

Milton Selectboard Meeting

June 6, 2016 at 6 PM

Community Room of the Municipal Complex

43 Bombardier Rd., Milton, VT 05468

Use of cell phones is prohibited during the meeting. Please shut them off or silence them.

AGENDA

- I. **Call to Order**
- II. **Flag Salute**
- III. **Agenda Review**
- IV. **Public Forum**
A Public Forum will be limited to five minutes per person. All participants must sign in and clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed by the Selectboard).
- V. **Appointments**
 - A. **Reappoint Don Turner as Town Forest Fire Warden, 5 Year Term**
Consider Approval
- VI. **Discussions**
 - A. **FY '17 – FY '22 Capital Improvement Plan**
Discussion
Staff
 - B. **Opiates in the Community**
Discussion
Brett Van Noordt, Police Chief
 - C. **Chittenden Solid Waste District (CSWD) FY '17 Budget (at approx. 7:30 PM)**
Discussion / Consider Approval
Tom Moreau, General Manager CSWD
 - D. **Water/Wastewater FY '17 Budget**
Discussion
Nathan Lavallee, Superintendent
 - E. **Town Social Media Policy & Procedures**
Discussion
Donna Barlow Casey, Town Manager
Erik Wells, Director of Administration & Community Affairs
- VII. **Warrant/Report #27**
- VIII. **Minutes of May 16 and May 23**

IX. Executive Session per V.S.A. Title 1 Section 313

- Personnel

X. Adjournment

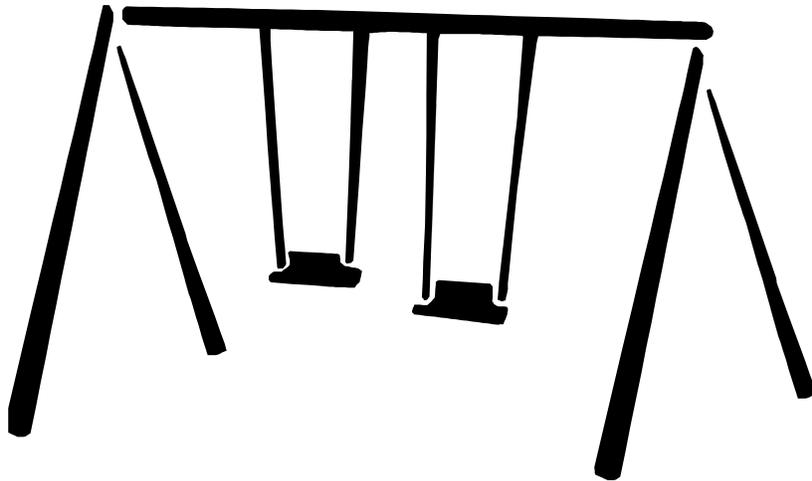
Posted June 3, 2016 on the official bulletin board in the lobby of the Municipal Building to the Town Website emailed to the Burlington Free Press, Milton Independent, Lake Champlain Access Television, Fox 44 News, WPTZ, WCAX, and posted in two other places within the Town of Milton and filed with the Town Clerk.



Signed: Donna Barlow Casey, Town Manager

**CAPITAL IMPROVEMENT PLAN
for the
TOWN OF MILTON**

**FISCAL YEARS
2017 through 2022**



Draft, May 27, 2016

**Last Updated: May 27, 2016
by Donna Barlow Casey, Town Manager**

CHAPTER 1 INTRODUCTION

Definition and Purpose

This Capital Improvement Plan addresses the Town's increasing capital needs within the constraints of limited funding over the next six fiscal years. It outlines a plan of action for the town that furthers the goals of the *Milton Comprehensive Plan* adopted February 18, 2013.

The Capital Improvement Plan lists and describes the projects identified as capital needs for the Town to be undertaken during the upcoming fiscal year (FY 2017: Capital Budget) and for the following five fiscal years (FY 2017 through 2022). The Capital Improvement Plan includes a description and estimated cost for each capital project along with the proposed financing.

The definition of a capital project is described in V.S.A. Title 24, Chapter 117, Section 4430. The overall definitions and structure of the interaction between the Capital Improvement Plan, capital budget, capital project and capital reserve account are explained below.

Capital Budget A list and description of the capital projects to be undertaken during the coming fiscal year, including the estimated costs and proposed methods of financing.

Capital Improvement Plan A plan of capital projects proposed to be undertaken during each Plan of the following five years from the capital budget year.

Capital Project A major project, which is made infrequently or is non-recurring, has a cost of at least \$5,000 and has a life expectancy of more than 5 years. It must also result in the acquisition or improvement of a fixed asset. "Fixed", as used here, does not mean immobile--an automobile is commonly classified as a fixed asset, as would be replacing a gasoline engine with a diesel engine in a fire truck.

Any proposed capital project must be one or more of the following:

- ◆ The acquisition of land;
- ◆ Construction, expansion or rehabilitation of a public facility, street or utility line (water/wastewater);
- ◆ Preliminary or planning studies or design work relating to any physical betterment or improvement;
- ◆ Replacement and purchase of vehicles; and
- ◆ As deemed appropriate by the Capital Improvement Committee.

Capital Reserve Account The account with the Town of Milton Finance Department's **Account** record keeping for all capital projects to be undertaken in the current, and past if not completed, capital budget.

Operational Project A project or expenditure, which occurs as part of the daily or yearly operations of a department or commission. This could be a reoccurring project or expenditure.

view

Milton is a growing community, currently the eight largest Town by population in the State of Vermont (Source: 2010 US Census.) The past two decades have seen a rapid change in Milton's environmental and fiscal health, as the Town has continued to grow in a variety of ways. A changing demographic, for instance, requires new and different facilities and services to support increasing numbers of young families, school-aged children, elderly, and financially challenged individuals. Community facilities have become overburdened, outdated and inefficient because of these changes. This has created the need to add new types of infrastructure, expand and upgrade existing community facilities, purchase different types of equipment capable of greater efficiencies and/or tackle new tasks, and improve service levels and communications with residents via technology. In order to keep up with these demands, the Town has had to adapt to property tax rate increases.

Now, Milton is faced with limits on its resources, increased expectations by citizen of more and better services out of every tax dollar while maintaining a high quality living environment. It is clear that Milton's high growth potential has and will result in development, environmental conditions, and tax rates that its elected representatives and residents will have to live with for years to come.

During fiscal years 1993 through 2002, residential growth averaged just fewer than 60 dwelling units per year. During fiscal years 2003 to 2005, the average climbed to 94 new dwelling units per year. Fiscal years 2006 through 2008 saw the average number of new units drop to 83 new dwelling units per year. Fiscal years 2009 and 2010 showed a continued drop in the number of new residential units permitted per year (41 and 40 respectively), due to the slowdown in the housing market and the overall economy. Fiscal year 2012 showed an increase in the number of new residential units to 36. Fiscal year 2013 showed a dip in the number of new residential units to 30 but rose to 42 in Fiscal year 2014. It is likely that the number of new dwelling units per year will increase during the current fiscal year 2015, as 12 new units have been constructed and an additional 42 permits have been issued as of November 2014.

As the economy continues to recover, it is likely that the Town will experience residential, commercial, and industrial growth, so the provision of adequate services and maintenance of a high quality of living cannot be left to uncoordinated and unplanned decisions. As identified in the *Town of Milton Comprehensive Plan* and the *Town Core Master Plan*, there will be a need for more and improved public infrastructure to benefit the Town Core and other areas in the community. This is critical for the growth of the Town of Milton, which has been working to expand its water and wastewater facilities and services.

Presently, the Town of Milton has identified several long term water, wastewater, road infrastructure, technology and recreation improvements that are needed. It is important for the Town of Milton's capital improvements to be coordinated and planned in order to have an efficient, safe and pleasing community to live and work in.

Background

In 1987, the Milton Planning Commission prepared and the Milton Selectboard adopted the *Comprehensive Plan of the Town of Milton*. One of the recommended implementation steps of the *Comprehensive Plan* was the preparation and adoption of a Capital Improvement Plan. In 1988, a Capital Improvement Plan (CIP) Committee was established to guide and direct the preparation of a five-year Capital Improvement Plan for the Town of Milton. This Committee worked with the various Department Heads and Commissions to identify capital improvement needs and to establish the Capital Improvement Plan.

Table 1 shows trends in capital expenditures over the past several years.

Proposal Evaluation

The Capital Improvement Plan presents the capital needs of the Town over the specified planning period. This Capital Improvement Plan covers fiscal years 2017 through 2022 (July 1, 2016 through June 30, 2022). The ability of the Town to fund any particular project depends on its available resources.

Specific projects presented in the Capital Improvement Plan are evaluated using informed judgment based upon information presented by Department Heads. In addition, proposals are evaluated in terms of the goals and objectives described in the following chapter. A more detailed evaluation may need to be used when a specific project moves into the current budget for funding.

Table 1

<i>Town of Milton, Vermont</i>					
CAPITAL IMPROVEMENT PLAN					
Actual Expenditures FY 2009 201					
	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual
Capital Projects					
General Government	\$28,330	\$980,709	\$13,751	\$18,948	\$
Public Safety:					
Police	\$28,656	\$0	\$75,864	\$63,143	\$70,453
Fire and Rescue	\$0	\$9,800	\$198,388	\$451,836	\$17,348
Public Works:					
Highway	\$207,033	\$372,117	\$198,755	\$331,048	\$35,162
Building and Grounds	\$8,571		\$4,800	\$6,122	\$56,552
Culture:					
Recreation	\$0	\$86,815	\$6,512	\$0	\$
Library	0	4,014	\$214,573	\$0	\$53,144
Community Development:					
Planning	\$4,799	\$13,352	\$0	\$13,188	\$11,024
School	\$2,258,610	\$984,792	\$1,254,287	\$0	\$0
Subtotal	\$2,535,999	\$2,451,599	\$1,966,930	\$884,285	\$243,683
Debt Service					
Town (includes Library)	\$60,000	\$60,000	\$242,962	\$256,114	\$191,260
School	\$987,998	\$981,676	\$957,850	\$1,001,937	\$905,415
Fire and Rescue	\$38,750	\$503,750	\$46,376	\$87,773	\$108,511
Water/Wastewater	\$402,693	\$361,050	\$395,434	\$366,882	\$666,692
Subtotal	\$1,489,441	\$1,906,476	\$1,642,622	\$2,211,706	\$1,871,877
TOTAL EXPENDITURES	4 025 440	4 5 0 5	09 552	095 991	2 115 5 0

CHAPTER 2 PREPARATION OF THE PLAN

Identifying Needs

The first step in the preparation of the Capital Improvement Plan is the identification of capital improvement needs. In the fall of 2015, capital budget request forms were completed by department heads, identifying their anticipated needs over the next six years. They were asked to limit their responses to capital projects that meet the definition as outlined in Chapter 1 and provide backup information for all new or updated requests. All requests were reviewed by the Town Manager through the budget review process.

Goals and Objectives

The underlying mission of the Capital Improvement Plan is to identify capital improvement needs of the community in order to provide municipal, educational and governmental services and facilities, and to establish a schedule for the fulfillment of the identified needs.

There are six overall goals for the Capital Improvement Plan, which are as follows:

- 1) The Capital Improvement Plan should be the policy framework for the expenditure of public funds for capital projects.
- 2) The Capital Improvement Plan should provide for the efficient and effective use of public funds.
- 3) The development and provision of public facilities and services should be based on reasonable expectations of population increases and economic growth.
- 4) The rate of growth and development should not exceed the ability of local government to provide facilities and services.
- 5) The Capital Improvement Plan should consider the use of resources and the consequences of growth which will follow from the completion of capital projects.
- 6) Capital Expenditures should be made so as to support development in areas identified for growth in the *Comprehensive Plan of the Town of Milton*.

Based on the mission statement and the above 6 goals, ten specific objectives for this plan are outlined as follows:

- 1) All capital projects should be included in the Capital Improvement Plan.
- 2) The Capital Improvement Plan should be written so that it may be used by the Selectboard, School Board, and Library Commission during the preparation of their annual budgets.
- 3) Amendments to the Capital Improvement Plan should be subject to a thorough review by the Selectboard.
- 4) The Capital Improvement Plan should strive to provide for a balanced, constant level of

expenditures on capital projects on a year-to-year basis to avoid the need for major fluctuations in the tax rate.

- 5) New growth and development should pay its share of the cost of capital improvements for public services and facilities needed to serve the new development.
- 6) The Capital Improvement Plan should consider the utilization of funds from sources other than property taxes.
- 7) The Capital Improvement Plan should be based on a projection of population and anticipated growth. Those growth rates should be consistent with those identified in the *Comprehensive Plan of the Town of Milton*.
- 8) Development Plans must be reviewed to determine compatibility with the Capital Improvement Plan.
- 9) The Capital Improvement Plan should consider not only the original purchase or investment in a capital item, but also the impact on the budget for operation, maintenance, and other costs.
- 10) Capital projects must be consistent with the *Town of Milton Comprehensive Plan* and other Town plans. Investments in utilities and facilities should be concentrated in areas identified for the highest population and development densities.

Establishing Priorities

The established priorities within the Capital Improvement Plan, in order of importance, are:

- 1) Protection of life, property, and public health and safety.
- 2) Maintenance of services and facilities at current levels of operation and efficiency or desired levels of operation and efficiency where growth has or is anticipated to result in a decline in service.
- 3) Improvement and expansion of services and facilities to meet existing, unfulfilled needs.
- 4) Orderly disposal, replacement or improvement of obsolete and inefficient facilities and equipment to provide more effective and efficient services at reduced operating costs.
- 5) Improvement and expansion of services and facilities to meet projected needs.
- 6) Improvement of Milton's economic base and social, cultural, and aesthetic values.

Funding the Capital Improvement Plan

In conjunction with identifying needs and scheduling capital improvement needs, department heads and the Town Manager considered types of funding sources available for each project. In addition, impact fees are identified as a possible revenue source for the completion of some of the identified capital improvement projects.

- 1) General Obligation Bonds - These loans are written promises by Milton to pay a specified sum of money (i.e., the principal amount) at a specified date(s) in the future together with

periodic interest at a specified rate. A bond typically runs for a longer term and is a more formal instrument than a note.

- 2) State Aid - State aid in the form of grants, loans or matching funds are utilized in transportation, public infrastructure, planning endeavors, recreation and public school projects. State aid may also be allocated for school construction projects. This also includes the State Revolving Loan Fund (SRF).
- 3) Federal Grants – Federal grants are used in transportation, public infrastructure, planning endeavors, recreation and public school projects.
- 4) Enterprise Fund - User fees for water and wastewater services are utilized for needed improvements to this infrastructure. A water/wastewater rate study is updated annually by the Water/Wastewater Department.
- 5) Impact Fees - Fees levied from new development are used to cover any portion of the costs of an existing or planned capital project that will benefit or is attributable to the users of the development, or to mitigate the impacts on the quality of life of Milton residents resulting from development, ~~compensate the Town of Milton for any expenses it incurs as a result of construction.~~
- 6) Tax Increment Financing – The added value of private taxable improvements in a Tax Increment Finance (TIF) district is dedicated to paying for capital improvements prior to being spread community-wide into what would otherwise be a slightly lower property tax rate. The Town of Milton has three voter-approved tax increment financing districts: Catamount Industrial Park, Husky Injection Molding Systems, and the Town Core. In the fall of 1998, the Vermont Economic Progress Council (VEPC) approved the Town's Catamount and Husky Tax Increment Financing Districts and funding plans. On April 30, 2009, VEPC approved the Town Core TIF District, and they approved the Town Core TIF District Financing Plan on April 28, 2011.
- 7) General Fund - Any capital projects not funded in part or in whole from the aforementioned revenue sources could be financed through the General Fund, i.e., property taxes.

CHAPTER CAPITAL IMPROVEMENT NEEDS

Introduction

This chapter lists the capital improvement projects that have been approved for inclusion in this Plan along with a brief description of each project, cost estimate, and a recommended year for the onset of expenditures. The list is compiled from information submitted by Department Heads and Commissions, as reviewed and approved by the Town Manager and Selectboard. New projects were added, and completed projects were deleted. In some instances, revisions were made to the year in which improvements are scheduled. The goals, objectives, and priorities identified in the previous chapter were used as the basis for this review. The following pages list the capital improvement projects,

IN this plan, there are no capital projects proposed by the following departments:
TOWN CLERK/TREASURER

LISTERS

LIBRARY

GENERAL

Project #410-009-B

Fire Station

Total Cost: \$72,000

FY 2016 – FY 2021

Impact Fees

The above total (\$72,000) reflects only the total impact fees to be collected by the Town for this project during the duration of this Capital Improvement Plan FY 2017-2022(FY 2017-2022). Impact fees are projected to be collected through FY2023.

POLICE

Project #420-001-E

Replacement of Police Cruisers

Total Cost: \$462,000

FY 2016– FY 2021

(FY17: \$74,000; FY18: 76,000; FY19: \$78,000; FY20: \$80,000; FY21: \$82,000; FY22: \$82,000)

General Fund

Timely replacement of the Police Department's fleet of cars is required in order to maintain adequate police services to the community. The estimated life of a police cruiser is approximately three years or 85,000 miles. This also helps to keep police cruiser maintenance expenses lower and provide employees with safe, reliable vehicles. The department currently has two cruisers with projected mileage of between 85,000 and 100,000 miles that are expected to surpass those totals before replacement in 2017.

FIRE

Project #421-018-E

Boat Replacement - Aluminum

Total Cost: \$35,000

FY 2019

Fire/Rescue Reserve Fund/Grant

Replacement of the current water rescue boat. The proposed boat would be a 20-foot center console and is expected to last for 20 years.

Project #421-021-E

Thermal Imaging Camera

Total Cost: \$14,500

FY 2020

Fire/Rescue Reserve Fund

Purchase of an additional thermal imaging camera, - an essential piece of equipment. The Fire Department currently has two thermal imaging cameras, one of which was replaced in FY15. Due to the fact that the oldest camera had no trade in value, the department presently has three cameras until this one ceases operation.

Project #421-022-E

Self-Contained Breathing Apparatus

Total Cost: \$67,500 (\$16,875/year) FY 2016 –

FY 2019

Fire /Rescue Reserve Fund

The total cost of \$67,500 represents the cost of replacing three units/year from 2016-2019. The \$16,875 represents acquisition of three units/year. Historically, the Fire Department purchased these items from its operating budget, but the cost of each unit rose in 2016 beyond the capital item threshold to \$5,500. There are currently 25 units in service. Most of the units were purchased and put into service in the early part of 2005. Some of the units are older. The expected life of these units is 10 years; therefore, replacement began in 2014 and will continue for four more years.

Project #421-023-E

All Terrain Vehicle w/Trailer & Attachments

Total Cost: \$25,000

FY 2019

Seeking a Grant with Impact Fees/Fire Rescue Reserve Fund planned as match to grant

This equipment is needed by both the Fire and Rescue Departments. The increasing number of ATV and trail systems in town present difficulty to fire and rescue members in accessing fires and injured people. There have been several incidents deep in the woods that are not accessible with the current fleet of equipment. It would be beneficial to both the fire and rescue departments to have a vehicle like this available for immediate deployment to an emergency call. Need is likely to increase as the Town's trail system becomes more developed and as more wireless facilities are built in Town.

Project #421-024-E

Replacement of 1994 25E5 Fire Truck

Total Cost: \$550,000

FY 2019

Debt Service

This project replaces 20 year old existing 1994 Fire Truck. The 6-man cab custom vehicle has a 1500 GPM pump, 1000 gallons of water and extrication tools. It's used for both structural firefighting and responding to vehicle fires and accidents.. The vehicle has been well maintained over the years, prolonging its useful life by an anticipated 5 years.

RESCUE

Add Multi-purpose vehicle

Project #422-002-E

Replacement Defibrillators

Total Cost: \$26,000

FY 2018

Grant

Every 5-years, one defibrillator is scheduled for replacement to ensure both ambulances are equipped with modern life-saving equipment.

Project #422-004-B

Ventilation/Exhaust System for Rescue Station

Total Cost: \$25,000

FY 2019

General Fund

Installation of a permanent ventilation system is a safety measure. Currently, there is no means for removing vehicle exhaust from the building. This could pose potential harm to full time career members, contaminate supplies, and might allow harmful particulates from the diesel exhaust to remain in the building. A ventilation/exhaust system should be considered that limits exposure to diesel exhaust as recommended by National Fire Protection Association Standards. This should be evaluated more fully if the rescue department shifts to a career department and as emissions technology evolves with subsequent replacement ambulances.

Project #422-005-E

Replace/Refurbish 2012 Ambulance

Total Cost: \$210,000

FY 2020

Fire/ Rescue Reserve Fund

This project replaces the chassis with a 2020 model (and remounts the existing ambulance box.

The 2012 is expected to serve the community 7 years. The department has been purchasing medium duty truck chassis to extend the useful life of the ambulances and has reduced maintenance costs. This project will include the purchase of a new AED, stretcher and related equipment.

Project #422-006-E

CPR Machine (Auto Pulse)

Total Cost: \$16,500

FY 2020

Other

This item is for the purchase an additional CPR machine which are proven to provide a more consistent and effective form of CPR than manual methods, and also lessen the burden on limited crews. The proposed device is expected to be a more modern version of the unit purchased in 2012 in conjunction with the ambulance. This unit will be a benefit to members as well as to patients.

PUBLIC WORKS

Project #430-001-E

Large Vehicle Replacement

Total Cost: \$772,500

FY 2017– FY 2021

(\$50,000-220,000/yr)

General Fund

The fleet replacement plan continues to be revised to evaluate ongoing changes to current practices, with a look forward to utilizing midsize trucks in place of some of the larger trucks currently used. The current plan is to replace the 2006 single axle 7-yard dump truck with a similarly sized unit, then future years move toward replacing the 1-ton dump truck and currently held reserve truck with mid-sized “LowPro” 4-5 yard dump trucks. This plan will continue to be evaluated to determine the effectiveness of these changes on our level of service. Funding for FY16 is \$ 187,500 from the General Fund. All cost estimates are the net cost after trade-in value of old vehicles.

201 Replace 2007 1-ton dump - \$50,000**201** Low Pro 4-5 yard dump (NEW), the need will be further evaluated - \$125,000**2019** – Replace 2008 7- yard dump - \$190,000**2020** – Replace 2006 Vaccon - \$220,000

Project #430-002-E

Small Vehicle Fleet Replacement

Total Cost: \$195,000

FY 2016-FY 2020

(\$25,000-\$50,000/yr)

General Fund

The scope of this project is to develop a replacement vehicle schedule to eliminate costly repairs to Public Work’s smaller fleet vehicles. This is to include Public Works and general pool vehicles. Currently there are two pool vehicles (2013 i-MiEV, and a 2012 Ford Escape), and three public works vehicles (2004 GMC 2500 (plow), 2009 Chevy 2500 (plow and sander, 1989 Service Truck),). Continued replacement of fleet vehicles prior to significant maintenance, improves efficiency and increases resale value. Funding in FY16 is from the General Fund. All cost estimates are the net cost after trade-in value of old vehicles. The plan is to replace vehicles on the following schedule:

201 – Replace 2009 Chevy 2500 (plow and sander) - \$50,000

- 201** – Replace 2012 Escape - \$25,000
- 2019** – Replace 2013 i-Miev - \$25,000 (a replacement lease will be explored)
- 2020** – Replace 1989 Service Truck - \$50,000

Project #430-003-E

Loader Replacement*Total Cost: \$135,000**FY 2017-FY 2019**General Fund (\$35,000/year)*

This project is to replace the 2004 Case Loader with a similarly sized and equipped piece of equipment. Replacing this equipment prior to expensive repairs may also yield a higher trade value. This is an essential piece of equipment used on a daily basis for loading all of the Public Works trucks. The project will be funded over a three year, beginning in FY17 with purchase in FY19. A Heavy Equipment Reserve Fund or Bond item may be pursued for purchasing this item as well as replacing the Grader and Excavator. (Projects #430-004-E and #430-005-E) Cost estimate is the net cost after trade-in value of old vehicles.

Project #430-004-E

Grader Replacement*Total Cost: \$175,000**FY 2017**Debt Service*

This project is for the replacement of the 1991 John Deere Road Grader, with similarly sized and equipped machine. Gravel/Dirt roads need near constant maintenance throughout the seasons to maintain satisfactory drivability. The current grader was out of service for five weeks during the summer of 2014 and is in need of significant maintenance in the front-end gearing. Gravel roads are not planned for elimination in the near future, and maintenance of those roads must continue.. Cost estimate is the net cost after trade-in value of old vehicles.

Project #430-005-E

Excavator Replacement*Total Cost: \$115,000**FY 2017 & FY 2018**(\$55,000 in FY 2017; \$60,000 in FY 2018 OR \$5,000 in FY 2018 with successful**Municipal Loan Fund application)**Municipal Loan Fund/General Fund*

This project is to replace the 2002 Volvo Excavator with a similar piece of equipment. This excavator is essential to the operations of the Public Works Department. The excavator is used on a daily basis during the construction season to replace culverts, ditch roadsides, load trucks, install services, etc. Having equipment that is reliable and effective is more productive. Replacing this equipment while it is in decent shape will yield a higher trade in value. The cost has been divided over a two year period, with \$55,000 proposed for FY17 and the remainder anticipated in FY18 with purchase in FY 18. Application to the Municipal Loan Fund (MLF) in FY 2018 would also be an option for acquisition. The MLF places a \$110,000 limit on loans.

1020

Project # 430-007-E

Roadside Mower Replacement
(\$45,000/ FY 18, FY 19 & FY 20)

Total Cost: 135,000

FY 2018 - FY 2020

General Fund

The scope of this project is to replace the 2006 John Deere Roadside mower with a similarly sized and equipped piece of equipment. Replacing this equipment prior to expensive repairs may also yield a higher trade value. This is an essential piece of equipment used on a daily basis for keeping the roadsides cutback. The proposal is to fund this project over several years.

Project #430-008-E

New Walk-Behind Mower

Total Cost: \$7,500

FY 2017

General Fund

The possibility exists for the Building and Grounds Division to add a full time person to staff in the future. If so, one of the tasks for this position will be to maintain the Village cemetery on Main Street, if the Town takes it over. This will include mowing, which will require an additional walk-behind unit to prevent competitive task not being accomplished. The added maintenance responsibilities will require the addition of maintenance equipment to provide the level of service required.

Project #430-009-E

Bobcat Replacement

Total Cost: \$55,000

FY 2016

Capital Reserve

The purpose of this project is to replace our current 2001 Bobcat with a similar sized unit, while keeping any attachments that are still in serviceable condition. In recent years maintenance has been intensive. This replacement will include a new machine with high flow hydraulics to run necessary equipment such as a snow blower, or sweeper, and a new snow plow, to be used as a backup machine to our 2008 Belos Transgiant. The Town is exploring the option of sharing the use and operation with the school district.

Project #430-010-E

Asphalt Recycler/Hot Box

Total Cost \$35,000

FY 2018

Municipal Loan Fund/ Impact Fees and General Fund

Increased car and truck traffic due to development within the Town has resulted in increased decomposition of roadways, requiring patching and resurfacing for both extension of lifespan and safety. This project proposes the purchase of an Asphalt Recycler/Hot Box that will accommodate approximately 4.5 tons of hot Mix, or cold patch for patching/repairs for municipal roads. This equipment will allow us to recycle broken asphalt and materials that are removed from our roadways and reapply this material to reduce purchased material quantities. It is estimated that this equipment could reduce the cost of road repair materials by 50%. Funding for this project is \$35,000 in Impact Fees to be collected in FY 2017 and with an additional \$5000 in Impact Fees in 2018 and \$30,000 from the General Fund in FY 2018. The Town may apply in FY 2017 to the Municipal Loan Fund for this

purchase. If successful in receipt of funding, Impact Fees and General Fund monies will be used to pay down the debt, while allowing the Town to purchase the equipment earlier.

Project #430-011-E

Tree Chipper/Trailer

Total Cost \$35,000

FY 2018

General Fund

This project will introduce a standalone 12"-15" chipper/trailer to the fleet of tools available to the Public Works Department. Currently, the Town uses a chipper mounted to our roadside tractor, which needs an operator to be in the cab, and is difficult to position in the work site. This process also eliminates the tractor from being able to perform roadside mowing operations. Funding for this project is from the General Fund. The potential exists for this service to be rented or contracted.

Project #430-013-E

Public Works Repeater

Total Cost: \$ 15,000 FY 2017

Capital Reserve/Impact Fees (\$7,000 CR & \$7,000 IF)

This project will add a repeater to the tower located on Georgia Mountain. Act 250 approval has already been granted for four antennas to be mounted on the tower. This project is an additional service for the Town, increasing the range of transmission and reception for the Public Works Department, thereby eliminating most of the areas of Town that cannot be reached without a repeater. Due to increased growth throughout Town, it is important that no areas are left without coverage. Another benefit is the Emergency Services Department will have an emergency backup channel to operate on in the event of equipment failure. \$11,500 has been previously collected in Impact Fees and funds from Capital Reserve in FY 14 and FY 15. No further funding from the project is proposed in FY 16.

Project #430-015-B

Epoxy Floors

Total Cost: \$50,000

FY 2018

Other

This project will protect the concrete bay floors in the Police, Fire, and Rescue stations from wear and petroleum stains. This project will outlast any other floor coating that can be installed. The estimated life of the project is 20 years. Without this project, the floors should be sealed on a regular basis at a cost of approximately \$1.00/square foot for a total of \$11,000 (based on 8,000 sq. ft. Fire Station, 1,500 sq. ft. Police Station, and 1,500 sq. ft. Rescue Station).

Project #430-020-P

Reconstruction of Main Street Total Cost: \$2,529,000 FY TBD

(Design/Engineering \$335,080; Construction \$2,193,920)

Deferred Sidewalk Fund/Grants

This project is for re-alignment of Main and Railroad Streets. There is a serious

need to correct the horizontal and vertical alignment along upper Main Street and at the intersection of Main Street with Railroad Street; the site distance over the hill on upper Main Street; and stormwater drainage from the hill to the railroad track along upper Main Street. This work will require both water and sewer utility relocations with an estimated cost of \$800,000. This stretch of road has been classified as a high crash location. This project includes a sidewalk along one side of Main Street to the intersection with North Road/East Road and will require adequate funding sources if it is to be implemented. \$1,729,000 is the estimated construction cost, not including utility relocations, as determined from a Scoping Study that was conducted in FY15.

Project #430-021-P

Replacement of Bridge No. B-6, East Road
Grant/General Fund

Total Cost: \$550,000 FY TBD

This project is to replace bridge number 6. Based on the Preliminary Engineering Investigation and Recommendations Report dated August 29, 2013, prepared by Dubois and King, Inc., less expensive options to repair and upgrade the existing structure are not feasible. The width of the bridge is substandard for a two-lane highway and the Report identified several substandard and failed conditions of the bridge. Complete failure of the bridge would cause a major disruption on North/South traffic flow and put more pressure on US RT 7. A new 27-foot long clear span structure is recommended to replace the aging structure. The Town received a grant for the FY 14 Engineering Report. \$550,000 in state funds, through a Town Highway Bridge Grant, is planned for construction and \$50,000 from the General Fund is proposed for the remainder of the funding. The date of construction will be determined upon securing adequate funding.

Project #430-023-P

Town Sidewalk Replacement Project
Highway Sidewalk Reserve Fund

Total Cost: \$TBD FY 2018- FY 2021

The replacement program includes public sidewalks and shared use paths within the Town of Milton that meet the minimum design requirements established in the Public Works Specifications, adopted October 6, 1997. Problem areas are identified through public involvement and an annual ground survey conducted by the Town Engineer or designee. Each problem area will be inspected and rated. Ratings are used to prioritize replacement. The new River Street Sidewalk Rehab project is a standalone project and not included in these costs.

Project #430-024-P

River Street Sidewalk Rehab Project
General Fund/Grant

Total Cost: \$76,350 FY 2018- FY 2021

This project repairs and upgrades approximately 810 linear feet of sidewalk on the eastern side of River Street between Main and Cherry Streets. Consideration should be given to widening to an 8'-10' shared-use pathway. This section of sidewalk has a significant amount of curb cuts, which require 6" and 8" thick concrete sidewalk. All of the sidewalk segments that cross the curb cuts have

failed, as well as approximately 50 percent (200 LF) of the remaining sidewalk. This is a significant safety hazard to pedestrians. Funding may be available through a state grant. This is a standalone project and has not been included in the Town Sidewalk Replacement Project (#430-023-P).

Project #430-025-P

Route 7/River Street Sidewalk Gaps Total Cost \$1,882,294 FY201-FY 2021
(FY 16: \$3,200, FY 17: \$20,000, FY 18: 503,762, FY 21 1,347,532)

Impact Fees/Grant/TIF

This project encompasses filling the sidewalk gaps on US Route 7/River Street, between the gap at the GMP (CVPS) Park at 31 River Street and the intersection with Racine Road. Projects include a sidewalk extension down West Milton Road to the Birchwood MHP. The project does not include a pedestrian bridge/walkway across the West Milton interstate overpass. The total project will fill approximately 8,655 linear feet of gaps, construct two retaining walls, replace the existing retaining wall at Gimlet Hill, crosswalks where safe and associated stormwater control improvements. Several studies, including the FY15 Route 7 Corridor Study have identified these sidewalk gap deficiencies. The 2013 UVM Capstone project provided design alternative, preliminary plans and cost estimates for three of the gaps. The Town has applied for a grant for Phase 1. Other funding will come from Impact Fees and from TIF.

