



TOWN OF WAITSFIELD

SELECTBOARD MEETING

Monday, February 26, 2018, 6:30 P.M.

Waitsfield Town Office

Agenda

Selectboard Members

Paul Hartshorn, Chair
Sal Spinosa, V. Chair
Kari Dolan
Darryl Forrest

All times are approximate.

Changes in the items and order of the agenda may occur.

Town Clerk/Asst.

Treasurer
Jennifer Peterson

Town Treasurer/ Asst. Clerk

Sandra Gallup

Town Administrator

Trevor Lashua

Planning & Zoning Administrator/Town Health Officer/E-911 Coordinator

Susan Senning

Road Foreman

Rodney Jones

Fire Chief

Adam Cook

Waitsfield Town Office

4144 Main Street
Waitsfield, VT 05673
(802) 496-2218
www.waitsfieldvt.us

I. Call to Order: 6:30 P.M.

II. Regular Business.

1. Agenda addition, removal, or adjustment per 1 V.S.A. § 312 (d) (3) (A). (5 +/- min.)
ACTION: Review agenda.
2. Public forum. (5 +/- min.)
3. FY17 Audit Presentation and Discussion – Rick Brigham of Sullivan, Powers, and Company. (30 +/- min.)
4. Treasurer's Recommendation to Consolidate Funds and Close Project Accounts. (10 +/- min.)
5. Draft Fund Balance Policy Review and Discussion. (20 +/- min.)
6. Village West Sidewalk Project Management Letter. (15 +/- min.)
7. Town Meeting 2018 Preparation – Assignments and Budget Scripts. (15 +/- min.)
8. Decentralized Wastewater – Appoint primary and backup secondary Town representatives for closing with the Winter Park Septic Association. (15 +/- min.)
9. Bills payable and Treasurer's warrants. (5 +/- min.)
10. Approval of February 12th, 2018 meeting minutes. (5 +/- min.)
11. Selectboard roundtable. (10 +/- min.)
12. Town Administrator's report. (5 +/- min.)

III. Other Business.

1. Correspondence/reports received.

IV. Executive session – none anticipated.

IV. Adjourn.

Waitsfield Town Administrator's Report

February 26, 2018

II. REGULAR BUSINESS.

Item II.1. Review agenda for addition, removal, or adjustment per 1 V.S.A. 312 (d) (3) (A).

The open meeting law requires amendments to an agenda (i.e. additions, deletions, or other alterations) to be made as the first order of business.

Recommendation:

Review and vote on any adjustments to the agenda.

Item II.3. FY17 Audit Presentation and Discussion – Rick Brigham of Sullivan, Powers and Company.

Rick Brigham of Sullivan, Powers, and Company will present the FY17 audit. Town Treasurer Sandy Gallup will join the discussion as well. Audit books were included in the Board's 1/29 meeting packets; a copy will be loaded to the Town's website under the section titled, "News and Notices."

The Town received an unmodified opinion with two deficiencies (authorization of journal entries and review of "critical" spreadsheets). The deficiencies have already been fixed in practice. The audit contains an adverse opinion specifically for Cemetery Commission funds which can be remedied by reporting on those funds in the FY18 audit.

Recommendation:

Approve the FY17 audit from Sullivan, Powers and Company as presented.

Item II.4. Treasurer's Recommendation to Consolidate Funds and Close Project Accounts.

The memo from Town Treasurer Sandy Gallup explains the recommendation in more detail, but essentially the request is to return nearly \$7,000 from three project and fund accounts to the General Fund. Though not the purpose for the recommendation, moving these funds to the General Fund will help address anticipated non-tax revenue shortfalls in the FY18 budget. The funds come from the following three places, and are not needed for the original or intended purposes:

- \$1,067.97 from the Budget Stabilization Fund.
- \$613.35 from the Solar Array project.
- \$5,275.39 from the Town Office project.

Recommendation:

Accept the recommendations of the Town Treasurer to return \$6,956.71 in project funds to the General Fund.

Item II.5. Draft Fund Balance Policy Review and Discussion

The draft fund balance policy is one of two discussed frequently throughout the budgeting process. The other draft policy, the debt service policy, is scheduled to be presented at the 3/12 meeting. The draft policy establishes a fund balance target; the target is the amount the Town will aim to set aside as an emergency or "rainy day" fund. Establishing a rainy day fund is a best fiscal practice and ensures fiscal resiliency.

The Government Finance Officers Association (GFOA) recommends an amount equivalent to two months of operating expenditures – using the proposed FY19 budget as a guide the Town would need to maintain \$311,909 in the fund. The Town is well short of that target at this time. The policy calls for the development of a plan to achieve the recommended level, along with options for use of any funds accrued in excess of the rainy day target.

There is an estimated \$150,000 in unassigned fund balance currently (this subtracts the nearly \$16,000 dedicated for storm and bridge damage debt consolidation and elimination by the Board in October 2017). Some of the \$150,000 will likely need to be used to cover the Town's remaining portion of the cost of a Fire Truck arriving in April (about \$70,000). The Selectboard may also wish to use \$25,000 for the remaining portion of the expense to replace a Road Department truck (the International Lo-Profile truck) rather than borrow the money as is proposed in the FY19 budget.

Recommendation:

Adopt the draft fund balance policy as presented or otherwise amended and direct staff to create a multi-year funding plan for consideration.

Item II.6. Village West Sidewalk Project Management Letter.

The letter describes the municipal project management structure proposed for the remaining phases of the Village West sidewalk project. A copy of the letter has been sent to VTrans for review; any feedback received will be relayed and/or incorporated. The project management concept was discussed with VTrans staff in December as well. The Mad River Valley Planning District Steering Committee approved the participation of district staff at its 1/25 meeting; approval of the letter and management concept by the Selectboard is the remaining step to codify the framework as first outlined in November 2017.

Recommendation:

Approve the letter to VTrans regarding the Village West sidewalk project and the project management team and approach described.

Item II.7. Town Meeting 2018 Preparation – Assignments and Budget Scripts.

Draft budget “scripts” for the six categories of expenditures outlined at the 2/12 meeting are included in packets. A similar “script” is being developed for the revenues portion of the budget; all members will receive a copy once it has been finished.

Recommendation:

Choose/designate FY19 budget assignments for Town Meeting 2018.

Item II.8. Decentralized Wastewater – Appoint primary and secondary Town representatives for closing with the Winter Park Septic Association.

The closing with the Winter Park Septic Association is scheduled to occur at 4:00 p.m. on Wednesday, 2/28. The Selectboard chair is generally the representative of the Town to sign; the recommendation to designate a secondary representative provides an added layer of insurance. Closing in February means that repayment of the more than \$411,000 loan by the association begins in May, as opposed to June (if the closing slides to 3/1, for example). Having two months of loan repayment income in FY18 helps the

overall fiscal outlook for the year. A requisition for reimbursement for nearly \$254,000 in project costs paid by the Town has already been submitted to the Department of Environmental Conservation (DEC), which will process the reimbursement request following the Town's closing with the association.

Recommendation:

Appoint the Selectboard chair as the primary representative and another Selectboard member as the secondary or alternate representative to sign on behalf of the Town at closing.

Item II.9. Bills payable and Treasurer's warrants.

Recommendation:

Approval and signature, where appropriate.

Item II.10. Approval of the February 12th meeting minutes, if available.

The draft minutes for 02/12 are enclosed.

Recommendation:

Approval as presented and/or with any corrections or additions.

III. OTHER BUSINESS

Item III.1. Correspondence/Documents/Reports received.

- a. None to report, as of this writing.

IV. Executive Session.

An executive session is not anticipated, as of this writing.

Town Administrator's Report (II.12; out-of-sequence)

Frequently Asked Questions: Fire Protection Contribution

A draft of the document is included for review. Robin Morris assisted with the creation of the document on behalf of the Water Commission.

Draft request-for-information (RFI) for lease of land for solar facilities at the gravel pit

A first draft of a request for information is still in development; drafting was temporarily shelved while the FY19 budget scripts were developed. The presentation of the draft has been moved to the 3/12 meeting.

2017 Annual Report

As of this writing, Friday afternoon is the expected delivery date of the Annual Report. They will be in the mail Monday. A general notice of availability will be broadcast as well.

Upcoming Potential Agenda Items

Potential agenda items include:

- Select Town Office landscape maintenance contractor.
- Road Reclassification (schedule for June).
- Solar Array at gravel pit RFI.

Waitsfield Town Administrator's Report

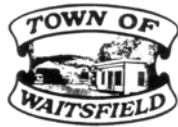
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- Draft debt service policy.
- Fire Truck funding decision.
- Committee, commission, and other appointments and reappointments (after Town Meeting).
- Social Service Organization Appropriations Policy.
- Personnel Policy revisions (for remaining sections not changed during 2017 update).

Respectfully submitted,

Trevor Lashua, Town Administrator



TOWN OF WAITSFIELD

MEMORANDUM

TO: Waitsfield Selectboard
Trevor Lashua, Town Administrator

FROM: Sandra Gallup, Town Treasurer

DATE: February 6, 2018

SUBJECT: Move completed project funds to the General Fund

We have three projects that are completed that have small amounts of funds remaining. I am proposing that we close out these projects and move the balances to the General Fund.

The three completed projects and amounts are:

Budget Stabilization Fund	\$1,067.97
Solar Array	\$613.35
Town Office Facility	\$5,275.39

Total to transfer to General Fund \$6,956.71

It is possible to transfer these appropriated funds because the General Fund has paid costs that relate to the original purpose of the appropriations (example-Town Office Fit up expenditures).

I recommend moving the remaining balances in the Budget Stabilization, Solar Array and Town Office Facility projects (totaling \$6,956.71) to the General Fund.

TOWN OF WAITSFIELD

FUND BALANCE POLICY

PURPOSE

The purpose of establishing a policy on the undesignated or unassigned fund balance in the general fund is to provide a guideline for budgeting and tax rate decisions and to maintain an appropriate level of undesignated or unassigned fund balance in the general fund for the following purposes:

- To fund operations by providing sufficient working capital for adequate cash flow, tax rate stabilization, and as protection against uncollected taxes, economic downturns, or shortfalls of revenues, imposition of additional costs by other governmental agencies including courts, errors in financial forecasting, natural disasters, and cutbacks in distributions from the state government.
- To reduce the cost of long-term borrowing by maintaining an appropriate level of undesignated or unassigned general fund balance.

DEFINITIONS.

Undesignated or Unassigned fund balance – The portion of the general fund balance that is not reserved or designated for a specific use that exists at the end of the fiscal year.

Operating expenditures – All charges included in the Gross Spending General Town Budget.

RATIONALE

The Government Finance Officers Association (GFOA) recommends that, “at a minimum, general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.”

