



TOWN OF WAITSFIELD

SELECTBOARD MEETING

Monday, March 5, 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.)
2. Public forum. (5 +/- min.)
3. Town Meeting 2017 Preparation. (45 +/- min.)
4. Bills payable and Treasurer's warrants. (5 +/- min.)
5. Selectboard roundtable. (10 +/- min.)
6. 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

March 5, 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. Town Meeting 2017 Preparation.

The budget "scripts" have been edited and re-formatted (slightly), with additional information included where useful. The scripts are enclosed, and appear in alphabetical order by category.

The moderator has been invited to discuss the order of events, as has been the Town Meeting preparation standard.

Recommendation:

No formal action is required, however, Board members should determine which budget categories they wish to serve as the primary respondent for.

Item II.4. Bills payable and Treasurer's warrants.

Recommendation:

Approval and signature, where appropriate.

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.6; out-of-sequence)

Winter Park and Decentralized Wastewater

The Town and the Winter Park Septic Association closed Wednesday, 2/28, on the association's decentralized wastewater loan. The association's first payment on the loan will be in May. Copies of the signed version of the mortgage deed and amended security and loan agreement have been sent to the Department of Environmental Conservation (DEC); the loan amendment application was submitted in early February. DEC staff indicated they will begin to review and process the loan amendment next week. The Town's requisition request for reimbursement of nearly \$254,000 in wastewater expenses was also submitted a couple of weeks ago, and can be processed after the loan amendment is finalized with the State.

There is an outstanding issue from the closing scheduled for the Board's 3/26 meeting. The association was required to make a down payment equivalent to one year of loan payments (\$26,000). A memo in the 3/12 meeting packet will delve into the details further, but the "thumbnail sketch" is that the association will be asking the Selectboard to have the Town hold its down payment in a liquid interest bearing account, with any interest earned returned to the association annually. It is worth noting that the Town has not provided this option to the other decentralized wastewater borrowers; the Board's discussion should include whether or not to extend the option to every participant as a matter of fairness.

Frequently Asked Questions: Fire Protection Contribution

The refined version, which will be available at Town Meeting and on the website, is included.

Meeting minutes of 2/26

To keep the 3/5 agenda focused on Town Meeting preparation, the draft minutes of the 2/26 meeting will be presented for approval at the 3/12 meeting.

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.
- 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 sections not updated in 2017).

Respectfully submitted,

Trevor Lashua, Town Administrator



TOWN OF WAITSFIELD

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 (essentially 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. The items funded by general fund transfers directly in FY19 are:</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 (final payment in FY20). Interest rate of 2.5%. ○ \$50,491 for repayment of a paving note (final payment in FY21). Interest rate of 1.73%. ○ \$19,755 for a paving note (final payment in FY22). Interest rate of 1.92%. ○ The Town would like to transition away from borrowing for paving – it depreciates at a faster rate than the term of the loan. • International Lo-Profile Truck (debt service, new) = \$8,923 (see note in truck reserves below – this may be avoidable debt). • Tremblay Road Culvert (debt service) = \$18,500. The final payment is in FY20; the interest rate is 2.40%. <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. <p><u>Prior fiscal year notes:</u> None.</p>		
<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 FY21 to FY24 timeframe (depending on</p>		

	<p>condition and available funding). 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 estimated 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). • \$40,000 for truck reserves. The replacement of the International Lo-Profile truck will use these funds early in FY19. Due to the planned use of funds, the reserve for Road Department trucks will close FY19 with nothing left. The approximately \$25,000 to be borrowed as part of the Budget Task Force proposal may be covered by unassigned fund balance from FY17, if any, eliminating the need to expand the Town’s already heavy debt load. The availability of those funds will not be known until later in FY18. • \$15,000 for heavy equipment reserves. The Town is saving towards replacement of the grader. The grader is estimated to cost \$225,000; the heavy equipment reserve is projected to close FY19 with just less than \$101,000. The proposed year of replacement is FY21; the current version of the CIP calls for borrowing, though the hope is to avoid that if possible. • \$10,000 for Bridge/Culvert Reserves. The aim is to use these funds as the 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 or after, the Town will need 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 for that project if it receives a Structures grant in the preceding fiscal years (competition for Structures grants always exceeds the resources available – it may be 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, to ensure that cost estimates are accurate and the funding plans sufficient. <p><u>Prior fiscal year notes:</u> None.</p>	
<p><i>Fire Department</i></p>	<p><i>p.30; line 226</i></p>	<p><i>FY19 = \$9,600 (-\$156)</i></p>
<p>FY19 Budget</p>	<p>For FY19, this line is comprised of the debt service payment for replacement of the SCBA units (self-contained breathing apparatus – for entering structures and interior firefighting). The final \$9,600 payment will be in FY21. The interest rate is 2.10%.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<p><i>Fire Department Reserves</i></p>	<p><i>p.30; line 227</i></p>	<p><i>FY19 = \$26,000 (-\$21,500)</i></p>
<p>FY19 Budget</p>	<p>The purchase of a new fire pumper in FY18 will deplete truck reserves, which</p>	

	<p>need to be rebuilt prior to the purchase of a replacement utility van in FY22, per the current version of the CIP. The breakdown of funding is:</p> <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). <p><u>Prior fiscal year notes:</u> None.</p>	
<i>General – Transfers to reserves</i>	<i>p.30; line 228</i>	<i>FY19 = \$35,000 (+\$30,000)</i>
FY19 Budget	<p>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 be completed in 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.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>General – Project specific</i>	<i>p.30; line 229</i>	<i>FY19 = \$19,900 (-\$16,100)</i>
FY19 Budget	<p>For FY19, this consists solely of debt service payments on a sidewalk improvement loan. The final payment will be made 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.</p> <p><u>Prior fiscal year notes:</u> None.</p>	

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	<p>One of four reserve funds the Town has dedicated to conservation in whole or in part – others include the Restroom/Recreation/Conservation fund, the Town Forest Stewardship Fund, and the newly-created Scrag Mountain Town Forest Reserve Fund. The total amount projected in those four funds at the close of FY18 (and this is an estimate only) is \$160,000.</p> <p>As of the close of FY17, this reserve fund held \$14,160.</p> <p><u>Prior fiscal year notes:</u> None.</p>		