Project #430-028-P

Lake Road 36" Culvert Replacement Total Cost \$66,000 FY2018
(General Fund Grant)

This project is for the replacement of a failing undersized 35"-40" culvert on Lake Road with a properly sized, 60" diameter culvert. The culvert is located on Lake Road, approximately 135 feet north of Corral drive. Since the existing culvert is undersized, its repair is not feasible. Complete failure of this culvert may lead to road settlement and potential sinkholes, which could render Lake Road Impassible. Funding is proposed from a Class 2 Highway Structures grant with the remainder from Impact Fees.

Project #430-032-P

Railroad Street Railroad Crossing Total Cost: \$24,200 FY 2017
(FY 17: \$22,000 grant/\$2,200 match)

Impact Fees/Grant

This project will construct a safer bicycle and pedestrian crossing for the railroad tracks on Railroad Street. The project will be a design-build project approved by New England Central Railroad. The sidewalk will be on the east side of the road and will cross the railroad between the signal and control box. Pedestrian gates are not included. If gates are required, the cost will increase. The Town received a \$22,000 grant for Scoping and preliminary design in FY 16. Construction is anticipated for FY18 – 19)..

Project #430-033-P

Cherry Street Railroad Crossing

Total Cost: \$110,000

FY 2017

General Fund/Impact Fees/Grant

This project is to construct a safer bicycle and pedestrian crossing for the railroad tracks on Cherry Street. The sidewalk will be on the south side of the street and will cross the railroad on the outside of the signal and control box. The project will be a design-build project approved by New England Central Railroad. Pedestrian gates operated by the existing control box are included in the project. A Sidewalk Grant for the construction of this project was received in the spring of 2013 – \$52,800 of costs. \$41,250 in Impact Fees were previously collected - \$27,500 in FY 2014; \$13,750 in FY 2015. An additional \$15,950 is budgeted in Impact Fees for FY 2017.

Project #430-069-P

Reconfiguration of Middle Road/Railroad Street/Route 7 Intersection – Full

Hourglass Total Cost: \$3,991,020

FY2018

– FY 2022

TIF Funds/Grant (80% Federal Funding/20% TIF)

The current configuration of this intersection, where Railroad Street and Middle Road create sort of an “X” configuration with Route 7, causes traffic back-ups as traffic attempts to enter and exit Route 7. As explained in the “Milton Town Core Transportation Plan,” prepared by Resource Systems Group (RSG), February 2008, this situation will only worsen as the Town Core area continues to develop. The Town can expect to see levels of service (LOS) continue to decline at this intersection without reconfiguring the geometry; with the improvements, the expected LOS will be a B or C. This intersection is also currently classified as a high crash location. The solution to this problem is to reconfigure the intersection into a more “hourglass” shape. In this configuration, Railroad and Middle would be realigned and joined, so traffic traveling on these roads would be able to continue essentially unimpeded from one to the other. Two spur roads, one at the top and one at the bottom of the “hourglass,” would connect to Route 7. The green space created in the center of this “hourglass” is proposed as a town green/park that can be used for community events and may include a rain garden to help with stormwater management (as described in the “A Town Core Streetscape and Accessibility Design Study, August 2007” prepared by Elabd Architectural Illustration with Kathleen Ryan, Landscape Architect). This intersection project will require sidewalks along the newly configured roadways for pedestrian access; this is especially important due to the proximity to the shopping center across Route 7. This project will most likely require land acquisition around the existing intersection in order to construct this project in the “hourglass” configuration.

Project #430-075-P

Annual Stormwater Infrastructure Replacement Project

Total Cost: \$165,000

FY 2017- FY 2021 (FY16: \$40,000, FY17-FY21: \$25,000/year)

Capital Reserve/Grant

This project is for hiring a contractor to complete culvert installation and check basin

repairs as directed by the Town. Materials will be provided by the Town. Structures are planned to be replaced the year prior to a road being paved as scheduled in the paving program. The project for FY16 is to replace a 24" diameter x 140' long culvert crossing at the head of the cul-de-sac of Quarry Lane that is in a severe state of deterioration. Due to its depth, location and adjacent utilities repair and replacement is not feasible for the Town. The Project is to attempt to repair the culvert using trenchless slip lining. If this is not feasible, a full replacement will be required. Cost estimates assume complete replacement. Complete failure of the culvert will cause complete failure of Quarry Lane and may cause costly damage to adjacent utilities.

Project #430-077-P

Brandy Lane Sidewalk Construction
2018

Total Cost: \$57,525

FY

Impact Fees/Grant/

Construction of 250 ft. sidewalk along Brandy Lane for access to the high school, and widening the road apron at the entrance to Brandy Lane in order to accommodate buses. A sidewalk Scoping Study determined design and construction costs for this sidewalk in FY 15. The project is proposed to be funded over five years. (\$6,375 has been set aside in impact fees FY 14 & \$6,350 in FY 15) with construction anticipated in FY17. Grant awarded in May 2015 and expires December 31, 2018. Funding from grant is \$44,800 with 80/20 split, local match up to \$11,200. impact fees.

Project #430-078-P

McMullen Road Sidewalk Construction
- 2017

Total Cost: \$422,900

FY 2016

Impact Fees/Grant/Developer Sidewalk Fund

This project is funds construction of sidewalk along McMullen Road from Railroad Street to Hobbs Road. The sidewalk will provide pedestrian linkage for several neighborhoods along McMullen Road. The Town received a Bike/Pedestrian grant for \$380,600 to help offset the cost of final design and construction with a match of \$42,300 in Impact Fees money (set aside in FY 2015.) Construction is slated for summer of calendar year 2016.

Project #430-085-B

Combined Public Works Facility
Debt Service/Impact Fees/Other

Total Cost: \$3,027,000

TBD

This project was studied by Architects in 2014 along with a larger general facilities study. The smaller size of the proposed new trucks may alleviate some of the previous space issues. If funding becomes available in the future, a new public works facility may be considered, as long as it is financially prudent and cost effective to do so. However, the parameters of the project and the facility size need further due diligence. Funds previously set aside in prior years, along with \$27,000 in further funds from the Georgia Wind Fund, could be used for further study.

Project #430-087-S

Survey of Municipal Property
General Fund/Impact Fees

Total Cost: \$60,000

FY 2018

The project will be used as a base plan of the future uses of the complete property. Currently, there are several maps of the properties that have been copied and taped to make a complete map, which makes it difficult to see the locations of the property lines on the drawing, and especially in the field. This project will delineate and flag the outside boundaries of all municipal property, including the Eagle Mountain, Municipal Forest, and Municipal Complex properties. Note: Research will verify whether or not existing surveys are sufficient and if this project is needed.

RECREATION

Project # -P

Trash & Recycling Receptacles in Bombardier Park Total Cost \$7,500 FY 2017
1/2 Penny for Parks (\$7,500)

It is desirable that the Town invest in aesthetically pleasing, durable, weather-resistant garbage and recycling containers for placement in 10-12 locations in Bombardier Park East and West. This will improve cleanliness and diminish maintenance for Buildings & Grounds staff. This action will support Town efforts to increase attendee satisfaction and generate additional revenue through licensing/renting space to food trucks and vendors for recreation rentals and Town sponsored events. Act 148, adopted by the Vermont Legislature (2012) requires that all municipalities must provide recycling containers adjacent to trash containers in public spaces (except for bathrooms.)

Project # 452-012-P

Bombardier Park Running Path

Total Cost \$50,000

FY 2018

1/2 Penny for Parks (\$30,000)/Other (\$20,000)

This project envisions construction of a six-foot wide, ADA accessible running path with fitness stations around the perimeter of Bombardier Park. Fitness stations will consist of stretching and strength equipment. It will provide an accessible running path on Town property, particularly convenient for family and friends attending youth sports games and practices. It can also be used, if maintained during winter, for cross-country skiing and snow shoeing. \$30,000 in funding will be from a recreation tax (1/2 Penny for Parks) and \$20,000 will be from various potential sources, including the National Guard, MCYC or VYCC. Construction is contingent upon availability of funding sources.

Project #452-013-S

Bombardier Park Recreation Facility Design

Total Cost: \$50,000

FY 2018

1/2 Penny for Parks

The 2007-2027 Recreation Master Plan identifies the Town's need for an indoor, multi-generational recreation facility. The funding source for this project is from a recreation tax (1/2 Penny for Parks) and half of the funds (\$25,000) were set aside from the recreation tax (1/2 Penny for Parks) in FY15.

Project #452-014-B

Bombardier Park Recreation Facility Construction *Total Cost: To Be Determined*
 FY 2017

1/2 Penny for Parks

The recommendation of the 2007-2027 Recreation Master Plan identified the Town's need for an indoor, multi-generational recreation facility. The funding source for this project is from a recreation tax (½ Penny for Parks).

Project #452-015-E

Additions to RecTrac Software *Total Cost: \$ 10,000* *FY 2019*
General Fund/Impact Fees

This project will add the WebTrac and/or PayTrac module(s) to the RecTrac software. The WebTrac module will enable community members to register for programs/events online. The PayTrac module will allow community members to pay for the programs/events they register for online. This type of service/software is necessary due to the increased population of the Town resulting in increased demand for recreational services. Funding for this software or similar, acceptable software, may be combined into the expense of a new Town website in order to save money.

Project #452-016-P

Park Amenities *Total Cost: \$16,000* *FY 2016*

1/2 Penny for Parks

This project entails the construction of park amenities such as ADA improvements, electricity to the Pavilion on the Middle Rd side of the Park, additional park benches throughout the Park, replacement of the cabinets in the Field House, purchase of a portable public address system, signage, continued field house refurbishment, ongoing maintenance to the summer 2014 revitalized Tennis Courts (i.e.: crack repair, net replacement, etc) and other park amenities deemed appropriate. The funding source for this project is from a recreation tax (½ Penny for Parks).

Project #452-017-S

Recreation Master Plan *Total Cost \$20,000* *FY 2018*
Impact Fees/General Funding/Grant (\$10,000 General Fund and \$10,000 Grant)

In 2007, a 20-year Milton Recreation Master Plan (2007-2027) was undertaken by a consultant and the Plan approved by the Selectboard. This Master Plan has is used as a reference and blueprint by Staff and the Recreation Commission. Many projects in it have been realized, but others have become obsolete, evolved, or become irrelevant over time. The population of Milton has increased dramatically and technology and the way community members receive information has evolved, as well. Ideally, a Recreation Master Plan should be updated every five years. It would be beneficial for the Recreation Staff and Commission, and Selectboard to have an updated document that could guide decisionmaking. Funding will come from a possible grant and the general fund.

Project #452-018-P

Dog Park Area

Total Cost: \$50,098

FY 2018 -

2019

(FY18: \$10,000 & FY19: \$40,098)

1/2 Penny for Parks/Impact Fees/Fund Raising/Grants

Preparations for a Milton Community Dog Park project are underway. This will provide the public with a secure, off-leash area where residents and visitors can let their dogs run and socialize. The project has support from community members and local pet-related businesses and organizations. The Town identified a location in FY 2015 and set aside \$5,000 in funding in Impact fees and \$5,000 funding from the recreation tax (1/2 Penny for Parks.) The remaining \$40,098 will be funded by impact fees and the recreation tax, with potential alternate funding from one or more grants and fund raising. If sufficient grant(s) are secured, those funds would offset impact fee funds.

Project #452-019-B

Construction of Restrooms – East

Total Cost \$100,000

FY 2019

½ Penny for Parks/Impact Fees/Grant

This project is being proposed on the east side of Bombardier Park East (Tennis Court). The Park is currently home to four (4) revitalized tennis courts, horseshoe pits, sand volleyball court, picnic pavilion, 2 BBQ grills, multi-purpose athletic fields, walking trails and a new playground structure. There are currently no restroom facilities on the east side of the park. A port-o-let is provided by the Town from April-October. Restroom facilities are located on the other side of the park; an approximate 5-10 minute walk. This project entails the research and construction of a double or multi-user, concrete, pre-fab, seasonal restroom within the Park. Funding will come from a recreation tax (½ Penny for Parks) and a possible grant.

Project #452-020-P

Construction of Skatepark

Total Cost \$144,000

FY 2018-2020

½ Penny for Parks/Impact Fees/Grant

The construction of a Skatepark in Milton, is still in the early development stages. The project is being requested to provide community members (notably Milton youth) with a designated safe area to enjoy the use of skateboards, bikes, scooters, rollerblades, etc. This area would most likely be blacktop or cement having skatepark equipment, features and elements. The project has support from Milton youth, Milton school representatives, parents and members of the community who work with youth. This project is referenced in the Town of Milton 20-Year Recreation Master Plan (2007-2027), which was accepted by the Selectboard in 2007 and the 2014 Public Works/Recreation Facility Study. This project will take several years to complete. Funding will come from a recreation tax (1/2 Penny for Parks), the General Fund, Impact Fees, and potentially grants and fundraising.

Project #452-021-P

Tennis Court Resurfacing & Reconstruction

Total Cost \$15,000

FY

2021-2027

1/2 Penny for Parks/ Grant

This project entails the long-term maintenance of the Milton Tennis Courts on the Middle Rd side of Bombardier Park, which were revitalized in spring 2014. During this process, cracks were filled, membrane applied, three coats of paint, new nets, posts, backboards and benches. The contractor recommended a maintenance schedule to help ensure the life of the courts and that the courts be completely resurfaced again in FY21 (approximately \$14-\$15K). Reaching FY27, the courts may be at a point where reconstruction is a more cost beneficial way to go. The estimate to rebuild the courts at that time will be approximately \$260-280K.

PLANNING & ECONOMIC DEVELOPMENT

Project # 461-009-P

Multi-Use Pathway #1 – Haydenberry Drive

Total Cost: \$TBD

FY TBD

Grant/Impact Fees

This project is for creating a Safe Across 7 pathway. The Ad Hoc Recreation Pathways Committee Evaluation Report, dated October 15, 2009, identifies the #1 priority pathway as providing a connection between Milton High School and Bombardier Park. The slogan for this pathway is *Safe Across 7*, creating a safe way to cross Route 7. The Ad Hoc Recreation Pathways Committee has delineated the proposed route of this pathway as connecting through the high school to Haydenberry Drive, continuing down Haydenberry Drive towards Route 7, crossing Route 7 at the light at Centre Drive, and continuing down Centre Drive to the municipal complex on Bombardier Road. A large section of this pathway along Haydenberry Drive was constructed in 2013 by the developer of the shopping center project, as was the Route 7 light and crossing. Approximately 310 feet will be built along with a development that begins construction in the fall of 2014. A gap of approximately 140 feet will continue to exist between the recently completed shopping center portion of the path and the existing portion of the path that begins near Strawberry Lane. This project was in the FY 2015 CIP for funding for the construction of the 10-foot wide asphalt multi-use pathway along Haydenberry Drive and a path that would connect to the High School as well as connector paths to Route 7. The Town received funding through the CCRPC to conduct a scoping study in FY 2015 and intends to construct the remainder of the path in FY 2016 along with a portion of the path that would connect directly to the High School. An estimate of \$90,000 is projected for the remaining Haydenberry section and \$210,000-\$493,000 for path connecting to the High School. Additional pathways The cost provided is an estimate, as more specific construction costs will be based on construction cost estimates in the Scoping Study. Construction of this project in is dependent on a successful grant application.

Project #461-010-E

Town Core and Village Lighting Project *Total Cost \$580,000* *FY 2017*
TIF/Other

In the Town Core, the existing GMP street lighting will be replaced and new lighting installed in the antique-style street lighting that helps to establish a sense of place in the new town core. The project is generally located Route 7, Centre Drive, Bombardier Road, Middle Road and Railroad Street. The existing rented GMP street lighting will be replaced with antique style lighting that enhances the appearance of the historic village. The village project is generally located on Main Street, School Street, Cherry Street and River Street. This project was previously a standalone project. The total cost for the Town Core lighting is estimated at \$200,000 and the Village lighting project is estimated at \$380,000. Funding sources for the project is anticipated to be the Town Core TIF.

Project #461-013-P

Town Forest Improvements *Total Cost: \$62,700* *FY 2016 –FY 2019*
(FY16: \$24,000; FY17: \$38,700; FY18-FY21 TBD)
Impact Fees/Grants

A number of improvements were proposed in accordance with the Town Forest & Bove Property Management Plan approved by the Selectboard in 2011. In FY 2015, the Town received a grant for the design of an accessible trail connecting the parking lot to the main trail network. Funding for construction of this trail, the Bove Connector trail, is planned for FY 17. The Town received a 2015 Recreational Trails Grant from the Vermont Dept. of Forests, Parks and Recreation for \$49,959. The Town is required to match this amount with \$16,815 (a portion of which may be in-kind.) In FY 2014 \$5,000 in Impact Fees was set aside towards this match, followed by an additional \$4,000 in FY 2016 from the same source. The remaining \$7,518 in Impact Fees is proposed for FY 2017 funding. The Town will make use of as many in-kind opportunities to reduce our cash match, but has budgeted for the full match amount in order to assure our ability to maximize the grant funds fully.

A second phase of the trail leading from the connector trail to the Milton Swamp, ending at an observation deck would be proposed for the next step in construction to begin in FY 17. Cost estimated for this phase, including the design, is approximately \$38,700. Funding will be from grants and Impact Fees. The order of construction for future year's projects will be determined by the Management Plan and immediate need, but specifics for the timing and priority will be determined at a later date. Projects might include trails, signs and primitive camping. These improvements are described in more detail in the Management Plan and the Bove Property: Natural Resource Assessment & Land Use Planning Report done by Lamoureux & Dickinson in 2009. Improvements of parking and access and the addition of trails and signage at both the Bove Property and the Town Forest are recommendations in the Milton 20-Year Recreation Master Plan (2007-2027). These recommendations are incorporated into the 2013 Comprehensive Plan by reference.

PUBLIC WORKS – Water Division

Project # 500-039-E

Water/Wastewater Vehicle Fleet Total Cost: \$177,000 FY2016- FY2018 & FY2020
 Water & Wastewater Enterprise Fund/Wastewater Fund Balance

This project will add one new vehicle to the existing water and wastewater fleet and allow for a replacement schedule for the existing vehicles in the fleet. Currently, there are four vehicles in the fleet and six employees. Water/Wastewater staff efficiency can be improved if another vehicle is added to the fleet by allowing him/her to work independently out in the system. Costly repairs and vehicle downtime can be eliminated by developing a replacement schedule before the vehicles reach the end of their useful lives. All cost estimates for the replacement vehicles are the net cost after trade-in value of old vehicles. Funding for FY 16 is from the wastewater fund balance. The following is the proposed schedule:

- 201** – Replace 2003 Ford F-250 - \$36,000
- 201** – Replace 2006 Chevrolet Colorado - \$30,000
- 201** – Replace 2007 Chevrolet Silverado - \$36,000
- 2020** – Replace 1999 E-450 - \$75,000

Project #500-040-P

Lake Road 12" Water Main Total Cost: \$1,125,000 FY 2018 & FY 2019
 (FY18: \$375,000 W EF FY19: \$750,000 DS)

Water Enterprise Fund/Debt Service

This project will extend a 12" main up Lake Road from the intersection of US Route 7 to Manley Road. Originally, this project was included with the Arrowhead Tank Upgrade. The project will upgrade the hydraulic capabilities of the area and provide adequate fire flows for a densely populated area. The 12" water main will still be able to serve a water tank on Arrowhead Mountain if it is ever needed. This project should be constructed with the Jonzetta Court/Pep Place project (#500-025-P) as part of Contract 17 (projects 500-025-P and 500-040-P have been combined). This will include extending the existing 4" waterline cross-country between Jonzetta Court and Pep Place with 500' of new 4" waterline to create a loop in the system, eliminate a dead end, and improve distribution capacity in this area. A portion of this project was constructed in FY 12 as part of the Lake Road Intersection Realignment. Completion of the remaining portions of this project is yet to be determined. Cost estimates are based on the 2014 Water Systems Facilities Plan Update.

Project #500-042-P

Fire Hydrant Replacement & New Hydrant Installation Total Cost: \$176,115
 FY 2017 – FY 2021 (FY17: \$32,448; FY18: \$33,746; FY19: \$35,096; FY20: \$36,500;
 FY21: \$38,325)

Water Enterprise Fund

This project is to replace four old or damaged fire hydrants per year. If there are not four old or damaged fire hydrants that require replacement, new fire hydrants will

be added to fill in the gaps on the water system to ensure a hydrant is at least every 500 feet in the populated areas of the system.

Project #500-043-P

Beaverbrook Water Distribution System Improvements Total Cost: \$4,070,000
 FY 2019 & 2000 (FY19: Engineering - \$1,000,000 & FY20: Construction - \$3,070,000)
 State Revolving Loan Fund

This project is to replace undersized water mains and substandard materials, reduce leakage, increase system hydraulic capacity, protect water quality, and add fire protection to a densely populated area. The project area includes Meadow Road, Hobbs Road, Woodcrest Circle, Hemlock Road, Beaverbrook Road, Kingswood Drive, and McMullen Road. This should be scheduled at the same time as the wastewater expansion (Project 550-023-P). The possibility of this project going ahead is dependent on securing alternative funding sources to reduce the impact on ratepayer's costs. Engineering is expected to begin in FY16 with construction in FY17. Cost estimates are based on the 2014 Water Systems Facilities Plan Update.

Project #500-046-P

Replace 4,200 LF of Water Mains with 12" DI Loop Water System – Railroad Street
 Total Cost: \$1,575,000 FY 2017 & FY 2018
 (FY17: Planning/Design - \$526,000 W EF FY18: Construction - \$1,050,000 Debt Service)
 Water Enterprise Fund/Debt Service

Replace 4,200 LF of existing 2", 4", and 6" water mains with 12" ductile iron. Loop water system to improve water system hydraulics and fire protection. Replace 70-year old 2" water line under the Railroad Street railroad crossing. Replace 70-year old 4" water main extending from Main Street. Install a second fire flow/pressure reducing valve to augment fire flows on the low-pressure hydraulic zone of the water system and provide redundancy for the existing fire flow/prv on River Street. Eliminate a normally closed isolation valve between the low and high-pressure hydraulic zones. Cost estimated using RS Means 2008 as adjusted for inflation. Cost includes design and construction engineering services. The Railroad Street portion at the railroad crossing should be completed prior to upgrading the rail crossing. Estimated cost - <\$100,000. Cost estimates are based on the 2014 Water Systems Facilities Plan Update.

Project #500-047-E

Replace 100KW Generator with 60KW Generator – McGrath Reservoir (Water Plant)
 Water Enterprise Fund Total Cost: \$40,000 FY 2017

This project will replace the original 100 KW LP gas emergency generator and switchgear with a smaller, more efficient 60 KW LP gas, emergency generator at the McGrath Reservoir (Water Plant) site.

PUBLIC WORKS – Wastewater Division

Project #550-005-E

Video Inspection Camera & Software Total Cost: \$78,000 FY 2017

Enterprise Fund-Wastewater

This project is for the purchase of a sewer camera that attaches to the flushing nozzle of the Vac truck. Currently, the Town does not have the equipment to video sewer mains. A self-enclosed portable system provides a stable platform for the equipment, which can be removed from the vehicles when not in use. Video inspections are required by state regulations on a regular basis. Inspections are required annually in known hot spots, every three years at stream crossings, and every five years for sewer mains that are over ten years old. This work is now contracted out at an annual average cost of \$20,000. The town is exploring an option to contract out with South Burlington to use their video equipment, which could reduce the current annual cost.

Project #550-006-E

Septic Transfer Pump – Sewage Grinder Total Cost \$21,731 FY 2016
Wastewater Fund Balance

This project is for the purchase of a sewage grinder on the inlet into the Septage Transfer Pump. The Septage Transfer Pump is located in the Biosolids and Septage receiving facility at the Wastewater Treatment Plant. The Septage transfer Pump transfers septage fro the septage hold tank to the plant for processing. The inlet to the Septage Transfer Pump has clogged on numerous occasions. Clogging can lead to significant damage and down time to equipment. The Septage Receiving Program is an important source of revenue to the Wastewater Enterprise Fund.

Project #550-024-P

Beaverbrook Residential PH I Sewer Expansion Total Cost: \$6,765,000
FY 2019 & FY 2000 (FY19: Planning/Design/Engineering \$2,255,000 – SRF; FY20:
Construction \$4,510,000 – Debt Service)
State Revolving Loan Fund/Debt Service

See Town of Milton Wastewater Expansion Study, February 2008, by Forcier, Aldrich & Associates., with updated 2014 cost estimates by Aldrich + Elliott. Recommend project to be constructed in conjunction with water system upgrades in the same service area. The possibility of this project going ahead is dependent on securing alternative funding sources to reduce the impact on ratepayer's rates.

SCHOOL

Project #800-031-B

Elementary School Addition Total Cost: \$225,858 FY 2016 – FY 2018
(\$75,286/year)
Impact Fees

The above total reflects only the total impact fees to be collected by the Town for this project during FY years 2016-2018 of this Capital Improvement Plan. Impact fees are projected to be collected over a twenty-year period (1999 to 2018).

CHAPTER 4 IMPACT FEE SCHEDULE

INTRODUCTION

This impact fee schedule is intended to support the Town of Milton's *Impact Fee Ordinance*, and includes several major components:

- (a) Identifies those capital improvement needs which can and should be funded by the assessment of impact fees,
- (b) Identifies the portion of the cost of these items which should be apportioned to new development, and
- (c) Calculates the impact fee which should be assessed for new development.

An impact fee is a charge assessed to new development and is used to fund public improvements necessitated by such new development. As defined by 24 V.S.A. Chapter 131, impact fees are defined as:

A fee levied as a condition of issuance of a zoning or subdivision permit which will be used to cover any portion of the costs of an existing or planned capital project that will benefit or is attributable to the users of the development or to compensate the municipality for any expense it incurs as a result of construction. The fee may be levied for recoupment of costs for previously expended capital outlay for a capital project that will benefit the users of the development.

In addition, Milton has defined impact fees to cover only new projects, equipment, or construction. For example, replacement fire trucks or police cruisers cannot be purchased utilizing impact fees.

24 V.S.A. Chapter 131 requires that, after July 1, 1992, impact fees must be based on a duly adopted capital improvement program as has been described in the previous chapters.

There are several different ways impact fees can be applied to a capital project. In advance of starting an anticipated capital project, impact fees can be collected and placed in an interest bearing account. Impact fees must be spent within six years of when they were first collected. Impact fees can also be utilized to cover a capital project that has been financed by a bond, loan, or other form of long-term financing.

If funds are collected or special assessments are already designated for capital projects, impact fees cannot also be collected for them. One example of this is the Enterprise Fund, designated for water and wastewater capital projects. Because the Enterprise Fund is designated to be used for capital projects, impact fees cannot be used towards any of these items.

IMPACT FEE CATEGORIES

Impact fees will be used to fund projects that fall within the following categories:

- 1) Education
- 2) Transportation
- 3) Recreation/Culture
- 4) Public Safety
- 5) General Administration & Planning
- 6) Debt Service for Fire Station and Municipal Building

The specific projects to be funded are described within this Capital Improvement Plan and appear in the impact fee schedule at the end of this chapter.

CALCULATION OF IMPACT FEES

The amount of the impact fee is an estimate of the categorical needs attributed to new development. Residential development will be assessed impact fees for all the capital needs identified. Non-residential development is not assessed an impact fee. This is a policy of the Selectboard to stimulate and encourage commercial and industrial development.

The estimate for FY 2017 includes the 38-unit Centre Drive project, 30-unit Cathedral Square Senior Housing, and potentially, 30-unit Haydenberry Senior Housing II, although it is unlikely that the latter project will have any residential units ready for occupancy in the upcoming fiscal year. For this reason, the Haydenberry project has been eliminated from projections. As well, some of the Centre Drive units may be ready for occupancy in the final weeks of FY 2016, and should thereby diminish those available for consideration within FY 2017.

PERMITTED PROJECTS

Project	Full Fees	Reduced Fees	Total Fees
Centre Drive Multi-Family*	21	17	38
Cathedral Square Senior Housing**	0	30	30
Other Small Projects***	11	7	18
Total	32	54	86

*Could fall within FY16 or 17, or partially within both.

**Likely to fall within FY17

***Could fall within FY16, 17 or beyond (less predictable).

A reasonable projection would seem to be: 24 Full Fee and 41 Reduced Fee units (75% of totals in each category.)

Impact fees are assessed on residential dwelling units only. Due to their lower expected impact on Town services, elderly housing units and residential dwelling units containing 1-

bedroom, but not including accessory apartments, pay 75% of the total impact fee assessed on regular residential dwelling units.

Using the above estimated figures and given that the total proposed net impact Fees for FY 2017 are 1,955,100, the impact Fee rates could be 2.5 Full Fee 2,449 Reduced Fee units. These rates, while higher than those in FY 2016, are lower than for any other year within the last nine years. (See the "History of Impact Fee Rates" chart that follows.)

History of Impact Fee Rates

	Full	Reduced
2017	\$ 2,651	\$ 1,988
2015	4,420	3,315
2014	4,420	3,315
2013	4,250	3,188
2012	4,250	3,188
2011	4,250	3,188
2010	4,250	3,188
2009	4,250	3,188
2008	4,160	3,120
2007	3,300	2,475

The Milton Selectboard reserves the right to amend the impact fee during the course of the fiscal year or to adjust the impact fee categories and the percentages of impact fees allocated to each category, to ensure that enough funds are being collected to cover the costs of approved capital projects.

In the past, impact fees were collected at the time a Zoning Permit was issued. In an attempt to lessen the financial burden on developers due to start-up costs incurred through permit fees, beginning in FY 2006 impact fees have been collected at the time a final inspection for a Certificate of Compliance/Occupancy (CO) is requested. If they prefer, developers still have the option of paying the impact fee at the time the Zoning Permit is issued. No CO inspection is to be scheduled, nor will the inspection occur, until the full impact fee is collected.

IMPACT FEE SCHEDULE FY2016-2021

The following projects are eligible to be funded by impact fees collected during the duration of this Capital Improvement Plan FY 2017-2022(FY 2017-2022). However, when developing the Capital Improvement Plan in subsequent years, the projects may be revised to reflect changes in scope and/or cost, to add or delete projects, or to move projects to another fiscal year, as is deemed necessary during the budget process.

FY 201 - Amount from Impact Fees Needed Per Category

Category	Education Category	Transportation Category	Recreation Culture Category	Public Safety Category	General Administration Planning Category
Project Name & Amount	Elementary School Addition - \$75,286	PW Repeater – \$3,500	Town Forest Improvements - \$7,815	Cherry Street RR Crossing – \$ 15,950	Municipal Complex - \$18,000
		M4D Street Improvements – \$18,000			Town Website – \$37,000
					Bombardier Property - \$10,000
Total Amount Category FY 201	52	21 500	15	15 950	5 000



PLANNING DIVISION

43 Bombardier Road ♦ Milton, Vermont 05468-3205
(802) 893-1186 ♦ miltonvt.org/planning
jhemmerick@town.milton.vt.us

MEMORANDUM

TO: Donna Barlow Casey, Town Manager
John Gifford, Town Treasurer and Interim Finance Director
CC: Erik Wells, Director of Administration & Community Services
Planning Staff
FROM: Jacob Hemmerick, Planning Director
DATE: May 31, 2016
SUBJECT: FISCAL YEAR 2017 IMPACT FEE FORECAST

Based upon the analysis below, I estimate that the Town will collect SEVENTY-SEVEN (77) impact fees in Fiscal Year 2017, (20 full and 57 reduced).

This estimate is informed by:

1. Historical collection trends;
2. Anticipated projects with pre-requisite development review approval pending zoning permit application;
3. Permitted projects with fees due; and
4. High/low scenario modeling.

COLLECTION TRENDS

Payment Year	Full Fee	Reduced Fee	Total Fees
2016 YTD	18	15	33
2015	22	23	45
2014	31	0	31
2013	29	8	37
2012	34	6	40
Average	26.8	10.4	37.2

The estimate does not track with historic trends due to growth in senior housing projects, shown below.

ANTICIPATED PROJECTS

Project	Full Fees	Reduced Fees	Total Fees
Haydenberry Senior Housing Phase II*	0	30	30
Total	0	30	30

*Could fall within FY17 or 18, or partially in both.

PERMITTED PROJECTS

Project	Full Fees	Reduced Fees	Total Fees
Centre Drive Multi-Family*	21	17	38
Cathedral Square Senior Housing**	0	30	30
Other Small Projects***	11	7	18
Total	32	54	86

*Could fall within FY16 or 17, or partially within both.

**Likely to fall within FY17

***Could fall within FY16, 17 or beyond (less predictable).

LOW ESTIMATE

The low estimate assumes the 38-unit Centre Drive project will be paid in FY16 -- not FY17; that the 30 senior units on Haydenberry won't be collected in FY17; and that 20% of the remaining permitted projects with fees due aren't realized or certificates aren't sought in FY17.

Project	Full Fees	Amt.	Reduced Fees	Amt.	Total Fees	Total Amt.
Haydenberry Senior Housing	0		30		0	
Centre Drive Multi-Family	21		17		0	
Cathedral Square Senior Housing	0		30*0.8=24		24	
Other Small Projects	11*0.8=8.8		7*0.8=5.6		14.4	
Total	8.8		29.6		38.4	

HIGH ESTIMATE

The high estimate assumes that the 38 units on Centre Dr.; the 30 units on Haydenberry; and all the other currently permitted projects with an associated impact fee due are paid in FY17.