GFOA also notes that, “The adequacy of unrestricted fund balance in the general fund should take into account each government’s own unique circumstances. For example, governments that may be vulnerable to natural disasters, more dependent of a volatile revenue source, or potentially subject to cuts in state aid and/or federal grants may need to maintain a higher level in the unrestricted fund balance.”

POLICY

The Town should budget for current year general fund revenues including property tax revenues to be sufficient to finance current year expenditures.

Consistent with the recommendations of GFOA, an undesignated or unassigned general fund balance of two months of general fund operating expenditures should be maintained. If this goal

46 is not met, the Selectboard will adopt a multi-year plan to achieve the desired level of funding for
47 the undesignated fund balance established in this policy.

48

49 As part of setting the Town tax rate the Selectboard will review and discuss the undesignated or
50 unassigned general fund balance. After satisfying the desired level of funding for the
51 undesignated or unassigned fund balance, any surplus remaining shall, at the discretion of the
52 Selectboard, be addressed in one of the following ways:

53

- 54 • Returned in whole or in part to the taxpayers in the annual tax rate calculation.
- 55 • Used to pay down debt service (principal and interest).
- 56 • Used to fund capital reserves (assigned or unassigned).

57

58 **Be it enacted by the Selectboard of the Town of Waitsfield, Vermont:**

59 The foregoing Policy is hereby adopted by the Selectboard of the Town of Waitsfield, Vermont,
60 this ___ day of _____, 2018 and is effective as of this date until amended or repealed.

61

62 _____

63 Chairperson

64 _____

65 _____

66 _____

67 _____



TOWN OF WAITSFIELD

February 22, 2018

Scott Gurley
Project Supervisor
Vermont Agency of Transportation
One National Life Drive
Montpelier, VT 05633-5001
(802) 828-2657

Dear Scott,

The Town of Waitsfield has decided to explore alternative Local Project Manager options for the Waitsfield Village STP BP(13)4 sidewalk project. The contract for the prior project manager has expired.

The Town has created a project team consisting of the Town Administrator and Mad River Valley Planning District (MRVPD) staff. The following proposal for the roles, responsibilities, and tasks has been endorsed by the Waitsfield Selectboard.

The right-of-way phase is still in process; one temporary construction easement has been signed, with four remaining to be obtained. The Town Administrator and MRVPD Community Planner Kristine Keeney will negotiate and obtain the remaining easements to finalize the phase. The process should be complete and sent to VTrans for approval no later than April 2018.

When the project moves into the final design phase and bid process, MRVPD's Kristine Keeney will serve as overall Local Project Manager. In her previous role as the City of Portland, Maine's Bicycle & Pedestrian Coordinator, Kristine simultaneously managed the design, outreach, bidding, coordination, and construction of multiple pedestrian infrastructure projects. Kristine's significant professional experience with projects of this type will help ensure the project is effectively and efficiently managed.

The anticipated timeline for final design and review is four months, and would be expected no later than September 2018. The project would then be bid.

During construction, Kristine will continue to serve as the Local Project Manager, coordinating with the contractor, landowners, and the public. The Town will also hire a qualified construction inspector. Construction is anticipated to begin in Spring (May 2019). The Town Administrator will serve as the overall project, administrative, and financial lead. This includes, but may not be limited to, requisitions, compliance, and the close-out process.

The aforementioned approach will deliver a successful and efficiently managed sidewalk project. The Town is happy to provide additional information or answer any questions about the approach or the project team.

Sincerely,

Trevor M. Lashua

Capital Transfers (the Capital Improvement Program)

Consists of: Capital outlays (direct purchases of equipment and services), capital debt service payments (principal and interest on paving, culverts, and trucks, for example), and transfers to capital reserves (funds set aside for later use for capital needs). There are three capital categories: road, fire, and general (anything that isn't road or fire).

Total FY19 Budget: \$313,669 in FY19 General Fund expenditures; \$408,135 in total.

Capital Transfers and Transfers to Capital Reserves	p.30; lines 223-230	+\$32,333	11.5%
<i>Road Department</i>	<i>p.30; line 224</i>	<i>FY19 = \$108,169 (-\$4,911)</i>	
FY19 Budget	<p>This covers direct capital outlays (the equipment, goods, or services purchased outright in a given fiscal year) and capital debt service payments). This type of grouping occurs below for Fire and General capital expenditures as well). For the Road Department in FY19, that breaks down this way for the items funded by the general fund directly in FY19:</p> <ul style="list-style-type: none"> • Paving Loans (debt service) = \$80,746 <ul style="list-style-type: none"> ○ \$10,500 for repayment of a paving note expiring in FY20. Interest rate of 2.5%. ○ \$50,491 for repayment of a paving note expiring in FY21. Interest rate of 1.73%. ○ \$19,755 for a paving note expiring in FY22. Interest rate of 1.92%. ○ The Town would like to transition away from borrowing for paving – it depreciates at a fast rate than the term of the loan. • International Lo-Profile Truck (debt service, new) = \$8,923 (see note in truck reserves in section below – this may be avoidable debt). • Tremblay Road Culvert (debt service) = \$18,500 <p>There are two items in this category to be funded with capital reserves set aside from prior fiscal years:</p> <ul style="list-style-type: none"> • Backhoe refurbishment = \$20,000 from the Heavy Equipment Reserve. • Hydroseeder with trailer = \$16,000 from the Heavy Equipment Reserve. 		
Prior fiscal year notes	None.		
<i>Road Department Reserves</i>	<i>p.30; line 225</i>	<i>FY19 = \$115,000 (+\$45,000)</i>	
FY19 Budget	<p>Capital reserves are designed to allow the Town to save up for more expensive projects or purchases (to either fully-fund or to offset any borrowing, grant, or other funds). The big increase is for paving, with the repaving of the East Warren Road looming in the FY22 to FY24 neighborhood. The Town will seek a Class 2 Paving Grant from the State; Class 2 grants are for a maximum of \$175,000, with a 20% match (\$35,000). The East Warren Road project is expected to cost between \$500,000 and \$750,000. The Town started a paving reserve in FY18, with \$10,000 used to seed the reserve. Here's the breakdown for FY19:</p> <ul style="list-style-type: none"> • \$50,000 for paving reserves (for \$60,000 total at the close of FY19). 		

	<ul style="list-style-type: none"> • \$40,000 for truck reserves. The replacement of the International Lo-Profile truck will see these funds pressed into action in FY19, and early in the year at that. The reserve for Road Department trucks will close FY19 with nothing in reserve; the approximately \$25,000 to be borrowed as part of the Budget Task Force proposal may be covered by unassigned fund balance, if any, eliminating the need to expand the Town’s already heavy debt load. • \$15,000 for heavy equipment reserves. The Town is working towards the funds needed to replace the grader. The proposed year of replacement is FY21. • \$10,000 for Bridge/Culvert Reserves. These funds are currently likely to see use as a grant match for a State Structures grant for a sizeable culvert on East Warren Road. The Structures grant awards a maximum of \$175,000, with the Town responsible for a 20% match (\$35,000). The Town, with the FY19 contribution, will have \$38,583 in reserves. The Town will look to secure grant funding and complete the project in FY20 – however, the project will not proceed automatically with or without the funding. In FY22, the Town will look to replace a culvert on North Road (current rough estimate of cost = \$100,000 to \$125,000). The Town will be unlikely to find grant funding, given the timing and traditional award cycles (competition for Structures grants always exceeds the resources – it may three, five, seven years or longer before a grant can be secured, if the Town is successful in securing one for East Warren Road). The budgets for both projects will need to be refined during FY19, prior to FY20 budget creation. 	
Prior fiscal year notes	None.	
<i>Fire Department</i>	<i>p.30; line 226</i>	<i>FY19 = \$9,600 (-\$156)</i>
FY19 Budget	For FY19, this line holds only the debt service payment for replacement of the SCBA units (self-contained breathing apparatus – for entering structures on fire/interior firefighting). The \$9,600 payment is for a note that expires in FY21. The interest rate is 2.10%.	
Prior fiscal year notes	None.	
<i>Fire Department Reserves</i>	<i>p.30; line 227</i>	<i>FY19 = \$26,000 (-\$21,500)</i>
FY19 Budget	The purchase of a new fire pumper in FY18 depleted truck reserves, which will need to be rebuilt prior to the purchase of a replacement utility van in FY22, per the current iteration of the CIP. The breakdown of funding is: <ul style="list-style-type: none"> • \$20,000 for Fire Truck Reserves. • \$6,000 for Fire Building Reserves (for a total of \$22,656 at the end of FY19). 	
Prior fiscal year notes	None.	
<i>General – Transfers to reserves</i>	<i>p.30; line 228</i>	<i>FY19 = \$35,000 (+\$30,000)</i>
FY19 Budget	This is a transfer to reserves for the Town’s required match for the sidewalk project known as Village West Phase 2, running from the Valley Players building to the intersection of Main and Bridge Streets along the west side of Route 100. The Town needs nearly \$80,000 to make its match, with construction slated to begin late in FY19 and run into FY20. The FY19 transfer, when combined with reserves on hand, gives the Town \$54,000;	

	another \$26,000 will need to be transferred in the FY20 budget. The Town has reached a point where the cost to exit the project (in the form of repaying grant funds spent and reimbursed) exceeds the projected costs to complete it.	
Prior fiscal year notes	None.	
<i>General – Project specific</i>	<i>p.30; line 229</i>	<i>FY19 = \$19,900 (-\$16,100)</i>
FY19 Budget	For FY19, this consists solely of debt service payments on a sidewalk improvement loan that will be paid off in FY20. The \$19,900 is tied to the last sidewalk project to be completed. There is no anticipated borrowing, short or long-term for future sidewalk projects.	
Prior fiscal year notes	None.	