*FY19 Budget “Script”
For Town Meeting 2018*

<i>Restroom, Recreation, Conservation Fund</i>	<i>p.30; line 233</i>	<i>FY19 = \$0 (-\$10,000)</i>
FY19 Budget	<p>The fund will hold \$17,344 at the close of FY18 – and that’s after subtracting the \$5,500 towards the Town’s \$8,500 contribution to the Mad River Recreation District’s trail mapping and kiosk/signage project.</p> <p><u>Prior fiscal year notes:</u> The Board proposed eliminating the transfer in FY18 as well; \$10,000 was restored from the floor at Town Meeting.</p>	
<i>Lareau Park Reserve</i>	<i>p.30; line 234</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<p>This reserve is dedicated for improvements at Lareau Park; as of the close of FY17 the reserve fund held \$5,461.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Reappraisal Reserve</i>	<i>p.30; line 235</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<p>This reserve holds funds set aside for a town-wide reappraisal when needed. There is currently no schedule for reappraisal – the last one 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.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Town Forest Stewardship</i>	<i>p.30; line 236</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<p>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. The source of funding for the reserve are timber sales and the maple sugaring lease, primarily. 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.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Energy Projects</i>	<i>p.30; line 237</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<p>This reserve is for energy projects. As of the close of FY17 the reserve held \$8,843.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Budget Stabilization</i>	<i>p.30; line 238</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<p>Created to smooth out year-to-year changes in the budget, this fund hasn’t held much money for a while. As of the close of FY17, there was only \$1,067 in the reserve. The Selectboard, at its 2/26/18 meeting and based upon a recommendation from the Town Treasurer and Town Administrator, moved the remaining funds into the General Fund and closed out the budget stabilization fund. The Board also adopted a fund balance policy, which <u>can</u> serve a similar purpose (providing funds if/when needed to mitigate tax rate impacts in a given fiscal year).</p> <p><u>Prior fiscal year notes:</u> None.</p>	

*FY19 Budget “Script”
For Town Meeting 2018*

<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. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.	



TOWN OF WAITSFIELD

Debt Service

Total FY19 Budget: \$278,184

*Does **not** include the annual payments for capital equipment (such as the Road Department's Lo-Profile 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%
Town Office/Solar Array	p.31; line 244	FY19 = \$48,915 (-\$463)	
FY19 Budget	<p>The two items – the Town Office and Solar Array – are part of a single note. There is a second, separate, note for the Town Office as well (shown below). This line can further be broken down:</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> <p><u>Prior fiscal year notes:</u> None.</p>		
Town Office	p.31; line 245	FY19 = \$17,955 (-\$278)	
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> <p>The Town Office debt service total for FY19 (combining the two payments) is \$48,771.45.</p> <p><u>Prior fiscal year notes:</u> None.</p>		
Storm Damage	p.31; line 246	FY19 = \$27,500 (-\$25,470)	
FY19 Budget	<p>This is new debt, authorized by voters at Town Meeting in 2017, for the purpose of consolidating and retiring remaining storm-damage related deficits.</p> <p>Those deficits total \$145,320.55 – ~\$20,000 more than the debt authorization. The Selectboard, based on a plan adopted in October 2017, will use the \$125,000 in borrowing authorization, \$4,376 in Covered Bridge Reserve funds (the total funds remaining), and \$15,945 in unassigned fund balance from FY17 to cover the total cost.</p>		

*FY19 Budget “Script”
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	<p>The creation and implementation of this plan was crucial to 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 is assumed to be 3.5%.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<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 win support from voters, leaving a substantial expense to be paid. The note was for a total of \$672,770 with an interest charge of 0.0%. The principal to be paid as of 07/01/18 is \$328,358</p> <p>The note expires in FY27.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<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 service 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 exact retirement date is still a little uncertain, given that the closure of the Winter Park portion of the project occurred on 2/28 and the Town’s loan with the State is in the process of being amended. The 20-year term of the loan would put retirement of the note in the FY39 range.</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 the Town at 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> <p><u>Prior fiscal year notes:</u> 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. The exact amount is coming into focus with Winter Park’s closing and may be in the \$20,000 to \$23,000 range.</p>	
<i>Fiscal Year Change</i>	<i>p.31; line 249</i>	<i>FY19 = \$63,000 (-\$3,000)</i>
FY19 Budget	<p>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 money to assist in doing so. The final payment on the \$300,000 note is in FY20, with \$120,000 in principal remaining to be paid and an interest charge of ~2.5%.</p>	

	<p><u>Prior fiscal year notes:</u> 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. The FY17 budget included \$63,000 for the payment, while the actual payment was \$128,764 (nearly \$66,000 more than budgeted).</p>	
<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 incurred 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 lowering the amount of unpaid water main break expenses. The remaining expenses range between \$115,000 and \$123,000 in the analysis. The Town will borrow the money, as the entity statutorily capable of doing so; the payments will be split between the Town (65% of the total) and the Water Commission (35% of the total). The Water Commission’s share will be paid through the water budget adopted separately and paid for through user rates.</p> <p>The number included in the FY19 budget is a conservative one, in that it assumes a five-year loan for \$125,000 at an interest rate of 3.5%. The nearly \$18,000 is the Town’s share only.</p> <p><u>Prior fiscal year notes:</u> As is noted above, the Town included \$15,000 in the FY18 budget.</p>	
<i>Bridge Street Improvements</i>	<i>p.31; line 251</i>	<i>FY19 = \$35,334 (\$693)</i>
FY19 Budget	<p>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%.</p> <p><u>Prior fiscal year notes:</u> None.</p>	

Additional notes on debt and debt service:

- 1) The Town’s debt service-to-expenditure ratio – a common metric used to measure the amount of debt a municipality has – is more than 22%. *The Town spends more than one of every five dollars on principal and interest payments for debt.* The Town should be between 5% and 10%, though 15% may be an appropriate interim target (given the size and scope of projects such as the East Warren Road, for example – grants, direct outlays, and capital savings may not be enough to cover the project’s cost).
- 2) The total to be paid in debt service in FY19 is \$415,853. This includes the \$278,184 in debt service and \$132,996 in capital improvement program debt.
- 3) Nearly \$201,000 in annual debt payments will retire between FY21 and FY23. The table shows how much in each of those three fiscal years:

FY21	FY22	FY23
\$111,900.00	\$69,014.35	\$19,754.97
TOTAL = \$200,669.32		



TOWN OF WAITSFIELD

Fire Department

Total 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. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.		
<i>Telephone and Communications</i>	<i>p.28; line 143</i>	<i>FY19 = \$27,000 (\$0)</i>	
FY19 Budget	Telephone and dispatch expenses. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> 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). <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.		

