRICE
		VEHICLE MILEAGE EXPENSE	Miles- 435	\$0.65	\$282.75
		TRAVEL EXPENSE (HOTEL ACCOMMODATIONS)	Days- 1	\$135.00	\$135.00
		TRAVEL EXPENSE (MEALS)	Days- 1	\$55.00	\$55.00
QTY.(Days)	MODEL	EQUIPMENT RENTALS		UNIT PRICE	EXT PRICE
				\$0.00	\$0.00
				\$0.00	\$0.00
MATERIAL COST					\$0.00
ELECTRICAL MATERIAL COST					\$0.00
LABOR COST					\$2,400.00
TRAVEL CHARGES					\$472.75
EQUIPMENT RETAIL					\$0.00
SHIPPING					\$0.00
SUBTOTAL					\$2,872.75
MATERIAL SALES TAX					\$0.00
PROPOSAL TOTAL					\$2,872.75

If you should have any questions or concerns regarding this proposal, please contact our office.

Thank you,

Paul Blake

Project Manager

VA - 6% / NC - 7.75% / TN - 9%

Sales Taxes if Applicable 6.00%

Customer Authorization Signature: \_\_\_\_\_

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Customer Authorization Date: \_\_\_\_\_



## **PROPOSED CHANGE ORDER # 018 Town of Amherst WTP Improvements**

October 5, 2023

Dear Mr. White,

Anderson Construction, Inc. (ACI) would like to propose a change order for this project as requested by Gary Williams, WWTP Director. The proposed change order is to install VCT, base, and paint the flooring in the 2<sup>nd</sup> floor of the Water Treatment Plant.

### **SCOPE:**

- Additional VCT and Base
  - ACI will perform required modifications to level the existing floor prior to install.
  - ACI will provide and install additional VCT to match products installed in the laboratory.
  - ACI will provide and paint curb areas in filter gallery.
- **Cost of Proposed Change Order (see attached GC-1 for breakdown):**

**\$5,566.00**

- **Two (2) Additional Workdays Requested**

If you require further information in order to approve this change order, let us know as soon as possible.

Sincerely,

Randy Jennings, VP of Operations  
Anderson Construction, Inc.  
Office: 434.239.4913  
Cell: 434.546.0232



## CONTRACTOR ESTIMATE FOR CHANGE ORDER

**HECO-GC-1**

Revised: 10/06/2014

**Project Code:** 21044

**Contractor:** Anderson Construction Inc.

**Agency:** Town of Amherst

**Change Description:** PCO-018 Tile & Paint Filter Gallery Floors

**Project:** Town of Amherst WTP & RWPS Upgrades

GENERAL CONTRACTOR DIRECT COSTS											
Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01	Project Manager	1.00	hrs	1.00	1.00	\$65.00	\$65.00		\$0.00		\$0.00
1.02	Superintendent	10.00	hrs	1.00	10.00	\$58.80	\$588.00		\$0.00		\$0.00
1.03	Skilled Laborer	15.00	hrs	1.00	15.00	\$47.00	\$705.00		\$0.00		\$0.00
1.04	Skilled Laborer	15.00	hrs	1.00	15.00	\$47.00	\$705.00		\$0.00		\$0.00
1.05	Laborer	15.00	hrs	1.00	15.00	\$29.40	\$441.00		\$0.00		\$0.00
1.06	Truck with Tools (2)	4.00	days						\$0.00	\$192.00	\$768.00
1.07	Concrete Paint	3.00	gals					\$82.00	\$246.00		\$0.00
1.08									\$0.00		\$0.00
1.09									\$0.00		\$0.00
	Subtotal from Estimate Continuation Sheets						\$0.00		\$0.00		\$0.00
1.97	Subtotal (S/T) Direct Costs:						\$2,504.00	Subtotal Mat'l	\$246.00	Subtotal Equip.	\$768.00
1.98								Sales Tax	5.3% \$13.04	Sales Tax	5.3% \$40.70
1.99	Total Direct Costs					Total Labor	\$2,504.00	Total Mat'l	\$259.04	Total Equip.	\$808.70

