

Milton Selectboard Meeting

November 21, 2016; Immediately Following Liquor Board Meeting at 6 PM
Community Room of the Municipal Building
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. **New Business and Department Items**
 - A. **Cemetery Advisory Committee Appointments**
Allen Beaupre & Jim Ballard – 3 year terms through FY '19
Consider Approval
 - B. **Town Cemetery Regulations Update**
Consider Approval
Cemetery Advisory Committee
 - C. **FY '18 Draft Budget Release & Overview**
Discussion
Sarah Macy, Finance Director
Donna Barlow Casey, Town Manager
 - D. **Green Mountain Transit Milton Ridership**
Discussion
David Armstrong, Planning Manager GMT
 - E. **Update on Public Works Projects**
Discussion
Dustin Keelty, DPW Operations Supervisor
 - F. **Route 7 South Sidewalk Gap Project Grant Agreement**
Consider Approval
Erik Wells, Director of Administration

- VI. **Manager's Report**
- VII. **Potential and/or Future Agenda Items**
- VIII. **Warrant #12**
- IX. **Approval of Minutes from November 7**
- X. **Executive Session Per V.S.A. Title 1 Section 313**
 - **Contract Negotiations**
- XI. **Adjournment**

Posted November 18, 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, and WCAX; and posted in two other places within the Town of Milton and filed with the Town Clerk.

Signed: 

Donna Barlow Casey, Town Manager

VACANCY APPLICATION FORM

TOWN OF MILTON BOARDS, COMMISSIONS, COMMITTEES & OFFICERS

Pursuant to the Milton Town Charter, applicants' names for board, commission, committee, and officer positions listed in §306 are subject to disclosure in the Selectboard Minutes. The Selectboard retains the option of conducting the interview in Open Meeting or in Executive Session. Disclaimer: the content of this application may be considered public record and may be subject to disclosure under State and Federal law. This application only applies to positions covered by the Town's Vacancy Policy. **Submit your complete application to the Town Manager's Office at 43 Bombardier Rd. Milton, VT 05468 (M-F 8 a.m. to 5 p.m.) or by e-mail to ewells@town.milton.vt.us**

Full Legal Name: James David Ballard Preferred First Name: _____

Position Sought: Cemetery Advisory Committee Term: 3

Legal Address: 139 Sanderson Road Milton, VT 05468

Mailing Address: Same

Telephone Number(s): 802-893-7734 (Home) 735-5710 (cell)

E-mail: Jamesbmilton@comcast.net

Are you a registered voter in the Town of Milton?* Yes

**Applicants for the offices of Zoning Administrator, Health Officer, Town Attorney, Pound Keeper and Planning Director are not required to be legally registered voters in the Town of Milton.*

To complete your application, you must submit the Criminal Background Information form attached to this application as well as the Supplemental Information form (or a cover letter) which includes the following:

- Any prior municipal or public service;
- Your motivations; and
- Any beneficial qualifications.

RECEIVED

OCT 25 2016

TOWN MANAGER'S OFFICE
MILTON, VERMONT

CONFLICTS OF INTEREST & ETHICS ACKNOWLEDGEMENT

By initialing here JB you acknowledge that you have read and understood the *Town Charter's* provisions on conflicts of interests & ethics that are attached to this application.

CONDUCT ACKNOWLEDGEMENT

By initialing here JB you acknowledge that you have read and understood the Town's *Guidelines and Ground Rules for Committees, Commissions and Boards* attached to this application.

ACCURACY ACKNOWLEDGEMENT

By signing here you acknowledge: All information provided is accurate and complete to the best of your ability; and, you understand the Selectboard has the authority to remove members appointed by them in accordance with the *Milton Town Charter, Administrative Code* and Vermont State Statute, as applicable, for misrepresentation of any statement made on this application.

Signature: [Signature] Date: 10/25/16

OFFICE USE ONLY	
Applicant has been notified by <u>Dustin Keely</u> (staff name) via _____ (phone/e-mail) on <u>11/17</u> (date) to attend the Selectboard meeting on <u>11/21</u> (date). Applicant confirmed on <u>11/17</u> (date). The position being sought _____ (requires/does not require) that the applicant be a legal voter of Milton. Voter registration verified by <u>EW</u> (staff) on <u>11/16</u> (date). If incumbent, last year's attendance record is <u>100%</u> .	

SUPPLEMENTAL INFORMATION

(You may use this page or enclose your own cover letter covering the topics below.)

Prior Municipal or Public Service:

If applicable, please list and prior municipal or public service experience you have had.

Justice of the Peace
Library Trustee
Cemetery Advisory Committee
Zoning Board

Motivations for Service

Please explain why you would like to serve your community.

It is important as a citizen to participate in the community. It is your civic duty.

Beneficial Qualifications:

Please list any qualifications you have that would be a benefit to the position sought.

Interest in history and genealogy
Interest in cemetery upkeep.
Clergy man.

SEP 30 2016

VACANCY APPLICATION FORM

TOWN OF MILTON BOARDS, COMMISSIONS, COMMITTEES & OFFICERS TOWN MANAGER'S OFFICE
MILTON, VERMONT

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Full Legal Name: Allen Erwin Beaupre Preferred First Name: AL

Position Sought: M. Hon Cemetery Advisory Board Term: 7-1-2016 - 7-1-2019

Legal Address: 28 Woods Court Milton VT 05468

Mailing Address: PO Box 153 " " "

Telephone Number(s): 893-7965

E-mail: NONE

Are you a registered voter in the Town of Milton?* Yes

*Applicants for the offices of Zoning Administrator, Health Officer, Town Attorney, Pound Keeper and Planning Director are not required to be legally registered voters in the Town of Milton.

To complete your application, you must submit the Criminal Background Information form attached to this application as well as the Supplemental Information form (or a cover letter) which includes the following:

- Any prior municipal or public service;
- Your motivations; and
- Any beneficial qualifications.

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ACCURACY ACKNOWLEDGEMENT

By signing here you acknowledge: All information provided is accurate and complete to the best of your ability; and, you understand the Selectboard has the authority to remove members appointed by them in accordance with the *Milton Town Charter, Administrative Code* and Vermont State Statute, as applicable, for misrepresentation of any statement made on this application.

Signature: Allen E Beaupre Date: 9-28-2016

OFFICE USE ONLY	
Applicant has been notified by <u>Dustin Kelly</u> (staff name) via _____ (phone/e-mail) on <u>11/17/16</u> (date) to attend the Selectboard meeting on <u>11/21</u> (date). Applicant confirmed on <u>11/17</u> (date). The position being sought _____ (requires/does not require) that the applicant be a legal voter of Milton. Voter registration verified by <u>EW</u> (staff) on <u>11/18</u> (date). If incumbent, last year's attendance record is <u>100%</u> .	

SUPPLEMENTAL INFORMATION

(You may use this page or enclose your own cover letter covering the topics below.)

Prior Municipal or Public Service:

If applicable, please list and prior municipal or public service experience you have had.

29 years Vol. Firefighter 59-88 Sec Treas 20+ yrs
3 years Recreation Program 1966-1969 Treas
2 years Planning Comm. 1968-1969

Motivations for Service

Please explain why you would like to serve your community.

HAVE BEEN INTERESTED IN CEMETERIES FOR YEARS.
TO MAINTAIN AND PRESERVE FOR FUTURE GENERATIONS

Beneficial Qualifications:

Please list any qualifications you have that would be a benefit to the position sought.

OVER 40 YEARS MEMBER AND TREAS. OF THE
MILFORDBORO CEMETERY ASSOC.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

The Selectboard of the Town of Milton hereby ordain that the following Rules and Regulations have been established for the benefit and protection of all who have burial interests in Town Cemeteries. All former rules are hereby repealed.

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TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

VISION STATEMENT OF THE MILTON CEMETERY ADVISORY COMMITTEE:

The Town of Milton Cemetery Advisory Committee will provide guidance for a well-maintained setting for the interment and commemoration of the dead and for the comfort and inspiration of the bereaved and the general public. The Committee will strive to accommodate the desires of families and individuals within the Town's and Committee's Cemetery rules adopted for the operation of Milton's Cemeteries. The Cemetery Advisory Committee pledges to provide compassionate and efficient service in a manner that respects human dignity.

SECTION I: DEFINITIONS

1. **ARTIFICIAL COLOR:** The coloring, painting, enameling, lacquering, bronzing or similar application to any part of a memorial.
2. **BASE:** The above ground structure that is erected or placed upon the foundation and upon which the upper part of the monument or the die stone is placed.
3. **CEMETERY:** A burial park for the disposition of human remains of the deceased.
4. **CEMETERY ADVISORY COMMITTEE-MILTON:** The Committee is responsible for advising the Selectboard concerning future changes to rules and fees that may be proposed from time to time and for other responsibilities specifically delineated within these rules.
5. **CEMETERY SUPERINTENDENT:** A Town of Milton Department Head responsible for the operation of Milton Cemeteries.
6. **CERTIFICATE OF BURIAL RIGHTS (FORMERLY "DEED"):** A contract between the Town of Milton and the holder of a Certificate of Burial Rights. The Certificate grants the right to interment in a specified Milton Cemetery lot(s) and is contingent upon adherence to current Town of Milton Cemetery rules and regulations. (Note: The term "deed" has been used in the past in reference to Certificates of Burial Rights. A "deed" vs. Certificate of Burial Rights in no way implies ownership to land in the Milton Cemeteries. Land in the Milton Cemeteries is not sold.)
7. **CREMATED REMAINS:** The remains of a deceased person after incineration in a crematory.
8. **DEEDS-CEMETERY:** Refer to Certificate of Burial Rights.
9. **FLAG HOLDER/MEMORIAL MARKER:** A stick-type device used to mark graves.
10. **FOUNDATION:** The underground concrete structure that supports the above ground monument.
11. **GRAVE:** A space to accommodate interment.
12. **INTERMENT:** The act of burying the remains of the deceased in the earth.
13. **INURNMENT:** The burial of the cremated remains of the deceased in an urn.
14. **LOT:** A numbered division within the Milton Cemeteries as shown on the official Milton Cemeteries Records measuring Three and one half feet by ten feet which may contain up to one full casket or four cremated remains.
15. **CORNER MARKER:** Granite or objects used by the Town to locate or mark the corners of a lot or group of lots.
16. **MARKER:** A memorial which is flush with the ground.
17. **MEMORIAL:** A monument, headstone, tablet and/or marker, including its below ground foundation.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

18. **MEMORIAL GARDEN:** That area of the Milton Cemeteries reserved for the burial of cremated remains.
19. **MONUMENT:** That portion of a memorial that extends above the surface of the ground including the base.
20. **PERPETUAL CARE:** The maintenance of cemetery lawns and access roads.
21. **VAULT-BURIAL:** A one-piece unit with cover, usually made of concrete, and sized to receive a single casket in a grave.
22. **VAULT-RECEIVING:** A structure within the Milton Cemeteries which is used for the temporary storage of remains in a casket or urn usually during the winter months or on other occasions when immediate interment is not possible.
23. **VAULT-URN:** A container made of durable non-biodegradable material with the maximum size of 12" by 15" by 11" and used for the storage of cremated remains. The urn vault may be used with or without an urn.

SECTION II: GENERAL RULES AND REGULATIONS

PURPOSE & AUTHORIZATION OF USE

1. The purpose of the public cemeteries shall be a burial place for the remains of the deceased and those that want to pay their respects. Other types of low impact secondary uses such as walking and jogging are permissible provided they do not interfere with the primary use. Any uses other than those stated must receive advance written permission of the Milton Cemetery Committee.
2. General Conduct: The public visiting the Milton Cemeteries shall be mindful of proper decorum. The following must be observed:
 - a. Hours of operation will be from May 1st – Dec 1st from dawn to dusk, or at the discretion of the Town weather dependent.
 - ~~a-b.~~ Refrain from loud, boisterous or obscene talking or language. Interruptive conversations or noise is not permitted within hearing distance of funeral services or interments.
 - ~~b-c.~~ Drugs and Alcoholic beverages are not permitted in Milton Cemeteries.
 - ~~c-d.~~ Peddling or soliciting of any commodities or services is not allowed within the Milton Cemeteries.
 - ~~d-e.~~ The placement of signs, notices or advertisements of any kind within the Milton Cemeteries is not permitted without the expressed written permission of the Town of Milton. Permission must be sought from the Cemetery Superintendent.
 - ~~e-f.~~ Visitors to the Milton Cemeteries are prohibited from gathering, picking, cutting or injuring in any manner the fauna or flora. The defacing, damaging or destroying of any plants, lawn, fence, structures, trees, bushes or memorials in the Milton Cemeteries is prohibited.
 - ~~f-g.~~ Discharging firearms or facsimiles of such or weapons of any kind within the Milton Cemeteries, except by a military escort accompanying a veteran's funeral or attending a memorial service is prohibited.
 - ~~g-h.~~ Caskets or urns outside of a receiving vault shall not be left unattended in any Milton Cemetery.
3. Vehicles:
 - a. Vehicles delivering vaults or other items will park out of sight or in an inconspicuous location during funerals.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

- b. No vehicle will be operated at a speed in excess of 10 miles per hour within the Milton Cemeteries.
- c. No vehicle or animal will be driven or parked across or upon any grave, lot, or lawn except by permission of the Town. Vault and monument dollies are accepted. Permission will be sought from the Cemetery Superintendent.
- d. Snowmobiles, ATVs or similar vehicles are prohibited within Milton Cemeteries
4. The Town recognizes the beauty of the cemeteries, and the desire of individuals to walk through them; In order to respect others, all pets are to be leashed while in the cemetery and owners are required to properly dispose their waste.
- ~~4. Dogs are not allowed in Milton Cemeteries with the exception of service animals assisting disabled persons.~~
5. Littering of any type in Milton Cemeteries or the dumping of litter over the cemeteries' boundaries is prohibited.
6. The Town of Milton with the approval of the Selectboard sets the hours of Operations and Fees for the Milton Cemeteries. The hours of operations and fees are available from the Milton Town Clerk's Office.
7. The Town of Milton or its employees will not be responsible for any order or arrangement made over the telephone nor will they be responsible for any mistakes occurring from the want of precise and proper instructions as to the particular space, size or location of any grave, lot or memorial.
8. These Milton Cemetery Rules and Regulations and any amendments thereto, shall be the sole agreement between the Town of Milton and the holder of a Certificate of Burial Rights. The statement of any employee or agent, shall in no way bind the Town of Milton.
9. Donations and contributions may be made to the Milton Cemetery Trust Fund or the Remembrance Program.
 - a. The Town cannot accept individual trust accounts.
 - b. The Town of Milton shall, with the approval of the Selectboard expend the income from the Milton Cemetery Trust Fund for the beautification, preservation, maintenance and improvement of the Milton Cemeteries.
 - c. Donations may be dedicated to a Town approved project.

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SECTION III: BURIAL RIGHTS

1. Burial rights refer to the right to interment in a particular or specified lot within the Milton Cemeteries.
2. Burial rights will not be issued for the purpose of spaciousness.
3. The purchase of burial rights in Milton Cemeteries is limited to Milton residents, former residents, their spouses, and civil union partners and children, or their Executors or Trustees.
 - a. For the purposes of this section, a "resident" is defined as a person who has been a property taxpayer in the Town of Milton for five (5) or more years or has declared the Town of Milton his/her legal residence on personal state and federal income tax forms for the last five (5) or more years.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

- b. In the case of an immediate need, if a person meets the conditions of the definition of "resident", except for the time requirement, the proof of residency requirement is waived.
- c. Former residents of ten or more years may purchase burial rights. The spouses and adult children of former residents may also purchase burial rights provided they too lived in town ten (10) or more years.
4. A resident or former resident, as defined in number 3 above, may purchase up to two (2) burial lots, or in the case of a legally joined couple, four(4) in total. Additional plots may be purchased with the approval of the Selectboard.
5. Burial Rights conveyed by the Town of Milton shall be the sole and separate rights of the person or persons named in the Certificate of Burial Rights. Burial rights may be conveyed or assigned only to the owner's spouse and/or the biological or adopted descendants of their union.
6. The husband or wife/civil union partner shall have a vested right of interment of his or her body in any burial lot conveyed to the other. This right shall continue as long as he or she shall remain husband or wife of the owner of the burial rights or shall be his or her husband or wife at the time of the death of the owner of the burial rights.
7. On the decease of the owner of burial rights to a lot, when the burial rights are not specifically mentioned in his/her will, an affidavit must be filed at the office of the Town Clerk signed by one of the heirs at law or, in the case of a minor, by their guardian. This affidavit must include a list of the names of all the known heirs and a majority of the known heirs must also designate one of their number as a representative who shall be authorized to sign orders for interments in the lot and to give all needful directions regarding the lot and burial rights.
8. The reversion (escheat) of a Certificate of Burial Rights to the Town of Milton shall be done in the manner provided in Vermont Statute, Title 18, Section's 5532 to 5537.
9. The owner of a Certificate of Burial Rights may designate space within his/her cemetery lot for interment of persons not mentioned in Rule 3 above.

SECTION IV: PROCEDURES AND FORMS

1. Full payment to the Town of Milton Cemetery Trust is required before any contract is executed between a party and the Committee.
2. The Town of Milton will issue, at the set fee, a Certificate of Burial Rights to those persons who qualify under Section III of these Rules and Regulations. Fees will be determined by the Milton Selectboard (a fee schedule is attached to these regulations).
3. Burial lots will be assigned in numerical sequence. They will not be assigned out of sequence unless, in the opinion of the Town of Milton, it would be in the best interest of the Milton Cemeteries to do so.
4. Certificates of Burial Rights ("Deed") that will not be used may be sold or donated back to the Town of Milton. In a sale back to the Town, where the original purchase price is not known. The sale back amount shall be determined by the prevailing price in the fee schedule. Privately held Town of Milton Cemetery Certificates of Burial Rights may only be sold back to the Town of Milton. They may not be transferred or sold in any other manner.
5. A completed Interment Form (available from the Milton Town Clerk's Office) must be filed with the Town Clerk before any grave can be opened.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

6. No cremated remains will be accepted for burial in Milton Cemeteries unless the Cremation Certificate is filed with the Milton Town Clerk.
7. All work to be performed in Milton Cemeteries, including the inscription or placement of memorials, requires an approved Work Order Permit from the Town of Milton. Work Order Permit forms are available from the Milton Town Clerk's Office.
8. Prior to placement of any remains, caskets or urns in a receiving vault of the Milton Cemeteries, a Receiving Vault Form must be filed with the Milton Town Clerk's Office. These forms are available from the Town Clerk's Office, when available.
9. Overtime Charges: Interments, disinterment or removals on holidays or weekends as well as late arrivals or funerals of unusually long duration may necessitate additional charges.
10. Holders of Town of Milton Certificates of Burial Rights are responsible for notifying in writing the Milton Town Clerk of any change in the legal mailing address. Notices sent to the Certificate holder at the last address on file in the Town Clerk's Office will be considered sufficient and proper legal notification.

SECTION V: CEMETERY LOTS

1. The Town of Milton will provide perpetual care as defined herein.
2. The perpetual care assumed by the Town of Milton shall in no case involve the maintenance, repair, or replacement of any memorial, foundation, corner marker or monument placed or erected upon any lot. By the purchase of a Certificate of Burial Right, the owner agrees that all monuments, gravestones, markers, plaques and memorial structures of any kind shall be set and maintained at the owner's expense and risk in accordance with the rules and regulations set forth in Sections VIII, IX, and X of this document.
3. The Town of Milton, and its employees, collectively and individually, shall be held harmless from any liability due to damage, destruction or injury caused by the elements, an act of God, pollution, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, outside workers, invasions, insurrections, riots, or by the order of the military or civil authority, whether the damage be direct or collateral.
4. In-ground flowers may be planted on one side only within one foot of the headstone at a width not to exceed the width of the base. No other plantings are allowed on any cemetery lot unless placed there by or at the direction of the Town. Town of Milton employees, under the direction of the Town, shall have the authority, with no liability, to remove all floral decorations, flags, shrubs, plants or herbage of any kind and their receptacles which in the judgment of the Town or the Superintendent have become unsightly, dangerous, diseased, detrimental or which do not conform to the regulations outlined herein.
5. Cut flowers, funeral arrangements and/or memorabilia may be placed on graves but will be removed within one week or when they become unsightly, whichever comes first. It is recommended that all cut flowers be placed in invertible, in-ground vases.
6. The Town of Milton and its employees shall not be liable for any floral arrangements, plants or receptacles that are lost, misplaced, stolen or broken.
7. No scraped ground and/or mounded graves are permitted in the Milton Cemeteries.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

8. Artificial flowers or simulation of flowers, floral displays, wreaths or similar devices may be displayed only between November 1 and June 1, of the following year for ease of summer maintenance.
9. The Town reserves to itself and to those lawfully entitled, a perpetual right of ingress and egress over graves and lots for the purpose of passage to and from other graves and lots.
10. All grading, landscaping, and improvements of any kind within the Town of Milton Cemeteries shall be made by its Superintendent with the knowledge of the Town of Milton. Work by private contractors shall be done under special written permit only. Alterations made on lots without special written permits from the Town may be removed or changed at the expense of the holder of the Certificate of Burial Rights responsible for initiating the changes.
11. No easement or right of interment is or will be granted to any Certificate of Burial Rights holder in any road, drive, alley or walk within the Milton Cemeteries.
- ~~12. The scattering of cremated remains is prohibited in Milton Cemeteries.~~
- ~~13. Small American flags in proper holders may be displayed at gravesites in the Milton Cemeteries, from May 1 to Veterans Day.~~

SECTION VI: RECEIVING VAULT USE (future use)

1. The receiving vault is for temporary use only. Under no circumstances will a body or remains be considered as interred or buried by reason of being placed therein.
2. All caskets and urns placed in the receiving vault shall be tagged with the name of the deceased, name and address of the legal representative and the name, address and phone number of the attending funeral director ~~as well as date in and anticipated date out~~. In addition, a Milton Cemeteries Receiving Vault Form shall be filled out and filed with the Milton Town Clerk's Office.
3. Full payment of all Milton Cemetery fees and purchase of cemetery lots is required at the time the caskets or urns are placed in the receiving vault. Information shall be submitted on the Vault Storage Form.
4. The Town of Milton, at its sole discretion and without notice, may remove a casket with its body from the receiving vault and bury it in a single grave if suitable arrangements for the final disposition are not made within a reasonable time prior to June 1st or if the body is not in a good state of preservation.

SECTION VII: INTERMENT, DISINTERMENT AND REMOVAL

1. Interment, disinterment and removals are subject to the rules and regulations of the Town of Milton, Chittenden County, and the State of Vermont.
2. Once a casket containing a body is within the confines of the Milton Cemeteries, a funeral director, his employees or agents shall not be permitted to open the casket or to touch the body without the consent of the legal representatives of the deceased or duly executed court order.
3. Town of Milton employees or their designees will not perform any grave openings and closings in the Milton Cemeteries and will monitor such under the conditions and fee structures established by the Town of Milton and its Cemetery Committee.
4. Interment Orders are required 24 hours in advance, in the absence of any religious strictures, and disinterment/removal orders are required five (5) business days in advance.

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TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

5. Every interment of a casket shall require a one-piece burial vault with cover both made of concrete or a material approved by the Town, except when that requirement restricts a person in the practice of his/her religious beliefs.
6. If inadequate instructions or circumstances will delay the opening of an interment space within a lot, the Town shall use its best judgment in locating a suitable opening. Neither the Town nor its employees shall be held liable for damages for any errors
7. The Town shall correct any errors with interment, disinterment, removals, transfers or conveyances of burial rights or inscriptions and shall do so using its sole discretion.
8. Neither the Town of Milton nor its employees shall be liable for misinformation provided to them in interment orders or for funeral delays resulting from disputes over burial rights.
9. Up to one casket or four (4) cremated remains may be buried in one 3.5' X 10' or 4' by 10' lot by 6' deep lot, as per the annual fee schedule. Unless interment is in the Memorial Garden, cremated remains require an urn vault.

SECTION VIII: FOUNDATIONS

1. Town approved foundations are required for all aboveground monuments.
2. Foundations must be in place and cured before their monuments will be permitted on the Cemetery grounds.
3. The Committee reserves the right to excavate, build or approve all foundations and to set all markers and posts.
4. A Town of Milton Cemetery Work Order /Permit and a Foundation Work Order must be approved by the Town of Milton before any work begins. All foundation work shall be scheduled at the direction of the Superintendent of Cemeteries.
5. See Foundation and Memorial specification page 12.

SECTION IX: MEMORIALS, MONUMENTS AND MARKERS

1. All memorials, monuments, markers or plaques and their foundations will be set and maintained in a safe condition at the owner's or the certificate of burial rights holder's expense.
2. The Committee, in its sole judgment, may correct or remove unsightly or dangerous items at the expense of the owner or heirs of the Certificate of Burial Rights.
3. A Town of Milton Cemetery Work Order/Permit must be approved by the Town of Milton and scheduled with the Superintendent before setting any items mentioned in this section.
4. Not more than one (1) aboveground memorial is permitted on any lot and must be located six (6) inches from the top border. Flush markers will be located six (6) inches from the bottom of the lot and/or, if used as a headstone, will be located six (6) inches from the top of the lot. Flush markers will be located above the urn vault for cremated remains.
5. All memorials will be constructed of granite, marble, fieldstone or bronze. Memorials set in designated Milton Historic Cemeteries must be in keeping with those of the period.
6. Non-flush footstones are allowed only in the case of matching stones previously set on the lot.
7. Purchase of Town approved Corner Markers are required for all lots or group of lots. They will be sold and set in place at the direction of the Superintendent prior to the placement of any memorials on the lot.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

8. Above ground mausoleums, columbarium and tombs may be constructed in Milton Cemeteries only under the direction of the Town.
9. The Town of Milton has specification requirements for memorials and markers; their foundations, ~~dies, bases, joints, lettering, coloring,~~ and setting. These specifications are delineated as part of the Work Order/Permit and Milton Cemeteries Memorial and Foundations specification requirements. They are hereby made a part of the Milton Cemetery Committee Rules and Regulations and are attached to this document.
10. Monuments, markers and their foundations may be removed from Milton Cemeteries only by direction from the Town and only after the receipt by the Town Clerk of a written order from the Certificate of Burial Right holder or someone designated by State Statutes. After removal, the lot shall be restored to its original condition at the expense of the party requesting removal and shall be done so under the direction of the Superintendent of Cemeteries.

SECTION X: MEMORIAL GARDEN (future use)

1. Each cremation lot may hold up to two (2) cremated remains.
2. One flush marker, no larger than 12 inches by 24 inches and 4 inches in thickness, will be placed in the designated area of each lot. The cremated remains will be inurned/buried in front of the marker.
3. Neither an urn nor a vault is required for the burial of cremated remains in the Milton Memorial Garden. However, when neither is used, retrieval of the cremated remains may not be possible.
4. An Interment Order must be submitted to the Milton Town Clerk's Office prior to an interment being permitted. In addition, a Cremation Certificate must be presented to the Superintendent or his/her representative at the time of interment.
5. Up to three (3) floral arrangements may be left at a cremation lot at the time of burial. All floral arrangements shall be removed when they become unsightly or after a week. Non-floral decorations or artificial flowers are not permitted in the Memorial Garden.
6. Due to space constraints, plantings of any type are not permitted in Memorial Garden lots. Fresh cut flowers are permitted in invertible, in-ground vases.
- ~~7. An American flag, in a proper holder, may mark cremation lots in the Memorial Garden. from May 1 to Veterans Day.~~

SECTION XI: WORK AND LABOR IN MILTON CEMETERIES

1. All work done in the Milton Cemeteries shall be scheduled through the Town of Milton. No work will be scheduled on weekends or holidays except by special permission of the Superintendent.
2. Any jobs conducted in the Milton Cemeteries by non-Milton employees must have the approval of the Town as evidenced by a signed Work Order/Permit. Such signed Work Order/Permit shall be presented to the Superintendent for scheduling and a copy shall be kept with the workers while performing the job. Evidence of job competency may be required of such workers before the Town issues Work Order/Permits.
3. Non-Milton employees performing work in the Milton Cemeteries for a firm or as independent contractors to the Town of Milton or to a private holder of a Milton Certificate of Burial Rights shall have certificates of insurance on file with the Town of Milton. Such non-Milton employees shall be held financially responsible for any damage done in the course of their work.

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TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

4. Non-Milton employees working in the Milton Cemeteries shall refrain from attaching ropes or cables to set monuments, trees or shrubs. They shall not block road or pathways; scatter materials over adjoining lots. They shall promptly and properly remove any debris resulting from their work.
5. Vehicles and heavy equipment shall not be driven over the lawns of the Milton Cemeteries except as may be directed by the Town.
6. Materials, machinery and other construction items needed to accomplish work in the cemeteries will not be brought into the Milton Cemeteries until required for immediate use.
7. Precautions shall be taken during excavation or construction work within the cemeteries to protect the lawns. All open excavations shall be marked and covered with 3/4" thick plywood when left unattended.
8. The Town of Milton may order completed work removed if the quality of workmanship or the materials used is unsatisfactory.

SECTION XII: APPEALS

Decisions of the Town Employees may be appealed to the Milton Selectboard within thirty (30) days of the date of the ruling. The Milton Selectboard shall hold a warned hearing at a regular or special meeting to hear the appeal and shall issue a written decision on the appeal within 30 days of closing the hearing.

Work Order/Permit Addendum

MILTON CEMETERIES

MEMORIAL & FOUNDATION SPECIFICATION REQUIREMENTS

(The following memorial and foundation specifications have been adapted by the Town of Milton Selectboard and are a part of the Milton Cemetery Rules and Regulations-Section IX, paragraph 8.)

1. All aboveground memorials except fieldstone must be set on a base-foundation.
2. All above ground memorials will comply with the following:
 - a. ~~The overall width of the monument shall not exceed 75% of lot of group of lots width.~~
 - b. ~~The monument may not encroach on areas above the all.~~
 - a. ~~The base must be at least 6" above grade.~~
 - b. ~~Total face area of the base and die may be no more than 20% of the area of the lot or group of lots,~~
 - c. ~~The overall width of the base shall not exceed 60% of lot or group of lots width.~~
 - d. ~~The base may not encroach on areas above the vault.~~
3. Flush Markers:
 - a. Flush Markers 10" top to bottom by 15" wide will be at least 4" in thickness.
 - b. Flush markers larger than 15" top to bottom by 30" wide will be at least 6" in thickness. When bronze is used in a flush marker, it will be affixed to a granite bed 4" or 6" in thickness.
 - c. Flush markers used as head stones or foot markers will be at least 10" top to bottom by 20" wide.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

- ~~d. Flush markers used to mark cremated remains not located in the Cremation Garden will be no larger than 10" top to bottom and 15" wide.~~
- ~~4. The thickness of the die unit may have a tolerance of 3" over or 3" under the specified dimensions. Other dimensions of memorials may have a tolerance of 1" over or 2" under the specified dimensions.~~
- ~~5.4. The bottom of every stone, (i.e., monument, base or marker) will be dressed to an even level bottom bed so that it will stand plumb and rest firmly and level. To achieve this standard, field stone flush markers may be set in a crushed stone bed 12" in depth.~~
- ~~6. All joints on memorials will be sealed against moisture and with non-staining material on clean dry surfaces.~~
- ~~7. The use of bronze is approved for dowels and also for tablets when attached to monuments or markers of granite provided the bronze has been cast from an alloy containing no less than 85% copper or more than 5% lead. Other non-corrosive metals of proven permanency may be used with the approval of the Committee.~~
- ~~8. No lettering and carving on flush markers, except bronze plaques, shall be raised.~~
- ~~9. Artificial coloring on any part of the stone is prohibited except that all incised lettering on memorials may be highlighted by an application of a clear coating or a shadowing agent. The agent shall be up to two (2) full numerical values darker than the average background color of the stone to which it is applied as judged against the Munsell Neutral Value Scale, Matte (31 step scale). Clear coating and shadowing agents must be resistant to water and ultra-violet rays and must be able to withstand hot water washing of up to 800 psi.~~
- ~~10. Signs or advertisements of any kind or anything that could be construed as signs or advertisements are not permitted on any memorial, monument or marker in the Milton Cemeteries. The words "perpetual care," or "endowed," on memorials, monuments or markers are not permitted.~~
- ~~11.5. The name, initial or inscription on each monument or marker must correspond with the name and record in the Office of the Town Clerk and the Committee and no changes shall be made except upon written request of the proper parties and with the permission of the Committee.~~
- ~~12.6. The setting of all monuments will be scheduled with the Town.~~
- ~~13.7. A memorial shall not be set on any lot to which a Certificate of Burial Rights (Deed) has yet to be assigned or on any lot which does not have corner markers set by direction of the Town.~~
- ~~14.8. The Committee has the authority to reject any plan or design for any memorial.~~
- ~~15.9. No monument or marker will be removed from Milton Cemeteries except by order of the Town and with a written order from the Certificate of Burial Rights (Deed) holder or someone designated by State Statutes. Following the removal of a monument or marker, the lot will be returned to its original condition at the expense of the party requesting the removal and shall be so done under the direction of the Town Superintendent.~~

FOUNDATIONS

1. Town approved foundations are required under all above ground monuments as per contract. Foundations must be in place and properly cured before the monuments they are to support are allowed on to the Cemetery grounds.
2. The Town of Milton reserves the right to designate how and when excavation and foundation work will be accomplished and who will accomplish it.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

3. The top surface dimensions of any foundation will be no less than the dimensions of the base or stone to be set upon it.
4. The top surface of the foundation will be level with the ground.
5. Foundations will be constructed with the use of frames at the top of the foundation. Frames will be at least two inches in depth from ground level down.
6. Foundations will be a minimum of four (4) feet deep.

REQUIREMENTS FOR LARGE MONUMENTS

1. These requirements shall be applicable for monuments greater than six (6) feet in width or six (6) feet in height.
2. A site visit by the Town will be required to determine if a proposed monument is appropriate for the location.
3. Prior to the design of the monument foundation, a soils evaluation will be conducted to determine the bearing capacity of the soils.
4. All monuments meeting the above size criteria shall be installed on reinforced concrete foundations.
5. Plans for steel reinforced concrete foundations shall be prepared and sealed by a qualified professional engineer.
6. The foundation shall not encroach on the space reserved for burials.
7. Contractors shall take all necessary precautions to protect existing roadways, lawn areas and gravesites from damage. All disturbed areas shall be repaired as necessary to restore them to their previous condition.
8. The Superintendent of Cemeteries shall observe all construction.
9. The costs for the services of the Town of Milton employees will be borne by the applicant in accordance with the most current fee schedules.
10. Contractors will be responsible for the safety of their employees and shall comply with all applicable safety regulations including Vermont Office of Safety and Health Agency.

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

CEMETERY FEE SCHEDULE

Full Lot (3.5x10 or 4x10 Village):

Resident - \$700.00

Non-Resident - \$1,200.00

Created Remains (each) above full burial:

\$200.00 – Resident

\$300.00 – Non-Resident

Cremation Lot (~~3.5x5~~; ~~(future)~~(3x3))

Resident - \$400.00

Non-Resident - \$650.00

~~Columbarium: (future)~~

~~Resident – \$1,000.00~~

~~Non-Resident – \$2,000.00~~

Corner Markers:

\$120.00 + \$30.00 Installation

TOWN OF MILTON, VERMONT

CEMETERY RULES AND REGULATIONS

Vault Storage: ~~(future)~~

Resident: ~~\$100.00/flat fee~~ 35.00/month

Non-Resident: ~~\$200.00/flat fee~~ 40.00/month

Opening/Disturbance Fee:

Resident - ~~\$75.00~~ 100.00

Non-Resident - ~~\$125.00~~ 150.00

DRAFT



Resolution

TOWN OF MILTON

Cemetery Rules, Regulations & Fees

WHEREAS, Section 3902, of the Town's *Administrative Code* authorizes the Cemetery Commission to adopt bylaws and regulations for burial grounds and oversee the sale of burial lots; and,

WHEREAS, staff recommends that the Cemetery Commission adopt a consistent set of Cemetery Rules, Regulations & Fees in order to formalize the operation of the cemeteries owned and/or operated by the Town.