*FY19 Budget “Script”
For Town Meeting 2018*

<i>Alarm</i>	<i>p.28; line 148</i>	<i>FY19 = \$350 (\$0)</i>
FY19 Budget	For alarm services from Fire Pro-Tec. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.	
<i>Equipment Repairs</i>	<i>p.28; line 150</i>	<i>FY19 = \$3,000 (\$0)</i>
FY19 Budget	Self-contained breathing apparatus (SCBA) repairs and fixes, for example. <u>Prior fiscal year notes:</u> None.	
<i>Bottled Gas</i>	<i>p.28; line 151</i>	<i>FY19 = \$400 (\$0)</i>
FY19 Budget	 <u>Prior fiscal year notes:</u> 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). <u>Prior fiscal year notes:</u> 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.). <u>Prior fiscal year notes:</u> 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). <u>Prior fiscal year notes:</u> None.	
<i>Fire Prevention</i>	<i>p.28; line 155</i>	<i>FY19 = \$400 (\$0)</i>
FY19 Budget	For educational materials and other items on fire prevention. <u>Prior fiscal year notes:</u> None.	
<i>Miscellaneous</i>	<i>p.28; line 156</i>	<i>FY19 = \$500 (\$500)</i>
FY19 Budget	Advertisements, miscellaneous supplies, and so on. <u>Prior fiscal year notes:</u> None.	
<i>Dues</i>	<i>p.28; line 157</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget		

FY19 Budget "Script"
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	<u>Prior fiscal year notes:</u> None.	
<i>Physical Exams</i>	<i>p.28; line 158</i>	<i>FY19 = \$500 (-\$1,500)</i>
FY19 Budget	Exams are no longer required.	
	<u>Prior fiscal year notes:</u> 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.	
	<u>Prior fiscal year notes:</u> 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).	
	<u>Prior fiscal year notes:</u> 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.	
	<u>Prior fiscal year notes:</u> None.	



TOWN OF WAITSFIELD

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	<p>These are the anticipated election expenses for FY19, a year in which there will be a primary election in August, a November election (gubernatorial and congressional), and Town Meeting.</p> <p><u>Prior fiscal year notes:</u> FY17 was a similar with regards to the number of elections.</p>		
<i>Town Report</i>	<i>p.24, line 3</i>	<i>FY19 = \$2,500 (+\$200)</i>	
FY19 Budget	<p>Based on quote from Reprographics for FY18 (2017) report. Mailing notice of availability rather than a copy of the report may save some costs, though it is mostly anticipated to reduce waste.</p> <p><u>Prior fiscal year notes:</u> None.</p>		

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	<p>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.</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Auditing</i>	<i>p.24; line 7</i>	<i>FY19 = \$16,100 (+\$100)</i>	
FY19 Budget	<p>The audit budget was created prior to receiving and agreeing to a three-year proposal from the Town's auditors, Sullivan, Powers and Company. The amount budgeted is greater than the price quoted (\$15,700), so the Town should save \$500 in this line. The Town's FY17 audit showed significant improvement (an unmodified opinion with two deficiencies and no findings), and it is anticipated the FY18 will show even more improvement.</p> <p><u>Prior fiscal year notes:</u> FY17 actuals are greater due to a single audit and special auditing services required as part of the Town Office project. Those expenses are unlikely to be replicated in FY18 or FY19.</p>		

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	<p>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.</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Office Utilities</i>	<i>p.24; line 11</i>	<i>FY19 = \$5,000 (+\$1,030)</i>	
FY19 Budget	<p>This covers water and electricity for the Town Offices. The electricity costs are often offset by solar credits received for the array at the Highway Garage; in winter months when solar production is less and temperatures colder (forcing the Town's heat exchange system – the unit that both heats and cools the building – to work harder and less efficiently) the Town will see electric bills for the building from Green Mountain Power.</p> <p>For water billing purposes, the Town is charged for a single ERU (projected to be \$655 for FY19).</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Repairs & Maintenance</i>	<i>p.24; line 12</i>	<i>FY19 = \$5,620 (-\$180)</i>	
FY19 Budget	<p>General repairs and maintenance, this has covered expenses related to the generator, the septic system, and other miscellaneous building needs.</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Postage</i>	<i>p.24; line 13</i>	<i>FY19 = \$4,500 (\$0)</i>	
FY19 Budget	<p>The Town has a postage machine; other postage costs are covered by this line.</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Supplies</i>	<i>p.24; line 14</i>	<i>FY19 = \$7,000 (\$0)</i>	
FY19 Budget	<p>For office supplies (pens, paper, pads, folders, binders, toilet paper, cleaning supplies, light bulbs, etc.).</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Computer Services</i>	<i>p.24; line 15</i>	<i>FY19 = \$2,000 (+\$500)</i>	
FY19 Budget	<p>For purchase of computers and/or software, and for technology support services (from a local vendor when/as needed).</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Training</i>	<i>p.24; line 16</i>	<i>FY19 = \$1,000 (\$0)</i>	

*FY19 Budget “Script”
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FY19 Budget	For Town Office staff training. <u>Prior fiscal year notes:</u> 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 has continued as the Town’s cleaning contractor, though the original contract with the company expired (and needs to be revisited). The increase in this budget line also allows for cleaning of the windows, which was not included in the current fiscal year. <u>Prior fiscal year notes:</u> 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 from Bay State Elevator Company), printer/copier maintenance, sidewalk shoveling and de-icing, the NEMRC financial software, and so on. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> 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 determined to be ineligible for grant funding.	
<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.). <u>Prior fiscal year notes:</u> 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 replacement search services (VLCT) and concrete testing for replacement of the entry slab at the Town Offices (the slab passed all applicable concrete tests). <u>Prior fiscal year notes:</u> None.	