SUBCONTRACT COSTS		
Item No.	Subcontractor Name	Total Cost
A	B	C
2.01	Piedmont Floor Show	\$1,311.00
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$1,311.00

SUMMARY			
Item No.	Description		Total Cost
3.01	Total Direct Labor Cost	Item 1.99H	\$2,504.00
3.02	Total Direct Material Cost	Item 1.99J	\$259.04
3.03	Total Equipment Cost	Item 1.99L	\$808.70
3.04	Subtotal	3.01+3.02+3.03	\$3,571.74
3.05	Overhead and Profit* (%)	15%	\$535.76
3.06	Subtotal		\$4,107.50
3.07	Subcontractor Cost	Item 2.99	\$1,311.00
3.08	GC Markup on Subcontractors** (%)	5.00%	\$65.55
3.09	Subtotal	3.06+3.07+3.08	\$1,376.55
3.10	Additional Bond Cost	2%	\$82.15
3.99	Total Change Order Cost	(3.09+3.10)	\$5,566.20

Submitted By

Name: Randy Jennings

Signature:

Title: Vice President of Operations

Date: October 5, 2023

Qty Units Table





**PROPOSED CHANGE ORDER # 017  
Town of Amherst WTP Improvements**

October 4, 2023

Dear Mr. White,

Anderson Construction, Inc. (ACI) would like to propose a change order for this project as requested by Gary Williams, WWTP Director. The proposed change order is to replace the existing switch boxes near the laboratory sink to match the newly installed boxes.

**SCOPE:**

- ACI will provide labor and material to replace the existing gang box covers near the laboratory sink. The new boxes will match those recently installed.
- **Cost of Proposed Change Order (see attached GC-1 for breakdown):**  
  
**\$646.00**
- **One (1) Additional Workday Requested**

If you require further information in order to approve this change order, let us know as soon as possible.

Sincerely,

Randy Jennings, VP of Operations  
Anderson Construction, Inc.  
Office: 434.239.4913  
Cell: 434.546.0232



## CONTRACTOR ESTIMATE FOR CHANGE ORDER

**HECO-GC-1**

Revised: 10/06/2014

**Project Code:** 21044

**Contractor:** Anderson Construction Inc.

**Agency:** Town of Amherst

**Change Description:** PCO-017 - Gangboxes at Lab Sink

**Project:** Town of Amherst WTP & RWPS Upgrades

GENERAL CONTRACTOR DIRECT COSTS											
Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01	Project Manager	0.00	hrs	1.00	0.00	\$65.00	\$0.00		\$0.00		\$0.00
1.02	Superintendent	4.00	hrs	1.00	4.00	\$58.80	\$235.20		\$0.00		\$0.00
1.03	Skilled Laborer	0.00	hrs	1.00	0.00	\$47.00	\$0.00		\$0.00		\$0.00
1.04	Skilled Laborer	0.00	hrs	1.00	0.00	\$47.00	\$0.00		\$0.00		\$0.00
1.05	Laborer	0.00	hrs	1.00	0.00	\$29.40	\$0.00		\$0.00		\$0.00
1.06	Misc. Materials	1.00	ls					\$300.00	\$300.00		\$0.00
1.07									\$0.00		\$0.00
1.08									\$0.00		\$0.00
1.09									\$0.00		\$0.00
Subtotal from Estimate Continuation Sheets							\$0.00		\$0.00		\$0.00
1.97	Subtotal (S/T) Direct Costs:						\$235.20	Subtotal Mat'l	\$300.00	Subtotal Equip.	\$0.00
1.98								Sales Tax	5.3% \$15.90	Sales Tax	5.3% \$0.00
1.99	Total Direct Costs						\$235.20	Total Mat'l	\$315.90	Total Equip.	\$0.00
				Total Labor							

SUBCONTRACT COSTS		
Item No.	Subcontractor Name	Total Cost
A	B	C
2.01	Southern Air	
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$0.00