Contribution to Reserves (non-capital)

Total FY19 Budget: \$0

Transfer to Non-Capital Reserves	p.30; lines 231-241	-\$10,000	-100.0%
<i>Entrust Conservation Fund</i>	<i>p.30; line 232</i>	<i>FY19 = \$0 (\$0)</i>	
FY19 Budget	One of a number of reserve funds the Town has that is dedicated to conservation or able to be used for conservation – others include the Restroom/Recreation/Conservation fund, the Town Forest Stewardship Fund, and the newly-created Scrag Mountain Town Forest Reserve Fund. As of the close of FY17, this reserve fund held \$14,160.		
Prior fiscal year notes	None.		
<i>Restroom, Recreation, Conservation Fund</i>	<i>p.30; line 233</i>	<i>FY19 = \$0 (-\$10,000)</i>	
FY19 Budget	The fund will hold \$17,344 at the close of FY18 – that’s after subtracting \$5,500 towards the Town’s \$8,500 contribution to the Mad River Recreation District’s trail mapping and kiosk/signage project.		
Prior fiscal year notes	The Board proposed eliminating the transfer in FY18 as well; \$10,000 was restored from the floor at Town Meeting.		
<i>Lareau Park Reserve</i>	<i>p.30; line 234</i>	<i>FY19 = \$0 (\$0)</i>	
FY19 Budget	This reserve is dedicated for improvements at Lareau Park; as of the close of FY17 the reserve fund held \$5,461.		
Prior fiscal year notes	None.		
<i>Reappraisal Reserve</i>	<i>p.30; line 235</i>	<i>FY19 = \$0 (\$0)</i>	
FY19 Budget	This reserve holds funds set aside to fund a town-wide reappraisal when needed. There is currently no schedule for the next reappraisal – the last reappraisal was in 2006, so it’s likely that one will be needed within the next three or four fiscal years. As of the close of FY17, the fund held \$73,971.		
Prior fiscal year notes	None.		
<i>Town Forest Stewardship</i>	<i>p.30; line 236</i>	<i>FY19 = \$0 (\$0)</i>	
FY19 Budget	One of the four funds currently dedicated in whole or in part to conservation efforts. This reserve held \$64,834 as of the end of FY17. This fund is the		

FY19 Budget	One of the four funds currently dedicated in whole or in part to conservation efforts. This reserve held \$64,834 as of the end of FY17. This fund is the source of \$3,000 of the Town's \$8,500 contribution to the Mad River Recreation District's trail mapping and kiosk/signage project	
Prior fiscal year notes	None.	
<i>Energy Projects</i>	<i>p.30; line 237</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	This reserve for energy projects. As of the close of FY17 the reserve held \$8,843.	
Prior fiscal year notes	None.	
<i>Budget Stabilization</i>	<i>p.30; line 238</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	Created to smooth out year-to-year changes in the budget, this fund hasn't held much for a while. As of the close of FY17, there was only \$1,067 in the reserve.	
Prior fiscal year notes	None.	
<i>Street Trees</i>	<i>p.30; line 239</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	The street trees reserve held \$5,730 as of the close of FY17.	
Prior fiscal year notes	None.	
<i>Agricultural Support</i>	<i>p.30; line 240</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	This reserve, created by voters, is capped at \$10,000 per the original authorization. As of the close of FY17, the fund exceeded its cap with \$10,033. The cap was exceeded through the accumulation of interest.	
Prior fiscal year notes	None.	
<i>Church Clock</i>	<i>p.30; line 241</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	Also known as the Belden Fund, this reserve helps pay for the needs of the Town Clock located at the United Church of Christ on Main Street. As of the close of FY17, the reserve held \$1,902.	
Prior fiscal year notes	None.	

Debt Service

Consists of:

Total \$ Amount: \$278,184

****Does not include the annual payments for capital equipment (such as the Lo Pro truck and the Fire Department's SCBA units), pavement, culverts, and sidewalk improvements – those all appear as debt service payments within the capital improvement program and budget. This also does not include any of the debt to construct the municipal water system (those amounts are not general fund expenses; the expenses can be seen on the FY19 debt service table in the annual report on page 35).**

Debt Service	p.31; lines 243-252	+\$4,092	+1.5%
<i>Town Office/Solar Array</i>	<i>p.31; line 244</i>	<i>FY19 = \$48,915 (-\$463)</i>	
FY19 Budget	<p>This combination of the Town Office and Solar Array is tied to the fact that it's a single note. This is also why Town Office is shown below – it too is a separate note. This note can be broken down to reflect the two components:</p> <ol style="list-style-type: none"> 1) Town Office – is 63% of the total, or \$30,816.45 2) Solar Array – is 37% of the total, or \$18,098.55. <p>This note expires in FY35, with \$539,750 in principal still to be paid as of 07/01/18. The note was for a total of \$635,000, with an interest charge of ~3.4%.</p>		
Prior fiscal year notes	None.		
<i>Town Office</i>	<i>p.31; line 245</i>	<i>FY19 = \$17,955 (-\$278)</i>	
FY19 Budget	<p>This is the other portion of the debt associated with the Town Office project. This note expires in FY37, with \$232,750 in principal still to be paid as of 07/01/18. The note was for a total of \$245,000, with an interest charge of ~1.491%).</p>		
Prior fiscal year notes	None.		
<i>Storm Damage</i>	<i>p.31; line 246</i>	<i>FY19 = \$27,500 (-\$25,470)</i>	
FY19 Budget	<p>This is a new note, authorized by voters at Town Meeting in 2017 for the purpose of consolidating and retiring remaining storm-damage related debts. Those debts, however, total \$145,320.55. The Selectboard is using the \$125,000 to be borrowed, \$4,376 in Covered Bridge Reserve funds, and \$15,945 in unassigned fund balance from FY17 to cover the total cost.</p> <p>The creation and implementation of this plan was a crucial component in improving the Town's audit report for FY17. The five-year note will be taken out in March, and is currently scheduled to retire in FY23. The interest charge has not been determined; the assumption is 3.5%.</p>		
Prior fiscal year notes	None.		
<i>Wastewater – “Big Pipe”</i>	<i>p.31; line 247</i>	<i>FY19 = \$36,484 (\$0)</i>	
FY19 Budget	<p>One of two wastewater-related debt service payments, this is the remaining debt on what has been known as the “Big Pipe” project – the Town's attempt to approve, fund, and construct a centralized wastewater collection and treatment system. The project itself failed to materialize, though a substantial amount of expense and debt did. The note was for a total of \$672,770 with an</p>		

	interest charge of 0.0%. The principal to be paid as of 07/01/18 is \$328,358 The note expires in FY27.	
Prior fiscal year notes	None.	
<i>Decentralized Wastewater</i>	<i>p.31; line 248</i>	<i>FY19 = \$31,000 (+\$31,000)</i>
FY19 Budget	<p>This is the first of the annual debt services payments for the decentralized wastewater project. The \$31,000 debt service payment will be covered by revenue (loan re-payments estimated to be \$38,704) from those business/land owners that borrowed funds to upgrade or replace septic systems. All of the projects are in what is considered the Irasville area. The debt's retirement date is still a little uncertain, in that the closure of the Winter Park portion of the project is currently underway. Once that is completed, and the Town's loan formally amended, more exact dates will be known.</p> <p>The money was borrowed for a 20-year term from the State's revolving loan fund for water and wastewater projects with an interest rate of 2.0%. Those who borrowed from the program will repay with an interest rate of 2.5%. The loan maximum, authorized by voters, is \$502,000 – the final loan will likely be less given that one of the prospective borrowers did not end up participating.</p>	
Prior fiscal year notes	The Town carried the loan repayment revenue in FY18 for the full amount, even though Winter Park (the largest of the loans) was not closed. This will create a revenue shortfall in FY18, but not for FY19.	
<i>Fiscal Year Change</i>	<i>p.31; line 249</i>	<i>FY19 = \$63,000 (-\$3,000)</i>
FY19 Budget	When the Town changed its fiscal year from a calendar basis (January 1 to December 31) to a fiscal year basis (July 1 to June 30), it borrowed a substantial amount of money to do so. The \$300,000 note retires in FY20, with \$120,000 in principal remaining to be paid and an interest charge of ~2.5%.	
Prior fiscal year notes	In FY17, due to the timing of when payments were sent and the Town's cash basis of accounting, the Town essentially paid for two fiscal years (FY16 and FY17) in a single year. This added to the fiscal stress experienced in FY17.	
<i>Water Main Break</i>	<i>p.31; line 250</i>	<i>FY19 = \$17,995 (+\$2,995)</i>
FY19 Budget	<p>This is new debt, to be taken out to retire the remainder of the expenses unpaid as a result of the significant water main break caused by VTrans and its subcontractors. The expense is not new, as the FY18 budget included \$15,000 to apply towards paying down the debt. The remaining expenses range between \$115,000 and \$123,000 in the analysis (and are likely less once the FY18 payment of \$15,000 is applied). The Town will borrow the money, as the entity statutorily capable of doing so; the payments will be split 65%/35% between the Town and the Water Commission (on behalf of the water users). The Water Commission's share will be paid through the water budget adopted separately, and paid for through user rates.</p>	
Prior fiscal year notes		
<i>Bridge Street Improvements</i>	<i>p.31; line 251</i>	<i>FY19 = \$35,334 (\$693)</i>
FY19 Budget	The note for multiple improvements to Bridge Street expires in FY31, with \$346,666 in principal remaining to be paid. The note totals \$400,000, with an interest charge of ~2.6%).	
Prior fiscal year notes		

Fire DepartmentTotal FY19 Budget: \$96,905

Fire Department	p.28; lines 140-162	-\$3,188	-3.2%
<i>Gas, Oil, and Grease</i>	<i>p.28; line 141</i>	<i>FY19 = \$3,500 (+\$500)</i>	
FY19 Budget	For gas, oil, and grease, though most of the funds are spent on fuel for the trucks.		
Prior fiscal year notes	None.		
<i>Insurance</i>	<i>p.28; line 142</i>	<i>FY19 = \$9,500 (+\$140)</i>	
FY19 Budget	The Fire Department's share of the property and casualty insurance procured by the Town through VLCT PACIF.		
Prior fiscal year notes	None.		
<i>Telephone and Communications</i>	<i>p.28; line 143</i>	<i>FY19 = \$27,000 (\$0)</i>	
FY19 Budget	Telephone and dispatch expenses.		
Prior fiscal year notes	None.		
<i>Electricity</i>	<i>p.28; line 144</i>	<i>FY19 = \$1,800 (\$0)</i>	
FY19 Budget	For electricity bills not otherwise offset by the Town's solar array at the highway garage.		
Prior fiscal year notes	None.		
<i>Heat</i>	<i>p.28; line 145</i>	<i>FY19 = \$4,000 (\$0)</i>	
FY19 Budget	Fuel to heat the Fire Station. Bourne's Energy is the primary provider.		
Prior fiscal year notes	None.		
<i>Water Service</i>	<i>p.28; line 146</i>	<i>FY19 = \$655 (-\$145)</i>	
FY19 Budget	For water service at the station, this covers the regular facility use and the high pressure filling station (used to fill the trucks before and during fire calls).		
Prior fiscal year notes	None.		
<i>Building Repair and Supplies</i>	<i>p.28; line 147</i>	<i>FY19 = \$2,000 (-\$3,200)</i>	
FY19 Budget	For miscellaneous needs, such as garage door repair, and building supplies.		
Prior fiscal year notes	None.		
<i>Alarm</i>	<i>p.28; line 148</i>	<i>FY19 = \$350 (\$0)</i>	
FY19 Budget	For alarm services from Fire Pro-Tec.		
Prior fiscal year notes	None.		
<i>Truck Repairs</i>	<i>p.28; line 149</i>	<i>FY19 = \$8,000 (+\$3,000)</i>	
FY19 Budget	For the repair of trucks and vehicles; the utility van is showing its age and wear. This is the only line in the Fire Department budget with any substantial increase proposed.		
Prior fiscal year notes	None.		
<i>Equipment Repairs</i>	<i>p.28; line 150</i>	<i>FY19 = \$3,000 (\$0)</i>	
FY19 Budget	SCBA repairs and fixes, for example.		
Prior fiscal year notes	None.		
<i>Bottled Gas</i>	<i>p.28; line 151</i>	<i>FY19 = \$400 (\$0)</i>	
FY19 Budget			
Prior fiscal year notes	None.		
<i>Training</i>	<i>p.28; line 152</i>	<i>FY19 = \$3,400 (\$0)</i>	
FY19 Budget	For training materials, instructors, and supplies (such as food).		
Prior fiscal year notes	None.		

