

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES SPECIAL MEETING
TUESDAY, JANUARY 6, 2015
6:00 PM**

AGENDA

**JOINT MEETING WITH ESSEX SELECTBOARD:
FYE 16 PUBLIC WORKS AND STORMWATER
BUDGET WORK SESSION**

*This meeting will be held in the conference room at the
Town of Essex Municipal Building, 81 Main Street, Essex
Junction, VT 05452.*

FYE 2016
PUBLIC WORKS
BUDGET NARRATIVE

**WITH STORM WATER MAINTENANCE COSTS
 SHIFTED TO HIGHWAY - SHARED
 STORM WATER COSTS WITH THE VILLAGE-
 VILLAGE HIGHWAY COSTS INCLUDED IN THE
 TOWN HIGHWAY BUDGET –
 NO CONSOLIDATED PUBLIC WORKS DEPT.**

Town Public Works is requesting an increase to the budget for FYE 2016 of **3.9%** over the previous year calculated on the budgets for Town Public Works Administration, Highway, Buildings and Plant, Landfill Monitoring, Conservation and Storm-water with the changes noted in the heading.

Town Public Works budgets approved over the past five years have increased as follows:

<u>Time Frame</u>	<u>Percentage increase Over the previous year</u>
FYE14 to FYE15	4.8%
FYE13 to FYE14	3.9%
FYE12 to FYE13	2.7%
FYE11 to FYE12	1.6%
FYE10 to FYE11	<u>4.9%</u>
Average over 5 years =	3.6%

During this period, salaries and benefits have increased each year by an amount approximately equal to the Union Contract allowed increase of 3.5% with no addition of new employees. These two accounts provided the largest percentage of the total budget increase each year:

<u>Budget Year</u>	<u>Percent of Total Budget Increase</u>
FYE12 Salaries/Benefits	46%
FYE13 Salaries/Benefits	54%
FYE14 Salaries/Benefits	32%
FYE15 Salaries/Benefits	45%
FYE16 Salaries/Benefits (Proposed)	55%

As stated in previous years, when the calculation for salaries/benefits is removed from the budgets, as well as cost increases for materials such as fuel, salt, and hot-mix, there is little funding left for infrastructure improvements. In the past, some of the funds for infrastructure repairs and improvements have been available through the Capital Fund. However, with the decrease in available funds in the Capital Account due to Police Station debt retirement payments, there are few options available to fund the needed infrastructure maintenance costs. The choices are to fund this work through increases in the General Fund Highway and related budgets or postpone this work to future years. Postponing the work will only delay the inevitable expenditure and at higher future costs to the community.

The net effect is that the accounts that provide for direct improvements to the Town's infrastructure have not increased to any great degree over the past five years with the exception of FYE2015. In terms of real purchasing capability, available funding for these purposes has declined. As an example, winter salt costs developed for FYE 2015 were based on an estimated unit price of \$60 per ton, a 2% anticipated increase from actual FYE2014 prices. The actual salt price for FYE2015 is \$72.18 per ton or a 20% increase. While every effort has been made to reduce salt application and the Department has successfully done this over 5 of the past 6 years, a 20% price increase cannot be absorbed unless the winter is unusually mild. The anticipated impact is that salt use will be at the average amount used over time, the actual salt expenditures will exceed the budget and balancing the budget in FYE2015 is very likely to require a cutback in spring road work or paving.

This may mean less money for hot-mix overlays on existing streets. This further exacerbates the situation by driving up road rehabilitation costs in the future. To some degree, staff has made up the shortfalls through grants. With the direction being taken at the federal level to reduce deficits, this source of revenue is also diminishing.

In budget narratives from previous years, it was stated that there are very few areas left to cut and still maintain current service levels. Approaching budgets on the basis of what voters will approve in a given year has always been in the background of the budget decision process. It is a significant consideration, given that budgets do not get approved without citizen support. However, there are real impacts to the community when funding for essential and expected services is not adequately provided. The following comment is repeated from an earlier budget narrative:

"The types of service level decrease are not often readily visible in a given year. Deferred road maintenance may not create an immediate impact, but it will in four or five years with increased costs for reconstruction rather than overlay of roads. The threshold for routine repairs of infrastructure will rise — meaning that only the worst situations that must be addressed will be addressed. The net impact is that the Selectboard and staff are more likely to hear complaints from taxpayers that the Town is not "doing its job".

The total dollar value of the requested increase for FYE2016 in all Town accounts, exclusive of the Village storm water costs and Village highway costs is \$105,200 or 3.9%. This amount is a decrease from the proposed budget increase without the transfer of a storm water employee and system maintenance costs from the Town storm water budget to the highway budget. The Town savings reflect the following:

1). With the combined Town-Village storm water approach, it is anticipated that the \$9700 vehicle capitalization cost for a replacement street sweeper previously budgeted under the storm water account (10.43151.742) would not be needed since a different type of street sweeper would be purchased and adequate funds have been set aside for a smaller street sweeper.

2) With the combined Town-Village storm water approach, some of the anticipated costs under repair and maintenance will be reduced through joint Town-Village sharing of services. This reduced the amount of funds to be transferred from Account 10.43151.430 (\$40,000) to \$30,000 – a \$10,000 savings.

3) The remaining savings reflect a small shift in the salary and benefits for the Town Engineer/Utilities Director involving salary and benefits percentages between water/sewer and highway/storm water.

There are four line items that account for **141%** of the requested increase and these are in descending order of financial impact. In effect, the total of all other accounts results in a net decrease in those accounts of \$43,207 at a 3.9% budget increase.

1.	All Salaries (no new positions)	\$59,702
2.	Highway Summer Construction - paving	\$48,750
3.	Winter General Supplies – salt price increase	\$24,955
4.	Stream Flow Monitoring - permit requirement	<u>\$15,000</u>
	Total	\$148,407

Within this group of four budget line items, there is little opportunity to make cuts. Salt price (#3) and Stream Flow Monitoring (#4) increases are to a great degree beyond budget control. The older metal storm water piping systems are failing and need to be replaced as they fail. No new employees are added but costs have gone up due to signed contracts. Work force reductions, other than potentially the reduction in temporary help, will impact the delivery of services. The use of temporary help is cost-effective because of the savings in benefit costs. The single area where cuts are possible is the paving budget. Reducing this item to the FYE2015 budget level would save \$53,900 and bring the Public Works Budgets to a 1.6% increase. However, this action will only postpone necessary paving and result in higher future road reconstruction costs. Between the 1.6% and 3.6 % increase, the following is the impact of changes in paving on the overall budget:

<u>Paving Amount</u>	<u>Overall Budget Increase</u>
\$131,000 (2015 amount)	1.9%
\$140,000	2.2%
\$150,000	2.6%
\$160,000	3.0%
\$170,000	3.3%
\$184,900	3.9%

With the inclusion of the Village storm water budget line items for storm water permitting and management, the Town's storm water budget would increase by \$91,402. This would result in an

overall budget increase of \$105,200 for the Town budgets plus \$91,402 for the Village or a total increase of \$196,602 -- a 7.3% overall increase.

Full inclusion of the Village highway budget under the Town highway budget at 100% would increase the Town budget with the storm water transfers by \$988,164 or 36.5%. It is proposed that a percentage of the \$988,164 figure be carried within the Town Highway budget. Although the Town highway budget would increase substantially, the cost increase based on tax rates would not increase significantly. The impact of this change on the overall tax situation will be provided by the Finance Department during budget deliberations.

GENERAL HISTORY

The budget presented by the Public Works Department for consideration involves four major categories: Public Works Administration, Highway, Buildings and Plant, Storm-water and two minor categories -- Landfill Monitoring and Conservation. The Sewer and Water Budgets are enterprise funds and they will be submitted separately in the early spring of 2015.

The history of expenditures for all Public Work's budgets is provided for information purposes.

ALL PUBLIC WORKS GENERAL FUND BUDGETS

<u>Year</u>	<u>Budget</u>	<u>Spent</u>	<u>Difference</u>	<u>%</u>	<u>%with grants/ other factors</u>
FY2014	\$2,581,761	\$2,765,941	\$184,180 over	7.1%	.6% over
FY2013	\$2,484,911	\$2,641,785	\$159,874 over	6.4%	1.4% under
FY2012	\$2,422,038	\$2,370,414	\$ 51,624 under	-2.1%	
FY2011	\$2,383,311	\$2,482,991	\$ 99,680 over	4.1%	
FY2010	\$2,273,051	\$2,245,237	\$ 27,814 under *1	- 1.2%	1.4% under
FY2009	\$2,318,633	\$2,218,925	\$ 99,708 under	- 4.3%	
FY2008	\$2,269,717	\$2,143,094	\$126,623 under	- 5.5%	
FY2007	\$2,158,617	\$2,149,916	\$ 8,701 under	- . 4%	2% under
FY2006	\$1,966,689	\$2,101,484	\$134,795 over	6.8%	.4% under
FY2005	\$1,842,294	\$1,988,790	\$146,496 over	8%	.1% over
FY2004	\$1,786,365	\$1,875,430	\$ 89,065 over	4.9%	1.6% over
FY2003	\$1,671,617	\$1,702,992	\$ 31,375 over	1.9%	
FY2002	\$1,563,378	\$1,606,881	\$ 43,503 over	2.8%	1.3% over
FY2001	\$1,440,613	\$1,472,896	\$ 32,373 over	2.2%	
FY2000	\$1,380,951	\$1,492,897	\$ 27,607 over	1.9%	1.9% over
FY1999	\$1,318,922	\$1,342,157	\$ 23,235 over	1.7%	
FY1998	\$1,270,198	\$1,274,640	\$ 4,442 over	.3%	.3% over
FY1997	\$1,206,595	\$1,227,497	\$ 20,902 over	1.7%	
FY1996	\$1,192,796	\$1,195,346	\$ 2,550 over	.2%	
FY1995	\$1,076,986	\$1,060,226	\$ 16,760 under	- 1.5%	
FY1994	\$1,151,414	\$1,115,426	\$ 35,988 under	- 3.1%	
FY1993	\$1,023,635	\$1,024,654	\$ 1,019 over	.1%	
FY1992	\$1,024,435	\$ 999,692	\$ 24,743 under	- 2.4%	

RECENT HISTORY

SUMMARY OF FY2014 BUDGETS

	<u>FY2014</u> <u>BUDGET</u>	<u>FY2014</u> <u>ACTUAL</u>	<u>DIFF</u>	<u>%</u>
Public Works	\$108,939	\$121,449	\$12,510	12% over*1
Highway	\$1,869,015	\$2,074,896	\$205,881	11% over*2
Building & Plant	\$339,325	\$307,398	-\$31,927	9.5% under*3
Landfill Monitoring	\$12,500	\$7,409	-\$5,091	41% under*4
Conservation	\$20,350	\$11,801	-\$8,549	42% under*5
Storm-water	<u>\$231,632</u>	<u>\$242,988</u>	<u>\$11,356</u>	<u>5% over</u>
Unadjusted Totals	\$2,581,761	\$2,765,941	\$184,180	7.1% over
Adjusted Totals	\$2,581,761	\$2,596,403	\$14,642	.6% over

NOTE(S) *1 The overage in Public Works was primarily due to an overage in the salary line items for salaries and benefits due to buy-back of earned hours and overtime compensation.

*2 The highway expenditures included \$207,122 in expenditures for the July 2014 flood; the final FEMA and VT reimbursements paid all but \$37,585. The Highway account excluding the reimbursement from FEMA totaled \$1,905,359 or \$36,344 over budget (.1%).

*3 The underage in the building's accounts was due to a combination of savings in the fuel, postage, telephone and general supplies accounts.

*4 The landfill monitoring account was underspent due to late billings by the contractor for testing and accounting for billings in 2013, resulting in 2014 savings.

*5 The conservation account was underspent due to a decrease in the number of trees that had to be removed and savings in area landscaping expenditures.

*6 The storm-water account was overspent due to pipeline failures of older metal storm drains.

PROPOSED FY2016 BUDGET OVERVIEW
WITH SHARED STORM WATER AND VILLAGE
HIGHWAY COSTS BUT NO CONSOLIDATED
PUBLIC WORKS DEPARTMENT

SUMMARY

	<u>FY2015</u> <u>BUDGET</u>	<u>FY2016</u> <u>BUDGET</u>	<u>DIFF.</u>	<u>%</u>
Public Works	\$106,888	\$116,042	+\$9,154	+8.6%
Highway Town	\$1,953,569	\$2,150,143	+\$196,574	+10%
Buildings & Plant	\$346,375	\$327,020	-\$19,355	-5.6%
Landfill Monitoring	\$12,500	\$12,500	\$0	0%
Conservation	\$22,960	\$20,900	-\$2,060	-9%
Storm-water Compliance	<u>\$264,407</u>	<u>\$185,294</u>	<u>-\$79,113</u>	<u>-30%</u>
Total	\$2,706,699	\$2,811,899	\$105,200	3.9%
Village Storm water	---	<u>\$91,402</u>	----	-----
Town + Village Storm water	\$2,706,699	\$2,903,301	\$196,602	7.3%
Village Highway	-----	<u>\$ 791,562</u>	-----	-----
Town + Village Storm + Village Highway		\$3,694,863	\$988,164	37%

**I. PROPOSED PUBLIC
WORKS ADMINISTRATION BUDGET**

For FY2016, an increase of \$9,154 or 8.6% is requested in the Public Works Administration budget.

<u>Category</u>	<u>FY2015</u>	<u>FY2016</u>	<u>Change</u>	<u>Percent</u>
Salaries & Overtime	\$66,256	\$73,782	+\$7,526	+12%
Benefits	\$28,762	\$29,405	+\$643	+2.2%
Other items	<u>\$11,870</u>	<u>\$12,855</u>	<u>+\$985</u>	<u>+8.3%</u>
	\$106,888	\$116,042	+\$9,154	+8.6%

KEY INCREASES AND REASONS

(More than \$500 increase)

1. \$7,526 increase in salaries due to payments for earned hours plus overtime for secretary.
2. \$643 increase in benefits due primarily to health care cost increase for secretary and buy back of comp and sick time
3. \$950 in machinery due to purchase of one added laptop and cost sharing with other public works functions

KEY DECREASES AND REASONS

(More than \$500 decrease)

None

II. PROPOSED HIGHWAY BUDGET

For FY2016, the budget request is for an increase of \$196,574 or 10.0%. The largest dollar increase occurs in salaries, although no new positions are being requested. The salary increase is impacted by the Union Contract changes to allow buy-back of some sick leave as well as anticipated pay raises. The summer paving program is the next highest category due to a requested increase in paving funds. A jump in winter salt prices by 20% over last year also has a big impact on the increase. The storm water maintenance and repair accounts increased due to the transfer of funds from the storm water accounts.

HIGHWAY AND STREETS SUMMARY TABLE

<u>Category</u>	<u>FY2015</u>	<u>FY2016</u>	<u>Change</u>	<u>Percent</u>
Salaries/Benefits	\$966,354	\$1,058,008	+\$91,654	+9.5%
General Maintenance	\$171,215	\$174,320	+\$3,105	+1.8%
Vehicle Replacement	\$160,000	\$160,000	\$0	0%
Summer Construction	\$261,300	\$311,900	+\$50,600	+19%
Traffic Control Devices	\$ 21,500	\$ 22,800	+\$1,300	+6%
Sidewalks	\$ 20,000	\$ 15,000	-\$5,000	-25%
Winter Maintenance	\$168,900	\$192,555	+\$23,655	+14%
Bridges	\$ 2,000	\$ 2,000	\$0	0%
Storm Drainage	\$ 66,300	\$ 108,000	+\$41,700	+63%
Electricity (street lights)	\$116,000	\$105,560	-\$10,440	+9%
Totals	\$1,953,569	\$2,150,143	+\$196,574	+ 10%

KEY INCREASES AND REASONS

(greater than or equal to \$500)

- 1). \$71,546 increase in salaries and \$20,108 increase in benefits; no new employees.
- 2). \$1,000 increase in repairs and maintenance services on vehicles due to the history of higher expenditures.