Project	Full Fees	Amt.	Reduced Fees	Amt.	Total Fees	Total Amt.
Haydenberry Senior Housing	0		30		30	
Centre Drive Multi-Family	21		17		38	
Cathedral Square Senior Housing	0		30		30	
Other Small Projects	11		7		18	
Total	32		84		116	

MEAN ESTIMATE

Estimate	Full Fees	Amt.	Reduced Fees	Amt.	Total Fees	Total Amt.
Low	8.8		29.6		38.4	
High	32		84		116	
Mean	20.4		56.8		77.2	

The Board should remain aware that this is an estimate largely dependent on large multi-dwelling unit projects, making it less reliable as a predictor.

1) Route 7/River Street Sidewalk Gaps – Project #430-025-P
Recreation/Culture Category

- 1) Dog Park Area – Project #452-018-P
- 2) Town Forest Improvements – Project #461-013-P

Public Safety Category

- 1) Fire Station – Project #410-009-B

General Administration & Planning Category

- 1) Municipal Complex – Project #410-008-B

IMPACT FEES TO BE ASSESSED FOR FY2016					
Capital Improvement Projects			COST		Maximum
Municipal Complex			Debt Service		\$18,000
Fire Station			Debt Service		\$12,000
Route 7/River Street Sidewalk			\$16,000		\$3,200
Town Forest Improvements			\$24,000		\$4,000
Dog Park (50% of Cost)			\$50,098		\$20,049
School Addition			Debt Service		\$75,286
			Total		\$132,535
IMPACT FEE CALCULATION					
50-2 bedroom residential units (5 year average)					
20-2 bedroom residential units (5 year average)					
Total Capital Costs/50=Impact Fee for 2 bedroom units					\$2,651/unit
75% of 2 bedroom fee=Impact Fee for 1 bedroom unit					\$1,988/unit

FY 2015 - Amount from Impact Fees Needed Per Category

Category:	Education Category	Transportation Category	Recreation/Culture Category	Public Safety Category	General Administration/Planning Category
Project Name & Amount:	Elementary School Addition - \$75,286	Railroad St. Railroad Crossing Sidewalk - \$32,500	Park Amenities - \$7,500	Fire Station - \$12,000	Municipal Complex - \$18,000
		Brandy Lane Sidewalk Construction - \$6,300	Dog Park Area- \$1,250	Public Works Repeater - \$3,500	Combined Public Works Facility - \$6,000
		Cherry Street Railroad Crossing - \$13,750	Multi-Use Pathway #1 Haydenberry - \$40,000		
		McMullen Road Sidewalk Construction - \$21,150			
Total Amount/Category FY 2015:	\$75,286	\$73,700	\$48,750	\$15,500	\$24,000

TOTAL : \$ 237,236

FY 2014 - Amount from Impact Fees Needed Per Category

Category:	Education Category	Transportation Category	Recreation/ Culture Category	Public Safety Category	General Administration/ Planning Category
Project Name & Amount:	Elementary School Addition - \$75,286	Brandy Lane Sidewalk Construction - \$6,375	Bove Property & Town Forest Improvements - \$5,000	Fire Station - \$12,000	Municipal Complex - \$18,000
		Cherry Street Railroad Crossing - \$27,500			
		McMullen Road Sidewalk Construction - \$21,200			
Total Amount/ Category FY 2014:	\$75,286	\$58,750	\$5,000	\$12,000	\$18,000

TOTAL: \$169,036

FY 2013 - Amount from Impact Fees Needed Per Category

Category:	Education Category	Transportation Category	Recreation/ Culture Category	Public Safety Category	General Administration/ Planning Category
Project Name & Amount:	Elementary School Addition - \$75,286	Brandy Lane Sidewalk Construction - \$6,375		Fire Station - \$12,000	Municipal Complex - \$18,000
				Radar Speed Cart/Trailer - \$5,000	
Total Amount/ Category FY 2011:	\$75,286	\$6,375		\$17,000	\$18,000

TOTAL : \$ 116,661



CHITTENDEN SOLID WASTE DISTRICT
1021 Redmond Road ♦ Williston, VT 05495-7729
802-872-8100 ♦ Fax: 802-878-5787 ♦ Web: www.cswd.net

May 4, 2016

Erik Wells
Town of Milton
43 Bombardier Drive
Milton, VT 05468

Dear Erik:

Attached please find copies of the Chittenden Solid Waste District Proposed FY 2017 Budget. **CSWD is scheduled to meet with the Town of Milton on Monday, June 6, 2016 at 7:00p.m.** Please forward the attached copies to your select board for their review. Also, please note that the front cover of our FY 16 Budget refers to a website www.cswd.net, where a complete detailed copy of our budget is available for review.

The Board of Commissioners approved sending the Proposed FY 2017 Budget to Member towns for their approval on Wednesday, April 27, 2016. Below is Section 4. (b) of the Chittenden Solid Waste District Charter.

Within 45 days of the approval of the budget by the Board of Commissioners, the legislative body of each member municipality shall act to approve or disapprove the budget.

The budget shall be approved if approved by the legislative bodies of a majority of the member municipalities. (For such purposes, each member municipality shall be entitled to one vote.) A legislative body that disapproves the budget must file with the Board of Commissioners a written statement of objections to the budget identifying those specific items to be changed, and failure to file such statement of objections within the forty-five (45) day period shall constitute approval by such municipality. A legislative body that fails to act to approve or disapprove the budget within the forty-five (45) day period shall likewise be deemed to have approved the budget.

As stated above, each member municipality may choose to approve or disapprove the budget prior to June 10, 2016.

Please feel free to contact me should you have any questions or if you need any additional copies of the budget. Thank you.

Sincerely,

Amy Jewell
Administrative Manager

Cc: Donna Barlow Casey, Milton Rep.

FY 2017 BUDGET PROPOSAL

TO VIEW BUDGET DETAIL GO TO
www.cswd.net



**CHITTENDEN SOLID WASTE DISTRICT
1021 REDMOND ROAD
WILLISTON, VT 05495
802-872-8100**



Printed on recycled paper

CHITTENDEN SOLID WASTE DISTRICT
Fiscal Year 2017 Proposed Budget
ASSUMPTIONS AND HIGHLIGHTS – GENERAL FUND

	FY15	FY16	FY17	% Change
	ACTUAL	ADOPTED	PROPOSED	FY16 vs
	AMOUNTS	BUDGET	BUDGET	FY15
Operating Revenues	\$ 9,914,501	\$ 9,847,401	\$ 10,355,955	5.2%
Operating Expenditures	8,621,186	9,553,458	9,657,935	1.1%
Net Revenues Over Expenditures	1,293,315	293,943	698,020	
Transfers To Reserves	(1,487,659)	(547,015)	(881,723)	
Transfers From Reserves	194,344	228,072	158,703	
Net Increase (Decrease) in Undesignated Fund Balance	\$ -	\$ (25,000)	\$ (25,000)	

Major Assumptions – Revenues:

1. **Solid Waste Management Fee (SWMF)** rate will remain at \$27 per ton, generating **\$2,916,000** of revenue. The total number of tons subject to this fee for FY17 is budgeted at 108,000, reduced from the FY16 estimate of 110,000 tons, based on historical data and management’s best projections for the near future. This results in a \$54,000 decrease in the budgeted SWMF revenues for FY17 as compared to FY16, and is \$307,204 (9.5%) below FY15 actual SWMF.

2. **Tipping Fee revenues** for FY17 are budgeted to bring in a total of **\$4,494,216** - \$548,825 higher than FY16, due to planned increases in tipping fee rates at the Materials Recovery Facility (MRF), the Drop-Off Centers (DOC), and at Green Mountain Compost (GMC). Budgeted increases are as follows:
 - MRF tip fee rates are budgeted for an increase of about 12% to \$23.50 per ton; however, rates will actually be raised only if and when necessary to offset material sales revenue declines.
 - DOC tip fees will be raised about 25% for all levels of trash collection fees – the first increase in three years. Drop-off fees for recycling and organics (food scraps) will remain at zero for residential collection at DOCs. A portion of the funds generated through these fees will be transferred to the Facilities Improvement Reserve for future costs to rehab and/or expand two of the busiest DOCs – Essex and South Burlington (facilities are 23 years old).
 - GMC tip fees will increase to \$45 per ton (12.5%). This is the first GMC tip fee increase in three years.

3. **Sale of Materials/Materials Handling** revenue for FY17 totaling **\$2,762,489** is projected for a small increase of \$22,486 (less than 1%) as compared to the FY16 budget amounts.

Major Assumptions – Expenditures:

1. Total operating expenditures are budgeted for a **1.1% increase** (about \$104,500) over FY16 levels.
2. **Personnel costs** include **45.86 Full Time Equivalent positions**, up 1.68 FTE from FY16, with the addition of full-time position in the Maintenance department, and some additional staffing at Green Mountain Compost for administrative and marketing functions.
3. **Cost Of Living Adjustment (COLA) is set at 0%** for FY17; the CPI index used by the District for administration of the COLA showed a *decrease* of 1% for 2015 from the prior year; thus, the District's pay scale will remain unchanged for the FY17 fiscal year.
4. **Health insurance** rates are budgeted with an estimated increase of 10% for the second half of FY17 (rates change January 1 each year). Each employee's share of premium costs is based on a percentage-of-base-salary method; the total employee contribution for FY17 will amount to approximately 10.9% of the overall health insurance costs. The District will continue to offer an opt-out payment to employees who have healthcare coverage outside of the District's plan.
5. A transfer of \$19,000 will be provided into the **Community Cleanup Fund** during the year, adding to the balances on hand in that fund, earmarked for each municipality's cleanup projects.

Highlights:

1. Transfers to /from reserves:
 - a. Facilities Improvement Reserve (FIR) – Budgeted transfers to the FIR from operations amount to \$663,830, to provide for future capital acquisitions, expansions, and improvements. Budgeted draws from the FIR totaling \$9,100 are planned, to fund certain costs of the Property Management Program.
 - b. DOC Rate Stabilization – This reserve was established in FY14 at the time of the previous Drop-Off Center rate increases, with the intention of maintaining those rates for 3 years (through FY16). The FY17 budget requires the draw-down of the remainder of the funds in this reserve to cover the year's expenditures; then, the rate increase instituted in FY17 is expected to provide a surplus of about \$123,000 to deposit to this reserve, for covering future year's operating expenses.
 - c. SWMF Rate Stabilization – The portion of operating programs' costs funded from SWMF for FY17 (\$2,840,029) is 2% lower than the FY16 budgeted total (\$2,905,085). After the \$50,000 allocated to the Landfill Post-closure Reserve, there remains a \$25,971 excess of the budgeted SWMF, to be set aside into the SWMF Rate Stabilization Reserve. FY17 is the fourth year of the planned 5-year SWMF rate (increased to \$27/ton effective 9/1/13); current projections indicate that the SWMF Rate Stabilization Reserve may provide sufficient funds to last at least six years (through FY19).
2. Salaries, wages, and benefits: Budgeted higher by about 5.25%, or **\$183,476**, compared to FY16 budget. Total positions budgeted increased by 1.68 FTEs, and health insurance rates are budgeted for a 10% increase (see additional narrative under Major Assumptions above). In addition to new staff positions added, certain positions will be reclassified to full-time, with group insurance benefits, which accounts for some of the benefits costs increase.

3. Professional Services: The decrease of 21% (**\$87,445**) is due to (1) a \$70,000 biosolids study included in the FY16 budget, not continuing into FY17, as well as one-time costs budgeted in FY16 related to the General Manager search process.
4. Other Services: The increase of **\$119,574** (2.8%) over FY16 is due to (a) \$66,760 higher MRF facilities operating fees under contractual provisions, (b) \$30,680 increase in waste disposal costs for the Drop-Off Centers, as volume of materials and disposal fee rates increase, and (c) \$26,970 increase in maintenance of equipment for the compost program.
5. Printing and Advertising: Budget in this category is lower by 23% (**\$84,348**). The FY16 budget included a special increase in this function for the purpose of providing increased public awareness for the statewide changes in requirements for diverting organics and other recyclable materials coming online in the next couple of years. FY17's budgeted amounts in this category reduced totals to closer to previous levels.

**CHITTENDEN SOLID WASTE DISTRICT
Fiscal Year 2017 Proposed Budget**

HIGHLIGHTS - CAPITAL PROGRAM BUDGET

	FY15	FY16	FY17	% Change
	ACTUAL	ADOPTED	PROPOSED	FY17 vs
	AMOUNTS	BUDGET	BUDGET	FY16
Capital Expenditures:				
Materials Recovery Facility	\$ 215,640	\$ 568,000	\$ 227,500	-59.9%
Special Waste Facility	89,438	29,480	39,600	34.3%
Drop-Off Centers	21,160	205,000	1,055,000	414.6%
Environmental Depot	11,182	100,300	170,000	69.5%
Biosolids	64,389	-	68,000	na
Compost Facility	154,316	85,000	346,100	307.2%
Property Mgmt & Admin	131,942	114,000	22,000	-80.7%
Total Capital Expenditures	\$ 688,067	\$ 1,101,780	\$ 1,928,200	75.0%
Portion financed with leases	\$ 60,000	\$ -	\$ 500,000	
Remainder - paid from funds on hand	\$ 628,067	\$ 1,101,780	\$ 1,428,200	

CSWD’s total Capital Budget for FY17 reflects an increase of \$826,420 over FY16. Significant items included in the FY17 capital budget are as follows:

- \$ 550,000 – design and begin construction of a new Burlington DOC at Flynn Avenue
- \$ 315,000 – new screener for compost (leased)
- \$ 185,000 – new roll-off truck for Drop-Off Centers (leased)
- \$ 179,500 – new and replacement equipment at the MRF
- \$ 170,000 – improvements to the Hazardous Waste Depot facility
- \$ 138,000 – facility and site improvements at DOCs (Hinesburg, South Burlington, Williston)
- \$ 100,000 – replacement roll-off containers for the DOC operations
- \$ 68,000 – replacement trailer for Biosolids program

There are expected to be sufficient cash reserves available to finance the \$1,428,200 cash-funded capital expenditures budgeted for FY17. In addition, certain equipment for the DOCs and the Compost program are planned to be acquired through lease-purchase financing arrangements, with a budgeted amount of \$500,000.

CHITTENDEN SOLID WASTE DISTRICT

Governance, Mission & Goals, Vision & Values

Governance

The Chittenden Solid Waste District is a municipality created to implement solid waste management mandates legislated by the State of Vermont. The District is governed by a Board of Commissioners representing the communities of Chittenden County, Vermont.

Mission

The Chittenden Solid Waste District's mission is to reduce and manage the solid waste generated within Chittenden County in an environmentally sound, efficient, effective and economical manner.

Goals

The District has adopted the following goals to guide its management of solid waste:

- To operate as the local authority responsible for the oversight and regulation of solid waste.
- To administer a solid waste management system based on the following hierarchical priorities consistent with Act 78:
 1. reduction of the toxicity of the waste stream
 2. reduction of the volume of the waste stream
 3. reuse
 4. recycling and composting
 5. disposal
- To ensure that the cost of the solid waste system will be paid for by the users of the solid waste system.
- To educate the public about the District's solid waste management goals and the means for achieving them.
- To ensure a solid waste management system consisting of an appropriate combination of public, private, and public/private programs in order to best serve the members of the District and promote the public good.
- To promote a flexible and dynamic solid waste management process capable of responding to technological advancement and changes in local conditions.

CHITTENDEN SOLID WASTE DISTRICT

Vision & Values

Values

- Work Safely
- Encourage Innovation
- Support & Inspire
- Communicate Openly & Effectively
- Be Transparent with Activities & Policies
- Demonstrate Integrity
- Deliver Results
- Be Respectful
- Collaborate

Vision Statement

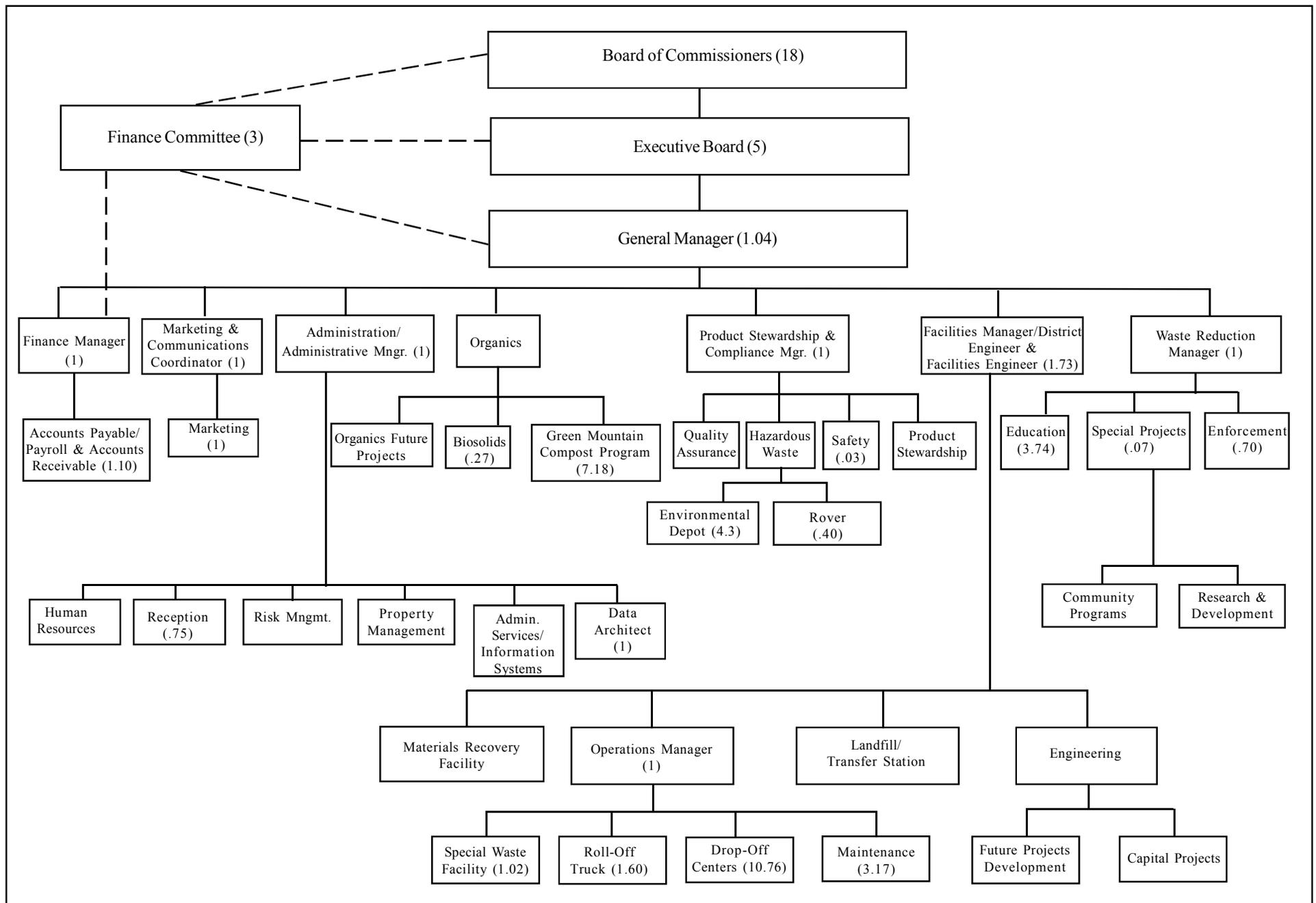
Products are designed to be reused or recycled and our community fully participates in minimizing disposal and maximizing reuse and recycling.

CSWD BOARD OF COMMISSIONERS

TOWN	NAME	Start Date	ADDRESS	HOME #	WORK#	E-MAIL
Bolton - Rep.	Duncan Galbraith	5/5/2014	66 Curtis Lane, Waterbury VT 05676	434-5531		dagvtr@gmavt.net
Bolton - Alt.	<i>Vacant</i>					
Burlington - Rep.	Chapin Spencer	10/21/2013	BPW, PO Box 849 Burlington VT 05402	316-0006	863-9094	cspencer@burlingtonvt.gov
Burlington - Alt.	<i>Vacant</i>					
Charlotte - Rep.	Abby Foulk	4/30/2013	957 Orchard Rd, Charlotte VT 05445	425-3078	999-8501	afoulk@gmavt.com
Charlotte - Alt.	Rachel Stein	2/9/2015	24 Common Way, Charlotte, VT 05445	917-601-5110		rachelstein1@comcast.net
Colchester - Rep.	Dirk Reith	3/23/2004	97 Fox Run Rd, Colchester VT 05446	879-6547	527-1296	dreith@aol.com
Colchester - Alt.	Jeffrey Bartley	5/13/2014	56 Oak Terrace, Colchester VT 05446	503-5801		jbartley@colchestervt.gov
Essex - Rep.	Alan Nye	6/18/2001	17 Stannard Drive, Essex Jct. VT 05452	879-7442	872-4165	anyeesssex@aol.com
Essex - Alt.	Max Levy	5/5/2008	8 Bashaw Drive, Essex Jct. VT 05452	878-5267	769-9575	maxglevyinessex@aol.com
Essex Jct. - Rep	Alan Nye	6/18/2001	17 Stannard Drive, Essex Jct. VT 05452	879-7442	872-4165	anyeesssex@aol.com
Essex Jct. - Alt.	George Tyler	7/11/2011	5 Acorn Circle, Essex Jct. VT 05452	878-7785	310-8215	gt Tyler@essexjunction.org
Hinesburg - Rep.	Lynn Gardner	7/8/1992	PO Box 150, Hinesburg VT 05461	482-2579	482-2325	cliffordlumber@gmavt.net
Hinesburg - Alt.	Doug Taff	10/4/2010	210 Heron Pond Road, Hinesburg, VT 05461	482-3066		rozisdad@gmavt.net
Huntington - Rep.	Roman Livak	5/6/2013	8420 Main Rd, Huntington VT 05462	434-2663		romanlivak@gmavt.net
Huntington - Alt.	<i>Vacant</i>					
Jericho - Rep.	Albert Lindholm	3/9/1995	PO Box 1054, 33 Bolger Hill Rd. Jericho VT 05465	899-3879		bertlindhm@aol.com
Jericho - Alt.	Leslie Nulty	11/19/2009	PO Box 1121, Jericho Ctr. VT 05465	899-4582		lnulty84@gmail.com
Milton - Rep.	Donna Barlow Casey	3/21/2016	43 Bombardier Rd., Milton VT 05468		891-8021	dbarlowcasey@town.milton.vt.us
Milton - Alt.	Erik Wells	3/21/2016	43 Bombardier Rd., Milton VT 05468		891-8020	ewells@town.milton.vt.us
Richmond - Rep.	Adam Sherman	12/15/2008	158 Church Street, Richmond VT 05477	595-3538	223-7770x128	adamshermanvt@yahoo.com
Richmond - Alt.	<i>Vacant</i>					
St. George - Rep.	Nina Friscia	10/16/2014	607 Willow Brook Lane, St. George VT 05495	482-7290	917-822-6675	nfrisciasgselectboard@gmail.com
St. George - Alt.	Barbara Young	8/21/2014	PO Box 874, Williston VT 05495		482-5272	stgeorgevt@gmail.com
Shelburne - Rep.	Timothy Loucks	9/14/2011	4040 Greenbush Road, Charlotte VT 05445	985-2236	825-8872	tploucks@gmail.com
Shelburne - Alt.	Paul Bohne, III	3/27/2001	Town of Milton, 43 Bombardier Rd, Milton VT 05468		891-8021	pbohne3@comcast.net
So. Burlington - Rep.	Paul Stabler	9/23/1996	75 Butler Dr., So. Burlington VT 05403	862-9283	769-6974	stabler@us.ibm.com
So. Burlington - Alt.	Mark Boucher	5/21/2007	20 Knoll Circle, South Burlington VT 05403	863-2588	363-0768	marklboucher@comcast.net
Underhill - Rep.	Dan Steinbauer	7/7/2003	P.O. Box 51, Underhill Ctr. VT 05490	899-3525		dsteinbauer@comcast.net
Underhill - Alt.	Paul Ruess	7/8/2014	44 Meadow Lane, Underhill VT 05489	899-1399		psruess@comcast.net
Westford - Rep.	Michelle DaVia	7/13/2007	71 North Road, Westford VT 05494	893-3879	922-2537	mdavia1@hotmail.com
Westford - Alt.	<i>Vacant</i>					
Williston - Rep.	Craig Abrahams	6/27/2011	855 Ledgewood Drive, Williston VT 05495	578-3677		cabrahams@comcast.net
Williston - Alt.	<i>Vacant</i>					
Winooski - Rep.	Ted Regula	6/1/2015	138 Russell St., Winooski VT 05404	655-5964		theodoreregula@hotmail.com
Winooski - Alt.	<i>Vacant</i>					

CSWD FY 2017 ORGANIZATIONAL CHART

FULL-TIME EQUIVALENTS = 45.86



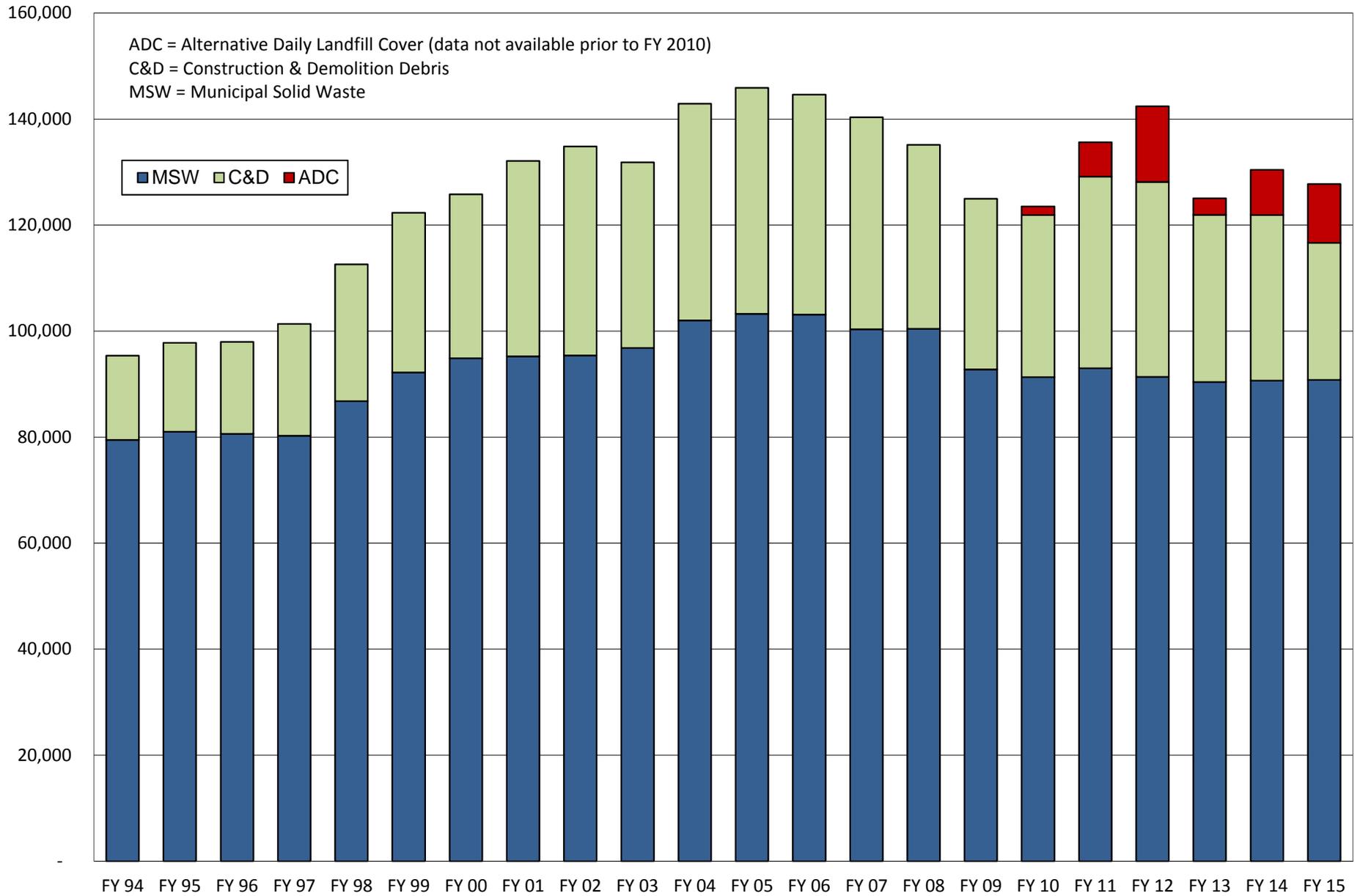
CHITTENDEN SOLID WASTE DISTRICT

FY17 BUDGET TIMELINE

DATE	ACTION BY WHOM	ACTION TAKEN
December 16, 2015	Board of Commissioners	Passed Preliminary Budget & Approve Dissemination
January 27, 2016	Board of Commissioners	Preliminary Budget Hearing Held
Feb - April 2016	Finance Committee & CSWD Staff	Revise Preliminary Budget
April 27, 2016	Board of Commissioners	Budget Approved For Adoption
Through June 10, 2016	CSWD Staff	Budget Presentations to Member Municipalities
April 27 - June 10, 2016 (45 Days)	Member Municipalities	Budget Approval
July 1, 2016	CSWD Staff	Effective Date of FY17 Budget

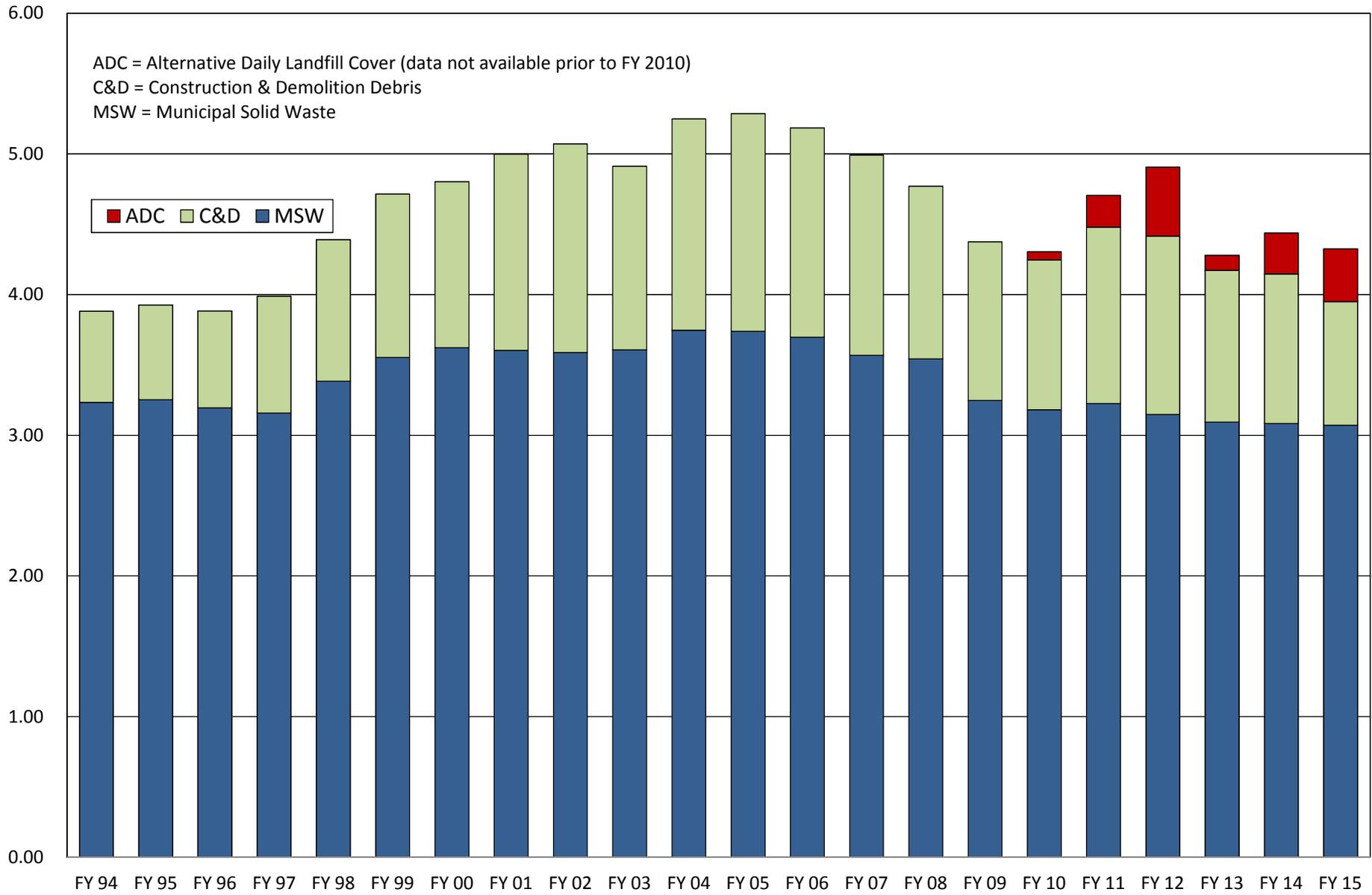
CHITTENDEN SOLID WASTE DISTRICT

Total MSW & C&D Tons Disposed By Fiscal Year 1994-2015 - includes ADC beginning FY 2010