<i>Hose and Equipment</i>	<i>p.28; line 153</i>	<i>FY19 = \$3,200 (\$0)</i>
FY19 Budget	For repair of replacement of firefighting equipment and the hoses (including the nozzles, attachments, etc.).	
Prior fiscal year notes	None.	
<i>Gear</i>	<i>p.28; line 154</i>	<i>FY19 = \$4,500 (\$0)</i>
FY19 Budget	For new firefighters and the replacement of turnout gear (jackets, pants, boots, and helmets).	
Prior fiscal year notes	None.	
<i>Fire Prevention</i>	<i>p.28; line 155</i>	<i>FY19 = \$400 (\$0)</i>
FY19 Budget	For education materials and other items on fire prevention.	
Prior fiscal year notes	None.	
<i>Miscellaneous</i>	<i>p.28; line 156</i>	<i>FY19 = \$500 (\$500)</i>
FY19 Budget	Advertisements, miscellaneous supplies, and so on.	
Prior fiscal year notes	None.	
<i>Dues</i>	<i>p.28; line 157</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget		
Prior fiscal year notes	None.	
<i>Physical Exams</i>	<i>p.28; line 158</i>	<i>FY19 = \$500 (-\$1,500)</i>
FY19 Budget	Exams are no longer required.	
Prior fiscal year notes	None.	
<i>Labor</i>	<i>p.28; line 159</i>	<i>FY19 = \$20,000 (-\$2,000)</i>
FY19 Budget	The pay for the volunteer firefighters.	
Prior fiscal year notes	None.	
<i>FICA</i>	<i>p.28; line 160</i>	<i>FY19 = \$1,700 (+\$17)</i>
FY19 Budget	FICA and Medicare calculations (at the same percentages as the employees in the benefits section under General Government).	
Prior fiscal year notes	None.	
<i>Ladder/Hose Testing</i>	<i>p.28; line 161</i>	<i>FY19 = \$2,500 (\$0)</i>
FY19 Budget	Testing of critical firefighting equipment to ensure it's in the condition needed when needed.	
Prior fiscal year notes	None.	

General Government

Consists of: Town Meeting, Legal and Auditing, Town Office Operations, Town Clerk/Treasurer, Selectboard, Planning and Zoning, Listers, Delinquent Tax Collector, Conservation Commission, Employee Benefits, Dues and Assessments, Special Appropriations, Miscellaneous, and Wait House.
Total FY19 Budget (all categories included in General Government): \$700,663.

Town Meeting	Page 24, lines 1-4	-\$50	-1.0%
<i>Election Expense</i>	<i>p.24; line 2</i>	<i>FY19 = \$2,250 (-\$250)</i>	
FY19 Budget	These are the anticipated election expenses for FY19, a year in which there will be a primary election, a November election, and Town Meeting.		
Prior fiscal year notes	FY17 was a similar with regards to the number of elections.		
<i>Town Report</i>	<i>p.24, line 3</i>	<i>FY19 = \$2,500 (+\$200)</i>	
FY19 Budget	Based on quote from Reprographics for FY18 (2017) report. Mailing notice of availability rather than a copy of the report may save some costs, and reduce waste.		
Prior fiscal year notes	None.		

Legal & Auditing	p.24; lines 5-8	+\$5,100	+19.6%
<i>Legal</i>	<i>p.24; line 6</i>	<i>FY19 = \$15,000 (+\$5,000)</i>	
FY19 Budget	As can be seen in the actuals for FY16 and FY17, and is already the case in FY18, the Town routinely spends at or near the \$15,000 level for legal services. The budget for the line is increased to better reflect that fact. There is an amount of uncertainty inherent in a legal services budget, as it depends in large part on what does or doesn't happen within a given fiscal year.		
Prior fiscal year notes	None.		
<i>Auditing</i>	<i>p.24; line 7</i>	<i>FY19 = \$16,100 (+\$100)</i>	
FY19 Budget	A slight increase from FY18, the amount was forecast at a 5% increase prior to receiving the audit proposal from the auditing firm (which arrived in February). The Town has retained Sullivan, Powers and Company for another three-year term. The Town's FY17 audit showed improvement (an unmodified opinion with two deficiencies and no findings), and it is anticipated the FY18 will show even more.		
Prior fiscal year notes	FY17 actuals are greater due to a single audit and special auditing services procured related to the Town Office project. Those expenses are unlikely to be replicated.		

Town Office Operations	p.24; lines 9-23	+\$6,344	+9.0%
<i>Insurance and Bonds</i>	<i>p.24; line 10</i>	<i>FY19 = \$22,000 (+\$2,944)</i>	
FY19 Budget	This is the property and casualty insurance for the Town's general government activities. There are similar lines for property and casualty insurances in the budget sections for the Road and Fire Departments. The Town's property and casualty insurance comes from the Property and Casualty Intermunicipal Fund (PACIF) operated by VLCT.		
Prior fiscal year notes	None.		
<i>Office Utilities</i>	<i>p.24; line 11</i>	<i>FY19 = \$5,000 (+\$1,030)</i>	

FY19 Budget	This covers water and electric for the Town Offices. The electric costs are often offset by solar credits received for the array at the Highway Garage; in winter months when production is less and temperatures colder (forcing the Town's heat exchange system to work harder and less efficiently) the Town will see electric bills for the building from Green Mountain Power.	
Prior fiscal year notes	None.	
<i>Repairs & Maintenance</i>	<i>p.24; line 12</i>	<i>FY19 = \$5,620 (-\$180)</i>
FY19 Budget	General repairs and maintenance, this has covered expenses related to the generator, the septic system, and other miscellaneous building needs.	
Prior fiscal year notes	None.	
<i>Postage</i>	<i>p.24; line 13</i>	<i>FY19 = \$4,500 (\$0)</i>
FY19 Budget	The Town has a postage machine; other postage costs are covered by this line.	
Prior fiscal year notes	None.	
<i>Supplies</i>	<i>p.24; line 14</i>	<i>FY19 = \$7,000 (\$0)</i>
FY19 Budget	For office supplies (pens, paper, pads, folders, binder, toilet paper, cleaning supplies, light bulbs, etc.).	
Prior fiscal year notes	None.	
<i>Computer Services</i>	<i>p.24; line 15</i>	<i>FY19 = \$2,000 (+\$500)</i>
FY19 Budget	For purchase of computers and/or software, and for technology support services (from a local vendor when/as needed).	
Prior fiscal year notes	None.	
<i>Training</i>	<i>p.24; line 16</i>	<i>FY19 = \$1,000 (\$0)</i>
FY19 Budget	For Town Office staff training.	
Prior fiscal year notes	None.	
<i>Cleaning</i>	<i>p.24; line 17</i>	<i>FY19 = \$7,800 (+\$1,050)</i>
FY19 Budget	The Town Office is cleaned twice per week on average; the new building is larger than the prior building and has different needs (the concrete floors need to be cleaned with a specific cleaner, for example). The Fresh Rinse is the Town's current cleaning contractor.	
Prior fiscal year notes	None.	
<i>Equip. Maintenance & Contracts</i>	<i>p.24; line 18</i>	<i>FY19 = \$8,500 (+\$1,000)</i>
FY19 Budget	Includes any equipment maintenance contracts, such as the elevator contract (\$1,200 for the basic service and inspection program), printer/copier maintenance, sidewalk shoveling and de-icing, the NEMRC financial software, and so on.	
Prior fiscal year notes	None.	
<i>Telephone</i>	<i>p.24; line 19</i>	<i>FY19 = \$4,100 (+\$500)</i>
FY19 Budget	Telephone and internet service for the offices; provided by Waitsfield Telecom.	
Prior fiscal year notes	None.	
<i>Office Equipment</i>	<i>p.24; line 20</i>	<i>FY19 = \$4,000 (-\$1,000)</i>
FY19 Budget	Covers office furniture and fixtures, equipment.	
Prior fiscal year notes	The line was overspent to outfit the new offices with the hope that the expenses would be eligible for coverage under the terms of the Town's grant funding – the items were not eligible.	
<i>Public Notice Expense</i>	<i>p.24; line 21</i>	<i>FY19 = \$4,500 (+\$500)</i>
FY19 Budget	For various legal and other ads (employment, tax due dates, public hearings, Town Meeting warning, etc.).	

Prior fiscal year notes	None.	
<i>Special Services</i>	<i>p.24; line 22</i>	<i>FY19 = \$1,000 (\$0)</i>
FY19 Budget	In FY18, this was used for Town Administrator search services from VLCT and concrete testing for replacement of the slab that produced conflict with the contractor and architect.	
Prior fiscal year notes	None.	

Town Clerk/Treasurer	p.24; lines 24-28	-\$10,936	-13.7%
<i>Salaries</i>	<i>p.24; line 25</i>	<i>FY19 = \$67,964 (-\$11,336)</i>	
FY19 Budget	The decrease in salaries is due to the decrease in hours for the Town Treasurer, who works 23.5 hours per week (the position had been 34 hours per week). The clerk and treasurer each serve as one another's assistant as well, ensuring coverage of both halves at all times. The clerk's work week is 34 hours. The salaries are calculated using the approved rates for FY18 plus the proposed salary pool adjustments for FY19 (2.0%).		
Prior fiscal year notes	See above regarding change in hours.		
<i>Borrowing Interest</i>	<i>p.24; line 26</i>	<i>FY19 = \$0 (\$0)</i>	
FY19 Budget	Any interest on short-term borrowing that isn't listed with the debt or item itself.		
Prior fiscal year notes	None.		
<i>Ballot Clerks</i>	<i>p.24; line 27</i>	<i>FY19 = \$750 (+\$400)</i>	
FY19 Budget	To pay for assistance at elections, Town Meeting, and primaries.		
Prior fiscal year notes	None.		