FY19 Budget "Script"
For Town Meeting 2018

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	<p>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, ensuring coverage of both sets of duties 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%).</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Borrowing Interest</i>	<i>p.24; line 26</i>	<i>FY19 = \$0 (\$0)</i>	
FY19 Budget	<p>Any interest on short-term borrowing that is not listed with the debt or item itself.</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Ballot Clerks</i>	<i>p.24; line 27</i>	<i>FY19 = \$750 (+\$400)</i>	
FY19 Budget	<p>To pay for assistance at elections, Town Meeting, and primaries.</p> <p><u>Prior fiscal year notes:</u> None.</p>		

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	<p>The chair receives \$750 for the year, the other four members receive \$625 for the year.</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Town Website</i>	<i>p.25; line 31</i>	<i>FY19 = \$750 (\$0)</i>	
FY19 Budget	<p>For the Town's website, www.waitsfieldvt.us.</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Town Admin. Salary</i>	<i>p.25; line 32</i>	<i>FY19 = \$69,779 (-\$221)</i>	
FY19 Budget	<p>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%).</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Training</i>	<i>p.25; line 33</i>	<i>FY19 = \$450 (+\$50)</i>	
FY19 Budget	<p>For the Board or Town Administrator. Examples include workshop offerings from VLCT.</p> <p><u>Prior fiscal year notes:</u> None.</p>		

*FY19 Budget “Script”
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<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. <u>Prior fiscal year notes:</u> 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’s position for the DRB and Planning Commission). Without a recording secretary, the task falls to the Town Administrator. <u>Prior fiscal year notes:</u> None.	
<i>Communications</i>	<i>p.25; line 36</i>	<i>FY19 = \$200 (\$0)</i>
FY19 Budget	<u>Prior fiscal year notes:</u> 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’s position for the Selectboard). Without a recording secretary, the task falls to the Planning and Zoning Administrator . <u>Prior fiscal year notes:</u> None.		
<i>Special Planning Projects</i>	<i>p.25; line 40</i>	<i>FY19 = \$3,500 (-\$1,500)</i>	
FY19 Budget	The increase for FY18 was to provide outside support for the Town Plan update (mainly a planning consultant to draft various sections, update data, and so on). That level of outside support is not needed in FY19; having some funding available will support the Planning Commission as it digs into planning tasks related to energy and Irasville. <u>Prior fiscal year notes:</u> None.		
<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 for the Town Plan, especially with the funds available in the Special Planning Projects line. <u>Prior fiscal year notes:</u> 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, whose work week is 34		

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	hours. The salary is calculated using the approved rates for FY18 plus the proposed salary pool adjustments for FY19 (2.0%). <u>Prior fiscal year notes:</u> 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, the Vermont Agency of Natural Resources, and others. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> 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 (generally Wednesday). <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.		
<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. <u>Prior fiscal year notes:</u> 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, the State Division of Property Valuation and Review, and others.		

	<u>Prior fiscal year notes:</u> None.		
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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).		
	<u>Prior fiscal year notes:</u> 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 or initiatives within the fiscal year.		
	<u>Prior fiscal year notes:</u> 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.		
	<u>Prior fiscal year notes:</u> 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 and the calculation refinement listed above.		
	<u>Prior fiscal year notes:</u> 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.		

	<p>The budget projects an employer contribution of 5.65% (the rate had been 5.50%) and an employee contribution of 4.875% of gross wages. VMERS, as of June 30, 2017, had a funded ratio of nearly 81% (just greater than the 80% target often used for measuring the “health” of pension systems). The Town does have a proportionate share of the net pension liability (\$154,190 according to the FY17 audit), though the level of risk associated with that liability is very minimal.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Unemployment</i>	<i>p.37; line 133</i>	<i>FY19 = \$550 (+\$33)</i>
FY19 Budget	<p>The Town’s contribution towards unemployment insurance.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Worker’s Compensation</i>	<i>p.37; line 134</i>	<i>FY19 = \$14,000 (+\$3,957)</i>
FY19 Budget	<p>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).</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<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 – one of two families taking the buyout that would otherwise be on family plans). 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>The premium contributions are:</p> <ul style="list-style-type: none"> • Single = 5.0%. • Two-person and Parent with Child(ren) = 6.0% • Family = 15.0% • One employee on a family plan contributes 13.0%, per an arrangement with the Selectboard. <p>There was some discussion about switching plans and providers during the budget drafting process. The Town will aim to discuss the possible switch again next fall, after plans and rates have been set by the Green Mountain Care Board (and assuming all health care systems in place remain the same...).</p> <p><u>Prior fiscal year notes:</u> None.</p>	

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For Town Meeting 2018*

<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). <u>Prior fiscal year notes:</u> None.	
<i>Vision</i>	<i>p.37; line 137</i>	<i>FY19 = \$1,250 (+\$1,250)</i>
FY19 Budget	Vision insurance for employees. <u>Prior fiscal year notes:</u> None.	
<i>AFLAC</i>	<i>p.38; line 138</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<u>Prior fiscal year notes:</u> None.	

Dues and Assessments	p.29; lines 177-185	+6,143\$	+3.9%
<i>Central VT Regional Planning Commission</i>	<i>p.29; line 178</i>	<i>FY19 = \$1,980 (+\$89)</i>	
FY19 Budget	The Town’s annual dues. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.		
<i>VLCT</i>	<i>p.29; line 183</i>	<i>FY19 = \$3,003 (-\$917)</i>	
FY19 Budget	The Town’s annual dues.		

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For Town Meeting 2018*

	<u>Prior fiscal year notes:</u> None.	
<i>Washington County Tax</i>	<i>p.29; line 184</i>	<i>FY19 = \$29,362 (+\$198)</i>
FY19 Budget	The Town’s county tax levy, which is only a slight increase from the current year.	
	<u>Prior fiscal year notes:</u> 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 of all requests.		
	<u>Prior fiscal year notes:</u> 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.		
	<u>Prior fiscal year notes:</u> None.		
<i>Admin. Fees</i>	<i>p.30; line 209</i>	<i>FY19 = \$0 (\$0)</i>	
FY19 Budget	<u>Prior fiscal year notes:</u> None.		
<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 Lareau Park, and other parks-related costs. The reduction reflects both the actual spending and the potential for savings through a consolidation of mowing contracts.		
	<u>Prior fiscal year notes:</u> None.		
<i>Trail Maintenance</i>	<i>p. 30; line 211</i>	<i>FY19 = \$1,500 (\$0)</i>	
FY19 Budget	For trail construction and maintenance.		
	<u>Prior fiscal year notes:</u> 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		