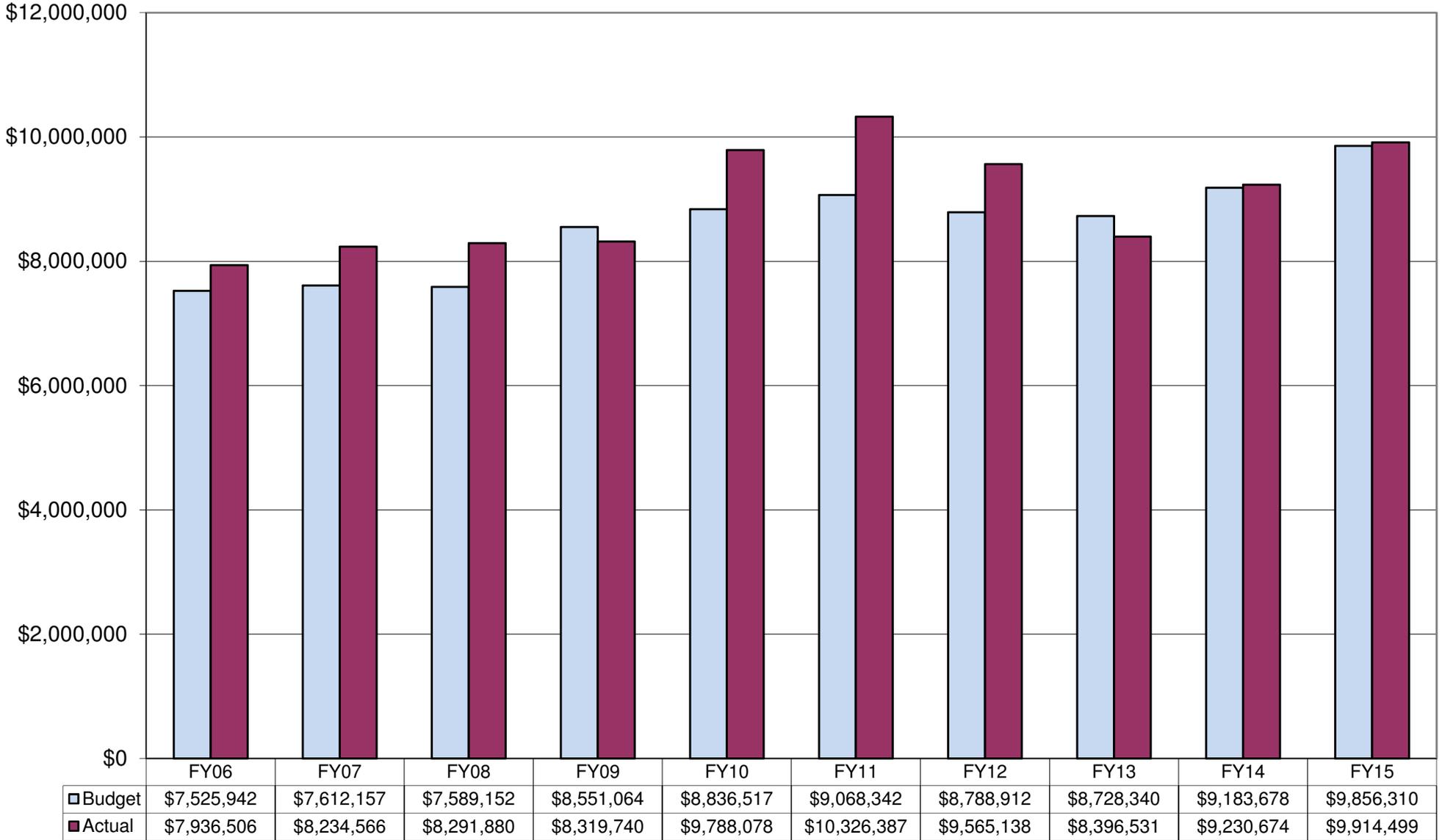


CHITTENDEN SOLID WASTE DISTRICT

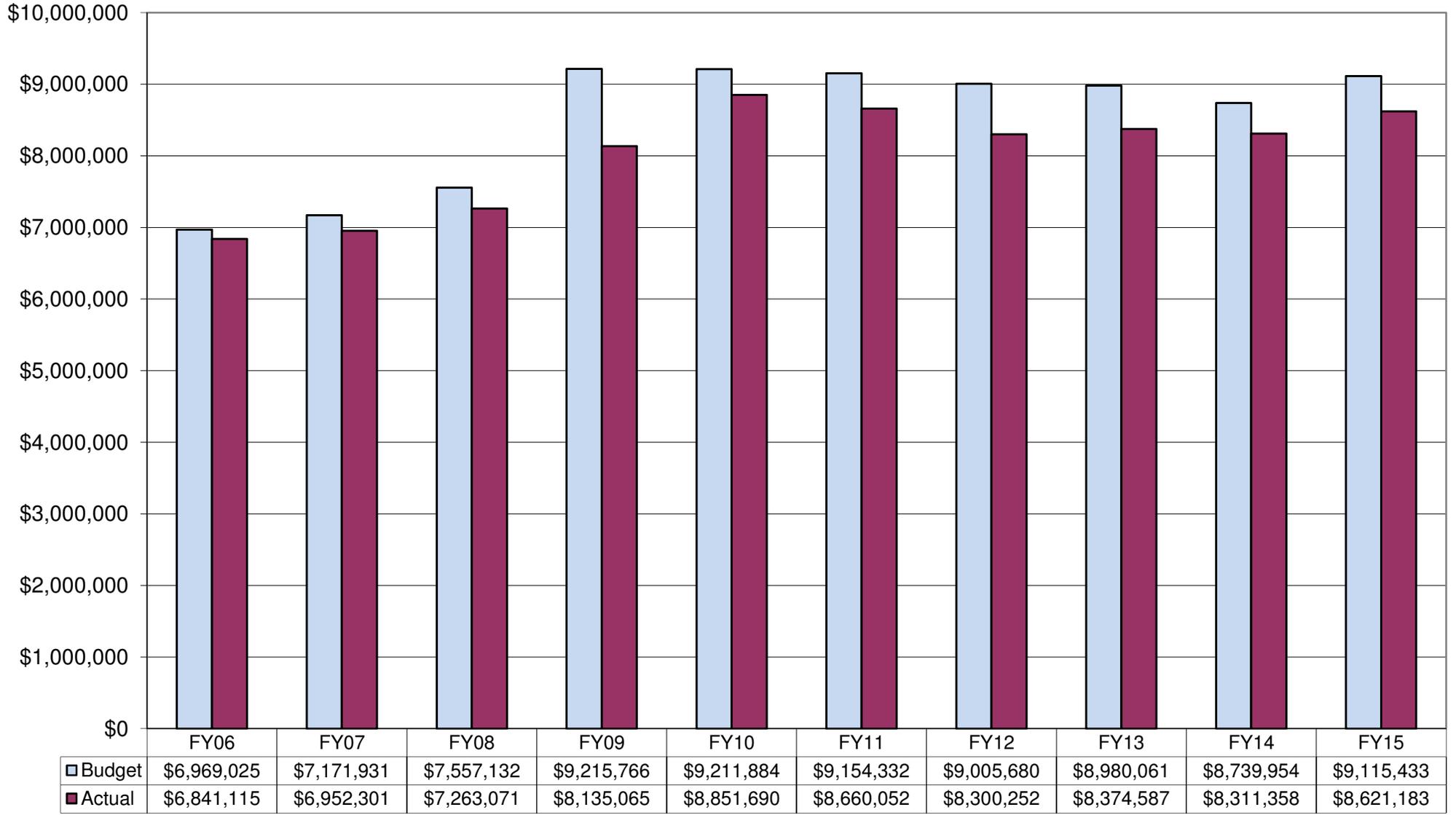
Pounds per Capita per Day Landfilled By Fiscal Years 1994-2015 - includes ADC beginning FY 2010



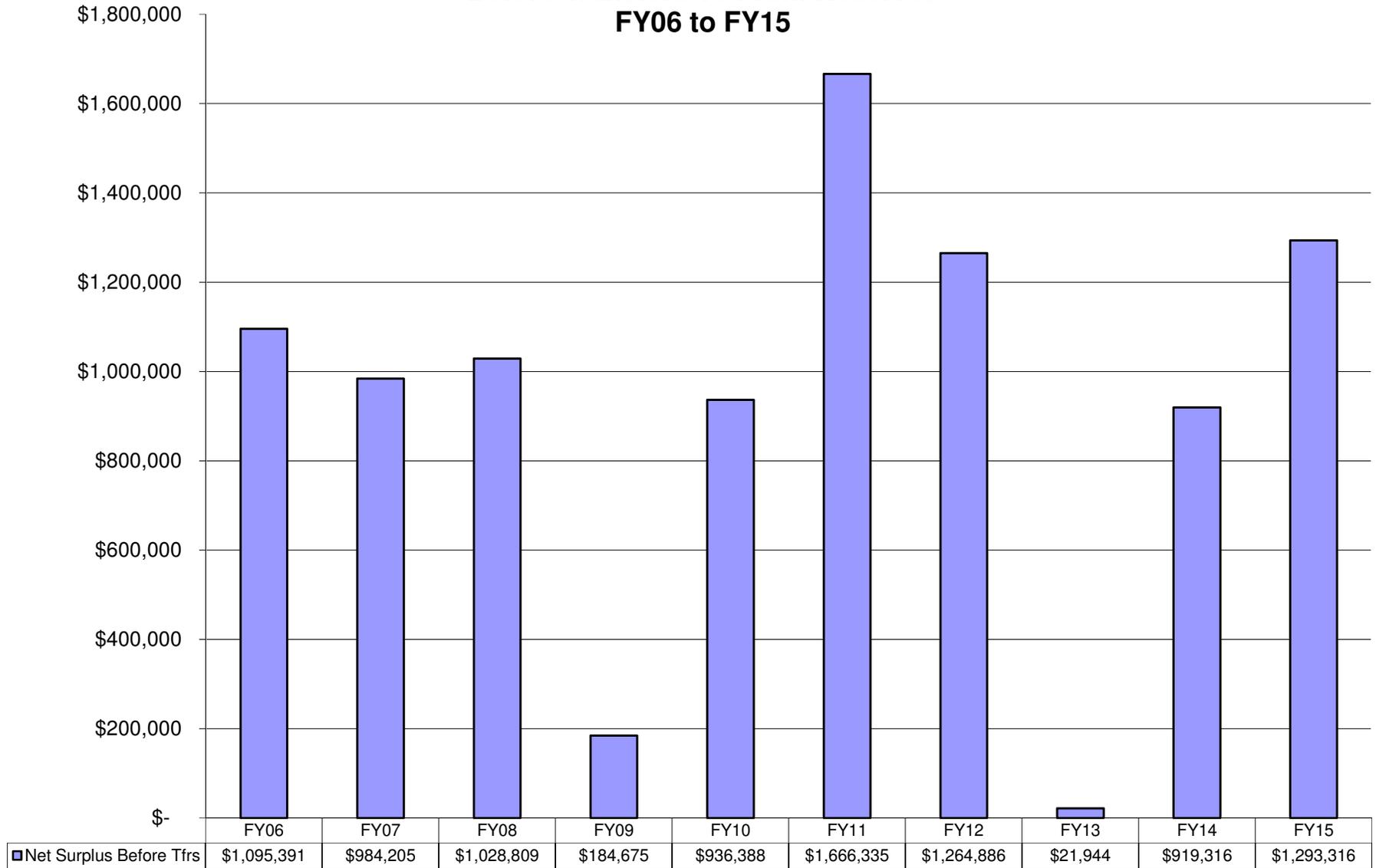
CHITTENDEN SOLID WASTE DISTRICT
General Fund Revenues
Budget vs. Actual
FY06 to FY15



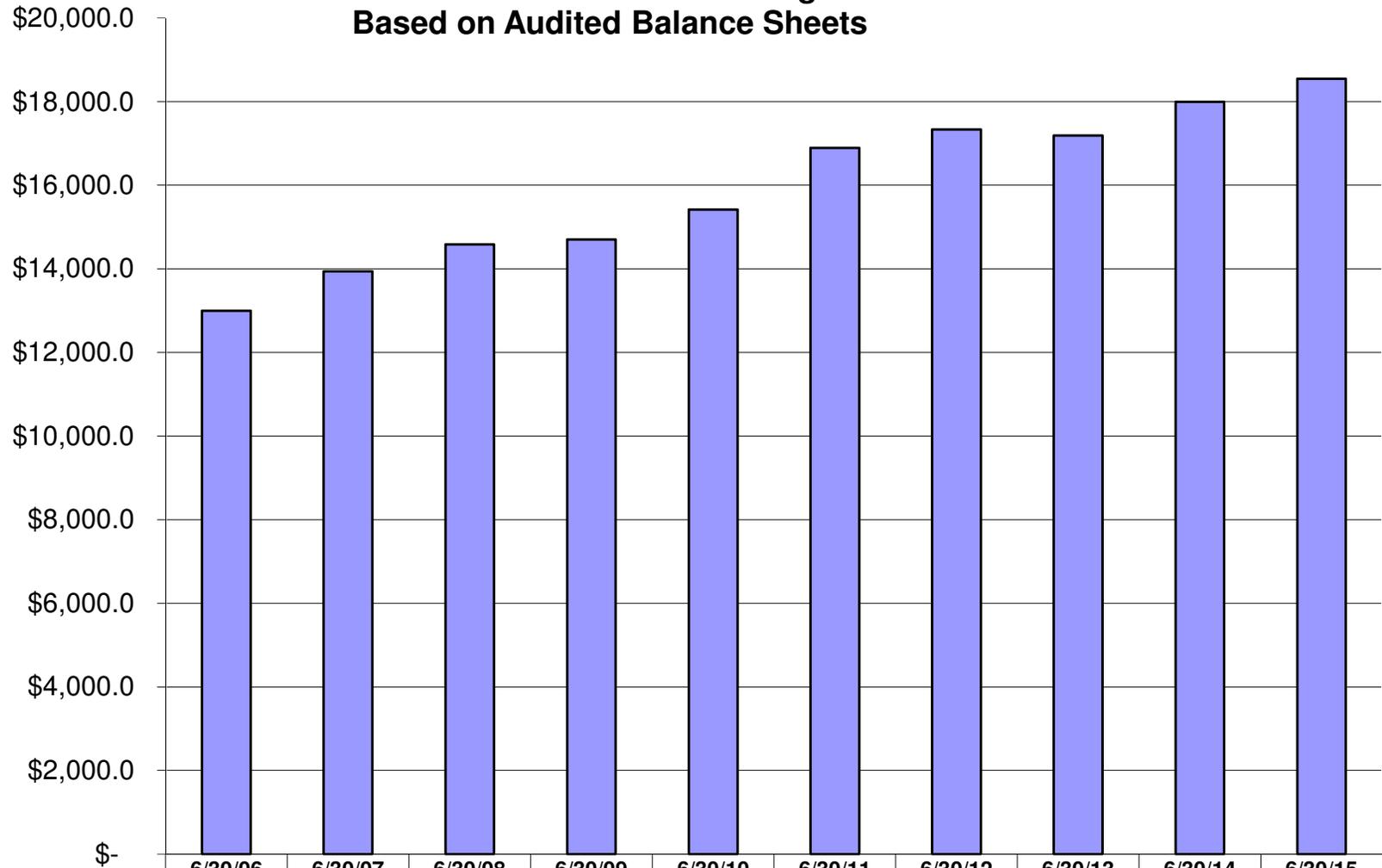
**CHITTENDEN SOLID WASTE DISTRICT
General Fund Expenditures
Budget vs. Actual
FY06 to FY15**



**CHITTENDEN SOLID WASTE DISTRICT
General Fund
Net Revenues Over Expenditures
Before Transfers To/From Reserves
FY06 to FY15**



CHITTENDEN SOLID WASTE DISTRICT
Total Net Position (Assets Less Liabilities)
in thousands
as of June 30 - Years 2006 Through 2015
Based on Audited Balance Sheets



	6/30/06	6/30/07	6/30/08	6/30/09	6/30/10	6/30/11	6/30/12	6/30/13	6/30/14	6/30/15
■ Total Net Position (in thousands)	\$12,997.6	\$13,943.4	\$14,587.5	\$14,705.6	\$15,418.2	\$16,891.7	\$17,331.8	\$17,191.3	\$17,993.7	\$18,544.4

CHITTENDEN SOLID WASTE DISTRICT

SUMMARY OF ALL FUNDS

FY17 PROPOSED BUDGET

		[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	[I]
SUMMARY ACCOUNT LINE		FY14 ACTUAL	FY15 ACTUAL	FY16 ADOPTED BUDGET	FY17 PROPOSED BUDGET			FY17 VS FY16		
					TOTAL FY17 PROPOSED BUDGET	GENERAL OPERATING PROGRAMS	DESIGNATED FOR CAPITAL IMPROVEMENTS	OTHER DESIGNATED FUNDS	PERCENT CHANGE	DOLLAR CHANGE
EXPENDITURES										
1	Salaries & Wages	\$ 2,182,928	\$ 2,344,766	\$ 2,540,731	\$ 2,620,771	\$ 2,620,771	\$ -	\$ -	3%	\$ 80,040
2	Personnel Benefits	784,612	848,362	952,942	1,056,378	1,056,378	-	-	11%	103,436
3	Education & Training	67,824	79,637	121,867	118,690	118,690	-	-	-3%	(3,177)
4	Professional Services	456,751	307,104	407,565	320,120	320,120	-	-	-21%	(87,445)
5	Other Services	4,046,794	4,175,720	4,241,845	4,361,419	4,361,419	-	-	3%	119,574
6	Insurance	88,265	95,235	115,033	127,869	127,869	-	-	11%	12,836
7	Printing & Advertising	109,321	178,847	365,670	281,322	281,322	-	-	-23%	(84,348)
8	Utilities	92,860	86,255	100,722	114,362	114,362	-	-	14%	13,640
9	Computer Equipment, Systems	50,134	28,423	65,532	60,711	60,711	-	-	-7%	(4,821)
10	Office Supplies/Equipment	34,788	19,310	53,197	42,227	42,227	-	-	-21%	(10,970)
11	General Supplies	283,279	318,036	371,064	362,193	362,193	-	-	-2%	(8,871)
12	Other Charges	113,802	139,491	217,290	191,873	191,873	-	-	-12%	(25,417)
13	SUBTOTAL - OPERATING EXPENDITURES	8,311,358	8,621,186	9,553,458	9,657,935	9,657,935	-	-	1%	104,477
14	Capital and Other Expenditures	2,360,801	691,389	1,131,780	1,953,200	-	1,928,200	25,000	73%	821,420
15	TOTAL EXPENDITURES	10,672,159	9,312,575	10,685,238	11,611,135	9,657,935	1,928,200	25,000	9%	925,897
16	TOTAL REVENUES	9,782,859	10,030,627	9,875,147	10,905,300	10,355,955	535,872	13,473	10%	1,030,153
17	NET REVENUES OVER (UNDER) EXPENDITURES	(889,300)	718,052	(810,091)	(705,835)	698,020	(1,392,328)	(11,527)	-13%	104,256
18	Transfers Out To Other Funds	(1,030,773)	(1,872,598)	(775,087)	(1,040,426)	(881,723)	(9,100)	(149,603)	34%	(265,339)
19	Transfers In From Other Funds	1,030,773	1,872,598	775,087	1,040,426	158,703	663,830	217,893	34%	265,339
20	NET INCREASE (DECREASE) IN FUND BALANCES									
20	ALL FUNDS, NON-GAAP BUDGETARY BASIS	\$ (889,300)	\$ 718,052	\$ (810,091)	\$ (705,835)	\$ (25,000)	\$ (737,598)	\$ 56,763		\$ 104,256

Note: Individual totals may vary due to rounding.

PROPOSED BUDGET

CHITTENDEN SOLID WASTE DISTRICT
FY17 PROPOSED BUDGET
Actual and Projected Unrestricted Fund Equity

	6/30/14	6/30/15	6/30/16	6/30/17
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>PROJECTED</u>	<u>PROJECTED</u>
	<u>(AUDITED)</u>	<u>(AUDITED)</u>	<u>BALANCES</u>	<u>BALANCES</u>
<u>Designated for Facilities Capital Improvements (FIR):</u>				
MRF	\$ 991,151	\$ 964,092	\$ 603,363	\$ 674,929
Special Waste	288,114	294,506	292,267	254,128
DOC	901,190	1,170,201	1,050,549	422,802
Environmental Depot	230,526	230,165	200,133	36,328
Biosolids Program	151,004	100,606	103,560	67,578
Compost Program	9,304	26,648	39,971	126,659
Property Management & Admin	387,311	247,755	184,473	154,295
Total Designated For Capital Improvements (FIR)	<u>\$ 2,958,600</u>	<u>\$ 3,033,973</u>	<u>\$ 2,474,316</u>	<u>\$ 1,736,718</u>
<u>Other Designated Funds:</u>				
Post Closure Reserves (In Excess of 30-yr Obligation) *	\$ (20,659) *	\$ (4,543) *	\$ 46,706	\$ 101,651
Facilities Closure Reserves	489,191	488,023	472,010	476,730
Community Cleanup Fund	56,829	72,507	63,637	57,637
Managers' Deferred Compensation Reserve	7,682	-	-	-
DOC Rate Stabilization Reserve	99,784	148,231	74,548	122,922
SWMF Rate Stabilization Reserve	-	625,786	640,700	666,671
Total Funds Designated For Other Purposes	<u>632,827</u>	<u>1,330,004</u>	<u>1,297,601</u>	<u>1,425,611</u>
Total - All Designated Funds	<u>\$ 3,591,427</u>	<u>\$ 4,363,977</u>	<u>\$ 3,771,917</u>	<u>\$ 3,162,329</u>
<u>Undesignated Fund Equity, end of fiscal year</u>				
Undesignated Fund Equity *	1,509,200 *	1,521,487 *	1,517,294	1,492,294
Total Unrestricted Fund Equity - Designated & Undesignated	<u>\$ 5,100,627</u>	<u>\$ 5,885,464</u>	<u>\$ 5,289,211</u>	<u>\$ 4,654,623</u>

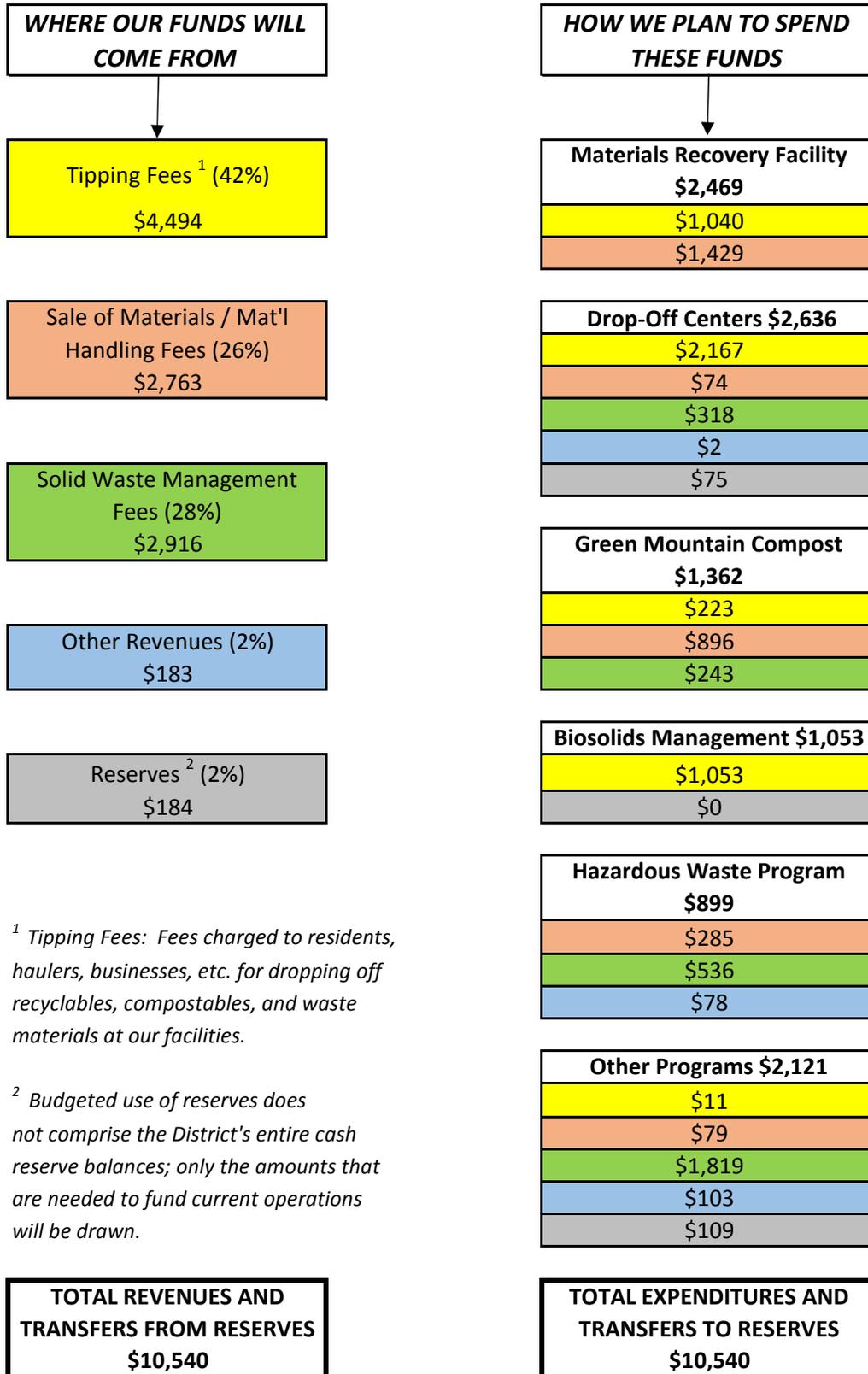
* Note: for the GAAP-basis audited financial statements, the Undesignated Fund Equity is reported net of any deficit in designated Post-Closure Reserve.

**CHITTENDEN SOLID WASTE DISTRICT
SOURCES OF OPERATING REVENUES, AND
USES OF SOLID WASTE MANAGEMENT FEES, BY PROGRAM
FY16 ADOPTED VS. FY17 PROPOSED BUDGETS
WITH FY14 and FY15 ACTUALS**

SOURCES OF OPERATING REVENUES BY TYPE	FY14	FY15	FY16 ADOPTED BUDGET		FY17 PROPOSED BUDGET		VARIANCE -
	ACTUAL	ACTUAL	% OF OPER		% OF OPER		FY17 vs
	REVENUES	REVENUES	\$	REV	\$	REV	FY16
General Operating Revenues:							\$ Change
Tipping Fees	\$ 3,253,035	\$ 3,484,336	\$ 3,945,391	40.1%	\$ 4,494,216	43.4%	\$ 548,825
Solid Waste Management Fee	3,235,727	3,223,204	2,970,000	30.2%	2,916,000	28.2%	(54,000)
Sale of Materials/Mat'l Handling Fees	2,541,351	2,800,506	2,740,003	27.8%	2,762,489	26.7%	22,486
Federal, State, & Local Grants	78,117	75,025	72,650	0.7%	72,650	0.7%	-
Interest and Miscellaneous	16,610	223,997	15,472	0.2%	8,505	0.1%	(6,967)
License Fees	13,410	13,010	13,735	0.1%	13,745	0.1%	10
Rental Income	92,424	94,423	88,350	0.9%	88,350	0.9%	-
Total Operating Revenues	9,230,674	9,914,501	9,847,401	100.0%	10,355,955	100.0%	508,554
Net Transfer From (To) Reserves	(919,316)	(1,293,315)	(293,943)		(698,020)		(404,077)
Total Operating Expenditures	\$ 8,311,358	\$ 8,621,186	\$ 9,553,458		\$ 9,657,935		\$ 104,477

USE OF SOLID WASTE MANAGEMENT FEES BY PROGRAM	FY14 ACTUAL -	FY15 ACTUAL -	FY16 Budget, based on		FY17 Budget, based on		VARIANCE -
	124,584 TONS	119,414 TONS	110,000 Tons		108,000 Tons		FY17 vs
			\$	%	\$	%	FY16
Program:							\$ Change
MRF	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -
Waste Reduction	290,475	293,734	374,885	12.6%	388,055	13.3%	13,170
Special Waste	313,142	284,515	308,344	10.4%	322,448	11.1%	14,104
DOCs	253,516	303,513	317,840	10.7%	317,897	10.9%	57
Unregulated Haz Waste	529,376	435,145	516,670	17.4%	536,174	18.3%	19,504
Biosolids Program	-	-	-	0.0%	-	0.0%	-
Green Mountain Compost	661,527	504,386	193,075	6.5%	242,789	8.3%	49,714
Special Projects	141,587	165,125	200,906	6.8%	197,709	6.8%	(3,197)
Future Projects	18,882	27,609	21,965	0.7%	-	0.0%	(21,965)
Finance	77,517	72,816	90,068	3.0%	78,521	2.7%	(11,547)
Administration	176,932	150,160	212,458	7.2%	189,075	6.5%	(23,383)
Marketing/Communications	244,780	287,494	495,246	16.7%	404,202	13.9%	(91,044)
Enforcement	52,224	67,562	67,969	2.3%	67,187	2.3%	(782)
PUD	-	-	105,660	3.6%	95,971	3.3%	(9,689)
Net Increase in Reserves	475,769	631,145	64,914	2.2%	75,971	2.6%	11,057
Total Solid Waste Mgmt Fee Revenues	\$ 3,235,727	\$ 3,223,204	\$ 2,970,000	100.0%	\$ 2,916,000	100.0%	\$ (54,000)

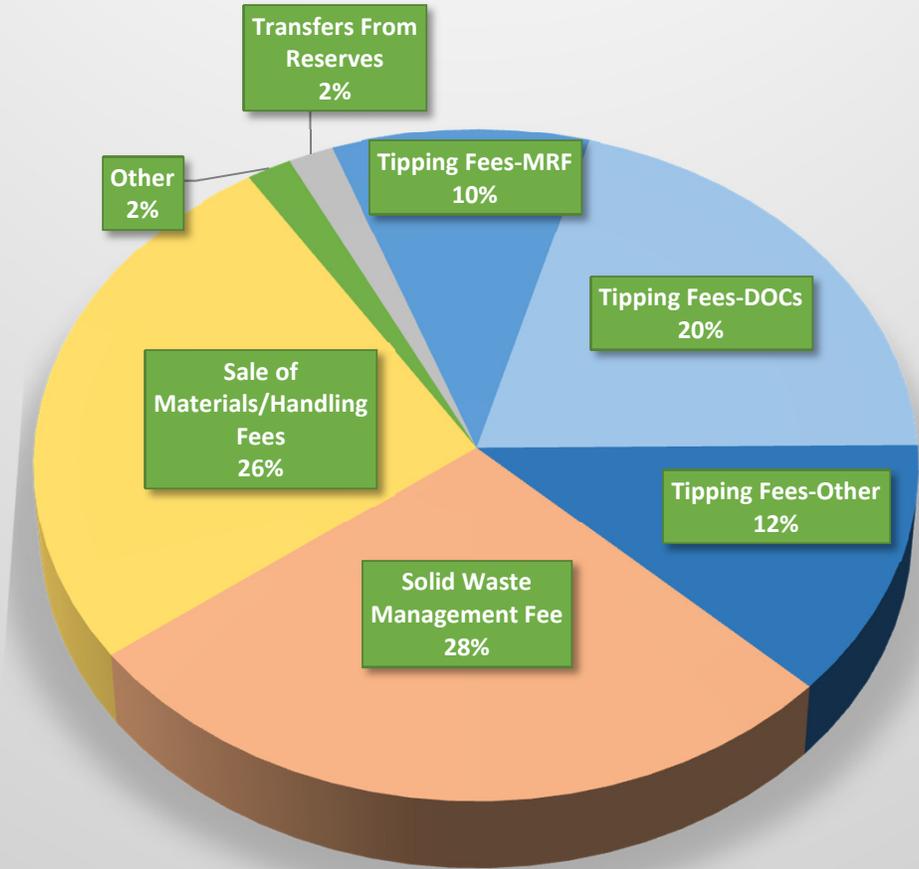
**CHITTENDEN SOLID WASTE DISTRICT
SOURCES AND USES OF OPERATING FUNDS
PROPOSED BUDGET - FY17**
amounts in thousands



¹ Tipping Fees: Fees charged to residents, haulers, businesses, etc. for dropping off recyclables, compostables, and waste materials at our facilities.