THEREFORE, BE IT RESOLVED, by the Selectboard of the Town of Milton, to adopt the Cemetery Rules, Regulations & Fees.

Dated at Milton, Vermont this _____ day of _____, 2016

MILTON SELECTBOARD

Darren Adams, Chairperson

Kenneth Nolan, Vice-Chairperson

John Palasik, Clerk

John Bartlett, Member

John Cushing, Member

Filed with the Milton Town Clerk's Office this _____ day of _____, 2016

Attest:

Milton Town Clerk

FY18 Budget Proposal

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Grand List

The grand list is the core of setting the tax rate. However, we can't just use the total grand list to set the tax rate because some of that grand list belongs to the TIF districts. Specifically, 75% of the incremental assessed value within the TIF districts is used to calculate the amount due to those districts each year. Therefore, we must first calculate the value of the grand list available to support the general fund (the billable grand list) before we can set the tax rate. The billable grand list is calculated as follows.

$$\text{Billable grand list} = (\text{Total grand list}) - (\text{Incremental assessed value in TIF districts}) \times 75\%$$

The following table shows the preliminary calculation for FY18 as of November 16, 2016.

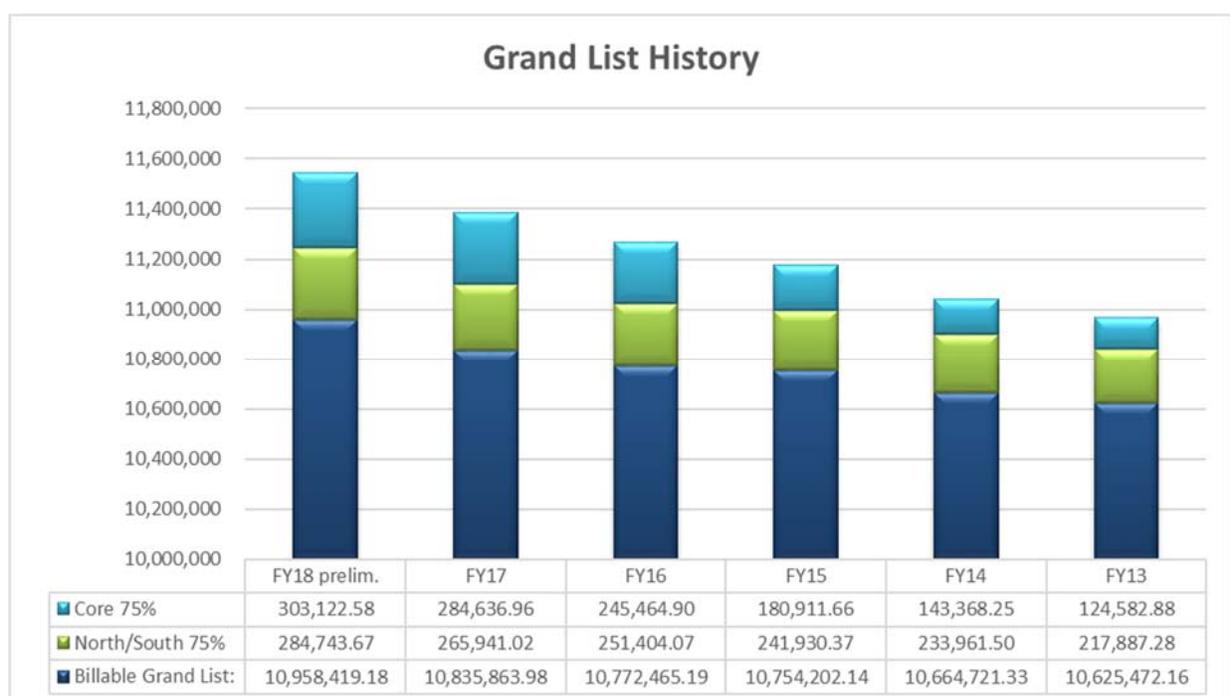
	FY18 prelim.
Total Grand List	11,546,285.43
Less:	
North/South TIF 75%	284,743.67
Core TIF 75%	303,122.58
Billable Grand List:	10,958,419.18

Understanding this distinction allows us to analyze growth in the grand list in a more meaningful way. The total grand list has grown 5.27% from FY13 to the FY18 preliminary figures, an average of 1.04% per year.

However, the billable grand list has only grown 3.13% in the same time, an **average of 0.60%** per year.

	FY18 prelim.	FY17	FY16	FY15	FY14	FY13
Total Grand List	11,546,285.43	11,386,441.96	11,269,334.16	11,177,044.17	11,042,051.08	10,967,942.31
Less:						
North/South TIF 75%	284,743.67	265,941.02	251,404.07	241,930.37	233,961.50	217,887.28
Core TIF 75%	303,122.58	284,636.96	245,464.90	180,911.66	143,368.25	124,582.88
Billable Grand List:	10,958,419.18	10,835,863.98	10,772,465.19	10,754,202.14	10,664,721.33	10,625,472.16
% Change in Billable Grand List	1.13%	0.59%	0.17%	0.84%	0.37%	0.51%

The North/South TIF district ends after FY20. For the FY21 budget we will be able to pull \$284,744 back in to the billable grand list which will help with increases in that year. To give you a sense of how this would help, at the FY17 municipal tax rate of \$0.4976 an additional \$284,744 in billable grand list would increase tax revenue by \$141,689. The Core TIF continues through FY32.



General Fund Fund Balance Analysis

The Town’s Undesignated Fund Balance Policy, adopted October 28, 2013 (FY14) sets a minimum level of undesignated fund balance in the general fund at 7.5% of the current general fund budget. A maximum level is set at 10% of the current general fund budget. A note about this policy: The Government Finance Officers Association recommends governments of all sizes maintain at least two months of operating expenditures as undesignated fund balance in the general fund. I’d like to begin reviewing the Town’s financial policies in the spring at which point we can discuss possible adjustments to align our policies with current industry guidelines.

Undesignated Fund Balance has averaged 18% of the general fund budget from FY13 through the FY17 adopted budget.

The Undesignated Fund Balance Policy states that “in accordance with prudent budgeting practices the Undesignated Fund Balance will not be used on a routine or one-time basis to lower taxes or to offset normal operating expenditures, unless done as part of a planned drawdown with a minimum drawdown period of five years.”

Starting with the FY15 budget (the first budget after the policy was adopted), FY18 is the fourth year in a row that undesignated fund balance has been used to offset normal operating expenditures. This is done each year through the budgeted revenue item called Reduction in Fund Balance. I’ve traced this practice back to at least FY10. Each year an amount between \$300,000 and \$336,000 has been budgeted to offset normal operating expenditures.

Using the FY18 billable grand list figure, a \$300,000 reduction in fund balance keeps the tax rate down by \$0.0274.

If we follow the adopted policy, the FY19 budget will be the last year we can offset normal operating expenditures with fund balance. Eliminating this practice in FY20 will cause a \$0.0274 increase in the tax rate (using current figures) before any increase in expenditures. It would be wise to plan phasing out the spend down of fund balance in a way that won’t cause a spike in the tax rate, including potentially lifting the five-year limit.

The following are a few options for consideration include the following; any or all of which may be combined at certain levels to achieve the board’s policy goals and the community’s vision for the future.

1. A gradual phase out of the fund balance reduction revenue budget over 3-5 years
2. A transfer of fund balance to the capital fund, road/sidewalk fund, recreation fund, fire/rescue fund, etc.
3. Pay down existing debt
4. A one or two-year plan to spend it toward paving to get back on track

Recently, we discussed the history of the Town returning surpluses each year. Looking at just the last four audited years, we have budgeted deficits each year averaging \$371,590 but have ended each year just about breakeven. When final numbers are adjusted for unspent paving funds (an outlier in the last two years, we have averaged a surplus of \$15,787 each year. From a budgetary perspective we have done better than planned but since we planned on deficits, we haven’t made any significant change to fund balance.

	Budgeted Surplus/(Deficit)	Actual Surplus/(Deficit)	Unspent Paving Funds	Surplus/(Deficit) adjusted for paving
FY13	(347,500)	(11,533)		(11,533)
FY14	(492,990)	66,624		66,624
FY15	(343,688)	275,707	223,261	52,446
FY16	(302,182)	348,799	393,189	(44,390)
<i>AVERAGE</i>	<i>(371,590)</i>	<i>169,899</i>	<i>308,225</i>	<i>15,787</i>

Other Funds of Interest

Summary financial data to inform conversation and guide decision during the budget process.

Road/Sidewalk Restoration Fund

- Projected balance available at the end of FY17 is \$278,610
- Creation of fund: For the purpose of restoring, resurfacing, and/or reconstructing roads and replacing/repairing sidewalks. If this purpose is too restrictive, we could consider an article asking the voters to expand the purpose to provide increased flexibility.

Road/Sidewalk Restoration Reserve Fund (1/2 cent fund)						
	FY18	FY17				
Balance Sheet	Projected	Projected	FY16	FY15	FY14	FY13
Assets	333,402.10	278,610.00	153,329.00	96,607.00	180,940.00	125,244.00
Liabilities	-	-	-	-	-	-
Fund Balance	333,402.10	278,610.00	153,329.00	96,607.00	180,940.00	125,244.00
Income Statement						
Property Tax Revenue	54,792.10	54,190.00	56,351.00	55,885.00	55,210.00	54,791.00
Other Revenue	-	152.00	371.00	175,509.00	89,728.00	38,084.00
Transfers In	-	-	-	-	363,000.00	257,000.00
Expenditures	-	-	-	244,788.00	452,242.00	375,959.00
Transfers Out	-	-	-	-	-	-
Net Change	54,792.10	54,342.00	56,722.00	(13,394.00)	55,696.00	(26,084.00)
Beginning Fund Balance	278,610.00	224,268.00	167,546.00	180,940.00	125,244.00	151,328.00
Ending Fund Balance	333,402.10	278,610.00	224,268.00	167,546.00	180,940.00	125,244.00

Recreation Capital Reserve Fund

- Projected balance available at the end of FY17 is \$176,222
- These funds have largely gone unused, review goals and community vision during CIP process to maximize effectiveness of this fund

Recreation Capital Reserve Fund (1/2 cent fund)					
	FY18	FY17			
Balance Sheet	Projected	Projected	FY16	FY15	FY14
Assets	231,014.10	176,222.00	135,264.00	82,367.00	55,210.00
Liabilities	-	-	-	-	-
Fund Balance	231,014.10	176,222.00	135,264.00	82,367.00	55,210.00
Income Statement					
Property Tax Revenue	54,792.10	54,190.00	56,351.00	55,885.00	55,210.00
Other Revenue	-	13,232.00	214.00	237.00	-
Transfers In	-	-	-	-	-
Expenditures	-	26,464.00	3,668.00	28,965.00	-
Transfers Out	-	-	-	-	-
Net Change	54,792.10	40,958.00	52,897.00	27,157.00	55,210.00
Beginning Fund Balance	176,222.00	135,264.00	82,367.00	55,210.00	-
Ending Fund Balance	231,014.10	176,222.00	135,264.00	82,367.00	55,210.00

Fire/Rescue Capital Reserve Fund

- Projected balance available at the end of FY17 is \$106,590
- Purchased an ambulance in FY16, annual contribution of \$59,095 to existing fire truck debt

Fire/Rescue Capital Reserve Fund (3/4 cent fund)					
	FY17	FY16	FY15	FY14	FY13
Balance Sheet	Projected				
Assets	106,590.00	84,253.00	156,295.00	147,654.00	82,187.00
Liabilities	-	-	-	-	-
Fund Balance	106,590.00	84,253.00	156,295.00	147,654.00	82,187.00
Income Statement					
Property Tax Revenue	81,285.00	84,526.00	83,828.00	82,815.00	82,187.00
Other Revenue	147.00	359.00	88.00	-	-
Transfers In	-	-	-	-	-
Expenditures	-	97,832.00	16,180.00	17,348.00	-
Transfers Out	59,095.00	59,095.00	59,095.00	-	-
Net Change	22,337.00	(72,042.00)	8,641.00	65,467.00	82,187.00
Beginning Fund Balance	84,253.00	156,295.00	147,654.00	82,187.00	-
Ending Fund Balance	106,590.00	84,253.00	156,295.00	147,654.00	82,187.00

Impact Fees

Impact Fees					
	FY17 as of	FY16	FY15	FY14	FY13
Balance Sheet	11/15				
Assets	450,570.13	429,069.00	293,063.00	312,829.00	305,332.00
Liabilities	-	-	-	-	-
Fund Balance by category:					
Education	(48,824.05)	(55,489.40)	(52,591.00)	(475.00)	14,465.00
PW/Transportation	316,888.75	311,083.44	233,870.00	211,123.00	180,950.00
Culture	114,241.23	108,435.92	63,700.00	52,658.00	51,599.00
Public Safety	68,264.21	65,039.04	48,084.00	49,523.00	58,318.00
<i>Total Fund Balance</i>	450,570.13	429,069.00	293,063.00	312,829.00	305,332.00
Income Statement	FY17 as of	FY16	FY15	FY14	FY13
Revenue allocated by category:					
Education	6,665.35	72,387.60	23,170.00	60,346.00	53,085.00
PW/Transportation	5,805.31	77,213.44	22,747.00	30,173.00	27,419.00
Culture	5,805.31	62,735.92	29,042.00	45,260.00	41,447.00
Public Safety	3,225.17	28,955.04	10,561.00	15,087.00	13,550.00
<i>Total Revenue</i>	21,501.13	241,292.00	85,520.00	150,866.00	135,501.00
Expenditures by category:					
Education	-	75,286.00	75,286.00	75,286.00	75,286.00
PW/Transportation	-	-	-	-	77,771.00
Culture	-	18,000.00	18,000.00	44,201.00	18,000.00
Public Safety	-	12,000.00	12,000.00	23,882.00	12,000.00
<i>Total Expenditures</i>	-	105,286.00	105,286.00	143,369.00	183,057.00
Net Change	21,501.13	136,006.00	(19,766.00)	7,497.00	(47,556.00)
Beginning Fund Balance	429,068.00	293,062.00	312,828.00	305,331.00	352,887.00
Ending Fund Balance	450,569.13	429,068.00	293,062.00	312,828.00	305,331.00

Personnel Costs

An analysis focusing on the driving force in this budget.

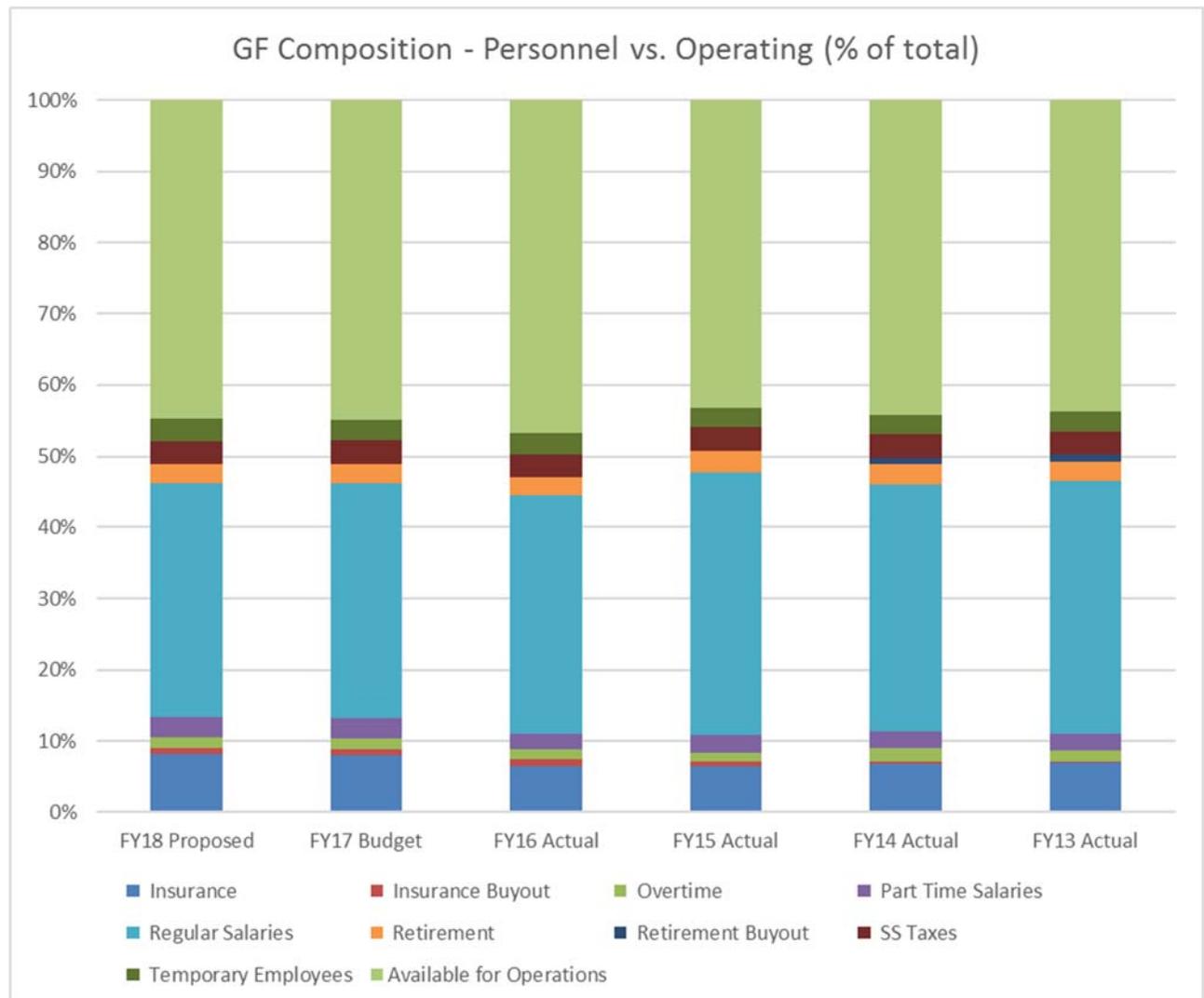
	FY18 Proposed	FY17 Budget	FY16 Actual	FY15 Actual	FY14 Actual	FY13 Actual
Insurance	644,471	598,238	433,171	401,534	415,644	411,675
Insurance Buyout	66,000	59,000	60,375	47,875	26,917	11,267
Overtime	119,000	115,000	103,264	84,049	123,370	99,129
Part Time Salaries	220,641	209,576	154,091	157,590	145,348	133,610
Regular Salaries	2,582,374	2,460,003	2,246,583	2,332,743	2,176,467	2,110,342
Retirement	209,700	203,152	178,829	188,855	172,485	154,093
Retirement Buyout	-	-	-	-	56,324	58,266
SS Taxes	249,701	241,521	211,556	216,444	204,263	194,958
Temporary Employees	250,161	216,738	202,794	172,211	169,011	164,217
Total Personnel	4,342,047	4,103,228	3,590,663	3,601,300	3,489,828	3,337,557
Total Expenditures	7,831,889	7,443,778	6,735,206	6,332,200	6,261,861	5,931,559
	55%	55%	53%	57%	56%	56%
Available for Operations	3,489,841	3,340,550	3,144,543	2,730,900	2,772,033	2,594,002
	45%	45%	47%	43%	44%	44%

Growth in personnel costs has outpaced growth in the operating budget every year since FY13 with the exception of FY16 which included significant unanticipated vacancy savings.

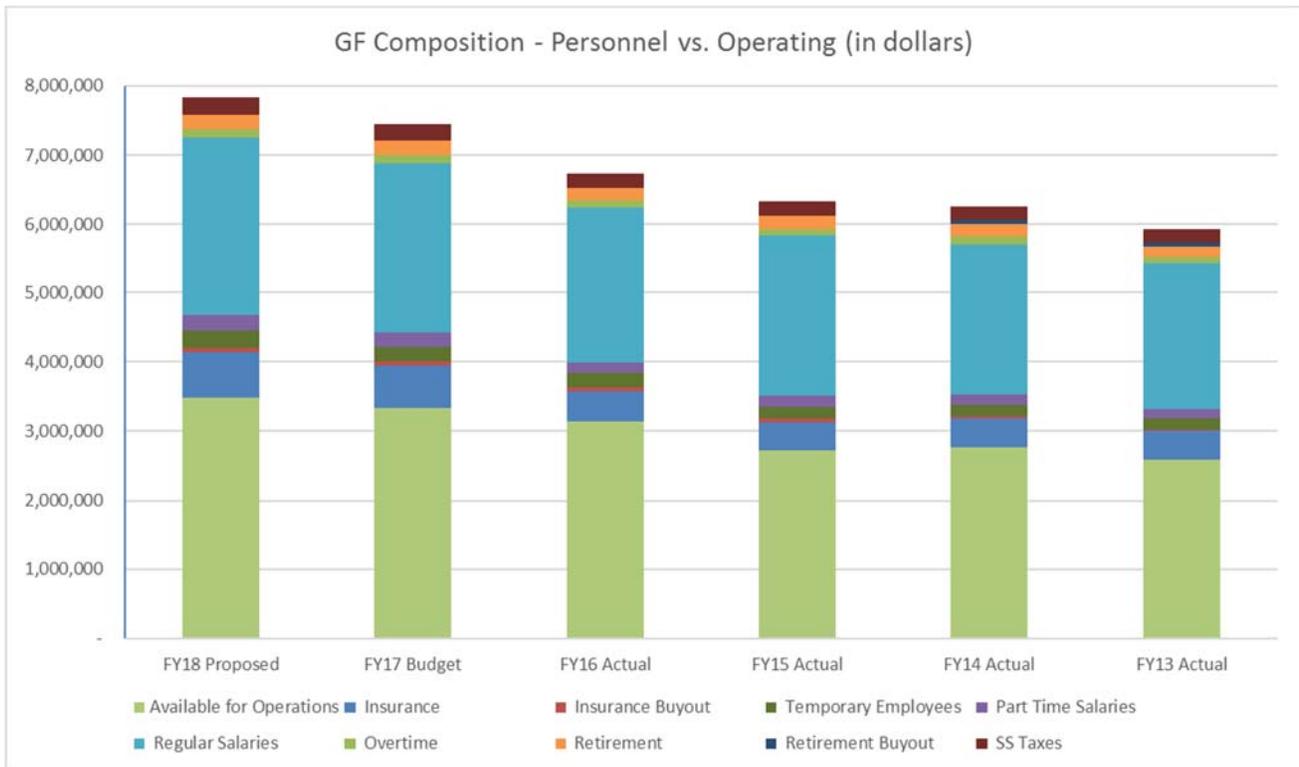
Personnel costs, on average, account for 55% of general fund expenditures leaving only 45% available to fund Town operations. Adjusting for FY16 which was an outlier year, personnel costs have grown an average of 7% a year, almost double the average growth in the operating budget of 4% a year.

In the FY18 proposed budget, personnel costs have increased by \$238,819.

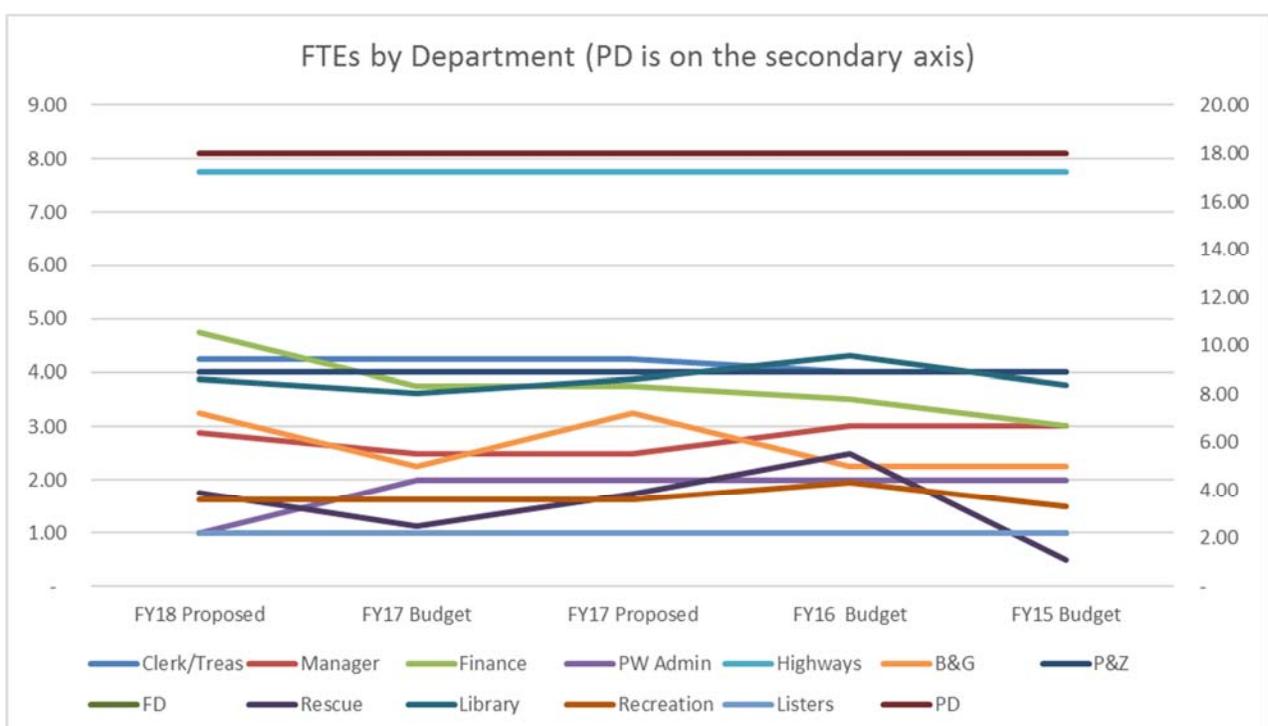
The following graph shows the percent of total expenditures split between personnel costs and operating costs from FY13 through the FY18 proposed budget.



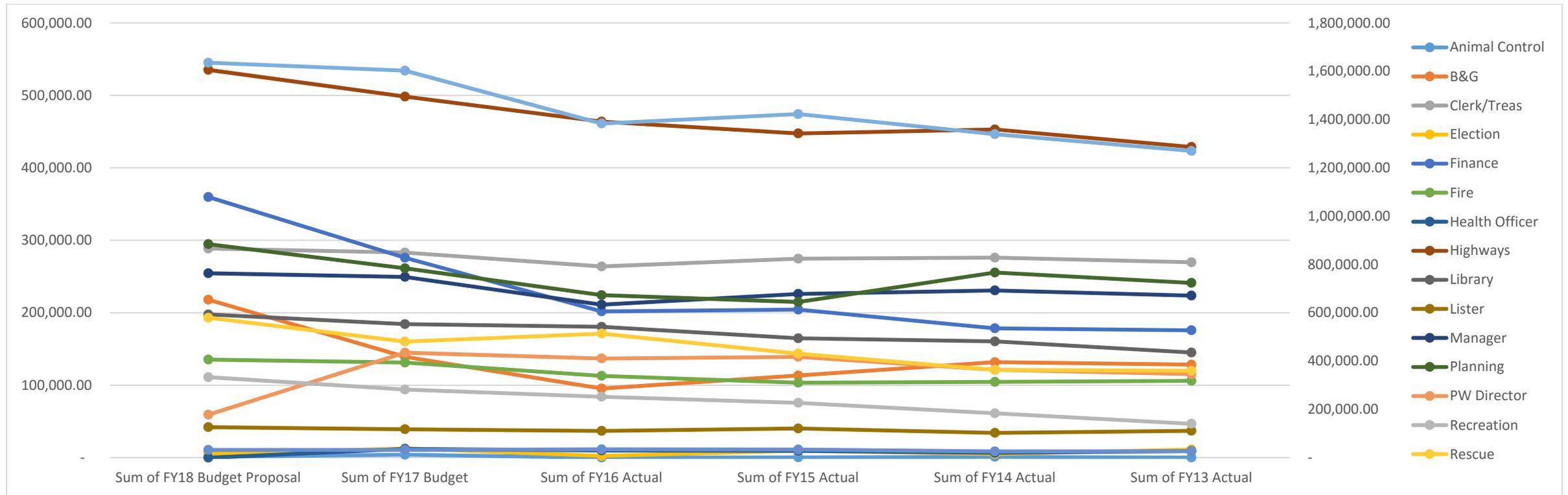
The following graph shows the split in general fund dollars between personnel costs and operating costs from FY13 through the FY18 proposed budget.



FTE's by Dept:	FY18 Proposed	FY17 Budget	FY17 Proposed	FY16 Budget	FY15 Budget	FY14 Budget
Clerk/Treas	4.25	4.25	4.25	4.00	4.00	4.00
Manager	2.88	2.50	2.50	3.00	3.00	2.75
Finance	4.75	3.75	3.75	3.50	3.00	3.00
PW Admin	1.00	2.00	2.00	2.00	2.00	1.75
Highways	7.75	7.75	7.75	7.75	7.75	7.46
B&G	3.25	2.25	3.25	2.25	2.25	3.29
P&Z	4.00	4.00	4.00	4.00	4.00	4.00
PD	18.00	18.00	18.00	18.00	18.00	17.00
FD	1.00	1.00	1.00	1.00	1.00	1.00
Rescue	1.76	1.13	1.73	2.50	0.50	0.50
Library	3.88	3.63	3.88	4.31	3.77	3.47
Recreation	1.63	1.63	1.63	1.95	1.50	1.38
Listers	1.00	1.00	1.00	1.00	1.00	1.00
	<u>55.15</u>	<u>52.89</u>	<u>54.74</u>	<u>55.26</u>	<u>51.77</u>	<u>50.60</u>



Personnel costs by department (note: PD is on the secondary axis, the light blue line at the top)



Supporting data:

Column Label	Animal Control	B&G	Clerk/Treas	Election	Finance	Fire	Health Officer	Highways	Library	Lister	Manager	Planning	Police	PW Director	Recreation	Rescue	Selectboard	Grand Total
Sum of FY18 Budget Propos	1,356.39	218,060.24	288,643.38	5,382.50	359,631.46	135,357.84	-	535,130.58	197,679.65	42,148.48	254,512.08	294,675.65	1,635,086.12	59,355.32	111,104.60	193,131.19	10,791.91	4,342,047.40
Sum of FY17 Budget	4,155.00	139,140.00	283,066.00	12,703.00	275,891.00	131,288.00	12,155.00	498,229.00	184,304.00	39,300.00	249,459.00	261,370.00	1,602,082.00	144,940.00	94,096.00	160,258.00	10,792.00	4,103,228.00
Sum of FY16 Actual	118.42	95,474.56	263,911.06	2,434.87	201,871.42	112,990.84	9,892.53	463,766.56	180,587.40	36,989.04	211,153.08	224,333.61	1,383,314.65	136,899.65	84,153.89	171,224.16	11,547.56	3,590,663.30
Sum of FY15 Actual	538.26	113,480.25	274,673.21	9,566.13	204,391.81	103,482.91	9,463.69	447,408.28	164,791.51	40,346.78	226,003.11	214,874.44	1,422,412.43	139,111.27	75,795.09	143,618.78	11,342.06	3,601,300.01
Sum of FY14 Actual	1,216.46	131,848.10	276,053.17	4,972.36	178,491.15	104,724.67	6,730.65	452,906.88	160,471.34	34,281.64	230,829.57	255,519.43	1,339,279.20	121,314.73	61,274.54	121,250.19	8,664.16	3,489,828.24
Sum of FY13 Actual	247.60	128,434.76	269,630.37	11,261.23	175,784.19	106,150.13	9,208.78	428,744.93	145,108.30	37,172.87	223,698.95	241,251.57	1,269,875.68	115,324.08	46,796.01	119,960.60	8,907.03	3,337,557.08

Proposed FY18 Budget Summary

- FY18 General Fund Budget totals \$7,831,889 which is an increase of \$388,111 (5.2%) from the FY17 spending plan.
 - o The driving force is a \$232,924 increase in total personnel costs (3.0%)
 - o Increases in the operating budget equal \$155,187 (2.2%)
- A \$67,750 increase in non-tax revenues leaves \$320,361 to be funded through increased property taxes.
- Using the current billable grand list figure of \$10,958,419 the proposed tax rate increase is \$0.0287
 - o Of this increase, \$0.0213 (74%) covers changes in personnel costs
 - o The remaining \$0.0074 (16%) funds changes in the operating budget
- The preliminary budget for capital transfer is \$325,000 but is dependent on the final CIP.
- The preliminary budget for paving is \$400,000 but is dependent on the final paving plan.
- Reduction in fund balance is budgeted at \$340,000 which will get us down to an undesignated fund balance of 15% if both FY17 and FY18 results reflect budgets.
- Changes in Debt Service:
 - o Interfund Ambulance loan is finished freeing up \$36,851/year
 - o Interfund loan for highway trucks is budgeted for the final amount to be paid in FY18. Other options and impact on tax rate follow:

Payoff year	Approx. Annual Cost	Impact on Proposed Tax Rate
FY18	\$94,100	n/a
FY19	\$47,050	- 0.0043
FY20	\$31,367	- 0.0057

- o Bombardier BAN renewal is May 2017; a 15-year long term note has been loaded in the current budget. Other options and impact on tax rate follow:

Term	Interest Rate	Annual Cost	Impact on Proposed Tax Rate
10 years	2.50%	\$44,560	+ 0.0011
15 years	3.00%	\$32,670	n/a
20 years	3.50%	\$27,440	- 0.0005

The following summary highlights departmental budgets that increased at least 5% and \$20,000 from the FY17 budget.

- County & Regional Functions: all social services appropriations have been moved to this cost center along with the Chittenden County Regional Planning Commission assessment and the Greater Burlington Industrial Development Corp. assessment
- Finance: Increase is a result of increased level of staffing and increased cost of staffing
- Recreation: Increase in insurance costs as a result of new federal regulations which require employers to offer insurance to all employees who work at least 30 hours
- Buildings & Grounds: Technical-Cemeteries increased to reflect the cemetery mowing contract. Increase staffing by 1.0 FTE
- Rescue: The open per diem position is funded in the FY18 budget (position is currently authorized and advertised). Increase in required paramedic intercepts

Sensitivity Analysis

As of November 16, 2016 the Billable Grand List is \$10,958,419 using the current municipal tax rate of \$0.4976 this would raise \$5,452,909.

One penny (\$0.0100) on the rate changes this figure by \$109,584.

The following table shows the impact of various levels of tax rate increases on different home values.