Selectboard	p.24-25; lines 29-37	-\$341	-0.4%
<i>Selectboard Reimbursement</i>	<i>p.24; line 30</i>	<i>FY19 = \$3,250 (\$0)</i>	
FY19 Budget	The chair receives \$750 for the year, the other four members receive \$625 for the year.		
Prior fiscal year notes	None.		
<i>Town Website</i>	<i>p.25; line 31</i>	<i>FY19 = \$750 (\$0)</i>	
FY19 Budget	For the Town's website, www.waitsfieldvt.us .		
Prior fiscal year notes	None.		
<i>Town Admin. Salary</i>	<i>p.25; line 32</i>	<i>FY19 = \$69,779 (-\$221)</i>	
FY19 Budget	This is a slight decrease based on the transition from one administrator to another. The salary is calculated using the approved rates for FY18 plus the proposed salary pool adjustments for FY19 (2.0%).		
Prior fiscal year notes	None.		
<i>Training</i>	<i>p.25; line 33</i>	<i>FY19 = \$450 (+\$50)</i>	
FY19 Budget	For the Board or Town Administrator. Examples include workshop offerings from VLCT.		
Prior fiscal year notes	None.		
<i>Mileage Reimbursement</i>	<i>p.25; line 34</i>	<i>FY19 = \$100 (-\$120)</i>	
FY19 Budget	For reimbursement of mileage; utilization at a higher rate is not anticipated for FY19.		
Prior fiscal year notes	None.		
<i>SB Recording Secretary</i>	<i>p.25; line 35</i>	<i>FY19 = \$3,000 (\$0)</i>	

FY19 Budget	The recording secretary prepares the minutes of Selectboard meetings (regular and special). The Town is currently seeking someone to fill this job (and the corresponding secretary position for the DRB and Planning Commission). Without a recording secretary, the task falls to the administrator – whose time is better spent on other things.	
Prior fiscal year notes	None.	
<i>Communications</i>	<i>p.25; line 36</i>	<i>FY19 = \$200 (\$0)</i>
FY19 Budget		
Prior fiscal year notes	None.	

Planning & Zoning	p.25; lines 38-46	-\$1,210	-2.4%
<i>PC/DRB Recording Secretary</i>	<i>p.25; line 39</i>	<i>FY19 = \$800 (\$0)</i>	
FY19 Budget	The recording secretary prepares the minutes of DRB and Planning Commission meetings (regular and special). The Town is currently seeking someone to fill this job (and the corresponding secretary position for the Selectboard). Without a recording secretary, the task falls to the Planning and Zoning Administrator .		
Prior fiscal year notes	None.		
<i>Special Planning Projects</i>	<i>p.25; line 40</i>	<i>FY19 = \$3,500 (-\$1,500)</i>	
FY19 Budget	The increase in FY18 was to provide support for the Town Plan update process (such as a planning consultant to draft various sections, update data, and so on). That level of outside support is not anticipated in FY19, though having some funding will prove beneficial as the Planning Commission digs into planning tasks related to energy and Irasville.		
Prior fiscal year notes	See above.		
<i>Town Plan</i>	<i>p.25; line 41</i>	<i>FY19 = \$0 (\$0)</i>	
FY19 Budget	The Town Plan was adopted for a five-year period in FY18. There is no need for specific funding, especially with the funds available in the Special Planning Projects line.		
Prior fiscal year notes	None.		
<i>Salaries</i>	<i>p.25; line 42</i>	<i>FY19 = \$42,740 (+\$240)</i>	
FY19 Budget	Salary for the Planning and Zoning Administrator. Work week is 34 hours. The salary is calculated using the approved rates for FY18 plus the proposed salary pool adjustments for FY19 (2.0%).		
Prior fiscal year notes	None.		
<i>Training</i>	<i>p.25; line 43</i>	<i>FY19 = \$450 (+\$50)</i>	
FY19 Budget	For land use and zoning trainings put on by VLCT, Vermont Agency of Natural Resources, and others.		
Prior fiscal year notes	None.		
<i>Computer Equipment/Service</i>	<i>p.25; line 44</i>	<i>FY19 = \$1,000 (\$0)</i>	
FY19 Budget	For computer repair and maintenance and software purchase and maintenance.		
Prior fiscal year notes	None.		
<i>Mileage Reimbursement</i>	<i>p.25; line 45</i>	<i>FY19 = \$250 (\$0)</i>	
FY19 Budget	The mileage is generally in Town, as the PZA performs inspections, compliance checks, or other tasks related to the position.		
Prior fiscal year notes	None.		

Board of Listers	p.25; lines 47-52	-\$700	-3.5%
<i>Assessor Services</i>	<i>p.25; line 48</i>	<i>FY19 = \$18,000 (\$0)</i>	
FY19 Budget	The Town contracts for service with Vermont Municipal Assessors; there is usually someone in the office one day per week (Wednesday, more often than not).		
Prior fiscal year notes	None.		
<i>Computer Equipment/Service</i>	<i>p.25; line 49</i>	<i>FY19 = \$500 (\$0)</i>	
FY19 Budget	For computer and software needs specific to assessing services.		
Prior fiscal year notes			
<i>Property Map Maintenance</i>	<i>p.25; line 50</i>	<i>FY19 = \$500 (-\$700)</i>	
FY19 Budget	To maintain property maps if/when needed; the Town has recently participated in a statewide parcel mapping process. An update will be needed in coming fiscal years. The decrease reflects the decline in utilization of the funds in recent fiscal years.		
Prior fiscal year notes	None.		
<i>Training and Meetings</i>	<i>p.25; line 51</i>	<i>FY19 = \$200 (\$0)</i>	
FY19 Budget	For training and meetings, such as those organized by the Vermont Association of Listers and Assessors, VLCT, and others. For the elected listers, primarily.		
Prior fiscal year notes	None.		

Delinquent Tax Collector	p.25; lines 53-55	\$15,000	0.0%
<i>Collector Fees</i>	<i>p.25; line 54</i>	<i>FY19 = \$15,000 (\$0)</i>	
FY19 Budget	No changes; the Collector's fees are offset (generally) by the delinquent tax payments (penalties and interest) shown on lines 3 and 4 of the revenue detail (page 33).		
Prior fiscal year notes	None.		

Conservation Commission	p.25; lines 56-58	\$2,000	0.0%
<i>Conservation Special Projects</i>	<i>p.25; line 57</i>	<i>FY19 = \$2,000 (\$0)</i>	
FY19 Budget	No change in funding from prior years; the \$2,000 is separate from any reserve transfers or existing reserve funds. It is used only for projects within the fiscal year.		
Prior fiscal year notes	None.		

Employee Benefits	p.27-28; lines 129-139	+\$3,894	+2.6%
<i>FICA</i>	<i>p.27; line 130</i>	<i>FY19 = \$24,957 (-\$2,174)</i>	
FY19 Budget	FICA is calculated by multiplying the salaries for FY19 (including the 2.0%		

	salary pool increase) by 7.65%. The reduction is likely a combination of a slight change in salaries from FY18 and tightening up the calculation.	
Prior fiscal year notes	None.	
<i>Medicare</i>	<i>p.37; line 131</i>	<i>FY19 = \$2,602 (-\$2,498)</i>
FY19 Budget	Medicare is calculated by multiplying the salaries for FY19 (again, including the 2.0% salary pool increase) by 1.45%. The reduction is likely the combination of salary changes in calculation refinement listed above.	
Prior fiscal year notes	None.	
<i>VMERS (Retirement)</i>	<i>p.37; line 132</i>	<i>FY19 = \$19,738 (+\$714)</i>
FY19 Budget	This is the employer's share of contributions to the Vermont Municipal Employee's Retirement System (VMERS). Unlike the state employee and state teacher's systems, VMERS does not rely on legislative action for funding. Rates are set by a VMERS Board of Directors, and is staffed by personnel working in the State Treasurer's office.	
Prior fiscal year notes	None.	
<i>Unemployment</i>	<i>p.37; line 133</i>	<i>FY19 = \$550 (+\$33)</i>
FY19 Budget	The Town's contribution towards unemployment insurance.	
Prior fiscal year notes	None.	
<i>Worker's Compensation</i>	<i>p.37; line 134</i>	<i>FY19 = \$14,000 (+\$3,957)</i>
FY19 Budget	Worker's Compensation rates have been trending upward for municipalities everywhere. The Town participates in a municipal insurance pool, operated through VLCT. Larger statewide trends, such as the opiate epidemic and an aging work force, have impacted the rates of every member in the pool (more claims).	
Prior fiscal year notes	None.	
<i>Health Insurance</i>	<i>p.37; line 135</i>	<i>FY19 = \$88,301 (+\$2,483)</i>
FY19 Budget	<p>The slight increase in a year where premiums increased by nearly 10% is due to a change in the employee mix. An employee on a two-person plan was replaced by an employee opting out of health insurance (and receiving the \$1,850 buyout instead). That change saves the Town nearly \$16,000. Because health insurance costs are still calculated on a calendar year basis, the budget includes six months of costs at the rates approved by the Green Mountain Care Board and six months of costs assuming an additional 10% increase. The Town provides funding for a plan equivalent to the platinum offering of Blue Cross/Blue Shield. Employee's do contribute towards premiums, based on level of plan.</p> <p>There was some discussion about switching plans and providers during the drafting process. The Board, staff, and the Budget Task Force will aim to discuss the possible switch again next fall, after plans and rates have been set by the Green Mountain Care Board (assuming all health care systems in place remain the same...).</p>	
Prior fiscal year notes	None.	
<i>Life and Disability</i>	<i>p.37; line 136</i>	<i>FY19 = \$2,500 (+\$128)</i>
FY19 Budget	Short- and long-term disability insurance through Lincoln Financial (and, by extension, through VLCT).	
Prior fiscal year notes	None.	
<i>Vision</i>	<i>p.37; line 137</i>	<i>FY19 = \$1,250 (+\$1,250)</i>
FY19 Budget	Vision insurance for employees.	
Prior fiscal year notes	None.	

<i>AFLAC</i>	<i>p.38; line 138</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget		
Prior fiscal year notes		

Dues and Assessments	p.29; lines 177-185	+6,143\$	+3.9%
<i>Central VT Reg'l Planning</i>	<i>p.29; line 178</i>	<i>FY19 = \$1,980 (+\$89)</i>	
FY19 Budget	The Town's annual dues.		
Prior fiscal year notes	None.		
<i>Joslin Memorial Library</i>	<i>p.29; line 179</i>	<i>FY19 = \$60,795 (+\$4,759)</i>	
FY19 Budget	The Town of Waitsfield's contribution toward the library.		
Prior fiscal year notes	None.		
<i>Mad River Resource Management Alliance</i>	<i>p.29; line 180</i>	<i>FY19 = \$10,314 (\$0)</i>	
FY19 Budget	The Town's annual dues; the per capita fee remains unchanged from the current fiscal year.		
Prior fiscal year notes	None.		
<i>MRV Planning District</i>	<i>p.29; line 181</i>	<i>FY19 = \$44,000 (+\$2,014)</i>	
FY19 Budget	The Town's annual dues.		
Prior fiscal year notes	None.		
<i>MRV Recreation District</i>	<i>p.29; line 182</i>	<i>FY19 = \$15,000 (\$0)</i>	
FY19 Budget	The Town's annual dues; this is the annual contribution and is separate and apart from the \$8,500 contribution towards a kiosk/mapping project that will be funded with reserve funds.		
Prior fiscal year notes	None.		
<i>VLCT</i>	<i>p.29; line 183</i>	<i>FY19 = \$3,003 (-\$917)</i>	
FY19 Budget	The Town's annual dues.		
Prior fiscal year notes	None.		
<i>Washington County Tax</i>	<i>p.29; line 184</i>	<i>FY19 = \$29,362 (+\$198)</i>	
FY19 Budget	The Town's tax levy, thankfully only a slight increase from the current year.		
Prior fiscal year notes	None.		