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For Town Meeting 2018*

	in a later section.	
	<u>Prior fiscal year notes:</u> 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; the generator between the school, Wait House, and Fire Department is paid for through the Public Safety section of the budget.	
	<u>Prior fiscal year notes:</u> None.	
<i>Memberships and Dues</i>	<i>p.30; line 214</i>	<i>FY19 = \$185 (\$0)</i>
FY19 Budget	<u>Prior fiscal year notes:</u> 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.	
	<u>Prior fiscal year notes:</u> None.	
<i>Cemetery Veteran’s Flags</i>	<i>p.30; line 216</i>	<i>FY19 = \$100 (\$0)</i>
FY19 Budget	For flags placed next to the graves of veterans buried in Waitsfield.	
	<u>Prior fiscal year notes:</u> None.	
<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.	
	<u>Prior fiscal year notes:</u> None.	
<i>Energy Efficiency Improvements</i>	<i>p.30; line 218</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<u>Prior fiscal year notes:</u> None.	
<i>Tax Adjustments</i>	<i>p.30; line 219</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<u>Prior fiscal year notes:</u> None.	
<i>Affordable Housing Initiatives</i>	<i>p.30; line 220</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<u>Prior fiscal year notes:</u> None.	

<i>Other</i>	<i>p.30; line 221</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<u>Prior fiscal year notes:</u> 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 its space was filled by the Historical Society (which does not pay rent currently). The building has operational and capital needs following years of benign neglect. <u>Prior fiscal year notes:</u> 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, and roof repair, among a plethora of other needs. <u>Prior fiscal year notes:</u> None.		

Additional notes on employee pay:

- Salaries for all Town employees are budgeted at a 2.0% increase for FY19. The Board, in the spring of 2018, will look to establish an employee performance evaluation system that ties into a salary pool. Employees would receive different percentage increases from the pool, based on the outcome of the performance evaluation. An employee making less per hour could see a larger percentage increase, whereas an employee making more per hour could see a smaller percentage increase.



TOWN OF WAITSFIELD

Public Safety

Total 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. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> 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 hearings/investigations). <u>Prior fiscal year notes:</u> None.		
<i>Emergency Management</i>	<i>p.28; line 167</i>	<i>FY19 = \$500 (\$0)</i>	
FY19 Budget	Emergency management planning and preparation. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> The amount budgeted has been less than the actual amount spent in recent fiscal years (closer to \$1,500 each year in actual expenses for hydrant clearing).		
<i>Fire Protection Contribution</i>	<i>p.28; line 170</i>	<i>FY19 = \$28,820 (+\$28,820)</i>	
FY19 Budget	The FAQ covers the contribution in greater detail.		

	<p>The Selectboard put together a working group with the Water Commission. That group looked at a variety of options for a fire protection contribution 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> <p>The \$655 is the <i>estimated</i> water rate for FY19 (July 1, 2018 through June 30, 2019); the rate assumes that the Town’s fire protection contribution has been approved by voters and new, large water customers (Lawson’s Finest Liquids in particular) are on-line and paying for water use.</p> <p><u>Prior fiscal year notes:</u> None – this is a new item.</p>	
<i>Generator Expense</i>	<i>p.28; line 171</i>	<i>FY19 = \$850 (\$0)</i>
FY19 Budget	<p>This covers the expenses for the generator located between the school and Wait House.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Insurance</i>	<i>p.28; line 172</i>	<i>FY19 = \$2,541 (\$0)</i>
FY19 Budget	<p>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, regardless of whether or not there is a local police presence [police department, constable, etc.]).</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Miscellaneous</i>	<i>p.29; line 173</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<p><u>Prior fiscal year notes:</u> None.</p>	
<i>Training</i>	<i>p.29; line 174</i>	<i>FY19 = \$500 (\$0)</i>
FY19 Budget	<p>For Town Health Officer training.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Town Health Officer</i>	<i>p.29; line 175</i>	<i>FY19 = \$250 (\$0)</i>
FY19 Budget	<p>The annual stipend for Town Health Officer (currently the Planning and Zoning Administrator).</p> <p><u>Prior fiscal year notes:</u> None.</p>	



TOWN OF WAITSFIELD

Road Department

Total FY19 Budget: \$419,424

Labor	p.25; lines 60-62	-\$171	-0.11%
<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. Where the Road Department salary line closes at the end of each fiscal year often depends on the weather (severe vs. mild winter, flooding, etc.).		
	<u>Prior fiscal year notes:</u> None.		

Equipment Operations/Repairs	p.25-26; lines 63-91	+\$4,205	+5.15%
<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 the property and casualty insurance provided through VLCT PACIF.		
	<u>Prior fiscal year notes:</u> 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.		
	<u>Prior fiscal year notes:</u> 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.		
	<u>Prior fiscal year notes:</u> None.		
<i>2008 Pick-up Truck</i>	<i>p.26; line 67</i>	<i>FY19 = \$700 (+\$700)</i>	
FY19 Budget	For repairs and maintenance.		
	<u>Prior fiscal year notes:</u> 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.		

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	<u>Prior fiscal year notes:</u> None.	
2016 GMC Pick-up Truck	<i>p.26; line 69</i>	<i>FY19 = \$1,700 (+\$700)</i>
FY19 Budget	For repairs and maintenance. <u>Prior fiscal year notes:</u> None.	
2010 Lo-Profile Truck	<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. <u>Prior fiscal year notes:</u> None.	
1997 International Dump Truck	<i>p.26; line 71</i>	<i>FY19 = \$150 (-\$350)</i>
FY19 Budget	For repairs and maintenance. <u>Prior fiscal year notes:</u> None.	
2008 International Dump Truck	<i>p.26; line 72</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	For repairs and maintenance. <u>Prior fiscal year notes:</u> None.	
2009 John Deere Loader	<i>p.26; line 73</i>	<i>FY19 = \$1,500 (\$0)</i>
FY19 Budget	For repairs and maintenance. <u>Prior fiscal year notes:</u> None.	
2015 Tandem (Dump)	<i>p.26; line 74</i>	<i>FY19 = \$4,000 (+\$2,500)</i>
FY19 Budget	For repairs and maintenance. <u>Prior fiscal year notes:</u> None.	
1998 Galion Grader	<i>p.26; line 75</i>	<i>FY19 = \$1,500 (\$0)</i>
FY19 Budget	For repairs and maintenance. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.	