Rate Increase:	\$150,000 home	\$200,000 home	\$250,000 home	\$300,000 home
0.0100	\$ 15.00	\$ 20.00	\$ 25.00	\$ 30.00
0.0200	\$ 30.00	\$ 40.00	\$ 50.00	\$ 60.00
0.0250	\$ 37.50	\$ 50.00	\$ 62.50	\$ 75.00
0.0300	\$ 45.00	\$ 60.00	\$ 75.00	\$ 90.00
0.0350	\$ 52.50	\$ 70.00	\$ 87.50	\$ 105.00

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	General Fund 2018 Budget Proposal: Summary of all Revenues and Expenditures														
2		FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget		FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year		Notes:	Average FY13- FY16
3	Property Taxes	4,396,673	4,774,082	4,791,639	5,297,972	5,446,251	5,313,024	97.6%		5,767,057	320,806	5.9%		Est. Muni Tax Rate: 0.5263	4,815,091
4	Interest on Del Taxes	22,382	34,549	30,114	33,352	35,000	20,634	59.0%		35,000	-	0.0%			30,099
5	Penalty on Del Taxes	43,798	55,162	49,100	47,170	57,000	-	0.0%		55,000	(2,000)	-3.5%			48,808
6	<i>General Revenue Categories:</i>														
7	Railroad Taxes	1,505	1,940	1,940	3,835	1,900	-	0.0%		3,840	1,940	102.1%			2,305
8	State Land Taxes	16,399	16,399	16,727	16,207	16,339	-	0.0%		16,500	161	1.0%			16,433
9	Current Use Taxes	45,597	47,952	50,860	51,788	50,000	55,877	111.8%		56,000	6,000	12.0%			49,049
10	State Land PILOT	2,940	2,956	2,963	4,604	3,000	5,317	177.2%		5,400	2,400	80.0%			3,366
11	Penalty on Late HS-122	-	-	6,195	7,892	5,000	4,592	91.8%		7,000	2,000	40.0%			3,522
12	School Tax Collection Fee	24,783	25,967	27,234	28,373	27,000	-	0.0%		27,000	-	0.0%			26,589
13	Interest on Investments	2,113	2,935	1,306	3,352	3,000	984	32.8%		3,000	-	0.0%			2,426
14	Miscellaneous	930	21,167	35,515	35,884	5,100	943	18.5%		20,000	14,900	292.2%			23,374
15	Reduction in Fund Balance (debt svc)	20,000	20,000	33,815	-	300,000	-	0.0%		340,000	40,000	13.3%			18,454
16	Administrative Contribution - W&S	316,504	315,170	317,558	316,610	315,000	105,000	33.3%		331,424	16,424	5.2%		Increase same % as total GF	316,461
17	Clerk & Treasurer	136,272	107,752	101,334	107,055	117,500	40,145	34.2%		116,800	(700)	-0.6%			113,103
18	Finance - School	151,442	132,875	140,709	145,226	179,260	-	0.0%		181,300	2,040	1.1%			142,563
19	Listers	595	469	459	-	480	-	0.0%		400	(80)	-16.7%			381
20	Library	1,505	1,874	3,419	2,472	1,000	1,189	118.9%		2,400	1,400	140.0%			2,318
21	Recreation	62,243	66,971	64,701	70,062	74,000	41,769	56.4%		76,620	2,620	3.5%			65,994
22	Planning & Zoning	45,913	37,462	46,893	72,793	42,000	14,370	34.2%		42,000	-	0.0%			50,765
23	Public Works	244,427	243,658	243,063	252,665	242,500	120,764	49.8%		242,500	-	0.0%			245,953
24	Police	101,703	140,390	273,435	162,784	150,600	26,002	17.3%		159,400	8,800	5.8%			169,578
25	Animal Control	3,143	5,054	5,912	3,231	6,000	633	10.5%		6,000	-	0.0%			4,335
26	Fire & Rescue	232,707	198,914	286,564	284,195	287,395	91,788	31.9%		298,795	11,400	4.0%			250,595
27	Transfers	46,453	74,788	76,453	136,453	78,453	-	0.0%		38,453	(40,000)	-51.0%		Planned transfers to offset debt	83,537
28	Total Revenue	5,920,026	6,328,484	6,607,909	7,083,974	7,443,778	5,843,030	78.5%		7,831,889	388,111	5.2%			6,485,098
29															
30		FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget		FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year			
31	Administrative Services	80,728	96,417	96,147	72,555	19,060	5,166	27.1%		17,250	(1,810)	-9.5%			86,462
32	Selectboard	54,661	76,422	73,368	61,966	59,785	27,963	46.8%		65,882	6,097	10.2%			66,604
33	Insurance/Risk Management	198,375	209,747	247,249	261,837	277,461	137,749	49.6%		270,500	(6,961)	-2.5%			229,302
34	Legal	29,584	32,964	99,108	69,293	58,100	7,933	13.7%		56,000	(2,100)	-3.6%			57,737
35	County and Regional Functions	115,649	117,149	100,606	96,818	108,528	108,425	99.9%		141,280	32,752	30.2%			107,555
36	Information Technology	47,520	40,660	45,194	39,092	50,085	16,260	32.5%		50,780	695	1.4%			43,116
37	Contingency	1,605	24,954	34,249	29,241	40,000	1,720	4.3%		40,000	-	0.0%			22,512
38	Debt Service, Principal and Interest	343,887	346,518	353,294	347,833	385,195	199,281	51.7%		371,029	(14,166)	-3.7%			347,883
39	Manager	242,785	252,063	238,476	227,626	259,728	87,133	33.5%		268,495	8,767	3.4%			240,238
40	Clerk & Treasurer	290,754	298,970	299,588	289,079	313,971	107,298	34.2%		317,858	3,887	1.2%			294,598
41	Elections	16,568	6,424	18,889	5,963	19,403	6,014	31.0%		8,933	(10,471)	-54.0%			11,961
42	Finance	191,404	195,868	226,641	246,449	299,891	128,034	42.7%		381,706	81,815	27.3%			215,090
43	Listers	62,181	63,369	68,298	68,465	68,384	9,302	13.6%		70,473	2,089	3.1%			65,578
44	Library	213,842	218,326	227,447	244,173	248,544	89,354	36.0%		259,120	10,576	4.3%			225,947
45	Recreation	117,317	135,037	143,575	156,667	169,454	91,583	54.0%		190,386	20,932	12.4%			138,149
46	Planning	276,567	289,721	246,311	274,432	310,354	101,977	32.9%		329,591	19,237	6.2%			271,758
47	Public Works Director	145,748	150,216	173,153	179,937	185,037	42,383	22.9%		169,865	(15,172)	-8.2%			162,263
48	Highways	1,084,091	1,120,880	845,740	945,343	1,366,187	448,617	32.8%		1,432,956	66,769	4.9%			999,014
49	Buildings & Grounds	281,583	305,853	299,428	252,708	340,907	112,685	33.1%		436,902	95,995	28.2%			284,893
50	Police	1,516,428	1,601,641	1,751,656	1,697,736	1,918,117	614,134	32.0%		1,979,932	61,815	3.2%			1,641,865
51	Animal Control	5,963	6,514	4,515	6,690	10,220	383	3.8%		8,611	(1,609)	-15.7%			5,920
52	Fire	208,997	219,632	193,640	233,967	276,038	116,945	42.4%		285,773	9,735	3.5%			214,059
53	Rescue	222,923	243,765	251,876	373,868	305,098	100,677	33.0%		353,567	48,469	15.9%			273,108
54	Transfer to Capital	182,400	208,750	293,750	553,470	354,231	118,077	33.3%		325,000	(29,231)	-8.3%			309,593
55	Total Expenditures	5,931,559	6,261,861	6,332,200	6,735,206	7,443,778	2,679,095	36.0%		7,831,889	388,111	5.2%			6,315,207
56															

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	General (Selectboard, Insurance, Legal, IT, etc.)															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
3	<u>Expenditures</u>															
4	<u>Selectboard</u>															
5	10-10-401-110.00	Regular Salaries	8,370.00	8,048.40	10,253.38	8,500.00	10,111.40	8,500.00	1,800.00	21.18%	8,500.00	-	0.00%		9,195.80	
6	10-10-401-115.00	Part Time Salaries	-	-	289.76	1,000.00	943.61	1,525.00	699.39	45.86%	1,525.00	-	0.00%		308.34	
7	10-10-401-220.00	Social Security	537.03	615.76	798.92	767.00	492.55	767.00	325.08	42.38%	766.91	(0.09)	-0.01%		611.07	
8	10-10-401-330.00	Other Professional Servc	26,658.00	29,202.00	41,442.85	28,000.00	29,891.50	27,000.00	12,731.00	47.15%	30,000.00	3,000.00	11.11%	Audit - FY18 new firm?	31,798.59	
9	10-10-401-540.00	Advertising	1,791.38	3,615.90	1,865.50	2,800.00	3,833.38	2,800.00	-	0.00%	2,800.00	-	0.00%		2,776.54	
10	10-10-401-550.00	Printing And Binding	1,376.00	1,689.02	1,435.93	2,000.00	1,436.83	1,600.00	-	0.00%	1,600.00	-	0.00%		1,484.45	
11	10-10-401-580.00	Travel	-	-	-	116.00	51.84	116.00	-	0.00%	100.00	(16.00)	-13.79%		12.96	
12	10-10-401-610.25	Citizen Recognition	243.28	399.98	155.30	625.00	294.90	625.00	51.43	8.23%	625.00	-	0.00%		273.37	
13	10-10-401-611.00	Office Supplies	126.98	215.86	81.80	300.00	236.96	300.00	-	0.00%	300.00	-	0.00%		165.40	
14	10-10-401-612.00	Other Supplies	340.46	309.57	1,049.51	650.00	447.08	650.00	18.97	2.92%	600.00	(50.00)	-7.69%		536.66	
15	10-10-401-640.00	Books And Periodicals	-	-	-	200.00	-	200.00	-	0.00%	200.00	-	0.00%		-	
16	10-10-401-810.00	Dues And Fees	11,485.00	11,334.00	11,716.00	12,025.00	12,052.00	9,837.00	12,337.00	125.41%	13,000.00	3,163.00	32.15%	VLCT Dues	11,646.75	
17	10-10-401-810.10	Tax Abatement/Sale	3,237.46	20,456.32	4,278.93	5,000.00	1,868.50	5,000.00	-	0.00%	5,000.00	-	0.00%		7,460.30	
18	10-10-401-820.00	Professional Development	495.00	535.00	-	865.00	305.00	865.00	-	0.00%	865.00	-	0.00%		333.75	
19																
20		Total Selectboard	54,660.59	76,421.81	73,367.88	62,848.00	61,965.55	59,785.00	27,962.87	46.77%	65,881.91	6,096.91	10.20%		66,603.96	
21																
22																
23	<u>Insurance/Risk Management</u>															
24	10-10-404-260.00	Workers Compensation	72,891.80	71,092.00	94,530.62	102,000.00	105,222.87	115,166.00	61,030.75	52.99%	123,000.00	7,834.00	6.80%	VLCT - low single digit increase	85,934.32	
25	10-10-404-520.10	General Liability Ins.	42,077.28	47,790.00	57,384.50	56,000.00	61,275.50	60,682.00	32,222.50	53.10%	145,000.00	84,318.00	138.95%	5% assumption	52,131.82	
26	10-10-404-520.20	Vehicle Insurance	19,467.83	23,277.50	24,611.00	26,000.00	23,473.00	21,335.00	10,897.50	51.08%	-	(21,335.00)	-100.00%	Collapse to 1 account	22,707.33	
27	10-10-404-520.25	Vehicle Ins Deductible	-	-	-	-	100.00	-	-	#DIV/0!	2,500.00	2,500.00	#DIV/0!		25.00	
28	10-10-404-520.30	Property Insurance	24,777.02	28,685.00	28,117.50	33,000.00	26,671.00	29,628.00	11,154.50	37.65%	-	(29,628.00)	-100.00%	Collapse to 1 account	27,062.63	
29	10-10-404-520.40	Employment Practices	7,000.00	7,766.50	10,520.50	11,000.00	12,281.00	14,790.00	7,394.00	49.99%	-	(14,790.00)	-100.00%	Collapse to 1 account	9,392.00	
30	10-10-404-520.50	Public Officials Liabilit	10,637.00	11,512.00	12,481.00	12,000.00	12,383.01	11,810.00	5,901.01	49.97%	-	(11,810.00)	-100.00%	Collapse to 1 account	11,753.25	
31	10-10-404-520.60	Long Term Disability	7,850.17	6,407.55	6,506.00	8,200.00	7,264.66	7,250.00	3,355.92	46.29%	-	(7,250.00)	-100.00%	moved to department level	7,007.10	
32	10-10-404-520.70	Short Term Disability	5,455.71	4,879.31	5,201.33	6,300.00	5,681.54	6,300.00	2,542.02	40.35%	-	(6,300.00)	-100.00%	moved to department level	5,304.47	
33	10-10-404-520.80	Vision Service Plan	8,218.05	8,337.22	7,896.31	10,500.00	7,484.25	10,500.00	3,250.70	30.96%	-	(10,500.00)	-100.00%	moved to department level	7,983.96	
34																
35		Total Insurance/Risk Mnmgt	198,374.86	209,747.08	247,248.76	265,000.00	261,836.83	277,461.00	137,748.90	49.65%	270,500.00	(6,961.00)	-2.51%		229,301.88	
36																
37	<u>Legal</u>															
38	10-10-405-330.10	General Government	26,871.28	23,255.00	49,216.70	35,000.00	46,099.42	34,600.00	7,932.50	22.93%	36,000.00	1,400.00	4.05%	Tax sale attny fees	36,360.60	
39	10-10-405-330.30	Planning	2,427.50	9,133.82	23,275.15	4,000.00	4,041.50	13,000.00	-	0.00%	10,000.00	(3,000.00)	-23.08%		9,719.49	
40	10-10-405-330.65	Health	240.15	380.64	-	5,000.00	-	5,000.00	-	0.00%	-	(5,000.00)	-100.00%		155.20	
41	10-10-405-330.70	Appeals	45.00	195.00	26,616.25	5,500.00	19,152.00	5,500.00	-	0.00%	10,000.00	4,500.00	81.82%		11,502.06	
42																
43		Total Legal	29,583.93	32,964.46	99,108.10	49,500.00	69,292.92	58,100.00	7,932.50	13.65%	56,000.00	(2,100.00)	-3.61%		57,737.35	
44																
45	<u>County & Regional Functions</u>															
46	10-10-406-810.10	County Taxes	45,299.62	44,919.60	47,293.07	50,500.00	47,423.02	50,500.00	51,126.49	101.24%	52,000.00	1,500.00	2.97%	Prelim number \$51,974.77	46,233.83	
47	10-10-406-810.20	Town of Westford	2,250.57	2,395.64	2,513.73	3,000.00	2,569.72	3,000.00	2,570.92	85.70%	3,000.00	-	0.00%		2,432.42	
48	10-10-406-811.00	CCTA Assessment	48,719.00	50,137.00	28,665.00	29,500.00	29,784.00	30,653.00	30,653.00	100.00%	31,000.00	347.00	1.13%		39,326.25	
49	NEW acct	CCRPC Assessment							#DIV/0!		12,945.00	12,945.00	#DIV/0!	Moved from P&Z and PW		
50	NEW acct	GBIC Assessment							#DIV/0!		10,000.00	10,000.00	#DIV/0!	Moved from P&Z		
51		General Stannard House	500.00	-	500.00	-	-	500.00	500.00	100.00%	500.00	-	0.00%		250.00	
52	10-40-441-830.05	Howard Ctr For Human Svcs	200.00	200.00	200.00	200.00	200.00	200.00	200.00	100.00%	200.00	-	0.00%		200.00	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	General (Selectboard, Insurance, Legal, IT, etc.)															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
53	10-40-441-830.07	Visiting Nurse Approp.	500.00	500.00	2,500.00	2,000.00	2,000.00	2,000.00	2,000.00	100.00%	2,060.00	60.00	3.00%		1,375.00	
54	10-40-441-830.09	Green Up Vermont	204.38	296.70	309.46	300.00	216.00	300.00	-	0.00%	300.00	-	0.00%		256.64	
55	10-40-441-830.11	Milton Family Comm Ctr	4,375.00	5,450.00	5,375.00	5,375.00	5,375.00	5,375.00	5,375.00	100.00%	5,375.00	-	0.00%		5,143.75	
56	10-40-441-830.17	Arrowhead Sr. Citizens	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	8,000.00	8,000.00	100.00%	10,000.00	2,000.00	25.00%		7,000.00	
57	10-40-441-830.18	Champlain Valley Agency on Aging	5,000.00	5,000.00	5,000.00	5,000.00	-	5,000.00	5,000.00	100.00%	7,500.00	2,500.00	50.00%		3,750.00	
58	10-40-441-830.21	Association For The Blind	250.00	250.00	250.00	250.00	-	250.00	250.00	100.00%	250.00	-	0.00%		187.50	
59		Committee on Temporary Housing	350.00	-	-	350.00	-	250.00	250.00	100.00%	350.00	100.00	40.00%		87.50	
60	10-40-441-830.27	Vt Center For Independent Living	-	-	-	-	-	250.00	250.00	100.00%	800.00	550.00	220.00%		-	
61	10-40-441-830.31	American Red Cross	-	-	-	-	-	-	-	#DIV/0!	2,500.00	2,500.00	#DIV/0!		-	
62	10-40-441-830.32	Milton Artist Guild	500.00	500.00	500.00	750.00	750.00	750.00	750.00	100.00%	1,000.00	250.00	33.33%		562.50	
63	10-40-441-830.33	Milton Grange	500.00	500.00	500.00	500.00	500.00	500.00	500.00	100.00%	500.00	-	0.00%		500.00	
64	10-40-441-830.34	Milton Community Youth C	-	-	-	1,000.00	1,000.00	1,000.00	1,000.00	100.00%	1,000.00	-	0.00%		250.00	
65																
66		Total County & Regional	115,648.57	117,148.94	100,606.26	105,725.00	96,817.74	108,528.00	108,425.41	99.91%	141,280.00	32,752.00	30.18%		107,555.38	
67																
68																
69		Information Technology														
70	10-10-417-340.00	Technical	37,027.41	36,354.18	38,518.33	40,955.00	32,748.73	43,055.00	14,984.85	34.80%	43,800.00	745.00	1.73%	Firewall support \$550 (new); 100 hours bulk time	36,162.16	
71	10-10-417-530.20	Communications-Other	9,281.78	4,025.59	5,079.71	5,430.00	3,984.71	4,280.00	1,275.36	29.80%	4,280.00	-	0.00%	Web Hosting/bandwidth	5,592.95	
72	10-10-417-613.00	Technology	-	-	-	700.00	2,358.39	550.00	-	0.00%	750.00	200.00	36.36%		589.60	
73	10-10-417-740.00	Machinery And Equipment	1,211.08	279.99	1,596.00	1,800.00	-	1,900.00	-	0.00%	1,750.00	(150.00)	-7.89%	Server Upgrade 2-3 years	771.77	
74	10-10-417-820.00	Professional Development	-	-	-	285.00	-	300.00	-	0.00%	200.00	(100.00)	-33.33%	2 person training	-	
75																
76		Total IT Services	47,520.27	40,659.76	45,194.04	49,170.00	39,091.83	50,085.00	16,260.21	32.47%	50,780.00	695.00	1.39%		43,116.48	
77																
78																
79		Administrative Services														
80	10-10-416-170.00	Moving Allowance	-	-	-	-	5,000.00	-	-	#DIV/0!	-	-	#DIV/0!		1,250.00	
81	10-10-416-210.00	Health Insurance - Choice	4,879.50	2,205.95	766.47	540.00	534.00	540.00	146.20	27.07%	550.00	10.00	1.85%	Choice Cobra	2,096.48	
82	10-10-416-210.10	HRA Contribution	67,131.39	77,521.88	84,572.44	176,800.00	49,551.15	-	-	#DIV/0!	-	-	#DIV/0!		69,694.22	
83	10-10-416-240.00	Tuition Reimbursement	-	-	-	1,200.00	-	1,200.00	-	0.00%	1,200.00	-	0.00%		-	
84	10-10-416-330.00	Other Professional	599.50	912.17	1,100.08	1,335.00	970.50	700.00	636.00	90.86%	900.00	200.00	28.57%		895.56	
85	10-10-416-340.00	Technical	300.38	234.06	-	300.00	-	300.00	-	0.00%	150.00	(150.00)	-50.00%		133.61	
86	10-10-416-345.00	Shredding	-	-	-	150.00	-	150.00	-	0.00%	-	(150.00)	-100.00%		-	
87	10-10-416-430.10	Vehicle/Equip Maintenance	464.30	241.05	1,399.50	1,980.00	2,363.15	1,980.00	495.00	25.00%	1,200.00	(780.00)	-39.39%		1,117.00	
88	10-10-416-430.20	Photocopier Maintenance	2,545.20	2,616.90	2,568.80	6,700.00	6,381.86	6,000.00	1,523.35	25.39%	6,500.00	500.00	8.33%		3,528.19	
89	10-10-416-540.00	Advertising	576.34	1,492.50	1,994.96	980.00	2,299.21	980.00	1,023.60	104.45%	1,600.00	620.00	63.27%		1,590.75	
90	10-10-416-610.00	Postage	-	1,031.23	192.00	150.00	-	2,610.00	-	0.00%	350.00	(2,260.00)	-86.59%		305.81	
91	10-10-416-610.10	Postage Machine Rental	1,259.37	768.00	576.00	3,000.00	2,026.54	2,000.00	845.64	42.28%	2,200.00	200.00	10.00%		1,157.48	
92	10-10-416-611.00	Office Supplies	2,862.03	2,995.20	1,490.93	3,000.00	3,278.74	2,600.00	495.71	19.07%	2,600.00	-	0.00%		2,656.73	
93	10-10-416-810.00	Dues And Fees	110.00	500.00	116.52	-	34.65	-	-	#DIV/0!	-	-	#DIV/0!		190.29	
94	10-10-416-820.00	Professional Dev.	-	5,898.10	1,369.00	4,000.00	115.02	-	-	#DIV/0!	-	-	#DIV/0!		1,845.53	
95																
96		Total Admin Services	80,728.01	96,417.04	96,146.70	200,135.00	72,554.82	19,060.00	5,165.50	27.10%	17,250.00	(1,810.00)	-9.50%		86,461.64	
97																
98		Contingency & Transfers														
99	10-10-415-850.00	Contingency	1,605.00	14,953.88	34,248.65	84,937.00	21,441.27	40,000.00	1,720.00	4.30%	40,000.00	-	0.00%		18,062.20	
100	10-10-415-990.00	Transfer Out	-	10,000.00	-	-	7,800.00	-	-	#DIV/0!	-	-	#DIV/0!		4,450.00	
101																
102		Total Contingency & Transfer	1,605.00	24,953.88	34,248.65	84,937.00	29,241.27	40,000.00	1,720.00	4.30%	40,000.00	-	0.00%		22,512.20	
103																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Debt Service, with 5yr projection																				
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	FY19	FY20	FY21	FY22	FY23			
3																					
4	Debt Service - General Fund																				
5																					
6	2004-2: Municipal Building; Funded by GF with \$18k/year contribution from Impact Fees; final payment made FY16																				
7	10-70-470-910.10	2004-2 Municipal Building Prin.	60,000.00	60,000.00	60,000.00	40,000.00	40,000.00	-	-	#DIV/0!	-	-	#DIV/0!	-	-	-	-	-	-	-	-
8	10-70-470-911.10	2004-2 Municipal Building Int.	11,115.00	7,605.00	4,095.00	1,170.00	-	-	-	#DIV/0!	-	-	#DIV/0!	-	-	-	-	-	-	-	-
9																					
10	NEW: Bombardier Property (\$390k BAN issued in FY16 - Long Term Debt May 16, 2017) assume 15 year, 3.0%; CIP has \$10k per year from Impact Fees transferred in																				
11	NEW	Bombardier Principal & Interest	-	-	-	-	-	-	-	#DIV/0!	32,668.97	32,668.97	#DIV/0!	32,669	32,669	32,669	32,669	32,669	32,669	32,669	32,669
12																					
13																					
14	2010-5: Library Expansion & West Milton Road; GF Debt; approved March 2010; final pmt FY31; subject to federal sequestration																				
15	10-70-470-910.12	2010-5 Library Principal	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	85,000.00	100.00%	85,000.00	-	0.00%	85,000	85,000	85,000	80,000	80,000	80,000	80,000	80,000
16	10-70-470-911.12	2010-5 Library Interest	43,139.02	43,077.01	41,606.60	37,838.00	40,014.78	36,281.00	19,628.25	54.10%	36,895.00	614.00	1.69%	34,740	32,406	29,947	27,383	24,739	24,739	24,739	24,739
17																					
18	AR1-044: Funded by TIF North South; Repairs and improvements to the stormwater and sewer systems on Main Street; approved 7/14/09; final pmt FY31																				
19	10-70-470-910.13	AR1-044 Principal	11,293.82	11,519.70	11,750.09	11,750.00	11,985.09	12,225.00	-	0.00%	12,469.00	244.00	2.00%	12,719	12,973	12,233	13,497	13,767	13,767	13,767	13,767
20	10-70-470-911.13	AR1-044 Admin Fee	5,159.14	4,933.27	4,702.87	4,703.00	4,467.87	4,228.00	-	0.00%	3,984.00	(244.00)	-5.77%	3,734	3,480	3,220	2,956	2,686	2,686	2,686	2,686
21																					
22	2011-2: Fire Station; Funded by GF with \$12k/year contribution from Impact Fees; approved 9/25/01; final pmt FY24																				
23	10-70-470-910.15	2011-2 Fire Station Principal	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	100.00%	40,000.00	-	0.00%	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
24	10-70-470-911.15	2011-2 Fire Station Interest	11,021.73	10,660.12	10,194.54	9,605.00	9,604.95	8,883.00	2,833.01	31.89%	8,002.00	(881.00)	-9.92%	6,963	5,789	4,505	3,138	1,698	1,698	1,698	1,698
25																					
26	2013-1: Tower Truck; Funded by GF; approved March 2012; final pmt FY24																				
27	10-70-470-910.25	2013-1 Tower Truck Principal	-	-	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	100.00%	45,000.00	-	0.00%	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
28	10-70-470-911.25	2013-1 Tower Truck Interest	-	11,881.78	14,094.70	13,789.00	13,809.49	13,415.00	6,820.08	50.84%	12,910.00	(505.00)	-3.76%	12,296	11,578	10,774	9,889	8,925	8,925	8,925	8,925
29																					
30																					
31	10-70-470-910.19	Interfund Trucks Principal	-	-	-	38,431.00	13,000.00	100,000.00	-	0.00%	92,000.00	(8,000.00)	-8.00%	-	-	-	-	-	-	-	-
32	10-70-470-911.19	Interfund Trucks Interest	-	-	-	8,100.00	8,100.00	3,312.15	-	0.00%	2,100.00	(1,212.15)	-36.60%	-	-	-	-	-	-	-	-
33																					
34																					
35	10-70-470-910.20	Interfund Ambulance Principal	33,483.45	34,515.47	35,084.97	35,085.00	35,663.87	35,664.00	-	0.00%	-	(35,664.00)	-100.00%	-	-	-	-	-	-	-	-
36	10-70-470-911.20	Interfund Ambulance Interest	3,267.95	2,335.02	1,765.52	1,766.00	1,186.62	1,187.00	-	0.00%	-	(1,187.00)	-100.00%	-	-	-	-	-	-	-	-
37																					
38																					
39	10-70-470-910.17	Highway Mid-Size Truck	39,155.10	34,412.90	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!	-	-	-	-	-	-	-	-
40	10-70-470-911.17	Highway Truck Interest	1,252.27	577.44	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!	-	-	-	-	-	-	-	-
41																					
42																					
43		Total Principal	268,932.37	265,448.07	276,835.06	295,266.00	270,648.96	317,889.00	170,000.00	53.48%	307,137.97	(10,751.03)	-3.50%	215,387.97	215,641.97	214,901.97	211,165.97	211,435.97	211,435.97	211,435.97	211,435.97
44		Total Interest	74,955.11	81,069.64	76,459.23	76,971.00	77,183.71	67,306.15	29,281.34	43.50%	63,891.00	(3,415.15)	-5.35%	57,733.45	53,253.35	48,446.20	43,366.10	38,048.04	38,048.04	38,048.04	38,048.04
45																					
46		Total Debt Service	343,887.48	346,517.71	353,294.29	372,237.00	347,832.67	385,195.15	199,281.34	51.74%	371,028.97	(14,166.18)	-3.82%	273,121	268,895	263,348	254,532	249,484	249,484	249,484	249,484
47																					