Special Appropriations	p.29; lines 186-206	-\$1,000	-5.9%
<i>Special Appropriations</i>	<i>p.29; lines 186-206</i>	<i>FY19 = \$16,072 (-\$1,000)</i>	
FY19 Budget	All agency and organization requests are funded at the same reduced level as FY18 – with the exception of the \$1,000 decrease in funds for the Health Center (as agreed upon with the Health Center). The Board, after Town Meeting, will look to adopt a special appropriations funding policy to ensure fairness in funding and proper review.		
Prior fiscal year notes	None.		

Miscellaneous	p.29-30; lines 207-222	-\$1,900	-9.7%
<i>Town Pond Maint.</i>	<i>p.30; line 208</i>	<i>FY19 = \$0 (\$0)</i>	
FY19 Budget	For maintenance of the Town Pond, near the Big Picture Theater in Winter		

	Park.	
Prior fiscal year notes	None.	
<i>Admin. Fees</i>	<i>p.30; line 209</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget		
Prior fiscal year notes		
<i>Maintenance of Parks</i>	<i>p.30; line 210</i>	<i>FY19 = \$11,500 (-\$1,500)</i>
FY19 Budget	This covers all of the Town's mowing, the port-o-lets at Lareua, and other parks-related costs. The reduction reflects both the actual spending and the potential for savings through a consolidation of mowing contracts.	
Prior fiscal year notes	None.	
<i>Trail Maintenance</i>	<i>p. 30; line 211</i>	<i>FY19 = \$1,500 (\$0)</i>
FY19 Budget	For trail construction and maintenance.	
Prior fiscal year notes	None.	
<i>Solar Array Maintenance</i>	<i>p.30; line 212</i>	<i>FY19 = \$1,000 (\$0)</i>
FY19 Budget	For maintenance needs for the solar array located on the site of the Highway Garage. This is independent of the debt service payments for the array covered in a later section.	
Prior fiscal year notes	None.	
<i>Generator Expense</i>	<i>p.30; line 213</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	Expenses for the two generators have been incorporated into different lines. The generator at the Town Offices is paid for through the Town Office Operations section of the budget.	
Prior fiscal year notes	None.	
<i>Memberships and Dues</i>	<i>p.30; line 214</i>	<i>FY19 = \$185 (\$0)</i>
FY19 Budget		
Prior fiscal year notes	None.	
<i>WES Community Share</i>	<i>p.30; line 215</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	For years the Town provided a contribution to the school in an attempt to keep the education portion of the tax rate lower. The Community Share was phased out with the creation of the consolidated school district.	
Prior fiscal year notes	None.	
<i>Cemetery Veteran's Flags</i>	<i>p.30; line 216</i>	<i>FY19 = \$100 (\$0)</i>
FY19 Budget	For flags placed next the graves of veterans buried in Waitsfield.	
Prior fiscal year notes		
<i>MRVTV Meeting Coverage</i>	<i>p.30; line 217</i>	<i>FY19 = \$3,400 (-\$400)</i>
FY19 Budget	For public access coverage of meetings, including the availability of meetings online.	
Prior fiscal year notes	None.	
<i>Energy Efficiency Improvements</i>	<i>p.30; line 218</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget		
Prior fiscal year notes	None.	
<i>Tax Adjustments</i>	<i>p.30; line 219</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget		
Prior fiscal year notes	None.	
<i>Affordable Housing</i>	<i>p.30; line 220</i>	<i>FY19 = \$0 (\$0)</i>

<i>Initiatives</i>		
FY19 Budget		
Prior fiscal year notes	None.	
<i>Other</i>	<i>p.30; line 221</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget		
Prior fiscal year notes	None.	

Wait House	p.31; lines 253-256	+\$4,500	n/a (New Category)
<i>Wait House Operations</i>	<i>p.31; line 254</i>	<i>FY19 = \$2,500 (+\$2,500)</i>	
FY19 Budget	The Chamber, the tenant paying the most in rent, departed and the space filled by the Historical Society (which does not pay rent currently). The building has operational and capital needs following years of benign neglect.		
Prior fiscal year notes	None.		
<i>Wait House Capital (transfer)</i>	<i>p.31; line 255</i>	<i>FY19 = \$2,000 (+\$2,000)</i>	
FY19 Budget	Establishment of a capital funding line, the building is need of new paint, new heating system controls, an roof repair, among a plethora of other needs.		
Prior fiscal year notes	None.		

Public SafetyTotal FY19 Budget: \$62,611

Public Safety	p.28-29; lines 163-176	+\$28,320	+82.6%
<i>Sheriff's Dept. Billing</i>	<i>p.28; line 164</i>	<i>FY19 = \$28,000 (\$0)</i>	
FY19 Budget	The Sheriff's Department mainly provides traffic and speed enforcement services to the Town.		
Prior fiscal year notes	None.		
<i>Dog Warden (Salary and Fees)</i>	<i>p.28; line 165</i>	<i>FY19 = \$750 (\$0)</i>	
FY19 Budget	The salary for the Town's dog warden, who is appointed by the Selectboard.		
Prior fiscal year notes	None.		
<i>Dog Pound Fees</i>	<i>p.28; line 166</i>	<i>FY19 = \$150 (\$0)</i>	
FY19 Budget	Fees to cover impoundment of dogs, if and when needed (such as during a vicious dog hearing/investigation).		
Prior fiscal year notes	None.		
<i>Emergency Management</i>	<i>p.28; line 167</i>	<i>FY19 = \$500 (\$0)</i>	
FY19 Budget	Emergency management planning and preparation.		
Prior fiscal year notes	None.		
<i>Fire Warden</i>	<i>p.28; line 168</i>	<i>FY19 = \$250 (\$0)</i>	
FY19 Budget	The fire warden generally issues burn permits.		
Prior fiscal year notes	None.		
<i>Fire Hydrant Maintenance</i>	<i>p.28; line 169</i>	<i>FY19 = \$0 (-\$500)</i>	
FY19 Budget	As part of the Selectboard's MOU with the Water Commission, this expense will become the responsibility of the Water Commission.		
Prior fiscal year notes	Typically the amount budgeted has been less than the actual (closer \$1,500).		
<i>Fire Protection Contribution</i>	<i>p.28; line 170</i>	<i>FY19 = \$28,820 (+\$28,820)</i>	
FY19 Budget	<p>The FAQ covers the contribution in greater detail.</p> <p>The Selectboard put together a working group with the Water Commission. That group looked at a variety of options before landing on an approach that blended the percentage of construction costs and equivalent residential units (ERUs). The percentage of construction costs for fire protection (21% of the cost of construction), when expressed as a number of ERUs, creates a system share of approximately 44 ERUs.</p> <p>That number (44 ERUs) is then multiplied by the water rates as adopted by the Water Commission, and creates the following formula: 44 ERUs X \$655 = \$28,820.</p> <p>The Town has not purchased 44 ERUs.</p>		
Prior fiscal year notes	None. This is new.		
<i>Generator Expense</i>	<i>p.28; line 171</i>	<i>FY19 = \$850 (\$0)</i>	
FY19 Budget	Covers the generator expenses for the unit located between the school and Wait House.		
Prior fiscal year notes	None.		
<i>Insurance</i>	<i>p.28; line 172</i>	<i>FY19 = \$2,541 (\$0)</i>	
FY19 Budget	For property and casualty insurance for public safety; the Town receives a charge as part of its bill from VLCT PACIF (as do all towns).		

Prior fiscal year notes	None.	
<i>Miscellaneous</i>	<i>p.29; line 173</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget		
Prior fiscal year notes	None.	
<i>Training</i>	<i>p.29; line 174</i>	<i>FY19 = \$500 (\$0)</i>
FY19 Budget	For Town Health Officer training.	
Prior fiscal year notes	None.	
<i>Town Health Officer</i>	<i>p.29; line 175</i>	<i>FY19 = \$250 (\$0)</i>
FY19 Budget	The annual stipend for Town Health Officer (currently the Planning and Zoning Administrator).	
Prior fiscal year notes	None.	

Road DepartmentTotal FY19 Budget: \$419,424

Labor	p.25; lines 60-62	-\$171	- %
<i>Salaries and OT</i>	<i>p.25; line 61</i>	<i>FY19 = \$160,329 (-\$171)</i>	
FY19 Budget	The salary is calculated using the approved rates for FY18 plus the proposed salary pool adjustments for FY19 (2.0%). This line also includes an assumption that overtime costs represent an additional 10% of salaries, and adds that into the mix. Where the Road Department salary line closes at the end of each fiscal year often depends on weather – how was winter, were there any flooding events, and so on.		
Prior fiscal year notes	None.		

Equipment Operations/Repairs	p.25-26; lines 63-91	+\$4,205	+%
<i>Road Department Insurance</i>	<i>p.25; line 64</i>	<i>FY19 = \$8,500 (\$0)</i>	
FY19 Budget	The Road Department's share of property and casualty insurance; provided by VLCT PACIF.		
Prior fiscal year notes	None.		
<i>Gas, Oil, Grease, and Filters</i>	<i>p.25; line 65</i>	<i>FY19 = \$6,500 (+\$500)</i>	
FY19 Budget	Vehicle and equipment fuel is where most of the funds in this line are spent.		
Prior fiscal year notes	None.		
<i>Diesel</i>	<i>p.25; line 66</i>	<i>FY19 = \$30,000 (+\$5,000)</i>	
FY19 Budget	Diesel fuel for vehicles and heavy equipment. The increase is to bring the total closer to actual spending on diesel fuel.		
Prior fiscal year notes	None.		
<i>2008 Pick-up Truck</i>	<i>p.26; line 67</i>	<i>FY19 = \$700 (+\$700)</i>	
FY19 Budget	For repairs and maintenance.		
Prior fiscal year notes	None.		
<i>2013 International Dump Truck</i>	<i>p.26; line 68</i>	<i>FY19 = \$5,000 (+\$1,500)</i>	
FY19 Budget	For repairs and maintenance.		
Prior fiscal year notes	None.		
<i>2016 GMC Pick-up Truck</i>	<i>p.26; line 69</i>	<i>FY19 = \$1,700 (+\$700)</i>	
FY19 Budget	For repairs and maintenance.		
Prior fiscal year notes	None.		
<i>2010 Lo-Profile Truck</i>	<i>p.26; line 70</i>	<i>FY19 = \$2,000 (-\$1,500)</i>	
FY19 Budget	The Lo-Pro will be replaced. This provides for fit-up and other unanticipated costs, along with any costs required as part of the process of preparing the vehicle for trade-in.		
Prior fiscal year notes	None.		
<i>1997 International Dump Truck</i>	<i>p.26; line 71</i>	<i>FY19 = \$150 (-\$350)</i>	
FY19 Budget	For repairs and maintenance.		