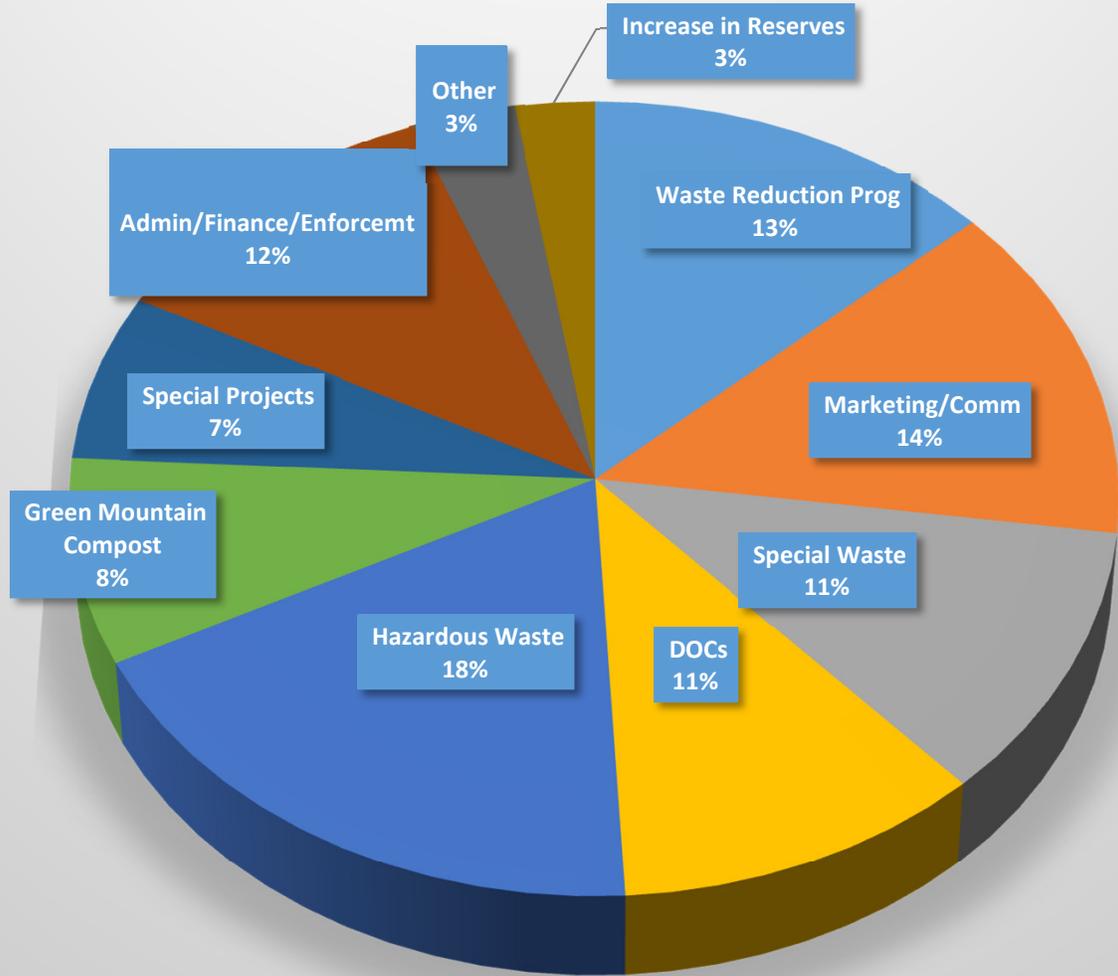
² Budgeted use of reserves does not comprise the District's entire cash reserve balances; only the amounts that are needed to fund current operations will be drawn.

**CHITTENDEN SOLID WASTE DISTRICT
FY17 PROPOSED BUDGET
SOURCES OF OPERATING FUNDS**



**CHITTENDEN SOLID WASTE DISTRICT
FY17 PROPOSED BUDGET
USES OF SOLID WASTE MANAGEMENT FEE
REVENUES**

TOTAL FY17 BUDGET \$2,916,000



CHITTENDEN SOLID WASTE DISTRICT
ADOPTED FY16 AND PROPOSED FY17 BUDGET - BY PROGRAM
WITH FY15 ACTUALS
GENERAL FUND OPERATING PROGRAMS

PROGRAM	REVENUES				EXPENDITURES				TRANSFERS FROM (TO) RESERVES			NET PROGRAM AMOUNT SWMF SUBSIDY			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
	FY15 ACTUALS	FY16 ADOPTED BUDGET	FY17 PROPOSED BUDGET	FY17 vs FY16 \$ CHANGE BUDGET	FY15 ACTUALS	FY16 ADOPTED BUDGET	FY17 PROPOSED BUDGET	FY17 vs FY16 \$ CHANGE BUDGET	FY15 ACTUALS	FY16 ADOPTED BUDGET	FY17 PROPOSED BUDGET	FY15 ACTUALS	FY16 ADOPTED BUDGET	FY17 PROPOSED BUDGET	
1 MSW	\$ -	\$ -	\$ -	\$ -	\$ 60,018	\$ 82,026	\$ 75,055	\$ (6,971)	\$ 60,018	\$ 82,026	\$ 75,055	\$ -	\$ -	\$ -	1
2 MRF	2,164,488	2,349,777	2,468,456	118,679	1,995,930	2,096,285	2,172,407	76,122	(168,558)	(253,492)	(296,049)	-	-	-	2
3 WASTE REDUCTION	89	-	-	-	293,824	374,885	388,055	13,170	-	-	-	293,735	374,885	388,055	3
4 SPECIAL WASTE	98,573	78,902	89,332	10,430	368,777	387,246	411,780	24,534	(14,311)	-	-	284,515	308,344	322,448	4
5 DOC	1,951,270	1,873,535	2,243,099	369,564	1,968,617	2,160,058	2,292,622	132,564	(286,166)	(31,317)	(268,374)	303,513	317,840	317,897	5
6 HAZARDOUS WASTE	375,630	366,685	362,901	(3,784)	811,770	873,732	893,881	20,149	995	(9,623)	(5,194)	435,145	516,670	536,173	6
7 SAFETY/QA PROGRAM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7
8 BIOSOLIDS	1,190,448	1,102,638	1,053,431	(49,207)	1,177,253	1,152,338	1,028,431	(123,907)	(13,195)	49,700	(25,000)	-	-	-	8
9 GREEN MTN COMPOST (GMC)	800,661	997,378	1,119,139	121,761	1,073,437	1,095,768	1,244,341	148,573	(231,611)	(94,685)	(117,588)	504,387	193,075	242,790	9
10 SPECIAL PROJECTS	-	-	-	-	146,125	181,906	178,709	(3,197)	(19,000)	(19,000)	(19,000)	165,125	200,906	197,709	10
11 FUTURE PROJECTS	-	-	-	-	29,475	21,965	-	(21,965)	1,866	-	-	27,609	21,965	-	11
12 PROPERTY MANAGEMENT	94,423	88,350	88,350	-	102,213	110,713	97,450	(13,263)	7,790	22,363	9,100	-	-	-	12
13 FINANCE	1,933	1,400	1,500	100	74,747	91,468	80,021	(11,447)	-	-	-	72,814	90,068	78,521	13
14 ADMINISTRATION	24	-	-	-	150,184	212,458	189,075	(23,383)	-	-	-	150,160	212,458	189,075	14
15 MARKETING	-	5,000	-	(5,000)	287,494	500,246	404,202	(96,044)	-	-	-	287,494	495,246	404,202	15
16 ENFORCEMENT	13,760	13,735	13,745	10	81,322	81,704	80,932	(772)	-	-	-	67,562	67,969	67,187	16
17 PUD	-	-	-	-	-	130,660	120,971	(9,689)	-	25,000	25,000	-	105,660	95,971	17
18 SOLID WASTE MGMT FEE REV	3,223,204	2,970,000	2,916,000	(54,000)	-	-	-	-	(631,145)	(64,914)	(75,971)	(2,592,059)	(2,905,086)	(2,840,029)	18
TOTALS	\$ 9,914,501	\$ 9,847,401	\$ 10,355,955	\$ 508,553	\$ 8,621,186	\$ 9,553,458	\$ 9,657,935	\$ 104,474	\$ (1,293,315)	\$ (293,943)	\$ (698,020)	\$ -	\$ -	\$ -	

Note: Individual totals may vary due to rounding.

CHITTENDEN SOLID WASTE DISTRICT
SUMMARY OF PROPOSED FY17 BUDGET
GENERAL OPERATING PROGRAMS

LINE ITEM A/C # ACCOUNT	FY14 ACTUAL	FY15 ACTUAL	FY16 ADOPTED BUDGET	FY17 PROPOSED BUDGET	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	PERCENT CHANGE	DOLLAR CHANGE		
					PROGRAM BUDGETS																				
					MSW	MRF	Waste Reduction	Special Waste	Drop-off Centers	Hazardous Waste	Safety QA	Biosolids	GM Compost	Special Projects	Future Projects	Property Managemt	Finance	Admin	Marketing	Enforcemnt	PUD				
OPERATING EXPENDITURES																									
1	TOTAL 5100 - SALARIES & WAGES	\$ 2,182,928	\$ 2,344,766	\$ 2,540,731	2,620,771	\$ 6,572	\$ 80,142	\$ 210,663	\$ 87,792	\$ 778,532	\$ 335,977	\$ 17,175	\$ 18,527	\$ 340,909	\$ 62,284	0	\$ 7,293	\$ 147,933	\$ 325,885	\$ 123,718	\$ 47,660	29,709	3%	80,040	
2	TOTAL 5200 - PERSONNEL BENEFITS	784,612	848,362	952,942	1,056,378	2,337	20,373	75,827	34,313	369,543	126,991	3,896	8,647	152,125	22,622	0	2,187	47,610	106,245	34,958	5,715	42,988	11%	103,436	
3																									
4	5320 STAFF TRAINING	20,011	23,421	45,587	48,703	0	3,000	5,080	1,900	3,800	6,690	3,575	2,500	3,150	2,473	0	0	2,050	7,765	4,550	2,170	0	7%	3,116	
5	5325 TEAM MOTIVATION	7,825	8,420	14,650	14,850	0	0	0	0	0	0	0	0	0	0	0	0	0	14,850	0	0	0	1%	200	
6	5340 TRAVEL & MEALS	25,251	27,305	40,495	33,003	43	1,256	5,822	964	3,051	4,640	1,394	400	420	537	0	165	162	9,910	868	3,370	0	-19%	(7,492)	
7	5360 SUBSCRIPTIONS	1,178	1,043	1,357	1,290	0	0	55	0	0	0	0	0	256	74	0	0	0	755	150	0	0	-5%	(67)	
8	5365 MEMBERSHIP DUES	13,559	19,448	19,778	20,844	0	1,120	0	0	0	1,490	75	1,136	1,849	0	0	0	440	14,514	0	220	0	5%	1,066	
9	TOTAL 5300 - Education & Training	67,824	79,637	121,867	118,690	43	5,376	10,957	2,864	6,851	12,820	5,044	4,036	5,675	3,084	0	165	2,652	47,794	5,568	5,760	0	-3%	(3,177)	
10																									
11	5410 MEDICAL EXAMS	935	1,414	2,180	2,244	0	0	0	0	400	1,844	0	0	0	0	0	0	0	0	0	0	0	3%	64	
12	5425 LEGAL FEES	148,504	43,557	26,995	23,590	0	500	0	0	500	1,500	0	2,000	1,440	800	0	3,250	3,000	9,000	0	1,600	0	-13%	(3,405)	
16	5448 BANK FEES	3,481	5,952	7,115	7,115	0	0	0	0	0	0	0	0	6,000	0	0	0	0	1,115	0	0	0	0%	-	
17	5450 AUDIT FEES	17,700	9,060	12,560	13,000	0	0	0	0	0	0	0	0	0	0	0	0	0	13,000	0	0	0	4%	440	
18	5465 SCALE MAINTENANCE/CERTIFICATION	650	455	730	1,130	0	180	0	0	0	0	0	0	950	0	0	0	0	0	0	0	0	55%	400	
19	5492 OTHER TESTING	18,521	9,770	19,605	19,585	0	0	0	0	0	580	0	7,500	11,505	0	0	0	0	0	0	0	0	0%	(20)	
20	5495 GROUND WATER TESTING	23,750	32,915	30,942	29,342	21,000	0	0	0	0	0	0	0	8,342	0	0	0	0	0	0	0	0	-5%	(1,600)	
21	5499 OTHER SERVICES	243,210	203,981	307,438	224,114	12,650	25,000	0	100,825	17,750	7,420	0	0	16,902	18,000	0	6,950	0	2,500	11,151	166	4,800	-27%	(83,324)	
22	TOTAL 5400 - Professional Services	456,751	307,104	407,565	320,120	33,650	25,680	0	100,825	18,650	11,344	0	9,500	45,139	18,800	0	10,200	17,115	11,500	11,151	1,766	4,800	-21%	(87,445)	
23																									
24	5505 BUILDING/LAND LEASE	20,092	20,656	21,976	20,669	0	0	0	0	1,006	19,663	0	0	0	0	0	0	0	0	0	0	0	-6%	(1,307)	
25	5510 EQUIPMENT LEASES	154,300	163,325	173,104	134,308	0	0	0	39,685	26,900	0	0	0	67,039	0	0	0	0	684	0	0	0	-22%	(38,796)	
26	5515 EQUIPMENT SERVICE CONTRACTS	8,035	9,967	7,805	9,270	0	0	0	0	5,340	0	0	0	165	0	0	0	0	3,765	0	0	0	19%	1,465	
27	5525 FACILITIES MANAGEMENT	1,533,309	1,715,851	1,809,440	1,876,200	0	1,876,200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4%	66,760	
28	5545 HAZARDOUS WASTE DISPOSAL	151,474	164,513	158,535	180,680	0	0	0	6,540	0	174,140	0	0	0	0	0	0	0	0	0	0	0	14%	22,145	
29	5546 LEACHATE TREATMENT	1,671	3,731	1,899	3,041	1,291	0	0	0	0	0	0	0	1,750	0	0	0	0	0	0	0	0	60%	1,142	
30	5547 LEACHATE TESTING	3,114	3,204	4,254	4,254	3,950	0	0	0	0	0	0	0	304	0	0	0	0	0	0	0	0	0%	-	
31	5548 LEACHATE HAULING	10,709	11,291	13,783	10,680	9,880	0	0	0	0	0	0	0	800	0	0	0	0	0	0	0	0	-23%	(3,103)	
34	5552 TIRES DISPOSAL	43,575	50,005	46,920	56,610	0	0	0	33,810	22,800	0	0	0	0	0	0	0	0	0	0	0	0	21%	9,690	
37	5556 MSW DISPOSAL	589,708	607,231	637,844	668,524	0	0	0	0	652,145	9,906	0	0	6,298	0	0	0	0	175	0	0	0	5%	30,680	
38	5557 RECYCLING @ CSWD	0	18,571	65,100	72,639	0	0	0	0	72,639	0	0	0	0	0	0	0	0	0	0	0	0	12%	7,539	
39	5559 REFRIGERANT REMOVAL	25,120	25,488	24,600	29,040	0	0	0	0	29,040	0	0	0	0	0	0	0	0	0	0	0	0	18%	4,440	
40	5560 ELECTRONICS MANAGEMENT	2,856	2,557	0	10,568	0	0	0	0	10,568	0	0	0	0	0	0	0	0	0	0	0	0	NEW	10,568	
41	5561 FOOD WASTE MANAGEMENT	28,997	33,856	39,740	55,602	0	0	0	0	55,602	0	0	0	0	0	0	0	0	0	0	0	0	40%	15,862	
42	5562 FLUORESCENT LAMPS	21,281	22,736	14,565	19,350	0	0	0	0	0	19,350	0	0	0	0	0	0	0	0	0	0	0	33%	4,785	
45	5577 SLUDGE MANAGEMENT	1,074,650	1,052,821	977,577	934,461	0	0	0	0	0	0	0	934,461	0	0	0	0	0	0	0	0	0	-4%	(43,116)	
46	5580 TRUCKING SERVICES	121,786	23,622	37,895	37,950	0	0	0	0	0	0	0	2,950	35,000	0	0	0	0	0	0	0	0	0%	55	
47	5584 SNOW PLOWING	28,340	27,629	28,950	28,750	0	0	0	0	23,500	3,950	0	0	0	0	0	1,300	0	0	0	0	0	-1%	(200)	
48	5587 BUILDING & GROUNDS MAINTENANCE	40,911	39,757	50,503	59,428	1,000	0	0	0	16,600	2,860	0	0	11,328	0	0	16,000	0	11,640	0	0	0	18%	8,925	
49	5592 EQUIPMENT MAINTENANCE	172,806	167,623	113,200	140,170	0	0	0	10,050	28,050	6,800	0	30,000	65,270	0	0	0	0	0	0	0	0	24%	26,970	
50	5594 TIRE REPAIR/REPLACEMENT	14,060	11,286	14,155	9,225	0	0	0	900	8,325	0	0	0	0	0	0	0	0	0	0	0	0	-35%	(4,930)	
52	TOTAL 5500 - Other Services	4,046,794	4,175,720	4,241,845	4,361,419	16,121	1,876,200	0	90,985	952,514	236,669	0	967,411	187,954	0	0	17,300	0	16,264	0	0	0	3%	119,574	
53																									
54	5620 COMMERCIAL INSURANCE	86,765	94,816	112,033	125,869	3,022	22,501	0	6,730	22,756	19,446	0	0	16,580	0	0	10,152	3,490	11,193	0	0	10,000	12%	13,836	
56	5685 INSURANCE RESERVES	1,500	419	3,000	2,000	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	0	0	0	-33%	(1,000)	
57	TOTAL 5600 - Insurance	88,265	95,235	115,033	127,869	3,022	22,501	0	6,730	22,756	19,446	0	0	16,580	0	0	10,152	3,490	13,193	0	0	10,000	11%	12,836	
58																									
59	5710 LEGAL NOTICES/CLASSIFIED ADS	1,954	4,515	7,400	3,375	0	0	0	0	700	0	0	0	0	0	0	0	2,325	350	0	0	0	-54%	(4,025)	
60	5720 PRINTING	21,850	29,407	84,980	61,700	0	0	600	0	0	1,200	0	0	12,520	0	0	0	0	46,890	490	0	0	-27%	(23,280)	
61	5750 WORKSHOPS & PRESENTATIONS	74	116	474	742	0	0	742	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57%	268	
62	5755 PROMOTION & EDUCATION	85,443	144,809	272,816	215,505	0	525	0	0	3,105	11,800	0	0	77,325	0	0	0	0	0	122,750	0	0	-21%	(57,311)	
63	TOTAL 5700 - Printing & Advertising	109,321	178,847	365,670	281,322	0	525	1,342	0	3,805	13,000	0	0	89,845	0	0	0	2,325	169,990	4					

CHITTENDEN SOLID WASTE DISTRICT
SUMMARY OF PROPOSED FY17 BUDGET
GENERAL OPERATING PROGRAMS

LINE ITEM A/C # ACCOUNT	FY14 ACTUAL	FY15 ACTUAL	FY16 ADOPTED BUDGET	FY17 PROPOSED BUDGET	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	PERCENT CHANGE	DOLLAR CHANGE		
					PROGRAM BUDGETS																				
					MSW	MRF	Waste Reduction	Special Waste	Drop-off Centers	Hazardous Waste	Safety QA	Biosolids	GM Compost	Special Projects	Future Projects	Property Managemt	Finance	Admin	Marketing	Enforcemt	PUD				
96																									
97	6210 ADMIN ALLOCATION	0	0	0	0	4,533	39,851	57,532	24,939	90,585	40,491	0	18,478	59,443	14,795	0	6,604	34,084	(441,176)	32,951	16,890	0	0%	-	
98	6215 FINANCE ALLOCATION	0	0	0	0	2,748	8,610	6,962	6,413	81,164	26,383	0	1,832	34,262	1,832	0	3,298	(183,214)	0	8,061	1,649	0	0%	-	
99	6225 SAFETY - QA/QC ALLOCATION	0	0	0	0	972	524	427	0	13,409	8,262	(26,215)	0	1,554	0	0	0	1,068	0	0	0	0	0%	-	
100	6230 HHW - ADMIN ALLOCATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	-	
101	6250 DOC - ADMIN ALLOCATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%	-	
102	6255 MAINTENANCE CHARGES	0	0	0	0	3,600	3,000	600	22,500	(79,440)	10,920	0	0	29,400	0	0	5,940	0	3,300	180	0	0	0%	-	
103	6259 ROLL-OFF TRUCK CHARGES	0	0	0	0	0	240	0	25,600	(65,280)	6,320	0	0	32,800	0	0	0	0	0	320	0	0	0%	-	
105	TOTAL 6200 - Interdepartmental	0	0	0	0	11,853	52,225	65,521	79,452	40,438	92,376	(26,215)	20,310	157,459	16,627	0	15,842	(149,130)	(436,808)	41,512	18,539	0	n/a	-	
106																									
107	6305 OTHER CHARGES	19	27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	-	
108	6306 GENERAL MANAGER'S DISCRETION	3,627	1,069	3,500	3,500	0	0	0	0	0	0	0	0	0	0	0	0	3,500	0	0	0	0	0%	-	
110	631X DISBURSEMENTS - PERSISTENT HERBICIDE COSTS	1,977	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	-	
111	6321 GREENUP DAY	10,267	13,532	10,685	10,190	0	0	0	0	0	0	0	0	0	10,190	0	0	0	0	0	0	0	-5%	(495)	
112	6322 TIRE & APPLIANCE ROUNDUP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	-	
114	6324 INCENTIVE GRANTS	8,282	26,749	73,500	45,000	0	0	0	0	0	0	0	0	0	45,000	0	0	0	0	0	0	0	-39%	(28,500)	
115	6325 PAYMENT FOR MUNICIPAL SERVICES	38,229	40,667	41,803	43,048	0	26,892	0	0	0	0	0	0	6,380	0	0	9,776	0	0	0	0	0	3%	1,245	
116	6326 PROPERTY TAXES	19,953	21,110	21,381	21,485	0	0	0	0	0	0	0	0	0	0	0	21,485	0	0	0	0	0	0%	104	
118	6329 STATE HW TAXES	541	379	565	280	0	0	0	0	0	280	0	0	0	0	0	0	0	0	0	0	0	-50%	(285)	
119	6335 BOARD MEETINGS	9,811	12,775	15,698	15,033	0	0	0	0	0	0	0	0	0	0	0	0	15,033	0	0	0	0	-4%	(665)	
121	6350 IMPACT FEES	19,232	19,369	20,505	21,629	0	21,629	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5%	1,124	
122	6358 HOST TOWN FEES	1,731	3,615	4,553	6,508	0	0	0	0	1,150	0	0	0	5,358	0	0	0	0	0	0	0	0	43%	1,955	
123	6391 BAD DEBT EXPENSE	133	199	100	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	100	
124	6398 RESERVE FOR CONTINGENCIES (PUD ONLY)	0	0	25,000	25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25,000	0%	-	
125	TOTAL 6300 - Other Charges	113,802	139,491	217,290	191,873	0	48,521	0	0	1,150	280	0	0	11,738	55,190	0	31,261	200	18,533	0	0	25,000	-12%	(25,417)	
134																									
135	TOTAL OPERATING EXPENDITURES	8,311,358	8,621,186	9,553,458	9,657,935	75,055	2,172,407	388,055	411,780	2,292,622	893,881	0	1,028,431	1,244,341	178,709	0	97,450	80,021	189,075	404,202	80,932	120,971	1%	104,477	
136																									
137	OPERATING REVENUES																								
138																									
139	FROM OPERATIONS																								
142	4220 ORDINANCE FINES & PENALTIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	-	
143	4301 LICENSE FEES	13,410	13,010	13,735	13,745	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,745	0	0%	10	
146	4402 EQUIPMENT RENT/LEASE	0	0	1,800	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-100%	(1,800)	
147	4405 RENTAL INCOME	92,424	94,423	88,350	88,350	0	0	0	0	0	0	0	0	0	0	0	88,350	0	0	0	0	0	0%	-	
149	4416 SOLID WASTE MANAGEMENT FEES	3,235,727	3,223,204	2,970,000	2,916,000	0	0	0	0	0	0	0	0	0	0	0	0	2,916,000	0	0	0	0	-2%	(54,000)	
150	4420 TIPPING FEES	3,253,035	3,484,336	3,945,391	4,494,216	0	1,039,875	0	11,000	2,167,026	0	1,053,431	222,884	0	0	0	0	0	0	0	0	0	14%	548,825	
152	4430 PESTICIDE DISPOSAL (STATE CONTRACT)	21,774	25,468	20,000	25,000	0	0	0	0	0	25,000	0	0	0	0	0	0	0	0	0	0	0	25%	5,000	
153	4460 ELECTRONICS MANAGEMENT FEE	42,583	43,015	44,028	64,086	0	0	0	0	62,166	1,920	0	0	0	0	0	0	0	0	0	0	0	46%	20,058	
154	4480 DELIVERY FEE REVENUE	13,472	44,025	52,140	57,385	0	0	0	0	0	0	0	57,385	0	0	0	0	0	0	0	0	0	10%	5,245	
155	4520 SALES OF MATERIALS	2,250,411	2,355,755	2,291,061	2,373,643	0	1,428,581	0	34,150	3,692	68,350	0	0	838,870	0	0	0	0	0	0	0	0	4%	82,582	
156	4521 DISCOUNTS ON SALE OF MATERIALS	(8,444)	(20,849)	(8,640)	(13,650)	0	0	0	0	0	(13,650)	0	0	0	0	0	0	0	0	0	0	0	58%	(5,010)	
158	4524 DEPOSIT BOTTLES/CANS	5,806	5,718	5,807	5,719	0	0	0	0	5,719	0	0	0	0	0	0	0	0	0	0	0	0	-2%	(88)	
159	4530 TIRES	38,420	45,520	41,182	44,182	0	0	0	44,182	0	0	0	0	0	0	0	0	0	0	0	0	0	7%	3,000	
160	4531 FLUORESCENT LAMPS	17,108	19,579	13,615	18,400	0	0	0	0	0	18,400	0	0	0	0	0	0	0	0	0	0	0	35%	4,785	
161	4532 PAINT PRODUCT STEWARDSHIP	22,952	157,526	170,900	157,508	0	0	0	0	157,508	0	0	0	0	0	0	0	0	0	0	0	0	-8%	(13,392)	
162	4540 INTEREST	1,897	1,775	1,400	1,500	0	0	0	0	0	0	0	0	0	0	0	1,500	0	0	0	0	0	7%	100	
165	4560 CEG	42,827	30,681	30,565	28,080	0	0	0	0	0	28,080	0	0	0	0	0	0	0	0	0	0	0	-8%	(2,485)	
166	4565 SCRAP METAL	94,442	94,068	79,345	2,136	0	0	0	0	2,493	(357)	0	0	0	0	0	0	0	0	0	0	0	-97%	(77,209)	
167	4572 MISCELLANEOUS	13,641	70,574	14,072	7,005	0	0	0	0	2,003	5,000	0	0	0	0	0	0	0	0	0	0	0	-50%	(7,067)	
168	4598 CASH OVER/UNDER	1,072	1,648	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	-	
169	4610 LAWSUIT SETTLEMENT PROCEEDS	0	150,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	-	
170	4710 FEDERAL, STATE, & LOCAL GRANTS	77,417	75,025	72,650	72,650	0	0	0	0	0	72,650	0	0	0	0	0	0	0	0	0	0	0	0%	-	
171	4711 DONATIONS	700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a	-	
172	TOTAL OPERATING REVENUES	9,230,674	9,914,501	9,847,401	10,355,955	0	2,468,456	0																	

PROPOSED FY 2017
EMPLOYEE WAGE AND BENEFIT SCHEDULE

	EMPLOYEE POSITION	FY17 PROPOSED WAGES															
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
		Primary Site	Primary Program	Hours per year	Overtime Hours	Grade	Step (FY16)	Hourly (FY16)	Base Wage (FY16)	Step (FY17)	NET COLA 0.00%	NET STEP * VAR	New Base Wage	New Hourly Rate	Overtime Hours	Overtime Wages	TOTAL WAGES (base & ot)
1	General Manager	ADM	ADM	2,080	-	22	10	\$ 55.62	\$ 115,690	11	\$ -	\$ 1,622	\$ 117,312	\$ 56.40	-	\$ -	\$ 117,312
2	General Manager	ADM	ADM	90	-	na	na	70.00	6,300	na	-	-	6,300	70.00	-	-	6,300
3	Administrative Manager	ADM	ADM	2,080	-	15	16	38.77	80,642	17	-	1,123	81,765	39.31	-	-	81,765
4	Administrative Assistant	ADM/FIN	ADM	2,080	40	5	8	19.40	40,352	9	-	562	40,914	19.67	40	1,180	42,094
5	Data/Business Architect	ADM	ADM	2,080	-	15	8	34.68	72,134	9	-	1,019	73,154	35.17	-	-	73,154
6	Enforcement Coordinator	ADM	ADM	1,508	-	12	7	28.73	43,325	8	-	603	43,928	29.13	-	-	43,928
7	Marketing & Communications Coordinator	MRK	MRK	2,080	-	15	7	34.20	71,136	8	-	998	72,134	34.68	-	-	72,134
8	Asst Engineer/Project Manager	ADM/FAC	ADM/FAC	2,080	-	15	4	32.26	67,101	5	-	1,518	68,619	32.99	-	-	68,619
9	Facilities Manager/District Engineer	ADM/FAC	ADM/FAC	2,080	-	21	6	49.64	103,251	7	-	1,435	104,686	50.33	-	-	104,686
10	Operations Manager	DOC	DOC	2,080	-	16	20	43.64	90,771	20	-	454	90,771	43.64	-	-	90,771
11	Marketing & Web Specialist	MRK	MRK	2,080	-	9	8	24.46	50,877	9	-	707	51,584	24.80	-	-	51,584
12	Drop-Off Center Operator	MIL	DOC	416	-	4	5	17.38	7,230	6	-	162	7,392	17.77	-	-	7,392
13	Drop-Off Center Operator - ON CALL	ON-CALL	DOC	416	-	4	13	19.59	8,149	14	-	112	8,262	19.86	-	-	8,262
14	Drop-Off Center Operator	BURL/ON-CALL	DOC	1,040	-	4	14	19.86	20,654	15	-	291	20,946	20.14	-	-	20,946
15	Drop-Off Center Operator- Class II (A)	ESX	DOC	2,080	-	5	7	19.13	39,790	8	-	562	40,352	19.40	-	-	40,352
16	Drop-Off Center Operator - ON CALL	ON-CALL	DOC	232	-	4	20	21.51	4,990	20	-	25	4,990	21.51	-	-	4,990
17	Drop-Off Center Operator - ON CALL	ON-CALL	DOC	624	-	4	2	16.26	10,146	3	-	231	10,377	16.63	-	-	10,377
18	Drop-Off Center Operator	SOB	DOC	2,080	-	4	7	18.02	37,482	8	-	520	38,002	18.27	-	-	38,002
19	Maintenance Operaotr/Roll-Off Truck Driver	MAINT/RO	MAINT	2,080	26	5	20	23.30	48,464	20	-	242	48,464	23.30	26	909	49,373
20	Drop-Off Center Operator/SP Waste- Class II	WIL/SPW	DOC	832	-	5	7	19.13	15,916	8	-	225	16,141	19.40	-	-	16,141
21	Drop-Off Center Operator - Class I	ESX	DOC	2,080	80	5	15	21.39	44,491	16	-	624	45,115	21.69	80	2,603	47,718
22	Drop-Off Center Operator	ESX	DOC	416	-	4	2	16.26	6,764	3	-	154	6,918	16.63	-	-	6,918
23	Drop-Off Center Operator	HIN/ON-CALL	DOC	832	-	4	5	17.38	14,460	6	-	324	14,785	17.77	-	-	14,785
24	Drop-Off Center Operator	HIN/ON-CALL	DOC	832	-	4	7	18.02	14,993	8	-	208	15,201	18.27	-	-	15,201
25	Drop-Off Center Operator	BUR	DOC	416	-	4	7	18.02	7,496	8	-	104	7,600	18.27	-	-	7,600
26	Drop-Off Center Operator -Class I	SOB	DOC	2,080	52	5	13	20.80	43,264	14	-	603	43,867	21.09	52	1,645	45,512
27	Drop-Off Center Operator/SP Waste- Class II	WIL/SPW	DOC	2,080	78	5	10	19.95	41,496	11	-	582	42,078	20.23	78	2,367	44,445
28	Drop-Off Center Operator	ON-CALL	DOC	208	-	4	5	17.38	3,615	6	-	81	3,696	17.77	-	-	3,696
29	Drop-Off Center Operator	SOB	DOC	416	-	4	3	16.63	6,918	4	-	154	7,072	17.00	-	-	7,072
30	Drop-Off Center Operator	RIC	DOC	1,248	-	4	9	18.53	23,125	10	-	324	23,450	18.79	-	-	23,450
31	Drop-Off Center Operator/Facilities Assistant	RIC/ADM	DOC	2,080	-	8	8	23.05	47,944	9	-	666	48,610	23.37	-	-	48,610
32	Drop-Off Center Operator- Class II (A)	MIL	DOC	1,248	-	5	7	19.13	23,874	8	-	337	24,211	19.40	-	-	24,211
33	Drop-Off Center Operator- Class II (A)	BURL/MIL	DOC	2,080	-	5	9	19.67	40,914	10	-	582	41,496	19.95	-	-	41,496
34	Maintenance Supervisor	MAINT	MAIN	2,080	140	12	3	26.50	55,120	4	-	1,248	56,368	27.10	140	5,691	62,059
35	Maintenance Mechanic	MAINT/RO	MAIN/RO	2,080	52	7	10	22.41	46,613	11	-	645	47,258	22.72	52	1,772	49,030
36	Roll-Off Truck Driver/Coordinator	RO	RO	2,080	120	7	11	22.72	47,258	12	-	666	47,923	23.04	120	4,147	52,070
37	Maintenance Operator/Roll-Off Truck Driver	MAINT/RO	MAINT	2,080	-	5	1	16.87	35,090	2	-	395	35,880	17.25	-	-	35,880
38	Finance Manager	FIN	FIN	2,080	-	17	12	42.75	88,920	13	-	1,248	90,168	43.35	-	-	90,168
39	Accounts Payable Specialist	FIN	FIN	2,080	-	7	20	25.62	53,290	20	-	266	53,290	25.62	-	-	53,290
40	Compliance Program & Product Stewardship Mngr	ENV	HAZ	2,080	-	17	18	46.47	96,658	19	-	1,352	98,010	47.12	-	-	98,010
41	Hazardous Waste Coordinator	ENV	HAZ	2,080	75	12	14	31.67	65,874	15	-	915	66,789	32.11	75	3,612	70,401
42	Hazardous Waste Operator - Class I	ENV	HAZ	2,080	75	10	7	25.56	53,165	8	-	749	53,914	25.92	75	2,916	56,830
43	Hazardous Waste Operator	ENV	HAZ	2,080	75	8	7	22.73	47,278	8	-	666	47,944	23.05	75	2,593	50,537
45	Hazardous Waste Operator	ENV	HAZ	2,080	-	8	1	20.07	41,746	2	-	936	42,682	20.52	-	-	42,682
46	Hazardous Waste Operator -seasonal	ENV	HAZ	300	-	n	n	30.00	9,000	n	-	-	9,000	30.00	-	-	9,000
47	Hazardous Waste Operator - seasonal	ENV	HAZ	1,060	-	n	n	16.00	16,960	n	-	-	16,960	16.00	-	-	16,960
48	Hazardous Wate Operator - seasonal	ENV	HAX	100	-	n	n	17.50	1,750	n	-	-	1,750	17.50	-	-	1,750
49	Waste Reduction Manager	WR	WR/SP	2,080	-	15	13	37.18	77,334	14	-	1,082	78,416	37.70	-	-	78,416
50	Community Outreach Coordinator	WR	WR/SP	1,669	-	11	13	29.49	49,219	14	-	684	49,903	29.90	-	-	49,903
51	School & Youth Outreach Coordinator	WR	WR	2,080	5	9	3	22.26	46,301	4	-	1,040	47,341	22.76	5	171	47,512
52	Business Outreach Coord & Assistant WR Manager	WR	WR	2,080	5	12	4	27.10	56,368	5	-	1,269	57,637	27.71	5	208	57,845
53	Temporary Event/Hospitality Outreach Coord	WR	WR	2,080	-	9	1	21.29	44,283	2	-	499	45,282	21.77	-	-	45,282
54	Compost Manager	GMC	GMC	2,080	-	15	6	33.73	70,158	7	-	978	71,136	34.20	-	-	71,136
55	Compost Sales Coordinator	GMC	GMC	2,080	-	12	6	28.33	58,926	7	-	832	59,758	28.73	-	-	59,758
56	Senior Equipment Operator	GMC	GMC	2,080	50	7	18	25.05	52,104	19	-	728	52,832	25.40	40	1,524	54,356
57	Equipment Operator	GMC	GMC	2,080	15	5	5	18.45	38,376	6	-	874	39,250	18.87	10	283	39,533
58	Administration & Production Assistant	GMC	GMC	2,080	25	4	1	15.90	33,072	2	-	374	33,821	16.26	20	488	34,309
59	Delivery Driver	GMC	GMC	640	10	n	n	14.00	8,960	n	-	-	8,960	14.00	10	210	9,170
60	Light Equipment Operator (JCB) Bagger	GMC	GMC	2,080	50	5	1	16.87	35,090	2	-	395	35,880	17.25	32	828	36,708
61	2nd Light Equipment Operator/Bagger/	GMC	GMC	1,270	10	n	n	12.75	16,193	n	-	-	16,193	12.75	10	191	16,384
62	Office Assistant	GMC	GMC	550	10	n	n	12.75	7,013	n	-	-	7,013	12.75	10	191	7,204
FY '17 PRELIMINARY BUDGET TOTALS				95,403	993				\$ 2,505,872		\$ -	\$ 34,998	\$ 2,541,546		955	\$ 33,529	\$ 2,575,076
FY '16 BUDGET				91,905	903				\$ 2,392,063		\$ 31,380	\$ 34,634	\$ 2,456,846		903	\$ 30,967	\$ 2,487,813
FY '17 INCREASE (DECR) OVER FY '16: \$				3,498	90				113,809		(31,380)	364	84,700		52	2,563	87,262
FY '17 INCREASE (DECR) OVER FY 16: %				3.81%	9.97%				4.76%		-100.00%	1.05%	3.45%		5.76%	8.28%	3.51%

* Note - NET STEP amount, Column K, includes 1/2% lump sum merit pay for employees who are at the top of their pay grade and not eligible for a Step increase.