- 3). \$1,000 increase in repairs and maintenance supplies on vehicles due to the history of higher expenditures.
- 4). \$700 increase in repairs and maintenance services for buildings due to the history of expenditures
- 5) \$600 increase in operating supplies for vehicles due to the history of higher expenditures.
- 6) \$600 increase in electricity costs due to the history of higher expenditures.
- 7) \$4,850 increase in summer construction rentals due to the history of higher expenditures
- 8). \$48,750 increase in summer construction other purchased services for increased paving.
- 9). \$500 increase in traffic control devices- other purchased services due to the history of higher expenditures.
- 10). \$800 increase in traffic control devices-general supplies due to the history of higher expenditures
- 11). \$24,955 increase in winter general supplies due to the increased price of road salt.
- 12) \$40,700 increase in storm drainage – other purchased services due to the need to repair/replace old corrugated metal pipes and the transfer from storm water of costs for maintenance
- 13) \$1,000 increase in storm drainage supplies in support of replacing metal lines

KEY DECREASES AND REASONS
(more than \$500 decrease)

- 1) \$990 decrease in communication due to lower costs
- 2) \$800 decrease in other purchased services due to anticipated lower costs
- 3) \$3,000 decrease in summer construction-general supplies due to reduced purchase of road gravel
- 4) \$5,000 decrease in sidewalks-other purchased services due to increased in-house repairs and monies being spent on a grant project from the Capital Fund (Towers Road)
- 5) \$1,300 decrease in winter-other purchased services due to CSWD support for Xmas trees
- 6) \$10,440 in street lighting due to installation of LED fixtures

III. PROPOSED
BUILDINGS AND PLANT BUDGET

A decrease of \$19,355 is requested based on the following:

BUILDINGS FYE 2015

Account Number	Description	Current Budget	Proposed Budget	Change	Percent
10-41940.410	Water + Sewer	\$2,335	\$2,380	+\$45	+2%
10-41940.430	R + M Services	\$28,800	\$27,800	-\$1,000	-3%
10-41940.431	R + M Supplies	\$4,800	\$4,800	0	0%
10-41940.535	Telephone	\$15,200	\$13,400	-\$1,800	-12%
10-41940.536	Postage	\$17,500	\$17,000	-\$500	-3%
10-41940-570	Other Purchased Services	\$8,190	\$8,260	+\$70	+8%
10-41940.610	General Supplies	\$27,000	\$23,800	-\$3,200	-12%
10-41940.622	Electric	\$28,150	\$27,380	-\$770	-2.7%
10.41940.624	Heating	\$10,400	\$9,500	-\$900	-8.7%
10-41940.626	Gasoline	\$192,000	\$180,000	-\$12,000	-6.3%
10-41940.741	Mach. + Equip	\$10,000	\$10,700	+\$700	+7%
10.41940.802	Memorial Hall	\$2,000	\$2,000	0	0%
TOTAL	BUILDINGS	\$346,375	\$327,020	-\$19,355	-5.6%

KEY INCREASES AND REASONS

(greater than or equal to \$500)

- 1). \$700 increase in machinery and equipment costs due to the history of expenditures.

KEY DECREASES AND REASONS

(greater than or equal to \$500)

- 1) \$1000 decrease repairs and maintenance services due to the history of expenditures.
- 2) \$1,800 decrease in telephone costs due to the history of expenditures
- 3) \$500 decrease in postage costs due to the history of expenditures
- 4) \$3,200 decrease in general supplies due to the history of expenditures
- 5) \$770 decrease in electric costs due to the history of expenditures
- 6) \$900 decrease in heating costs due to the history of expenditures
- 7) \$12,000 decrease in gasoline due to the overall decline in oil and fuel prices

**IV. PROPOSED
LANDFILL MONITORING
BUDGET**

No change in Budget.

**V. PROPOSED
CONSERVATION BUDGET**

Decrease of \$1,760 due to history of expenditures for landscaped areas and new contractor working for the Town.

VI. PROPOSED STORM WATER COMPLIANCE BUDGET

A \$79,113 decrease (30%) is requested for storm water.

Account Number	Description	Current Budget	Proposed Budget	Change	Percent
10-43151.110	Salaries	\$105,713	\$86,343	-\$19,370	-18%
10-43151.210 to .340	Benefits	\$55,694	\$32,651	-\$23,043	-41%
10-43151.330	Professional Services	\$12,500	\$15,000	+\$2,500	+20%
10-43151.430	Repairs & Maintenance	\$40,000	\$0	-\$40,000	100%
10-43151.450	Construction of Facilities	\$4,000	\$0	-\$4,000	100%
10-43151.540	Advertising	\$14,800	\$29,800	+\$15,000	101%
10-43151.570	Other Purchased Services	\$5,700	\$8,200	+\$2,500	44%
10-43151.580	Travel	\$1,300	\$1,200	-\$100	-8%
10-43151.581	Taxes, Licenses, Registration	\$15,000	\$12,100	-\$2,900	-19%
10-43151.742	Vehicles	\$9,700	\$0	-\$9,700	100%
TOTAL	STORMWATER	\$264,407	\$185,294	-\$79,113	-30%

KEY INCREASES AND REASONS

(greater than or equal to \$500)

- 1) \$2,500 increase in professional services due to implementation of first stages of an approved Flow Restoration Plan
- 2) \$15,000 increase in advertising for Flow Monitoring payments to the State.
- 3) \$2,500 in other purchased services for increased televised monitoring of storm water pipelines

KEY DECREASES AND REASONS

(greater than or equal to \$500)

- 1) \$19,370 decrease in salaries and \$23,043 decrease in benefits due to transfer of salary costs from the storm water accounts to the highway accounts
- 2) \$40,000 decrease in repair and maintenance costs due to transfer of these funds to highway
- 3) \$4,000 decrease in construction of facilities costs due to the transfer of these funds to highway
- 4) \$2,900 decrease in taxes, licenses and registrations due to lower than anticipated permit fees
- 5) \$9,700 decrease in vehicle replacement costs for the street sweeper which costs will be absorbed into the highway vehicle capital fund

**PUBLIC WORKS
ADMINISTRATION**

PUBLIC WORKS FYE 2016

Account Number	Description	Current Budget	Proposed Budget	Change	Percent
10-41960.110	Salaries	\$66,256	\$73,782	+\$7,526	+12%
10-41960.210 through 290	Benefits	\$28,762	\$29,405	+\$ 643	+2.2%
10-41960.330	Prof. Services	\$50	\$50	0	0%
10-41960.430	Repair + Maint. Services	\$500	\$500	0	0%
10-41960.560	Dues, Subs, Meetings	750	\$765	+\$15	+2%
10-41960.570	Other Purchased Services	\$3,330	\$3370	+\$40	1%
10-41960.580	Travel	\$1,480	\$1,480	0	0%
10-41960.610	General Supplies	\$300	\$300	0	0%
10-41960.741	Machinery	\$4,890	\$5,840	+\$950	19%
10-41960.743	Furniture and Fixtures	\$500	\$500	0	0%
10-41960.800	Other Objects	\$70	\$50	-\$20	-29%
TOTAL	PUBLIC WORKS	\$106,888	\$116,042	+9,154	+8.6%

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works

DATE: 08/08/2014

ACCOUNT/TITLE: Salaries and Wages (Pg 1 of 2)

ACCOUNT #: 10.41960.110 & 130

DESCRIPTION OF ACTIVITY:

This account covers the salaries and overtime for the Public Works Department (Public Work Director and Secretary)

- General Fund 50%
- Sewer Enterprise Fund 15%
- Water Enterprise Fund 15%
- Stormwater Fund 20%

In FY16, the Public Works Director will work an average four-day work week, resulting in pay that is 80% of current compensation plus raises. The plan is for continuation of work through March of 2016. It is unknown at this time whether this date will be firm or extended. If the March 2016 date is firm, it is unlikely that a new Director would be hired before July 1, 2016 (i.e, the start of FYE2017). Additional salary costs may have to be budgeted for FYE2017.

Public Works Director:

- General Fund 80% x 50% = 40%
- Sewer Enterprise Fund 80% x 15% = 12%
- Water Enterprise Fund 80% x 15% = 12%
- Stormwater Fund 80% x 20% = 16%
- 80%

Public Works Secretary:

- General Fund 50%
- Sewer Enterprise Fund 15%
- Water Enterprise Fund 15%
- Stormwater Fund 20%

Note: As saved vacation hours approach the maximum allowed limit of 12 weeks, employees can either take added days off or convert the days to cash. Due to the accrued vacation days for the Public Works Director and comp days accrued by the Public Works Secretary, this account was over by approximately \$12,000 in FYE14. The same scenario is likely for FYE15 and FYE16 and therefore this account has been increased by a proportion of this amount for FYE16.

Vacation Days and Comp Days Cash-in = \$12,000

This amount will be split in the same manner as noted above, resulting in a \$6,000 increase in this account.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works

DATE: 08/08/2014

ACCOUNT/TITLE: Salaries and Wages (Pg 2 of 2)

ACCOUNT #: 10.41960.110 & 130

Salaries

See the attached spreadsheet provided by the Finance Department.

	<u>FYE 2013 Actual</u>	<u>FYE 2014 Actual</u>	<u>FYE 2015 Estimated</u>	<u>FYE 2016 Proposed</u>
ACTIVITY INDICATORS				
Number of PW Admin Employees	2	2	2	2
Temporary inspection/grant assistance	1	0	0	0
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	61,856	64,020	66,256	DEPARTMENT	73,782
ACTUAL	67,045	76,460		MANAGER	73,782
EST.			78,093	BOARD	

210-1

BUDGET WORKSHEET
 SALARY AND BENEFITS
 FYE 6/30/2016

	HOURS /WEEK	FYE15 RATE	FYE16 RATE	FYE15 GROSS	FYE16 BASE	LONGEVITY BONUS	VACATION /SICK	O.T. TIME & 1/2	O.T. 2X	FYE16 GROSS
2 Director (50%)	40.0	\$ 19.29	\$ 19.97	\$45,203	\$46,785		\$2,608			\$49,393
2 Secretary (50%)	40.0	\$ 19.29	\$ 19.97	\$21,053	\$20,769	\$425	\$799	\$2,397	\$0	\$24,389
TOTAL PUBLIC WORKS				\$66,256	\$67,554	\$425		\$2,397	\$0	\$73,782

ALLOCATED EMPLOYEES

2 * P.W. Director (80% Starting 1/1/12) 50% PUBLIC WORKS, 20%STORMWATER, 30% WATER/SEWER	40.0			\$90,406	\$93,570		\$5,215			\$98,785
2 * Secretary 50% PUBLIC WORKS, 20%STORMWATER, 30% WATER/SEWER	40.0	\$ 19.29	\$ 19.97	\$42,105	\$41,538	\$850	\$1,598	\$4,793		\$48,778

210-2

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works

DATE: 08/08/2014
41320.210, 220, 230

ACCOUNT/TITLE: Benefits

ACCOUNT #: 240, 250, 260, 290

DESCRIPTION OF ACTIVITY: All benefits as provided for employees through the Personnel Manual or Union Contract, with the exception of uniforms. See attached sheet for breakdown.

The benefits costs will be allocated in the same manner as salaries were prorated.

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>Number of PW Admin Employees</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2^{*1}</u>
<u>Temporary inspection/grant assistance</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
<u>None</u>	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES: *1 The Public Works Director has voluntarily dropped the Town Health plan in lieu of a \$10,000 annual payment. The general fund share of this amount is 50% or \$5,000. This reduces the benefits cost for Public Works Administration.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	31,597	33,049	28,762	DEPARTMENT	29,405
ACTUAL	29,714	33,486		MANAGER	<i>29,405</i>
EST.			28,762	BOARD	

BUDGET WORKSHEET
 SALARY AND BENEFITS
 FYE 6/30/2016

	FYE16	S.S.	HEALTH	DENTAL	L&D	OPTICAL	FITNESS	PENSION	TOTAL
	GROSS								BENEFITS
PUBLIC WORKS									
2 Director (50%)	\$49,393	\$3,779	\$5,000	\$478	\$487	\$150	\$150	\$3,952	\$13,996
2 Secretary (50%)	\$24,389	\$1,866	\$10,450	\$478	\$339	\$175	\$150	\$1,951	\$15,409
TOTAL PUBLIC WORKS	\$73,782	\$5,645	\$15,450	\$956	\$826	\$325	\$300	\$5,903	\$29,405
ALLOCATED EMPLOYEES									
2 * P.W. Director (80% Starting 1/1/12)	\$98,785	\$7,557	\$10,000	\$955	\$974	\$300	\$300	\$7,903	\$27,989
50% PUBLIC WORKS, 20%STORMWATER, 30% WATER/SEWER									
2 * Secretary	\$48,778	\$3,732	\$20,900	\$955	\$679	\$350	\$300	\$3,902	\$30,818
50% PUBLIC WORKS, 20%STORMWATER, 30% WATER/SEWER									

-\$625

211-1

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works

DATE: 08/06/2014

ACCOUNT/TITLE: Professional Services

ACCOUNT #: 10.41960.330

DESCRIPTION OF ACTIVITY: This account is used to secure outside professional training or development services for the Department in such areas as specific safety issues, organizational behavior, team building, etc. It may involve the purchase of training videos in lieu of actual presenters.

The \$100 spent for professional services in 2013 was for training documents from the American Public Works Association.

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
Contract Training Seminars *1	0	0	0	0
Training/Safety Videos/ Training Videos	1	0	1	1
_____	_____	_____	_____	_____
RELATED REVENUES				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES: Note: *1 Most of the training seminars relate to safety. So far, in-house personnel and VLCT safety staff have conducted the training at no cost to the Town. There may be costs associated with the training such as handouts and purchase of select documents/videos.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	50	50	50	DEPARTMENT	50
ACTUAL	100	0		MANAGER	50
EST.			50	BOARD	

213

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works

DATE: 08/06/2014

ACCOUNT/TITLE: Repairs and Maintenance Services

ACCOUNT #: 10.41960.430

DESCRIPTION OF ACTIVITY: This line item covers the repair and maintenance services for the Public Works offices at 5 Jericho Road only. The basis for the FY2016 budget is:

- (a) Cleaning services - The use of outside contract cleaning services was dropped in FYE11 to reduce the budget. The office is small and the level of cleaning done by the staff has been generally as good or better than the contract services. However, pay for carpet cleaning once per year.

use \$ 200

- (b) Repair costs to cover plumbing, electrical, window and door repair (\$0 in FY09; \$0 in FY10 \$21 in FY11, \$120 in FY12, \$0 in FY13, \$573 in FY14)

use \$ 300

Total \$ 500

SIGNIFICANT BUDGET CHANGES: None

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	750	700	500	DEPARTMENT	500
ACTUAL	0	573		MANAGER	<i>500</i>
EST.			700	BOARD	

213

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works

DATE: 08/06/2014

ACCOUNT/TITLE: Dues, Subscriptions/Meetings (Pg 1 of 2) **ACCOUNT #:** 10.41960.560

DESCRIPTION OF ACTIVITY:

The expenses in FY2014 from this account were:

- | | |
|---|--------------|
| 1) American Public Works Membership Dues
(shared with sewer/water & storm water) | \$ 365 |
| 2) American Public Works Congress
(shared with other line items) | \$ 78 |
| 3) Putney Press VT. Government Directory | \$ 31 |
| 4) Engineering News Record Subscription | \$ 87 |
| 5) Building & Construction Cost Data | <u>\$ 78</u> |
| | \$ 639 |

1. Class/Training

- | | |
|--|--------|
| 1) Watershed and & Transportation webinars | \$ 470 |
|--|--------|

For FY2016, the following budget is proposed:

- | | |
|---|---------------|
| 1) American Public Works Association | \$ 365 |
| 2) Local conference sponsored by VLCT,
Transportation Information Exchange, etc. | \$ 50 |
| 3) Miscellaneous books and technical support manuals | \$ 100 |
| 4) APWA Congress | \$ 100 |
| 5) Webinars | <u>\$ 150</u> |
| Total | \$ 765 |

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works

DATE: 08/06/2014

ACCOUNT/TITLE: Dues, Subscriptions/Meetings (Pg 2 of 2) ACCOUNT #: 10.41960.560

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>Federal/State Requirements /</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
<u>Technical Training *1</u>				

*1 MUTCD, NPPES Phase II Storm water, State storm water management plans, hazard mitigation plans, transportation, erosion control, APWA general training.