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<i>Roadside Mower</i>	<i>p.26; line 77</i>	<i>FY19 = \$500 (-\$100)</i>
FY19 Budget	For repairs and maintenance. <u>Prior fiscal year notes:</u> None.	
<i>Steel Pole Saw/Chainsaw</i>	<i>p.26; line 78</i>	<i>FY19 = \$300 (\$0)</i>
FY19 Budget	For repairs and maintenance, such as blades or chains. <u>Prior fiscal year notes:</u> None.	
<i>Garage Repairs</i>	<i>p.26; line 79</i>	<i>FY19 = \$1,500 (-\$1,500)</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. <u>Prior fiscal year notes:</u> None.	
<i>Garage Trash Removal</i>	<i>p.26; line 80</i>	<i>FY19 = \$1,700 (\$0)</i>
FY19 Budget	Casella provides trash removal services. <u>Prior fiscal year notes:</u> None.	
<i>Uniforms</i>	<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 (which is common for municipal road crews). <u>Prior fiscal year notes:</u> None.	
<i>Heat</i>	<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. <u>Prior fiscal year notes:</u> None.	
<i>Telephone</i>	<i>p.26; line 83</i>	<i>FY19 = \$1,200 (\$0)</i>
FY19 Budget	For telephone and internet. <u>Prior fiscal year notes:</u> None.	
<i>Electricity</i>	<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. <u>Prior fiscal year notes:</u> None.	
<i>Garage Supplies/Hardware</i>	<i>p.26; line 85</i>	<i>FY19 = \$3,000 (\$0)</i>
FY19 Budget	Various supplies (for road work and the garage), small tools, and so on.	

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	<u>Prior fiscal year notes:</u> None.	
<i>Garage Miscellaneous/Other</i>	<i>p.26; line 86</i>	<i>FY19 = \$1,000 (\$0)</i>
FY19 Budget	<u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.	
<i>Alarm System</i>	<i>p.26; line 88</i>	<i>FY19 = \$500 (-\$500)</i>
FY19 Budget	The security alarm at the garage. <u>Prior fiscal year notes:</u> None.	
<i>Water Service</i>	<i>p.26; line 89</i>	<i>FY19 = \$655 (-\$145)</i>
FY19 Budget	Water service for the garage at the estimated FY19 rate of \$655. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.	

Hired Equipment and Labor	p.26; lines 92-98	+\$2,100	+6.32%
<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. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> 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 does not have. <u>Prior fiscal year notes:</u> 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 the uncertainty of the costs associated with plowing Bowen Road; the expenditure would be paid for with funds from the		

	Town Forest Stewardship reserve if incurred. The use of reserve funds is part of the 2018 agreement between the Town and the landowners established at the time of the transfer of the Scrag Mountain Town Forest property from private to Town ownership.	
	<u>Prior fiscal year notes:</u> 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).	
	<u>Prior fiscal year notes:</u> None.	

Materials	p.26-27; lines 99-111	+\$22,174	+16.40%
<i>Salt</i>	<i>p.26; line 100</i>	<i>FY19 = \$36,500 (+\$3,500)</i>	
FY19 Budget	Reflects the increase in use and an anticipated increase in costs. The Town generally purchases salt through the State’s contract; both Cargill and American Rock Salt have been providers.		
	<u>Prior fiscal year notes:</u> 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 – including FY18, in which spending on sand already exceeds the budgeted amount.		
	<u>Prior fiscal year notes:</u> 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.		
	<u>Prior fiscal year notes:</u> 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.		
	<u>Prior fiscal year notes:</u> 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.		
	<u>Prior fiscal year notes:</u> None.		

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<i>Culverts</i>	<i>p.27; line 105</i>	<i>FY19 = \$5,000 (+\$1,300)</i>
FY19 Budget	Ensuring culverts are the right size and in good shape is a critical element of reducing erosion, improving water quality, and ensuring compliance with the new permit. <u>Prior fiscal year notes:</u> None.	
<i>Guardrails</i>	<i>p.27; line 106</i>	<i>FY19 = \$1,000 (\$0)</i>
FY19 Budget	For replacement of guardrails. <u>Prior fiscal year notes:</u> None.	
<i>Tools</i>	<i>p.27; line 107</i>	<i>FY19 = \$5,000 (+\$3,000)</i>
FY19 Budget	For tools of various sizes. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.	
<i>Fabric</i>	<i>p.27; line 109</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<u>Prior fiscal year notes:</u> 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, with regards to the hay and seed. Cold patch is what is used to repair potholes and other paving damage when hot mix is not available (pavement plants are closed during the winter, for example) and for certain smaller jobs. <u>Prior fiscal year notes:</u> None.	

Miscellaneous	p.27; lines 112-127	+\$540	+1.97%
<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. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.		

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<i>Tree Cutting</i>	<i>p.27; line 115</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<u>Prior fiscal year notes:</u> None.	
<i>Bridge Repairs</i>	<i>p.27; line 116</i>	<i>FY19 = \$1,000 (\$0)</i>
FY19 Budget	For repairs, when/if needed. <u>Prior fiscal year notes:</u> 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 fiscal years. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.	
<i>Culvert and Road Inventory</i>	<i>p.27; line 119</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.	
<i>North Road Culvert</i>	<i>p.27; line 121</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.	
<i>Bridge Lights</i>	<i>p.27; line 123</i>	<i>FY19 = \$250 (\$0)</i>
FY19 Budget	For the lights on the Bridge Street covered bridge. <u>Prior fiscal year notes:</u> 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. <u>Prior fiscal year notes:</u> None.	
<i>Training</i>	<i>p.27; line 125</i>	<i>FY19 = \$250 (\$0)</i>

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FY19 Budget	<p>Training through VLCT, the Vermont Local Roads road scholar program, and so on.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>MRGP/State Roads Permit</i>	<i>p.27; line 126</i>	<i>FY19 = \$2,640 (+\$2,640)</i>
FY19 Budget	<p>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.</p> <p><u>Prior fiscal year notes:</u> None.</p>	