PROPOSED FY 2017
EMPLOYEE WAGE AND BENEFIT SCHEDULE

EMPLOYEE POSITION	FY17 MANDATED BENEFITS			OPTIONAL BENEFITS											TOTAL BENEFITS			
	FICA 7.65%	Workers Comp.	Unemployment Insurance 2.00%	MEDICAL			Dental			ICMA Retirement 6%	LIFE DISAB INS	MANDATED BENEFITS	OPTIONAL BENEFITS	TOTAL BENEFITS	TOTAL WAGES/ BENEFITS			
				Insurance Membership	CSWD pays difference +10% for 6 mos	Employee Share 2.88%	Opt Out	CSWD 95%	Employee 5%									
																5% increase		
1 General Manager	\$ 9,080	\$ 411	\$ 336	FAMILY	\$ 19,101	\$ 3,379	\$ -	\$ 1,391	\$ 73	\$ 7,039	\$ 1,408	\$ 9,827	\$ 28,939	\$ 38,765	\$ 156,077	1		
2 General Manager	482	23	126	N/A	-	-	-	-	-	-	-	631	-	631	6,931	2		
3 Administrative Manager	7,080	316	336	OPT-OUT	-	-	5,951	1,391	73	4,906	1,088	7,732	13,336	21,068	102,833	3		
4 Administrative Assistant	3,858	173	336	OPT-OUT	-	-	5,951	1,391	73	2,455	581	4,367	10,379	14,746	56,839	4		
5 Data/Business Architect	5,765	256	336	FAMILY	20,373	2,107	-	1,391	73	4,389	775	6,357	26,929	33,286	106,439	5		
6 Enforcement Coordinator	3,360	158	336	N/A	-	-	-	-	-	-	-	3,854	-	3,854	47,783	6		
7 Marketing & Communications Coordinator	5,690	253	336	SINGLE	6,769	2,077	-	440	-	4,328	1,016	6,279	12,554	18,832	90,967	7		
8 Asst Engineer/Project Manager	5,355	240	336	FAMILY	20,503	1,976	-	1,391	73	3,431	768	5,931	26,094	32,025	100,644	8		
9 Facilities Manager/District Engineer	8,939	399	336	OPT-OUT	-	-	5,951	1,391	73	6,281	1,232	9,674	14,856	24,530	129,216	9		
10 Operations Manager	7,157	318	336	2-PERSON	15,080	2,614	-	787	41	5,446	1,158	7,811	22,471	30,282	121,507	10		
11 Marketing & Web Specialist	4,069	181	336	SINGLE	7,361	1,486	-	440	-	3,095	643	4,586	11,540	16,125	67,709	11		
12 Drop-Off Center Operator	566	695	148	N/A	-	-	-	-	-	-	-	1,409	-	1,409	8,802	12		
13 Drop-Off Center Operator - ON CALL	632	777	165	N/A	-	-	-	-	-	-	-	1,574	-	1,574	9,836	13		
14 Drop-Off Center Operator	1,602	1,970	336	N/A	-	-	-	-	-	-	-	3,908	-	3,908	24,854	14		
15 Drop-Off Center Operator- Class II (A)	3,595	4,192	336	OPT-OUT	-	-	4,262	787	41	2,421	362	8,123	7,833	15,956	56,308	15		
16 Drop-Off Center Operator - ON CALL	382	469	100	N/A	-	-	-	-	-	-	-	951	-	951	5,967	16		
17 Drop-Off Center Operator - ON CALL	794	976	208	N/A	-	-	-	-	-	-	-	1,978	-	1,978	12,355	17		
18 Drop-Off Center Operator	2,998	3,471	336	SINGLE	7,752	1,094	-	440	-	2,280	549	6,805	11,021	17,827	55,828	18		
19 Maintenance Operatoer/Roll-Off Truck Driver	3,887	4,506	336	FAMILY	21,084	1,396	-	1,391	73	2,908	637	8,729	26,020	34,749	84,364	19		
20 Drop-Off Center Operator/SP Waste- Class II	1,235	1,518	323	N/A	-	-	-	-	-	-	-	3,076	-	3,076	19,217	20		
21 Drop-Off Center Operator - Class I	3,753	4,359	336	FAMILY	21,180	1,299	-	1,391	73	2,707	609	8,448	25,888	34,336	82,054	21		
22 Drop-Off Center Operator	529	651	138	N/A	-	-	-	-	-	-	-	1,318	-	1,318	8,236	22		
23 Drop-Off Center Operator	1,131	1,391	296	N/A	-	-	-	-	-	-	-	2,818	-	2,818	17,602	23		
24 Drop-Off Center Operator	1,163	1,430	304	N/A	-	-	-	-	-	-	-	2,897	-	2,897	18,097	24		
25 Drop-Off Center Operator	581	715	152	N/A	-	-	-	-	-	-	-	1,448	-	1,448	9,048	25		
26 Drop-Off Center Operator -Class I	3,583	4,158	336	2-PERSON	16,430	1,263	-	787	41	2,632	601	8,077	20,451	28,528	74,040	26		
27 Drop-Off Center Operator/SP Waste- Class II	3,497	4,062	336	SINGLE	7,635	1,212	-	787	41	2,525	582	7,895	11,529	19,424	63,870	27		
28 Drop-Off Center Operator	283	348	74	N/A	-	-	-	-	-	-	-	705	-	705	4,401	28		
29 Drop-Off Center Operator	541	665	141	N/A	-	-	-	-	-	-	-	1,347	-	1,347	8,419	29		
30 Drop-Off Center Operator	1,794	2,206	336	N/A	-	-	-	-	-	-	-	4,336	-	4,336	27,785	30		
31 Drop-Off Center Operator/Facilities Assistant	3,835	4,440	336	SINGLE	7,447	1,400	-	440	-	2,917	626	8,611	11,429	20,041	68,650	31		
32 Drop-Off Center Operator- Class II (A)	1,491	1,833	336	2-PERSON	12,967	4,727	-	-	-	-	-	3,660	12,967	16,627	40,838	32		
33 Drop-Off Center Operator- Class II (A)	3,270	3,787	336	2-PERSON	16,499	1,195	-	787	41	2,490	583	7,393	20,359	27,752	69,248	33		
34 Maintenance Supervisor	5,456	5,264	336	OPT-OUT	-	-	5,951	1,391	73	3,382	805	11,056	11,529	22,586	84,645	34		
35 Maintenance Mechanic	3,864	3,694	336	2-PERSON	16,333	1,361	-	-	-	2,835	624	7,894	19,792	27,686	76,716	35		
36 Roll-Off Truck Driver/Coordinator	4,092	3,922	336	FAMILY	21,099	1,380	-	1,391	73	2,875	629	8,350	25,995	34,346	86,416	36		
37 Maintenance Operator/Roll-Off Truck Driver	416	3,238	336	FAMILY	23,249	1,380	-	1,391	73	-	428	3,990	25,068	29,058	64,938	37		
38 Finance Manager	7,113	316	336	SINGLE	6,250	2,597	-	440	-	5,410	1,145	7,765	13,245	21,010	111,178	38		
39 Accounts Payable Specialist	4,201	187	336	2-PERSON	15,746	1,535	-	787	41	3,197	671	4,724	20,402	25,125	78,681	39		
40 Compliance Program & Product Stewardship Mngr	8,397	375	336	OPT-OUT	-	-	5,951	1,391	73	5,881	1,200	9,108	14,423	23,530	121,540	40		
41 Hazardous Waste Coordinator	6,015	7,018	336	OPT-OUT	-	-	4,262	787	41	4,007	958	13,369	10,015	23,384	93,785	41		
42 Hazardous Waste Operator - Class I	4,471	5,192	336	FAMILY	21,696	1,553	-	1,391	73	3,235	650	9,999	26,972	36,971	93,801	42		
43 Hazardous Waste Operator	3,981	4,623	336	SINGLE	7,466	1,381	-	440	-	2,877	623	8,940	11,406	20,346	70,883	43		
45 Hazardous Waste Operator	3,367	3,805	336	SINGLE	7,618	1,229	-	440	-	2,561	558	7,508	11,177	18,685	61,367	45		
46 Hazardous Waste Operator -seasonal	689	846	180	N/A	-	-	-	-	-	-	-	1,715	-	1,715	10,715	46		
47 Hazardous Waste Operator - seasonal	1,297	1,595	336	N/A	-	-	-	-	-	-	-	3,228	-	3,228	20,188	47		
48 Hazardous Wate Operator - seasonal	134	165	35	N/A	-	-	-	-	-	-	-	334	-	334	2,084	48		
49 Waste Reduction Manager	6,183	275	336	2-PERSON	15,435	2,258	-	787	41	4,705	1,065	6,794	21,993	28,787	107,203	49		
50 Community Outreach Coordinator	3,956	176	336	SINGLE	7,665	1,182	-	440	-	2,994	642	4,468	11,742	16,210	66,113	50		
51 School & Youth Outreach Coordinator	3,711	167	336	SINGLE	7,483	1,363	-	440	-	2,367	616	4,214	10,907	15,120	62,632	51		
52 Business Outreach Coord & Assistant WR Manager	4,563	203	336	2-PERSON	16,034	1,660	-	440	-	3,458	693	5,102	20,625	25,727	83,571	52		
53 Temporary Event/Hospitality Outreach Coord	3,572	159	336	SINGLE	6,969	1,304	-	440	-	2,717	693	4,067	10,819	14,886	60,167	53		
54 Compost Manager	5,606	249	336	FAMILY	20,431	2,049	-	1,391	73	4,268	1,016	6,191	27,106	33,297	104,433	54		
55 Compost Sales Coordinator	4,709	209	336	SINGE/CHILDREN	15,559	1,721	-	1,391	73	3,586	709	5,254	21,245	26,499	86,258	55		
56 Senior Equipment Operator	4,850	4,668	336	OPT-OUT	-	-	5,951	1,391	73	3,170	664	9,854	11,176	21,029	75,385	56		
57 Equipment Operator	3,112	2,970	336	FAMILY	21,349	1,130	-	1,391	73	2,355	563	6,418	25,658	32,076	71,609	57		
58 Administration & Production Assistant	2,550	120	336	SINGLE	7,299	974	-	440	-	-	367	3,006	8,107	11,113	45,422	58		
59 Delivery Driver	702	862	183	N/A	-	-	-	-	-	-	-	1,747	-	1,747	10,917	59		
60 Light Equipment Operator (JCB) Bagger	2,894	3,355	336	SINGLE	7,240	1,033	-	440	-	2,153	337	6,585	10,170	16,755	53,463	60		
61 2nd Light Equipment Operator/Bagger/	1,253	1,541	328	N/A	-	-	-	-	-	-	-	3,122	-	3,122	19,506	61		
62 Office Assistant	551	26	144	N/A	-	-	-	-	-	-	-	721	-	721	7,925	62		
FY '17 PRELIMINARY BUDGET TOTALS	\$ 203,682	\$ 106,566	\$ 17,829		\$ 445,103	\$ 54,316	\$ 44,230	\$ 35,672	\$ 1,576	\$ 130,282	\$ 28,876	\$ 328,077	\$ 684,164	\$ 1,012,241	\$ 3,588,304			
FY '16 BUDGET	\$ 196,218	\$ 99,555	\$ 19,733		\$ 419,145	\$ 53,962	\$ 34,017	\$ 31,961	\$ 1,404	\$ 121,163	\$ 27,231	\$ 315,507	\$ 633,517	\$ 949,024	\$ 3,438,532			
FY '17 INCREASE (DECR) OVER FY '16: \$	7,463	7,011	(1,904)		25,958	353	10,213	3,711	172	9,119	1,645	12,570	50,647	63,218	149,773			
FY '17 INCREASE (DECR) OVER FY 16: %	3.80%	7.04%	-9.65%		6.19%	0.66%	30.02%	11.61%	12.26%	7.53%	6.04%	3.98%	7.99%	6.66%	4.36%			

PROPOSED FY 17 EMPLOYEE WAGE AND BENEFITS ALLOCATION TABLE

EMPLOYEE POSITION	Solid Waste Disposal		MRF	Waste Reduction	Special Waste		Dropoff Centers										Unregulated Hazardous Waste						Safety / QA		Biosolids	Compost	Special Projects		Finance		Administrative Services				Totals			
	Phase III Landfill				Special	Wood	Admin	Maint	Essex	South						Roll-Off	HHW	HHW	HHW	HHW	Product				GM	Comm	R & D	Future	Property	Finance	Admin	Mkt/Com	Enforce	PUD				
				Reduction	Wst Facility	Program				Burl	Milton	Rich	Hines	Will	Burl	Truck	Paint	Rover	Depot	ESQG	Stewardship	Safety	QA/QC	Program	Compost	Program		Projects	Mgmt									
1 General Manager																																						100%
2 General Manager																																						100%
3 Administrative Manager																																						100%
4 Administrative Assistant							15.00%																															100%
5 Data/Business Architect																																						100%
6 Enforcement Coordinator																						3.40%																100%
7 Marketing & Communications Coordinator																																						100%
8 Asst Engineer/Project Manager	5.00%				4.00%		25.00%																															100%
9 Facilities Manager/District Engineer	3.00%				2.00%		20.00%																															100%
10 Operations Manager					37.00%	3.00%	60.00%																															100%
11 Marketing & Web Specialist																																						100%
12 Drop-Off Center Operator																																						100%
13 Drop-Off Center Operator - ON CALL							100.00%																															100%
14 Drop-Off Center Operator							20.00%									80.00%																						100%
15 Drop-Off Center Operator- Class II (A)																																						100%
16 Drop-Off Center Operator - ON CALL							100.00%																															100%
17 Drop-Off Center Operator - ON CALL							100.00%																															100%
18 Drop-Off Center Operator																																						100%
19 Maintenance Operatr/Roll-Off Truck Driver					10.00%	2.50%		77.50%								10.00%																						100%
20 Drop-Off Center Operator/SP Waste- Class II							50.00%																															100%
21 Drop-Off Center Operator - Class I																																						100%
22 Drop-Off Center Operator																																						100%
23 Drop-Off Center Operator																																						100%
24 Drop-Off Center Operator					0.00%		14.80%																															100%
25 Drop-Off Center Operator							11.00%																															100%
26 Drop-Off Center Operator -Class I																																						100%
27 Drop-Off Center Operator/SP Waste- Class II					40.00%																																	100%
28 Drop-Off Center Operator							100.00%																															100%
29 Drop-Off Center Operator																																						100%
30 Drop-Off Center Operator																																						100%
31 Drop-Off Center Operator/Facilities Assistant					20.00%		20.00%																															100%
32 Drop-Off Center Operator- Class II (A)																																						100%
33 Drop-Off Center Operator- Class II (A)																																						100%
34 Maintenance Supervisor																																						100%
35 Maintenance Mechanic							10.00%																															100%
36 Roll-Off Truck Driver/Coordinator																																						100%
37 Maintenance Operator/Roll-Off Truck Driver																																						100%
38 Finance Manager																																						100%
39 Accounts Payable Specialist																																						100%
40 Compliance Program & Product Stewardship Mngr																																						100%
41 Hazardous Waste Coordinator																																						100%
42 Hazardous Waste Operator - Class I																																						100%
43 Hazardous Waste Operator																																						100%
44 Hazardous Waste Operator																																						100%
45 Hazardous Waste Operator																																						100%
46 Hazardous Waste Operator -seasonal																																						100%
47 Hazardous Waste Operator - seasonal																																						100%
48 Hazardous Wate Operator - seasonal																																						100%
49 Waste Reduction Manager							18.00%																															100%
50 Community Outreach Coordinator							92.00%																															100%
51 School & Youth Outreach Coordinator							100.00%																															100%
52 Business Outreach Coord & Assistant WR Manager							100.00%																															100%
53 Temporary Event/Hospitality Outreach Coord							100.00%																															100%
54 Compost Manager																																						100%
55 Compost Sales Coordinator																																						100%
56 Senior Equipment Operator																																						100%
57 Equipment Operator																																						100%
58 Administration & Production Assistant																																						100%
59 Delivery Driver																																						100%
60 Light Equipment Operator (JCB) Bagger																																						100%
61 2nd Light Equipment Operator/Bagger/																																						100%
62 Office Assistant																																						100%

**CHITTENDEN SOLID WASTE DISTRICT
FY17 SCHEDULE OF PROGRAM FEES**

	<u>FY 17</u>	<u>FY 16</u>	<u>Change</u>
4) MATERIALS RECOVERY FACILITY			
Tipping fees and/or materials purchased price fluctuate with market price. Budgeted rates are:			
In District materials, per Ton	\$23.50	\$21.00	\$2.50
Out-of-District materials, per Ton	\$23.50	\$21.00	\$2.50
 6) SPECIAL WASTE PROGRAM			
Special Waste Facility (at the Williston Drop-Off Center)			
Electronics ~ per pound (by appt. only)	\$0.18	\$0.18	\$0.00
Gypsum wallboard (clean, new scrap):			
Small loads (up to 2 cy), per cubic yard	\$18.00	\$18.00	\$0.00
Large loads, per ton	\$70.00	\$70.00	\$0.00
Tires ~ up to 16"	\$2.25	\$2.25	\$0.00
Tires ~ 16.5" to 19"	\$3.75	\$3.75	\$0.00
Tires ~ per ton	\$200.00	\$200.00	\$0.00
Tree limbs, trunks, clean stumps, & brush:			
Up to 6 cubic yards	No charge	No charge	
Each cubic yard in excess of 6 cy	\$5.00	\$5.00	\$0.00
Pallets & clean lumber:			
Per ton	\$50.00	\$50.00	\$0.00
Propane cylinders over 20 lbs	\$5.00	\$5.00	\$0.00
 7) DROP-OFF CENTERS			
Items accepted vary by facility.			
Household Trash			
up to 18-gallon bag/barrel	\$2.50	\$2.00	\$0.50
up to 33-gallon bag/barrel	\$4.75	\$3.75	\$1.00
up to 45-gallon bag/barrel	\$7.25	\$5.75	\$1.50
per cubic yard	\$37.50	\$30.00	\$7.50
at Burlington Drop-Off Center, per pound	\$0.19	\$0.15	\$0.04
 Construction & Demolition Debris			
up to 18-gallon bag/barrel	\$5.00	\$4.00	\$1.00
up to 33-gallon bag/barrel	\$9.50	\$7.50	\$2.00
up to 45-gallon bag/barrel	\$14.50	\$11.50	\$3.00
per cubic yard	\$75.00	\$60.00	\$15.00
at Burlington Drop-Off Center, per pound	\$0.19	\$0.15	\$0.04
 Other Items			
(* indicates that limits apply)			
All-In-One Recyclables	No charge	No charge	
Appliances without Refrigerants	\$5	\$5	\$0.00
Appliances with Refrigerants	\$10-\$15	\$10-\$15	\$0.00
Batteries (household and lead acid)*	No charge	No charge	
Electronics	\$1-\$15	\$1-\$15	\$0.00
Electronics - items covered by new State program	No charge	No charge	
Fluorescent lamps*	No charge	No charge	
Food scraps & non-recyclable paper	No charge	No charge	
Furniture items	\$4-\$20	\$3-\$17	\$1-\$3
Hard cover books*	No charge	No charge	
Mercury-containing products*	No charge	No charge	
Propane cylinders 20 lbs & under*	No charge	No charge	

**CHITTENDEN SOLID WASTE DISTRICT
FY17 SCHEDULE OF PROGRAM FEES, Continued**

7) DROP-OFF CENTERS, Continued

	<u>FY 17</u>	<u>FY 16</u>	<u>Change</u>
Other Items (Continued)			
Scrap metal	No charge	No charge	
Textiles*	No charge	No charge	
Tires ~ up to 16"	\$2.75	\$2.75	\$0.00
Tires ~ 16.5" to 19"	\$5.25	\$5.25	\$0.00
Tires ~ 20" to 24.5"	\$14.00	\$14.00	\$0.00
Tires ~ off road	\$56.00	\$56.00	\$0.00
Tree limbs, trunks, clean stumps, & brush:			
Up to 3 cubic yards	No charge	No charge	
Each cubic yard in excess of 3 cy	\$10.00	\$10.00	\$0.00
Pallets & clean lumber:			
Up to 1 cubic yard	No charge	No charge	
Each cubic yard in excess of 1 cy	\$5.00	\$5.00	\$0.00
Used oil*	No charge	No charge	
Used oil filters*	No charge	No charge	
Wood ashes	No charge	No charge	
Yard debris	No charge	No charge	

8) HAZARDOUS WASTE - ENVIRONMENTAL DEPOT & ROVER

Environmental Depot

Household hazardous waste	No charge
Business hazardous waste ~ Conditionally Exempt Generators	Charged by material as stated in hazardous waste hauler contract.

Rover

Household hazardous waste	No charge
---------------------------	-----------

10) BIOSOLIDS

Sludge per wet ton for disposal (average projected blended rate, opt out)	\$96.40	\$98.02	(\$1.62)
Sludge per wet ton for disposal (average projected blended rate)	\$92.00	\$93.67	(\$1.67)
Sludge per wet ton for land application (average projected blended rate)	\$66.12	\$68.28	(\$2.16)
Sludge per wet ton for alkaline treatment	\$85.72	\$89.88	(\$4.16)
South Burlington Class A (average projected blended rate)	\$38.12	\$41.35	(\$3.23)

11) COMPOST

Per-ton tip fee for post-consumer food waste	\$45.00	\$40.00	\$5.00
--	---------	---------	---------------

15) FINANCE

Solid Waste Management Fee per ton	\$27.00	\$27.00	\$0.00
------------------------------------	---------	---------	---------------

**CHITTENDEN SOLID WASTE DISTRICT
CAPITAL PROJECTS
FY17 PROPOSED BUDGET**

LINE ITEM #	ACCOUNT	FY17 TOTAL REQUEST	MRF	SPECIAL WASTE		DROP-OFF CENTERS										UHW DEPOT	Biosolids Mgmt	Compost	PROPERTY MGMT	ADMIN.
				Special Wst Facility	Wood Depot	General	Maint.	Roll-Off Truck	Williston DOC	Essex DOC	So. Burl. DOC	Milton DOC	Richmond DOC	Hinesburg DOC	Burlington DOC					
7005	DESIGN AND PERMITTING	\$108,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$50,000	\$33,000	\$0	\$0	\$0	\$0
7015	LAND ACQUISITION	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,000	0
7020	SITework	671,000	33,000	29,000	0	0	0	0	8,000	0	60,000	0	0	25,000	500,000	12,000	0	0	0	4,000
7035	BUILDING	40,500	5,000	0	0	0	20,000	0	0	0	0	0	0	0	0	7,500	0	0	8,000	0
7045	EQUIPMENT	680,700	179,500	5,600	0	0	2,000	0	35,000	0	0	0	0	0	0	112,500	0	346,100	0	0
7050	ROLL-OFF CONTAINERS	100,000	0	0	0	100,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7055	ROLLING STOCK	293,000	0	0	0	0	40,000	185,000	0	0	0	0	0	0	0	0	68,000	0	0	0
7065	MISCELLANEOUS	25,000	10,000	5,000	0	5,000	0	0	0	0	0	0	0	0	0	5,000	0	0	0	0
TOTAL CAPITAL EXPENDITURES		\$1,928,200	\$227,500	\$39,600	\$0	\$105,000	\$62,000	\$185,000	\$43,000	\$0	\$60,000	\$0	\$0	\$50,000	\$550,000	\$170,000	\$68,000	\$346,100	\$18,000	\$4,000
REVENUES																				
4540	INTEREST INCOME	12,372	3,017	1,461	0	5,253	0	0	0	0	0	0	0	0	0	1,001	518	200	922	0
4605	SALES & TRADEINS OF USED EQPT	23,500	0	0	0	12,000	5,000	0	0	0	0	0	0	0	0	0	6,500	0	0	0
4991	PROCEEDS OF CAPITAL LEASE OBLIGATIONS	500,000	0	0	0	0	0	185,000	0	0	0	0	0	0	0	0	0	315,000	0	0
TOTAL REVENUES & FINANCING SOURCES		\$535,872	\$3,017	\$1,461	\$0	\$17,253	\$5,000	\$185,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,001	\$7,018	\$315,200	\$922	\$0
NET REVENUES OVER (UNDER) EXPENDITURES		(\$1,392,328)	(\$224,483)	(\$38,139)	\$0	(\$87,747)	(\$57,000)	\$0	(\$43,000)	\$0	(\$60,000)	\$0	\$0	(\$50,000)	(\$550,000)	(\$168,999)	(\$60,982)	(\$30,900)	(\$17,078)	(\$4,000)
TRANSFERS IN FROM (OUT TO) GENERAL FUND																				
6621	TRANSFER OUT TO GENERAL FUND (FROM FIR)	(9,100)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(9,100)	0
4921	TRANSFER IN FROM GENERAL FUND	663,830	296,049	0	0	220,000	0	0	0	0	0	0	0	0	0	5,194	25,000	117,588	0	0
NET TRANSFERS IN (OUT)		\$654,730	\$296,049	\$0	\$0	\$220,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,194	\$25,000	\$117,588	(\$9,100)	\$0
NET INCREASE (DECREASE) IN FUND BALANCES FOR THE YEAR		(\$737,598)	\$71,566	(\$38,139)	\$0	\$132,253	(\$57,000)	\$0	(\$43,000)	\$0	(\$60,000)	\$0	\$0	(\$50,000)	(\$550,000)	(\$163,805)	(\$35,982)	\$86,688	(\$26,178)	(\$4,000)

Note: Individual totals may vary due to rounding

CHITTENDEN SOLID WASTE DISTRICT
OTHER DESIGNATED FUNDS
FY17 PROPOSED BUDGET

LINE ITEM		FY17	Landfill	Facilities	Community	DOC Rate	SWMF Rate	
A/C #	ACCOUNT	PROPOSED	Post-	Closure	Cleanup	Stabiliz-	Stabiliz-	
		BUDGET	Closure	Reserve	Fund	ation Rsv	ation Rsv	
EXPENDITURES								
1	6320 CLEANUP GRANTS TO MUNICIPALITIES	\$25,000	\$0	\$0	\$25,000	\$0	\$0	1
2	SUBTOTAL - OPERATING EXPENDITURES	\$25,000	\$0	\$0	\$25,000	\$0	\$0	2
3	SUBTOTAL - CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0	3
4	TOTAL EXPENDITURES	\$25,000	\$0	\$0	\$25,000	\$0	\$0	4
REVENUES								
5	4540 INTEREST	13,473	8,753	4,720	0	0	0	5
6	TOTAL REVENUES	\$13,473	\$8,753	\$4,720	\$0	\$0	\$0	6
7	NET REVENUES OVER (UNDER) EXPENDITURES	(\$11,527)	\$8,753	\$4,720	(\$25,000)	\$0	\$0	7
TRANSFERS IN FROM (OUT TO) OTHER FUNDS								
8	662X TRANSFER OUT TO GENERAL FUND	(\$149,603)	(\$75,055)	\$0	\$0	(\$74,548)	\$0	8
9	4922 TFR IN FROM GEN FD (COMM CLEANUP)	19,000	0	0	19,000	0	0	9
10	4923 TFR IN FROM GENERAL FUND (LFPC)	50,000	50,000	0	0	0	0	10
11	492X TFR IN FROM GENERAL FUND (RATE STABIL)	148,893	0	0	0	122,922	25,971	11
11	SUBTOTAL - NET TRANSFERS IN (OUT)	\$68,290	(\$25,055)	\$0	\$19,000	\$48,374	\$25,971	11
12	OVERALL NET INCREASE (DECREASE) IN FUND BALANCE	\$56,763	(\$16,302)	\$4,720	(\$6,000)	\$48,374	\$25,971	12

Social Media Policy Town of Milton Vermont

Section 1: Title and Authority

This policy shall be known as the Town of Milton Social Media Policy. It has been adopted by the Town of Milton Selectboard pursuant to 24 V.S.A. §§ 1121, 1122, and 872.

The Selectboard reserves the right to amend any of the provisions of this Social Media Policy for any reason and at any time, with or without notice.

This Social Media Policy will be administered by the Town Manager and/or his/her authorized representative.

Section 2: Purpose

This document outlines the policies and procedures for and Town of Milton use of social media sites. The purpose of this policy is to provide standards and procedures for the appropriate use of social media when conducting town business. While this policy generally applies to the most popular sites, such as Facebook, YouTube and Twitter, it is acknowledged that social media is an evolving communications tool and that new resources may become available over time. The Town of Milton may utilize social media and social media sites to communicate information related to the business of the town directly to the public. The Town of Milton encourages the use of social media to further the goals of the town, the missions of its departments and public bodies, and to contribute to the overall vibrancy of its community and degree of participation by its citizenry, where appropriate.