RELATED REVENUES

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES: This budget line item has historically been at or around the current level. Since the implementation of new storm water regulations, more staff effort has to be devoted to training to remain current on the issues and the skill sets needed to handle the issues.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	750	750	750	DEPARTMENT	765
ACTUAL	1,025	1,109		MANAGER	765
EST.			750	BOARD	

214-1

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works

DATE: 07/24/2014

ACCOUNT/TITLE: Other Purchased Services

ACCOUNT #: 10.41960.570

DESCRIPTION OF ACTIVITY: Building electricity, gas and sewer /water for the Public Works offices plus other minor items as outlined below:

(1) Electrical	<u>Year</u>	<u>Cost</u>	
	FY06	1,351.97	
	FY07	1,641.57	
	FY08	1,550.54	Avg last 4 years = \$1,347
	FY09	1,410.00	
	FY10	1,353.42	Budget \$1,450 (reduction of \$50
	FY11	1,431.00	from FY15)
	FY12	1,194.38 (11 bills)	
	FY13	1,340.53 (11 bills)	
	FY14	1,420.92	

(2) Gas	<u>Year</u>	<u>Cost</u>	
	FY06	464.08	
	FY07	556.44	
	FY08	641.77	Avg. last 4 years = \$771
	FY09	766.00	
	FY10	755.00	Budget \$790
	FY11	845.00	
	FY12	692.20	
	FY13	746.33	
	FY14	799.89	

(3) Sewer/Water
(\$580 in FY09, \$649 in FY10, \$687 in FY11, \$750 in FY12, \$812 in FY13
\$855 in FY14) Budget \$ 930

(4) Legal notices (non-highway/water/sewer)
(\$0 in FY09, \$0 in FY1, \$0 in FY11, \$0 in FY12, \$49 in FY13) \$ 50

(5) Employee recognition (\$60 cost in FY03, \$0 in FY04, \$57 in FY05,
\$40 in FY06, \$0 in FY07, \$0 in FY08, \$0 in FY09, \$0 in FY10,
\$64 in FY11, \$0 in FY12, \$0 in FY13) \$ 100

(6) Pest removal due to dirt floor - -moles, mice, etc. (\$225 in FY10
\$0 in FY11, \$0 in FY12, \$0 in FY13) \$ 50
Budget \$3,370

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	3,300	3,260	3,330	DEPARTMENT	3,370
ACTUAL	2,907	3,124		MANAGER	3,370
EST.			3,330	BOARD	

215

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works

DATE: 08/06/2014

ACCOUNT/TITLE: Travel

ACCOUNT #: 10.41960.580

DESCRIPTION OF ACTIVITY

For FYE2016, the estimated travel budget is as follows:

- 1) Technical Training \$ 600
- Meals \$ 600
- Total \$1,200

These costs will be split between the General Fund and Water/Sewer since most of the classes under this budget item have relevance to all these accounts.

General Fund 40% \$ 480
 Sewer Fund 30% \$ 360
 Water Fund 30% \$ 360 Use \$480

- 2). Mileage Reimbursement

Mileage is paid for personal vehicles on a daily mail run and for job-site inspection by engineering interns costed against the Department. In FY10, \$1,238 was charged against this sub-item; in FY11, \$2,417, in FY12 \$565, in FY13 \$1,390, in FY14, the department did not expend significant travel dollars; however, this was an exception to prior years' experience.

The mileage travel budget should be maintained at current levels.

Estimate 1,800 miles x \$.56/mile = \$1,008 Use \$1,000

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>Miles reimbursed</u>	<u>1,130</u>	<u>293</u>	<u>1,800</u>	<u>1,800</u>
RELATED REVENUES				
<u>None</u>				

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	1,730	1,480	1,480	DEPARTMENT	1,480
ACTUAL	1,390	164		MANAGER	<i>1,480</i>
EST.			1,480	BOARD	

216

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works

DATE: 08/06/2014

ACCOUNT/TITLE: General Supplies

ACCOUNT #: 10.41960.610

DESCRIPTION OF ACTIVITY: Office supplies that are unique to Public Works

- | | | | |
|------|---|---|-------------|
| (1). | 24"x36" plan paper and printing supplies | = | \$200 |
| (2). | Special materials for reports, forms for complaints, log books | = | \$ 50 |
| (3). | Minor petty cash items such as hand cleaner, batteries for pagers, key replacements | = | \$ 50 |
| | | | Total \$300 |

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	300	300	300	DEPARTMENT	300
ACTUAL	214	189		MANAGER	<i>300</i>
EST.			300	BOARD	

217

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works

DATE: 08/07/2014

ACCOUNT/TITLE: Machinery (Pg 1 of 2)

ACCOUNT #: 10.41960.741

DESCRIPTION OF ACTIVITY: This account covers office machinery specific to Public Works or shared costs of leases on the equipment.

1. Copier Costs

The Public Works copier is currently being leased as part of a larger Town-wide contract. The recent history of expenditures is:

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
\$4,199	\$4,123	\$3,857	\$4,484	\$5,045

A new copier was purchased in FYE14 to replace the main copier used in Public Works. The higher cost reflects the increased cost for the unit plus the increase in usage.

(1). Subtotal = \$5,100

2. In prior years the Department received budget approval to purchase up to four tablet devices for use in the field by the water/sewer foreman (1), the highway superintendent (1), the stormwater coordinator (1) and the public works office (1).

One unit was purchased in FYE14 and put into use by the summer interns. This unit will go to the water/sewer foreman in the fall.

A second unit was budgeted for FYE15 and it will be purchased and used by the highway foreman.

The revised plan is to purchase one more unit in FYE16 for use by public works/summer interns.

Each unit is purchased on the basis of splitting costs between functional areas.

The cost of the third unit will be allocated in the following manner:

Public Works	20% of \$3,200 = \$ 740
Highway	40% of \$3,200 = \$1,280
Water/Sewer	20% of \$3,200 = \$ 640
Storm water	20% of \$3,200 = \$ 640

(2). Subtotal = \$ 740

Total budget = \$5,840

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works

DATE: 08/07/2014

ACCOUNT/TITLE: Machinery (Pg 2 of 2)

ACCOUNT #: 10.41960.741

	<u>FYE 2013 Actual</u>	<u>FYE 2014 Actual</u>	<u>FYE 2015 Estimated</u>	<u>FYE 2016 Proposed</u>
ACTIVITY INDICATORS				
<u>Copier specific to Public Works</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<u>Engineering copier</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<u>Tablets</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	4,200	4,760	4,890	DEPARTMENT	5,840
ACTUAL	4,484	5,423		MANAGER	<i>5,840</i>
EST.			5,100	BOARD	

218-1

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works

DATE: 08/08/14

ACCOUNT/TITLE: Furniture and Fixtures

ACCOUNT #: 10.41960.743

DESCRIPTION OF ACTIVITY:

This line item covers the furniture and fixtures for the Public Works offices.

The replacement of office fixtures such as trash cans, humidifiers, chairs, floor pads, shelving and brackets, water dispenser, vacuum cleaner, etc., has averaged \$747 for the past eight years. This eight-year average included high costs in FY09 for light replacements (energy conservation measure) and high costs in FY14 for replacement of existing office equipment. Recommend the budget remain at \$500.

FYE 2013	FYE 2014	FYE 2015	FYE 2016
<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>

ACTIVITY INDICATORS

None	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

RELATED REVENUES

None	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	500	500	500	DEPARTMENT	500
ACTUAL	266	889		MANAGER	500
EST.			500	BOARD	

219

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works

DATE: 08/08/2014

ACCOUNT/TITLE: Other Objects

ACCOUNT #: 10.41960.800

DESCRIPTION OF ACTIVITY: Typical items needed include: replacement mat for front door, measuring tapes, flashlights, small calculator, misc. tools and safety equipment for Public Works and Administration vehicles.

In FYE14 only minor purchases were made.

SIGNIFICANT BUDGET CHANGES: Reduce to \$50 based on history of expenditures.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	70	70	70	DEPARTMENT	50
ACTUAL	49	30		MANAGER	50
EST.			70	BOARD	

220

HIGHWAY

HIGHWAY FYE 2016 WITH STORM WATER

Account Number	Description	Current Budget	Proposed Budget	Change	Percent
10-43110.110 10-43110.130	Salaries and Overtime	\$610,124	\$681,670	+\$71,546	+11.7%
10-43110.210 through 340	Benefits	\$356,230	\$376,338	+\$20,108	+5.6%
10-43110.330	Professional Services	\$4,800	\$5,000	+\$200	+4%
10-43110.432	R + M Services-Vehicles	\$28,000	\$29,000	+\$1,000	+4%
10-43110.433	R + M Supplies-Vehicles	\$52,000	\$53,000	+\$1,000	+2%
10-43110.434	R + M Services Highway Bldgs	\$8,400	\$9,100	+\$700	+8.3%
10-43110.435	R + M Supplies Highway Bldgs	\$2,500	\$2,500	0	0%
10-43110.442	Rental of Equipment	\$650	\$750	+\$100	+15%
10-43110.530	Communication	\$5,290	\$4,300	-\$990	-19%
10-43110.540	Advertising	\$1,400	\$1,500	+\$100	+7%
10-43110.560	Dues, Subs., and Meetings	\$1,650	\$1,990	+\$340	+21%
10-43110.570	Other Purchased Services	\$13,800	\$13,000	-\$800	-6%
10-43110.580	Travel	\$1,200	\$1,400	+\$200	+17%
10-43110.581	Taxes, Licenses + Registration	\$275	\$350	+\$75	+27%
10-43110.611	Small Tools + Equipment	\$2,300	\$2,300	0	0%
10-43110.612	Uniforms	\$9,200	\$9,000	-\$200	-2%

HIGHWAY FYE 2016 WITH STORM WATER

10-43110.613	Operating Supplies Buildings	\$7,250	\$7,530	+\$280	+4%
10-43110.614	Operating Supplies Vehicles	\$4,500	\$5,100	+\$600	+13%
10-43110.622	Electricity	\$11,400	\$12,000	+\$600	+5.2%
10-43110.623	Natural Gas	\$7,200	\$7,100	-\$100	-1.4%
10.43110.741	Mach. + Equipment	\$9,400	\$9,400	\$0	0%
10.43110.742	Vehicles	\$160,000	\$160,000	\$0	0%
	Subtotal	\$1,297,569	\$1,392,328	\$94,759	7.3%
10.43120.442	Summer Const. Rentals	\$8,300	\$13,150	+\$4,850	+58%
10.43120.570	Summer Const. Other Purch. Serv.	\$192,000	\$240,750	\$48,750	+25%
10.43120.610	Summer Const. General Supplies	\$61,000	\$58,000	-\$3,000	-5%
10.43123.570	Traf. Control Dev. Other Purch. Ser	\$10,500	\$11,000	+\$500	+5%
10.43123.610	Traf. Control Dev. General Supplies	\$11,000	\$11,800	+\$800	+7%
10.43124.570	Sidewalks - Other Purchased Services	\$20,000	\$15,000	-\$5,000	-25%
10.43125.570	Winter -Other Purchased Services	\$4,000	\$2,700	-\$1,300	-33%
10.43125.610	Winter General Supplies	\$164,900	\$189,855	+\$24,955	+15%
10.43130.570	Bridges - Other Purchased Services	\$2,000	\$2,000	\$0	0%
10-43150.570	Storm Drain- Other Purchased Services	\$48,300	\$89,000	\$40,700	84%%
10-43150.610	Storm Drainage - Supplies	\$18,000	\$19,000	\$1,000	+6%

HIGHWAY FYE 2016 WITH STORM WATER

10.43160.622	Street Lighting	\$116,000	\$105,560	-\$10,440	-9%
	Subtotal	\$656,000	\$757,815	+\$101,815	15.5%
TOTAL	HIGHWAY	\$1,953,569	\$2,150,143	\$196,574	10%

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/24/2014

ACCOUNT/TITLE: Salaries - Regular & Overtime (Pg.1 of 4) ACCOUNT #: 10.43110.110 & 130

DESCRIPTION OF ACTIVITY:

1. No new employees are added.
2. All pay raises are based on a 4% salary increase, based on the 2nd year of a 3-year contract.
3. The splits between Highway (general fund), Water/Sewer (enterprise fund) and Storm water (general fund) are changed for the Town Engineer as noted.

Breakdown of Proposed Wages:

1). Management

		<u>Proposed</u>	<u>Adjusted</u>	
a).	Town Engineer/Utilities Director	\$79,839	30% (from 33%)Hgwy	\$23,952
			30% (from 25%)Water	\$23,951
			30% (from 25%)Sewer	\$23,952
			10% Storm (from 0%)	\$ 7,984

		<u>Proposed</u>	<u>Proposed</u>
		<u>Hourly Base</u>	<u>Yearly</u>
b).	Highway Superintendent	\$33.50	\$69,680

Highway 100% = \$69,680

c).	Staff/Stormwater	<u>Proposed</u>	<u>Adjusted</u>	
		\$45,457	20% Highway	\$ 9,091
			80% Stormwater	\$36,366

Subtotal (General Fund) Management
(a)\$23,952 + (b)\$69,680 + (c) \$9,091 = \$102,723

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/27/2014

ACCOUNT/TITLE: Salaries - Regular & Overtime (Pg.2 of 4) ACCOUNT #: 10.43110.110 & 130

2). Union Base Pay

	<u>Proposed Hourly</u>	<u>Proposed Yearly</u> (w/o longevity bonus)
a). Level 4		
employee (EB)	\$29.56	\$61,485
employee (DR) promote to level 4 (added 3.5% above contract pay increase)	\$21.69	\$45,115

	<u>Proposed Hourly</u>	<u>Proposed Yearly</u> (w/o longevity bonus)
b). Level 3		
employee (currently vacant- replace with level 2)		
employee (PD)	\$21.51	\$44,741
employee (TK)	\$19.28	\$40,102
employee (JT)	\$22.23	\$46,238
employee (RM) (100%)	\$19.97	\$41,538
employee (BR)	\$19.77	\$41,122
mechanic (JL)	\$26.00	\$54,080

c). Level 2 (to fill previous level 3 vacancy) \$19.27 \$40,082

Subtotal Union = \$414,503

3). Pager Pay \$203/week x 52 weeks = \$10,556

4). Longevity Bonus + sick buyback for some employees = \$ 12,916

5). Overtime pay – all employees, including temporary employees = \$102,987

Basis for Overtime Pay:

Overtime is paid to the Highway Superintendent and all Union employees. During the winter, Ken Booker's overtime plowing hours are budgeted under this account.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/24/2014

ACCOUNT/TITLE: Salaries - Regular & Overtime (Pg. 3 of 4) ACCOUNT #: 10.43110.110 & 130
For FYE2015, a 25% double-time / 75% time and a half split will be used for costing purposes.

For time and a half overtime, use 300 hours for all union employees and the highway superintendent. The mechanic is budgeted at 100 hours, the temporary help at 200 hours (Ben Hollwedel), and 250 hours for Ken Booker (Recreation Department).

Total time and half = \$ 76,476

For double time hours, use 100 hours for all union employees and the highway superintendent. The mechanic is not budgeted for double time, the temporary help at 80 hours and the Recreation Department at 100 hours.

Total double time = \$ 26,511

Total overtime = \$ 102,987

6). Temporary Help

The Town Highway Department relies on two (2) critical "long-term" temporary employees to do specific functions in the department. These employees were built into the budget in FYE2009 to offset the loss of one full-time position with benefits.