TOWN OF WAITSFIELD

Revenue Detail

Total FY19 Budget: \$1,871,456

Revenues (Detail)	p.33-34; lines 01-48	+\$93,575	+5.3%
<i>Municipal Property Taxes</i>	<i>p.33; line 2</i>	<i>FY19 = \$1,520,090 (+\$117,473)</i>	
FY19 Budget	<p>The amount to be raised by taxes is calculated by subtracting total non-tax revenue from the proposed FY19 budget, as shown below.</p> $\$1,871,456 - \$351,366 = \$1,520,090$ <p>(FY19 Budget) – (Non-tax revenue) = To be raised by taxes</p> <p>The remaining amount is then divided by the grand list to calculate the estimated or (in July) actual tax rate. Any tax rate figures shown at this time are estimates and are subject to change when the rate is set in the summer.</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Delinquent Penalty Fees</i>	<i>p.33; line 3</i>	<i>FY19 = \$15,000 (\$0)</i>	
FY19 Budget	<p>The delinquent penalty fee is the 8% penalty levied on delinquent taxes. Unlike the delinquent tax interest which is charged monthly, the penalty fees are charged once.</p> <p>This is budgeted at what has been the standard level and is close to the actual amounts collected in FY16 and FY17.</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Delinquent Tax Interest</i>	<i>p.33; line 4</i>	<i>FY19 = \$15,000 (\$0)</i>	
FY19 Budget	<p>Delinquent tax interest is charged monthly on delinquent tax accounts. Interest is charged at a rate of 1.0% per month for the first three months, and then at a rate of 1.5% per month.</p> <p>The amount budgeted is conservative when viewed against the actual amounts collected in FY16 and FY17.</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Town Clerk Fees</i>	<i>p.33; line 7</i>	<i>FY19 = \$30,000 (+\$2,000)</i>	
FY19 Budget	<p>This is where the fees collected by the Town Clerk – for recording, dog licenses, vital records, marriage licenses, and so on – are reflected.</p> <p><u>Prior fiscal year notes:</u> None.</p>		
<i>Interest Income</i>	<i>p.33; line 8</i>	<i>FY19 = \$1,000 (+100)</i>	
FY19 Budget	<p>The interest received from various Town funds (the reserves, for example,</p>		

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	<p>may earn small amounts of interest each year). The small increase brings the budgeted amount closer to the actuals.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Beverage Sales Permits</i>	<i>p.33; line 9</i>	<i>FY19 = \$4,000 (+\$1,000)</i>
FY19 Budget	<p>Income received for the issuance of first and second class liquor licenses and catering (event) permits. The proposed increase is closer to the actual revenue in FY16 and FY17.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>State Highway Aid</i>	<i>p.33; line 12</i>	<i>FY19 = \$69,000 (\$0)</i>
FY19 Budget	<p>This is based on the miles of Class 1, 2, and 3 mileage a municipality has. The amount available is determined annually in the State Transportation Bill; the local aid programs rarely see increases in State funding. The Town has no Class 1 mileage (Route 100 is State-owned and maintained and is the only potential Class 1 Town Highway mileage). No changes have occurred or are anticipated for Class 2 and Class 3 mileage. The aid is paid in quarterly installments.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Grants</i>	<i>p.33; line 13</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<p>All grants are budgeted at \$0 – unless the Town has been given an award with an exact amount and/or there is a signed grant agreement, the new practice is to avoid including grant revenue in the budget presented to voters. This helps protect against revenue shortfalls that occur if or when a grant either fails to materialize or costs are deemed ineligible.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Road Dept. Misc.</i>	<i>p.33; line 14</i>	<i>FY19 = \$750 (-\$50)</i>
FY19 Budget	<p><u>Prior fiscal year notes:</u> None.</p>	
<i>Fayston Share (40%)</i>	<i>p.33; line 17</i>	<i>FY19 = \$38,762 (-\$1,275)</i>
FY19 Budget	<p>This is the share of Fire Department expenses paid by Fayston (40% of the General Fund budget, adjusted when billed to reflect actual spending). The proposed budget for FY19 is less than FY18, causing the anticipated reduction. This does not include capital improvement program expenditures (such as SCBA debt service and transfers to truck and building reserves).</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Misc. Fire Income</i>	<i>p.33; line 18</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<p><u>Prior fiscal year notes:</u> None.</p>	
<i>Fire Grants</i>	<i>p.33; line 19</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<p>All grants are budgeted at \$0 – unless the Town has been given an award with an exact amount and/or there is a signed grant agreement, the new practice is</p>	

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	to avoid including grant revenue in the budget presented to voters. This helps protect against revenue shortfalls that occur if or when a grant either fails to materialize or costs are deemed ineligible.	
	<u>Prior fiscal year notes:</u> None.	
<i>Traffic Control</i>	<i>p.33; line 20</i>	<i>FY19 = \$5,500 (\$0)</i>
FY19 Budget	This is the income received as a result of moving vehicle violations, such as speeding tickets. The actuals show slightly more than what is budgeted, so the FY19 number was left at the FY18 level.	
	<u>Prior fiscal year notes:</u> None.	
<i>Misc. Police Income</i>	<i>p.33; line 21</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	<u>Prior fiscal year notes:</u> None.	
<i>Dog Impoundment Fees</i>	<i>p.33; line 22</i>	<i>FY19 = \$150 (\$0)</i>
FY19 Budget	<u>Prior fiscal year notes:</u> None.	
<i>Pilot Program</i>	<i>p.33; line 25</i>	<i>FY19 = \$5,000 (-\$1,000)</i>
FY19 Budget	In this case, “Pilot” is really an acronym that stands in for, “payment in lieu of taxes” (PILOT). The State makes PILOT payments to municipalities for the tax exempt buildings and land it owns or occupies as a way to make up for the tax revenue that is otherwise lost. The reduction in the budgeted amount is based on the variations seen in recent fiscal years, splitting the difference between the high and low fiscal year actuals. The amount is subject to change based upon factors outside of the Town’s control, such as a reduction in funds in the approved State budget (though that is not anticipated for FY19).	
	<u>Prior fiscal year notes:</u> None.	
<i>Current Use Reimbursement</i>	<i>p.33; line 26</i>	<i>FY19 = \$85,000 (-\$5,000)</i>
FY19 Budget	This is the money the Town receives from the State for parcels enrolled in current use. The payment is intended to make up the difference between the property tax revenue the Town would have received for parcels taxed at their respective fair market values rather than the lower current use values. The number changes annually based on the amount of property enrolled in current use. The projected FY19 decrease reflects actual payments in recent fiscal years and the anticipated reduction in enrolled land (the land donated by private landowners to the Town for the Scrag Mountain Town Forest, for example).	
	<u>Prior fiscal year notes:</u> None.	
<i>Library Insurance Reimbursement</i>	<i>p.33; line 27</i>	<i>FY19 = \$2,500 (+\$224)</i>
FY19 Budget	Reimbursement from the library for its share of property and casualty insurance. The Town’s provider is VLCT PACIF.	