This policy gives direction to town employees, elected officials, volunteers, appointees, public bodies and other authorized affiliated organizations that utilize Town's electronic/computer resources to access social media websites and engage in social networking for Town purposes. The Town has an overriding interest and expectation in deciding what is published on behalf of the Town through social media and in establishing guidelines for the use of town social media by town officials and the general public.

Section 3: Definitions:

Comment means a statement or response submitted by a town official or member of the public to the Town of Milton for posting on the town's social media website.

Social Media means the various forms of information-sharing technology to create web content and dialogue around a specific issue or area of interest. Examples of social media applications include but are not limited to Facebook, MySpace, Google and Yahoo Groups, Wikipedia, YouTube, Flickr, Twitter, LinkedIn, and news media comment-sharing/blogging.

Town Electronic Equipment/Resources means all town electronic equipment including but not limited to computers, cell phones, smart phones, pagers and any other town equipment that may be utilized to send or receive electronic communications **as well as any accounts, addresses, account access or passwords utilized to access Town accounts.**

Town Official means employees of the town, public officers (whether elected or appointed) and town volunteers.

Town Social Media Site means the official social media site(s) of the town.

Visitor means a member of the general public who accesses town social media sites.

Section 4: Conduct of Town Officials

Those designated and authorized to utilize town social media sites do so with the understanding that they are representing the town via social media outlets and must conduct themselves at all times as representatives of the town. Use of town social media sites shall comply with this

policy, the town's personnel and any other relevant policies, charter provisions, rules and regulations of the town. This includes any usage of town social media sites from outside of the workplace.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment in compliance with the town's personnel policy, employment contract, or collective bargaining agreement as appropriate. Appointees and volunteers found in violation of this policy may be subject to removal from their respected public posts. Elected officials found in violation of this policy may be subject to private or public admonishment and/or may be asked to resign their office.

Information posted to town social media sites is public information, and there should be no expectation of privacy in regards to the information posted on town social media outlets. Town officials are expressly prohibited from disclosing any information via social media posts that may be confidential.

Town officials are discouraged from using personal accounts to comment on or post information to town social media sites, and/or posting information regarding official town business on other social media sites. All social media site comments and posts by town officials are subject to Vermont's Public Records Law, Open Meetings Law, and all other applicable laws, rules, policies, charter provisions and regulations.

Town officials should have no expectation of privacy regarding anything created, sent or received on the town's electronic equipment. The town may monitor any and all transactions, communications and transmissions to ensure compliance with this policy and to evaluate the use of its equipment.

It is the responsibility of authorized town officials to ensure that information communicated by means of social media is accurate and up-to-date. Department/division heads or their designee will monitor the content posted by town officials on each of the town's social media sites to ensure it complies with this policy for appropriate use, messaging and branding, consistent with the goals of the town.

Authorized town officials must be provided with a copy of this policy and sign the Acknowledgement of Official Use by Authorized Town Officials (see Addendum A) prior to utilizing town social media.

Section 5: Comments

For purposes of this policy, town social media falls into two distinct categories:

1. **The Town Government Website** does not allow for any public comments whatsoever. It is reserved for town government to engage in its own expressive conduct to promote its own message. Examples of this type of site include the town's official website and social media sites where public comment has not been enabled.

2. **Limited Public Social Media Forums** are town social media sites where public comment may be enabled however is not intended for discussion on specific topics as signified by postings by authorized town officials or consistent with the purposes of this policy. Submission of comments by members of the public constitutes participation in a limited public forum.

Users and visitors to town social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between authorized town officials and members of the public.

A comment posted by a member of the public on any town social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the town, nor do such comments necessarily reflect the opinions or policies of the town.

Comments by authorized town officials shall be allowed on town social media sites only when consistent with the provisions of this policy. Comments by the general public shall be allowed on limited public social media forums only when consistent with the provisions of this policy. Comments containing any of the following inappropriate forms of content shall not be permitted on any type of town social media site and are subject to editing, removal or restriction, in whole or in part, by the relevant department/division head or their designee:

- Comments not topically related to the particular social medium thread or topic or article being commented upon;
- Comments in support of or opposition to political campaigns or ballot measures of any kind;
- Profane, obscene, or sexual language or content or links to such language or content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;
- Solicitations of commerce, including but not limited to advertising of any business or product for sale;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
- Defamatory or personal attacks;
- Threats to any person or organization;
- Conduct that violates any federal, state, or local law; or
- Content that violates a legal ownership interest of any other party.

If comments are related to the topic at hand, then the content must be allowed to remain, regardless of whether it is favorable or unfavorable to the town.

The town reserves the right to deny any individual who violates the town social media policy access to posting to town social media sites, at any time and without prior notice.

The town reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law. Content submitted for posting that is deemed not suitable for posting by the Town Manager or Department Head or his/her designee because it is not topically related to the particular subject being commented upon, or is otherwise deemed prohibited content based on the criteria set forth in this policy, must be retained in accordance with the relevant records retention schedule. Such content shall be accompanied by a description of the reason it is deemed not suitable for posting along with the time, date, and identity of the poster when available. Anonymous posting is not allowed.

These conduct guidelines governing comment on town social media sites shall be displayed on all limited town social medium forums or made available by hyperlink from the town's official website.

Section 6: Account Management

The establishment and use by town officials of town social media sites on behalf of the town is subject to approval by the Town Manager or his/her authorized representative.

The Town Manager or his/her authorized representative will review all requests to contribute to town social media sites and has the sole authority to authorize their use and establish and/or terminate town social media accounts of town officials and pages.

The authorization process for creating or accessing a social media site is to complete a social media site authorization form and have the form signed by the Department Head and the Town Manager. In this role, the Town Manager or his/her authorized representative will evaluate all requests for usage, verify staff authorized to use town social media tools, and confirm any completion of online training for social media if deemed necessary. The Town Manager's Office or his/her authorized representative will also be responsible for maintaining a list of all social networking application domain names in use, the names of all town administrators of these accounts, as well as the associated user identifications and active passwords.

Section 7: Content Management

The Town Manager or his/her authorized representative shall designate a Department Head to monitor, manage, and oversee all content on each social media site to ensure adherence to this policy, including appropriate use, messaging, and branding that is consistent with the interests, goals, and objectives of the town. The Town Manager retains the sole authority to remove information from town social media outlets. Designated department heads and/or other authorized town officials will be responsible for the content and upkeep of any town social media sites they may create.

The town does not guarantee the authenticity, accuracy, appropriateness, or security of posted hyperlinks or websites or content linked thereto. Town social media sites should complement rather than replace the town's existing web resources. Content posted on the town's social media sites should contain links directing users to the town's official website for additional information, forms, documents, or online services necessary to conduct business with the town. All town social media sites shall clearly indicate that they are maintained by the town and shall prominently display necessary town contact information. All town social media sites shall include the prominent placement of the official town seal, if possible, along with the following notification:

This is the official (Facebook, Twitter, YouTube, etc.) page for the Town of Milton, Vermont (department of). If you are looking for more information about the Town of Milton, Vermont please visit www.milton.govoffice2.com. The purpose of the Town of Milton Facebook page is to provide general public information only. Should you require a response from the town or wish to request town services please visit the town website.

Section 8: Public User Agreement

A copy of this policy shall be accessible from either the town's official website or the town's social media site. The general public shall be informed that agreement to the terms of this policy is a prerequisite to participating in the town's limited public social media forums.

Section 9: Copyright Infringement Notification

Unless a copyright is indicated, information on the Town of Milton web site is in the public domain and may be reproduced, published or otherwise used with the Town of Milton's permission. The Town of Milton follows all applicable copyright laws and no infringed material may be posted or linked to on the Town page.

We request only that the Town of Milton be cited as the source of information and that any photo credits, graphics or byline be similarly credited to the photographer, author or Town of Milton, as appropriate.

Section 10: Public Records Law – Compliance

Town of Milton social media sites and their related social media content are subject to Vermont's Access to Public Records Law. Information that is produced or acquired in the course of town business, including comments posted to town social media sites, may be a public record – thus, there should be no expectation of privacy in regards to the information posted on these social media outlets.

All files, documents, data, and other electronic messages created, received, or stored on the town's computer system are open to review and regulation by the town and may be subject to the provisions of Vermont's Public Records Law. A public record consists of any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of town business. Public records, regardless of format, are available for inspection and copying unless there is a specific statute exempting the record from public disclosure. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c).

The town's official website and town social media sites shall clearly indicate that any articles and any other content or comments posted or submitted for posting in whatever format are subject to public disclosure. Content related to town business shall be maintained in an accessible format so that it can be produced in response to a public records request. Users shall be notified that public disclosure requests must be directed to the proper custodian of public records.

Section 11: Public Records Law – Retention

Relevant town records retention schedules apply to content on the town's official website as well as to town social media sites. Content posted or submitted for posting shall be retained pursuant to Vermont's Public Records Law in its standard format and in accordance with applicable disposition orders and retention schedules as established by the Vermont State Archivist.

Section 12: Open Meeting Law

Vermont's Open Meeting Law defines a public meeting as a gathering of a quorum of the members of a public body for the purpose of discussing the business of the public body or for the purpose of taking action. All meetings of a public body are to be open to the public at all times unless otherwise exempted. Members (elected or appointed) of any town public body should refrain from using town social media sites to discuss the business of the public body or taking action by the public body in violation of Vermont's Open Meeting Law. Furthermore, members of public bodies should refrain from commenting on or responding to inquiries related to quasi-judicial matters within the subject matter jurisdiction of their respective public bodies.

Public boards and committees may utilize town social media for gathering of public input and fostering of public discussion related to the role with which it has been charged by statute or the Town of Milton Selectboard, provided that the use is authorized in accordance with and conforms to this policy.

take out

Information posted by the town on its social media sites will supplement and not replace required notices and standard methods of providing warnings, postings, and notifications required to be made with regard to public meetings and hearings under Vermont law.

Section 13: Personal Use of Social Media

The Town of Milton strongly encourages its employees, officials, and volunteers to conduct themselves in a professional manner when utilizing a personal account to interact with Town of

Milton social media sites. Comments posted to or interaction with Town of Milton social media sites may be construed as official and could be subject to public records law.

Section 14: Department Protocol for Social Media

Departments may develop additional requirements for posting frequency and contact guidelines subject to approval of the Town Manager.

Section 15: Legal

All comments posted to any town social media site are bound by that site's applicable statement of rights and responsibilities. The town reserves the right to report any violation of that site's statement of rights and responsibilities to the site provider with the intent of the provider taking appropriate and reasonable responsive action.

Dated: August 6, 2012

Milton Selectboard

Brian A. Mosey
John L. Sifford
Dodd Colquhoun
JL B...

Filed with the Town Clerk: 8.7.12

Signed: *Sherif P...*

Town of Milton
Acknowledgement of Official Use by Authorized Town Officials

I, _____, acknowledge that:

A. I received a copy of the Town of Milton Vermont's social media policy on

_____;

Date

B. I have been given an opportunity to ask questions about said policy and I have been provided with satisfactory information in response to my questions;

C. I understand the language used in this policy;

D. I acknowledge that the town reserves the right to add, amend or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time, with or without notice;

E. I acknowledge that I understand this policy and I agree that I will comply with all of its provisions.

Employee Signature

Date

Town of Milton

Website/Social Media Department Authorization Form

(This form to be approved by the Town Manager prior to development of any social media or other web presence. A copy of this form and the account name and password must be filed with the Town Manager's Office)

Date: _____

Department: _____

Site name: _____

Account name: _____

Password: _____

Purpose of Site:

Department head Signature

Date

Town Manager Signature

Date

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/07/16 thru 06/07/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

35935 ABSOLUTE OFFICE EQUIPMENT							
00008680	12318	postage mach ink/labels	10-10-416-611.00	OFFICE SUPPLIES	147.50	147.50	
14243 ACTION FLAG CO							
00011040	26206	rplc flags & poles rt 7	10-20-421-832.00	Street Flags	2,200.00	2,084.00	
13563 AQUAPLATES INC							
00001653	I8436	e-coli plates testing 60	55-20-420-612.00	GENERAL SUPPLIES	105.40	105.40	
13502 ARICO, MARA V.							
	051216	waterclr paintng cancelld	10-50-000-347.00	RECREATION FEES	0.00	25.00	
13597 ARROW INTERNATIONAL, INC							
00012023	93946993	needles & stabilizers	10-20-422-612.00	GENERAL SUPPLIES	200.00	177.76	
16285 BARTOL, CURT PHD							
00200131	051516	2 PD psychologicals	10-20-420-330.00	OTHER PROFESSIONAL	50.00	50.00	
15333 BBS NARCOTICS ENFORCEMENT TRAINING							
00200130	MPD-001-2016	drug invstgtn class 2 PD	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	290.00	290.00	
17950 BCBSVT							
	028910001645	June health ins prem	10-10-410-210.10	GROUP HEALTH INSURANCE	0.00	1,929.08	
	028910001645	June health ins prem	10-10-412-210.10	GROUP HEALTH INSURANCE	0.00	3,448.04	
	028910001645	June health ins prem	10-10-413-210.10	GROUP HEALTH INSURANCE	0.00	2,531.60	
	028910001645	June health ins prem	10-20-420-210.10	GROUP HEALTH INSURANCE	0.00	12,647.88	
	028910001645	June health ins prem	10-20-421-210.10	GROUP HEALTH INSURANCE	0.00	711.38	
	028910001645	June health ins prem	10-20-422-210.10	GROUP HEALTH INSURANCE	0.00	711.38	
	028910001645	June health ins prem	10-30-429-210.10	GROUP HEALTH INSURANCE	0.00	1,518.96	
	028910001645	June health ins prem	10-30-430-210.10	GROUP HEALTH INSURANCE	0.00	4,268.28	
	028910001645	June health ins prem	10-30-432-210.10	GROUP HEALTH INSURANCE	0.00	253.16	
	028910001645	June health ins prem	10-40-441-210.00	Group Health Ins	0.00	195.63	
	028910001645	June health ins prem	10-50-451-210.10	GROUP HEALTH INSURANCE	0.00	1,012.64	
	028910001645	June health ins prem	10-50-452-210.10	Group Health Insurance	0.00	1,422.76	
	028910001645	June health ins prem	10-60-461-210.10	GROUP HEALTH INSURANCE	0.00	1,733.45	
	028910001645	June health ins prem	50-10-410-210.10	GROUP HEALTH INSURANCE	0.00	506.32	
	028910001645	June health ins prem	55-20-420-210.10	GROUP HEALTH INSURANCE	0.00	506.32	
					0.00	33,396.88	

19000 BOND AUTO PARTS, INC.							
00003645	17IV049756	paint for plows	10-30-430-430.10	VEHICLE MAINTENANCE	116.56	116.56	
19190 BOUND TREE MEDICAL							
00012015	82131794	tourniquet, electrodes,	10-20-422-612.00	GENERAL SUPPLIES	118.61	118.61	
00012022	82137129	bag mask, masks	10-20-422-612.00	GENERAL SUPPLIES	225.00	211.35	
00012025	82150965	med kit, gauze, gloves,	10-20-422-612.00	GENERAL SUPPLIES	400.00	370.16	
					743.61	700.12	

19670 BRODART CO.							
00051751	436182	500 library cards	10-50-451-310.00	OFFICIAL/ADMINISTRATIVE	361.25	361.25	

06/03/16
04:31 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 28

Page 2 of 12
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/07/16 thru 06/07/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
20500 BUILDING HOME CENTER INC							
00006637	454509	sppls signs walks	30-60-461-612.40	2016 Mini RTP Supplies	276.15	276.15	
00006637	454685	concrete mx Walks	30-60-461-612.40	2016 Mini RTP Supplies	38.86	31.25	
					-----	-----	
					315.01	307.40	
20983 BURLINGTON FREE PRESS							
00200133	0005744196	bal recruit pkg advert CB	10-20-420-540.00	ADVERTISING	215.58	215.58	
20800 BURLINGTON FREE PRESS CORP							
00004581	0005744099	bid ad McMullen sdwlk	38-30-430-330.25	McMullen Rd SW Prof-Servi	633.00	633.00	
27806 BUSINESS CREDIT CARD SERVICES							
00008684	02601Z	PD memorial flowers	10-20-420-330.00	OTHER PROFESSIONAL	42.39	42.39	
00008685	02635Z	SLB memorial day flwrs	10-10-401-610.25	CITIZEN RECOGNITION	49.80	49.80	
00008646	052616	bckgrnd chk	10-10-416-330.00	OTHER PROFESSIONAL	30.00	30.00	
00008656	9018104	b-day greeting cards S&S	10-10-410-610.25	EMPLOYEE RECOGNITION	22.94	22.94	
00007218	974625950	GoDaddy secure cert lyr	10-10-417-340.00	TECHNICAL	149.99	149.99	
					-----	-----	
					295.12	295.12	
24531 CHAMPLAIN HOUSING TRUST							
	052416	'15-'16 ovrpymnt tx	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	1,134.47	
24571 CHAMPLAIN MEDICAL ASSOC, PLLC							
00012031	00012478-00	physical rescue	10-20-422-330.00	OTHER PROFESSIONAL	175.00	175.00	
25930 CHITTENDEN COUNTY REGIONAL							
00006646	061516	Chitt Cnty RPC's annl mtg	10-60-461-810.00	DUES & FEES	15.00	15.00	
00004580	1R	2/18-5/29/15 RR Xing	38-30-430-330.29	RR St Xing SW Prof Ser	5,410.29	5,410.29	
00004580	2R	5/30-8/28/15 RR Xing	38-30-430-330.29	RR St Xing SW Prof Ser	4,458.72	4,458.72	
00004580	4	9/26-10/30/15 RR Xing	38-30-430-330.29	RR St Xing SW Prof Ser	3,147.58	3,147.58	
00004580	5	10/31-11/27/15 RR Xing	38-30-430-330.29	RR St Xing SW Prof Ser	1,214.86	1,214.86	
00004582	6	11/28-1/29/16 RR cross	38-30-430-330.29	RR St Xing SW Prof Ser	1,945.82	1,945.82	
					-----	-----	
					16,192.27	16,192.27	
26250 CHITTENDEN SOLID WASTE DISTRICT							
	IVC022756	Apr'16 biosolids disposal	55-20-420-340.00	TECHNICAL SERVICES	0.00	6,293.61	
27380 COMCAST							
	53116	Internet 6/1-6/30/16	10-50-451-530.20	COMMUNICATIONS-OTHER	0.00	20.00	
	82389JUN19	PD internet 5/16-6/15	10-20-420-340.00	TECHNICAL	0.00	144.85	
	82389MAY16	4/16-5/15/16	10-20-420-340.00	TECHNICAL	0.00	144.85	
	82991-JUN16	Garage Internet 5/25-6/24	10-30-430-530.20	COMMUNICATIONS-OTHER	0.00	95.56	
	82991JUL15	current chgs pd vs.bal.	10-30-430-530.20	COMMUNICATIONS-OTHER	0.00	20.00	
					-----	-----	
					0.00	425.26	
27785 CONWAY OFFICE SOLUTIONS							
00051772	IN310269	515-6/14 prntr + ovrage	10-50-451-550.00	PRINTING AND BINDING	89.54	89.54	

06/03/16
04:31 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 28

Page 3 of 12
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/07/16 thru 06/07/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
27590 CORELOGIC		052416	ovrpymnt '15-'16 tx multi	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	18,632.35	
29418 DESORCIE EMERGENCY PRODUCTS LLC	00011024	12918	defective lt Engine 6	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	1,662.50	1,662.50	
43491 DUCHESNEAU, KIMBERLY		060216	Supplies-Summer Camp '16	10-50-452-612.00	GENERAL SUPPLIES	0.00	55.12	
29900 DULAC, KATHLEEN		051316	4 trips @ 90.91mi. confer	10-50-451-580.00	TRAVEL	0.00	196.34	
30229 EAGLE POINT GUN	00200121	105487	ammo rpl mandatory qualfc	10-20-420-612.00	GENERAL SUPPLIES	1,520.46	1,520.46	
30234 EASTERN SALES, INC	00004566	00155552	window envelops PR & AP	10-10-413-550.00	PRINTING & BINDING	493.34	493.34	
	00004566	00155552	window envelops PR & AP	10-10-413-612.00	GENERAL SUPPLIES	100.00	100.00	
						-----	-----	
						593.34	593.34	
30576 ELSAG NORTH AMERICA	00004571	19335	2 license camera brackets	38-20-420-742.00	VEHICLES - POLICE	410.00	410.00	
30760 EMERGENCY MEDICAL PRODUCTS	00012028	1824804	case of IV ext kits	10-20-422-612.00	GENERAL SUPPLIES	125.00	100.00	
28120 EXIT 18 EQUIPMENT	00011039	40152	rpr cut off saw	10-20-421-740.00	MACHINERY/EQUIPMENT	193.85	193.85	
32860 FIRE PROTEC	00011035	325463	Fire Ext for Hwy	10-20-421-612.00	GENERAL SUPPLIES	243.06	243.06	
55941 FRANCIS, DENISE	00005740	052316	zumba Wed Apr-May	10-50-452-831.00	REVENUE PROGRAMS	1,690.00	300.00	
35350 GORDON STAMP & ENGRAVING	00007216	76311	Stamp - for deposit only	10-10-412-611.00	OFFICE SUPPLIES	30.00	27.48	
37600 GREEN MOUNTAIN POWER	5561630MAY16	Electricity 4/27-5/25/16	10-30-432-622.00	ELECTRICITY	0.00	3,061.49		
	5561630MAY16	Electricity 4/27-5/25/16	10-30-432-622.50	ELECTRICITY - STREET LIGH	0.00	3,203.43		
	5561630MAY16	Electricity 4/27-5/25/16	50-10-410-622.00	ELECTRICITY	0.00	1,046.06		
	5561630MAY16	Electricity 4/27-5/25/16	55-20-420-622.00	ELECTRICITY	0.00	7,153.68		
	6136876	adj two meters 3/25-4/27	10-30-432-622.00	ELECTRICITY	0.00	-128.81		
	6136876	adj two meters 3/25-4/27	55-20-420-622.00	ELECTRICITY	0.00	-180.79		
						-----	-----	
						0.00	14,155.06	
37631 GREEN, REBECCA		052416	overpymnt '15-'16 tx	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	27.00	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/07/16 thru 06/07/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

40480 ILLINGWORTH POLYGRAPH SERVICES LLC							
00200134	81	Polygraph Jimmy	10-20-420-330.00	OTHER PROFESSIONAL	400.00	350.00	
40700 INGRAM LIBRARY SERVICES							
00051758	61024566	children's bks	10-50-451-640.25	BOOKS-CHILDRENS	10.94	10.94	
00051760	61024567	adlt bks May	10-50-451-640.10	BOOKS-ADULTS	15.54	15.54	
00051761	61024568	adlt bks May	10-50-451-640.15	AUDIOS	28.54	28.54	
00051758	61025506	child's bks	10-50-451-640.25	BOOKS-CHILDRENS	9.79	9.79	
00051760	61025507	adlt bks may	10-50-451-640.10	BOOKS-ADULTS	17.06	25.84	
00051761	61025508	adlt audio bks may	10-50-451-640.15	AUDIOS	46.08	46.08	
00051760	61026668	adlt bks	10-50-451-640.10	BOOKS-ADULTS	14.98	14.98	
00051760	61027356	adlt bks	10-50-451-640.10	BOOKS-ADULTS	32.25	32.25	
00051759	61027357	juv bks	10-50-451-640.30	BOOKS-JUVENILE	452.17	452.17	
00051711	61027654	yth audio	10-50-451-640.15	AUDIOS	76.86	69.13	
00051773	61029321	adlt bks june	10-50-451-640.10	BOOKS-ADULTS	40.68	40.68	
00051761	61029322	adlt audiobks may	10-50-451-640.15	AUDIOS	54.35	54.35	
00051759	61029323	juv bks	10-50-451-640.30	BOOKS-JUVENILE	13.86	13.86	
00051758	61031006	child's bks	10-50-451-640.25	BOOKS-CHILDRENS	723.40	723.40	
00051761	61031007	adlt audio May	10-50-451-640.15	AUDIOS	25.79	25.79	
00051773	61031561	june adlt bks	10-50-451-640.10	BOOKS-ADULTS	12.32	12.32	
00051759	61031562	juv bks	10-50-451-640.30	BOOKS-JUVENILE	11.52	11.52	
00051758	61031563	child's bks	10-50-451-640.25	BOOKS-CHILDRENS	10.94	10.94	
00051759	61031858	yth bks	10-50-451-640.30	BOOKS-JUVENILE	1,073.10	1,073.10	
00051758	61031859	child's bks	10-50-451-640.25	BOOKS-CHILDRENS	18.92	18.92	
00051770	66710704	yth audio	10-50-451-640.15	AUDIOS	41.80	41.80	
00051760	66710705	adlt bks	10-50-451-640.10	BOOKS-ADULTS	17.06	17.06	
00051761	66710706	adlt audiobks may	10-50-451-640.15	AUDIOS	9.03	16.49	
00051773	66711401	jun adlt bks	10-50-451-640.10	BOOKS-ADULTS	10.37	10.37	
00051771	66713228	adlt audio bks June	10-50-451-640.15	AUDIOS	12.05	12.05	
00051758	66713229	child's bks	10-50-451-640.25	BOOKS-CHILDRENS	92.89	92.89	
					-----	-----	
					2,872.29	2,880.80	
40726 INNOVATIVE SURFACE SOLUTIONS							
00003650	INV33274	magnesium 775gals dust	10-30-430-602.10	CHLORIDE	3,690.00	3,690.00	
49931 JOHNSON HARDWARE & RENTAL							
00003541	A147066	Trombly stl toed boots	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	153.00	153.00	
00003651	A147067	36" culvert No. Rd	10-30-430-615.00	CULVERTS	560.40	560.40	
	CMK104106	trnsptn error orig inv	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	0.00	-3.00	
					-----	-----	
					713.40	710.40	
32873 KEELTY, DUSTIN							
	052716	APWA conf expenses	10-30-429-820.00	PROFESSIONAL DEVELOPMENT	0.00	715.98	
	052716A	Mileage Reimb.-Conf.	10-30-429-580.00	TRAVEL	0.00	335.88	
					-----	-----	
					0.00	1,051.86	
80010 KENNETH R ADAMS INC							
00009320	PROJ16-16	Fin Asst office Dr	10-30-432-430.00	REPAIR & MAINT-FACILITIES	1,682.86	1,519.35	

06/03/16
04:31 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 28

Page 5 of 12
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/07/16 thru 06/07/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

39559 LAFOUNTAIN, GORDON							
	051716	Jan-Mar 3 mo. @\$27.23 gym	10-20-420-825.00	Gym Membership	0.00	81.70	
42747 LAVALLEE, NATHAN							
	053116	Mileage Reimb. - Conf.	50-10-410-580.00	TRAVEL	0.00	58.32	
	053116	Mileage Reimb. - Conf.	55-20-420-580.00	TRAVEL	0.00	58.32	
					-----	-----	
					0.00	116.64	
46532 LEHNEMAN, JACK							
	051216	refund incr progrm reg	10-50-000-347.00	RECREATION FEES	0.00	38.00	
46618 LERETA							
	052416	ovpy tx '15-'16 Paul Chun	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	677.19	
46870 LIMOGUE & SONS GARAGE DOORS INC							
00009332	52364TE	hwy dept chain opener brk	10-30-432-430.00	REPAIR & MAINT-FACILITIES	112.95	112.95	
47216 LUCKY TRAILER SALES, INC							
00003526	PC7671	red trailer vents & dr hl	10-30-430-430.10	VEHICLE MAINTENANCE	19.52	19.52	
47514 LUSSIER, GERARD & CHERYL							
	052416	overpymnt tx '15-'16	10-00-000-254.00	DUE TAXPAYER-TAX OVERPMT	0.00	6.00	
47941 MAINE ENVIRONMENTAL LAB							
00001652	56656	Qtr biosolids tstng	55-20-420-340.00	TECHNICAL SERVICES	492.00	492.00	
39685 MARLIN ENVIRONMENTAL INC							
00005776	104723	5/14 wknd rent 3 portalets	10-50-452-442.00	RENTAL OF EQUIPMENT	280.00	280.00	
00005775	104724	mo. portalet	10-50-452-442.00	RENTAL OF EQUIPMENT	80.00	80.00	
00005764	104767	2 monthly rentl portalets	10-50-452-442.00	RENTAL OF EQUIPMENT	200.00	200.00	
00005775	104956	May portolet ret soccer f	10-50-452-442.00	RENTAL OF EQUIPMENT	80.00	80.00	
					-----	-----	
					640.00	640.00	
49500 MCRAE AUTO SERVICE							
00200135	13525	tow impound vehicle case	10-20-420-340.00	TECHNICAL	142.50	142.50	
32590 MIKE ALBERT LEASING INC							
	INV00651063	June lease MiEV elec car	10-10-416-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	165.00	
48467 MILTON ACE HARDWARE LLC							
00003619	14852/4	electric tape	10-30-430-430.10	VEHICLE MAINTENANCE	9.90	9.90	
00006638	14940/4	sppls signs Walks	10-60-461-805.00	CONSERVATION COMMISSION	65.68	65.68	
00006638	14940/4	sppls signs Walks	30-60-461-612.40	2016 Mini RTP Supplies	88.99	96.60	
00006638	14974/4	fasteners Walk	10-60-461-805.00	CONSERVATION COMMISSION	13.85	6.24	
00010977	15004/4	fastners	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	8.70	8.70	
00001775	15006/4	acrylic urethane 1 gal	50-10-410-612.00	GENERAL SUPPLIES	13.00	13.00	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/07/16 thru 06/07/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00001775 15006/4	acrylic urethane 1 gal	55-20-420-612.00	GENERAL SUPPLIES	12.99	12.99	
	00003619 15026/4	wd-40 plug fan	10-30-430-430.10	VEHICLE MAINTENANCE	15.97	15.97	
	00006638 15097/4	fasteners signs walk	10-60-461-805.00	CONSERVATION COMMISSION	3.12	3.12	
	00010977 15127/4	conn locking	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	22.99	22.99	
	00006638 15148/4	sppls signs Walk	10-60-461-805.00	CONSERVATION COMMISSION	3.12	3.12	
	CMI2804/4	ret'd chaulk P.O. 9279	10-30-432-430.00	REPAIR & MAINT-FACILITIES	0.00	-34.93	
	CMD41364	10/25/14 Credit	10-30-432-430.00	REPAIR & MAINT-FACILITIES	0.00	-142.45	
	CMD9030	7/31/15 Credit	10-30-432-430.00	REPAIR & MAINT-FACILITIES	0.00	-40.26	
					-----	-----	
					258.31	40.67	
52802 MILTON FIREFIGHTERS ASSOCIATION IN							
	6/1/16	Memorial Day flowers 1/2	10-20-422-850.00	DONATION EXPENSE	0.00	26.74	
53400 MILTON INDEPENDENT INC							
	00008658 45594	ad mcmullen rd sidewlk	10-10-416-540.00	ADVERTISING	31.88	31.88	
	00008658 45610	ad proposals mcmullen sdw	10-10-416-540.00	ADVERTISING	31.88	31.88	
	00007215 45768	prop tx due 5/5/16	10-10-412-540.00	ADVERTISING	51.00	51.00	
	00007215 45841	propt tx due 5/12	10-10-412-540.00	ADVERTISING	51.00	51.00	
	00006649 45985	DRB 6/9/16	10-60-461-540.00	ADVERTISING	102.45	102.45	
					-----	-----	
					268.21	268.21	
53950 MILTON RENTAL & SALES CENTER INC							
	00003571 1-526294	safety vest rd work	10-30-430-612.00	GENERAL SUPPLIES	8.90	8.90	
53200 MILTON TOWN SCHOOL DISTRICT							
	120115IMPACT '15-'16	Impact Fee Herrck	20-00-000-491.10	SCHOOL EXPENSE	0.00	75,286.00	
54180 MINNESOTA LIFE INSURANCE CO							
	6/1/2016	June Life Insurance	10-10-410-210.30	GROUP LIFE INS & AD&D	0.00	55.76	
	6/1/2016	June Life Insurance	10-10-412-210.30	GROUP LIFE INS & AD&D	0.00	44.63	
	6/1/2016	June Life Insurance	10-10-413-210.30	GROUP LIFE INS & AD&D	0.00	19.38	
	6/1/2016	June Life Insurance	10-20-420-210.30	GROUP LIFE INS & AD&D	0.00	220.06	
	6/1/2016	June Life Insurance	10-20-421-210.30	GROUP LIFE INS & AD&D	0.00	9.94	
	6/1/2016	June Life Insurance	10-20-422-210.30	GROUP LIFE INS & AD&D	0.00	9.94	
	6/1/2016	June Life Insurance	10-30-429-210.30	GROUP LIFE INS & AD&D	0.00	9.25	
	6/1/2016	June Life Insurance	10-30-430-210.30	GROUP LIFE INS & AD&D	0.00	78.86	
	6/1/2016	June Life Insurance	10-30-432-210.30	GROUP LIFE INS & AD&D	0.00	29.03	
	6/1/2016	June Life Insurance	10-40-441-210.30	Group Life & AD&D	0.00	1.65	
	6/1/2016	June Life Insurance	10-50-451-210.30	GROUP LIFE INS & AD&D	0.00	31.00	
	6/1/2016	June Life Insurance	10-60-461-210.30	GROUP LIFE INS & AD&D	0.00	70.85	
	6/1/2016	June Life Insurance	50-10-410-210.30	GROUP LIFE INS & AD&D	0.00	38.14	
	6/1/2016	June Life Insurance	55-20-420-210.30	GROUP LIFE INS & AD&D	0.00	38.14	
	6/1/2016	June Life Insurance	10-50-452-210.30	Group Life & AD&D	0.00	14.00	
					-----	-----	
					0.00	670.63	
57275 NATIONAL TACTICAL OFFICERS ASSOCIA							
	00200092 200	Grenier Scalise SWAT trng	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	1,508.00	1,508.00	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/07/16 thru 06/07/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