- a). Dick Almeida or replacement— works 576 man-hours per year (Tuesday thru Thursday) during the spring, summer and fall. He works on winter carry-over projects (replacing mailboxes), cuts grass and trims shrubs in the Town road right-of-way, replaces signs, assists Recreation Department in early spring and late fall, when their summer help is gone; performs general maintenance. No benefits are paid.

500 man-hours x \$14.35 = \$7,175

- b). Ben Hollwedel works as a full-time temporary employee, with limited benefits. Performing the same tasks as other highway employees, he has a commercial driving license and plows during the winter as well as operates vehicles and equipment during the summer. His salary will be split between highway and water/sewer.

1040 man-hours x \$17.81 = \$18,522

- c). Add two summer help

12 weeks x 2 x \$12.80/hr. x 40 hrs. = \$12,289

Subtotal Temps = \$37,986

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/24/2014

ACCOUNT/TITLE: Salaries - Regular & Overtime (Pg. 4 of 4) ACCOUNT #: 10.43110.110 & 130

Highway Subtotal	FYE2016
(1) Management	\$102,723
(2) Union	\$414,503
(3) Pager	\$ 10,556
(4) Longevity + sick	\$ 12,916
(5) Long-Term Temps	\$ 37,986
(6) Overtime Pay	\$102,987
Total	\$681,671

Use \$681,670

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>Full time employees</u>	<u>9.7</u>	<u>9.7</u>	<u>9.1^{*1}</u>	<u>9.9</u>
<u>Part-time/temp employees</u>	<u>1.28</u>	<u>1.28</u>	<u>1.28</u>	<u>1.20</u>
<hr/>				
*1 includes stormwater coordinator				
<hr/>				
RELATED REVENUES				
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

SIGNIFICANT BUDGET CHANGES: (1) revised Town Engineer split, (2) promote 1 employee (3) converted 1 employee hire from level 3 to level 2, (4) reduced full-time temp hours, (5) added 2 summer help, (6) lower costs in FYE13 and FYE14 due to postponement on filling of permanent position and use of temps. (7) transfer of 2/3 storm water employee to highway

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	586,554	594,000	610,124	DEPARTMENT	681,670
ACTUAL	519,918	550,135		MANAGER	663,148
EST.			610,124	BOARD	

320-3

BUDGET WORKSHEET
 SALARY AND BENEFITS
 FYE 6/30/2016

	HOURS /WEEK	FYE15 RATE	FYE16 RATE	FYE15 GROSS	FYE16 BASE	LONGEVITY BONUS	VACATION /SICK	O.T. TIME & 1/2	O.T. 2X	FYE16 GROSS
HIGHWAY										
3 * Utilities Director / Asst. Engineer (30%)	40.0	\$ 32.37	\$ 33.50	\$15,428	\$26,347	\$0	\$0	\$10,050	\$3,350	\$23,952
3 Superintendent (100%) (LW)	40.0			\$77,574	\$69,680	\$0	\$2,680			\$85,760
1 Engineering Assistant (20%)	40.0			\$8,784	\$9,091	\$0	\$0			\$9,091
3 Level 8 (EB)	40.0	\$ 28.56	\$ 29.56	\$69,673	\$61,485	\$1,275	\$2,365	\$8,868	\$2,956	\$76,949
3 Level 8 (DR)	40.0	\$ 20.27	\$ 21.59	\$49,208	\$45,115	\$675	\$6,507	\$6,507	\$2,169	\$54,466
3 Level 6 (PD)	40.0	\$ 20.78	\$ 21.51	\$51,666	\$44,741	\$950	\$1,721	\$6,453	\$2,151	\$56,016
1 Level 6 (TK)	40.0	\$ 18.63	\$ 19.28	\$48,168	\$40,102	\$50	\$5,784	\$5,784	\$1,928	\$47,864
2 Level 6 (JT)	40.0	\$ 21.48	\$ 22.23	\$52,160	\$46,238	\$750	\$6,669	\$6,669	\$2,223	\$55,880
2 Level 5 (BR)	40.0	\$ 19.10	\$ 19.77	\$46,506	\$41,122	\$800	\$5,931	\$5,931	\$1,977	\$49,830
3 Level 2 (Vacant)	40.0	-	\$ 19.27	\$53,996	\$40,082	\$25	\$5,781	\$5,781	\$1,927	\$47,815
1 Level 8 Mechanic (JL)	40.0	\$ 25.12	\$ 26.00	\$53,709	\$54,080	\$850	\$2,600	\$2,600	\$0	\$57,530
3 Level 6 (RM)	40.0	\$ 19.29	\$ 19.97	\$14,970	\$41,538	\$775	\$5,991	\$5,991	\$1,997	\$50,301
OT/Plowing				\$7,476	\$0	\$0	\$0	\$8,280	\$4,416	\$12,696
Pager Pay				\$10,556	\$10,556	\$0	\$0	\$0	\$0	\$10,556
Temporary Help				\$34,945	\$37,986	\$0	\$0	\$3,562	\$1,417	\$42,965
TOTAL HIGHWAY				\$594,819	\$568,163	\$6,150	\$6,766	\$76,476	\$26,511	\$681,670

ALLOCATED EMPLOYEES

3 * Utilities Director / Asst. Engineer 30% HIGHWAY, 70% WATER/SEWER	40.0			\$77,139	\$79,839					\$79,839
1 *Engineering Assistant 20% PUBLIC WORKS, 80%STORMWATER	40.0			\$43,920	\$45,457					\$45,457

320-4

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/24/2014
10.43110.210 to

ACCOUNT/TITLE: Benefits

ACCOUNT #: 10.43110.340

DESCRIPTION OF ACTIVITY:

See Attached Sheet

SIGNIFICANT BUDGET CHANGES: The low benefits costs in FY13 and FY14 were due to the filling of positions with temporary employees receiving only partial benefits.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	329,354	344,400	356,230	DEPARTMENT	376,338
ACTUAL	314,237	312,300		MANAGER	<i>374,921</i>
EST.			356,230	BOARD	

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BUDGET WORKSHEET
SALARY AND BENEFITS
FYE 6/30/2016

	FYE16 GROSS	S.S.	HEALTH	DENTAL	L&D	OPTICAL	FITNESS	PENSION	TOTAL BENEFITS
HIGHWAY									
3 * Utilities Director / Asst. Engineer (30%)	\$23,952	\$1,832	\$8,295	\$539	\$315	\$90	\$90	\$1,916	\$13,077
3 Superintendent (100%) (LW)	\$85,760	\$6,561	\$27,650	\$1,795	\$857	\$350	\$300	\$6,861	\$44,374
1 Engineering Assistant (20%)	\$9,091	\$695	\$2,140	\$101	\$100	\$70	\$60	\$727	\$3,893
3 Level 8 (EB)	\$76,949	\$5,887	\$27,650	\$1,795	\$817	\$350	\$300	\$6,925	\$43,724
3 Level 8 (DR)	\$54,466	\$4,167	\$27,650	\$1,795	\$714	\$350	\$300	\$4,902	\$39,878
3 Level 6 (PD)	\$56,016	\$4,285	\$27,650	\$1,795	\$710	\$350	\$300	\$5,041	\$40,131
1 Level 6 (TK)	\$47,864	\$3,662	\$10,700	\$505	\$665	\$350	\$300	\$4,308	\$20,490
2 Level 6 (JT)	\$55,880	\$4,275	\$20,900	\$855	\$725	\$350	\$300	\$5,029	\$32,534
2 Level 5 (BR)	\$49,830	\$3,812	\$20,900	\$855	\$675	\$350	\$300	\$4,485	\$31,477
3 Level 2 (Vacant)	\$47,815	\$3,658	\$27,650	\$1,795	\$665	\$350	\$300	\$4,303	\$38,721
1 Level 8 Mechanic (JL)	\$57,530	\$4,401	\$10,700	\$505	\$801	\$350	\$300	\$5,178	\$22,235
3 Level 6 (RM)	\$50,301	\$3,848	\$27,650	\$1,795	\$679	\$350	\$300	\$4,024	\$38,646
OT/Plowing	\$12,696	\$971	\$0	\$0	\$0	\$0	\$0	\$1,143	\$2,114
Pager Pay	\$10,556	\$808	\$0	\$0	\$0	\$0	\$0	\$950	\$1,758
Temporary Help	\$42,955	\$3,287	\$0	\$0	\$0	\$0	\$0	\$0	\$3,287
TOTAL HIGHWAY	\$681,670	\$52,149	\$239,535	\$14,330	\$7,722	\$3,660	\$3,150	\$55,792	\$376,338
							\$6,810		

ALLOCATED EMPLOYEES

3 * Utilities Director / Asst. Engineer 30% HIGHWAY, 70% WATER/SEWER	\$79,839	\$6,108	\$27,650	\$1,795	\$1,050	\$300	\$300	\$6,387	\$43,590
1 *Engineering Assistant 20% PUBLIC WORKS, 80%STORMWATER	\$45,457	\$3,477	\$10,700	\$505	\$499	\$350	\$300	\$3,637	\$19,468

321-1

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 08/06/2014

ACCOUNT/TITLE: Professional Services

ACCOUNT #: 10.43110.330

DESCRIPTION OF ACTIVITY: There continues to be a need to contract for outside professional services in a number of areas:

- 1). Surveying
- 2). Design work which the Town does not have the capability to produce - - either equipment or time constraints.

In FY14, the following services were obtained:

- | | | |
|-----|--|-----------------|
| 1). | CCRPC share of Town/Village Bike/Ped Long Term Plan | \$ 768 |
| 2). | Lamoureux & Dickinson – Development of final version of total Public Works Specifications rewrite (1 st complete overhaul since 1984) | \$ 8,116 |
| 3). | Lamoureux and Dickinson – Intersection layout design for Kellogg Road and Gauthier Drive due to the large truck complaints on turning radius | \$ 2,699 |
| | | <u>\$11,583</u> |

In FY16 the following services are anticipated:

- | | | |
|-----|---|----------------|
| 1). | Miscellaneous surveys as occur each year (property pins disturbed, monuments reset, etc.) | \$ 500 |
| 2). | Soil/Sand Analysis | \$ 500 |
| 3). | Traffic Study assistance | \$3,000 |
| 4). | CCMPO share of scoping studies | <u>\$1,000</u> |
| | Total | \$5,000 |

	FYE 2013	FYE 2014	FYE 2015	FYE 2016
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>

ACTIVITY INDICATORS

<u>Projects needing assistance</u>	<u>5</u>	<u>3</u>	<u>4</u>	<u>4</u>
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RELATED REVENUES

<u>None</u>				
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SIGNIFICANT BUDGET CHANGES: Where possible, engineering costs associated with capital projects or grants will be directly assigned to project costs.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	3,200	3,200	4,800	DEPARTMENT	5,000
ACTUAL	7,721	11,583		MANAGER	<i>5,000</i>
EST.			6,000	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/29/2014

ACCOUNT/TITLE: Repairs and Maint. Services-Vehicles **ACCOUNT #:** 10.43110.432

DESCRIPTION OF ACTIVITY: This account is for the repairs of vehicles that are done by outside vendors. The trend has been to reduce or keep level total maintenance costs through more in-house repairs of vehicles. Because of labor and profit, outside (vendor) repairs generally cost twice as much as repairs done in-house.

The average budget expenditure over the last twelve years has been \$26,007. Over the past three years, it has been \$30,920. The budget should be increased to \$29,000 to match historical records of expenditures over the past three years.

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>Number of 14 cy dump trucks</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<u>Number of 7 cy dump trucks</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
<u>Number of 2 cy PU/1-ton DT</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>8</u>
<u>Heavy equipment</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>
<u>Other pieces</u>	<u>10</u>	<u>10</u>	<u>11^{*1}</u>	<u>11</u>

*1 added hot mix trailer

RELATED REVENUES

<u>None</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

SIGNIFICANT BUDGET CHANGES: No single expense in FY14 caused the budget increase. The single largest expense went for hydraulic work on truck #105 (\$5,887).

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	24,500	26,000	28,000	DEPARTMENT	29,000
ACTUAL	28,344	29,769		MANAGER	<i>29,000</i>
EST.			28,000	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/29/2014

ACCOUNT/TITLE: Repairs & Maint. Supplies - Vehicles

ACCOUNT #: 10.43110.433

DESCRIPTION OF ACTIVITY: This account is for the supplies to repair and maintain the vehicle fleet of major vehicles or pieces of equipment in Public Works, plus repair parts for some Recreation Department, Police and Town Administration Vehicles.

The average expenditure over the past sixteen years has been \$51,209. Over the past two years, the average expenditure was \$53,572. The Town continues to hold its large trucks two to three years longer than recommended. Although the replacement costs are spread over a longer period and therefore lower over the short term, the maintenance costs go up due to the need to maintain the vehicles longer. Currently the large dump truck replacement cycle is on the order of eleven years. Some of the highest cost repairs are trying to be offset by purchasing new vehicle extended warranties (five to seven years) on major components. This is a higher cost at purchase but will lower long term, major repair expenses. It is recommended that the budget increase to \$53,000 based on past expenditures and the age of the fleet.

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>Number of 14 cy dump trucks</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<u>Number of 7 cy dump trucks</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
<u>Number of 2 cy PU/1-ton DT</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>8</u>
<u>Heavy equipment</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>
<u>Other pieces</u>	<u>10</u>	<u>10</u>	<u>11^{*1}</u>	<u>11</u>

*1 – added hot mix trailer

RELATED REVENUES

<u>None</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	52,000	52,000	52,000	DEPARTMENT	53,000
ACTUAL	52,709	54,770		MANAGER	<i>53,000</i>
EST.			52,500	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Repairs & Maintenance

DATE: 08/05/2014

ACCOUNT/TITLE: Services - Buildings

ACCOUNT #: 10.43110.434

DESCRIPTION OF ACTIVITY: This account is used for repairs and maintenance to two buildings (highway garage, salt & storage shed) and the highway trailer at the Sand Hill complex.

FYE14: The major expenditures in FY14 were:

(1). Repairs to Garage Doors	\$ 1,526
(2). Electrical repairs/changes	\$ 926
(3). Security gate repairs/alarms	\$ 727
(4). Lift repair (\$0 in FY12, \$0 in FY13)*1	\$ 21,905
(5). Fire Extinguisher, alarm system inspection/maintenance	\$ 738
(6). Heating system repairs/maintenance	\$ 1,675
(7). Repairs to stand-by generator	\$ 2,152
(8). Gas pump repair/inspection	\$ 962
(9). Installation of new water meter	\$ 819
(10). Other minor repairs	\$ 389
	<hr/>
Total	\$31,819

*1 NOTE: The vehicle lift used for servicing vehicles was inspected and found to be non-usable. Through a combination of Town employee work, vendor purchases and contractor assistance, the device was fully restored and inspected to pass safety concerns. This was a one-time expense that had to be incurred in order to maintain the fleet of Town vehicles. This type of complete overhaul and replacement of parts has a 15 to 20 year life cycle.