Prior fiscal year notes	None.	
2008 International Dump Truck	<i>p.26; line 72</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	For repairs and maintenance.	
Prior fiscal year notes	None.	
2009 John Deere Loader	<i>p.26; line 73</i>	<i>FY19 = \$1,500 (\$0)</i>
FY19 Budget	For repairs and maintenance.	
Prior fiscal year notes	None.	
2015 Tandem (Dump)	<i>p.26; line 74</i>	<i>FY19 = \$4,000 (+\$2,500)</i>
FY19 Budget	For repairs and maintenance.	
Prior fiscal year notes	None.	
1998 Galion Grader	<i>p.26; line 75</i>	<i>FY19 = \$1,500 (\$0)</i>
FY19 Budget	For repairs and maintenance.	
Prior fiscal year notes	None.	
2008 Cat Backhoe	<i>p.26; line 76</i>	<i>FY19 = \$1,000 (-\$3,500)</i>
FY19 Budget	The Backhoe will be refurbished (using \$20,000 in capital reserve funds), this is for repair and maintenance costs after refurbishment. The backhoe is a high-utilization piece of equipment.	
Prior fiscal year notes	None.	
Roadside Mower	<i>p.26; line 77</i>	<i>FY19 = \$500 (-\$100)</i>
FY19 Budget	For repairs and maintenance.	
Prior fiscal year notes	None.	
Steel Pole Saw/Chainsaw	<i>p.26; line 78</i>	<i>FY19 = \$300 (\$0)</i>
FY19 Budget	For repairs and maintenance, such as blades or chains.	
Prior fiscal year notes	None.	
Garage Repairs	<i>p.26; line 79</i>	<i>FY19 = \$1,500 (-\$1,000)</i>
FY19 Budget	For fixes to the garage. The garage doors, tracks, and weather stripping are common areas of need due to the fact that the doors are of an insufficient width to easily and efficiently move the trucks in and out.	
Prior fiscal year notes	None.	
Garage Trash Removal	<i>p.26; line 80</i>	<i>FY19 = \$1,700 (\$0)</i>
FY19 Budget	Casella provides trash removal services.	
Prior fiscal year notes	None.	
Uniforms	<i>p.26; line 81</i>	<i>FY19 = \$3,200 (+\$400)</i>
FY19 Budget	G&K Services is the uniform provider. Uniforms consist of sweatshirts, t-shirts, and other components. The service includes the cleaning of items.	
Prior fiscal year notes	None.	
Heat	<i>p.26; line 82</i>	<i>FY19 = \$2,500 (+\$1,000)</i>
FY19 Budget	The aging garage has always been difficult to heat effectively and efficiently, the \$1,000 increase reflects this fact and is closer to actual costs in recent fiscal years.	
Prior fiscal year notes	None.	
Telephone	<i>p.26; line 83</i>	<i>FY19 = \$1,200 (\$0)</i>
FY19 Budget	For telephone and internet.	
Prior fiscal year notes	None.	
Electricity	<i>p.26; line 84</i>	<i>FY19 = \$1,500 (\$0)</i>
FY19 Budget	For electricity costs not covered or offset by the solar array located adjacent to	

	the garage.	
Prior fiscal year notes	None.	
<i>Garage Supplies/Hardware</i>	<i>p.26; line 85</i>	<i>FY19 = \$3,000 (\$0)</i>
FY19 Budget	Various supplies (both for road work and for the garage itself), small tools, and so on.	
Prior fiscal year notes	None.	
<i>Garage Miscellaneous/Other</i>	<i>p.26; line 86</i>	<i>FY19 = \$1,200 (\$0)</i>
FY19 Budget		
Prior fiscal year notes	None.	
<i>Chipper/Rake</i>	<i>p.26; line 87</i>	<i>FY19 = \$500 (\$0)</i>
FY19 Budget	Tires and other equipment for the chipper.	
Prior fiscal year notes	None.	
<i>Alarm System</i>	<i>p.26; line 88</i>	<i>FY19 = \$500 (-\$500)</i>
FY19 Budget	The security alarm at the garage.	
Prior fiscal year notes	None.	
<i>Water Service</i>	<i>p.26; line 89</i>	<i>FY19 = \$655 (-\$145)</i>
FY19 Budget	Water service for the garage.	
Prior fiscal year notes	None.	
<i>Plow Blades and Shoes</i>	<i>p.26; line 90</i>	<i>FY19 = \$5,000 (-\$1,000)</i>
FY19 Budget	For plow blades and shoes. Closer to actual costs in recent fiscal years.	
Prior fiscal year notes	None.	

Hired Equipment and Labor	p.26; lines 92-98	+\$2,100	+%
<i>Sidewalk Mowing</i>	<i>p.26; line 93</i>	<i>FY19 = \$1,000 (\$0)</i>	
FY19 Budget	For mowing of the green strips and spaces along the sidewalks in the village.		
Prior fiscal year notes	None.		
<i>Sidewalk Plowing</i>	<i>p.26; line 94</i>	<i>FY19 = \$28,500 (\$0)</i>	
FY19 Budget	Kingsbury Construction plows, salts, and sands the sidewalks in the village area. The cost is part of a five-year contract which expires at the end of FY19.		
Prior fiscal year notes	None.		
<i>Other Equipment Rental</i>	<i>p.26; line 95</i>	<i>FY19 = \$500 (\$0)</i>	
FY19 Budget	For miscellaneous rental of equipment the Town needs and/or does not have.		
Prior fiscal year notes	None.		
<i>Contract Plowing</i>	<i>p.26; line 96</i>	<i>FY19 = \$5,000 (+\$2,500)</i>	
FY19 Budget	This number is higher due to uncertainty of the costs associated with plowing Bowen Road; the expenditure would be offset by funds from the Town Forest Stewardship reserve if incurred.		
Prior fiscal year notes	None.		
<i>Grading</i>	<i>p.26; line 97</i>	<i>FY19 = \$350 (-\$400)</i>	
FY19 Budget	For contract grading when needed (which isn't often).		
Prior fiscal year notes	None.		

Materials	p.26-27; lines 99-111	+\$22,174	+%
<i>Salt</i>	<i>p.26; line 100</i>	<i>FY19 = \$36,500 (+\$3,500)</i>	
FY19 Budget	Reflects the increase in both use and (anticipated) increase in costs. The Town generally purchases salt through the State's contract; both Cargill and American Rock Salt have been providers.		
Prior fiscal year notes	None.		
<i>Sand</i>	<i>p.26; line 101</i>	<i>FY19 = \$37,000 (\$0)</i>	
FY19 Budget	Utilization of sand has increased, due to the types of winter storms seen. There is no increase in funding, but there is concern that this item should be budgeted at a greater amount due to the trend in actual spending in recent fiscal years.		
Prior fiscal year notes	None.		
<i>Chloride</i>	<i>p.26; line 102</i>	<i>FY19 = \$13,000 (+\$4,000)</i>	
FY19 Budget	Anticipates an increase in usage and cost and better matches recent trends with regards to the actual spending.		
Prior fiscal year notes	None.		
<i>Crushed Gravel</i>	<i>p.27; line 103</i>	<i>FY19 = \$0 (\$0)</i>	
FY19 Budget	The Town generally uses the gravel crushed in its pit.		
Prior fiscal year notes	None.		
<i>Stone</i>	<i>p.27; line 104</i>	<i>FY19 = \$7,000 (+\$2,000)</i>	
FY19 Budget	For other sizes of stone – the use of stone in ditching and in culvert replacement and repair is increasing. The Town's focus on this type of work comes from requirements tied to the new State Municipal Roads General Permit (essentially a stormwater permit for roads). The goal of the permit and its associated requirements is to improve water quality.		
Prior fiscal year notes	None.		
<i>Culverts</i>	<i>p.27; line 105</i>	<i>FY19 = \$5,000 (+\$1,300)</i>	
FY19 Budget	See the section above on stone. Ensuring culverts are the right size and in good shape is critical element of reducing erosion, improving water quality, and ensuring compliance with the new permit.		
Prior fiscal year notes	None.		
<i>Guardrails</i>	<i>p.27; line 106</i>	<i>FY19 = \$1,000 (\$0)</i>	
FY19 Budget	For replacement of guardrails.		
Prior fiscal year notes	None.		
<i>Tools</i>	<i>p.27; line 107</i>	<i>FY19 = \$5,000 (+\$3,000)</i>	
FY19 Budget	For tools of various sizes.		
Prior fiscal year notes	None.		
<i>Signs</i>	<i>p.27; line 108</i>	<i>FY19 = \$1,500 (-\$300)</i>	
FY19 Budget	For the repair and replacement of signs and posts.		
Prior fiscal year notes	None.		
<i>Fabric</i>	<i>p.27; line 109</i>	<i>FY19 = \$0 (\$0)</i>	
FY19 Budget			
Prior fiscal year notes	None.		
<i>Cold Patch, Hay, and Seed</i>	<i>p.27; line 110</i>	<i>FY19 = \$4,000 (+\$2,000)</i>	
FY19 Budget	The increase is similar in nature to those for stone and culverts. Cold patch is what is used to repair potholes and other paving damage/needs when hot mix is not available (plants are closed) and/or for certain smaller jobs.		