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Town Manager															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
3																
4	Expenditures															
5	10-10-410-110.00	Regular Salaries	141,918.80	146,331.10	179,116.04	180,953.00	148,121.87	149,278.00	52,117.35	34.91%	168,243.41	18,965.41	12.70%		153,871.95	
6	10-10-410-111.00	Retirement Buyout	11,913.24	10,920.47	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		5,708.43	
7	10-10-410-115.00	Part Time Salaries	20,885.07	19,969.80	-	-	13,300.30	42,422.00	6,840.66	16.13%	29,556.80	(12,865.20)	-30.33%		13,538.79	
8	10-10-410-150.00	Insurance Buyout	-	375.00	4,625.00	6,000.00	-	-	-	#DIV/0!	-	-	#DIV/0!		1,250.00	
9	10-10-410-170.00	Travel Allowance	4,800.00	4,800.00	3,024.50	-	-	-	-	#DIV/0!	-	-	#DIV/0!		3,156.13	
10	10-10-410-210.10	Group Health Insurance	17,927.76	21,401.16	14,687.42	22,196.00	22,274.10	29,038.00	12,645.40	43.55%	26,989.35	(2,048.65)	-7.06%		19,072.61	
11	10-10-410-210.15	Group Dental Insurance	2,329.32	2,306.64	1,357.97	2,004.00	1,767.43	1,948.00	787.80	40.44%	1,909.63	(38.37)	-1.97%		1,940.34	
12		Vision Insurance	-	-	-	-	-	-	-	#DIV/0!	277.06	277.06	#DIV/0!		-	
13	10-10-410-210.30	Life Ins, ST/LT, AD&D	711.54	613.08	490.78	650.00	578.58	739.00	278.80	37.73%	1,686.00	947.00	128.15%		598.50	
14	10-10-410-220.00	Social Security	13,743.74	13,842.72	14,243.40	14,516.00	14,469.69	14,665.00	5,273.36	35.96%	15,131.72	466.72	3.18%		14,074.89	
15	10-10-410-230.00	Retirement	14,269.48	15,069.60	11,482.50	15,284.00	10,641.11	11,369.00	4,423.53	38.91%	10,718.11	(650.89)	-5.73%		12,865.67	
16	10-10-410-330.00	Other Professional Serv	60.00	4,347.75	75.00	1,000.00	4,747.83	1,000.00	-	0.00%	4,000.00	3,000.00	300.00%		2,307.65	
17	10-10-410-530.10	Communications-Telephone	580.13	662.33	712.96	630.00	800.64	630.00	355.86	56.49%	850.00	220.00	34.92%		689.02	
18	10-10-410-530.20	Communication-Other	650.00	660.00	385.00	625.00	819.77	625.00	559.26	89.48%	850.00	225.00	36.00%		628.69	
19	10-10-410-540.00	Advertising	-	119.00	391.30	150.00	450.00	150.00	-	0.00%	250.00	100.00	66.67%		240.08	
20	10-10-410-580.00	Travel	3,470.06	3,448.57	2,984.78	3,300.00	105.41	2,900.00	770.36	26.56%	2,500.00	(400.00)	-13.79%		2,502.21	
21	10-10-410-610.00	Postage	1,230.29	298.36	41.30	1,000.00	108.20	-	25.33	#DIV/0!	100.00	100.00	#DIV/0!		419.54	
22	10-10-410-610.25	Employee Recognition	-	214.68	76.24	110.00	176.94	110.00	100.00	90.91%	150.00	40.00	36.36%		116.97	
23	10-10-410-611.00	Office Supplies	681.32	908.92	736.85	800.00	1,587.04	800.00	554.66	69.33%	1,000.00	200.00	25.00%		978.53	
24	10-10-410-613.00	Technology	812.98	888.64	769.88	600.00	-	600.00	-	0.00%	600.00	-	0.00%		617.88	
25	10-10-410-626.00	Gasoline	83.77	118.00	202.09	100.00	185.03	56.00	62.79	112.13%	250.00	194.00	346.43%		147.22	
26	10-10-410-740.00	Machinery & Equipment	60.00	-	-	300.00	-	300.00	250.99	83.66%	300.00	-	0.00%		15.00	
27	10-10-410-743.00	Furniture & Fixtures	-	-	375.00	-	5,863.31	-	486.00	#DIV/0!	-	-	#DIV/0!		1,559.58	
28	10-10-410-810.00	Dues & Fees	795.00	742.18	545.00	933.00	-	933.00	-	0.00%	933.00	-	0.00%		520.55	
29	10-10-410-820.00	Professional Development	5,862.50	4,025.33	2,153.36	2,165.00	1,629.00	2,165.00	1,600.65	73.93%	2,200.00	35.00	1.62%		3,417.55	
30																
31		Total Expenditures	242,785.00	252,063.33	238,476.37	253,316.00	227,626.25	259,728.00	87,132.80	33.55%	268,495.08	8,767.08	3.38%		240,237.74	
32																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Clerk & Treasurer															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
3	Revenues															
4	10-10-000-337.20	School Contribution to Elections	1,408.68	5,448.73	1,695.79	1,500.00	3,282.67	1,500.00	-	0.00%	1,500.00	-	0.00%		2,958.97	
5	10-10-000-341.00	Recording Fees	97,670.29	63,912.07	56,172.57	100,000.00	63,478.00	75,000.00	33,247.75	44.33%	75,000.00	-	0.00%		70,308.23	
6	10-10-000-341.10	Clerk'S Fees	13,252.79	15,841.67	19,324.97	10,000.00	15,072.54	12,500.00	5,784.02	46.27%	15,000.00	2,500.00	20.00%		15,872.99	
7	10-10-000-341.20	Oper-Transfer In-Acs	17,205.52	16,585.51	17,678.76	22,000.00	18,928.60	22,000.00	-	0.00%	19,000.00	(3,000.00)	-13.64%		17,599.60	
8	10-10-000-322.20	Motor Vehicle Renewal	2,181.00	1,908.00	1,668.00	3,500.00	1,650.00	2,000.00	597.00	29.85%	1,800.00	(200.00)	-10.00%		1,851.75	
9	10-10-000-322.60	Dog Licenses	4,554.00	4,056.00	4,794.00	4,500.00	4,643.00	4,500.00	516.00	11.47%	4,500.00	-	0.00%		4,511.75	
10																
11		Total Revenues	136,272.28	107,751.98	101,334.09	141,500.00	107,054.81	117,500.00	40,144.77	34.17%	116,800.00	(700.00)	-0.60%		113,103.29	
12																
13	Expenditures															
14	Elections:															
15	10-10-402-115.00	Part Time Salaries	10,468.00	4,622.99	8,891.82	5,000.00	2,264.08	11,800.00	3,223.60	27.32%	5,000.00	(6,800.00)	-57.63%	FY18 one vote town meeting day; minimum wage, one election - 15-20 people, 12 hours ea.	6,561.72	
16	10-10-402-220.00	Social Security	793.23	349.37	674.31	385.00	170.79	903.00	245.32	27.17%	382.50	(520.50)	-57.64%		496.93	
17	10-10-402-340.00	Technical	3,461.00	309.50	4,088.00	1,000.00	644.00	4,100.00	1,815.00	44.27%	1,000.00	(3,100.00)	-75.61%		2,125.63	
18	10-10-402-540.00	Advertising	76.50	238.00	1,336.00	100.00	-	200.00	-	0.00%	200.00	-	0.00%		412.63	
19	10-10-402-550.00	Printing And Binding	625.00	763.70	2,719.00	1,000.00	1,000.00	800.00	-	0.00%	1,000.00	200.00	25.00%	Ballots	1,276.93	
20	10-10-402-610.00	Postage	775.07	140.78	343.63	500.00	1,635.34	1,000.00	672.36	67.24%	750.00	(250.00)	-25.00%		723.71	
21	10-10-402-611.00	Office Supplies	198.30	-	29.60	200.00	188.40	300.00	58.00	19.33%	500.00	200.00	66.67%		104.08	
22	10-10-402-612.00	General Supplies	171.38	-	807.00	200.00	59.95	200.00	-	0.00%	-	(200.00)	-100.00%	collapse	259.58	
23	10-10-402-820.00	Professional Development	-	-	-	100.00	-	100.00	-	0.00%	100.00	-	0.00%	BCA Training	-	
24																
25		Total Elections	16,568.48	6,424.34	18,889.36	8,485.00	5,962.56	19,403.00	6,014.28	31.00%	8,932.50	(10,470.50)	-53.96%		11,961.19	
26																
27	Town Clerk/Treasurer:															
28	10-10-412-110.00	Regular Salaries	171,157.29	171,907.69	182,874.80	146,986.00	163,751.49	170,838.00	55,824.79	32.68%	175,688.70	4,850.70	2.84%		172,422.82	
29	10-10-412-111.00	Retirement Buyout	12,706.44	12,706.44	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		6,353.22	
30	10-10-412-115.00	Part Time Salries	28,709.67	30,261.45	30,694.93	30,607.00	30,713.29	32,542.00	11,113.82	34.15%	33,737.60	1,195.60	3.67%		30,094.84	
31	10-10-412-210.10	Group Health Insurance	29,410.75	33,255.99	32,383.41	39,534.00	43,072.36	51,792.00	22,291.00	43.04%	49,678.19	(2,113.81)	-4.08%		34,530.63	
32	10-10-412-210.15	Group Dental Insurance	2,419.56	2,395.80	2,506.61	3,258.00	3,046.44	3,138.00	1,269.35	40.45%	3,076.90	(61.10)	-1.95%		2,592.10	
33	10-10-412-210.30	Group Life Ins & Ad&D	788.82	587.49	566.02	578.00	501.56	629.00	223.15	35.48%	1,603.00	974.00	154.85%		610.97	
34	10-10-412-220.00	Social Security	15,817.81	16,007.78	15,936.19	13,586.00	14,637.70	15,557.00	5,040.84	32.40%	16,021.11	464.11	2.98%		15,599.87	
35	10-10-412-230.00	Retirement Contribution	8,620.03	8,930.53	9,711.25	7,900.00	8,188.22	8,570.00	2,822.35	32.93%	8,837.88	267.88	3.13%		8,862.51	
36	10-10-412-330.00	Other Professional Services	-	-	-	-	110.00	-	-	#DIV/0!	-	-	#DIV/0!		27.50	
37	10-10-412-340.00	Technical	-	-	-	250.00	-	250.00	-	0.00%	250.00	-	0.00%	NEMRC Changes	-	
38	10-10-412-340.10	Technical/Acs	15,658.62	16,585.51	18,163.01	20,000.00	18,928.60	19,600.00	5,845.37	29.82%	19,000.00	(600.00)	-3.06%		17,333.94	
39	10-10-412-340.20	Credit Card Option	(1,431.47)	-	130.54	500.00	314.40	500.00	-	0.00%	-	(500.00)	-100.00%		(246.63)	
40	10-10-412-345.00	Shredding	170.25	104.50	200.00	200.00	65.00	200.00	-	0.00%	200.00	-	0.00%		134.94	
41	10-10-412-430.20	Photocopier Maintenance	640.34	468.00	702.00	1,000.00	531.93	1,000.00	158.40	15.84%	700.00	(300.00)	-30.00%		585.57	
42	10-10-412-530.10	Communications-Telephone	438.97	288.26	329.34	360.00	300.23	360.00	98.26	27.29%	360.00	-	0.00%	two phone lines	339.20	
43	10-10-412-540.00	Advertising	102.00	102.00	51.00	100.00	102.00	100.00	-	0.00%	110.00	10.00	10.00%	two ads for dog licenses	89.25	
44	10-10-412-550.00	Printing & Binding	215.00	149.50	198.00	200.00	-	200.00	205.50	102.75%	200.00	-	0.00%		140.63	
45	10-10-412-580.00	Travel	-	116.63	120.06	250.00	52.15	200.00	129.60	64.80%	200.00	-	0.00%		72.21	
46	10-10-412-610.00	Postage	1,766.45	1,439.07	1,381.42	2,000.00	1,583.13	2,000.00	535.60	26.78%	2,000.00	-	0.00%		1,542.52	
47	10-10-412-611.00	Office Supplies	2,163.15	2,018.76	1,193.83	2,100.00	1,345.16	2,000.00	494.28	24.71%	2,200.00	200.00	10.00%		1,680.23	
48	10-10-412-612.00	General Supplies	28.44	15.53	110.17	200.00	-	200.00	-	0.00%	-	(200.00)	-100.00%	collapse	38.54	
49	10-10-412-613.00	Technology	-	-	1,180.00	200.00	-	1,200.00	889.00	74.08%	825.00	(375.00)	-31.25%	1 PC	295.00	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Clerk & Treasurer															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
50	10-10-412-640.00	Books & Periodicals	26.95	26.95	27.95	100.00	31.90	50.00	32.45	64.90%	50.00	-	0.00%		28.44	
51	10-10-412-740.00	Machinery & Equipment	775.00	1,145.00	-	990.00	430.96	-	-	#DIV/0!	135.00	135.00	#DIV/0!		587.74	
52	10-10-412-743.00	Furniture & Fixtures	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		-	
53	10-10-412-810.00	Dues & Fees	130.00	75.00	85.00	125.00	133.00	135.00	95.00	70.37%	130.00	(5.00)	-3.70%	VMCTA, NE assoc	105.75	
54	10-10-412-815.00	Bank Fees	-	262.60	231.75	300.00	259.24	300.00	99.34	33.11%	255.00	(45.00)	-15.00%	\$15/month fee and \$25 x 3 wires	188.40	
55	10-10-412-820.00	Professional Development	440.00	119.60	811.21	1,600.00	980.00	2,610.00	130.00	4.98%	2,600.00	(10.00)	-0.38%	NE conference \$400 and \$300 lodging; VT annual Conference \$300 and \$350 lodging; academy \$850 w/3 year commitment (FY17-FY19); NEMRC \$200; Local Gov't Day \$50; Town Fair \$50	587.70	
56																
57		Total Clerk/Treas	290,754.07	298,970.08	299,588.49	272,924.00	289,078.76	313,971.00	107,298.10	34.17%	317,858.38	3,887.38	1.24%		294,597.85	
58																
59		Total Expenditures	307,322.55	305,394.42	318,477.85	281,409.00	295,041.32	333,374.00	113,312.38	33.99%	326,790.88	(6,583.12)	-1.97%		306,559.04	
60																
61		Total Revenues	136,272.28	107,751.98	101,334.09	141,500.00	107,054.81	117,500.00	40,144.77	34.17%	116,800.00	(700.00)	-0.60%		113,103.29	
62																
63		Net Operations	(171,050.27)	(197,642.44)	(217,143.76)	(139,909.00)	(187,986.51)	(215,874.00)	(73,167.61)	33.89%	(209,990.88)	5,883.12	-2.73%		(193,455.75)	
64																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Finance Department															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
3																
4		Revenue														
5	10-10-000-337.00	Contribution from School	151,441.80	132,874.80	140,709.00	154,500.00	145,226.40	179,260.00	-	0.00%	181,300.00	2,040.00	1.14%		142,563.00	
6																
7		Total Departmental Revenues	151,441.80	132,874.80	140,709.00	154,500.00	145,226.40	179,260.00	-	0.00%	181,300.00	2,040.00	1.14%		142,563.00	
8																
9																
10		Expenditures														
11	10-10-413-110.00	Regular Salaries	133,200.91	135,686.85	139,922.99	139,688.00	143,963.30	185,626.00	68,585.01	36.95%	252,075.05	66,449.05	35.80%		138,193.51	
12	10-10-413-115.00	Part-Time Salaries	-	4,661.28	15,613.90	18,633.00	6,227.32	-	-	#DIV/0!	-	-	#DIV/0!		6,625.63	
13	10-10-413-130.00	Over-Time Salaries	-	-	-	-	5,047.05	-	2,182.93	#DIV/0!	-	-	#DIV/0!		1,261.76	
14	10-10-413-150.00	Insurance Buyout	4,266.72	4,600.02	4,250.02	-	2,916.70	-	-	#DIV/0!	-	-	#DIV/0!		4,008.37	
15	10-10-413-210.10	Group Health Insurance	18,129.39	12,099.04	20,953.06	33,105.00	22,235.71	59,530.00	27,824.00	46.74%	67,186.17	7,656.17	12.86%		18,354.30	
16	10-10-413-210.15	Group Dental Insurance	2,240.63	2,016.36	2,555.87	4,409.00	2,522.86	4,662.00	1,340.07	28.74%	3,580.61	(1,081.39)	-23.20%		2,333.93	
17	10-10-413-210.30	Group Life Ins & Ad&D	622.91	484.06	490.43	503.00	318.17	657.00	207.30	31.55%	2,451.00	1,794.00	273.06%		478.89	
18	10-10-413-220.00	Social Security	10,400.72	10,788.83	11,954.24	12,112.00	11,529.86	14,200.00	5,324.97	37.50%	19,283.74	5,083.74	35.80%		11,168.41	
19	10-10-413-230.00	Retirement Contributions	6,922.91	8,154.71	8,651.30	9,444.00	7,110.45	11,216.00	4,054.94	36.15%	15,054.89	3,838.89	34.23%		7,709.84	
20	10-10-413-330.00	Other Professional Ser.	-	618.36	342.00	4,000.00	24,496.43	4,000.00	8,986.56	224.66%	500.00	(3,500.00)	-87.50%	4 hours NEMRC programming	6,364.20	
21	10-10-413-340.00	Technical	-	31.25	59.99	300.00	-	300.00	62.50	20.83%	300.00	-	0.00%		22.81	
22	10-10-413-530.10	Communications-Telephone	265.41	240.43	274.45	300.00	250.19	300.00	130.91	43.64%	300.00	-	0.00%		257.62	
23	10-10-413-550.00	Printing & Binding	2,925.67	2,809.88	3,365.24	3,000.00	2,944.46	3,000.00	2,454.72	81.82%	3,000.00	-	0.00%		3,011.31	
24	10-10-413-580.00	Travel	210.01	130.80	138.60	200.00	292.94	200.00	-	0.00%	200.00	-	0.00%		193.09	
25	10-10-413-610.00	Postage	8,540.79	9,450.41	9,696.58	11,000.00	9,606.28	11,000.00	4,626.19	42.06%	9,750.00	(1,250.00)	-11.36%		9,323.52	
26	10-10-413-611.00	Office Supplies	1,699.39	1,696.17	1,279.32	1,700.00	1,745.00	1,700.00	227.15	13.36%	1,850.00	150.00	8.82%		1,604.97	
27	10-10-413-612.00	General Supplies	284.25	111.66	276.57	150.00	128.30	150.00	23.13	15.42%	150.00	-	0.00%		200.20	
28	10-10-413-613.00	Technology	-	940.00	990.00	750.00	775.00	1,000.00	1,669.68	166.97%	3,125.00	2,125.00	212.50%	NEMRC AR Module \$1,795; Laptop for Sarah \$1,330	676.25	
29	10-10-413-740.00	Machinery & Equipment	619.99	735.99	-	750.00	1,055.00	750.00	-	0.00%	750.00	-	0.00%		602.75	
30	10-10-413-743.00	Furniture & Fixtures	43.99	-	159.95	250.00	1,639.50	250.00	-	0.00%	250.00	-	0.00%		460.86	
31	10-10-413-810.00	Dues & Fees	-	-	-	250.00	99.15	250.00	250.00	100.00%	400.00	150.00	60.00%		24.79	
32	10-10-413-820.00	Professional Development	1,030.00	612.00	5,666.00	1,500.00	1,630.00	1,100.00	180.00	16.36%	1,500.00	400.00	36.36%		2,234.50	
33	10-10-413-830.00	Credit Card Pass Through	-	-	-	-	(84.72)	-	(96.00)	#DIV/0!	-	-	#DIV/0!		(21.18)	
34																
35		Total Expenditures	191,403.69	195,868.10	226,640.51	242,044.00	246,448.95	299,891.00	128,034.06	42.69%	381,706.46	81,815.46	27.28%		215,090.31	
36																
37		Total Departmental Revenues	151,441.80	132,874.80	140,709.00	154,500.00	145,226.40	179,260.00	-	0.00%	181,300.00	2,040.00	1.14%		142,563.00	
38																
39		Net Operations	(39,961.89)	(62,993.30)	(85,931.51)	(87,544.00)	(101,222.55)	(120,631.00)	(128,034.06)	106.14%	(200,406.46)	(79,775.46)	66.13%		(72,527.31)	
40																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Listers															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
3	Revenues															
4	10-10-000-342.00	Listers Fees	167.77	42.45	31.97	100.00	-	50.00	-	0.00%	-	(50.00)	-100.00%		60.55	
5	10-10-000-342.10	Appraisal Fees	-	-	-	1,000.00	-	-	-	#DIV/0!	-	-	#DIV/0!		-	
6	10-10-000-342.20	Listers Education	426.96	426.83	426.96	600.00	-	430.00	-	0.00%	400.00	(30.00)	-6.98%	Reimbursable grant	320.19	
7																
8		Total Revenue	594.73	469.28	458.93	1,700.00	-	480.00	-	0.00%	400.00	(80.00)	-16.67%		380.74	
9																
10	Expenditures															
11	10-10-414-110.00	Regular Salaries	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		-	
12	10-10-414-115.00	Part Time Salaries	34,531.25	31,845.48	37,479.56	35,075.00	34,360.43	36,507.00	5,278.71	14.46%	39,153.25	2,646.25	7.25%		34,554.16	
13	10-10-414-220.00	Social Security	2,641.62	2,436.16	2,867.22	2,683.00	2,628.61	2,793.00	403.83	14.46%	2,995.22	202.22	7.24%		2,643.40	
14	10-10-414-260.00	Workers Compensation	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		-	
15	10-10-414-310.00	Official/Administrative	20,555.55	21,350.00	17,075.00	23,500.00	20,012.50	17,250.00	2,225.00	12.90%	17,250.00	-	0.00%		19,748.26	
16	10-10-414-340.00	Technical	3,500.00	5,178.21	8,832.37	8,000.00	9,092.25	8,834.00	235.00	2.66%	8,000.00	(834.00)	-9.44%	CAMA Support; Marshall & Swift Tables; Tax mapping	6,650.71	
17	10-10-414-530.10	Communications-Telephone	265.40	240.43	274.45	240.00	250.19	275.00	81.87	29.77%	275.00	-	0.00%		257.62	
18	10-10-414-540.00	Advertising	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		-	
19	10-10-414-580.00	Travel	25.27	63.12	10.11	325.00	-	325.00	-	0.00%	50.00	(275.00)	-84.62%		24.63	
20	10-10-414-610.00	Postage	430.52	255.62	408.78	300.00	364.12	-	4.09	#DIV/0!	400.00	400.00	#DIV/0!		364.76	
21	10-10-414-611.00	Office Supplies	81.19	642.78	579.71	650.00	648.12	550.00	-	0.00%	500.00	(50.00)	-9.09%		487.95	
22	10-10-414-613.00	Technology	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		-	
23	10-10-414-640.00	Books & Periodicals	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		-	
24	10-10-414-740.00	Machinery & Equipment	-	955.00	-	1,000.00	984.00	1,000.00	889.00	88.90%	1,000.00	-	0.00%		484.75	
25	10-10-414-743.00	Furniture And Fixtures	-	-	236.20	-	-	150.00	134.99	89.99%	150.00	-	0.00%		59.05	
26	10-10-414-810.00	Dues & Fees	-	-	-	50.00	-	50.00	50.00	100.00%	50.00	-	0.00%		-	
27	10-10-414-820.00	Professional Development	150.00	402.00	535.00	650.00	125.00	650.00	-	0.00%	650.00	-	0.00%	offset by the Lister's Education Grant	303.00	
28																
29		Total Expenditures	62,180.80	63,368.80	68,298.40	72,473.00	68,465.22	68,384.00	9,302.49	13.60%	70,473.48	2,089.48	3.06%		65,578.31	
30																
31		Total Revenues	594.73	469.28	458.93	1,700.00	-	480.00	-	0.00%	400.00	(80.00)	-16.67%		380.74	
32																
33		Net Operations	(61,586.07)	(62,899.52)	(67,839.47)	(70,773.00)	(68,465.22)	(67,904.00)	(9,302.49)	13.70%	(70,073.48)	(2,169.48)	3.19%		(65,197.57)	
34																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Library															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
3	Revenues															
4	10-10-000-340.00	Library Fees	1,505.12	1,365.31	2,022.40	500.00	2,471.75	1,000.00	1,188.55	118.86%	2,400.00	1,400.00	140.00%	people pay \$0.20/page to print	1,841.15	
7	10-51-000-343.05	Insurance Reimb (Bookmobile)	-	409.00	797.00	409.00	-	-	-	#DIV/0!	-	-	#DIV/0!		301.50	
11	10-51-452-391.00	Library Grant	-	100.00	600.00	-	-	-	-	#DIV/0!	-	-	#DIV/0!		175.00	
12																
13		Total Revenue	1,505.12	1,874.31	3,419.40	909.00	2,471.75	1,000.00	1,188.55	118.86%	2,400.00	1,400.00	140.00%		2,317.65	
14																
15	Expenditures															
16	10-50-451-110.00	Regular Salaries	81,683.08	85,024.85	84,047.62	91,087.00	97,190.15	93,963.00	31,072.74	33.07%	98,461.36	4,498.36	4.79%		86,986.43	
17	10-50-451-115.00	Part Time Salaries	23,600.92	31,977.09	39,035.64	42,732.00	43,492.22	44,663.00	16,311.56	36.52%	52,272.87	7,609.87	17.04%		34,526.47	
18	10-50-451-115.10	Parttime Sal Bookmobile	3,339.82	3,135.27	3,546.64	3,948.00	3,887.60	3,850.00	1,705.78	44.31%	3,936.00	86.00	2.23%		3,477.33	
19	10-50-451-150.00	Insurance Buyout	-	-	1,500.00	-	6,000.00	6,000.00	2,000.00	33.33%	6,000.00	-	0.00%		1,875.00	
20	10-50-451-210.10	Group Health Insurance	22,045.67	23,103.26	19,365.51	24,094.00	10,445.35	15,253.00	7,837.24	51.38%	14,592.64	(660.36)	-4.33%		18,739.95	
21	10-50-451-210.15	Group Dental Insurance	2,150.25	2,306.64	1,464.10	1,672.00	1,566.96	1,614.00	652.90	40.45%	1,582.63	(31.37)	-1.94%		1,871.99	
22		Vision								#DIV/0!	262.28	262.28	#DIV/0!		#DIV/0!	
23	10-50-451-210.30	Group Life Ins & Disability	344.85	326.56	295.46	396.00	351.04	440.00	155.00	35.23%	1,084.00	644.00	146.36%		329.48	
24	10-50-451-220.00	Social Security	8,168.15	9,080.61	9,758.09	10,539.00	11,539.06	11,740.00	3,902.72	33.24%	12,367.77	627.77	5.35%		9,636.48	
25	10-50-451-230.00	Employee Retirement	3,775.56	5,517.06	5,778.45	6,132.00	6,115.02	6,781.00	1,690.36	24.93%	7,120.10	339.10	5.00%		5,296.52	
26	10-50-451-250.50	Unemployment Compensation	5,521.00	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		1,380.25	
27	10-50-451-310.00	Official/Administrative	6,418.29	5,744.41	7,439.19	3,350.00	3,304.24	3,200.00	1,509.83	47.18%	3,200.00	-	0.00%		5,726.53	
28	10-50-451-330.00	Other Professional Serv.	157.64	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		39.41	
29	10-50-451-330.10	Professional Programs	2,232.21	1,568.81	1,585.90	2,200.00	1,970.81	2,000.00	1,038.00	51.90%	2,000.00	-	0.00%		1,839.43	
30	10-50-451-530.10	Communications-Telephone	53.08	49.06	54.88	100.00	50.04	90.00	16.37	18.19%	90.00	-	0.00%		51.77	
31	10-50-451-530.20	Communications-Other	240.00	385.86	187.17	300.00	240.00	300.00	60.00	20.00%	300.00	-	0.00%		263.26	
32	10-50-451-540.00	Advertising	303.32	200.00	242.04	350.00	431.25	350.00	-	0.00%	350.00	-	0.00%		294.15	
33	10-50-451-550.00	Printing And Binding	1,056.48	392.66	615.57	800.00	1,329.24	900.00	101.85	11.32%	900.00	-	0.00%		848.49	
34	10-50-451-580.00	Travel	1,429.20	1,003.30	535.32	1,400.00	490.76	1,200.00	196.29	16.36%	700.00	(500.00)	-41.67%		864.65	
35	10-50-451-610.00	Postage	2,558.27	2,327.78	2,651.24	2,800.00	2,440.79	2,900.00	481.43	16.60%	2,300.00	(600.00)	-20.69%		2,494.52	
36	10-50-451-611.00	Office Supplies	4,432.24	5,619.24	5,163.93	4,500.00	5,179.27	4,500.00	1,774.31	39.43%	4,500.00	-	0.00%		5,098.67	
37	10-50-451-612.00	General Supplies	709.16	696.54	1,014.09	800.00	814.27	800.00	152.74	19.09%	800.00	-	0.00%		808.52	
38	10-50-451-613.00	Technology	-	-	-	4,000.00	4,559.00	4,500.00	331.25	7.36%	4,300.00	(200.00)	-4.44%		1,139.75	
39	10-50-451-640.10	Books-Adults	8,049.12	9,491.94	8,820.81	8,500.00	8,925.16	8,900.00	4,949.70	55.61%	8,800.00	(100.00)	-1.12%		8,821.76	
40	10-50-451-640.15	Audios	5,398.50	5,431.54	6,244.74	5,500.00	5,483.92	5,700.00	2,776.73	48.71%	5,600.00	(100.00)	-1.75%		5,639.68	
41	10-50-451-640.25	Books-Childrens	7,072.51	6,567.84	7,489.94	7,000.00	7,003.09	6,600.00	2,190.22	33.19%	6,600.00	-	0.00%		7,033.35	
42	10-50-451-640.30	Books-Juvenile	6,482.22	6,479.41	6,551.75	6,600.00	6,622.41	7,000.00	2,400.68	34.30%	7,000.00	-	0.00%		6,533.95	
43	10-50-451-640.35	Books-Large Print	2,870.29	3,261.42	3,293.63	3,500.00	3,346.57	3,600.00	1,869.12	51.92%	3,200.00	(400.00)	-11.11%		3,192.98	
44	10-50-451-640.40	Periodicals	1,503.28	1,487.04	3,655.78	1,000.00	936.33	800.00	281.96	35.25%	800.00	-	0.00%		1,895.61	
45	10-50-451-640.45	Books-Reference	1,104.09	216.27	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		330.09	
46	10-50-451-640.50	Videos	4,706.74	3,035.07	3,975.41	3,500.00	4,294.34	4,100.00	1,963.60	47.89%	3,800.00	(300.00)	-7.32%		4,002.89	
47	10-50-451-640.55	Electronic Resources	-	-	-	5,600.00	4,985.82	4,500.00	1,500.00	33.33%	4,000.00	(500.00)	-11.11%		1,246.46	
48	10-50-451-740.00	Machinery & Equipment	5,518.57	1,835.49	2,226.00	1,000.00	567.16	950.00	37.06	3.90%	900.00	(50.00)	-5.26%		2,536.81	
49	10-50-451-743.00	Furniture & Fixtures	537.71	1,302.36	176.25	500.00	-	500.00	-	0.00%	450.00	(50.00)	-10.00%		504.08	
50	10-50-451-810.00	Dues And Fees	225.00	369.00	443.00	600.00	507.00	400.00	-	0.00%	400.00	-	0.00%		386.00	
51	10-50-451-820.00	Professional Development	155.00	390.00	288.99	600.00	103.99	450.00	394.99	87.78%	450.00	-	0.00%		234.50	
52																
53		Total Expenditures	213,842.22	218,326.38	227,447.14	245,100.00	244,172.86	248,544.00	89,354.43	35.95%	259,119.65	10,575.65	4.26%		225,947.15	
54																
55		Total Revenues	1,505.12	1,874.31	3,419.40	909.00	2,471.75	1,000.00	1,188.55	118.86%	2,400.00	1,400.00	140.00%		2,317.65	
56																
57		Net Operations	(212,337.10)	(216,452.07)	(224,027.74)	(244,191.00)	(241,701.11)	(247,544.00)	(88,165.88)	35.62%	(256,719.65)	(9,175.65)	3.71%		(223,629.51)	
58																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Recreation Department															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
3																
4	Revenues															
5	10-50-000-347.00	Recreation Fees	47,987.68	50,705.83	50,420.00	56,000.00	52,267.80	56,000.00	32,223.83	57.54%	56,000.00	-	0.00%		50,345.33	
6	10-50-000-347.04	Reimb. For Equip. Rental	-	3,385.00	600.00	-	1,520.00	-	275.00	#DIV/0!	2,120.00	2,120.00	#DIV/0!	Outside events pay for port-o-lets, dumpster, etc. Football 16x\$80 + 3x\$120; soccer has one all season \$80x6	1,376.25	
7	10-50-000-347.05	Recreation Donations	-	475.00	2,154.68	-	1,425.00	-	150.00	#DIV/0!	1,000.00	1,000.00	#DIV/0!		1,013.67	
8	10-50-000-347.10	Great Escape Sales	10,590.00	9,800.00	8,231.00	13,500.00	10,719.00	13,500.00	7,590.00	56.22%	13,500.00	-	0.00%		9,835.00	
9	10-50-000-347.20	Recreation Field Use	3,655.00	2,605.00	3,295.00	3,500.00	3,330.00	3,500.00	1,030.00	29.43%	3,500.00	-	0.00%	Rental of pavillion, fields	3,221.25	
10	10-50-000-347.22	After School Bowling Donation	10.00	-	-	500.00	800.00	1,000.00	500.00	50.00%	500.00	(500.00)	-50.00%		202.50	
11																
12		Total Departmental Revenues	62,242.68	66,970.83	64,700.68	73,500.00	70,061.80	74,000.00	41,768.83	56.44%	76,620.00	2,620.00	3.54%		65,994.00	
13																
14																
15	Expenditures															
16	10-50-452-110.00	Regular Salaries	33,377.25	39,923.87	47,319.71	56,288.00	51,308.73	54,595.00	18,377.18	33.66%	54,992.18	397.18	0.73%		42,982.39	
17	10-50-452-120.00	Temporary Employees	9,145.72	9,658.07	9,975.72	10,500.00	9,907.27	10,500.00	6,057.50	57.69%	10,500.00	-	0.00%	3 at \$10.50-\$11/hr, 40hr/wk approx 8 wks	9,671.70	
18	10-50-452-210.10	Group Health Insurance	-	6,354.87	11,154.22	13,668.00	15,150.12	18,182.00	14,147.96	77.81%	34,285.55	16,103.55	88.57%	Ben - benefits eligible for FY17	8,164.80	
19	10-50-452-210.15	Group Dental Insurance	-	-	-	1,568.00	-	1,524.00	753.53	49.44%	1,909.63	385.63	25.30%		-	
20		Vision Insurance									277.06	277.06	#DIV/0!		#DIV/0!	
21	10-50-452-210.30	Group Life, Disability, AD&D	-	-	80.50	138.00	148.00	156.00	70.00	44.87%	582.00	426.00	273.08%		57.13	
22	10-50-452-220.00	Social Security	3,253.04	3,647.24	4,168.80	5,109.00	4,544.34	5,606.00	1,864.01	33.25%	5,010.15	(595.85)	-10.63%		3,903.36	
23	10-50-452-230.00	Retirement	1,020.00	1,690.49	3,096.14	3,071.00	3,095.43	3,533.00	998.43	28.26%	3,548.03	15.03	0.43%		2,225.52	
24	10-50-452-442.00	Rental Of Equipment	4,060.00	2,715.00	3,570.00	4,500.00	3,040.00	4,100.00	1,080.00	26.34%	3,520.00	(580.00)	-14.15%	Port-o-lets provided on east side of park Apr-Oct \$200/month for two; facilitate port-o-let for outside events	3,346.25	
25	10-50-452-530.10	Communications-Telephone	53.08	49.06	54.88	150.00	50.03	150.00	16.39	10.93%	100.00	(50.00)	-33.33%		51.76	
26	10-50-452-540.00	Advertising	378.00	252.00	445.46	400.00	362.57	450.00	336.00	74.67%	450.00	-	0.00%	Marketing with Constant Contact	359.51	
27	10-50-452-550.00	Printing & Binding	4,812.00	5,010.40	5,244.00	5,350.00	5,316.00	5,350.00	1,772.00	33.12%	5,616.00	266.00	4.97%	Brochure - \$1500 ea, insert \$372 ea, three times a year	5,095.60	
28	10-50-452-580.00	Travel	198.00	257.29	193.70	275.00	198.50	275.00	196.20	71.35%	275.00	-	0.00%	500 miles @ 0.54/mile (Rec Conference, Camp Counselor tranings)	211.87	
29	10-50-452-610.00	Postage	111.84	97.15	67.64	100.00	75.99	-	30.71	#DIV/0!	100.00	100.00	#DIV/0!		88.16	
30	10-50-452-611.00	Office Supplies	172.22	269.15	215.75	280.00	229.94	280.00	-	0.00%	280.00	-	0.00%		221.77	
31	10-50-452-612.00	General Supplies	317.61	409.31	300.58	500.00	284.85	500.00	78.21	15.64%	500.00	-	0.00%	supplies for programing, small reusable items	328.09	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Recreation Department															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
32	10-50-452-613.00	Technology	1,464.00	1,464.00	1,507.92	2,208.00	1,553.16	1,953.00	314.00	16.08%	4,000.00	2,047.00	104.81%	MyRec.com \$3295/year incl. online registration and pmt	1,497.27	
33	10-50-452-650.00	Uniforms	24.00	304.00	-	100.00	-	100.00	-	0.00%	100.00	-	0.00%		82.00	
34	10-50-452-740.00	Machinery And Equipment	482.25	1,592.82	307.54	1,200.00	186.28	1,200.00	137.00	11.42%	1,200.00	-	0.00%	Playground and tennis court equipment/parts; sustainable summer camp equipment - FY18 mini fridge for daycamp	642.22	
35	10-50-452-810.00	Dues & Fees	472.00	582.00	535.00	650.00	536.00	650.00	165.00	25.38%	650.00	-	0.00%	VT Parks and Rec, National Rec an Parks Assoc, US Tennis Association, ASCAP	531.25	
36	10-50-452-820.00	Professional Development	333.00	172.00	275.00	500.00	185.00	500.00	-	0.00%	500.00	-	0.00%	Rec conference, summer-rama, other trainings	241.25	
37	10-50-452-830.02	Babe Ruth	500.00	500.00	500.00	500.00	500.00	500.00	500.00	100.00%	500.00	-	0.00%		500.00	
38	10-50-452-830.04	LL Baseball & Softball	500.00	500.00	500.00	500.00	500.00	500.00	500.00	100.00%	500.00	-	0.00%		500.00	
39	10-50-452-830.05	Youth Soccer	500.00	500.00	500.00	500.00	500.00	500.00	500.00	100.00%	500.00	-	0.00%		500.00	
40	10-50-452-830.06	Downhill Ski Club	300.00	300.00	300.00	300.00	300.00	300.00	300.00	100.00%	300.00	-	0.00%		300.00	
41	10-50-452-830.07	Swimming	581.50	344.00	480.00	1,000.00	344.00	1,000.00	336.00	33.60%	640.00	(360.00)	-36.00%	Estimate 80 participants @ \$8/each	437.38	
42	10-50-452-830.10	Music in Park	925.00	1,000.00	1,150.00	1,000.00	525.00	1,000.00	-	0.00%	1,000.00	-	0.00%	Free entertainment in the park	900.00	
43	10-50-452-830.12	Olde Fashion Fourth	3,000.00	3,000.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	100.00%	3,500.00	-	0.00%	Level fund - FY17 saw a need for more port-o-lets and dumpster	3,250.00	
44	10-50-452-830.14	Milton Youth Lacrosse	500.00	500.00	500.00	500.00	500.00	500.00	500.00	100.00%	500.00	-	0.00%		500.00	
45	10-50-452-830.16	Town Events	5,980.80	6,037.07	928.67	2,000.00	1,359.81	2,000.00	146.85	7.34%	2,000.00	-	0.00%	Egg hunt, Winter Festival, Holiday events, pumpkin event, community events	3,576.59	
46	10-50-452-831.00	Revenue Programs	32,789.49	37,148.88	34,044.00	34,000.00	36,765.36	34,000.00	28,494.70	83.81%	35,000.00	1,000.00	2.94%	Instructor fees, Buses for Summer Camp	35,186.93	
47	10-50-452-831.05	From Rec Donations	-	475.00	2,109.92	-	1,425.00	-	121.00	#DIV/0!	1,000.00	1,000.00	#DIV/0!	Town events or programs that have a sponsor - offset in revenue	1,002.48	
48	10-50-452-831.10	Scholarship For Rev.Prog	566.00	598.00	1,460.00	2,000.00	1,542.00	2,000.00	1,448.50	72.43%	2,000.00	-	0.00%	Town funded scholarship support	1,041.50	
49	10-50-452-832.00	Great Escape Program	10,950.00	9,135.00	8,540.00	13,500.00	11,384.00	13,500.00	8,292.00	61.42%	13,500.00	-	0.00%	VRPA ticket sales - offset in revenue	10,002.25	
50	10-50-452-833.00	After School Bowling	-	-	-	-	800.00	-	-	#DIV/0!	500.00	500.00	#DIV/0!	Donation for bowling program	200.00	
51	10-50-452-836.00	Town Band	550.00	550.00	550.00	550.00	550.00	550.00	550.00	100.00%	550.00	-	0.00%		550.00	
52																
53		Total Expenditures	117,316.80	135,036.67	143,575.15	166,405.00	156,667.38	169,454.00	91,583.17	54.05%	190,385.60	20,931.60	12.35%		139,586.16	
54																
55		Total Departmental Revenues	62,242.68	66,970.83	64,700.68	73,500.00	70,061.80	74,000.00	41,768.83	56.44%	76,620.00	2,620.00	3.54%		67,571.17	
56																
57		Net Operations	(55,074.12)	(68,065.84)	(78,874.47)	(92,905.00)	(86,605.58)	(95,454.00)	(49,814.34)	52.19%	(113,765.60)	(18,311.60)	19.18%		(72,014.99)	
58																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Planning, EDC, and Health Officer															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
3	Revenues															
4	10-60-000-341.00	Zoning Permit Fees	35,761.78	26,581.66	33,059.06	30,000.00	62,412.68	30,000.00	9,773.84	32.58%	30,000.00	-	0.00%		39,453.80	
5	10-60-000-341.10	Dev. Review Board Fees	10,151.46	10,879.84	13,783.86	12,000.00	10,379.89	12,000.00	4,595.90	38.30%	12,000.00	-	0.00%		11,298.76	
6	10-60-000-341.20	Junk Yard Lic Fees	-	-	50.00	-	-	-	-	#DIV/0!	-	-	#DIV/0!		12.50	
7																
8		Total Revenues	45,913.24	37,461.50	46,892.92	42,000.00	72,792.57	42,000.00	14,369.74	34.21%	42,000.00	-	0.00%		50,765.06	
9																
10	Expenditures															
11	Planning															
12	10-60-461-110.00	Regular Salaries	172,355.97	182,316.14	161,384.68	191,712.00	169,483.65	187,229.00	58,860.82	31.44%	200,046.25	12,817.25	6.85%	Consolidate health to planning, jeff up	171,385.11	
13	10-60-461-111.00	Retirement Buyout	11,391.60	10,442.30	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		5,458.48	
14	10-60-461-115.00	Part Time Salaries	-	-	-	-	-	4,000.00	-	0.00%	17,199.00	13,199.00	329.98%	Americorps for 1 year Sep-Aug is 6,000 (FY18 \$5,500, FY19 \$500.; UVM Perennial Summer Intern \$12.50 (\$1,600 min.); Document Digitizer, 16 hrs @ \$10 per week document digitizer (\$8,320)	-	
15	10-60-461-150.00	Insurance Buyout	-	-	-	-	11,916.74	13,000.00	4,333.36	33.33%	13,000.00	-	0.00%		2,979.19	
16	10-60-461-210.10	Group Health Insurance	30,917.55	34,621.41	28,399.68	38,325.00	15,550.34	25,154.00	12,339.39	49.06%	27,789.35	2,635.35	10.48%		27,372.25	
17	10-60-461-210.15	Group Dental Insurance	3,427.99	3,489.47	2,911.92	3,561.00	1,738.60	2,545.00	779.35	30.62%	2,700.94	155.94	6.13%		2,892.00	
18	NEW	Vision Insurance									408.20	408.20	#DIV/0!		#DIV/0!	
19	10-60-461-210.30	Group Life Ins & Ad&D, ST/LT Dis	819.74	672.22	599.88	728.00	590.56	782.00	232.60	29.74%	2,115.00	1,333.00	170.46%		670.60	
20	10-60-461-220.00	Social Security	13,718.74	14,336.58	11,828.61	14,666.00	13,877.15	15,624.00	4,733.19	30.29%	17,613.76	1,989.76	12.74%	increase is a result of consolidating Amanda to Planning	13,440.27	
21	10-60-461-230.00	Retirement Contribution	8,619.98	9,641.31	9,749.67	11,025.00	11,176.57	13,036.00	3,747.79	28.75%	13,803.14	767.14	5.88%	increase is a result of consolidating Amanda to Planning	9,796.88	
22	10-60-461-310.00	Official/Administrative	-	-	-	-	-	400.00	-	0.00%	825.00	425.00	106.25%	Union Contract ZA Boots (\$185);Board/Commission Service Recognition Event in May (400); Serving 4 Health Orders by Sherriff (\$60 per order, 240); Business Appreciation Breakfast Max MPG Match (\$6,000) for \$26,000 project: UPWP grant match (20% for non-transport projects); FY18 Tax Mapping to be funded by VTRANS; Graphic Design for Town Plan (\$5,000), \$500 for imagine program with RPC	-	
23	10-60-461-330.00	Other Professional	25.00	1,000.00	6,939.44	-	12,843.57	4,500.00	4,056.40	90.14%	11,500.00	7,000.00	155.56%	Lab Testing for Health Inspections	5,202.00	
24	10-60-461-340.00	Technical	-	-	-	-	-	-	-	#DIV/0!	150.00	150.00	#DIV/0!		-	
25	10-60-461-341.00	Recording Fees	-	210.00	80.00	200.00	910.00	300.00	40.00	13.33%	250.00	(50.00)	-16.67%		300.00	
26	10-60-461-430.20	Trail Design And Construction	-	-	115.00	-	-	-	-	#DIV/0!	-	-	#DIV/0!		28.75	
27	10-60-461-530.10	Communications-Telephone	318.45	288.26	329.34	450.00	300.23	450.00	98.26	21.84%	400.00	(50.00)	-11.11%		309.07	
28	10-60-461-530.20	Communication Other	-	-	-	-	-	-	-	#DIV/0!	720.00	720.00	#DIV/0!	Shared Cell Phone w/camera for Site Work \$60/month	-	
29	10-60-461-540.00	Advertising	2,442.45	1,624.00	1,746.38	3,000.00	1,442.00	2,600.00	377.40	14.52%	3,000.00	400.00	15.38%	Ad to educate people about permitting; DRB ads -\$85/ad (paid by DRB Fees)	1,813.71	
30	10-60-461-550.00	Printing & Binding	1,000.00	116.00	395.27	800.00	66.95	750.00	148.00	19.73%	4,000.00	3,250.00	433.33%	150 copies of Town Plan (\$4,000); Business Cards	394.56	
31	10-60-461-580.00	Travel	126.88	161.13	305.22	225.00	140.36	250.00	-	0.00%	450.00	200.00	80.00%	Conferences, health or zoning inspections, site visits; increase with loss of one pooled vehicle	183.40	
32	10-60-461-610.00	Postage	1,291.02	1,041.40	1,423.10	1,000.00	1,154.54	1,700.00	443.23	26.07%	1,500.00	(200.00)	-11.76%	Cert of Compliance, zoning permits, official notices, all compliance communications, DRB staff reports	1,227.52	
33	10-60-461-611.00	Office Supplies	597.42	526.13	357.85	725.00	843.36	600.00	170.18	28.36%	700.00	100.00	16.67%	collapse health budget	581.19	
34	10-60-461-613.00	Technology	23.99	-	1,035.00	-	1,004.00	1,600.00	-	0.00%	5,420.00	3,820.00	238.75%	Standard Computer Replacment (\$825); Mobile Projector (\$500); Purchase of NEMRC P&Z Software (\$1,795); NEMRC Customization or Scanner Equipment (\$2,000); GPS Unit (300)	515.75	
35	10-60-461-626.00	Gasoline	415.28	486.86	219.61	500.00	25.80	169.00	-	0.00%	-	(169.00)	-100.00%		286.89	
36	10-60-461-640.00	Books & Periodicals	-	171.35	92.00	185.00	135.29	300.00	-	0.00%	500.00	200.00	66.67%	APA Zoning Practice (\$95); The Commissioner (\$300, \$60/per person); Other Books	99.66	
37	10-60-461-740.00	Machinery/Equipment	99.99	1,193.60	-	2,000.00	15.99	100.00	136.77	136.77%	-	(100.00)	-100.00%		327.40	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Planning, EDC, and Health Officer															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
38	10-60-461-743.00	Furniture & Fixtures	-	-	-	500.00	628.66	1,050.00	309.50	29.48%	1,200.00	150.00	14.29%	2 Lateral Filing Cabinets \$600; Intern Workstation (\$600); Dry Erase Board	157.17	
39	10-60-461-805.00	Conservation Commission	67.18	1,489.61	408.95	800.00	518.59	800.00	-	0.00%	800.00	-	0.00%		621.08	
40	10-60-461-810.00	Dues & Fees	7,006.00	7,098.00	7,051.00	7,000.00	7,063.00	7,200.00	6,543.50	90.88%	1,000.00	(6,200.00)	-86.11%	APA/NNECAPA PD&TP (\$440), AVCC (\$50), VPA (\$80), VRPA (\$90), ASFPM (\$140), VCDA (\$50), NACDEP (75); T&GC (25); MBA (50)	7,054.50	
41	10-60-461-820.00	Professional Development	750.00	960.00	1,120.00	1,400.00	2,422.00	1,400.00	440.00	31.43%	2,500.00	1,100.00	78.57%	Board/Commission Training, Member Org. Conferences, Health Officer Training, Leadership Mentoring for PD, VCLT Trainings, Town Fair, Certified Floodplain Manager Credential, AICP Exam (\$495);	1,313.00	
42																
43		Total Planning	255,415.23	271,885.77	236,492.60	278,802.00	253,847.95	285,539.00	97,789.74	34.25%	329,590.65	44,051.65	15.43%		254,410.39	
44																
45		Economic Dev. Commission														
46	10-60-463-540.00	Advertising	-	-	-	25.00	-	25.00	-	0.00%	-	(25.00)	-100.00%	collapse to Planning	-	
47	10-60-463-550.00	Printing & Binding	-	475.00	-	475.00	-	475.00	-	0.00%	-	(475.00)	-100.00%	collapse to Planning	118.75	
48	10-60-463-580.00	Travel	365.15	187.85	-	275.00	-	350.00	-	0.00%	-	(350.00)	-100.00%	collapse to Planning	138.25	
49	10-60-463-610.00	Postage	-	-	-	25.00	0.49	-	-	#DIV/0!	-	-	#DIV/0!	collapse to Planning	0.12	
50	10-60-463-611.00	Office Supplies	-	41.13	-	25.00	22.28	25.00	-	0.00%	-	(25.00)	-100.00%	collapse to Planning	15.85	
51	10-60-463-810.00	Dues & Fees	10,275.00	10,290.00	300.00	10,275.00	10,360.00	10,275.00	-	0.00%	-	(10,275.00)	-100.00%	collapse to Planning; Greater Burlington Industrial Corporation moved to County/Regional	7,806.25	
52	10-60-463-820.00	Professional Development	1,303.00	-	54.71	1,000.00	235.00	1,000.00	160.00	16.00%	-	(1,000.00)	-100.00%	collapse to Planning	398.18	
53																
54		Total Economic Dev. Dcommission	11,943.15	10,993.98	354.71	12,100.00	10,617.77	12,150.00	160.00	1.32%	-	(12,150.00)	-100.00%		8,477.40	
55																
56		Health Officer														
57	10-40-441-110.00	Regular Salaries	6,882.22	5,319.99	6,376.05	6,591.00	5,747.84	6,775.00	2,129.80	31.44%	-	(6,775.00)	-100.00%	collapse to Planning	6,081.53	
58	10-40-441-115.00	Part Time Salaries	1,363.00	707.03	1,703.75	1,363.00	1,363.00	1,407.00	340.75	24.22%	-	(1,407.00)	-100.00%	collapse to Planning	1,284.20	
59	10-40-441-210.00	Group Health Ins	-	-	633.62	745.00	1,792.09	2,744.00	1,156.90	42.16%	-	(2,744.00)	-100.00%	collapse to Planning	606.43	
60	10-40-441-210.15	Group Dental Ins	-	-	109.80	115.00	107.76	210.00	44.90	21.38%	-	(210.00)	-100.00%	collapse to Planning	54.39	
61	10-40-441-210.30	Group Life & Ad&D	-	-	15.47	20.00	17.88	21.00	8.25	39.29%	-	(21.00)	-100.00%	collapse to Planning	8.34	
62	10-40-441-220.00	Social Security	618.25	446.70	611.49	608.00	575.28	625.00	184.26	29.48%	-	(625.00)	-100.00%	collapse to Planning	562.93	
63	10-40-441-230.00	Retirement	345.31	256.93	13.51	354.00	288.68	373.00	116.85	31.33%	-	(373.00)	-100.00%	collapse to Planning	226.11	
64	10-40-441-340.00	Technical	-	-	-	150.00	72.07	150.00	-	0.00%	-	(150.00)	-100.00%	collapse to Planning	18.02	
65	10-40-441-610.00	Postage	-	1.44	-	25.00	1.38	-	-	#DIV/0!	-	-	#DIV/0!	collapse to Planning	0.71	
66	10-40-441-611.00	Office Supplies	-	48.93	-	50.00	-	100.00	45.99	45.99%	-	(100.00)	-100.00%	collapse to Planning	12.23	
67	10-40-441-820.00	Professional Development	-	60.00	-	65.00	-	260.00	-	0.00%	-	(260.00)	-100.00%	collapse to Planning	15.00	
68																
69		Total Health Officer	9,208.78	6,841.02	9,463.69	10,086.00	9,965.98	12,665.00	4,027.70	31.80%	-	(12,665.00)	-100.00%		8,869.87	
70																
71		Total Expenditures	276,567.16	289,720.77	246,311.00	300,988.00	274,431.70	310,354.00	101,977.44	32.86%	329,590.65	19,236.65	6.20%		271,757.66	
72																
73		Total Revenues	45,913.24	37,461.50	46,892.92	42,000.00	72,792.57	42,000.00	14,369.74	34.21%	42,000.00	-	0.00%		50,765.06	
74																
75		Net Operations	(230,653.92)	(252,259.27)	(199,418.08)	(258,988.00)	(201,639.13)	(268,354.00)	(87,607.70)	32.65%	(287,590.65)	(19,236.65)	7.17%		(220,992.60)	
76																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Public Works															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
3																
4	Revenues															
5	10-30-000-334.00	State Aid to Highways	241,287.27	240,855.95	240,583.41	241,287.00	240,700.16	240,000.00	120,329.00	50.14%	240,000.00	-	0.00%		240,856.70	
6	10-30-000-342.20	Sale of Equipment					9,155.00	-	-	#DIV/0!	-	-	#DIV/0!		9,155.00	
7	10-30-000-344.30	Public Works Fees	3,140.00	2,802.00	2,480.00	2,500.00	2,810.00	2,500.00	435.00	17.40%	2,500.00	-	0.00%		2,808.00	
8	10-30-000-344.60	Engineer Fees	-	-	-	1,000.00	-	-	-	#DIV/0!	-	-	#DIV/0!		-	
9																
10		Total Revenues	244,427.27	243,657.95	243,063.41	244,787.00	252,665.16	242,500.00	120,764.00	49.80%	242,500.00	-	0.00%		245,953.45	
11																
12																
13	Expenditures															
14	PW Director															
15	10-30-429-110.00	Regular Salaries	89,700.84	92,645.77	105,517.28	110,142.00	100,916.67	113,489.00	12,455.68	10.98%	36,101.15	(77,387.85)	-68.19%	moved PW Dir salary to Engineering Svc	97,195.14	
16	10-30-429-115.00	Part-Time Salaries	-	-	-	-	-	-	-	#DIV/0!	10,000.00	10,000.00	#DIV/0!	Interns - as needed; two	-	
17	10-30-429-210.10	Group Health Insurance	14,552.00	15,175.20	18,533.39	12,232.00	21,740.39	15,112.00	8,245.14	54.56%	7,696.44	(7,415.56)	-49.07%		17,500.25	
18	10-30-429-210.15	Group Dental Insurance	1,948.68	1,411.39	1,209.03	1,272.00	1,029.87	1,231.00	171.35	13.92%	415.35	(815.65)	-66.26%		1,399.74	
19		Vision Insurance							-	#DIV/0!	65.57	65.57	#DIV/0!		#DIV/0!	
20	10-30-429-210.30	Group Life Ins & Ad&D	442.69	374.28	421.55	429.00	352.33	456.00	7.00	1.54%	329.50	(126.50)	-27.74%		397.71	
21	10-30-429-220.00	Social Security	6,714.06	6,958.90	7,921.46	8,426.00	7,541.49	8,682.00	952.91	10.98%	2,761.74	(5,920.26)	-68.19%		7,283.98	
22	10-30-429-230.00	Retirement	1,965.81	4,749.19	5,508.56	5,920.00	5,318.90	5,970.00	657.51	11.01%	1,985.56	(3,984.44)	-66.74%		4,385.62	
23	10-30-429-331.00	Land Fill Closure	6,935.10	7,370.50	5,659.10	10,000.00	13,109.05	8,000.00	1,360.00	17.00%	8,000.00	-	0.00%		8,268.44	
24	10-30-429-360.00	Contracted Services	6,800.00	3,503.86	10,096.14	6,800.00	7,466.10	7,400.00	100.80	1.36%	7,850.00	450.00	6.08%	Stormwater permit, CCRPC Dues	6,966.53	
25	10-30-429-360.10	Engineering Services	-	825.40	900.00	5,000.00	1,669.13	4,000.00	510.63	12.77%	72,654.40	68,654.40	1716.36%	moved PW Dir salary to Engineering Svc	848.63	
26	10-30-429-530.10	Communications-Telephone	1,736.00	96.89	548.32	500.00	553.57	600.00	192.89	32.15%	600.00	-	0.00%	office phones	733.70	
27	10-30-429-530.20	Communications-Other	2,169.26	3,015.27	1,746.24	1,700.00	1,434.23	2,280.00	311.83	13.68%	2,280.00	-	0.00%	4 cell phones	2,091.25	
28	10-30-429-540.00	Advertising	507.86	455.19	463.26	650.00	204.02	650.00	500.00	76.92%	650.00	-	0.00%		407.58	
29	10-30-429-580.00	Travel	195.82	2,385.08	-	550.00	335.88	550.00	106.22	19.31%	550.00	-	0.00%		729.20	
30	10-30-429-610.00	Postage	188.10	194.60	175.05	200.00	188.76	-	9.26	#DIV/0!	50.00	50.00	#DIV/0!		186.63	
31	10-30-429-611.00	Office Supplies	657.60	453.18	435.61	500.00	539.32	500.00	499.56	99.91%	600.00	100.00	20.00%		521.43	
32	10-30-429-612.00	General Supplies	55.00	-	92.47	100.00	-	300.00	65.51	21.84%	600.00	300.00	100.00%	Replace walking wheel	36.87	
33	10-30-429-613.00	Technology	775.00	707.07	290.99	2,700.00	2,798.10	1,700.00	1,055.00	62.06%	300.00	(1,400.00)	-82.35%	Misc tech, no new computer	1,142.79	
34	10-30-429-626.00	Gasoline	833.86	593.08	927.92	600.00	930.92	540.00	295.32	54.69%	720.00	180.00	33.33%	240 gal @ \$3/gal	821.45	
35	10-30-429-640.00	Books And Periodicals	33.00	-	-	200.00	249.90	280.00	-	0.00%	250.00	(30.00)	-10.71%	ENR and RS Means Subscription	70.73	
36	10-30-429-740.00	Machinery & Equipment	-	-	-	350.00	-	-	-	#DIV/0!	-	-	#DIV/0!		-	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Public Works															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
37	10-30-429-743.00	Furniture And Fixtures	-	-	703.97	-	-	300.00	-	0.00%	4,700.00	4,400.00	1466.67%	Desk for PW Admin; \$3500 filing cabinets	175.99	
38	10-30-429-810.00	Dues & Fees	8,727.00	7,154.25	7,249.00	6,827.00	10,491.00	7,797.00	11,186.50	143.47%	5,005.00	(2,792.00)	-35.81%	Stormwater Operating Fee 2700; APWA \$795; GMWEA \$50; Cold Spring Road Association \$600; Milton Pond Dam Fee \$250; CCRPC moved to County/Regional	8,405.31	
39	10-30-429-820.00	Professional Development	810.00	2,146.48	4,557.05	4,100.00	3,067.48	5,000.00	3,700.00	74.00%	5,500.00	500.00	10.00%		2,645.25	
40	10-30-429-825.00	Small Tools	-	-	196.91	100.00	-	200.00	-	0.00%	200.00	-	0.00%		49.23	
41																
42		Total PW Director	145,747.68	150,215.58	173,153.30	179,298.00	179,937.11	185,037.00	42,383.11	22.91%	169,864.72	(15,172.28)	-8.20%		162,263.42	
43																
44		Highways														
45	10-30-430-110.00	Regular Salaries	271,117.69	278,219.43	298,663.68	311,933.00	313,008.70	319,007.00	103,154.42	32.34%	337,536.70	18,529.70	5.81%		290,252.38	
46	10-30-430-111.00	Retirement Buyout	22,254.84	22,254.84	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		11,127.42	
47	10-30-430-115.00	***Part Time Salaries	1,417.87	2,735.21	6,496.59	12,000.00	3,430.06	12,000.00	5,983.59	49.86%	12,000.00	-	0.00%		3,519.93	
48	10-30-430-130.00	Over Time Salaries	17,054.09	27,276.12	25,400.80	29,000.00	14,523.94	25,000.00	7,660.81	30.64%	29,000.00	4,000.00	16.00%		21,063.74	
49	10-30-430-150.00	Insurance Buyout	-	8,216.74	19,500.12	21,250.00	21,250.00	21,250.00	7,083.40	33.33%	21,250.00	-	0.00%		12,241.77	
50	10-30-430-210.10	Group Health Insurance	70,248.96	63,002.73	45,096.83	46,622.00	57,539.97	62,570.00	25,352.24	40.52%	71,376.59	8,806.59	14.07%		58,972.12	
51	10-30-430-210.15	Group Dental Insurance	7,570.91	8,142.36	6,709.02	8,625.00	7,798.22	8,035.00	3,215.67	40.02%	8,417.31	382.31	4.76%		7,555.13	
52		Vision Insurance							-		1,198.46	1,198.46	#DIV/0!		#DIV/0!	
53	10-30-430-210.30	Group Life Ins & Ad&D	1,230.50	987.63	889.78	1,080.00	929.20	1,116.00	386.16	34.60%	3,215.00	2,099.00	188.08%		1,009.28	
54	10-30-430-220.00	Social Security	23,115.30	25,762.69	26,292.28	28,625.00	26,236.16	29,166.00	9,250.36	31.72%	30,265.06	1,099.06	3.77%		25,351.61	
55	10-30-430-230.00	Retirement	14,734.77	16,309.13	18,359.18	19,467.00	19,050.11	20,085.00	6,412.41	31.93%	20,871.46	786.46	3.92%		17,113.30	
56	10-30-430-290.00	Other Employee Benefit	1,219.75	1,125.28	1,397.75	2,398.00	1,973.49	1,635.00	1,487.50	90.98%	-	(1,635.00)	-100.00%		1,429.07	
57	10-30-430-330.00	Other Professional	-	-	-	500.00	-	250.00	-	0.00%	250.00	-	0.00%	testing winter sand and gravel materials	-	
58	10-30-430-340.00	Technical	-	-	-	500.00	-	300.00	-	0.00%	300.00	-	0.00%		-	
59	10-30-430-360.00	Contracted Services	2,738.63	11,871.28	15,464.68	22,000.00	5,494.43	20,000.00	9,500.00	47.50%	20,000.00	-	0.00%		8,892.26	
60	10-30-430-426.00	Erosion Control	2,293.76	2,805.53	3,637.71	2,500.00	2,557.25	3,500.00	500.00	14.29%	3,500.00	-	0.00%		2,823.56	
61	10-30-430-430.00	Repairs Maintenance	540.92	2,587.54	1,485.70	1,500.00	768.83	1,500.00	493.32	32.89%	1,500.00	-	0.00%	Hwy garage	1,345.75	
62	10-30-430-430.10	Vehicle Maintenance	92,542.56	77,547.20	69,186.22	65,000.00	51,365.86	65,000.00	30,455.08	46.85%	70,000.00	5,000.00	7.69%		72,660.46	
63	10-30-430-431.05	Storm Water Maintenance	-	436.00	-	500.00	-	500.00	-	0.00%	500.00	-	0.00%		109.00	
64	10-30-430-442.00	Rental Of Equipment/Vehic	1,171.41	1,202.99	2,158.75	2,000.00	619.81	2,500.00	1,065.00	42.60%	2,500.00	-	0.00%		1,288.24	
65	10-30-430-450.10	Paving	257,000.00	257,000.00	260,000.00	397,500.00	4,311.31	397,500.00	50,000.00	12.58%	400,000.00	2,500.00	0.63%	SLB/Eng working on plan/estimates	194,577.83	
66	10-30-430-450.11	Paving - Sanderson Road							72,245.26	#DIV/0!	-	-	#DIV/0!		#DIV/0!	
67	10-30-430-450.15	Paving From Assigned Fb			(223,261.00)				-	#DIV/0!	-	-	#DIV/0!		829.88	
68	10-30-430-450.20	Asphalt	9,299.81	12,880.00	9,503.10	12,000.00	8,607.05	12,000.00	8,000.00	66.67%	12,000.00	-	0.00%		10,072.49	
69	10-30-430-520.00	Insurance Deductible	500.00	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		125.00	
70	10-30-430-530.10	Communications-Telephone	-	495.52	469.74	500.00	346.36	500.00	16.39	3.28%	500.00	-	0.00%		327.91	
71	10-30-430-530.20	Communications-Other	-	-	885.52	960.00	1,015.50	960.00	382.23	39.82%	960.00	-	0.00%		475.26	
72	10-30-430-601.10	Winter Salt	113,839.93	135,318.87	110,472.40	124,000.00	89,605.43	160,000.00	37,175.00	23.23%	168,000.00	8,000.00	5.00%	2100 tons @ \$80/ton	112,309.16	
73	10-30-430-601.20	Winter Sand	14,312.88	4,019.58	16,353.60	19,000.00	3,710.00	27,000.00	27,000.00	100.00%	27,000.00	-	0.00%	3000 tons @ \$9/ton	9,599.02	
74	10-30-430-602.10	Chloride	12,158.25	15,657.60	17,458.42	29,700.00	13,304.44	31,950.00	11,850.00	37.09%	36,850.00	4,900.00	15.34%	20k gal @ \$0.98 (summer) and 15k gal @1.15 for anti-icing (winter)	14,644.68	
75	10-30-430-602.20	Plant Mix / Gravel	51,194.06	42,881.11	23,216.58	40,000.00	12,328.95	40,000.00	11,000.00	27.50%	40,000.00	-	0.00%		32,405.18	
76	10-30-430-611.00	Office Supplies	-	-	39.00	-	-	100.00	-	0.00%	100.00	-	0.00%		9.75	
77	10-30-430-612.00	General Supplies	8,344.76	899.43	1,458.71	7,000.00	5,553.03	6,600.00	3,926.18	59.49%	6,750.00	150.00	2.27%		4,063.98	
78	10-30-430-612.10	Plow Supplies	7,902.52	11,947.22	11,940.00	10,500.00	1,838.49	10,500.00	-	0.00%	14,000.00	3,500.00	33.33%	4 truck sets and changes, \$3500 ea	8,407.06	
79	10-30-430-613.00	Technology	-	1,349.06	-	1,300.00	895.00	150.00	150.00	100.00%	150.00	-	0.00%		561.02	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Public Works															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
80	10-30-430-615.00	Culverts	10,477.80	2,616.96	52.85	9,000.00	13,792.63	9,000.00	-	0.00%	13,000.00	4,000.00	44.44%		6,735.06	
81	10-30-430-616.00	Traffic Signs	3,155.07	3,381.67	8,702.19	5,000.00	5,871.47	9,000.00	6,191.66	68.80%	9,000.00	-	0.00%	replacing non-compliant signs as work is completed in an area; replace damaged/stolen signs	5,277.60	
82	10-30-430-625.00	Diesel Fuel	60,387.67	72,134.44	57,686.19	78,000.00	29,290.82	58,500.00	6,736.98	11.52%	58,500.00	-	0.00%	19500 gal @ \$3	54,874.78	
83	10-30-430-626.00	Gasoline	2,369.60	1,614.50	1,497.24	1,800.00	830.87	1,013.00	119.14	11.76%	1,800.00	787.00	77.69%	600 gal @ \$3	1,578.05	
84	10-30-430-650.00	Employee Clothing	1,797.61	2,100.65	2,973.45	2,500.00	2,094.87	3,000.00	681.25	22.71%	4,315.00	1,315.00	43.83%	boots \$185 x 7; annual clothing allow \$410 x 7; shop rags, rugs	2,241.65	
85	10-30-430-730.00	Guardrails	-	-	3,591.00	1,500.00	-	4,000.00	-	0.00%	4,000.00	-	0.00%		897.75	
86	10-30-430-740.00	Machinery And Equipment	1,043.33	-	1,174.99	500.00	479.96	500.00	457.99	91.60%	1,600.00	1,100.00	220.00%	pole saw and power broom	674.57	
87	10-30-430-825.00	Small Tools	1,055.66	899.36	787.34	500.00	-	500.00	685.00	137.00%	750.00	250.00	50.00%		685.59	
88	10-30-430-990.00	Transfer Out	-	5,201.50	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		1,300.38	
89																
90		Total Highways	1,084,090.91	1,120,880.17	845,740.41	1,316,760.00	945,343.17	1,366,187.00	448,617.04	32.84%	1,432,955.58	66,768.58	4.89%		999,013.67	
91																
92		Buildings & Grounds														
93	10-30-432-110.00	Regular Salaries	81,380.14	80,111.41	74,289.97	76,141.00	58,622.15	77,992.00	19,890.94	25.50%	124,302.31	46,310.31	59.38%		73,600.92	
94	10-30-432-115.00	Part Time Employees	9,064.36	14,302.04	13,337.29	14,976.00	13,999.50	15,000.00	1,481.74	9.88%	15,000.00	-	0.00%		12,675.80	
95	10-30-432-130.00	Overtime	3,120.24	5,421.57	1,189.16	4,000.00	1,730.12	4,000.00	820.26	20.51%	4,000.00	-	0.00%		2,865.27	
96	10-30-432-150.00	Insurance Buyout	3,200.04	6,450.04	6,500.04	4,750.00	4,749.96	4,750.00	1,583.32	33.33%	4,750.00	-	0.00%		5,225.02	
97	10-30-432-210.10	Group Health Insurance	14,619.18	10,278.47	3,701.28	14,572.00	4,474.26	22,745.00	1,931.63	8.49%	46,132.00	23,387.00	102.82%		8,268.30	
98	10-30-432-210.15	Group Dental Insurance	2,286.12	2,316.77	2,584.48	1,864.00	1,881.26	1,804.00	695.19	38.54%	3,801.95	1,997.95	110.75%		2,267.16	
99		Vision Insurance									566.82	566.82	#DIV/0!		#DIV/0!	
100	10-30-432-210.30	Group Life Ins & Ad&D	375.21	245.73	323.95	269.00	340.44	296.00	137.03	46.29%	1,098.00	802.00	270.95%		321.33	
101	10-30-432-220.00	Social Security	7,336.29	8,002.37	7,091.43	7,640.00	5,985.80	7,783.00	1,797.73	23.10%	11,189.45	3,406.45	43.77%		7,103.97	
102	10-30-432-230.00	Retirement Contributions	7,053.18	4,719.70	4,462.65	4,563.00	3,691.07	4,770.00	1,125.26	23.59%	7,219.70	2,449.70	51.36%		4,981.65	
103	10-30-432-290.00	Other Employee Benefits	521.50	414.00	699.19	875.00	627.50	890.00	377.50	42.42%	-	(890.00)	-100.00%		565.55	
104	10-30-432-330.00	Other Professional Servic	174.86	-	-	1,500.00	-	-	-	#DIV/0!	-	-	#DIV/0!		43.72	
105	10-30-432-340.10	Technical-Cemeteries	444.00	635.00	675.70	10,850.00	400.00	11,850.00	16,220.00	136.88%	29,350.00	17,500.00	147.68%	Westford Rd. \$150; flags/markers \$750; laying out plots \$1k; \$27.5k cemetary contract mowing	538.68	
106	10-30-432-360.00	Contracted Services	194.22	4,423.99	-	2,500.00	1,105.00	-	-	#DIV/0!	2,500.00	2,500.00	#DIV/0!		1,430.80	
107	10-30-432-411.00	Water/Sewer	2,186.99	3,162.64	3,139.83	3,300.00	3,658.56	6,650.00	1,276.25	19.19%	3,500.00	(3,150.00)	-47.37%		3,037.01	
108	10-30-432-421.00	Disposal & Refuse	4,833.84	5,304.95	6,457.68	5,300.00	5,987.32	6,500.00	1,502.94	23.12%	6,500.00	-	0.00%		5,645.95	
109	10-30-432-430.00	Repair & Maint-Facilities	19,240.89	20,696.19	42,413.79	27,500.00	18,244.11	28,350.00	20,625.40	72.75%	28,350.00	-	0.00%		25,148.75	
110	10-30-432-430.10	Repair & Maint-Equipment	2,049.30	3,307.44	2,636.13	4,800.00	5,343.82	4,800.00	5,078.48	105.80%	5,000.00	200.00	4.17%		3,334.17	
111	10-30-432-441.00	Rental Of Land And Buildi	-	-	-	2.00	-	2.00	-	0.00%	2.00	-	0.00%		-	
112	10-30-432-442.00	Rental Of Equip & Vehicle	196.74	268.95	38.50	500.00	781.27	500.00	500.00	100.00%	1,000.00	500.00	100.00%		321.37	
113	10-30-432-442.20	Building Mat Rentals	663.70	483.51	509.54	500.00	521.95	600.00	206.55	34.43%	750.00	150.00	25.00%		544.68	
114	10-30-432-530.10	Communications-Telephone	-	423.16	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		105.79	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Public Works															
2			FY13 Actual	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
115	10-30-432-612.00	General Supplies	5,327.44	7,305.29	5,589.20	6,500.00	4,036.26	6,100.00	2,036.85	33.39%	6,250.00	150.00	2.46%		5,564.55	
116	10-30-432-612.10	Playing Surface Supplies	1,574.93	284.55	1,142.56	2,800.00	1,819.50	2,400.00	500.00	20.83%	2,400.00	-	0.00%		1,205.39	
117	10-30-432-612.20	Equipment-Playing Surface	-	-	-	150.00	-	-	198.98	#DIV/0!	-	-	#DIV/0!		-	
118	10-30-432-612.30	Building,Structures,Fence	211.82	-	-	300.00	292.54	300.00	200.00	66.67%	300.00	-	0.00%		126.09	
119	10-30-432-613.00	Technology	-	1,957.88	-	1,250.00	895.00	250.00	150.00	60.00%	150.00	(100.00)	-40.00%		713.22	
120	10-30-432-621.00	Natural Gas	17,318.95	18,184.54	17,366.07	20,000.00	13,458.09	20,000.00	1,137.38	5.69%	20,000.00	-	0.00%		16,581.91	
121	10-30-432-622.00	Electricity	53,155.36	59,064.47	54,330.09	63,000.00	48,177.10	58,000.00	17,358.78	29.93%	58,000.00	-	0.00%		53,681.76	
122	10-30-432-622.50	Electricity - Street Ligh	33,743.64	34,365.40	40,570.90	36,500.00	41,724.39	42,000.00	14,216.19	33.85%	42,000.00	-	0.00%		37,601.08	
123	10-30-432-623.00	Propane	1,609.12	3,270.53	1,514.92	3,500.00	831.54	3,000.00	(182.16)	-6.07%	3,000.00	-	0.00%		1,806.53	
124	10-30-432-625.00	Heating Oil	2,423.38	3,339.07	2,185.13	3,500.00	2,340.07	3,000.00	-	0.00%	3,500.00	500.00	16.67%		2,571.91	
125	10-30-432-626.00	Gasoline	5,652.98	4,722.41	2,903.00	5,057.00	1,695.33	1,350.00	236.17	17.49%	1,800.00	450.00	33.33%	600 gal @ \$3/gal	3,743.43	
126	10-30-432-626.10	Diesel Fuel	-	-	-	1,400.00	95.08	875.00	430.39	49.19%	1,050.00	175.00	20.00%	350 gal @ \$3/gal	23.77	
127	10-30-432-650.00	Employee Uniforms	1,130.90	854.49	1,258.30	1,750.00	1,030.31	1,750.00	322.69	18.44%	1,940.00	190.00	10.86%	boots \$185 x 3; annual clothing allow \$410 x 3, rags	1,068.50	
128	10-30-432-740.00	Machinery & Equipment	359.20	500.00	2,516.97	2,400.00	1,841.55	2,300.00	829.28	36.06%	1,200.00	(1,100.00)	-47.83%	\$400 weed whacker, \$800 power sweeper	1,304.43	
129	10-30-432-810.00	Dues & Fees	-	528.00	-	650.00	2,327.25	-	-	#DIV/0!	-	-	#DIV/0!	moved to PW admin	713.81	
130	10-30-432-825.00	Small Tools	134.78	86.64	-	150.00	-	300.00	-	0.00%	300.00	-	0.00%		55.36	
131	10-30-432-990.00	Transfer Out	-	422.16	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		105.54	
132																
133		Total Buildings & Grounds	281,583.30	305,853.36	299,427.75	335,309.00	252,708.10	340,907.00	112,684.77	33.05%	436,902.24	95,995.24	28.16%		284,893.13	
134																
135		Total Expenditures	1,511,421.89	1,576,949.11	1,318,321.46	1,831,367.00	1,377,988.38	1,892,131.00	603,684.92	31.91%	2,039,722.54	147,591.54	7.80%		1,446,170.21	
136																
137		Total Revenue	244,427.27	243,657.95	243,063.41	244,787.00	252,665.16	242,500.00	120,764.00	49.80%	242,500.00	-	0.00%		245,953.45	
138																
139		Net Operations	(1,266,994.62)	(1,333,291.16)	(1,075,258.05)	(1,586,580.00)	(1,125,323.22)	(1,649,631.00)	(482,920.92)	29.27%	(1,797,222.54)	(147,591.54)	8.95%		(1,200,216.76)	
140																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Police Department															
2			Actual FY13	Actual FY14	Actual FY15	Budget FY16	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
3																
4	Revenues															
5	10-20-000-342.00	Police Fines And Costs	20,025.36	20,492.32	15,955.13	35,000.00	31,538.57	20,000.00	8,936.33	44.68%	20,000.00	-	0.00%		22,002.85	
6	10-20-000-342.10	Police Fees	3,001.00	2,195.00	2,183.00	2,600.00	3,326.00	2,600.00	1,002.16	38.54%	2,600.00	-	0.00%	purchase report, copy of video	2,676.25	
7	10-20-000-342.11	Police Contracts	9,603.01	36,864.00	143,536.14	30,000.00	47,555.47	50,000.00	14,621.25	29.24%	60,000.00	10,000.00	20.00%	(if a cruiser is being used)	59,389.66	
8	10-20-000-342.30	OTI Seized Assets/Canine	-	-	-	3,000.00	-	3,000.00	-	0.00%	-	(3,000.00)	-100.00%		-	
9	10-20-000-342.40	GR0671 2015 OP SHARP					348.00	-	-	#DIV/0!	-	-	#DIV/0!		348.00	
10	10-20-000-342.41	GR0672 2015 DUI SHARP					453.22	-	-	#DIV/0!	-	-	#DIV/0!		453.22	
11	10-20-000-342.42	NH16402-159 2016 OP SHARP	-	-	-	-	2,376.09	-	1,442.41	#DIV/0!	-	-	#DIV/0!		594.02	
12	10-20-000-342.43	NH16402-162 2016 DUI SHARP					1,030.41	-	-	#DIV/0!	-	-	#DIV/0!		1,030.41	
13	10-20-000-342.52	Sale Of Bulletproof Vest	-	-	-	-	300.00	-	-	#DIV/0!	-	-	#DIV/0!		75.00	
14	10-20-000-342.53	Governor Highway Safety	-	-	187.40	-	-	-	-	#DIV/0!	-	-	#DIV/0!		46.85	
15	10-20-000-342.54	Ballistic Vests Grant	-	1,233.00	-	1,500.00	1,846.00	-	-	#DIV/0!	1,800.00	1,800.00	#DIV/0!		769.75	
16	10-20-000-342.55	CDIP Grant	-	-	-	3,000.00	-	-	-	#DIV/0!	-	-	#DIV/0!		-	
17	10-20-000-342.57	COPS Grant	69,073.15	79,605.39	36,908.30	-	-	-	-	#DIV/0!	-	-	#DIV/0!		46,396.71	
18	10-20-000-342.58	SRO Grant	-	-	72,242.41	80,000.00	52,701.59	-	-	#DIV/0!	-	-	#DIV/0!		31,236.00	
19	10-20-000-342.59	School SRO Reimbursement	-	-	-	-	21,308.82	75,000.00	-	0.00%	75,000.00	-	0.00%	Philbrook 75% of the year in the school	5,327.21	
20	10-20-000-342.65	PACIF Grant - Police	-	-	2,422.45	-	-	-	-	#DIV/0!	-	-	#DIV/0!		605.61	
21																
22		Total Departmental Revenues	101,702.52	140,389.71	273,434.83	155,100.00	162,784.17	150,600.00	26,002.15	17.27%	159,400.00	8,800.00	5.84%		169,577.81	
23																
24																
25	Expenditures															
26	10-20-420-110.00	Regular Salaries	851,800.43	882,949.86	965,159.21	1,001,677.00	905,620.97	1,018,755.00	313,372.87	30.76%	1,048,898.81	30,143.81	2.96%		901,382.62	
27	10-20-420-110.10	Shift Differential	15,933.68	17,090.88	15,818.73	16,000.00	17,882.55	18,000.00	5,817.34	32.32%	18,000.00	-	0.00%		16,681.46	
28	10-20-420-110.20	Instructor Salaries	155.25	1,255.65	680.10	500.00	501.53	1,000.00	36.60	3.66%	1,000.00	-	0.00%		648.13	
29	10-20-420-120.00	Temporary Salaries	12,257.73	16,078.28	12,188.61	17,000.00	11,519.11	20,000.00	3,356.73	16.78%	20,000.00	-	0.00%		13,070.93	
30	10-20-420-130.00	Overtime	78,954.62	90,672.37	57,458.55	80,000.00	81,962.93	86,000.00	27,118.96	31.53%	86,000.00	-	0.00%		77,262.12	
31	10-20-420-140.00	Contract Salaries	18,594.33	25,707.68	98,633.85	25,000.00	39,715.37	50,000.00	10,440.08	20.88%	42,400.00	(7,600.00)	-15.20%	Pay \$42.40/hour assume 1,000 hours	45,662.81	
32	10-20-420-150.00	Insurance Buyout	3,800.04	7,275.06	11,500.08	11,500.00	13,541.80	14,000.00	7,583.42	54.17%	21,000.00	7,000.00	50.00%		9,029.25	
33	10-20-420-170.00	Travel Allowance	900.00	900.00	900.00	900.00	900.00	900.00	375.00	41.67%	900.00	-	0.00%		900.00	
34	10-20-420-190.00	Physical Fitness	2,783.96	1,525.00	-	5,550.00	4,750.00	4,025.00	-	0.00%	5,000.00	975.00	24.22%		2,264.74	
35	10-20-420-210.10	Group Health Insurance	131,636.50	136,468.34	149,227.27	173,004.00	160,682.86	222,355.00	71,173.92	32.01%	206,777.16	(15,577.84)	-7.01%		144,503.74	
36	10-20-420-210.15	Group Dental Insurance	13,924.72	13,351.04	13,469.07	16,834.00	11,669.55	15,384.00	4,936.78	32.09%	13,544.10	(1,839.90)	-11.96%		13,103.60	
37		Vision Insurance								#DIV/0!	2,107.91	2,107.91	#DIV/0!		#DIV/0!	
38	10-20-420-210.30	Group Life Ins & Ad&D	3,707.52	2,657.48	2,965.65	3,123.00	2,694.83	3,500.00	1,100.30	31.44%	9,705.50	6,205.50	177.30%		3,006.37	
39	10-20-420-220.00	Social Security	73,475.88	77,388.31	86,410.62	87,938.00	79,268.02	92,462.00	27,313.76	29.54%	94,722.21	2,260.21	2.44%		79,135.71	
40	10-20-420-230.00	Retirement Contributions	84,229.31	94,091.93	107,534.54	100,815.00	97,970.50	110,626.00	33,498.72	30.28%	113,330.43	2,704.43	2.44%		95,956.57	
41	10-20-420-330.00	Other Professional	3,900.65	2,709.50	2,200.70	4,950.00	3,669.34	6,950.00	919.07	13.22%	8,500.00	1,550.00	22.30%	20 Drug screens at \$200/ea; \$30 x 2 notary; \$3k rabies/Hep shots; ICO turn over - \$160 physical, \$50 MMPI, \$160 drug screen; \$350 poly for one person	3,120.05	
42	10-20-420-340.00	Technical	96,610.18	98,465.72	94,235.89	106,966.00	117,495.01	114,999.00	45,417.62	39.49%	133,871.00	18,872.00	16.41%	50% 243,742 dispatch; \$12k for other (email, towing/impound, vehicle inspections fatalities, internet - \$145/month)	101,701.70	
43	10-20-420-430.10	Vehicle Maintenance	19,516.58	12,303.00	17,574.90	14,000.00	19,873.60	16,390.00	4,327.67	26.40%	19,000.00	2,610.00	15.92%	Tires - 9 cars two full sets each - \$150 winter, \$120 summer; \$10k for other R&M	17,317.02	
44	10-20-420-430.20	Photocopier Maintenance	1,801.11	2,425.28	2,297.58	4,400.00	3,091.52	4,500.00	580.40	12.90%	3,200.00	(1,300.00)	-28.89%		2,403.87	
45	10-20-420-530.10	Communications-Telephone	4,690.01	4,075.60	4,827.70	4,100.00	4,304.78	5,225.00	1,503.15	28.77%	5,225.00	-	0.00%		4,474.52	
46	10-20-420-530.20	Communications-Other	4,279.30	5,544.38	5,783.89	8,631.00	6,889.26	9,025.00	2,918.73	32.34%	8,200.00	(825.00)	-9.14%	7 air cards for cruisers, 5 cell phones	5,624.21	
47	10-20-420-540.00	Advertising	-	386.00	520.00	650.00	1,292.86	650.00	2,585.00	397.69%	1,300.00	650.00	100.00%	Ads mostly for employment, fund ICO turn over	549.72	
48	10-20-420-550.00	Printing And Binding	687.20	889.00	901.50	1,090.00	1,002.00	1,090.00	-	0.00%	1,000.00	(90.00)	-8.26%		869.93	
49	10-20-420-570.00	C.C.Special Investigation	9,557.00	8,070.00	15,617.00	23,164.00	15,617.00	15,987.00	15,987.00	100.00%	16,300.00	313.00	1.96%	Chittenden County Unit for Special Investigation	12,215.25	
50	10-20-420-580.00	Travel	3,239.09	966.33	2,405.73	4,397.00	1,231.87	5,169.00	1,504.99	29.12%	5,200.00	31.00	0.60%	IACP training; trainings for officers	1,960.76	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Police Department															
2			Actual FY13	Actual FY14	Actual FY15	Budget FY16	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	<i>FY13-FY16 Average</i>	
51	10-20-420-610.00	Postage	304.90	226.50	353.16	400.00	639.18	-	184.78	#DIV/0!	650.00	650.00	#DIV/0!		380.94	
52	10-20-420-611.00	Office Supplies	3,154.92	2,182.45	2,976.19	3,500.00	3,025.20	3,600.00	1,031.40	28.65%	3,600.00	-	0.00%		2,834.69	
53	10-20-420-612.00	General Supplies	7,754.67	13,166.20	13,035.80	11,000.00	9,874.47	14,000.00	3,307.68	23.63%	14,000.00	-	0.00%	amunition, taser supplies, flares, cameras, drug test kits, handcuffs	10,957.79	
54	10-20-420-613.00	Technology	-	-	-	3,785.00	3,249.95	3,385.00	3,105.00	91.73%	2,500.00	(885.00)	-26.14%	2 PCs \$825/ea, printer \$850	812.49	
55	10-20-420-626.00	Gasoline	49,936.91	46,325.35	44,000.85	50,000.00	28,181.85	28,125.00	9,737.10	34.62%	37,500.00	9,375.00	33.33%	150k miles at 12 mpg, \$3/gal	42,111.24	
56	10-20-420-640.00	Books & Periodicals	-	-	-	400.00	-	400.00	-	0.00%	400.00	-	0.00%		-	
57	10-20-420-650.00	Uniforms	6,827.79	14,917.63	10,662.77	13,400.00	9,112.53	14,400.00	8,719.04	60.55%	14,400.00	-	0.00%		10,380.18	
58	10-20-420-740.00	Machinery & Equipment	3,753.49	5,970.00	1,980.00	-	21,809.94	-	-	#DIV/0!	-	-	#DIV/0!		8,378.36	
59	10-20-420-741.00	Donated Equipment	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		-	
60	10-20-420-743.00	Furniture And Fixtures	-	-	250.73	300.00	-	350.00	300.16	85.76%	400.00	50.00	14.29%	office furniture	62.68	
61	10-20-420-810.00	Dues And Fees	520.00	480.00	550.00	550.00	410.00	615.00	-	0.00%	650.00	35.00	5.69%	VT PD \$10/person - 17 FT and 4 PT; NESPIN, IACP	490.00	
62	10-20-420-820.00	Professional Development	3,079.37	6,780.78	4,902.44	7,000.00	6,243.28	6,600.00	4,771.06	72.29%	9,000.00	2,400.00	36.36%	Increased training to help reduce liability \$40/month, assume 12 people use 75% of year	5,251.47	
63	10-20-420-825.00	Gym Membership	1,174.88	1,430.91	2,367.96	1,600.00	3,703.99	2,300.00	280.00	12.17%	4,200.00	1,900.00	82.61%		2,169.44	
64	10-20-420-830.00	Youth Program	792.10	524.18	208.79	1,200.00	1,228.60	1,200.00	579.34	48.28%	1,200.00	-	0.00%		688.42	
65	10-20-420-870.00	Ballistic Vests Grant	2,693.50	5,074.99	970.99	3,000.00	5,629.00	3,000.00	-	0.00%	3,600.00	600.00	20.00%	4 vests - \$900	3,592.12	
66	10-20-420-880.00	Firearms	-	-	-	650.00	-	650.00	-	0.00%	650.00	-	0.00%		-	
67	10-20-420-890.00	Canine Unit	-	1,315.45	1,085.48	3,000.00	1,480.62	2,500.00	250.24	10.01%	2,000.00	(500.00)	-20.00%		970.39	
68		Total Expenditures	1,516,427.62	1,601,641.13	1,751,656.33	1,811,974.00	1,697,735.87	1,918,117.00	614,133.91	32.02%	1,979,932.12	61,815.12	3.22%		1,641,865.24	
70		Total Departmental Revenues	101,702.52	140,389.71	273,434.83	155,100.00	162,784.17	150,600.00	26,002.15	17.27%	159,400.00	8,800.00	5.84%		169,577.81	
72		Net Operations	(1,414,725.10)	(1,461,251.42)	(1,478,221.50)	(1,656,874.00)	(1,534,951.70)	(1,767,517.00)	(588,131.76)	33.27%	(1,820,532.12)	(53,015.12)	3.00%		(1,472,287.43)	
74																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Animal Control															
2			<u>Actual FY13</u>	<u>Actual FY14</u>	<u>Actual FY15</u>	<u>Budget FY16</u>	<u>FY16 Actual</u>	<u>FY17 Budget</u>	<u>FY17 Actual at 11/15/16</u>	<u>% Budget</u>	<u>FY18 Budget Proposal</u>	<u>Dollar Change from Prior Year</u>	<u>Percent Change from Prior Year</u>	<u>Notes</u>	<u>FY13-FY16 Average</u>	
3																
4	Revenues															
5	10-20-000-345.00	Pound Fees	3,143.32	5,053.65	5,911.84	6,000.00	3,231.04	6,000.00	632.62	10.54%	6,000.00	-	0.00%		4,334.96	
6																
7		Total Departmental Revenues	3,143.32	5,053.65	5,911.84	6,000.00	3,231.04	6,000.00	632.62	10.54%	6,000.00	-	0.00%		4,334.96	
8																
9																
10	Expenditures															
11	10-20-423-115.00	Part Time Salaries	230.00	1,130.00	500.00	2,860.00	110.00	3,860.00	30.00	0.78%	1,260.00	(2,600.00)	-67.36%	280 animal calls per year are received at the PD, assum AC answers 15%	492.50	
12	10-20-423-220.00	Social Security	17.60	86.46	38.26	295.00	8.42	295.00	2.30	0.78%	96.39	(198.61)	-67.33%		37.69	
13	10-20-423-320.00	Professional Services	460.00	430.00	600.00	965.00	410.00	965.00	-	0.00%	475.00	(490.00)	-50.78%	Vet fees	475.00	
14	10-20-423-330.00	Other Professional	-	-	-	1,080.00	-	1,080.00	-	0.00%	1,080.00	-	0.00%	Vaccinations 3 x \$360 Rabies	-	
15	10-20-423-510.00	Care & Keep-Dogs & Cats	4,343.60	4,278.00	2,949.00	4,500.00	5,259.00	2,600.00	303.50	11.67%	4,200.00	1,600.00	61.54%		4,207.40	
16	10-20-423-540.00	Advertising	68.00	68.00	68.00	100.00	68.00	-	-	#DIV/0!	-	-	#DIV/0!		68.00	
17	10-20-423-550.00	Printing And Binding	367.23	-	-	175.00	98.00	175.00	-	0.00%	150.00	(25.00)	-14.29%	invoice/report forms	116.31	
18	10-20-423-580.00	Travel	248.59	285.60	160.80	565.00	318.91	565.00	2.21	0.39%	550.00	(15.00)	-2.65%	assume 1,000 miles	253.48	
19	10-20-423-610.00	Postage	0.46	-	-	10.00	104.63	-	-	#DIV/0!	-	-	#DIV/0!		26.27	
20	10-20-423-612.00	General Supplies	227.20	235.83	199.00	380.00	312.65	380.00	45.44	11.96%	500.00	120.00	31.58%	poles \$30/ea, cages \$100/ea, gloves \$50/ea	243.67	
21	10-20-423-820.00	Professional Development	-	-	-	300.00	-	300.00	-	0.00%	300.00	-	0.00%		-	
22																
23		Total Expenditures	5,962.68	6,513.89	4,515.06	11,230.00	6,689.61	10,220.00	383.45	3.75%	8,611.39	(1,608.61)	-15.74%		5,920.31	
24																
25		Total Departmental Revenues	3,143.32	5,053.65	5,911.84	6,000.00	3,231.04	6,000.00	632.62	10.54%	6,000.00	-	0.00%		4,334.96	
26																
27		Net Operations	(2,819.36)	(1,460.24)	1,396.78	(5,230.00)	(3,458.57)	(4,220.00)	249.17	-5.90%	(2,611.39)	1,608.61	-38.12%		(1,585.35)	
28																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Fire & Rescue															
2			Actual FY13	Actual FY14	Actual FY15	Budget FY16	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
3																
4	<u>Revenues</u>															
5	10-20-000-343.00	Fire Dept Fees	318.23	256.61	14.19	7,000.00	116.13	200.00	-	0.00%	200.00	-	0.00%			176.29
6	10-20-000-343.05	Fire Dept Ins. Reimb 1937	-	-	-	1,900.00	-	-	-	#DIV/0!	-	-	#DIV/0!			-
7	10-20-000-343.10	Rescue Fees	230,616.64	192,953.16	222,316.19	225,000.00	218,483.92	225,000.00	87,963.47	39.09%	235,000.00	10,000.00	4.44%	Recommending a fee increase at renewal time		216,092.48
8	10-20-000-343.11	Rescue Contracts	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!			-
9	10-20-000-343.12	Transfer from Fire/Rescue Reserve	-	-	59,095.00	59,095.00	59,095.00	59,095.00	-	0.00%	59,095.00	-	0.00%	Transfer in for Truck Debt		29,547.50
10	10-20-000-343.13	Transfer From Emergency Mgmt	-	-	-	25,002.00	-	-	-	#DIV/0!	-	-	#DIV/0!			-
11	10-20-000-343.56	Rescue Donations	1,755.00	5,685.00	5,136.71	3,100.00	6,499.89	3,100.00	3,825.00	123.39%	4,500.00	1,400.00	45.16%	New Donation program started in FY17		4,769.15
12	10-20-490-361.00	Interest On Rescue Donations	17.02	19.27	2.28	-	-	-	-	#DIV/0!	-	-	#DIV/0!			9.64
13																
14		Total Revenue	232,706.89	198,914.04	286,564.37	321,097.00	284,194.94	287,395.00	91,788.47	31.94%	298,795.00	11,400.00	3.97%			250,595.06
15																
16																
17	<u>Expenditures</u>															
18	Fire															
19	10-20-421-110.00	Regular Salaries	16,206.43	15,088.20	16,060.00	27,568.00	16,510.46	27,481.00	5,592.22	20.35%	29,266.32	1,785.32	6.50%			15,966.27
20	10-20-421-120.00	Temporary Salaries	77,460.90	76,917.43	74,706.03	82,000.00	80,181.31	82,000.00	23,781.30	29.00%	84,460.00	2,460.00	3.00%			77,316.42
21	10-20-421-210.10	Group Health Insurance	4,064.08	4,188.62	4,243.61	8,040.00	7,165.99	10,549.00	4,898.82	46.44%	9,846.46	(702.54)	-6.66%			4,915.58
22	10-20-421-210.15	Group Dental Insurance	472.08	467.52	467.52	784.00	646.08	762.00	308.25	40.45%	747.14	(14.86)	-1.95%			513.30
23		Vision Insurance							-	#DIV/0!	105.75	105.75	#DIV/0!			#DIV/0!
24	10-20-421-210.30	Group Life Ins & Ad&D	77.70	68.56	70.91	120.00	103.40	127.00	49.70	39.13%	298.50	171.50	135.04%			80.14
25	10-20-421-220.00	Social Security	7,083.70	6,954.66	6,806.66	8,382.00	7,164.63	8,376.00	2,202.96	26.30%	8,511.87	135.87	1.62%			7,002.41
26	10-20-421-230.00	Retirement Contributions	785.24	1,039.68	1,128.18	1,930.00	1,218.97	1,993.00	378.04	18.97%	2,121.81	128.81	6.46%			1,043.02
27	10-20-421-260.00	Worker'S Compensation	(180.00)	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!			(45.00)
28	10-20-421-330.00	Other Professional	2,898.00	735.00	-	5,250.00	6,643.00	5,250.00	-	0.00%	4,500.00	(750.00)	-14.29%	Move software subscription to Dues/Fees; Physicals \$300 each x 15		2,569.00
29	10-20-421-335.00	CAG Commission	-	-	-	400.00	-	400.00	-	0.00%	10.00	(390.00)	-97.50%	Fire portion of CAG 5% fee		-
30	10-20-421-340.00	Technical	40,085.25	41,762.25	40,924.66	48,000.00	50,844.69	55,600.00	19,396.61	34.89%	60,935.50	5,335.50	9.60%	25% Dispatching contract \$243,742 FY18		43,404.21
31	10-20-421-430.10	Vehicle/Equip Maintenance	20,736.29	25,317.62	14,427.41	24,000.00	15,400.71	24,000.00	27,520.68	114.67%	24,000.00	-	0.00%	Two trucks getting close to replacement age		18,970.51
32	10-20-421-430.20	Photocopier Maintenance	287.10	257.05	181.40	700.00	212.66	700.00	74.58	10.65%	350.00	(350.00)	-50.00%			234.55
33	10-20-421-520.00	Insurance Deductible	-	500.00	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!			125.00
34	10-20-421-530.10	Communications Telephone	543.56	513.73	595.98	600.00	581.15	600.00	192.46	32.08%	600.00	-	0.00%	Station Telephone		558.61
35	10-20-421-530.20	Communications-Other	911.42	834.82	404.04	1,100.00	924.78	800.00	135.18	16.90%	850.00	50.00	6.25%	Cell phones - Two in the trucks #5 and #6		768.77