FYE16 Proposed:

(1). Yearly maintenance on heating units	\$2,000
(2). Alarm and electrical servicing	\$1,500
(3). Cleaning of oil/water separators	\$ 600
(4). Overhead door repairs	\$1,200
(5). Detention pond cleanout	\$ 500
(6). Building electrical repairs and maintenance	\$1,200
(7). Maintenance of site gates	\$ 600
(8). Maintenance/repairs on fixed generators	\$ 500
(9). Fuel system maintenance and repairs	\$1,000
(10). Lift repair	\$ 0
	<hr/>
Total	\$9,100

SIGNIFICANT BUDGET CHANGES: The average expenditure over the past five years discounting the lift rebuild costs is \$8,654.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	5,200	8,900	8,400	DEPARTMENT	9,100
ACTUAL	9,469	31,819		MANAGER	9,100
EST.			9,000	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/29/2014

ACCOUNT/TITLE: Repairs & Maint. Supplies - Buildings

ACCOUNT #: 10.43110.435

DESCRIPTION OF ACTIVITY:

This account includes such items as repair parts for doors, floor equipment (compressor, jacks, lift), maintenance supplies such as paint for the highway garage, trailer, public works offices, first aid supplies, etc. The history of expenditures on this item for the last six years is:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG.</u>
\$2,400	\$5,253	\$1,981	\$2,151	\$3,218	\$5,567	\$3,428

	<u>FYE 2013 Actual</u>	<u>FYE 2014 Actual</u>	<u>FYE 2015 Estimated</u>	<u>FYE 2016 Proposed</u>
ACTIVITY INDICATORS				
None				
RELATED REVENUES				
None				

SIGNIFICANT BUDGET CHANGES: The high cost in FYE2014 was due to the purchase of materials for the Town crew to assist the contractor with installation of a repaired vehicle lift in the highway garage; it was a one-time expenditure.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	2,400	2,400	2,500	DEPARTMENT	2,500
ACTUAL	3,218	5,567		MANAGER	2,500
EST.			2,500	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/29/2014

ACCOUNT/TITLE: Rental of Equipment

ACCOUNT #: 10.43110.442

DESCRIPTION OF ACTIVITY:

- (a) Oxygen (2), acetylene (2) and argon (1) tank rental \$600
(\$134 in FY09, \$496 in FY10, \$596 in FY11, \$432 in FY12
\$378 in FY13, \$570 in FY14)
 - (b) Misc. minor rentals of small tools, such as a salamander
For emergency heating, asphalt cutting saws, scaffolding, etc. \$150
- Total \$750

ACTIVITY INDICATORS	FYE 2013 <u>Actual</u>	FYE 2014 <u>Actual</u>	FYE 2015 <u>Estimated</u>	FYE 2016 <u>Proposed</u>
None	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

RELATED REVENUES	FYE 2013 <u>Actual</u>	FYE 2014 <u>Actual</u>	FYE 2015 <u>Estimated</u>	FYE 2016 <u>Proposed</u>
None	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES: The high cost in FYE2014 was due to rental of a second loader on December 23, 2013 at a cost of \$700 to assist work crews during winter storms, including plowing of some intersections.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	650	650	650	DEPARTMENT	750
ACTUAL	378	1,288		MANAGER	750
EST.			700	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 08/05/2014

ACCOUNT/TITLE: Communication (Pg. 1 of 2)

ACCOUNT #: 10.43110.530

DESCRIPTION OF ACTIVITY:

Telephone, repair costs on radios, radios for new equipment, service agreement on radio base station, pager costs.

- a) Telephone costs (highway garage)
The average monthly bill for FY13 was \$185/month;
FY08 was \$152, FY09 was \$117, FY10 was \$161
FY12 was \$138, FY14 was \$183 Use \$188 x 12 = \$2,256

 - b) Radio
new radios/equipment
1 for new equipment (new 4x4 truck) @ \$975 each \$ 975

 - c) Service agreement on existing radio base station \$50 x 12 \$ 600

 - d) Repair costs on telephones and radios
\$236 in FY08, \$245 in FY09, \$195 in FY10,
\$497 in FY11, \$234 in FY12, \$774 in FY13
\$231 in FY14 \$ 250

 - e) Pager costs (2 for highway)
There are currently 5 pagers in Public Works - two for
Water/Sewer, two for Highway, and one for the Superintendent.
Two of the pagers were funded against this account.
\$673 spent on pagers in FY08, \$518 in FY09, \$972 in FY10,
\$216 in FY11, \$216 in FY12, \$216 in FY13, \$150 in FY14 \$ 220
- Total \$4,301
- Use \$4,300

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 08/05/2014

ACCOUNT/TITLE: Communication (Pg. 2 of 2)

ACCOUNT #: 10.43110.530

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
Number of pagers (Highway)	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
Number of cell phones	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
Number of base stations	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
New radios	<u>3</u>	<u>1</u>	<u>2</u>	<u>1</u>
 RELATED REVENUES				
None	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Note: The high cost in FY13 was primarily due to the purchase of hand held radios for emergencies (\$5,175). Although the funds were expended from this account, a 100% grant (minus the charger) was obtained through the State Emergency Management office.

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	3,645	3,600	5,290	DEPARTMENT	4,300
ACTUAL	8,922	3,655		MANAGER	<i>4,310</i>
EST.			5,000	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/29/2014

ACCOUNT/TITLE: Advertising

ACCOUNT #: 10.43110.540

DESCRIPTION OF ACTIVITY: This account is used for construction bids and advertisements, new employee ads, Christmas tree pickup ads, etc.

The history of expenditures on this item has been:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>Avg</u>
\$910	\$673	\$1,069	\$1,591	\$1,703	\$1,854	\$1,300

Costs vary greatly from year to year depending on employee vacancies, number of projects which require formal bidding, etc. An effort has been made to use more of the low cost publications to keep the costs of advertising low. The average cost over the past three years has been \$1,716.

More direct bids are being sought from known vendors as opposed to open ads in the newspaper. Reducing 'open advertising' may limit the ability of new vendors or out-of-state vendors to submit proposals.

To reflect expenditures in the last three years use \$1,500.

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
Number of ads placed	17	16	11	15
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
None	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES: The higher costs in FY14 were due to an increase in the number of projects that had to be warned as well as employee hire advertisements.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	900	1,100	1,400	DEPARTMENT	1,500
ACTUAL	1,703	1,854		MANAGER	<i>1,500</i>
EST.			1,800	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/28/2014

ACCOUNT/TITLE: Dues, Subscriptions & Meetings (Pg.1 of 2) ACCOUNT #: 10.43110.560

DESCRIPTION OF ACTIVITY:

This account is for dues to professional organizations, purchase of technical material and training/meetings for all employees.

FY14 Explanation of Expenditures:

	<u>Amount</u>
1. APWA Membership Dues Dennis, Aaron, Loren	\$ 365
2. VT Municipal Highway Membership Dues	\$ 10
3. Courses	
a. St. Michael's transportation classes for highway employees	\$ 210
b. APWA Annual Conference (registration partial) 2015	\$ 463
c. APWA Annual Conference (registration partial- Loren) 2014	\$ 300
d. VT. Municipal Registration for VMHA Equipment Show	\$ 200
4. Meetings	
a. Snow Operations Plan Meeting	\$ 153
5. Documents	
a. Micro Paver Road Analysis (APWA)	\$ 550
b. Fuel System Upgrade Control Software	<u>\$ 309</u>
Total for FY14	\$2,560

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/28/2014

ACCOUNT/TITLE: Dues, Subscriptions & Meetings (Pg.2 of 2) ACCOUNT #: 10.43110.560

FY16

The following budget is proposed for FY16:

a) For general employee highway training, use an estimated two local training sessions per year (through the VT Local Roads program at a cost of \$30/session) with 90% of the employees attending.
.9 x 10 employees x \$30/session x 2/year = \$ 540

b) Specific technical training opportunities for management level employees; estimate \$500/employee split as appropriate with the water/sewer budget:

Public Works Director 50% x \$500	\$ 250
Utilities Director – 50% x \$500	\$ 250
P.W. Superintendent – 90% x \$500	\$ 450

c) Snow day events \$ 100

d) APWA Meetings and membership dues
American Public Works Association Meetings/Conference \$ 400
\$1,990

Use \$1,990

	FYE 2013	FYE 2014	FYE 2015	FYE 2016
	Actual	Actual	Estimated	Proposed
ACTIVITY INDICATORS				
<u>Employee Training Opportunities</u>	<u>46</u>	<u>20</u>	<u>50</u>	<u>60</u>

RELATED REVENUES

None

SIGNIFICANT BUDGET CHANGES: NOTE: Some employee training opportunities are provided through no-cost programs - - RSEP on Stormwater, VLCT on safety and vendor-sponsored training. The newly Town adopted VTRANS Road Standards requires a minimum of six hours of training per year.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	1,500	1,500	1,650	DEPARTMENT	1,990
ACTUAL	1,876	2,560		MANAGER	<i>1,990</i>
EST.			2,000	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/30/2014

ACCOUNT/TITLE: Other Purchased Services (Pg. 1 of 2) **ACCOUNT #: 10.43110.570**

DESCRIPTION OF ACTIVITY: This line item covers many of the services not specifically identified elsewhere.

Items included:

- a). waste oil/solvent/anti-freeze disposal \$ 465
 (\$815 in FY09, \$160 in FY10, \$338 in FY11,
 \$583 in FY12, \$393 in FY1, \$841 in FY14)
 avg 6 years = \$521

- b). wiper service rags \$1,475
 (\$1,158 in FY09, \$1,287 in FY10, \$1,377 in FY11
 \$2,488 in FY12, \$1,465 in FY13, \$1,261 in FY14)
 avg 6 years = \$1,506

- c). State fee for underground fuel storage tanks \$ 200

- d). solid waste disposal \$2,600
 (\$1,765 in FY07,\$2,194 in FY08
 \$2,051 in FY09 \$2,160 in FY10,
 \$2,330 in FY11\$2,488 in FY12,
 \$2,473 in FY13, \$2,849 in FY14)
 avg for last 3 years = \$2,603

- e). testing of pressure vessels for State (air compressor) \$ 100

- f). beaver trapping along Town roads \$1,000
 (\$1,500 in FY09, \$1,575 in FY10,
 \$750 in FY11, \$1,500 in FY12,
 \$575 in FY13, \$2,849 in FY14)
 avg for 6 yrs = \$1,100)

- g). fire inspection at highway garage and replacements \$ 200
 (\$402 in FY06, \$200 in FY07, \$225 in FY08
 \$200 in FY09, \$200 in FY10, \$200 in FY11,
 \$433 in FY12, \$150 in FY13, \$200 in FY14)

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/30/2014

ACCOUNT/TITLE: Other Purchased Services (Pg. 2 of 2)

ACCOUNT #: 10.43110.570

- h). printing, employee vaccinations, copier servicing, other minor items
(\$650 in FY09, \$432 in FY10, \$607 in FY11, \$150 in FY12, \$354 in FY13, \$938 in FY14)
avg 6 years = \$522 \$ 500

 - i). cell phones – 5 (P.W. Director, Superintendent, Stormwater Coordinator, Town Engineer, Water/Sewer Dept. at 50% of total cost:
(\$2,568 in FY10, \$2,657 in FY11, \$3,193 in FY12, \$2,361 in FY13, \$2,609 in FY14)
avg 5 years = \$2,678 \$2,800

 - j). Drinking water (VT. Heritage)
(\$559 in FY08, \$516 in FY09, \$534 in FY10, \$596 in FY11, \$553 in FY12, \$637 in FY13, \$659 in FY14) \$ 650

 - k). computer software specific to Public Works (Auto-Cad) (\$1,333 in FY12, \$0 in FY13) \$ 600

 - l). Internet service at highway garage (Comcast at \$55/month x 12 = \$660) \$ 660

 - m). drug/alcohol testing (special situations) and inoculations (HEP B series) \$ 100

 - n). pumping out oil/water separators and disposal of contents (\$3,327 in FY11, \$0 in FY12 & FY13, \$1,342 in FY14)
avg = \$1,167 \$1,500
- Total \$12,850
- Use \$13,000

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	13,500	13,200	13,800	DEPARTMENT	13,000
ACTUAL	12,340	14,233		MANAGER	<i>13,000</i>
EST.			13,800	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/29/2014

ACCOUNT/TITLE: Travel

ACCOUNT #: 10.43110.580

DESCRIPTION OF ACTIVITY:

The travel line item is used to reimburse for the use of personal cars driven on Town duties and for travel in connection with the dues, subscriptions and meeting account (10.43110.560).

- 1). Estimate 4 days of meals and lodging for two people, under the assumption that some of the travel costs for public works training will be split with the water/sewer and storm water accounts.

Per Person:

Meals	\$ 400
Lodging	\$ 400
Transportation	\$ 500
	\$1,300/person x 2 = \$2,600

Split the costs with highway,

water/sewer and storm water	---	highway	\$1,000
		water/sewer	\$ 800
		storm water	\$ 800
		sub-total	\$1,000

- 2). In addition, the travel for summer interns doing storm water system evaluation is billed to this account. In FY14, the amount was \$1,094. Use \$400 for travel costs for interns and staff.

	<u>FYE 2013</u>	<u>FYE 2014</u>	<u>FYE 2015</u>	<u>FYE 2016</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>
ACTIVITY INDICATORS				
None	_____	_____	_____	_____
RELATED REVENUES				
None	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES: Maintain the budget at the current level.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	1,200	1,200	1,200	DEPARTMENT	1,400
ACTUAL	628	3,132		MANAGER	1,400
EST.			2,500	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/28/2014

ACCOUNT/TITLE: Taxes, Licenses & Registration

ACCOUNT #: 10.43110.581

DESCRIPTION OF ACTIVITY: This account covers CDL license renewals plus vehicle registration and plate replacement costs. For FY16, estimate \$50 for registration and 4 CDL license renewals at \$75 each or \$300. Total \$350

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
Number of employees with CDL's	<u>10</u>	<u>10</u>	<u>10</u>	<u>10</u>
Number of vehicles to be registered	<u>1</u>	<u>2</u>	<u>2</u>	<u>1</u>
RELATED REVENUES				
None				

SIGNIFICANT BUDGET CHANGES: No change based on long-term history of expenditures.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	275	275	275	DEPARTMENT	350
ACTUAL	54	410		MANAGER	<i>350</i>
EST.			275	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/28/2014

ACCOUNT/TITLE: Small Tools & Equipment

ACCOUNT #: 10.43110.611

DESCRIPTION OF ACTIVITY: New and replacement tools and miscellaneous equipment - shovels, brooms, crowbars, saws, tape measures, axes, mechanic's tools, chains and binders.

This history of expenditure on this item is:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG</u>	<u>AVG (3 years)</u>
\$3,456	\$7,383	\$7,042	\$1,886	3,176	\$2,584	\$4255	\$2,549

Recommend the budget remain at \$2,300.

No single item in FY14 was responsible for the overage in expenditures. The major budget cost items were:

- | | | |
|-----|--------------------------------|-------|
| 1). | Air/hydraulic axle jack | \$838 |
| 2). | Pipe stretcher | \$229 |
| 3). | Weed whacker/safety equipment | \$220 |
| 4). | Driver and drill | \$119 |
| 5). | Lifting straps, bungee cords | \$189 |
| 6). | Cut-off wheels for asphalt saw | \$106 |

Note: The \$1280 share of the tablet identified under line item # 10.41960.741 is included in this budget line item.

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
None	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
None	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	1,800	1,800	2,300	DEPARTMENT	2,300
ACTUAL	3,176	2,584		MANAGER	<i>2,300</i>
EST.			2,300	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/28/2014

ACCOUNT/TITLE: Uniforms

ACCOUNT #: 10.43110.612

DESCRIPTION OF ACTIVITY:

Under the new Union Contract, the majority of allowed uniform reimbursement costs are limited to an "allowance" of up to \$675/year/employee. This includes t-shirts, pants, boots, cleaning expenses and jackets. The employees have historically "underspent" this line item. Also, a number of employees were out on extended disability further reducing these costs in FY13 and FY14.

Basic Uniform Allowance	\$ 675
Not included are:	
2 sets of winter / 2 sets of summer gloves	\$ 70
safety sun glasses	\$ 5
safety related items such as welding gear, hard hats, protective goggles, hearing protection and related items	\$ 50
2 sets of coveralls	\$ 80
total per employee =	\$ 880

10 full time employees x \$880 = \$8,800

Temporary employees will be covered for safety related items.