Prior fiscal year notes	None.
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Miscellaneous	p.27; lines 112-127	+\$540	+%
<i>Fayston Winter Agreement</i>	<i>p.27; line 113</i>	<i>FY19 = \$8,200 (+\$800)</i>	
FY19 Budget	The Fayston Selectboard voted to increase the agreement's costs after a number of years without doing so.		
Prior fiscal year notes	None.		
<i>Sidewalk Maintenance/Repairs</i>	<i>p.27; line 114</i>	<i>FY19 = \$500 (-\$500)</i>	
FY19 Budget	This reduction better matches actual spending in recent fiscal years.		
Prior fiscal year notes	None.		
<i>Tree Cutting</i>	<i>p.27; line 115</i>	<i>FY19 = \$0 (\$0)</i>	
FY19 Budget			
Prior fiscal year notes	None.		
<i>Bridge Repairs</i>	<i>p.27; line 116</i>	<i>FY19 = \$1,000 (\$0)</i>	
FY19 Budget	For repairs, when/if needed.		
Prior fiscal year notes	None.		
<i>Gravel Pit Management</i>	<i>p.27; line 117</i>	<i>FY19 = \$1,000 (-\$2,000)</i>	
FY19 Budget	Closer to actual spending in recent years.		
Prior fiscal year notes	None.		
<i>Pavement Sealing</i>	<i>p.27; line 118</i>	<i>FY19 = \$5,000 (-\$1,000)</i>	
FY19 Budget	The goal is to use this technique on Joslin Hill Road to extend the useful life of the pavement there. Sealing is preventative maintenance technique.		
Prior fiscal year notes	None.		
<i>Culvert and Road Inventory</i>	<i>p.27; line 119</i>	<i>FY19 = \$0 (\$0)</i>	
FY19 Budget			
Prior fiscal year notes	None.		
<i>Line Painting</i>	<i>p.27; line 120</i>	<i>FY19 = \$3,500 (\$0)</i>	
FY19 Budget	For painting of center and fog lines on the 9.45 miles (or portions thereof) of the Town's paved roads.		
Prior fiscal year notes	None.		
<i>North Road Culvert</i>	<i>p.27; line 121</i>	<i>FY19 = \$0 (\$0)</i>	
FY19 Budget			
Prior fiscal year notes	None.		
<i>Street Lights</i>	<i>p.27; line 122</i>	<i>FY19 = \$4,700 (+\$200)</i>	
FY19 Budget	For the electric bills for the streetlights in the village and Irasville areas.		
Prior fiscal year notes	None.		
<i>Bridge Lights</i>	<i>p.27; line 123</i>	<i>FY19 = \$250 (\$0)</i>	
FY19 Budget	The lights on the Bridge Street covered bridge.		
Prior fiscal year notes	None.		
<i>Radios and Pagers</i>	<i>p.27; line 124</i>	<i>FY19 = \$900 (+\$400)</i>	
FY19 Budget	For the truck and equipment radios and the department pager.		
Prior fiscal year notes	None.		
<i>Training</i>	<i>p.27; line 125</i>	<i>FY19 = \$250 (\$0)</i>	
FY19 Budget	Training through VLCT, the Vermont Local Roads road scholar program, and so on.		

Prior fiscal year notes	None.	
<i>MRGP/State Roads Permit</i>	<i>p.27; line 126</i>	<i>FY19 = \$2,640 (+\$2,640)</i>
FY19 Budget	Essentially a stormwater permit for municipal roads required by the State. The annual permit fee is \$2,000, and the first year of the five-year permit cycle also requires an administrative fee of \$240 and an application fee of \$400. This is a new item, but one the Town has known would arrive for a number of fiscal years.	
Prior fiscal year notes	None.	

1
2
3 **WAITSFIELD SELECTBOARD**
4 **February 12, 2018**
5 **Waitsfield Town Office**
6 **6:30 P.M.**

7 Board Members Present – Paul Hartshorn, Chair, Sal Spinosa, Vice-Chair, and Darryl Forrest.

8
9 Others present: MRVTV.

10
11 Staff: Trevor M. Lashua, Town Administrator.

12
13 The meeting was called to order at 6:32 p.m.

14
15 II.1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A)

16 There were no additions, removals, or adjustments.

17
18 II.2. Public Forum

19 There was no public comment.

20
21 II.3. Town Meeting 2018 Preparation – Brief discussion on assignments, presentations, etc.

22 The Board discussed how it wanted to present the budget and answer questions. Discussion
23 centered on splitting the FY19 budget and FY19 capital improvement program (CIP) into six
24 categories: General Government, Road Department, Fire Department, Public Safety, Debt
25 Service, and CIP/non-capital reserves.

26
27 The Board will revisit the category assignments when Kari is able to attend on 2/26. Trevor will
28 prepare a “budget script” draft for Board members to review for the 2/26 meeting.

29
30 II.4. Road Reclassification – Initial discussion and identification of potential candidates.

31 The Board has been tackling road classification questions each year, usually with one or two
32 roads at a time. The consensus was to consider reclassification of Dana Hill Road, but not to start
33 the process until June 2018.

34
35 II.5. Annual Certification of Compliance with State Road and Bridge Standards.

36 The Town is required to certify annually that it has adopted road and bridge standards that meet
37 or exceed the most recent state standards (from 2013) and that it has inventories of road, bridge,
38 and culvert conditions along with funding plans (or the ability and intent to fund at some point
39 based upon the plans). The Town adopted revised standards in 2016. The Board discussed its
40 current network inventory, planning, and budgeting process and, by consensus, agreed that it met
41 the standard listed in the certification.

42
43 Darryl moved, and Sal seconded, a motion to approve and sign the 2018 Certification of
44 Compliance with State Road and Bridge Standards. The motion passed 3-0.

45
46 There was a brief notice that, due to only three members being in attendance, all three would
47 need to vote in the affirmative for a motion to pass.

49 II.7. Consider accepting 3-year audit proposal from Sullivan, Powers, and Company.

50 The Town received the following three-year (for fiscal years 2018, 2019, and 2020) audit
51 services proposal from Sullivan, Powers and Company:

- 52
- 53 • 2018 – \$15,300
 - 54 • 2019 – \$15,700
 - 55 • 2020 – \$16,200
- 56

57 The costs are less than what is budgeted for FY18 and FY19; FY20 will require the auditing line
58 to be increased by \$100. Board members agreed that working with the audit firm has been
59 beneficial to the Town. There was discussion about an open RFP at the conclusion of the three-
60 year period being a best practice.

61

62 Darryl moved, and Sal seconded, a motion to accept the proposal from Sullivan, Powers, and
63 Company for a three-year audit contract, as outlined during the meeting and the memo from
64 Town Treasurer Sandy Gallup. The motion passed 3-0.

65

66 II.7. Bills payable and Treasurer’s Warrants.

67 The Board reviewed the warrants, signing as they were handed around the table.

68

69 II.8. Minutes of January 29th, 2018.

70 Sal moved, and Darryl seconded, a motion to approve the minutes of 01/29/18 as presented. The
71 motion passed 3-0.

72

73 II.9. Selectboard Roundtable

74 Sal raised the issue of adding a part-time employee to the Road Department to assist during
75 winter or summer months. There was brief discussion; the item may be best suited for review
76 during the process for creating the FY20 budget. With only three people on the crew, it is
77 difficult to schedule time off and make sure work gets completed.

78

79 The Board thanked Trevor for his services during the past few months.

80

81 II.10. Town Administrator’s Report

82 Trevor did not have anything to add from the written report.

83

84 III.1. Other Business

85 There was no other business.

86

87 IV. Executive session.

88 Darryl moved, and Sal seconded, a motion to enter executive session at 7:12 p.m. pursuant to 1
89 V.S.A. § 313 (a) (1) (E) [pending/probable litigation] and 1 V.S.A. § 313 (a) (1) (A) [contracts].
90 The motion passed 3-0.

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92 Sal moved, and Darryl seconded, a motion to exit executive session at 7:41 p.m. The motion
93 passed 3-0.

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95 Sal moved, and Darryl seconded, a motion to authorize the Town Attorney to mail a notice of
96 default at the Town Attorney’s discretion, only if needed and as outlined in the Security and

97 Loan Agreement between the Town of Waitsfield and Winter Park Septic Association. The
98 motion passed 3-0.

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100 Sal moved, and Darryl seconded, a motion to adjourn at 7:45 p.m. The motion passed 3-0.

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103 Respectfully submitted,

104 Trevor M. Lashua

105 Town Administrator

DRAFT – V.03; 02/21/18

The Waitsfield Selectboard and Water Commission agreed to a Memorandum of Understanding (MOU) in December 2017 that established a contribution from the Town for fire protection, clarified the roles and responsibilities of the two bodies, and established an emergency response protocol.

What does the fire protection infrastructure consist of?

The fire protection infrastructure consists of the following:

- *Water pressure and supply* – A 407,000 gallon water tank increases both pressure and supply; original water system design plans had the tank size at 150,000 gallons.
- *Pipe size* – The 23,400 linear feet of 12” water mains ensure deliver of the pressure and supply enabled by the tank; six inches in pipe diameter was the size originally designed.
- *Fire hydrants* – The system includes 28 fire hydrants and five flushing hydrants.
- *High-capacity filling pipe at the Fire Station* – The high-capacity pipe allows for quicker and more efficient filling of the fire trucks.

How much did the fire protection infrastructure cost?

The estimated cost to include fire protection infrastructure was \$1.36 million. As a percentage of the total design, engineering, and construction costs of the municipal water system, fire protection costs are 21%. To date, water system users have paid the operations and maintenance and debt service costs related to fire protection, though the ability to protect property and its value inside and outside of the water service has broad benefit to the community as a whole. Those within a certain distance of the fire hydrants have also benefitted from lower home insurance rates as a result of that proximity to enhanced fire protection.

What is the Town’s fire protection contribution?

The first annual contribution is \$28,820 and is included in the proposed FY19 budget.

How was the Town’s fire protection contribution determined?

A working group convened by the Selectboard and Water Commission investigated a variety of options for the contribution. Those options included a flat annual fee, a percentage tied to construction costs, and equivalent residential units (ERUs). The working group developed a blended approach that tied the construction cost percentage to equivalent residential units (ERUs) – essentially “shares” of water system capacity. The percentage of construction costs for fire protection, when expressed as a number of ERUs, creates a system share of approximately 44 ERUs.

That number (44 ERUs) is then multiplied by the water rates as adopted by the Water Commission, and creates the following formula: 44 ERUs X \$655 = \$28,820.

The Town has not purchased 44 ERUs, in the same sense that a resident or business would purchase them.

Will the fire protection contribution change in future fiscal years?

The rate setting methodology currently in place (and projected to remain so) means that the Town’s contribution will decrease as the number of water users increases. With each new user, the costs are spread across a broader base, lowering the costs for all users. The expected annual decrease in the contribution will not be permanent, as changes in rate setting methodology or a plateau in the number of system users, for example, can level out or increase costs – though neither scenario is anticipated in the short-term.

Does the fire protection contribution, have anything to do with the 2016/17 water main break and the debt incurred from it?

The fire protection contribution is separate from the disposition of the remaining water main break debt (between \$115,000 and \$123,000). In October 2017, the remaining water main break debt was split between the Town (65%) and Water Commission (35%). The Town will take out a five-year loan to cover the debt, with the principal and interest payments assigned to each entity based upon the percentages

described. The FY19 budget includes an amount (nearly \$18,000) sufficient to cover the Town's share of principal and interest (presuming no large and sudden changes in interest rates).

What, briefly, are the roles and responsibilities of the Selectboard and Water Commission as they relate to the municipal water system?

The Selectboard appoints and/or removes the Water Commissioners; reviews requests from the Water Commission to borrow monies for expansion or repair; submits long-term borrowing questions to voters; holds public hearings and acts upon changes to the water ordinance; and has general supervision of the affairs of the Town.

The Water Commission enacts regulations and policies governing the orderly, safe, and efficient operation of the water system; proposes additions, deletions, and amendments to the water ordinance; ensures compliance with all relevant and required State and Federal laws, rules, policies, and permits related to the provision of potable water and fire protection capacity; and establishes and collects water rates and fees.