57396 NEW ENGLAND AIR SYSTEMS ,LLC							
00001767	141156	rpl failed htr UV wtr bld	55-20-420-740.00	MACHINERY AND EQUIPMENT	2,690.00	2,690.00	
00001766	141308	rpr dct wrk 4 wtr htrs	55-20-420-340.00	TECHNICAL SERVICES	1,265.00	1,265.00	
					-----	-----	
					3,955.00	3,955.00	
57350 NEW ENGLAND MUNICIPAL RESOURCE							
00007220	36714	annual off-site bkup main	10-10-417-340.00	TECHNICAL	652.39	652.39	
58200 NORTHEAST DELTA DENTAL							
	925-JUN16	june dental prem bill	10-10-410-210.15	GROUP DENTAL INSURANCE	0.00	157.56	
	925-JUN16	june dental prem bill	10-10-412-210.15	GROUP DENTAL INSURANCE	0.00	253.87	
	925-JUN16	june dental prem bill	10-10-413-210.15	GROUP DENTAL INSURANCE	0.00	230.14	
	925-JUN16	june dental prem bill	10-20-420-210.15	GROUP DENTAL INSURANCE	0.00	959.94	
	925-JUN16	june dental prem bill	10-20-421-210.15	GROUP DENTAL INSURANCE	0.00	61.65	
	925-JUN16	june dental prem bill	10-20-422-210.15	GROUP DENTAL INSURANCE	0.00	61.64	
	925-JUN16	june dental prem bill	10-30-429-210.15	GROUP DENTAL INSURANCE	0.00	68.54	
	925-JUN16	june dental prem bill	10-30-430-210.15	GROUP DENTAL INSURANCE	0.00	649.99	
	925-JUN16	june dental prem bill	10-30-432-210.15	GROUP DENTAL INSURANCE	0.00	145.89	
	925-JUN16	june dental prem bill	10-40-441-210.15	Group Dental Ins	0.00	8.98	
	925-JUN16	june dental prem bill	10-50-451-210.15	GROUP DENTAL INSURANCE	0.00	130.58	
	925-JUN16	june dental prem bill	10-60-461-210.15	GROUP DENTAL INSURANCE	0.00	155.87	
	925-JUN16	june dental prem bill	50-10-410-210.15	GROUP DENTAL INSURANCE	0.00	113.05	
	925-JUN16	june dental prem bill	55-20-420-210.15	GROUP DENTAL INSURANCE	0.00	113.05	
					-----	-----	
					0.00	3,110.75	
58743 OLIVER, LD SEED COMPANY INC							
00003514	117852	erosion cntrl mat'l seasn	10-30-430-426.00	EROSION CONTROL	2,405.59	2,405.59	
00003514	117852-01	lawn starter clean wtr fe	10-30-430-426.00	EROSION CONTROL	30.00	30.00	
00009327	118083	weed killer muni properti	10-30-432-612.00	GENERAL SUPPLIES	40.37	40.37	
					-----	-----	
					2,475.96	2,475.96	
59700 PAQUIN, BURT ENTERPRISES CORP							
00200137	6140621	'13 ford interceptor rpr	10-20-420-430.10	VEHICLE MAINTENANCE	960.23	960.23	
00200137	6140756	'14 ford wtr pmp,solnoid	10-20-420-430.10	VEHICLE MAINTENANCE	1,798.14	1,798.14	
					-----	-----	
					2,758.37	2,758.37	
61900 PIKE INDUSTRIES, INC.							
00003647	862175	asphalt cold patch 3.11tn	10-30-430-450.20	ASPHALT	388.75	388.75	
00003647	864163	asphalt 2.36 ton	10-30-430-450.20	ASPHALT	295.00	295.00	
					-----	-----	
					683.75	683.75	
68435 PLACENSENSE							
00006648	528	consultant April	10-60-461-330.00	OTHER PROFESSIONAL	1,024.20	1,024.20	

06/03/16
04:31 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 28

Page 8 of 12
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/07/16 thru 06/07/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

57870 POSITIVE PROMOTIONS INC							
00012020	05505948	pblic ed hndouts open hs	10-20-422-830.00	Public Education Material	500.00	373.97	
00200113	05511343	promo/educ pblic handouts	10-20-420-830.00	YOUTH PROGRAM	950.56	946.86	
					-----	-----	
					1,450.56	1,320.83	
24501 R.R. CHARLEBOIS INC							
00003597	RC57094	trck 15-2 rpr plow lts	10-30-430-430.10	VEHICLE MAINTENANCE	43.67	43.67	
64125 RAYMOND, KENDRA							
	060116	Mar-Jun gym	10-20-420-825.00	Gym Membership	0.00	160.00	
65050 REPROGRAPHICS OF NEW ENGLAND INC							
00008673	92539	bs cards Thompson,Wells	10-10-410-611.00	OFFICE SUPPLIES	90.00	90.00	
00008673	92539	bs cards Thompson,Wells	10-10-413-611.00	OFFICE SUPPLIES	45.00	45.00	
					-----	-----	
					135.00	135.00	
62120 ROSEN'S UNIFORMS							
00200127	256222	summer unifrm McQueen	10-20-420-650.00	UNIFORMS	212.97	212.97	
67300 ROWLEY FUELS INC							
	2482-MAY16	4/25-5/23 muni fuel	10-30-430-625.00	DIESEL FUEL	0.00	1,650.05	
	2482-MAY16	4/25-5/23 muni fuel	10-30-432-625.00	HEATING OIL	0.00	227.49	
	596/9807-MAY	diesel & unl	10-20-421-625.00	DIESEL FUEL	0.00	477.33	
	596/9807-MAY	diesel & unl	10-20-422-625.00	DIESEL FUEL	0.00	474.65	
					-----	-----	
					0.00	2,829.52	
71797 SCALISE, FRANK							
	051716	min. tracfone source	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	24.99	
60369 SEVEN DAYS NEWSPAPER							
00008676	163911	5/11 Fin Dir ad	10-10-416-540.00	ADVERTISING	216.00	216.00	
72658 SPECIALTY VEHICLES, INC							
00012024	3746	rplc dmgd bmpr corners	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	233.38	233.38	
73450 STATE OF VERMONT							
00020073	7026-9014	strmwtr oper fee X 12/17	10-30-429-810.00	DUES & FEES	2,643.00	2,643.00	
72565 STITZEL, PAGE & FLETCHER, P.C.							
	25712	march legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	38.00	
	25712	march legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	1,790.50	
	25712	march legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	199.50	
	25712	march legal	10-10-405-330.10	GENERAL GOVERNMENT	0.00	20.53	
					-----	-----	
					0.00	2,048.53	
74488 SULLIVAN, POWERS & COMPANY							
	118853	acctg asst log transactns	10-10-401-330.00	OTHER PROFESSIONAL SERVIC	0.00	398.00	

06/03/16
04:31 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 28

Page 9 of 12
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/07/16 thru 06/07/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check

61943 SWISH KENCO LTD							
00009337	W114549/S	janitorial supplies	10-30-432-612.00	GENERAL SUPPLIES	623.25	623.25	
48700 SYMQUEST GROUP INC							
	1027781	5/8-6/7/16 copier service	10-10-412-430.20	PHOTOCOPIER MAINTENANCE	0.00	39.60	
	1027783	5/15-5/16 over copies yr	10-10-412-430.20	PHOTOCOPIER MAINTENANCE	0.00	85.69	
					-----	-----	
					0.00	125.29	
21288 SYNCB/AMAZON							
00051747	1146643	yth May dvds	10-50-451-640.50	VIDEOS	84.98	84.98	
00051747	1146643B	yth DVD's May	10-50-451-640.50	VIDEOS	22.66	22.66	
00007217	3953018	corr tap & ribbon	10-10-412-611.00	OFFICE SUPPLIES	13.96	13.96	
00007217	3953018B	typewriter	10-10-412-611.00	OFFICE SUPPLIES	109.99	109.99	
00051763	4409825	adlt movies May	10-50-451-640.50	VIDEOS	166.75	166.75	
00008677	4889837	ltr/number stamp set	10-10-401-612.00	OTHER SUPPLIES	26.41	26.41	
00051763	5820253	adlt movies may	10-50-451-640.50	VIDEOS	10.49	10.49	
00051763	6351452	adlt movies may	10-50-451-640.50	VIDEOS	13.32	13.32	
00051763	6819444	adlt movies may	10-50-451-640.50	VIDEOS	9.44	14.75	
	CM9780205	videos price adjustment	10-50-451-640.50	VIDEOS	0.00	-0.03	
					-----	-----	
					458.00	463.28	
76355 THOMPSON, MARY							
	051916	supplies hlth safety fair	10-20-422-830.00	Public Education Material	0.00	69.34	
	051916B	spl Community Champion	10-10-410-611.00	OFFICE SUPPLIES	0.00	7.28	
					-----	-----	
					0.00	76.62	
76428 TOWN OF COLCHESTER							
00200132	051616	3/3 7/1-6/30/16 dsptch sv	10-20-420-340.00	TECHNICAL	33,373.92	33,373.92	
00200132	051616	3/3 7/1-6/30/16 dsptch sv	10-20-421-340.00	TECHNICAL	16,686.96	16,686.96	
00200132	051616	3/3 7/1-6/30/16 dsptch sv	10-20-422-340.00	TECHNICAL	16,686.96	16,686.96	
					-----	-----	
					66,747.84	66,747.84	
52256 TURNER, DONALD							
	051216	food bevs paint station	10-20-422-850.00	DONATION EXPENSE	0.00	62.99	
76960 U.S. BANK EQUIPMENT FINANCE							
	3047717736	5/10-6/10/16	10-10-416-430.20	PHOTOCOPIER MAINTENANCE	0.00	479.43	
78210 UNIFIRST CORP							
	036 1744579	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1744579	rent uniforms rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1744579	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1745880	rent uniforms rags mats	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1745880	rent uniforms rags mats	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/07/16 thru 06/07/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	036 1745880	rent uniforms rags mats	10-30-432-442.20	BUILDING MAT RENTALS	0.00	32.13	
	036 1745880	rent uniforms rags mats	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1745881	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
	036 1745881	rent uniforms rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	35.58	
	036 1745881	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	6.05	
	036 1745882	rent mats uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
	036 1745882	rent mats uniforms rags	10-30-432-442.20	BUILDING MAT RENTALS	0.00	9.18	
	036 1745882	rent mats uniforms rags	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	17.91	
	036 1745882	rent mats uniforms rags	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	17.91	
	036 1747160	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1747160	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1747160	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
	036 1748438	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
	036 1748438	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
	036 1748438	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
					0.00	254.07	
45990 UNIVERSITY OF VERMONT MEDICAL CENT							
	00012033 18683	medications	10-20-422-612.00	GENERAL SUPPLIES	582.64	582.64	
	00012029 19386	10 epi	10-20-422-612.00	GENERAL SUPPLIES	315.44	315.44	
					898.08	898.08	
45999 UNIVERSITY OF VERMONT MEDICAL CENT							
	00012018 18989	1cs sodium chlrd	10-20-422-612.00	GENERAL SUPPLIES	12.80	12.80	
	00012018 19303	2 cs sodium chlrd	10-20-422-612.00	GENERAL SUPPLIES	63.41	63.41	
					76.21	76.21	
79800 VAN NOORDT, BRETT							
	051216	Bev Cnty Chief mtg	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	0.00	62.28	
	060216	mi & rm Chief's conf 5/25	10-20-420-580.00	TRAVEL	0.00	442.51	
					0.00	504.79	
49013 VERIZON WIRELESS							
	9765584273	5/19-6/18/16	10-10-410-530.20	COMMUNICATION-OTHER	0.00	61.05	
	9765584273	5/19-6/18/16	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	195.85	
	9765584273	5/19-6/18/16	10-20-421-530.20	COMMUNICATIONS-OTHER	0.00	33.76	
	9765584273	5/19-6/18/16	10-20-422-530.20	COMMUNICATIONS-OTHER	0.00	101.87	
	9765584273	5/19-6/18/16	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	61.05	
	9765584273	5/19-6/18/16	10-30-429-530.20	COMMUNICATIONS-OTHER	0.00	16.88	
	9765584273	5/19-6/18/16	50-10-410-530.20	COMMUNICATIONS-OTHER	0.00	40.01	
	9765584273	5/19-6/18/16	55-20-420-530.20	COMMUNICATIONS-OTHER	0.00	142.02	
					0.00	652.49	
80720 VERMONT GAS SYSTEMS INC							
	14796	4/22-5/24 nat'l gas	10-30-432-621.00	NATURAL GAS	0.00	683.71	

06/03/16
04:31 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 28

Page 11 of 12
clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/07/16 thru 06/07/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	14796	4/22-5/24 nat'l gas	55-20-420-621.00	NATURAL GAS	0.00	638.42	
	320-3MAY16	4/22-5/24 49 bombardier	10-30-432-621.00	NATURAL GAS	0.00	93.89	
					-----	-----	
					0.00	1,416.02	
80865 VERMONT GFOA							
00004579	062316	VTGFOA annl &smr mtg 6/23	10-10-416-820.00	PROFESSIONAL DEV.	50.00	50.00	
	063016	16-17 annl mabr 2 finance	10-10-413-810.00	Dues & Fees	0.00	50.00	
					-----	-----	
					50.00	100.00	
46537 VERMONT LIFE SAFETY LLC							
00009336	27849	centr alarm annul fee x3	10-30-432-810.00	DUES & FEES	735.00	735.00	
00009336	27894	fire alarm bldg inspctn	10-30-432-810.00	DUES & FEES	1,122.25	1,122.25	
					-----	-----	
					1,857.25	1,857.25	
81167 VERMONT MUNICIPAL HIGHWAY ASSOC.							
00020071	051616	7 attndees 5/11/16 fld dy	10-30-429-820.00	PROFESSIONAL DEVELOPMENT	105.00	105.00	
81123 VERMONT RECREATION PARK							
00005777	050116	5/1-4/30/17 Annl mabr prk	10-30-429-810.00	DUES & FEES	83.00	83.00	
00005777	050116	5/1-4/30/17 Annl mabr prk	10-50-451-810.00	DUES AND FEES	84.00	84.00	
00005777	050116	5/1-4/30/17 Annl mabr prk	10-60-461-810.00	DUES & FEES	83.00	83.00	
					-----	-----	
					250.00	250.00	
81444 VERMONT SYSTEM, INC							
00005779	50993	7/16-6/17 annl maint sftw	10-50-452-613.00	TECHNOLOGY	1,553.16	1,553.16	
81553 VERMONT TONER RECHARGE, INC.							
00005778	75571	toner	10-50-452-611.00	OFFICE SUPPLIES	54.00	54.00	
81900 VERMONT TROPHY & ENGRAVING CORP							
00008681	68119	Retirmnt clk Chapman PW	10-10-410-610.25	EMPLOYEE RECOGNITION	134.00	134.00	
82994 VISION SERVICE PLAN-CONNECTICUT							
	0011797JUN16	june vision ins prem	10-10-404-520.80	VISION SERVICE PLAN	0.00	628.57	
	0011797JUN16	june vision ins prem	50-10-410-210.20	GROUP LTD/STD/VISION INS	0.00	33.13	
	0011797JUN16	june vision ins prem	55-20-420-210.20	GROUP LTS/STD/VISION INS	0.00	33.13	
					-----	-----	
					0.00	694.83	
83844 W.B. MASON CO INC							
00007219	I34785192	toner ACS printer	10-10-412-611.00	OFFICE SUPPLIES	158.99	158.99	
00020074	I34789396	corr tape, batteries, spp	10-30-429-611.00	OFFICE SUPPLIES	44.13	44.13	
00004578	I34859634	supplies	10-10-413-611.00	OFFICE SUPPLIES	120.43	120.43	
00004578	I34859634	supplies	10-10-413-612.00	GENERAL SUPPLIES	28.30	28.30	
					-----	-----	
					351.85	351.85	
72132 WESTAFF USA, INC							
00004557	WC335245	w/e 5/7 Therrien Fin temp	10-10-413-330.00	OTHER PROFESSIONAL SER.	477.60	477.60	

06/03/16
04:31 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 28

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 06/07/16 thru 06/07/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	00004557 WC335539	w/e 5/14 Therrien Fin tem	10-10-413-330.00	OTHER PROFESSIONAL SER.	634.62	634.62	
	00004557 WC337001	w/e 5/21 Therrien finance	10-10-413-330.00	OTHER PROFESSIONAL SER.	431.81	431.81	
	00004557 WC338504	w/e 5/28 Therrien temp Fi	10-10-413-330.00	OTHER PROFESSIONAL SER.	706.59	706.59	
					2,250.62	2,250.62	
86840 WINOOSKI PRESS							
	00200122 13374	#10 envelopes 500	10-20-420-611.00	OFFICE SUPPLIES	108.00	108.00	
87365 YIPES AUTO ACCESSORIES							
	00004535 725016-01	remove/instll new cruiser	38-20-420-742.00	VEHICLES - POLICE	5,072.00	4,329.00	
	00004533 725218-01	striping Ford Explr II	38-20-420-742.00	VEHICLES - POLICE	2,313.27	1,600.00	
	00004535 725673-01	instl lbr	38-20-420-742.00	VEHICLES - POLICE	234.00	234.00	
					7,619.27	6,163.00	
Report Total						302,763.72	

THESE INVOICES HAVE BEEN APPROVED BY THE TOWN MANAGER ON THE FOLLOWING DATE:

Donna Barlow Casey, Town Manager

APPROVED ON ____/____/____

To the Treasurer of the TOWN OF MILTON:

We Hereby certify that there are sufficient vouchers supporting the amounts owed to the above mentioned vendors.

Let this be your order for the payments of the amounts totaling \$ ***302,763.72

SELECTBOARD:

Darren Adams, Chair

Ken Nolan, Vice Chair

John W. Bartlett, Secretary

John Palasik

John Cushing

Milton Selectboard Meeting Minutes

May 16, 2016 at 6PM

Municipal Building Community Room

Selectboard Members Present: Darren Adams, Chair; Kenneth Nolan, Vice Chair; John Bartlett, Clerk; John Palasik, Member

Selectboard Members Not Present: John Cushing, Member

Staff Members Present: Donna Barlow Casey, Town Manager; Erik Wells, Director- Administration & Community Affairs; Jacob Hemmerick, Planning Director; John Gifford, Interim Finance Director; Kym Duchesneau, Recreation Coordinator; Ben Nappi, Assistant Recreation Coordinator; Dustin Keelty, Public Works Supervisor; Amanda Pitts; Zoning Administrator; Don Turner, Fire & Rescue Chief

Others Present: None

I. **Call to Order** – Adams called the meeting to order at 6:05 PM

II. **Flag Salute** – Adams led the attendees in a Salute to the Flag.

III. **Agenda Review**- None

IV. **Public Forum**- None

V. **Recognition & Event Permits**

A. Milton Highway Department for Response to Main Street Fire

The Selectboard thanked highway department staff members for their quick response to a fire that broke out on the exterior of the Clark Memorial Building. Fire Chief Don Turner said their quick action prevented much wider spread damage. Bartlett moved to approve the resolution as presented, second by Nolan. **Approved unanimously.**

B. National Public Works Weeks Recognition Resolution

Wells stated that May 15 to May 21st in National Public Works Week and an opportunity to recognize all the hard work our municipal public works staff does to maintain our infrastructure. Bartlett moved to approve the resolution as presented, second by Nolan. **Approved unanimously.**

C. July 4th Entertainment Permit & Funding Allocation for Portable Toilets

Turner presented the permit and overview of the annual July 4 event organized by the Milton Firefighter's Association, an event that keeps growing each year. Wells address the Board over concern with toilet facilities from last year and suggested an allocation from the contingency budget to pay for portable toilets to have at the event. Palasik asked that this expense is included in future budgets for the Town. Nolan clarified that the funds would be from the FY '17 budget. Bartlett moved to approve the Entertainment Permit for the July 4 Event and authorize the expense of \$1,720 in the FY '17 contingency budget for portable toilets for the event, second by Palasik. **Approved unanimously.**

48 **VI. Policy Changes**

49 **A. Facility and Field Use Application Process**

50 Duchesneau and Nappi provided an overview of a suggested policy change for field and
51 facility use applications- enabling the Recreation Department to approve smaller events
52 with projected 100 or fewer attendees without the final consent of the Town Manager and
53 other Department Heads. Looking for discussion and thoughts of the Board tonight. Nolan
54 advised that the cover memo needs to match the amended policy. Additional discussion
55 took place regarding process. Policy change seen as a means to achieve administrative
56 efficiency. The policy will be discussed further at a future Selectboard meeting.

57
58 **VII. Discussions**

59 **A. Final Conversation of Impact Fees**

60 Gifford addressed the Board that he and Nolan had spent time to go through the questions
61 from a previous meeting and the spreadsheet that Gifford had put together. There is
62 enough cash on hand to pay the School District the \$75,000 for FY '16. The information
63 used was based on the CIP narrative and not the project listing. The Board could decide to
64 tell the auditors of the correction and distribute the difference based on the table in the
65 narrative and not the projects listed in the spreadsheet. This would clear up the perception
66 that the School District owes the Town money. He also identified impact fee expenditures
67 that were not included in the CIP were \$10,500 for tax mapping in 2010 and \$11,881 in
68 2014 for interest on the tower truck authorized by a Board resolution instead of a radar
69 cart. Nolan stated setting allocation of impact fees funds based on percentage is the long
70 view of a 5 year CIP. The issue was the projects kept changing but the percentage allocation
71 didn't change with them. Impact fees funds can be spent on projects within the category
72 they were initially collected for. Barlow Casey said moving forward we need to pay
73 attention to the narrative in the CIP. The impact fees report will be finalized in the coming
74 weeks. Nolan moved to use the percentage distribution based on projects for distributing
75 impact fees into the correct categories and to direct the Town Manager to ensure that the
76 corrections are made and noted in the FY '16 audit, second by Bartlett. **Approved**
77 **unanimously.**

78
79 **B. Interfund Loan Impact on FY '17 Capital Plan**

80 Barlow Casey walked the Board through a memo that outlined three possible courses of
81 action to take regarding paying off the interfund loan used to purchase highway trucks. Her
82 preferred alternative would be to use unspent funds in the FY '16 budget to pay off the
83 remaining \$205,000 on the original \$405,000 interfund loan. The Board tasked Gifford with
84 proving that there would be enough money in the fund balance for this option and share
85 the findings at a future meeting. Barlow Casey went over the CIP adoption process moving
86 forward – a public hearing and planning commission input will be required and adoption
87 must take place before July 1.

88
89 **C. FY 2016 Audit**

90 Barlow Casey stated a copy of a signed contract with Sullivan Powers cannot be located. She
91 stated finding a different auditing firm to use would be very challenging at this point in the
92 year. Barlow Casey said the staff would manage the auditors to ensure the audit is
93 completed this fall. Sullivan & Powers will be engaged to perform the FY '16 audit.

94
95
96

97 **VIII. Old Business**
98 **A. Bond Anticipation Note (BAN) for Bombardier Property Purchase**
99 Gifford stated this is the note and financing mechanism the Board approved using at its last
100 meeting. A motion is required. Palasik moved to approve the BAN with People's United
101 Bank in the amount of \$390,000 to purchase the Bombardier Property as approved by the
102 voters of Milton on March 1, 2016, second by Bartlett. **Approved unanimously.**
103
104 **IX. New Business**
105 **A. McMullen Sidewalk Construction and Construction Inspection Awards**
106 Wells explained the project is ready for construction. A bid process was undertaken and All
107 Seasons Excavating was the lower bidder at \$267,544- the bid was certified by design
108 engineering firm Aldrich + Elliot and VTrans. This project is a 90/10 funding split with
109 reimbursement from the grant. Wells provided a project budget to date. VTrans requires
110 construction inspection to take place. A RFP was sent out and Wells led a proposal review
111 committee comprised of Barlow Casey and Keelty. Each independently scored the proposals
112 using the VTrans rubric. Donald J. Hamlin Consulting Engineers received the highest score
113 and Wells recommends that firm receive the inspection bid. Wells stated they had to
114 estimate their costs based on an unknown construction schedule at the time- the schedule
115 will be determined after the award of the bid. The project must be completed by
116 September 1. Palasik stated that the inspection bid proposal amount of \$44,814 should not
117 be exceeded. Bartlett moved to approve the McMullen Road Sidewalk Construction bid
118 award as presented, second by Nolan. **Approved unanimously.** Bartlett moved to approve
119 the McMullen Road Sidewalk Construction Inspection resolution with the addition of the
120 phase "not to exceed their bid proposal," second by Nolan. **Approved unanimously.**
121
122 **X. Manager's Report**
123 Barlow Casey stated culvert replacements in preparation for paving have taken place on North
124 Road. The Finance Director Ad has been placed in a number of media outlets. Taxes were due
125 today. There was a great turnout at the health and safety fair this past weekend. The cemetery
126 maintenance bid is out and proposals are due this week.
127
128 **XI. Warrant Report #25**
129 Bartlett reviewed warrant report #25 in the amount of \$152,881.78, he mentioned a few items
130 in random order.
131
132 - Calkins Network, LLC - \$2,364 - 3 new public use computers for library. Acct 10-40-451-613
133 "overspent" - what Library account name/number is going to balance this?
134 - Defender Industries - \$8,951.99 (from 3/4 cent reserve fund) - MFD new 19' inflatable boat
135 and 25 hp motor to replace rescue boat.
136 - Gray Rock Quarry - \$5,682.08 - gravel - holding payment due to delinquent taxes - what is
137 dollar amount of delinquency that will remain after applying these funds?
138 - GMP - \$17,089.14 - electricity 3/25-4/23/16
139 - Weststaff - \$1,437.76 - temp in Finance office - Acct 10-10-413-330 "overspent" - what
140 account name/number is going to balance this?
141
142 ***OVER \$10,000***
143 Engineers Construction - \$12,967.51 - "emergency" repairs to Cherry/Railroad street water line.
144 Acct 50-10-410-450 "overspent" - note says "balance to be covered by salary reductions at end
145 of year"

146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180

Bartlett moved to approve warrant report #25 in the amount of \$152,881.78, second by Nolan.
Approved unanimously.

XII. Minutes of May 2, 2016

Bartlett moved to approve the meeting minutes from May 2 as presented. Second by Nolan.
Approved unanimously.

XIII. Executive Session

Bartlett moved to find premature public knowledge about Real Estate would cause the Town or person to suffer a substantial disadvantage. Second by Nolan. **Approved unanimously.**

Bartlett moved to enter into Executive Session to discuss Real Estate under the provisions of V.S.A. Title 1 Section 313 and include Wells and Barlow Casey. Second by Nolan. **Approved unanimously.**

Bartlett moved to close Executive Session at 10:00 PM. Second by Palasik. **Approved unanimously.**

There was no action as a result of executive session.

XIV. Adjournment

Bartlett moved to adjourn the Selectboard Meeting. Second by Palasik. **Approved unanimously.**

Adams adjourned the meeting at 10:05 PM.

Respectfully Submitted,

Date: _____

John Bartlett, Selectboard Clerk

Filed with Milton Town Clerk's Office on this _____ day of _____, _____

ATTEST: _____ Milton Town Clerk

Milton Selectboard Meeting Minutes

May 23, 2016 at 6PM

Municipal Building Community Room

Selectboard Members Present: Darren Adams, Chair (arrived late); Kenneth Nolan, Vice Chair; John Bartlett, Clerk; John Palasik, Member; John Cushing, Member

Selectboard Members Not Present: None

Staff Members Present: Donna Barlow Casey, Town Manager; Erik Wells, Director- Administration & Community Affairs; Jacob Hemmerick, Planning Director; John Gifford, Interim Finance Director; Kym Duchesneau, Recreation Coordinator; Ben Nappi, Assistant Recreation Coordinator; Jeff Castle, Town Planner

Others Present: Jim Norton

I. **Call to Order** – Nolan called the meeting to order at 6:01 PM

II. **Flag Salute** – Nolan led the attendees in a Salute to the Flag.

III. **Agenda Review**- None

IV. **Public Forum**- Jim Norton of Long Pond Drive addressed the Board over concern regarding shooting taking place from semi-automatic rifles at a nearby property. The noise has been constant. He spoke with Milton PD and discussed that the Town does not have a shooting or noise ordinance. It's a difficult situation in the neighborhood. Palasik suggested when this is happening again to call Milton PD and ask that the officer in charge respond to the scene to assess whether safe shooting is taking place. Mr. Norton was provided with business cards of the Chief and Sergeants. He will plan to update the Board in the future.

Adams arrived at 6:20 PM and assumed chairmanship of the meeting.

V. **Executive Session**

Bartlett moved to find premature public knowledge about Real Estate would cause the Town or person to suffer a substantial disadvantage. Second by Nolan. **Approved unanimously.**

Bartlett moved to enter into Executive Session to discuss Real Estate under the provisions of V.S.A. Title 1 Section 313 and include Wells and Barlow Casey. Second by Nolan. **Approved unanimously.**

Bartlett moved to close Executive Session, second by Cushing. **Approved unanimously.**

There was no action as a result of Executive Session

VI. **New Business**

A. **Public Infrastructure Surety – Turner Self Storage Project**

Castle stated the establishment of a surety for the proper completion of the public infrastructure associated with the Turner Self Storage project is being requested for the Board's consideration in the amount of \$12,010 as pursuant to the Public Works

48 Specifications. Bartlett moved to approve the amount of \$12,010 for the water main as
49 surety for the proper completion of the public infrastructure associated with the Turner
50 Self Storage project, second by Nolan. **Approved Unanimously.**

51
52 **B. Bid Award, Care and Upkeep of Municipal Cemetery Grounds**

53 Barlow Casey stated Dustin Keelty is at a snow conference and she is presenting this
54 agenda item. Bids were received from three vending firms ranging from \$26,320.00 to
55 \$40,810.00 dollars over the three year period. The recommended action is to approve the
56 bid from Collins Landscaping, Plowing and Mowing. The Board stated that additional cost
57 benefit analysis is needed in awarding this bid in relation to having staff perform the work.
58 The discussion will resume at a future meeting.

59
60 **VII. Discussions**

61 **A. Half Penny for Parks Reserve Fund Policy and Planning**

62 Wells stated he spent time the past week looking at the Half Penny for Parks reserve fund
63 and wanted to bring some policy and operational items to the Board's attention for
64 consideration. The Recreation Department in its capital items for FY '17 identified two
65 projects to use funds from the Half Penny in FY '17 – new trash/recycling containers and
66 resurfacing the basketball court/ice rink. Town policy states each Parks reserve fund
67 purchase must be in the capital plan, which has tied with it a \$5,000 minimum threshold.
68 Wells stated for example the trash/recycling container project is budgeted at \$5,500 but if
69 the Board did not want to allocate the level of funds there is not flexibility based on policy
70 to go below the \$5,000 threshold and the Board may want to consider an adjustment to
71 policy. Wells stated that discussion had been tabled for awhile over a proposed new
72 DPW/Recreation combined facility which had a space study undertaken, he suggested a
73 future agenda item this summer to revisit that dialogue. The Board questioned the reserve
74 fund and its intent moving forward. Future discussion will be held regarding the matter.

75
76 **B. FY '17 – FY '22 Capital Improvement Plan**

77 Barlow Casey and Gifford discussed the CIP and the projected fund balance at year end. At
78 its May 16 meeting the Board has requested this fund balance as a means to evaluate using
79 it to pay off the interfund loan balance for the purchase of trucks and its effect on the
80 capital reserve accounts fund balance. After discussion, the Board requested further clarity
81 in the fund balance and requested a different presentation of the information. The Board
82 tabled the CIP discussion for a future meeting.

83
84 **VIII. Warrant Report #26**

85 Bartlett reviewed warrant report #26 in the amount of \$100,645; he mentioned a few items in
86 random order.

87
88 >\$10,000 item was in FY16 budget and also brought to Selectboard by Don Turner to discuss
89 and approve at our 10/2/16 meeting. \$100,525, Specialty Vehicle, Inc. - new chassis and
90 remount for MRD ambulance.

91
92 Bartlett moved to approve warrant report #26 in the amount of \$100,645 second by Cushing.
93 **Approved unanimously.**

97 **IX. Supplemental Warrant**
98 Bartlett moved to approve the supplemental warrant in the amount of 36,850.49 Second by
99 Cushing. **Approved unanimously.**

100
101 **X. Adjournment**
102 Palasik moved to adjourn the Selectboard Meeting. Second by Cushing. **Approved unanimously.**

103
104 **Respectfully Submitted,**

105 _____ **Date:** _____

106 **John Bartlett, Selectboard Clerk**

107
108 **Filed with Milton Town Clerk's Office on this _____ day of _____, _____**

109
110 **ATTEST: _____ Milton Town Clerk**

DRAFT