4 temporary employees @ \$125 = \$ 500
\$9,300

Use \$ 9,000 based on last
year's expenditures

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>Number of employees (full-time)</u>	<u>9.7</u>	<u>9.7</u>	<u>9.1</u>	<u>9.9</u>

RELATED REVENUES

None _____

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	9,500	9,200	9,200	DEPARTMENT	9,000
ACTUAL	6,688	8,059		MANAGER	<i>9,000</i>
EST.			9,000	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 08/06/2014

ACCOUNT/TITLE: Operating Supplies - Buildings **ACCOUNT #:** 10.43110.613

DESCRIPTION OF ACTIVITY: The following recurring items are included in this budget:

(1)	Paper products - - toilet paper, disposable hand towels, and shop towels (\$1,421 in FY09, \$1,620 in FY10, \$1,346 in FY11, \$670 in FY12, \$964 in FY13, \$1,069 in FY14)	\$1,180
(2)	Soap and hand cleaner; grease remover, vehicle wash soap, cleaning products.(\$989 in FY09, \$1,210 in FY10, \$1,399 in FY11, \$986 in FY12, \$1,125 in FY13, \$994 in FY14)	\$1,100
(3)	Water and sewer costs for highway/recreation complex (\$2,339 in FY09, \$2,203 in FY10, \$2,482 in FY11, \$2,341 in FY12, \$2,559 in FY13, \$2,560 in FY14)	\$2,700
(4)	Hazardous material handling products, spill materials	\$ 275
(5)	Welding wire and other welding supplies (oxygen, acetylene) (\$1,028 in FY09, \$1,013 in FY10, \$789 in FY11, \$706 in FY12 \$771 in FY13, \$1,530 in FY14)	\$1,000
(6)	First aid supplies, safety (\$249 in FY09, \$258 in FY10, \$210 in FY11, \$107 in FY12, \$171 in FY13, \$154 in FY14)	\$ 200
(7)	Batteries for radios and pagers	\$ 100
(8)	Light bulbs	\$ 75
(9)	Paint and materials (\$148 in FY08, \$0 in FY09, \$892 in FY10, \$0 in FY11, \$243 in FY12, \$213 in FY13, \$289 in FY14)	\$ 200
(10)	Other small supplies including insect repellent, materials used for small building projects done by in-house staff (\$1,132 in FY10, \$802 in FY11, \$532 in FY12, \$405 in FY13, \$1,288 in FY14)	\$ 700
	Total	\$7,530

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	7,350	7,700	7,250	DEPARTMENT	7,530
ACTUAL	6,659	8,159		MANAGER	7,530
EST.			7,300	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/24/2014

ACCOUNT/TITLE: Operating Supplies - Vehicles

ACCOUNT #: 10.43110.614

DESCRIPTION OF ACTIVITY: This line item includes all lubricants, oils, anti-freeze and other oil based operational items. Over the past eleven years, the costs have averaged \$4,287. Over the past three years, it has averaged \$5,054. Budget at \$5,100 based on average costs over the past two to three years.

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
None	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
None	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES: Recommend a budget of \$5,100 based on recent history of expenditures.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	3,900	4,500	4,500	DEPARTMENT	5,100
ACTUAL	4,657	5,666		MANAGER	5,100
EST.			5,100	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/28/2014

ACCOUNT/TITLE: Electricity

ACCOUNT #: 10.43110.622

DESCRIPTION OF ACTIVITY: Complex includes Highway Garage, Recreation, Police areas, Fire Station and grounds.

This history of expenditures in earlier years has been:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG</u>
\$10,135	\$10,200	\$11,293	\$9,609 (11 bills)	\$10,793	\$11,703	\$10,768

With an added bill for FY12, the actual costs that year would be on the order of \$10,482 for the year.

Use \$12,000

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
Square feet of building area (not including salt shed)	21,139	21,139	21,139	21,139
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: LED lighting was installed on the outside area lights at the complex which will result in a slight reduction in costs.

SIGNIFICANT BUDGET CHANGES: Budget at \$11,703/year which is equal to the actual 12 month cost in 2014 plus an approximate increase of 2.5% each for FY15 and FY16 (\$12,295, use \$12,000).

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	11,000	11,000	11,400	DEPARTMENT	12,000
ACTUAL	10,793	11,703		MANAGER	12,000
EST.			11,800	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/24/2014

ACCOUNT/TITLE: Natural or Bottled Gas

ACCOUNT #: 10.43110.623

DESCRIPTION OF ACTIVITY:

This account includes the heat for the main garage, the recreation/water/sewer garage and the trailer. The expenses will vary with the variation in winter temperature and the degree to which the facilities are occupied during normal off duty hours.

The following provides the history of expenses compared with the heating degree days (percentage over or under the average heating degree days = 7665° days)

Year	Expenses	Heating Degree Days	Approximate Heating Degree Days Over/Under Average
FY01	\$10,377	7461	-4%
FY02	\$ 9,296	6568	-15%
FY03	\$ 8,290	8212	+6.1%
FY04	\$ 8,086	7602	-2.1%
FY05	\$ 8,402	8101	+4%
FY06	\$11,133	7255	-10%
FY07	\$ 8,884	7838	+7.4%
FY08	\$ 8,017	7133	-8%
FY09	\$ 9,411	7460	-4%
FY10	\$ 7,106	6676	-14%
FY11	\$ 6,449	7385	-3.6%
FY12	\$ 5,727	6066	-21%
FY13	\$ 6,108	6704	-15%
FY14	\$ 6,726	7606	-1%

Adjust the FY14 costs to the average heating degree day costs and multiply by 4% for FY16 = \$7,065

Use \$7,100

	<u>FYE 2013 Actual</u>	<u>FYE 2014 Actual</u>	<u>FYE 2015 Estimated</u>	<u>FYE 2016 Proposed</u>
ACTIVITY INDICATORS				
<u>Building size (sf)</u>	<u>11,574</u>	<u>11,574</u>	<u>11,574</u>	<u>11,574</u>
<u>Heating degree days (over/below avg)</u>	<u>-15%</u>	<u>-1%</u>	<u>unk</u>	<u>unk</u>

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	7,100	7,200	7,200	DEPARTMENT	7,100
ACTUAL	6,108	6,726		MANAGER	7,100
EST.			7,000	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 08/10/2014

ACCOUNT/TITLE: Machinery & Equipment

ACCOUNT #: 10.43110.741

DESCRIPTION OF ACTIVITY:

This item covers a wide range of expenditures that are associated with the equipment to perform highway field-work and equipment / machinery for the highway garage. The average over the past 3 years of expenditures is \$5,729.

In FY14, the Town purchased a high pressure washing unit to replace the unit that was approximately 20 years old and has been repaired numerous times. The unit is useful for cleaning vehicles especially during the winter and for cleaning of specific portions of vehicles for the Town mechanic to effect repairs on them. The cost was \$2,646.

In FY15, the request was for purchase of a small brine-maker unit for winter operations. The cost of the unit is estimated at \$27,700. The brine-making system the Town built internally has worked but is very labor intensive and parts continually need replacement. A commercial unit is heated and designed for batch production, large enough for the Town use but small enough so product supply meets the demand. It is a high priority need. However, the cost at \$27,700 would increase the overall Public Works budget by almost another 1% and so the intent is to purchase it over more than one year.

The approved plan in the FYE2015 budget was to purchase it if monies were available with residual FYE2014 funds. Final numbers are not yet available to determine if this is feasible. If it is feasible, then this budget line item could be reduced to the 3-year average of \$5,700. Otherwise the account should remain at \$9,400

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
RELATED REVENUES				

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	3,000	5,800	9,400	DEPARTMENT	9,400
ACTUAL	10,290	2,646		MANAGER	<i>9,400</i>
EST.			9,400	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 08/11/2014

ACCOUNT/TITLE: Vehicles (Page 1 of 2)

ACCOUNT #: 10.43110.742

DESCRIPTION OF ACTIVITY:

This account includes all the costs for highway and public works vehicles and equipment (not including water/sewer enterprise fund equipment and vehicles).

A ten-year equipment replacement plan was adopted by the Selectboard in FY2013 as an update to earlier approved plans. It was modified during the late spring of 2013 to provide for purchase of a new vehicle to replace Car 21. The plan provided in this budget is generally the same plan approved by the Selectboard with the following exceptions.

- 1) The costs in FYE2015 were reduced from \$165,000 to \$160,000.
- 2) The costs in FYE 2016 are reduced from \$175,000 to \$160,000
- 3) The costs in FYE 2017 are reduced from \$175,000 to \$165,000
- 4) The costs in FYE 2018 are reduced from \$175,000 to \$170,000
- 5) A new 4 x 4 vehicle is introduced in FYE 2016

These changes do not change the overall financial viability of the long term plan.

The FY2013 adopted plan was based on the following:

- (1). The full cost of a vehicle will be budgeted in one fiscal year; the account balance will vary from a positive to a negative amount each year but the long-term budget for purchasing vehicle is financially solvent.
- (2). All vehicle costs were taken from current prices and bids (FY12)
- (3). Cost increases were estimated at 2.5% per year; present worth and equal annual payment calculation were based on 3% per year.
- (4). The proposed plan is for 12 years but it includes some set-aside costs for road grader and backhoe replacements that extend beyond the 12 year plan.
- (5). The timing of the equipment replacement is based on the following average age at replacement:

- | | | |
|----|---|------------|
| a) | small pickups / 1 ton trucks
and passenger type vehicles | 10 years |
| b) | 3 cy trucks (low-pro type) | 11.3 years |
| c) | 7 cy dump truck | 12 years |
| d) | grader | 20 years |
| e) | bucket loader | 11 years |

(continued on next page)

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 08/11/2014

ACCOUNT/TITLE: Vehicles (Pg. 2 of 2)

ACCOUNT #: 10.43110.742

f)	backhoe	20 years
g)	sidewalk plow	12 years
h)	street sweeper	10 years
i)	14 cy dump truck	12 years

Summary: To fully fund the plan, the sum total of \$175,000 needs to be budgeted in the Equipment Operating fund for transfer to the Capital fund.

In FY16, the proposed plan calls for adding a new, general purpose 4 x 4 pick-up. With the current mix of vehicles, the department lacks a standard 4 x 4 pickup for use in the summer as a vehicle for general maintenance activities with a low and accessible truck-bed. This is needed for patch-paving, striping, lawn mowers, wheelbarrows, the sidewalk grinding machine, portable generators and similar small machinery. The three low-pros in use by the Town have beds that are too high to use for moving and using the small machinery. Also, the smaller truck can be driven by personnel who do not have CDL's such as temporary help. Purchase of this new vehicle does not have a significant impact on the approved long-term vehicle replacement plan.

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>See attached charts</u>	_____	_____	_____	_____
<u>No added vehicles are requested</u>	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	145,000	150,000	160,000	DEPARTMENT	160,000
ACTUAL	145,000	150,000		MANAGER	160,000 <i>341-</i>
EST.			160,000	BOARD	

ALL EQUIPMENT REPLACEMENT SCHEDULE FYE 2016

FYE	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Planned Equipment Replacement	Truck 103 \$144,599	Car 27 \$32,302 ----- Sidewalk plow \$109,854	Truck 123 \$106,082 ----- Vehicle 21 \$31,321	Truck 104 \$88,308 with trade of 2 vehicles	New 4x4 general purpose pick-up \$30,000	Truck 112 \$126,500 ----- Truck 25 \$40,500	Truck 108 \$182,900 ----- Truck 102 \$46,200 ----- Street Sweeper \$180,000	Truck 105 \$190,300	Bobcat Loader \$49,750	Truck 107 \$206,000		Truck 106 \$271,370	Truck 103 \$206,000
@ 4% annual cost increase of equipment and a 3% inflation rate													
FYE Total (1)	\$144,599	\$142,156	\$137,403	\$181,782	\$30,000	\$167,000	\$409,100	\$190,300	\$49,750	\$206,000	0	\$271,370	\$206,000
Interest @ 3% (2)	\$860		-\$885										
Capital Fund Carryover (3)	-\$57,572	-\$62,331	-\$29,896	\$1,816 *2	\$131,378 + \$152,034 *3	\$413,412	\$411,412	\$172,312	\$157,012	\$282,262	\$251,262	\$426,262	\$330,892
Amount set aside in Capital Fund (4)	\$140,000	\$30,000 + \$145,000	\$20,000 + \$150,000	\$160,000	\$160,000	\$165,000	\$170,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000	\$175,000
Total (5) = (2)+(3)+(4)	\$81,740	\$112,669	\$139,219	\$313,160	\$443,412	\$578,412	\$581,412	\$347,312	\$332,012	\$457,262	\$426,262	\$601,262	\$505,892
Net (6) = (1) - (5)	-\$62,331	-\$29,896	\$1,816	\$131,378	\$413,412	\$411,412	\$172,312	\$157,012	\$282,262	\$251,262	\$426,262	\$330,892	\$299,892

See Attached Sheet Titled "Notes on the Proposed Equipment Replacement Schedule"

*1 -- The road grader is estimated to cost \$301,502 in 2026. The \$151,858 12-year plan residual will help offset this cost.

*2 -- \$151,344 + \$1,816 = transfer from storm water sweeper.

*3 -- The \$152,034 is the balance transfer from the storm water Capital Vehicle Account for the street sweeper.

PUBLIC WORKS VEHICLE LIST

REVISED 09/03/2011

Vehicle #	Year	Make	Model	Plate #	V.I.N. #	Hrs/Miles	Assigned
21	2014	Ford	Explorer	AAR322	1FMSK8D83EGA38590	8,181	D. Lutz
27	2012	Ford	F150	AAP195	1FTFW1E1F3CFC05762	18,527	L. Ward
HIGHWAY							
25	2008	Ford	F350	AAK858	1FTWF31R78EC52074	55,837	varies
101	2003	Johnston	Street Sweeper	AAG812	1FVAB3BV33DK21781	21,192	B. Miller
102	2008	Ford	4x4 Crew Cab	AAL775	1FTWW31R88EE53577	58,664	L. Ward
103	2012	International	7 cy DT	AAN703	1HTWDAZR5CJ610581	1,489 hrs.	B. Miller
104	2015	International	4300		1HAMMMML2FL664812		B. Miller
105	2007	International	7 cy DT	AAL246	1HTWLAZR87J444906	4,545 hrs	varies
106	2010	International	14 cy DT	AAM894	1HTWYSJT3AJ275805	2,576 hrs	B. Roy
107	2009	International	7 cy DT	AAL767	1HTWLAZR29J100300	2,583 hrs	J. Tourville
108	2006	International	7 cy DT	AAH949	1HTWLAZR66J245870	5,487 hrs	P. Daigle
112	2006	International	3cy DT	AAH950	1HTMNAAM06H245095	4,653 hrs	D. Roberge
113	2010	Case 580	Backhoe		JJGN580PCAC532020	1,741 hrs	Varies
116	2006	Cat 143H	Grader		CAT0143HPAPN00706	4,477 hrs	varies
118	2001	Trackless	SW Plow		MT5T-1913	2,244 hrs	
119	2012	MB	SW Plow		1M9AC1323CH849055	359 hrs	
123	2014	Freightliner	3 cy DT	AAR415	1FVACXDT7EHFT5528	529 hrs	
217	1986	Bobcat	Loader		SW5019M27396	3,902 hrs	varies
219	2015	John Deere	Loader		1DW524KZCEE662113	14 hrs	varies

PUBLIC WORKS VEHICLE LIST

REVISED 09/03/2014

Vehicle # Year Make Model Plate # V.I.N. # Hrs/Miles Assigned

WATER / SEWER

604	2003	Ford	F350	AAF688	1FDSX31F53EA62747	109,164	Bob Whitten
605	2008	Dodge	Crew Cab 3500	AAK453	3D6WH36AX8G251081	69,096	Giroux, Oakes
603	2014	Dodge	3500	AAR739	3C7WR9AL5EG273941	584	varies