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Fire & Rescue															
2			Actual FY13	Actual FY14	Actual FY15	Budget FY16	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
36	10-20-421-540.00	Advertising	-	-	-	100.00	-	100.00	-	0.00%	100.00	-	0.00%		-	
37	10-20-421-550.00	Printing & Binding	-	-	-	150.00	-	150.00	-	0.00%	150.00	-	0.00%		-	
38	10-20-421-580.00	Travel	92.69	-	-	350.00	197.32	350.00	-	0.00%	350.00	-	0.00%		72.50	
39	10-20-421-610.00	Postage	2.77	7.02	29.80	75.00	43.57	-	7.27	#DIV/0!	50.00	50.00	#DIV/0!		20.79	
40	10-20-421-611.00	Office Supplies	398.63	356.46	230.87	800.00	121.57	800.00	-	0.00%	400.00	(400.00)	-50.00%		276.88	
41	10-20-421-612.00	General Supplies	1,020.10	2,092.13	2,335.87	5,000.00	1,029.96	4,600.00	370.00	8.04%	4,600.00	-	0.00%	Supplies/equipment in the tucks	1,619.52	
42	10-20-421-613.00	Techonology	400.00	-	1,983.99	1,600.00	-	1,600.00	889.00	55.56%	1,650.00	50.00	3.13%	replace 1 computer \$825; 2 iPads for main line engines (#5 and #6) \$400 each	596.00	
43	10-20-421-625.00	Diesel Fuel	6,438.15	6,291.33	3,650.80	6,600.00	4,768.68	4,125.00	1,089.65	26.42%	4,950.00	825.00	20.00%	1,650 gallons at \$3/gal	5,287.24	
44	10-20-421-640.00	Books & Periodicals	80.00	142.00	-	175.00	-	175.00	-	0.00%	175.00	-	0.00%		55.50	
45	10-20-421-650.00	Uniforms	581.99	1,047.21	-	2,000.00	1,391.31	2,000.00	225.00	11.25%	2,000.00	-	0.00%		755.13	
46	10-20-421-740.00	Machinery/Equipment	24,463.06	30,767.57	21,284.55	33,000.00	30,421.55	33,000.00	24,926.17	75.53%	33,000.00	-	0.00%	Fire gear, hose, 10 pagers and 2 radios each year	26,734.18	
47	10-20-421-743.00	Furniture & Fixtures	-	-	-	250.00	1,109.80	250.00	-	0.00%	250.00	-	0.00%		277.45	
48	10-20-421-810.00	Dues And Fees	1,022.00	746.00	773.00	1,500.00	717.00	1,500.00	397.50	26.50%	2,145.00	645.00	43.00%	Firehouse Call Management Software \$750; VT Fire Chief \$65; VT State FF Dues \$750; Franklin Cty Int'l FF Assn \$150; International Fire Chiefs \$230; Misc \$200	814.50	
49	10-20-421-820.00	Professional Development	784.02	450.00	335.00	2,250.00	931.13	2,250.00	-	0.00%	2,250.00	-	0.00%	Certifications \$500; Outside training \$1,750	625.04	
50	10-20-421-831.00	Fire Prevention	2,281.85	3,087.50	3,000.00	4,000.00	3,553.00	4,000.00	3,965.50	99.14%	4,500.00	500.00	12.50%	Materials for fire prevention lectures at schools and other organizations (including Seniors) - anticipate additional with new senior buildings.	2,980.59	
51	10-20-421-832.00	Street Flags	-	-	-	2,500.00	2,084.00	2,500.00	543.95	21.76%	2,600.00	100.00	4.00%	\$65 each for flag/pole/holder - 40 flags	521.00	
52																
53		Total Fire	208,997.01	219,632.36	193,640.28	269,224.00	233,966.72	276,038.00	116,944.84	42.37%	285,773.34	9,735.34	3.53%		214,059.09	
54																
55		Rescue														
56	10-20-422-110.00	Regular Salaries	35,102.23	34,546.44	45,258.35	35,853.00	43,841.66	27,475.00	12,474.14	45.40%	29,261.88	1,786.88	6.50%		39,687.17	
57	10-20-422-120.00	Temporary Salaries	65,353.01	66,356.90	75,340.88	92,964.00	101,186.09	104,238.00	25,229.73	24.20%	135,201.25	30,963.25	29.70%	One per diem position open and advertised	77,059.22	
58	10-20-422-210.10	Group Health Insurance	9,007.93	9,281.10	9,400.29	10,011.00	9,379.64	10,549.00	6,543.76	62.03%	9,846.46	(702.54)	-6.66%		9,267.24	
59	10-20-422-210.15	Group Dental Insurance	1,050.72	1,040.52	1,040.52	1,051.00	833.40	762.00	308.20	40.45%	747.14	(14.86)	-1.95%		991.29	
60		Vision Insurance								#DIV/0!	105.75	105.75	#DIV/0!		#DIV/0!	
61	10-20-422-210.30	Group Life Ins & Ad&D	172.92	152.50	157.65	294.00	133.16	127.00	49.70	39.13%	298.50	171.50	135.04%		154.06	
62	10-20-422-220.00	Social Security	7,522.48	7,558.31	9,041.69	9,854.00	10,886.10	12,277.00	2,841.58	23.15%	12,581.43	304.43	2.48%		8,752.15	
63	10-20-422-230.00	Retirement Contributions	1,751.31	2,314.42	3,379.40	2,602.00	4,964.11	4,830.00	1,288.41	26.68%	5,088.80	258.80	5.36%		3,102.31	
64	10-20-422-260.00	Worker'S Compensation	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		-	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Fire & Rescue															
2			Actual FY13	Actual FY14	Actual FY15	Budget FY16	FY16 Actual	FY17 Budget	FY17 Actual at 11/15/16	% Budget	FY18 Budget Proposal	Dollar Change from Prior Year	Percent Change from Prior Year	Notes	FY13-FY16 Average	
65	10-20-422-330.00	Other Professional	1,847.00	1,895.00	1,884.50	2,400.00	4,449.00	2,200.00	-	0.00%	2,400.00	200.00	9.09%	physicals \$300 each for 8	2,518.88	
66	10-20-422-340.00	Technical	40,185.25	41,762.25	40,924.66	52,500.00	51,294.68	62,350.00	19,621.61	31.47%	71,060.50	8,710.50	13.97%	Paramedic intercepts 45 at \$225 - protocols are more often requiring paramedics; 25% Dispatch contract of \$243,742	43,541.71	
67	10-20-422-360.00	Contracted Services	10,151.02	10,678.67	10,247.60	12,500.00	11,960.97	11,250.00	4,305.03	38.27%	11,750.00	500.00	4.44%	5% of revenue	10,759.57	
68	10-20-422-430.00	Repair/Maint.Facilities	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		-	
69	10-20-422-430.10	Vehicle/Equip.Maintenance	3,234.94	7,704.93	13,169.53	7,200.00	10,767.36	8,000.00	4,380.81	54.76%	9,000.00	1,000.00	12.50%	May 2016 replaced ambulance	8,719.19	
70	10-20-422-430.20	Photocopier Maintenance	-	-	-	375.00	-	375.00	-	0.00%	375.00	-	0.00%	Ink - \$95/each about 4/year	-	
71	10-20-422-530.10	Communications-Telephone	520.47	510.26	539.76	600.00	530.64	600.00	176.12	29.35%	600.00	-	0.00%	phone and fax	525.28	
72	10-20-422-530.20	Communications-Other	1,682.65	1,688.28	1,369.84	1,950.00	1,697.90	1,500.00	399.16	26.61%	1,650.00	150.00	10.00%	Call phones - 2; AED data transmitted via bluetooth	1,609.67	
73	10-20-422-540.00	Advertising	-	250.00	208.00	400.00	233.15	400.00	-	0.00%	400.00	-	0.00%	health/safety fair; ads for open per diem position	172.79	
74	10-20-422-550.00	Printing & Binding	-	-	-	250.00	-	250.00	-	0.00%	250.00	-	0.00%		-	
75	10-20-422-580.00	Travel	-	188.62	-	200.00	-	200.00	-	0.00%	200.00	-	0.00%		47.16	
76	10-20-422-610.00	Postage	22.06	4.48	21.16	75.00	39.73	-	39.07	#DIV/0!	50.00	50.00	#DIV/0!		21.86	
77	10-20-422-611.00	Office Supplies	51.95	510.40	381.95	550.00	651.99	550.00	121.98	22.18%	550.00	-	0.00%		399.07	
78	10-20-422-612.00	General Supplies	15,970.22	23,306.39	19,705.39	20,000.00	21,262.91	22,500.00	9,791.50	43.52%	25,000.00	2,500.00	11.11%	Medical supplies for Ambulances (via UVM medical); Call volume is increasing	20,061.23	
79	10-20-422-613.00	Technology	-	-	-	990.00	-	990.00	-	0.00%	825.00	(165.00)	-16.67%	1 computer	-	
80	10-20-422-625.00	Diesel Fuel	8,303.26	8,635.70	6,991.56	9,000.00	5,181.27	6,250.00	1,625.28	26.00%	7,500.00	1,250.00	20.00%	2,500 x \$3/gallon	7,277.95	
81	10-20-422-640.00	Books & Peridicals	-	450.00	-	175.00	-	175.00	-	0.00%	175.00	-	0.00%		112.50	
82	10-20-422-650.00	Uniforms	655.00	208.25	1,612.52	1,250.00	432.46	1,500.00	-	0.00%	1,500.00	-	0.00%		727.06	
83	10-20-422-740.00	Machinery/Equipment	9,092.14	11,922.42	2,896.21	10,000.00	10,769.17	10,000.00	2,305.79	23.06%	10,000.00	-	0.00%		8,669.99	
84	10-20-422-740.10	Ambulance From Assigned Fb					71,475.00	-	-	#DIV/0!	-	-	#DIV/0!		71,475.00	
85	10-20-422-743.00	Furniture & Fixtures	-	-	-	250.00	-	250.00	-	0.00%	250.00	-	0.00%		-	
86	10-20-422-810.00	Dues And Fees	665.00	200.00	240.00	725.00	100.00	400.00	517.50	129.38%	400.00	-	0.00%	District Dues, journals, Vt Ambulance Assoc, American Ambulance Assoc.	301.25	
87	10-20-422-820.00	Professional Development	6,553.87	8,376.35	4,344.10	11,500.00	6,899.85	9,600.00	6,075.00	63.28%	11,000.00	1,400.00	14.58%	EMT Basic (\$650 ea); EMT Intermediate (\$1050 ea); EMS Conference (\$160 ea); CPR Training supplies, First Responder (\$150 ea); required continuing education	6,543.54	
88	10-20-422-830.00	Public Education Material	809.36	-	-	1,000.00	551.31	1,000.00	-	0.00%	1,000.00	-	0.00%	Health/Safety Fair	340.17	
89	10-20-422-850.00	Donation Expense	3,218.34	4,223.24	3,720.05	4,000.00	4,346.65	4,500.00	2,583.10	57.40%	4,500.00	-	0.00%	Spend down of donations	3,877.07	
90	10-20-422-870.10	Homeland Security Grant	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!		-	
91																
92		TOTAL Rescue	222,923.13	243,765.43	251,875.61	290,519.00	373,868.20	305,098.00	100,677.47	33.00%	353,566.69	48,468.69	15.89%		273,108.09	
93																
94		Total Expenditures	431,920.14	463,397.79	445,515.89	559,743.00	607,834.92	581,136.00	217,622.31	37.45%	639,340.04	58,204.04	10.02%		487,167.19	
95																
96		Total Revenues	232,706.89	198,914.04	286,564.37	321,097.00	284,194.94	287,395.00	91,788.47	31.94%	298,795.00	11,400.00	3.97%		250,595.06	
97																
98		Net Operations	(199,213.25)	(264,483.75)	(158,951.52)	(238,646.00)	(323,639.98)	(293,741.00)	(125,833.84)	42.84%	(340,545.04)	(46,804.04)	15.93%		(236,572.13)	
99																