SUMMARY			
Item No.	Description		Total Cost
3.01	Total Direct Labor Cost	Item 1.99H	\$235.20
3.02	Total Direct Material Cost	Item 1.99J	\$315.90
3.03	Total Equipment Cost	Item 1.99L	\$0.00
3.04	Subtotal	3.01+3.02+3.03	\$551.10
3.05	Overhead and Profit* (%)	15%	\$82.67
3.06	Subtotal		\$633.77
3.07	Subcontractor Cost	Item 2.99	\$0.00
3.08	GC Markup on Subcontractors** (%)	5.00%	\$0.00
3.09	Subtotal	3.06+3.07+3.08	\$0.00
3.10	Additional Bond Cost	2%	\$12.68
3.99	Total Change Order Cost	(3.09+3.10)	\$646.44

Submitted By

Name: Randy Jennings

Signature:

Title: Vice President of Operations

Date: October 5, 2023

Qty Units Table



**PROPOSED CHANGE ORDER # 020  
Town of Amherst WTP Improvements**

October 4, 2023

Dear Mr. White,

Anderson Construction, Inc. (ACI) would like to propose a change order for this project as requested by Gary Williams, WWTP Director. The proposed change order is to install new pipe insulation and heat trace on the existing pipes on the north end of the building.

**SCOPE:**

- Replace existing pipe insulation.
- Replace existing heat trace system.
- **Cost of Proposed Change Order (see attached GC-1 for breakdown):**  
  
**\$13,047.00**
- **Two (2) Additional Workdays Requested**

If you require further information in order to approve this change order, let us know as soon as possible.

Sincerely,

Randy Jennings, VP of Operations  
Anderson Construction, Inc.  
Office: 434.239.4913  
Cell: 434.546.0232



## CONTRACTOR ESTIMATE FOR CHANGE ORDER

**HECO-GC-1**

Revised: 10/06/2014

**Project Code:** 21044

**Contractor:** Anderson Construction Inc.

**Agency:** Town of Amherst

**Change Description:** PCO-020 - Pipe Insulation & Heat Trace

**Project:** Town of Amherst WTP & RWPS Upgrades

GENERAL CONTRACTOR DIRECT COSTS											
Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01	Project Manager	1.00	hrs	1.00	1.00	\$65.00	\$65.00		\$0.00		\$0.00
1.02	Superintendent	4.00	hrs	1.00	4.00	\$58.80	\$235.20		\$0.00		\$0.00
1.03	Skilled Laborer	4.00	hrs	1.00	4.00	\$47.00	\$188.00		\$0.00		\$0.00
1.04	Skilled Laborer	4.00	hrs	1.00	4.00	\$47.00	\$188.00		\$0.00		\$0.00
1.05	Laborer	4.00	hrs	1.00	4.00	\$29.40	\$117.60		\$0.00		\$0.00
1.06	Truck with Tools (1)	1.00	day						\$0.00	\$192.00	\$192.00
1.07	Dumpster Rental and Fees	1.00	ls						\$0.00	\$500.00	\$500.00
1.08									\$0.00		\$0.00
1.09									\$0.00		\$0.00
	Subtotal from Estimate Continuation Sheets						\$0.00		\$0.00		\$0.00
1.97	Subtotal (S/T) Direct Costs:						\$793.80	Subtotal Mat'l	\$0.00	Subtotal Equip.	\$692.00
1.98								Sales Tax	5.3%	Sales Tax	5.3%
1.99	Total Direct Costs				Total Labor		\$793.80	Total Mat'l	\$0.00	Total Equip.	\$728.68

SUBCONTRACT COSTS		
Item No.	Subcontractor Name	Total Cost
A	B	C
2.01	G&B Insulation	\$7,115.00
2.02	Southern Air	\$3,610.00
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$10,725.00

SUMMARY			
Item No.	Description		Total Cost
3.01	Total Direct Labor Cost	Item 1.99H	\$793.80
3.02	Total Direct Material Cost	Item 1.99J	\$0.00
3.03	Total Equipment Cost	Item 1.99L	\$728.68
3.04	Subtotal	3.01+3.02+3.03	\$1,522.48
3.05	Overhead and Profit* (%)	15%	\$228.37
3.06	Subtotal		\$1,750.85
3.07	Subcontractor Cost	Item 2.99	\$10,725.00
3.08	GC Markup on Subcontractors** (%)	5.00%	\$536.25
3.09	Subtotal	3.06+3.07+3.08	\$11,261.25
3.10	Additional Bond Cost	2%	\$35.02
3.99	Total Change Order Cost	(3.09+3.10)	\$13,047.11