TRAILERS / UTILITY

W&S #301	2009	John Bean	Sewer Jetter	AAN286	SJ7020D700 2000PS17000	111 hrs	
W&S #302	2008	Suretrac	Utility	AAL547	5JWUTU101X81019283		
Highway #303	99	Mid-Atlantic	Trailer	AAE263	5ANNA0812XR002309		
Highway #304	1998	On the Road	ET8000	AAD786	109FS2526W2022330		
Highway #305	2013	Falcon	Hot Box	AAM920	1F9P10912DM339013		
Highway #307	2004	Sullair 185	Compressor	AAG445	004-143268	137 hrs	
Highway #308	2005	Downeastern	Chloride Tank	AAH662	5RSFU18215T000415		
W&S #309	1999	Kohler	Generator	AAD887	16MPF0915XD025352	140 hrs	
W&S #310	1999	Crown	Trash Pump	AAD886	VT307093	105 hrs	
W&S #311	2003	Cargo/Sport	Box Trailer	AAG602	40LAB20293P087432	0	
Hgwy/W&S #312	2005	P J Trailer	Culvert Thawer	AAH653	4P5SA121152065765	206 hrs	
Hgwy #313	2007	MidAtlantic	Utility Trailer	AAK993	5ANNA08117R018852		

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**BUDGET REQUEST FORM
FYE 2016**

**DEPARTMENT: Highway
Summer Construction**

DATE: 07/30/2014

ACCOUNT/TITLE: Rental of Equipment

ACCOUNT #: 10.43120.442

DESCRIPTION OF ACTIVITY: This account covers the rental of equipment that the Town needs on a short-term basis. The average expenditure over sixteen years has been \$4,542. The Town has been pro-active with other Towns to share and borrow specialized equipment and therefore reduce the need for rentals. However, the following items are ones which the Town cannot obtain from sharing or historically we have not been able to access when needed:

- | | | |
|-----|--|-----------------|
| 1). | asphalt / concrete saw and blades
\$598 in FY09, \$505 in FY10, \$702 in FY11,
\$1,450 in FY12 \$424 in FY13, \$124 in FY14
Avg.= \$634 | \$ 700 |
| 2). | asphalt roller rental (with trailer)
\$1,633 in FY09, \$801 in FY10, \$668 in FY11,
\$1,493 in FY12, \$1,891 in FY13, \$1,985 in FY14
Avg.= \$1,412
3 ton x 2 days @ \$200/day (with trailer rental) | \$ 1,200 |
| 3). | wood chipper/mulcher rental
\$450 in FY09, \$1,893 in FY10, \$1,392 in FY11,
\$882 in FY12, \$268 in FY13, \$1,238 in FY14
Avg= \$1,021
chipper @ \$490/day; 8 hrs/day x 2 days | \$ 1,050 |
| 4). | Other (submersible pump, air compressor,
concrete mixer, compactor)
\$139 in FY08, \$0 in FY09 and FY10, \$465 in FY11,
\$325 in FY12, \$196 in FY13, \$617 in FY14
Avg = \$249 | \$ 200 |
| 5). | Grader rental (spring) or small excavator/trencher
\$3,999 in FY11, \$9,000 in FY12, \$3,800 in FY13,
\$12,904 in FY14 | \$10,000 |
| | Total | \$13,150 |

SIGNIFICANT BUDGET CHANGES: In FY14, a grader was rented in the spring so two graders could be used to bring the gravel roads into shape following mud season. This was a significant help in reducing the overall time needed to restore the roads and in reducing customer complaints. In addition, a rented excavator was used by Town employees for increased ditching along gravel roads. Both these efforts need to be continued.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	7,100	9,850	8,300	DEPARTMENT	13,150
ACTUAL	6,579	16,868		MANAGER	13,150
EST.			7,500	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

**DEPARTMENT: Highway
Summer Construction**

DATE: 08/12/2014

ACCOUNT/TITLE: Other Purchased Services (Pg.1 of 5)

ACCOUNT #: 10.43120.570

DESCRIPTION OF ACTIVITY:

This account is for all subcontracted summer work. The work generally falls into six or seven overall categories that the Town subcontracts to vendors because the required services are beyond the capability of in-house equipment and personnel.

- (1). Liquid calcium chloride application on gravel roads - based on approximately 102,000 ft. road, 16' wide application, and application rate of .11 gal/sy.

<u>Year</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15 (Budget)</u>	<u>FY16</u>
price per gallon	\$.87	\$.89	\$1.02	\$.92	\$.94	.95	.95
gallons used	17,553	19,507	27,288	32,816	13,347	20,000	21,000
total cost	\$15,271	\$17,361	\$27,834	\$30,191	\$12,546	\$19,000	\$19,950

For FY16, use 21,000 gal. x \$.95/gal.. = \$19,950

Item (1) \$19,950

The high costs in FY13 were due to the impact of flooding and the restoration on gravel roads that were damaged by the flood.

- (2). Ledge removal

The history of expenditures has been:

FYE 95, 96, 02, 06
total \$35,306

FYE 97-01, 03-05, 07, 09, 10,11,12, 13, 14
none

For FY16, assume no blasting costs to help reduce the impact of increased costs in other areas of the budget, mainly paving.

Item (2) \$ 0

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Summer Construction

DATE: 08/12/2014

ACCOUNT/TITLE: Other Purchased Services (Pg. 2 of 5)

ACCOUNT #: 10.43120.570

- (3). Crack sealing: Crack sealing is an important element of road maintenance. With crack sealing, moisture is kept out of the sub-base, slowing the breakup of the surface pavement. Crack sealing is not appropriate for roads that already need reconstruction.

Crack sealing has been done for the past few years at the following levels:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15 (est)</u>	<u>AVG</u>
\$14,000	\$0	\$10,325	\$0	\$27,659	\$0	\$12,000	\$8,664

estimate crack sealing at \$1.90/lb. X 6,000 lbs. = \$11,400 Item (3) \$11,400

- (4). Roadside mowing - The Town does not have the equipment to mow all the back roads in Town. We contract for this service each year, generally doing two cuttings (June & August).

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15 (est)</u>	<u>AVG</u>
\$10,278	\$12,224	\$10,855	\$9,269	\$11,419	\$10,500	\$10,809

The average for the past three years was \$10,514 mostly due to the increased cost/hr. for mowing.

Estimate \$75/hour x 140 hours = \$10,500

Item (4) \$10,500

- (5). Ditching & related subcontractor excavation:

The Town's backhoe is useful for spot digging and limited ditching. However, the production from a backhoe is about 20% to 30% that of an excavator.

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15 (est)</u>	<u>AVG</u>
equipment hours	221	101	120	71	39	100	110
cost	29,028	\$8,565	\$11,424	\$12,770	\$3,915	\$11,500	\$13,140

For FYE15 use 100 equipment hours x \$100/hr = \$10,000

Item (5) \$10,000

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Summer Construction

DATE: 08/12/2014

ACCOUNT/TITLE: Other Purchased Services (Pg. 3 of 5)

ACCOUNT #: 10.43120.570

(6) Other Miscellaneous Road Excavation:

In previous years, excavation and spot road repair was needed at various locations due to failed sections of road. In many cases, the road failure was due to failure of underground storm pipes and catch basins. The pipe and catch basin repairs are charged against storm water; the road repair is charged against summer construction.

For FY16, estimate \$4,000 for this sub-item.

Total items (1) thru (6) \$55,850

(7) Road Resurface:

Over the noted twelve-year period, the Town has only budgeted approximately 64% of the needed amount to resurface roads within the anticipated wearing surface life. Increases in highway expenditures under the Capital Fund have helped to keep bad roads from falling into total disrepair but insufficient funds have been allocated to do the preventative type of overlay maintenance that is needed on a routine and scheduled basis.

	<u>Amount Budgeted</u>	<u>Shortfall from the \$190,000 needed per year</u>
FY02	\$ 86,850	\$103,150 short
FY03	\$133,270	\$ 56,730 short
FY04	\$128,441	\$ 61,559 short
FY05	\$116,300	\$ 73,700 short
FY06	\$116,300	\$ 73,700 short
FY07	\$134,400	\$ 55,600 short
FY08	\$134,400	\$ 55,600 short
FY09	\$116,690	\$ 73,310 short
FY10 ^{*1}	\$112,754	\$ 77,246 short
FY11 ^{*2}	\$141,300	\$ 48,700 short
FY12	\$118,000	\$ 72,000 short
FY13	\$128,000	\$ 62,000 short
FY14	\$131,000	\$ 59,000 short

Total shortfall \$872,295

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

344-2

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Summer Construction

DATE: 08/12/2104

ACCOUNT/TITLE: Other Purchased Services (Pg. 4 of 5)

ACCOUNT #: 10.43120.570

FYE2014: In FYE14, the following roads were paved using funds from this account:

- | | | |
|----|--|------------------|
| 1. | Weed Road (outside flood reimbursement area) | \$ 21,099 |
| 2. | Skyline, Chelsea and Deer Crossing | <u>\$ 92,352</u> |
| | | \$113,451 |

NOTE: The budget proposed for FYE14 paving was \$128,000. The amount of \$15,549 was not spent for paving for two reasons:

- Higher than anticipated cost for repair of failed storm water pipes .
- The unknown impact of the flood reimbursement costs.

FYE2015: In FYE15, \$131,000 was budgeted for paving. The following roads have been bid and will be paved from this account during August and September of 2014:

- | | | |
|----|--------------------------------------|---------------------|
| 1. | Clover Drive (portion) | \$45,797 |
| 2. | Towers Road (portion) | \$42,179 |
| 3. | Lida Drive | \$28,000 (estimate) |
| 4. | Tanglewood Drive (partial shim coat) | <u>\$15,024</u> |
| | | \$131,000 |

FYE2016: During the summer of 2013, civil engineering interns for the Town developed a revised list of road projects and priorities. The computer model used for this project was the APWA "Paver". It is an improved analysis program over the previous RSMS program developed at UNH.

The following projects are proposed for FYE2016. However, a final decision on the projects to be undertaken will be made in the spring of 2015 after the winter: There is a need to bring the level of expenditures up to the level needed to avoid costly full road rehabilitation. This annual expenditure needs to be on the order of \$180,000 to \$190,000 per year.

- Allen Martin Parkway between Sand Hill Road and Hickory Lane (overlay) = \$17,400
 - Clover Drive from Thrush to start of cul-de-sac (mill and fill) = \$65,500
 - Ridge Road (overlay) = \$22,000
 - Margaret Street (mill and fill) = \$80,000
- Sub Total = \$184,900

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

344-3

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Summer Construction

DATE: 08/12/2014

ACCOUNT/TITLE: Other Purchased Services (Pg. 5 of 5)

ACCOUNT #: 10.43120.570

Proposed Capital Funds:

As of the date of preparation of the Operating Budget, final recommendations have not been made on the Capital Highway Projects for FYE16. The list of Capital Highway Projects will be developed prior to January 1, 2015. However, the following are candidate projects:

1. Paving costs in connection with storm water rebuild on Londonderry Lane and Cypress Lane = \$40,000
2. Sand Hill Road from VT RT 15 to Founders Road = \$100,000
3. Allen Martin Drive from VT RT 15 to Thompson Drive = \$52,000 less \$25,000 impact funds = \$27,000
4. Share of Class 2 paving grant with section to be determined = \$30,000
5. Baker Street = \$19,000
6. Craftsbury Court = \$17,500
7. Windridge repairs = \$33,000

Total = \$266,500

	<u>FYE 2013 Actual</u>	<u>FYE 2014 Actual</u>	<u>FYE 2015 Estimated</u>	<u>FYE 2016 Proposed</u>
ACTIVITY INDICATORS				
Miles of paved road	<u>52.27</u>	<u>52.27</u>	<u>52.5</u>	<u>52.8</u>
Miles overlaid with hot mix (operating acct)	<u>1.04</u>	<u>1.2 (est)</u>	<u>1.5</u>	<u>1.5</u>
RELATED REVENUES				
Money for hwy mileage Class 2 & 3	<u>\$137,122</u>	<u>\$137,122</u>	<u>\$137,000</u>	<u>\$137,000</u>
Class II paving grant	<u> </u>	<u>0</u>	<u>0</u>	<u>anticipated</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

SIGNIFICANT BUDGET CHANGE:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	168,656	191,780	192,000	DEPARTMENT	240,750
ACTUAL	149,418	149,291		MANAGER	201,770
EST.			192,000	BOARD	

344-1

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Summer Construction

DATE: 08/08/2014

ACCOUNT/TITLE: General Supplies (Pg.1 of 4)

ACCOUNT #: 10.43120.610

DESCRIPTION OF ACTIVITY:

This line item includes the materials that Highway purchases in connection with all force account work.

1. aggregate overlay for select gravel roads – use in combination with Capital Funds gravel overlays

Proposed FY16 Basis:

Four inches of gravel on a 21 foot wide road equals .259 cubic yards of gravel per foot of road length.
 .259 cy./ft x .40 miles = 1,036 cy. of gravel
 1 cy of gravel weighs 2,800 lbs. or 1.4 tons/cy.
 1036 cy. of gravel x 1.4 tons/cy = 1,450 tons gravel
 use 1,450 tons or 1,036cy.
 1,036 cy x \$16/cy = \$16,576

use approximately 50% or \$8,200

- 2). gravel stockpile for winter/spring breakup
 150 cy @ \$16/cy

\$ 2,400

- 3). cold patch for miscellaneous patching of potholes

Year	'10	'11	'12	'13	'14	'15 (est)	'16 (Budget)
Cost	\$800	\$1,194	\$1,681	\$3,300	\$6,500	\$2,400	\$3,250
Tons	8 tons	12 tons	17 tons	31 tons	52 tons	20 tons	25 tons

For FYE16, use: 25 tons @ \$130/ton = \$3,250

- 4). hot mix for repairs and blade paving (blow mix)

Year	'10	'11	'12	'13	'14	'15 (est)	'16 (Budget)
Cost	\$8,670	\$8,415	\$7,227	\$9,583	\$9,867	\$9,990	\$9,990
Tons	152	129	101	133	143	135	135

Use 135 tons @ \$74/ton = \$9,990

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

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BUDGET REQUEST FORM

FYE 2016

DEPARTMENT: Highway
Summer Construction

DATE: 08/08/2014

ACCOUNT/TITLE: General Supplies (Pg.2 of 4)

ACCOUNT #: 10.43120.610

5). Shurpac

Year	'10	'11	'12	'13	'14	'15(est)	'16 (Budget)
Cost	\$2,797	\$4,240	\$5,716	\$8,208	\$14,360	\$6,353	\$6,960
Tons	271	393	462	687	1,254	525	580

Use 580 tons @ \$12.00/ton = \$6,960

6). 5" minus stone or Type I stone fill or rip rap

Year	'10	'11	'12	'13	'14	'15 (est)	'16 (Budget)
Cost	\$2,462	\$2,892	\$1,406	\$3,171	\$9,009	\$3,132	\$3,900
Ton	219	241	125	247	732	240	300

Use \$13.00/ton x 300 tons = \$3,900

7). plant mix or subbase crushed gravel

Year	'10	'11	'12	'13	'14	'15 (est)	'16 (Budget)
Cost	\$4,500	\$1,221	\$18,876	\$9,989	\$7,770	\$7,350	\$7,963
Tons	500	109	1,684	1,051	510	600	650

Use \$12.25/ton x 650 tons = \$7,963

8). Crushed stone (3/8", 1/2", 3/4", 1")

Year	'10	'11	'12	'13	'14	'15 (est)	'16 (Budget)
Cost	\$4,782	\$3,248	\$3,340	\$11,524	\$7,473	\$7,800	\$7,800
Tons	472	224	224	740	464	500	500

Use 500 tons @ \$15.60/ton = \$7,800

9). Type II, III or IV Stone fill

Use 125 tons @ \$15.00/ton = \$1,875

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

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BUDGET REQUEST FORM

FYE 2016

DEPARTMENT: Highway
Summer Construction

DATE: 08/08/2014

ACCOUNT/TITLE: General Supplies (Pg. 3 of 4)

ACCOUNT #: 10.43120.610

10). topsoil

<u>Year</u>	<u>'10</u>	<u>'11</u>	<u>'12</u>	<u>'13</u>	<u>'14</u>	<u>'15 (est)</u>	<u>'16 (Budget)</u>
Cost	\$1,184	\$1,408	\$928	\$1,552	\$910	\$1,680	\$1,400
Cubic Yards	37	44	29	49	45	48	40