Average numbers of passengers, Milton commuter, last 5 fiscal years

		<u>FY 2016</u>	<u>FY 2015</u>	<u>FY 2014</u>	<u>FY 2013</u>	<u>FY 2012</u>	
Average per trip	5:55 AM	2.36	1.61	2.13	2.44	0.95	
	6:55 AM	3.45	4.90	3.29	5.20	3.85	
	6:45 AM	14.81	15.07	11.82	12.42	10.95	
	7:55 AM	8.98	8.55	7.20	7.80	7.06	
	12:15 PM	5.00	5.80	3.94	4.95	4.74	
	12:57 PM	4.57	6.24	5.59	6.04	6.04	
	4:20 PM	15.30	16.09	14.12	14.04	11.17	
	5:20 PM	6.15	7.40	5.49	6.06	5.95	
	5:05 PM	3.47	3.62	2.72	3.33	3.14	
	6:03 PM	0.72	0.64	0.47	0.81	0.47	
				0.00			
	9:40 PM	4.50	4.19	3.89	4.34	3.94	
	10:08 PM	0.66	0.64	0.20	0.55	0.43	
	<hr/>						
	Average Round Trip	5:55 AM	17.17	16.68	13.95	14.86	11.90
6:55 AM		12.42	13.45	10.49	13.00	10.91	
12:15 PM		9.57	12.03	9.54	10.99	10.79	
4:20 PM		18.77	19.70	16.84	17.38	14.31	
5:20 PM		6.88	8.04	5.96	6.88	6.42	
9:40 PM		5.16	4.83	4.09	4.89	4.37	
Daily Averages		69.96	74.74	60.87	68.00	58.70	

FY 2016 average passenger boardings at Milton Town Office

5:55 AM	12.52
6:55 AM	5.83
12:15 PM	2.95
4:20 PM	2.25
5:20 PM	0.83

STATE OF VERMONT
STANDARD GRANT AGREEMENT

Agreement# CA0485

Part 2 – Grant Agreement

1. Parties: This is a Grant Agreement for the advancement of a transportation project between the State of Vermont, Agency of Transportation (hereinafter called “State”), and Town of Milton, a local government, with its principal place of business at 43 Bombardier Road, Milton, VT 05468, (hereinafter called “Subrecipient”). It is the Subrecipient’s responsibility to contact the Vermont Department of Taxes to determine if, by law, the Subrecipient is required to have a Vermont Department of Taxes Business Account Number.
2. Subject Matter: The subject matter of this Grant is the advancement of a transportation project known as Milton STP BP16(10). A detailed description of the project and the services to be provided by the Subrecipient are described in Attachment A.
3. Award Details: Amounts, dates and other award details are as shown in the attached Grant Agreement Part 1 – Grant Award Detail. A detailed scope of work covered by this award is described in Attachment A.
4. Prior Approvals: If approval by the Attorney General’s Office is required by the granting agency, neither this Grant nor any amendment to it is binding until it has been approved by the Attorney General’s Office.
 - Approval by the Attorney General’s Office is required.
 - Approval by the Secretary of Administration is not required.
 - Approval by the CIO/Commissioner DII is not required.
5. Amendment: No changes, modifications, or amendments in the terms and conditions of this Grant shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Subrecipient.
6. Cancellation: This Grant may be cancelled by either party by giving written notice at least 30 days in advance.
7. Attachments: This Grant Agreement consists of 23 pages including the following attachments which are incorporated herein:

- | | |
|----------------|--|
| Attachment A – | Description of Project and Scope of Work to be Performed by Subrecipient |
| Attachment B – | Payment Provisions |
| Attachment C – | Standard State Provisions for Contracts and Grants (07/01/2016) |
| Attachment D – | Other Grant Agreement Provisions |
| Attachment E – | Special Conditions |
| Attachment F – | Applicable Standards and Design Criteria |
| Attachment G – | Personnel Requirements and Conditions |

Attachment H - Required Submittals, State Liaison, Waiver of Standards and Modifications of Design Steps, Plans, Documents and Estimates

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT AGREEMENT.