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	<u>Prior fiscal year notes:</u> None.	
<i>Wait House Insurance Reimbursement</i>	<i>p.33; line 28</i>	<i>FY19 = \$2,500 (\$0)</i>
FY19 Budget	Reimbursement from the Wait House for its share of property and casualty insurance. The Town’s provider is VLCT PACIF. <u>Prior fiscal year notes:</u> None.	
<i>Water Admin. Reimbursement</i>	<i>p.33; line 29</i>	<i>FY19 = \$500 (-\$1,045)</i>
FY19 Budget	Reimbursement from the Water Commission for administrative, billing, and other tasks performed by Town staff. The amount is reduced to reflect the decision to allow the Water Commission to hire its own administrative help for certain functions. <u>Prior fiscal year notes:</u> None.	
<i>Miscellaneous Income</i>	<i>p.33; line 30</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	A “catch-all” category for miscellaneous income that is not otherwise anticipated (funds from a legal settlement or the sale of an asset or equipment, for example). <u>Prior fiscal year notes:</u> None.	
<i>Act 60 Annual Support</i>	<i>p.33; line 31</i>	<i>FY19 = \$10,000 (\$0)</i>
FY19 Budget	The State pays the Town a fee annually for each taxable parcel to assist with costs related to reappraisal and maintenance of the grand list. The Town also receives a per parcel fee related to the annual state equalization study. <u>Prior fiscal year notes:</u> None.	
<i>Planning and Zoning Income</i>	<i>p.33; line 32</i>	<i>FY19 = \$7,000 (\$0)</i>
FY19 Budget	This is the income received from application and permit fees, fines, and so on. <u>Prior fiscal year notes:</u> None.	
<i>Planning and Zoning Grants</i>	<i>p.33; line 33</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	All grants are budgeted at \$0 – unless the Town has been given an award with an exact amount and/or there is a signed grant agreement, the new practice is to avoid including grant revenue in the budget presented to voters. This helps protect against revenue shortfalls that occur if or when a grant either fails to materialize or costs are deemed ineligible. <u>Prior fiscal year notes:</u> None.	
<i>Insurance Claims</i>	<i>p.34; line 34</i>	<i>FY19 = \$0 (\$0)</i>
FY19 Budget	Any income received as a result of insurance claims to which the Town is a party and receives a payment from another individual or entity’s insurance (property damage, for example).	

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	<u>Prior fiscal year notes:</u> None.	
<i>“Other” Grant Proceeds</i>	<i>p.34; line 35</i>	<i>FY19 = \$0 (-\$16,000)</i>
FY19 Budget	<p>All grants are budgeted at \$0 – unless the Town has been given an award with an exact amount and/or there is a signed grant agreement, the new practice is to avoid including grant revenue in the budget presented to voters. This helps protect against revenue shortfalls that occur if or when a grant either fails to materialize or costs are deemed ineligible.</p> <p><u>Prior fiscal year notes:</u> The Town budgeted \$16,000 in FY18 anticipating that fit up costs for the Town Office would be eligible for grant reimbursement; those expenses were later deemed ineligible for reimbursement. The anticipated revenue shortfall will be offset, somewhat, by proceeds from a Better Roads grant for work on Palmer Hill (just less than \$12,000).</p>	
<i>Waitsfield Elem. School Solar</i>	<i>p.34; line 36</i>	<i>FY19 = \$12,000 (\$0)</i>
FY19 Budget	<p>The amount billed to the school for energy generated by the solar array located at the Town garage. There is no anticipated change, as it is hard to predict how much energy the panels will generate in a given year. The school is billed quarterly; the bills are based on a tracking spreadsheet prepared by the Town’s energy coordinator, Chris Badger.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Solar Array Credit Proceeds</i>	<i>p.34; line 37</i>	<i>FY19 = \$9,000 (-\$450)</i>
FY19 Budget	<p>These are credits received for energy created by the Group Net Metered solar array located at the Highway Garage. The credits are used to offset the electricity bills for Town facilities and the Elementary School.</p> <p><u>Prior fiscal year notes:</u> None.</p>	
<i>Decentralized WW Loan Repayments</i>	<i>p.34; line 40</i>	<i>FY19 = \$38,704 (-\$2,402)</i>
FY19 Budget	<p>The amount budgeted reflects the fact that all loans are closed (as of 2/28), and should be the actual amount received. The decrease from FY18 reflects the fact that one of the potential borrowers did not participate, reducing both the amount borrowed from the State and the amount repaid to the Town.</p> <p><u>Prior fiscal year notes:</u> The Town budgeted \$41,000 for wastewater loan repayments, but had not closed on the loan with the Winter Park Septic Association. The association’s loan repayment is \$26,000 annually – meaning that FY18 will see a shortfall in this line of nearly \$22,000. The association closed with the Town on 2/28, ensuring two months of loan payments in FY18 (for just less than \$4,400).</p>	

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TOWN OF WAITSFIELD

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 that increases both pressure and supply; the original water system design had the tank size at 150,000 gallons.
- *Pipe size* – The 23,400 linear feet of 12” diameter water mains ensure delivery 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 area has broad benefit to the community as a whole. Those residences and businesses within a certain distance from the fire hydrants also benefit 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: $44 \text{ ERUs} \times \$655^1 = \$28,820$.

¹ The \$655 is the estimated water rate for FY19 (July 1, 2018 through June 30, 2019); the rate assumes that both the Town’s fire protection contribution has been approved by voters and new, large water customers (Lawson’s Finest Liquids in particular) are on-line and paying for water use.

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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 large-scale 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) incurred as a result of water line damage caused by VTrans and a contractor it hired. 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.