Submitted By

Name: Randy Jennings

Signature:

Title: Vice President of Operations

Date: October 5, 2023

Qty Units Table



## **PROPOSED CHANGE ORDER # 021 Town of Amherst WTP Improvements**

October 4, 2023

Dear Mr. White,

Anderson Construction, Inc. (ACI) would like to propose a change order for this project as requested by Gary Williams, WWTP Director. The proposed change order is to demolish existing chain link fence on the concrete wall at the north side of the WTP building and install aluminum handrail.

### **SCOPE:**

- Demolish existing 8-foot long chain link fence.
- Install aluminum handrail in concrete wall.
- **Cost of Proposed Change Order (see attached GC-1 for breakdown):**

**\$1,485.00**

- **One (1) Additional Workday Requested**
- Additional handrails can be provided around the sedimentation basins at a cost of \$75.00 per linear foot.

If you require further information in order to approve this change order, let us know as soon as possible.

Sincerely,

Randy Jennings, VP of Operations  
Anderson Construction, Inc.  
Office: 434.239.4913  
Cell: 434.546.0232



## CONTRACTOR ESTIMATE FOR CHANGE ORDER

**HECO-GC-1**

Revised: 10/06/2014

**Project Code:** 21044

**Contractor:** Anderson Construction Inc.

**Agency:** Town of Amherst

**Change Description:** PCO-021 - Add Handrail

**Project:** Town of Amherst WTP & RWPS Upgrades

GENERAL CONTRACTOR DIRECT COSTS											
Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01	Project Manager	0.00	hrs	1.00	0.00	\$65.00	\$0.00		\$0.00		\$0.00
1.02	Superintendent	2.00	hrs	1.00	2.00	\$58.80	\$117.60		\$0.00		\$0.00
1.03	Skilled Laborer	4.00	hrs	1.00	4.00	\$47.00	\$188.00		\$0.00		\$0.00
1.04	Skilled Laborer	4.00	hrs	1.00	4.00	\$47.00	\$188.00		\$0.00		\$0.00
1.05	Laborer	4.00	hrs	1.00	4.00	\$29.40	\$117.60		\$0.00		\$0.00
1.06	Truck with Tools (2)	1.00	days						\$0.00	\$192.00	\$192.00
1.07	42" H, 48" L Handrail	2.00	ea					\$215.00	\$430.00		\$0.00
1.08									\$0.00		\$0.00
1.09									\$0.00		\$0.00
Subtotal from Estimate Continuation Sheets							\$0.00		\$0.00		\$0.00
1.97	Subtotal (S/T) Direct Costs:						\$611.20	Subtotal Mat'l	\$430.00	Subtotal Equip.	\$192.00
1.98								Sales Tax	5.3% \$22.79	Sales Tax	5.3% \$10.18
1.99	Total Direct Costs						\$611.20	Total Mat'l	\$452.79	Total Equip.	\$202.18

SUBCONTRACT COSTS		
Item No.	Subcontractor Name	Total Cost
A	B	C
2.01	list totals from attached HECO-SC-1 form	
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	Total Subcontract Costs	\$0.00

SUMMARY			
Item No.	Description		Total Cost
3.01	Total Direct Labor Cost	Item 1.99H	\$611.20
3.02	Total Direct Material Cost	Item 1.99J	\$452.79
3.03	Total Equipment Cost	Item 1.99L	\$202.18
3.04	Subtotal	3.01+3.02+3.03	\$1,266.17
3.05	Overhead and Profit* (%)	15%	\$189.92
3.06	Subtotal		\$1,456.09
3.07	Subcontractor Cost	Item 2.99	\$0.00
3.08	GC Markup on Subcontractors** (%)	5.00%	\$0.00
3.09	Subtotal	3.06+3.07+3.08	\$0.00
3.10	Additional Bond Cost	2%	\$29.12
3.99	Total Change Order Cost	(3.09+3.10)	\$1,485.21

Submitted By

Name: Randy Jennings

Signature:

Title: Vice President of Operations

Date: October 5, 2023

Qty Units Table