STATE OF VERMONT
AGENCY OF TRANSPORTATION

SUBRECIPIENT:
TOWN OF MILTON

Signature: _____

Signature: _____

Name: Chris Cole [Richard Tetreault]

Name: _____

Title: Secretary of Transportation

Title: _____

Date: _____, 20__

Date: _____, 20__

APPROVED AS TO FORM:

DATE: 11/15/2016



ASSISTANT ATTORNEY GENERAL

STATE OF VERMONT GRANT AGREEMENT Part 1-Grant Award Detail

SECTION I - GENERAL GRANT INFORMATION

¹ Grant #: CA0485		² Original <input checked="" type="checkbox"/> Amendment #	
³ Grant Title: Milton STP BP16(10)			
⁴ Amount Previously Awarded: \$ 0.00		⁵ Amount Awarded This Action: \$ 850,000	
⁶ Total Award Amount: \$ 850,000			
⁷ Award Start Date: Execution		⁸ Award End Date: 06/30/2021	
⁹ Subrecipient Award: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
¹⁰ Vendor #: 0000040134		¹¹ Grantee Name: Town of Milton	
¹² Grantee Address: 43 Bombardier Road			
¹³ City: Milton		¹⁴ State: VT	¹⁵ Zip Code: 05468
¹⁶ State Granting Agency: Vermont Agency of Transportation			¹⁷ Business Unit: 08126
¹⁸ Performance Measures: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		¹⁹ Match/In-Kind: \$ 212,500 Description: Local Match	
²⁰ If this action is an amendment, the following is amended: Amount: <input type="checkbox"/> Funding Allocation: <input type="checkbox"/> Performance Period: <input type="checkbox"/> Scope of Work: <input type="checkbox"/> Other: <input type="checkbox"/>			

SECTION II - SUBRECIPIENT AWARD INFORMATION

²¹ Grantee DUNS #: 005702816		²² Indirect Rate: 0 %		²³ FFATA: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
²⁴ Grantee Fiscal Year End Month (MM format): 06		(Approved rate or de minimis 10%)		²⁵ R&D: <input type="checkbox"/>	
²⁶ DUNS Registered Name (if different than VISION Vendor Name in Box 11):					

SECTION III - FUNDING ALLOCATION

STATE FUNDS

Fund Type	²⁷ Awarded Previously	²⁸ Award This Action	²⁹ Cumulative Award	³⁰ Special & Other Fund Descriptions
General Fund	\$ 0.00	\$ 0.00	\$ 0.00	
Special Fund	\$ 0.00	\$ 0.00	\$ 0.00	
Global Commitment (non-subrecipient funds)	\$ 0.00	\$ 0.00	\$ 0.00	
Other State Funds	\$ 0.00	\$ 0	\$ 0	Transportation Funds

FEDERAL FUNDS (includes subrecipient Global Commitment funds)

³¹ CFDA #	³² Program Title	³³ Awarded Previously	³⁴ Award This Action	³⁵ Cumulative Award	Required Federal Award Information		
					³⁶ FAIN	³⁷ Federal Award Date	³⁸ Total Federal Award
20.205	Highway Planning and Construction	\$ 0.00	\$ 850,000	\$ 850,000	APFF	10/01/2015	\$ 15,527,087
³⁹ Federal Awarding Agency: FHWA		⁴⁰ Federal Award Project Descr: Federal-Aid Highway Program Apportionments					
		\$ 0.00	\$ 0.00	\$ 0.00			\$ 0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$ 0.00	\$ 0.00	\$ 0.00			\$ 0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$ 0.00	\$ 0.00	\$ 0.00			\$ 0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$ 0.00	\$ 0.00	\$ 0.00			\$ 0.00
Federal Awarding Agency:		Federal Award Project Descr:					
		\$ 0.00	\$ 0.00	\$ 0.00			\$ 0.00
Federal Awarding Agency:		Federal Award Project Descr:					
Total Awarded - All Funds		\$ 0.00	\$ 850,000	\$ 850,000			

SECTION IV - CONTACT INFORMATION

<p>STATE GRANTING AGENCY</p> <p>NAME: Derek Kenison TITLE: Project Supervisor PHONE: 828-4691 EMAIL: derek.kenison@vermont.gov</p>	<p>GRANTEE</p> <p>NAME: Erik Wells TITLE: Director of Administration PHONE: 802-891-8020 EMAIL: ewells@town.milton.vt.us</p>
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ATTACHMENT A
DESCRIPTION OF PROJECT AND
SCOPE OF WORK TO BE PERFORMED BY SUBRECIPIENT

1. Project Location and Description. The Project is described as follows:

Town	Milton
Location	US 7 Between Nancy Drive and Haydenberry Drive
Description	3830 Feet of Sidewalk

2. Subrecipient Assumption of Full Responsibility for the Project. The Subrecipient assumes full and complete responsibility for any and all aspects relative to the development of the Project except for those items defined in this Grant Agreement for which the State retains responsibility.

3. Commencement of Work. Subrecipient shall not commence work on or incur expenses for the Project until receiving authorization to proceed from the State or upon execution of the Agreement, whichever occurs later.

4. Municipal Project Manager (MPM). All work for the Project will be performed by the Subrecipient or its duly authorized consultant in conformance with the latest update of the Municipal Assistance Bureau Guide document(s). The Subrecipient will designate a full-time employee, member of its legislative body, or other representative, as approved by the State to be the Municipal Project Manager (MPM) for the Project. The MPM will act on the authority granted by the Subrecipient.

5. Federal Environmental Documentation: Duties of MPM. As appropriate, the MPM will review the National Environmental Policy Act (NEPA) environmental document (Categorical Exclusion [CE], Environmental Assessment [EA], or Environmental Impact Statement [EIS]) prepared for/by the Subrecipient, and after ensuring that it is in order, will forward the environmental document to the State for processing through the Federal Highway Administration (FHWA).

6. Pre-Construction: Duties of MPM. Prior to advertising the Project for construction, the MPM will:

(a) The MPM will notify the State in writing 30 days prior to beginning the Right-of-Way phase in order to allow for the funding to be programmed. Review the right-of-way issues for the Project and, after ensuring compliance with all applicable federal and state laws and regulations, will forward the right-of-way documents to the State. The State will issue the Right-of-Way Clearance Certificate.

(b) Review the utility and/or railroad issues for the Project and, after ensuring compliance with all applicable federal and state laws and regulations, provide compliance certification to the State.

(c) Review the Project for compliance with all federal, state, and local laws, ordinances, regulations, and permit requirements and, upon completion of that review and finding that all requirements have been satisfied, send a compliance certification to the State.

(d) Secure documentation that the design meets all applicable standards, codes, and requirements for design and public safety standards.

(e) Secure documentation attesting to the attainment of required structural capacity requirements for all structures and adherence of all traffic control devices to the FHWA's *Manual on Uniform Traffic Control Devices* (MUTCD). This documentation shall be signed by an engineer registered under the laws of the State of Vermont to practice "structural or civil" engineering, and shall be attached to the certification required in Section 6(d), above.

(f) Provide certification to the State both as to those permits, agreements and clearances that have been secured for the Project and as to those which have been determined NOT to apply to the Project.

(g) Review and sign all project related invoices and ensure invoices are in the proper format before submittal to the State for approval.

(h) The MPM will notify the State in writing 30 days prior to beginning the Construction phase in order to allow for the funding to be programmed. No work shall commence unless authorized in writing.

7. Public Meeting. The Subrecipient will warn a public meeting on the Project if required by the State to do so, conduct the meeting in accordance with state and federal requirements, and coordinate the Project with the State and property owners in the Project area.

8. Project Design. Subrecipient agrees that the project development work for this Project shall include preparation of a purpose and need statement, conceptual design plans and estimate, environmental documentation, right-of-way plans, and contract plans, including all specifications, contract documents, and cost estimates. The Project design shall include plans, notes, references to specifications or standards, typical sections, cross sections and all project design computations. Project designs may be prepared in accordance with the standards and formats of the local community, provided those standards and formats meet or exceed State standards or are approved by the State. *Required submittals to the State are all of the above, unless otherwise noted in the Special Conditions.*

Submittals required for justification of payments (monthly for design, biweekly for construction) to the Subrecipient, or for review to assure conformance with the requirements of this Agreement, shall be in a format prescribed by the State's Project Manager.

9. Project Construction. Unless otherwise approved by the State, the Subrecipient will advertise the Project for receipt of bids in conformance with federal and state laws and regulations. The Subrecipient will award the construction contract to the lowest responsive, responsible bidder and will be fully responsible for administration of the contract through completion and acceptance of the Project.

10. Construction Engineering. Construction inspection and materials sampling/testing work for the Project shall include inspection of the construction in progress for conformance with the contract requirements.

11. Project Accounting. Subrecipient will establish and maintain a separate accounting for Project funds, payments, and receipts for the duration of this Grant Agreement.

12. Compliance with FHWA/USDOT Regulations. Subrecipient agrees that it will manage the Project to comply with all applicable provisions of Titles 23 (Highways) and 49 (Transportation) of the Code of Federal Regulations (C.F.R.).

13. Compliance with Federal, State and Local Requirements. Subrecipient will comply with the requirements of all federal, state, and local laws, ordinances and regulations applicable to the Project.

14. Compliance with Permits, Agreements and Clearances. Subrecipient will secure and honor all applicable and necessary local, state, and federal permits, agreements and clearances prior to completion of final construction plans, and will adhere to or make provision for attainment of all conditions set forth in those documents.

15. Utility and Railroad Relocation and Adjustments. Subrecipient agrees that any utility or railroad relocation costs deemed participating Project costs shall meet all applicable eligibility and financial requirements as stated in federal and state laws, regulations, and policies.

16. Acquisition of Lands or Rights for Construction. Should construction of the project require the acquisition of lands or rights outside of the existing State or municipal rights-of-way, the Subrecipient shall acquire such lands or rights either by agreement or through exercise of its eminent domain powers, when applicable, in conformance with the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended, 42 U.S.C. § 4601 et seq. (the Uniform Act) and its implementing regulations, 49 C.F.R. Part 24.

17. Expeditious Pursuit of Project. Subrecipient will pursue the Project in an expeditious manner in conformance with the Project schedule agreed upon by the Subrecipient and the State. Changes found necessary by either party to this Grant Agreement or to the schedule for the Project will be brought to the attention of the other party as soon as possible so that mutual agreement can be achieved.

18. Submission of "As-Built" Plans to the STATE. For any Project affecting State highway rights-of-way, and for all structure-related projects, the Subrecipient will develop the plans in a format acceptable to the State and provide the State with four sets of "as-built" plans and one copy of any electronically developed plan files.

19. Hazardous Material Contamination. Responsibility for any contaminated materials within the Project area shall remain unaffected by this Grant Agreement as they are generally non-participating. The Subrecipient shall notify the State of the presence of and design alternatives for potential contaminated and/or hazardous waste sites located during the development or construction stage. Once the Subrecipient determines that contamination exists, whether obvious or established through testing, the Subrecipient shall notify the appropriate regulatory agency.

20. Maintenance of the Completed Project. If the Project is constructed, the Subrecipient will maintain the completed Project in a manner satisfactory to the State or its authorized representative(s) at no cost to the State, and will make ample provisions each year for such maintenance.

21. Personnel Requirements. The Subrecipient will comply with the personnel requirements contained in Attachment G (Personnel Requirements and Conditions).

22. Assignment of State Representative. The State will assign a representative to act as its Project liaison with the Subrecipient.

23. Conformance with Standards. The parties agree that all work performed by the Subrecipient, or its duly authorized representative, shall conform to the applicable standards/design criteria set forth in Attachment F (Applicable Standards & Design Criteria), unless waived in whole or in part in writing by the State.

24. Reviews by the State. The parties agree that, at the discretion of the State's Program Director, the State may inspect or review any work or aspect of the Project for any reason during the development of the Project.

ATTACHMENT B
PAYMENT PROVISIONS

1. Funding Ratio. Up to the maximum limiting amount (MLA) shown below, the State agrees to pay **80%** of the total Project costs eligible for federal participation, including, but not limited to, administration, engineering, right-of-way, utility, railroad relocation and construction costs, except for State’s review costs, which will be borne 100% by the State. The State shall not be responsible for expenses incurred by the Subrecipient except as specified in this Agreement.

2. Non-Participating Costs. Work accomplished by the Subrecipient, and/or its consultant or contractor, which has been designated by the State as non-participating for purpose of financial reimbursement, shall be the sole responsibility of the Subrecipient. Examples of non-participating costs include elements outside the scope of work, utility work not related to the project scope, any work outside of the Project limits and approaches and that portion of right-of-way settlements which exceed “Fair Market Value”, as determined by reviewing appraiser in accordance with 49 C.F.R. § 24.104 (Review of appraisals). Due to federal regulations that require all project costs to be reported within the federal financial system, the Subrecipient shall document and supply a summary of all non-participating costs. This shall include costs incurred by the Subrecipient above the maximum limiting amount of this Agreement.

3. Compliance with Vermont Prompt Payment Act. To the extent it is applicable, Subrecipient, with respect to work performed pursuant to this Grant Agreement, agrees to comply with the provisions of the Vermont Prompt Payment Act (9 V.S.A. Chapter 102).

4. Reimbursement if Project Not Constructed due to Subrecipient. If at any time the Subrecipient no longer desires the improvements as specified for the Project, or if the Subrecipient fails to meet its obligation to construct the Project, then the Subrecipient shall promptly notify the State. As provided by 19 V.S.A. § 309c(a), the State shall consult with the Subrecipient about the Subrecipient’s obligation to repay project costs. The Secretary of Transportation shall then make the final determination of the amount and schedule for the repayment that shall be made to the State by the Subrecipient, considering applicable laws and regulations. Pursuant to 19 V.S.A. §§ 5(d)(13) and 309c(b), within 15 days of the Secretary’s determination, the Subrecipient may petition the Vermont Transportation Board for a hearing to determine whether the amount of the Subrecipient’s repayment obligation as determined by the Secretary may be reduced.

5. Project Costs and Phases. The parties agree that the Subrecipient will perform all tasks and duties incidental to accomplishing the following Project development phases, where an amount of funding is indicated, in conformance with the schedule or amended schedule agreed upon by the parties: and that the State will pay the state and federal share of all properly documented invoices from the Subrecipient for work incidental to the development of the Project up to the total available State/federal funds to the Subrecipient:

Phase	Federal \$	State \$	Local \$	Total \$
Total Available Funds to Subrecipient*	\$850,000	\$0	\$212,500	\$1,062,500

*The amounts noted may not reflect expenditures that were covered under prior agreements or contracts.

6. Excess Costs. The parties agree that costs incurred by, at the direction of, or for the Subrecipient, when such costs exceed the totals indicated in Section 5, above, will not be eligible for federal or state participation unless those costs have been incorporated into this Grant Agreement through a written amendment.

7. Allocation of Funds by STATE. On the basis of the Subrecipient's request for authorization to develop the Project, and subject to the availability of state and federal funds, the State agrees to make available to the Subrecipient a sum not to exceed **\$0** in State funds and **\$850,000** in federal-aid funds for engineering, right-of-way, utility and railroad relocation where applicable, construction, and construction engineering costs (as described in Section 5 above).

8. Payment of Invoices by the STATE. The State agrees to pay the Subrecipient the federal and state shares of properly documented bills invoiced by the Subrecipient.

Invoices, which shall clearly reference the Project name and number, shall be sent to:

Name: **Derek Kenison, Project Supervisor**
Division: Municipal Assistance Bureau
Address: Vermont Agency of Transportation
One National Life Drive
Montpelier, VT 05633-5001

9. Payment of Amounts Found Due by Audit. In the event an audit or inspection by a certified or registered public accountant or an authorized agent of the State reveals that monies are due and owing to the State from the Subrecipient, for whatever reasons, then the Subrecipient shall pay such sums to the State within thirty (30) days of written notification of the findings of such audit or inspection.

**ATTACHMENT C: STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS
REVISED JULY 1, 2016**

1. Definitions: For purposes of this Attachment, "Party" shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. "Agreement" shall mean the specific contract or grant to which this form is attached.

2. Entire Agreement: This Agreement, whether in the form of a Contract, State Funded Grant, or Federally Funded Grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial: This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under the Agreement.

Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

4. Sovereign Immunity: The State reserves all immunities, defenses, rights or actions arising out of the State's sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State's immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State's entry into this Agreement.

5. No Employee Benefits For Party: The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the state withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

6. Independence: The Party will act in an independent capacity and not as officers or employees of the State.

7. Defense and Indemnity: The Party shall defend the State and its officers and employees against all third party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits. In the event the State withholds approval to settle any such claim, then the Party shall proceed with the defense of the claim but under those circumstances, the Party's indemnification obligations shall be limited to the amount of the proposed settlement initially rejected by the State.

After a final judgment or settlement the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

The Party shall indemnify the State and its officers and employees in the event that the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

The Party agrees that in no event shall the terms of this Agreement nor any document required by the Party in connection with its performance under this Agreement obligate the State to defend or indemnify the Party or otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection costs or other costs of the Party except to the extent awarded by a court of competent jurisdiction.

8. Insurance: Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

General Liability and Property Damage: With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed Operations

Personal Injury Liability

Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal & Advertising Injury

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

Additional Insured. The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Notice of Cancellation or Change. There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

9. Reliance by the State on Representations: All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with the Contract, including but not limited to bills, invoices, progress reports and other proofs of work.

10. False Claims Act: The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.* If the Party violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Party's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

11. Whistleblower Protections: The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

12. Federal Requirements Pertaining to Grants and Subrecipient Agreements:

A. Requirement to Have a Single Audit: In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, the Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

B. Internal Controls: In the case that this Agreement is a Grant that is funded in whole or in part by Federal funds, in accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

C. Mandatory Disclosures: In the case that this Agreement is a Grant funded in whole or in part by Federal funds, in accordance with 2CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

13. Records Available for Audit: The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired

in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

14. Fair Employment Practices and Americans with Disabilities Act: Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

15. Set Off: The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

16. Taxes Due to the State:

- A. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- B. Party certifies under the pains and penalties of perjury that, as of the date the Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- C. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- D. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

17. Taxation of Purchases: All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

18. Child Support: (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date the Agreement is signed, he/she:

- A. is not under any obligation to pay child support; or
- B. is under such an obligation and is in good standing with respect to that obligation; or
- C. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

19. Sub-Agreements: Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and

liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 23 ("Certification Regarding Use of State Funds"); Section 31 ("State Facilities"); and Section 32 ("Location of State Data").

20. No Gifts or Gratuities: Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

21. Copies: Party shall use reasonable best efforts to ensure that all written reports prepared under this Agreement are printed using both sides of the paper.

22. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>

23. Certification Regarding Use of State Funds: In the case that Party is an employer and this Agreement is a State Funded Grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

24. Conflict of Interest: Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

25. Confidentiality: Party acknowledges and agrees that this Agreement and any and all information obtained by the State from the Party in connection with this Agreement are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

26. Force Majeure: Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lock-outs) ("Force Majeure"). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

27. Marketing: Party shall not refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

28. Termination: In addition to any right of the State to terminate for convenience, the State may terminate this Agreement as follows:

- A. Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, and in the event federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
- B. Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.
- C. No Implied Waiver of Remedies:** A party's delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be construed as a waiver of any such right, power or remedy. All waivers must be in writing.

29. Continuity of Performance: In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

30. Termination Assistance: Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

31. State Facilities: If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

32. Location of State Data: No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside continental United States, except with the express written permission of the State.

(End of Standard Provisions)

ATTACHMENT D
OTHER GRANT AGREEMENT PROVISIONS

1. **Cost of Materials:** Subrecipient will not buy materials and resell to the State at a profit.
2. **Availability of Federal Funds:** This contract is funded in whole or in part by federal funds. In the event the federal funds supporting this contract become unavailable or are reduced, the State may cancel this contract immediately, and the State shall have no obligation to pay Subrecipient from State revenues.
3. ~~**Identity of workers:** The Subrecipient will assign the following individuals to the services to be performed under the provisions of this agreement, and these individuals shall be considered essential to performance. Should any of the individuals become unavailable during the period of performance, the State shall have the right to approve any proposed successors, or, at its option, to cancel the remainder of the agreement.~~
4. ~~**Work Product Ownership:** Upon full payment by the State, all products of the Subrecipient's work, including outlines, reports, charts, sketches, drawings, art work, plans, photographs, specifications, estimates, computer programs, or similar documents, becomes the sole property of the State of Vermont and may not be copyrighted or resold by Subrecipient.~~
5. **Prior Approval/Review of Releases:** Any notices, information pamphlets, press releases, research reports, or similar other publications prepared and released in written or oral form by the Subrecipient under this grant agreement shall be approved/reviewed by the State prior to release.
6. ~~**Ownership of Equipment:** Any equipment purchased by or furnished to the Subrecipient by the State under this grant agreement is provided on a loan basis only and remains the property of the State.~~
7. **Subrecipient's Liens:** Subrecipient will discharge any and all contractors' or mechanics' liens imposed on property of the State through the actions of subcontractors.
8. ~~**Performance Bond:** The Subrecipient shall, prior to commencing work under this grant agreement, furnish to the State a payment and performance bond from a reputable insurance company licensed to do business in the State of Vermont, guaranteeing the satisfactory completion of the grant agreement by the Subrecipient and payment of all subcontractors, suppliers and employees.~~
9. ~~**Professional Liability Insurance:** Before commencing work on this grant agreement and throughout the term of this grant agreement, Subrecipient shall procure and maintain professional liability insurance for any and all services performed under this grant agreement, with minimum coverage of \$100,000.00 per occurrence.~~
10. **Federal-Aid Construction Work:** The subrecipient will comply with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a 7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction sub agreements.

11. ~~Health Insurance Privacy & Portability Act:~~ ~~The confidentiality of any health care information acquired by or provided to the independent subrecipient shall be maintained in compliance with any applicable State or federal laws or regulations.~~

12. Audit of Federal Subrecipient: Under current interpretations of federal law, the subrecipient will be subject to the federal Single Audit Act. Subrecipient will comply with audit requirements contained in Circular A-133/Circular A110 and/or other applicable circulars of the U.S. Office of Management and Budget. ~~The cost of such an audit will be borne by the Subrecipient is included in the payment provisions of this Grant.~~

13. Requirement to Have a Single Audit: If this subrecipient expends \$500,000 or more in federal assistance during its fiscal year, it is required to have a single audit conducted in accordance with the Single Audit Act, except when it elects to have a program-specific audit.

The subrecipient may elect to have a program-specific audit if it expends funds under only one federal program and the federal program's laws, regulating or grant agreements do not require a financial statement audit of the entity.

If the subrecipient should spend less than \$500,000 in aggregate federal funds in any single fiscal year, organization-wide financial statements and a schedule of federal financial assistance for VTrans funds only shall be submitted within nine (9) months of the end of the fiscal year. The federal financial assistance schedule will list the funds by title, Code of Federal Domestic Assistance (CFDA) number, pass-through Municipal's number, award amount, receipts, and expenditures. At the Program Director's discretion, agreed upon procedures, related to the VTrans schedule of federal financial assistance, may be required to be performed by a certified independent audit firm.

The State reserves the right to withhold reimbursement of project costs if the subrecipient does not comply with the requirements of this section or with Attachment C section 9.

14. Equal Opportunity Plan: If they are required by the Federal Office of Civil Rights to have a plan, the subrecipient must provide a copy of the approval of their Equal Opportunity Plan.

15. Supplanting: If required, the subrecipient will submit a Certification that funds will not be used to supplant local or other funding.

16. Grant Term: The Grant term is the period during which grant funds may be expended. Expiration of the Grant Term does not relieve the subrecipient from the duty to fulfill long term grant requirements, some of which may extend indefinitely. Such long-term requirements may include but are not limited to, maintenance of the completed project, applicable reporting requirements, and obtaining the State's approval before selling or transferring equipment or property acquired with grant proceeds.

17. Responsibility for Project Costs determined Ineligible for Reimbursement by FHWA: In the event that Project costs incurred are not reimbursed by the Federal Highway Administration due to the Subrecipient's failure to follow proper federal guidelines and/or the expenditures are found by the State or FHWA to be federally non-participating items, the Subrecipient shall be responsible for 100% of such Project costs.

- 18. Limits on Reimbursement:** The State will not reimburse the Subrecipient for premium rate overtime unless the State has given its prior written approval for such overtime. The State will reimburse the Subrecipient for reasonable and necessary expenses actually incurred in the performance of this Grant subject, however, to the reimbursement limitations for state employees. The State will not reimburse the Subrecipient for meals taken during travel not requiring an overnight stay away from home.
- 19. Compliance with Cost Principles:** Grantee shall comply with the requirements set forth in 2 CFR, Part 225 (superseding OMB Circular A-87 for State and Local Governments Including Schools), 2 CFR, Part 230 (superseding OMB Circular A-122 for Non Profit Organizations), or 2 CFR, Part 220 (formerly A-21 for Higher Education Institutions) as appropriate for the Grantee's type of organization.
- 20. Compliance with Administrative Regulations:** Grantee shall comply with the requirements of OMB Circular A-102 (State & Local Governments and Schools) or 2 CFR Part 215 (superseding OMB Circular A-110 for Institutions of Higher Education, Hospitals, and Non Profit organizations) as appropriate for the grantee's type of organization.
- 21. Resolution of Grant Disputes.** The parties shall attempt to resolve any disputes that may arise under this Grant by negotiation. Any dispute not resolved by negotiation shall be referred to the State's appropriate Director for determination. If the Grantee is aggrieved by the decision of the Director, the Grantee may appeal in writing to the Transportation Board, through the Director, within 30 calendar days of the Director's decision, but not thereafter. The notice of appeal shall completely outline the nature and extent of the issue(s) appealed and shall include copies of any and all supporting documentation. The decision of the Transportation Board may be appealed to Vermont Superior Court by either party as provided in 19 V.S.A. 5(d)(4).
- 22. Interpretation of Grant.** If an ambiguity or question of intent arises with respect to any provision of this Grant, the Grant will be construed as if drafted jointly between the parties and no presumption or burden of proof will arise favoring or disfavoring either party by virtue of authorship of any of the provisions of this Grant.
- 23. Cargo preference act compliance (if applicable).** The contractor/recipient/subrecipient is hereby notified that the Contractor and Subcontractor(s)/recipients and subrecipients are required to follow the requirements of 46 CFR 381.7 (a)-(b), if applicable. For guidance on requirements of Part 381 – Cargo Preference – U.S. Flag Vessels please go to the following web link: <https://www.fhwa.dot.gov/construction/cqit/cargo.cfm>.

ATTACHMENT E
SPECIAL CONDITIONS

None

ATTACHMENT F
APPLICABLE STANDARDS & DESIGN CRITERIA

- A. Vermont State Standards for Design
- B. Latest Edition of the Manual for Uniform Traffic Control Devices (MUTCD)
- C. The most recent appropriate version of the VTrans Standard Specifications for Construction, as amended with its most recent General Special Provisions and Supplemental Specifications, but only to the extent not inconsistent with this Grant Agreement.
- D. VTrans Utilities Manual
- E. Vermont Pedestrian and Bicycle Facility Planning and Design Manual
- F. American Association of State Highway and Transportation Officials (AASHTO) Roadside Design Guide
- G. AASHTO Guide for Design of Pavement Structures
- H. The most recent version of the Highway Capacity Manual
- I. VTrans Hydraulics Manual
- J. The Approved Project Environmental Document
- K. VTrans Structures Manual
- L. Code of Federal Regulations (CFR), Titles 23 (Highways), 48 (Federal Acquisition Regulations System) (FARS), and 49 (Transportation)
- M. VTrans Procedures for Selecting Contractors and Specifications for Contractor Services, Including Customary State Contract Provisions, but only to the extent not inconsistent with this Grant Agreement.
- N. AASHTO Specifications for Highway Bridges
- O. VTrans Design Exception Procedure
- P. VTrans Right-of-Way Manual
- Q. VTrans Policy for CADD standards
- R. U.S. Department of Justice rules implementing the Americans with Disabilities Act (ADA), 28 CFR Part 36)
- S. Municipal Assistance Bureau Guidebook
- T. Transportation Enhancement Operations Program Manual

If the Grantee believes that there is a discrepancy in the information contained herein or in the above-listed requirements, the Grantee shall notify the State. The State, after consultation with the Grantee, will, in its sole discretion, determine which requirement takes precedence.

ATTACHMENT G
PERSONNEL REQUIREMENTS AND CONDITIONS

A. Standards of Conduct

1) No employee, officer or agent of the Subrecipient shall participate in the selection, award or administration of a contract support by state or federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- the employee, officer or agent, or
- any member of his or her immediate family, or
- his or her partner, or
- an organization which employs, or is about to employ, any of the above,

has a financial or other interest in the consultant or contractor selected for award. Subrecipient's officers, employees or agents will neither solicit nor accept gratuities, favors or any gift of any kind or value from consultants, potential consultants, contractors, potential contractors, or parties to sub-agreements. Violation of this standard will result in penalties, sanctions, or other disciplinary actions to the extent permitted by State, Federal or local law.

2) Except where it conflicts with fairness toward competitors, Subrecipient shall avoid any appearance of a conflict of interest in the award of a contract. If there is such an appearance of a conflict of interest wherein a reasonable person might conclude that the contractor was selected for improper reasons, the Subrecipient shall disclose that fact and, regardless, should document its reasons for selection all contractors.

B. The Subrecipient shall employ only qualified personnel in responsible charge of the supervision of work.

C. Except with the approval of the State, during the life of this Agreement, the Subrecipient will not employ:

1) Personnel on the payroll of the State who are directly involved with the awarding, administration, monitoring, or performance of the contract or the Project(s) which are the subject(s) of this Grant Agreement, or

2) Any person so involved within one (1) year of termination of employment with the State.

ATTACHMENT G
PERSONNEL REQUIREMENTS AND CONDITIONS (CONTINUED)

D. The Subrecipient warrants that no company or person has been employed or retained other than a bona fide employee working solely for the Subrecipient to solicit or secure this Agreement and that no company or person has been paid or has an agreement with the Subrecipient to be paid other than a bona fide employee working solely for the Subrecipient any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of the warranty, the State shall have the right to annul this Agreement without liability to the State and to regain all costs incurred by the State in the performance of the Agreement.

E. The State reserves the right to require the removal from the Project any person employed by the Subrecipient for misconduct, incompetence or negligence, as determined by the Secretary of the Vermont Agency of Transportation, in the due and proper performance of his/her duties or who neglects or refuses to comply with the requirements of this Agreement.

ATTACHMENT H
REQUIRED SUBMITTALS, STATE LIAISON, WAIVER OF STANDARDS AND
MODIFICATIONS OF DESIGN STEPS, PLANS, DOCUMENTS AND ESTIMATES

Required Submittals: Conceptual Plans, Final Plans and Contract Plans, Specifications and Estimates

State Liaison: **Derek Kenison – Project Supervisor**

Waivers of Standards: **None**

Modifications of Project Design Steps, Plans, Documents and Estimates: **None**

VERMONT LEAGUE OF CITIES & TOWNS



Issue Date: 01/01/2015

Policy Number: P4072015

CERTIFICATE OF COVERAGE

Company Affording Coverage

Named Member
Town of Milton, Incl. Milton Firefighters Assoc. Inc.
Attn: Erik Wells
43 Bombardier Road
Milton, VT 05468

VLCT Property & Casualty InterMunicipal Fund, Inc.
89 Main Street Suite 4
Montpelier, VT 05602

Type of Coverage	Term	Limits of Liability
Commercial General Liability Coverage Includes: Premises/Operations Products/Completed Operations Personal Injury Contractual Independent Contractors Broad Form Property Damage	01/01/2015 - 01/01/2016	\$10,000,000 Per Occurrence
Automobile Liability Any Auto Hired Autos Non-Owned Autos Comprehensive/Collision	01/01/2015 - 01/01/2016	\$10,000,000 Per Occurrence ACV
Workers Compensation And Employers Liability	01/01/2015 - 01/01/2016	Statutory \$5,000,000 Per Occurrence and in the Aggregate
Property	01/01/2015 - 01/01/2016	\$20,000,000 Per Occurrence
Other: The State of Vermont and its officers and employees are included as an additional covered party (additional insured), but only in respect to operations by or on behalf of the Named Member, as respects the grant.		
Certificate Holder: Vermont Agency of Transportation - National Life Building 1 National Life Drive Montpelier, VT 05633-5001	This Certificate is issued as a matter of information only and confers no rights upon the Certificate Holder. This Certificate does not amend, extend or alter the coverage afforded by the policies above. Should any of the above described policies be cancelled before the expiration date thereof, the Issuing Insurer will endeavor to mail 30 days written notice to the Certificate Holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the Insurer, its agents, or representatives.	

Authorized Representative: _____

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/22/16 thru 11/22/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
10450 A. NADEAU & CO., INC.								
	00003723	096742	60.1 tn blend @ 8.30	10-30-430-601.20	WINTER SAND	498.83	498.83	✓
	00003723	096763	78.8 tn @ 8.30 blend	10-30-430-601.20	WINTER SAND	654.04	654.04	✓
	00003723	096764	100.81 tn @ 8.30 blend	10-30-430-601.20	WINTER SAND	836.72	836.72	✓
	00003723	096765	blend 60.5 tn @ 8.30	10-30-430-601.20	WINTER SAND	502.15	502.15	✓
	00003723	096767	blend 58.97 tn @ 8.30	10-30-430-601.20	WINTER SAND	489.45	489.45	✓
	00003723	096772	blend 13.7 tn @ 8.30	10-30-430-601.20	WINTER SAND	113.71	113.71	✓
	00003723	96736	57.13tn @ 8.30 3/8 blend	10-30-430-601.20	WINTER SAND	474.18	474.18	✓
	00003723	96771	82.55 tn @ 8.30 blend	10-30-430-601.20	WINTER SAND	685.16	685.16	✓
						4,254.24	4,254.24	
17536 ADVANCE AUTO PARTS								
	00003663	619630031734	oil, lube spray Blaster	10-30-430-430.10	VEHICLE MAINTENANCE	183.94	183.94	✓
33218 ALL SEASONS EXCAVATING INC								
		29066	McMullen sidewalk	38-30-430-450.25	McMullen Rd SW Constructi	0.00	131,028.00	✓
19190 BOUND TREE MEDICAL								
	00012078	82288162	glucose tst strips, ankle	10-20-422-612.00	GENERAL SUPPLIES	250.00	213.27	✓
	00012078	82288162	glucose tst strips, ankle	10-20-422-820.00	PROFESSIONAL DEVELOPMENT	99.98	99.98	✓
	00012078	82288827	stethoscope, sphygmanmtr	10-20-422-820.00	PROFESSIONAL DEVELOPMENT	150.02	26.36	✓
	00012069	82292818	locking set	10-20-422-612.00	GENERAL SUPPLIES	100.00	100.00	✓
	00012091	82319431	sharps containers,clipbrd	10-20-422-612.00	GENERAL SUPPLIES	621.03	621.03	✓
						1,221.03	1,060.64	
19556 BRETT, KELSI								
	00008751	110216	graphic design QM logo	10-10-410-330.00	OTHER PROFESSIONAL SERVIC	400.00	400.00	✓
19921 BROWN, CHARLES								
		111416	10/10-14 meals out-of-st	10-20-420-580.00	TRAVEL	0.00	96.89	✓
20500 BUILDING HOME CENTER INC								
	00003668	460484	rpr PD washbay	10-30-430-612.00	GENERAL SUPPLIES	49.96	49.96	✓
27806 BUSINESS CREDIT CARD SERVICES								
	00008756	53202089	annl website hosting	10-10-417-613.00	TECHNOLOGY	143.40	143.40	✓
	00008756	53711290	site lock 12 mo website	10-10-417-613.00	TECHNOLOGY	19.99	19.99	✓
						163.39	163.39	
64708 BUSWELL, LAURA E								
		440309A-C	cancel Begin guitar	10-50-000-347.00	RECREATION FEES	0.00	39.00	✓
54050 CASELLA WASTE SYSTEMS INC								
		2590333	Oct rubbish removal	10-30-432-421.00	DISPOSAL & REFUSE	0.00	500.98	✓
		2590333	Oct rubbish removal	50-10-410-421.00	DISPOSAL & REFUSE	0.00	32.00	✓
		2590333	Oct rubbish removal	55-20-420-421.00	DISPOSAL & REFUSE	0.00	502.83	✓

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TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 12

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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/22/16 thru 11/22/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
						0.00	1,035.81	
24899 CHAMPLAIN VALLEY EQUIPMENT, INC.								
	00009383	WS20463	main Kabuto tractor	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	500.00	434.29	-
25190 CHAMPLAIN WATER DISTRICT								
		103116	Oct 14,409,440 gal	50-10-410-411.10	WATER PURCHASE CWD	0.00	30,086.91	-
24159 CHANNING BETE COMPANY, INC								
	00012093	53262773	iv traning arms	10-20-422-820.00	PROFESSIONAL DEVELOPMENT	150.00	137.34	-
26950 CLARK'S TRUCK CENTER								
	00012085	379086	belt tether	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	9.96	9.96	-
	00012085	379455	belt tether	10-20-422-430.10	VEHICLE/EQUIP.MAINTENANCE	9.96	9.96	-
						19.92	19.92	
27365 COLLINS LANDSCAPING, LLC								
	00009378	338	mow cemetery Sept	10-30-432-340.10	TECHNICAL-CEMETERIES	1,268.40	1,268.40	-
	00009378	355	Oct mow & trm wkly cemetr	10-30-432-340.10	TECHNICAL-CEMETERIES	706.70	706.70	-
						1,975.10	1,975.10	
27380 COMCAST								
		43126-NOV16	internet library Nov	10-50-451-530.20	COMMUNICATIONS-OTHER	0.00	20.00	-
27864 CRW CORP								
	00003717	S73480	Exhaust, frnt wndw excvtr	10-30-430-430.10	VEHICLE MAINTENANCE	886.40	886.40	-
29418 DESORCIE EMERGENCY PRODUCTS LLC								
	00011078	13245	eng 6 hdlts & air lk	10-20-421-430.10	VEHICLE/EQUIP MAINTENANCE	462.99	462.99	-
39698 DJ TREE SERV AND LOGGING INC								
	00003724	10895	tree removal sanderson	10-30-430-450.11	Paving - Sanderson Rd	7,500.00	7,500.00	-
	00003749	10895PRTL	tree removal	10-30-430-360.00	CONTRACTED SERVICES	2,500.00	2,500.00	-
						10,000.00	10,000.00	
29886 DONALD L HAMLIN CONSULTING ENGINEE								
		16-260 AUG16	McMullen Aug Engr Service	38-30-430-330.25	McMullen Rd SW Prof-Servi	0.00	12,765.18	-
		16-320 AUG16	Sanderson, N., Middle Aug	10-30-429-360.10	ENGINEERING SERVICES	0.00	10,370.41	-
						0.00	23,135.59	
43491 DUCHESNEAU, KIMBERLY								
		110716	Survey Monkey 1 mo.	10-50-452-540.00	ADVERTISING	0.00	26.00	-
40332 FASTENAL COMPANY								
	00003704	VTWIN49343	nuts & bolts rprs	10-30-432-430.10	REPAIR & MAINT-EQUIPMENT	49.05	49.05	-

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01:28 pm

TOWN OF MILTON Accounts Payable
Warrant/Invoice Report # 12

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By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/22/16 thru 11/22/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
33327 FLOW ASSESSMENT SERVICES LLC							
00001827	3594	smk tst Ellison & Strwb D	55-20-420-450.00	CONSTRUCTION SERVICES	4,750.00	4,750.00	-
55941 FRANCIS, DENISE							
00005818	111616	10 zumba Wed	10-50-452-831.00	REVENUE PROGRAMS	1,105.00	290.00	-
34350 GALE/CENGAGE LEARNING							
00051850	59250899	large print bks for Adult	10-50-451-640.35	BOOKS-LARGE PRINT	26.24	26.24	-
00051850	59365172	Lg print books for Adults	10-50-451-640.35	BOOKS-LARGE PRINT	212.73	212.73	-
					-----	-----	
					238.97	238.97	
34300 GALL'S INC							
00200199	006296748	3 sets of boots officers	10-20-420-650.00	UNIFORMS	750.00	730.00	-
64708 HAAS, PAM							
	440309A-A	cancelled beginner guitar	10-50-000-347.00	RECREATION FEES	0.00	44.00	-
60407 HAUN WELDING SUPPLY INC							
00003750	0287084	annl cutting torch lease	10-30-430-430.10	VEHICLE MAINTENANCE	199.75	199.75	-
00012094	4450808	3 cyl oxygen	10-20-422-612.00	GENERAL SUPPLIES	38.23	38.23	-
00012094	4529342	oxygen 3 cyl	10-20-422-612.00	GENERAL SUPPLIES	20.98	20.98	-
00012094	4579955	5 cyl oxygen	10-20-422-612.00	GENERAL SUPPLIES	46.15	46.15	-
					-----	-----	
					305.11	305.11	
36691 HD SUPPLY WATERWORKS, LTD							
	G193761	incor parts reordr PO1801	50-10-410-612.00	GENERAL SUPPLIES	0.00	685.63	-
	G193761	incor parts reordr PO1801	55-20-420-612.00	GENERAL SUPPLIES	0.00	685.63	-
	G194701	orig G067702 rplcd	50-10-410-612.00	GENERAL SUPPLIES	0.00	-745.25	-
	G194701	orig G067702 rplcd	55-20-420-612.00	GENERAL SUPPLIES	0.00	-745.25	-
	G251935	incorr prts reordr PO1801	50-10-410-612.00	GENERAL SUPPLIES	0.00	59.62	-
	G251935	incorr prts reordr PO1801	55-20-420-612.00	GENERAL SUPPLIES	0.00	59.62	-
					-----	-----	
					0.00	0.00	
40700 INGRAM LIBRARY SERVICES							
00051841	61110523	yth bks Oct	10-50-451-640.30	BOOKS-JUVENILE	397.47	397.47	-
00051841	61112837	child's bks Oct	10-50-451-640.25	BOOKS-CHILDRENS	492.59	501.72	-
00051821	61114206	Nov adult bks	10-50-451-640.10	BOOKS-ADULTS	530.25	530.25	-
00051852	61114207	child's bks Nov	10-50-451-640.25	BOOKS-CHILDRENS	20.74	20.74	-
00051852	61114208	yth bks Nov	10-50-451-640.30	BOOKS-JUVENILE	10.92	10.92	-
00051821	61114867	Bks for Adults Nov	10-50-451-640.10	BOOKS-ADULTS	33.41	33.41	-
00051821	61114930	Nov books for Adults	10-50-451-640.10	BOOKS-ADULTS	48.37	48.37	-
00051852	61114931	yth bks Nov	10-50-451-640.30	BOOKS-JUVENILE	10.35	10.35	-
00051821	61118217	Nov bks for Adults	10-50-451-640.10	BOOKS-ADULTS	34.21	38.00	-
00051822	61118981	Dec books for adults	10-50-451-640.10	BOOKS-ADULTS	14.95	14.95	-
00051825	61118982	Nov for adult audiobk	10-50-451-640.15	AUDIOS	313.89	313.89	-

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/22/16 thru 11/22/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
00051841	66767062	yth bks Oct	10-50-451-640.30	BOOKS-JUVENILE	99.27	99.27	✓
00051821	66768151	Nov Bks for Adults	10-50-451-640.10	BOOKS-ADULTS	14.36	14.36	✓
00051852	66769131	childs Nov bks	10-50-451-640.25	BOOKS-CHILDRENS	32.25	32.25	✓
00051852	66769132	yth bks Nov	10-50-451-640.30	BOOKS-JUVENILE	2.60	2.60	✓
					-----	-----	
					2,055.63	2,068.55	
41074 INTERSTATE AUTO SERVICE, INC							
	76230	head Lt '13 Taurus #958	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	42.95	✓
	76276	St Inspctn, '13 Edge AAh5	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	141.03	✓
	76364	tire chg, oil '14 Taurus	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	106.15	✓
00003696	76365	Inspection '15 Chevy 2500	10-30-430-430.10	VEHICLE MAINTENANCE	40.00	40.00	✓
	76416	4 tire change '11 Tahoe	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	104.00	✓
	76419	AAE958 tire change	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	76.00	✓
	76432	4 tire chg '13 Taurus#529	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	64.00	✓
	76451	St Inspctn oil DTR706	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	82.15	✓
	76459	'08 Caravan 4 tire change	10-20-420-430.10	VEHICLE MAINTENANCE	0.00	64.00	✓
					-----	-----	
					40.00	720.28	
49931 JOHNSON HARDWARE & RENTAL							
00003687	DV1146	Keelty Boot Allow	10-30-430-290.00	OTHER EMPLOYEE BENEFIT	54.00	54.00	✓
00003687	DV1146	Keelty Boot Allow	10-30-432-290.00	OTHER EMPLOYEE BENEFITS	54.00	54.00	✓
00003709	TR3736	rent bull dozer 1 mo.	10-30-430-450.11	Paving - Sanderson Rd	4,000.00	4,845.00	✓
					-----	-----	
					4,108.00	4,953.00	
64708 KITTSON, TABBY							
	420112B-A	cancel partl painting	10-50-000-347.00	RECREATION FEES	0.00	40.00	✓
64708 LANG, MATTHEW G							
	420112B-C	aftrschl paintg cancl prt	10-50-000-347.00	RECREATION FEES	0.00	66.00	✓
64708 LIANG, BIYU							
	420112B-B	cancel aftrschl paint prt	10-50-000-347.00	RECREATION FEES	0.00	66.00	✓
46973 LOCKE, PAUL							
	110416	July-Nov 5 mo. gym@\$40	10-20-420-825.00	Gym Membership	0.00	200.00	✓
39685 MARLIN ENVIRONMENTAL INC							
00003706	111775	Mo. rent port-o-let Sndrs	10-30-430-450.11	Paving - Sanderson Rd	80.00	80.00	✓
00003706	112958	mo. port-o-let Sndrsn	10-30-430-450.11	Paving - Sanderson Rd	40.00	80.00	✓
					-----	-----	
					120.00	160.00	
48058 MAYVILLE, PHYLLIS MARY							
00200156	110116	stitch patches	10-20-420-650.00	UNIFORMS	10.00	10.00	✓
49500 MCRAE AUTO SERVICE							
00003692	13644	aak443 vac trk inspctn+	10-30-430-430.10	VEHICLE MAINTENANCE	128.75	128.75	✓

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/22/16 thru 11/22/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
32590 MIKE ALBERT LEASING INC								
		INV00666500	sept lease Mitsubishi	10-10-416-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	165.00	
		INV00672024	Oct lease Mitsubishi	10-10-416-430.10	VEHICLE/EQUIP MAINTENANCE	0.00	165.00	
						0.00	330.00	
52802 MILTON FIREFIGHTERS ASSOCIATION IN								
	091816		Course Emerg Responder	10-20-421-820.00	PROFESSIONAL DEVELOPMENT	0.00	120.00	
	110716		batteries	10-20-421-740.00	MACHINERY/EQUIPMENT	0.00	42.34	
	111616		Champlain Valley Cardio	10-20-421-330.00	OTHER PROFESSIONAL	0.00	303.00	
	338		Sunshine 15 shirts cleang	10-20-421-650.00	UNIFORMS	0.00	48.00	
						0.00	513.34	
53400 MILTON INDEPENDENT INC								
	00008722	46804	MI employment ad	10-10-416-540.00	ADVERTISING	114.00	114.00	
	00008728	46982	employment ad	10-10-416-540.00	ADVERTISING	63.75	63.75	
	00008721	46983	Sanderson constctn notice	10-10-416-540.00	ADVERTISING	51.00	63.75	
	00008759	46984	paving bid ad	10-10-416-540.00	ADVERTISING	25.50	25.50	
	00006676	47210	DRB warning ad	10-60-461-540.00	ADVERTISING	104.00	104.00	
	00008736	47283	bid request annual	10-10-416-540.00	ADVERTISING	31.87	44.63	
	00001836	47376	hydrant flushing notice	50-10-410-540.00	ADVERTISING	44.63	44.63	
	00008744	47377	RFP website	10-10-416-540.00	ADVERTISING	31.88	31.88	
	00006679	47378	DRB LINE	10-60-461-540.00	ADVERTISING	123.10	123.10	
	00008744	47379	planning grant Line	10-10-416-540.00	ADVERTISING	70.60	70.60	
	00008748	47489	fall paving ad	10-10-416-540.00	ADVERTISING	44.63	44.63	
	00001836	47490	hydrant flushing notice	50-10-410-540.00	ADVERTISING	44.63	44.63	
						749.59	775.10	
53950 MILTON RENTAL & SALES CENTER INC								
	00003721	1-4725	coil ignition	10-30-430-612.00	GENERAL SUPPLIES	125.54	125.54	
	00001788	1-534846	throttle wire pump rpr	50-10-410-612.00	GENERAL SUPPLIES	4.50	4.50	
	00001788	1-534846	throttle wire pump rpr	55-20-420-612.00	GENERAL SUPPLIES	4.50	4.50	
	00001847	1-536479	Excvtr rent Milton Falls	50-10-410-442.00	RENTAL OF EQUIP & VEHICLE	238.25	238.25	
						372.79	372.79	
53200 MILTON TOWN SCHOOL DISTRICT								
	00008752	110116	10 cases paper muni	10-10-416-611.00	OFFICE SUPPLIES	242.60	242.60	
57413 NEW HORIZON COMMUNICATIONS CORP								
	011393-OCT16	11/1-30	svs Oct calls	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.44	
	011393-OCT16	11/1-30	svs Oct calls	10-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	63.87	
	011393-OCT16	11/1-30	svs Oct calls	10-10-412-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.44	
	011393-OCT16	11/1-30	svs Oct calls	10-10-413-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.36	
	011393-OCT16	11/1-30	svs Oct calls	10-10-414-530.10	COMMUNICATIONS-TELEPHONE	0.00	20.36	
	011393-OCT16	11/1-30	svs Oct calls	10-10-417-530.20	COMMUNICATIONS-OTHER	0.00	318.84	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/22/16 thru 11/22/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	011393-OCT16	11/1-30 svcs Oct calls	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	86.43	
	011393-OCT16	11/1-30 svcs Oct calls	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	180.49	
	011393-OCT16	11/1-30 svcs Oct calls	10-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	105.90	
	011393-OCT16	11/1-30 svcs Oct calls	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	16.29	
	011393-OCT16	11/1-30 svcs Oct calls	10-20-421-530.10	COMMUNICATIONS TELEPHONE	0.00	31.68	
	011393-OCT16	11/1-30 svcs Oct calls	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.68	
	011393-OCT16	11/1-30 svcs Oct calls	10-20-422-530.10	COMMUNICATIONS-TELEPHONE	0.00	12.22	
	011393-OCT16	11/1-30 svcs Oct calls	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.07	
	011393-OCT16	11/1-30 svcs Oct calls	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	8.15	
	011393-OCT16	11/1-30 svcs Oct calls	10-30-429-530.10	COMMUNICATIONS-TELEPHONE	0.00	39.45	
	011393-OCT16	11/1-30 svcs Oct calls	10-30-430-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.07	
	011393-OCT16	11/1-30 svcs Oct calls	10-50-451-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.07	
	011393-OCT16	11/1-30 svcs Oct calls	10-50-452-530.10	COMMUNICATIONS-TELEPHONE	0.00	4.07	
	011393-OCT16	11/1-30 svcs Oct calls	10-60-461-530.10	COMMUNICATIONS-TELEPHONE	0.00	24.44	
	011393-OCT16	11/1-30 svcs Oct calls	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.04	
	011393-OCT16	11/1-30 svcs Oct calls	50-10-410-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.68	
	011393-OCT16	11/1-30 svcs Oct calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.68	
	011393-OCT16	11/1-30 svcs Oct calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.78	
	011393-OCT16	11/1-30 svcs Oct calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	31.85	
	011393-OCT16	11/1-30 svcs Oct calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	69.37	
	011393-OCT16	11/1-30 svcs Oct calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	40.67	
	011393-OCT16	11/1-30 svcs Oct calls	55-20-420-530.10	COMMUNICATIONS-TELEPHONE	0.00	2.04	
					0.00	1,266.43	
57495	NEW YORK CLEANERS						
	103116	Oct PD dry cleaning	10-20-420-650.00	UNIFORMS	0.00	278.05	
58743	OLIVER, LD SEED COMPANY INC						
	00003670	120792 winter rye Sanderson	10-30-430-426.00	EROSION CONTROL	37.05	37.05	
61736	PHILBROOK, SCOTT						
	111516	Gym July-Nov 5 @ \$40	10-20-420-825.00	Gym Membership	0.00	200.00	
68435	PLACESENSE						
	00006687	564 Oct consult plan comm	10-60-461-330.00	OTHER PROFESSIONAL	525.00	525.00	
62053	POLLARD, JOSEPH G. CO. INC.						
	00001843	58397 2 sonoscopes, hydrnt flush	50-10-410-612.00	GENERAL SUPPLIES	117.45	117.45	
63713	RADIO NORTH GROUP INC						
	00200211	24137390 rpr & test cruiser radios	10-20-420-530.20	COMMUNICATIONS-OTHER	402.50	402.50	
68160	SUBURBAN PROPANE LP						
	43417	Ice House 40 gal	10-30-432-623.00	PROPANE	0.00	38.90	
	43418	McGrath 20 gal	50-10-410-621.00	NATURAL GAS	0.00	23.74	
	83862	ice house 162.60 gal	10-30-432-623.00	PROPANE	0.00	176.57	
	84117	Mcgrath 80.9 gal	50-10-410-621.00	NATURAL GAS	0.00	93.95	
					0.00	333.16	
74488	SULLIVAN, POWERS & COMPANY						
	119684	fy'16 audit & TIF procedr	10-10-401-330.00	OTHER PROFESSIONAL SERVIC	0.00	14,269.00	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/22/16 thru 11/22/16

Vendor	PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
		119684	fy'16 audit & TIF procedr	25-00-000-330.00	OTHER PROFESSIONAL SERVIC	0.00	425.00	
		119684	fy'16 audit & TIF procedr	28-00-000-330.00	Other Professional Servic	0.00	425.00	
						0.00	15,119.00	
48700 SYMQUEST GROUP INC		1081571	fire copier 10/1-31/16	10-20-421-430.20	PHOTOCOPIER MAINTENANCE	0.00	29.97	
		1083235	11/8-12/7/16 copier TC	10-10-412-430.20	PHOTOCOPIER MAINTENANCE	0.00	39.60	
						0.00	69.57	
21288 SYNCB/AMAZON		00200188	batteries AAA 4/4	10-20-420-611.00	OFFICE SUPPLIES	17.88	17.88	
		00008757	metal dog crate	10-20-423-612.00	GENERAL SUPPLIES	36.99	36.99	
		00008747	gloves, lead, cover crate	10-20-423-612.00	GENERAL SUPPLIES	45.44	45.44	
		00012090	2 stehoscope, office sppl	10-20-422-612.00	GENERAL SUPPLIES	105.44	105.44	
		00012090	shredder	10-20-422-612.00	GENERAL SUPPLIES	99.99	99.99	
		00012090	12) disenfectant wipes	10-20-422-612.00	GENERAL SUPPLIES	144.57	144.57	
		00200188	battery D12	10-20-420-611.00	OFFICE SUPPLIES	14.49	14.49	
		00200188	pens, batteryAA, tape	10-20-420-611.00	OFFICE SUPPLIES	100.31	100.31	
		00200188	hand sanitizer	10-20-420-611.00	OFFICE SUPPLIES	37.63	37.63	
		00200188	pens 2/6	10-20-420-611.00	OFFICE SUPPLIES	24.04	24.04	
						626.78	626.78	
64708 THAYER LOGGING & FIREWOOD		440309A-B	cancelled begin guitar	10-50-000-347.00	RECREATION FEES	0.00	39.00	
67615 THE GLASS CONNECTION		00006684	5420 glass front counter	10-60-461-743.00	FURNITURE & FIXTURES	229.50	229.50	
52256 TURNER, DONALD		111516	election workers meat plt	10-20-421-580.00	TRAVEL	0.00	69.00	
76960 U.S. BANK EQUIPMENT FINANCE		316512060	11/10-12/10/16 copier	10-20-420-430.20	PHOTOCOPIER MAINTENANCE	0.00	145.10	
78210 UNIFIRST CORP		036 1775780	rent uniforms rags	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		036 1775780	rent uniforms rags	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	32.56	
		036 1775780	rent uniforms rags	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	3.02	
		036 1777050	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	
		036 1777050	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	
		036 1777050	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	
		036 1777051	rental rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	
		036 1777051	rental rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	32.56	
		036 1777051	rental rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	3.02	
		036 1777052	uniform rent	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	
		036 1777052	uniform rent	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.12	

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/22/16 thru 11/22/16

Vendor

PO Number	Invoice Number	Invoice Description	Account Number	Account Description	PO Amount	Invoice Amount	Check
	036 1777052	uniform rent	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.13	-
	036 1778309	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.26	-
	036 1778309	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	4.54	-
	036 1778309	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	12.51	-
	036 1778310	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	6.00	-
	036 1778310	rent rags uniforms	10-30-430-650.00	EMPLOYEE UNIFORMS	0.00	32.56	-
	036 1778310	rent rags uniforms	10-30-432-650.00	EMPLOYEE UNIFORMS	0.00	3.02	-
	036 1778311	rent rags uniforms	10-30-430-612.00	GENERAL SUPPLIES	0.00	11.75	-
	036 1778311	rent rags uniforms	50-10-410-650.00	EMPLOYEE UNIFORMS	0.00	15.13	-
	036 1778311	rent rags uniforms	55-20-420-650.00	EMPLOYEE UNIFORMS	0.00	15.12	-
					0.00	255.36	
45999 UNIVERSITY OF VERMONT MEDICAL CENT							
00012061	21120	2 cs steril water bottles	10-20-422-612.00	GENERAL SUPPLIES	100.00	84.86	-
82984 VCJTC							
00200210	161012130	Fire Arms instrctr traing	10-20-420-820.00	PROFESSIONAL DEVELOPMENT	451.00	451.00	-
49013 VERIZON WIRELESS							
	9774107012	9/23-10/22/16 toughpads	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	241.91	
	9774107012B	9/23-10/22/16 bal tghpads	10-20-420-530.20	COMMUNICATIONS-OTHER	0.00	38.16	
					0.00	280.07	-
81021 VERMONT IRRIGATION INC							
00009388	20751	winterize sprinkler systm	10-30-432-430.00	REPAIR & MAINT-FACILITIES	95.00	95.00	-
81445 VERMONT SURPLUS PROPERTY							
00006677	73005013	4 drwr lateral file cabnt	10-60-461-743.00	FURNITURE & FIXTURES	80.00	80.00	-
81553 VERMONT TONER RECHARGE, INC.							
00006685	76834	hp laserjet toner refill	10-60-461-611.00	OFFICE SUPPLIES	90.00	90.00	-
84400 VLCT PACIF, INC.							
00008755	110716	Claim#20160627-A02	10-10-404-520.25	***VEHICLE INS DEDUCTIBLE	917.95	917.95	-
74358 VT AGENCY OF TRANSPORTATION							
00003748	AAK210RPLC	rplc plate AAK210 damaged	10-30-430-430.10	VEHICLE MAINTENANCE	9.00	9.00	-
81205 VTCMA							
00008753	20161001	fall conf reg Barlow-Case	10-10-410-820.00	PROFESSIONAL DEVELOPMENT	170.00	170.00	-
83844 W.B. MASON CO INC							
00008745	I38627880	file folders	10-10-410-611.00	OFFICE SUPPLIES	31.18	31.18	-
00008746	I38634343	hanging folders	10-10-410-611.00	OFFICE SUPPLIES	73.98	73.98	-
					105.16	105.16	
74649 WATCH GUARD VIDEO							
00004589	ELINV0002888	camera system /AAE958	38-20-420-742.00	VEHICLES - POLICE	4,820.00	5,020.00	-

11/18/16

TOWN OF MILTON Accounts Payable

01:28 pm

Warrant/Invoice Report # 12

clang

By due date and vendor name for check acct 1(GENERAL FUND) and due dates 11/22/16 thru 11/22/16

Vendor

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

35050 WOOD, GEORGE INC							
00003683	257845	2 turf tires	10-30-430-430.10	VEHICLE MAINTENANCE	142.50	142.50	-
00003683	257895	tube	10-30-430-430.10	VEHICLE MAINTENANCE	15.75	15.75	-
00003725	259791	'91 grater 2 tires rpr	10-30-430-430.10	VEHICLE MAINTENANCE	500.00	401.95	-
					-----	-----	
					658.25	560.20	
90000 ZOLL MEDICAL							
00012092	2445964	stat-padz lifeband	10-20-422-612.00	GENERAL SUPPLIES	395.00	395.00	-
					-----	-----	
Report Total						250,521.14	
						=====	

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 \$ ***250,521.14

SELECTBOARD:

 Darren Adams, Chair Ken Nolan, Vice Chair John Palasik, Clerk John W. Bartlett John Cushing

1 **Milton Selectboard Meeting**
2 **November 7, 2016 at 6:00 p.m.**
3 **Milton Fire Station Training Room**
4

5 **Selectboard Members Present:** Darren Adams, Chair; John Palasik, Clerk; John Cushing, Member; John
6 Bartlett, Member
7

8 **Selectboard Members Not Present:** Kenneth Nolan, Vice Chair;
9

10 **Staff Members Present:** Donna Barlow Casey, Town Manager; Dustin Keelty, PW Supervisor; Erik Wells,
11 Director of Administration; Bruce Trombly, Highway Dept.; John Devlin, Highway Dept.
12

13 **Others Present:** Isaac Wagner, Bruce Spankino, June Carew, Sue Kina, Ethel King, Sarah Martin, Arnold Perry,
14 Sheila Swiderski, Ann McSweeney, Mary Meunier, Jasper Sadlier Jr., Lori Sadlier, Ray Larrow, Karen White, Val
15 Sicard, Rita Quesnel, Annik Paul, Michael Howard, David Howard, Pamela Cassidy, Charlie Baker
16

17 **I. Call to Order-** Adams called the meeting to order at 6 PM
18

19 **II. Flag Salute-** Adams led attendees in a salute to the flag
20

21 **III. Agenda Review-** None
22

23 **IV. Public Forum-**None
24

25 **V. Public Hearing VCDP Planning Grant Application for Milton Mobile Home Coop**
26 **Adams opened the public hearing at 6:01 PM**
27

28 Isaac Wagner, a consultant who is assisting the Mobile Home Coop with the grant application
29 provided an overview of the project. The Milton Mobile Home Cooperative Infrastructure study
30 includes planning for the replacement of water and sewer systems, and an analysis of potentially
31 unstable banks (slopes) within the community. The goal of this planning project is to create a viable
32 action plan and funding recommendation. It's a very competitive grant application process. There is
33 a high need in the park for this work to be complete. A number of residents from the community in
34 attendance spoke in support of the project and the issues they are facing, especially with the sewer
35 systems.
36

37 Bartlett moved to close the public hearing, second by Cushing. Approved unanimously.
38

39 **Adams closed the public hearing at 6:15 PM.**
40

41 **VI. New Business and Department Items**

42 **A. VCDP Planning Grant Application for Milton Mobile Home Coop**

43 Bartlett moved to approve the VCDP Planning Grant Application for Milton Mobile Home Coop as
44 presented, second by Palasik. **Approved unanimously.**
45

46 **B. FY '17 Public Works Trucks Purchases**

47 Keelty went over the capital items to trade in the 2009 pickup with a regular cab 4x4 pickup with a
48 sander attachment. He presented the base purchase options using the state bid price. He also
49 discussed the replacement of the 2006 one-ton dump truck. The Board thanked him for sharing the
50 information. The plan will be to discuss a purchase proposal at a future meeting.
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C. Roadway Investment, Repair and Reconstruction Planning

Barlow Casey stated that staff has met with Ben Heath of Hamlin Engineering to learn more about his firm’s capital planning work for the Town of Essex. A direction the Town could move in is creating a 5-year project based plan for roadway investment, repair and reconstruction by contracting the work to Hamlin and employing the same methodology for the plan put together for Essex. Barlow Casey sought the Board’s feedback and if the Board would be willing to appoint 1-2 members to serve as liaisons during this ongoing staff discussion. The Board stated staff feedback on projects would be the most valuable at this juncture, and was unsure if contracting this planning work out would be the best direction at this time. The Board agreed to have John Palasik and John Cushing serve in a liaison role and sit in on further staff discussion on the matter.

D. Winter Operations Plan

Keelty provided an overview of Winter Operations in Town and requested that some housekeeping items are updated in the plan for new adoption. Bruce Trombly and John Devlin from the Highway Department also participated in the discussion. Salt and sand distribution on roadways, Milton as a MS4 Community, use of liquids and magnesium chloride, plow routes and call in times were all topics discussed. Bartlett moved to approve the winter operations plan as amended, second by Palasik.

Approved unanimously.

E. Update on Public Works Projects

Keelty stated that paving went well on North Road and is wrapping up. The crew will transition to Middle Road this week and Sanderson Road.

F. Town Electric Vehicle Lease

Wells stated the lease on the Mitsubishi Miev has come to a close, and he recommends the Town return the car to the dealer. Cushing moved to have the vehicle taken back by the dealer, second by Palasik. **Approved unanimously.**

G. Release of Glebe Land- 75 Main St.

Barlow Casey stated this is another instance of Glebe Land in Town required for the Town to quit claim in order to produce a clean title. She had discussed with the attorney and asked that the buyer of the property cover the Town’s legal expenses for the review. The Board stated that the buyer should not cover these expenses. The Board requested that staff look into the Town releasing all of its glebe interests at once. Cushing moved to authorize the Town Manager to sign the necessary paperwork to release the Town’s Glebe interests for the 75 Main Street Property, second by Bartlett. **Approved unanimously.**

H. Set Dates & Topics for Legislative Breakfast

Wells stated the suggested date for the Legislative Breakfast is Tuesday, December 6th at 9 AM. Topics the Board suggested included tax increment financing, senate districting, Lake Champlain TDML, VTrans funding opportunities and location of State office space.

I. Impact Fee Ordinance Change

Palasik moved to set the date for the public hearing for the impact fee ordinance amendment to December 5th, second by Bartlett, **Approved unanimously.**

J. Set Date for Public Hearing on Discontinuing GMT Route to Husky

Wells explained this is part of the process for the route change consideration required by GMT. Palasik moved to set the date for the public hearing for the GMT route change to December 5th, second by Bartlett, **Approved unanimously.**

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K. CCRPC Update

Charlie Baker, Executive Director of the CCRPC provided the Board with an overview of the activities the CCRPC had undertaken the previous year.

VII. Warrant #11

Palasik and Bartlett reviewed the warrant report together as Palasik is taking over the duties of the Clerk. They mentioned, in random order:

- Champlain Water District, \$39,240.87 - September water purchase
- Gray Rock Quarry, \$13,165.32 - materials for Sanderson Road project
- J&B International Trucks, \$4,260.50 - "emergency" repair 2008 International
- McRae Auto Service, \$3,279.00 - "emergency" repair of 2006 International dump truck
- Mike Alpert Leasing, \$165 - lease payment (FINAL?) for Mitsubishi E vehicle
- Milton Rental, \$4,827.15 - includes multiple items purchased as well as renting equipment for Sanderson Road project

Palasik moved to approve Warrant #11 in the amount of \$193,470.16, second by Bartlett. **Approved unanimously.**

VIII. Approval of Minutes from October 17 and October 24

Cushing moved to approve the minutes from October 17 and October 24 as presented, second by Bartlett. **Approved unanimously.**

IX. Executive Session

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

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

Entered Executive Session at 9:57 PM.

Bartlett moved to close executive session, second by Cushing. **Approved unanimously.**

No action was taken as a result of executive session

XI. Adjournment

Palasik moved to adjourn, second by Cushing. **Approved Unanimously**

Adams adjourned the meeting at 10:45 PM.

Respectfully Submitted,

_____ Date: _____
John Palasik, Selectboard Clerk

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

DRAFT