Use 40 cy x \$35/cy = \$1,400

11). red mulch for planted islands and around buildings

<u>Year</u>	<u>'10</u>	<u>'11</u>	<u>'12</u>	<u>'13</u>	<u>'14</u>	<u>'15 (est)</u>	<u>'16 (Budget)</u>
Cost	\$2,000	\$1,550	\$800	\$1,619	\$1,100	\$1,600	\$1,600
Cubic Yards	40	31	16	31	22	32	32

Use 32 cy x \$50/cy = \$1,600

12). concrete & concrete mix products

Estimate \$500 for FY16

13). grade stakes, flagging tape, marking tape

<u>Year</u>	<u>'10</u>	<u>'11</u>	<u>'12</u>	<u>'13</u>	<u>'14</u>	<u>'15(est)</u>	<u>'16 (Budget)</u>
Cost	\$135	\$75	\$129	\$87	\$228	\$120	\$200

8 bundles @ \$15/bundle (\$120) plus other items (\$80) = \$200

14). mulch, hay and grass, silt fence

<u>Year</u>	<u>'10</u>	<u>'11</u>	<u>'12</u>	<u>'13</u>	<u>'14</u>	<u>'15 (est)</u>	<u>'16 (Budget)</u>
Cost	\$1,120	\$950	\$841	\$1,619	\$188	\$800	\$800

Use \$800

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

345-2

**BUDGET REQUEST FORM
FYE 2016**

**DEPARTMENT: Highway
Summer Construction**

DATE: 08/08/2014

ACCOUNT/TITLE: General Supplies (Pg.4 of 4)

ACCOUNT #: 10.43120.610

15) recycled asphalt (RAP)

<u>Year</u>	<u>'12</u>	<u>'13</u>	<u>'14</u>	<u>'15 (est)</u>	<u>'16 (Budget)</u>
Cost	\$5,629	\$377	\$0	\$1,100	\$1,100
Tons	83	18	0	50	50

Estimate 50 tons x \$22/ton = \$1,100

Total items 1 thru 15 Total \$57,938

Use \$58,000

	FYE 2013 Actual	FYE 2014 Actual	FYE 2015 Estimated	FYE 2016 Proposed
ACTIVITY INDICATORS				
<u>Total number of miles of gravel road</u>	<u>23.16</u>	<u>23.16</u>	<u>23.16</u>	<u>23.16</u>
<u>Total number of miles of road</u>	<u>75.43</u>	<u>75.43</u>	<u>75.66</u>	<u>75.96</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

RELATED REVENUES

See Summer Construction Services

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES: Budget need to be increased based on the higher cost of product and the increased work on gravel roads.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	46,170	51,890	61,000	DEPARTMENT	58,000
ACTUAL	86,181	56,736		MANAGER	58,000
EST.			61,000	BOARD	

345-3

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Traffic Control Devices

DATE: 08/08/2014

ACCOUNT/TITLE: Other Purchased Services (Pg.1 of 2)

ACCOUNT #: 10.43123.570

DESCRIPTION OF ACTIVITY:

- (1). Subcontracted striping

The Town does not have sufficient manpower or equipment to stripe all its roads and intersections, especially road centerlines and road edge stripes. An amount is set aside for contract striping. The amount spent in previous years was:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15(est)</u>	<u>AVG</u>
\$3,600	\$0	\$4,936	\$3,062	\$5,201	\$655	\$10,600	\$2,909

Roads that require significant contract expenditure for striping are Susie Wilson Road, Essex Way and Kellogg Road. In FY15, complete striping of Kellogg Road and Susie Wilson Road will be done at a bid price of \$10,600. Use \$4,200 for FY16.

Subtotal Budget \$4,200

- (2). Guardrail replacement (new guardrail)

The amount spent in previous years was:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
\$0	\$0	\$6,553	\$1,150	\$0	\$0

Subtotal use 50 ft. x \$18/lf. plus \$400 for end rail \$1,300

- (3). The Town has the responsibility for maintenance of the signals at Kellogg and Susie Wilson Road, Essex Way/Circ Highway. While Town forces can make timing changes within the controllers, we do not have the equipment (aerial bucket) to fix lights, repair interior wiring/control boards, etc. Monies spent in the previous year were:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG</u>
\$8,021	\$4,769	\$4,658	\$2,418	\$4,085	\$10,149	\$5,683

NOTE: A one-time cost of \$4,395 was incurred to provide a green arrow device at VT.15 / Essex Way.

Use \$5,500

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Traffic Control Devices

DATE: 08/08/2014

ACCOUNT/TITLE: Other Purchased Services (Pg.2 of 2)

ACCOUNT #: 10.43123.570

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>Number of Town traffic signals</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>
<u>Major roads striped by contract</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
_____	_____	_____	_____	_____
RELATED REVENUES				
<u>None</u>	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	10,650	10,300	10,500	DEPARTMENT	11,000
ACTUAL	9,618	10,804		MANAGER	<i>11,000</i>
EST.			10,500	BOARD	

346-1

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Traffic Control Devices

DATE: 08/08/2014

ACCOUNT/TITLE: General Supplies (Pg.1 of 2)

ACCOUNT #: 10.43123.610

DESCRIPTION OF ACTIVITY:

- (1). Reflective paint for stop bars, intersections, sidewalk crossings, etc:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG</u>
\$1,997	\$2,392	\$652	\$2,178	\$4,894	\$2,453	\$2,428

Budget based on \$67.50/gallon x 50 gallons of white
30 gallons of yellow @ \$18.00/gallon and
20 gallons of red @ \$18.50/gallon

Subtotal (1) \$4,285
Use \$4,280

- (2). Street and stop signs, materials, blanks, letters, bolts, posts, etc.
and direct purchase of prepared signs.

FY07 =	\$ 3,258	average = \$4,913
FY08 =	\$ 2,678	
FY09 =	\$ 5,095	
FY10 =	\$ 4,577	Subtotal (2) use \$6,000
FY11 =	\$ 3,581	based on replacement of
FY12 =	\$10,397	signs per the inventory.
FY13 =	\$ 7,053	
FY14 =	\$ 2,669	

NOTE: In FY12 and FY13, a large number of signs were replaced based on the sign inventory that was completed. The plan is to replace more of the signs that are in the worst condition over time, using the FY12 inventory as a base.

- (3). Maintenance items for striping
equipment and traffic counters.

FY07 =	\$ 190	average = \$763
FY08 =	\$ 208	
FY09 =	\$ 415	Subtotal (3) Use \$1,000
FY10 =	\$1,060	based on FY11 through FY14
FY11 =	\$ 0	expenditures.
FY12 =	\$ 707	
FY13 =	\$ 728	
FY14 =	\$2,197*1	*1 major rebuild of unit

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 20156**

DEPARTMENT: Highway
Traffic Control Devices

DATE: 08/08/2014

ACCOUNT/TITLE: General Supplies (Pg.2 of 2)

ACCOUNT #: 10.43123.610

(4). Road safety materials

Barricade materials	\$281 in FY06, \$124 in FY07,	Avg = \$1,025
Flashlights and	\$600 in FY08, \$400 in FY09	
Cones	\$1,476 in FY10, \$323 in FY11	
	\$1,793 in FY12, \$4,228 in FY13,	
	\$215 in FY14	Subtotal (4) 600

Total (1 thru 4) \$11,880

Use \$11,800

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
See description of activity	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES: The high cost for road barricade materials and cones in FY13 was necessitated by the spring and summer FEMA declared flood events. A large number of roads were affected and the Town had to purchase added cones and barricades to cover this emergency.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	7,900	10,870	11,000	DEPARTMENT	11,800
ACTUAL	16,904	7,534		MANAGER	<i>11,800</i>
EST.			11,000	BOARD	

347-1

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Sidewalks & Crosswalks

DATE: 08/11/2014

ACCOUNT/TITLE: Other Purchased Services & Supplies

ACCOUNT #: 10.43124.570

DESCRIPTION OF ACTIVITY:

Funding for sidewalks and paths decreased from FYE10 to FYE14 in order to achieve a low increase in public works budgets. Some funds have accumulated in the Capital Plan, which the town has used to match State/Federal grants. However, the ability to add funds to the Capital program for paths in FY2016 will not be possible due to the reduction in available, overall capital funds. This is primarily due to the impact of the debt on the Capital Plan for the new Police Station.

The operating budget for sidewalks is barely sufficient to cover routine maintenance and repairs. It is anticipated that a new Path/Walk Town and Village Plan will be completed by a consultant working for the CCRPC within the next few months. This will identify a continuing need for adding new walks/paths in locations where none exist today. There are many areas of Town where walks and paved paths are needed. Some of these are short and can be done cost effectively by staff or under local contracts. Other, more complex and larger segments will need grants to make them affordable. In either event, the sidewalk budget needs to be increased over time to enable some of these walks to be constructed.

The following chart shows the decrease in budget amounts since 2009 to provide for lower, overall Public Works Budgets.

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Sidewalk Budget	\$39,000	\$23,000	\$12,000	\$12,000	\$11,000	\$11,000	\$20,000

Recommend the budget be set at \$15,000

ACTIVITY INDICATORS	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
<u>length of sidewalks (concrete)</u>	<u>44.91 miles</u>	<u>45.39 miles</u>	<u>45.5 miles</u>	<u>46 miles</u>
<u>length of walks/paths (asphalt)</u>	<u>8.11 miles*1</u>	<u>6.04 miles</u>	<u>7.4 miles</u>	<u>7.8 miles</u>

*1 error in reporting

SIGNIFICANT BUDGET CHANGES: A budget increase is needed to provide for construction of sidewalk segments as noted in the Town Walk/Path Plan.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	11,000	11,000	20,000	DEPARTMENT	15,000
ACTUAL	11,039	10,109		MANAGER	15,000
EST.			20,000	BOARD	

348

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Winter Maintenance

DATE: 08/08/2014

ACCOUNT/TITLE: Other Purchased Services

ACCOUNT #: 10.43125.570

DESCRIPTION OF ACTIVITY: This line item covers the contracted services for winter operations as identified in the following list. In FY03, the Town added a contract with a vendor to clear the sidewalks and on-street parking area along Carmichael Street. This contract is needed to insure timely snow removal along this commercial road. In general, we attempt to first negotiate a contract with the HDI hired vendor who does the private snow removal in the Town Center complex.

FY16 Budget:

- 1) Christmas tree pickup assistance
(\$1,200 in FY05 & FY06, \$800 in FY07, \$1,200 in FY08,
\$1150 in FY09, cut in FY10 and FY11, reinstated for FY12 \$1,025
\$750 in FY13, \$0 in FY14 due to reimbursement from CSWD) \$ 0
 - 3) Excavator/other assistance during late winter for road protection
(\$1,189 in FY04, \$0 in FY05, \$0 in FY06,
\$2,612 in FY07, \$0 in FY08, \$1,150 in FY09, \$ 200
\$0 in FY10, \$2,097 in FY11, \$631 in FY12, \$0 in FY13& FY14)
 - 4) Contract for Carmichael Street walks and street
parking snow removal
(\$1,755 in FY05, \$900 in FY06, \$2,000 in FY07,
\$1,800 in FY08, \$2,052 in FY10, \$1,900 in FY11,
\$2,400 in FY12, \$2,400 in FY13, \$2,400 in FY14) \$2,500
- Total \$2,700

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
Number of road miles ditched (winter)	0	0	2	2
RELATED REVENUES				
None				

SIGNIFICANT BUDGET CHANGES: Cut Christmas Tree Pickup in FY10/FY11.
Christmas trees were picked up in FY12, FY13 and FY14 due to a grant from CSWD.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	6,100	4,000	4,000	DEPARTMENT	2,700
ACTUAL	3,350	2,400		MANAGER	2,700
EST.			2,700	BOARD	

349

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Winter Maintenance

DATE: 07/29/2014

ACCOUNT/TITLE: General Supplies (Pg. 1 of 3)

ACCOUNT #: 10.43125.610

DESCRIPTION OF ACTIVITY:

This account includes all the materials used for application on Town roads and paths in the winter.

1) Sand: The amount of sand ordered was as follows:

<u>Tons of Sand Purchased</u>						
<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG.</u>
3,947	3,502	3,529	3,870	6,045	6,487	4,563

In FY14, the Town purchased winter sand from A.Nadeau & Co. (6,487 tons) at a price of \$7.70/ton with delivery by Tatro at a price of \$6.50/ton for a total price per ton of \$14.20. This was a higher price per ton than paid in FY13.

In FY15, the budget was approved at 4,100 tons and a unit price of \$14.00/ton for a sand budget of \$57,400.

For FY16, use 4,200 tons (to more accurately reflect the current average usage) and a unit price of \$14.40/ton.
4,200 tons x \$14.40/ton = \$60,480

2) Salt:

The attached graphs and tables provide the history of salt usage. The average use per paved mile over 30 years is 41.92 tons. With 52.27 miles of paved road in 2014 and adding another .1 miles in FY15 and .1 in FY16, a total of 52.47 miles is obtained. This number (52.47 miles) times the 41.92 tons of average salt use per paved mile gives a projected salt use of 2,199 tons per year based on long-term average historical usage. The proposed budget request is for 16% less than this amount.

The usage over the past six years has been:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG.</u>
1,390	1,060	1,595	1,254	1,380	1,958	1,440

The price for salt was \$58.73 in FY14; for FY15, it was estimated at \$60/ton. However, the bid prices obtained in FYE15 resulted in a price of \$72.18 per ton -- equal to a 20% increase.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

350

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Winter Maintenance

DATE: 07/29/2014

ACCOUNT/TITLE: General Supplies (Pg.2 of 3) **ACCOUNT #:** 10.43125.610

The lower salt usage from FY10 to FY13 was due to a combination of three factors:

- 1) milder winter
- 2) better sand application control through improved equipment
- 3) better management operational control

In FY14, the winter was extremely harsh, requiring a substantial increase in materials usage.

The budget for FY16 is based on:

- a) a price for salt at \$72.50/ton
- b) usage at 1,750 tons

$$1,750 \text{ tons} \times \$72.50/\text{ton} = \$126,875$$

This amount is \$21,875 more than budgeted in FY15 based on the increased cost per ton of product.

In addition, the Town will make liquid salt brine and purchase liquid calcium chloride.

Liquid brine: no additional cost

Liquid calcium chloride (same unit price as FY2015)
1.00 / gallon x 1,500 gal = \$1500

A minimal amount of bagged calcium chloride will be purchased.

Estimate 2 tons @ \$500 / ton = \$1,000

Total all materials:	Sand =	\$ 60,480
	Salt =	\$126,875
	Liquid Brine =	no added cost
	Liq. Calcium Chloride =	\$ 1,500
	Solid Calcium Chloride =	\$ 1,000
	Total =	\$189,855

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Winter Maintenance

DATE: 07/30/2014

ACCOUNT/TITLE: General Supplies (Pg. 3 of 3)

ACCOUNT #: 10.43125.610

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
Tons of salt used	<u>1,380</u>	<u>1,958</u>	<u>1,750</u>	<u>1,850</u>
Tons of sand purchased	<u>6,045</u>	<u>6,487</u>	<u>4,000</u>	<u>4,600</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES: Increase needed due to weather conditions over the past two years and much higher use of sand.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	176,198	167,810	164,900	DEPARTMENT	189,855
ACTUAL	173,709	207,531		MANAGER	189,855 <i>350</i>
EST.			184,000	BOARD	

TONS OF SALT PURCHASED
VS.
MILES OF ACCEPTED TOWN ROADS

Year (1)	Miles of Class 2 & 3 Roads (2)	Miles of Gravel Roads (3)	Miles of Paved Roads (4) (2-3)	Tons of Salt (5)	Per Paved Mile (6) (5-4)
1985	51.27	23.39	27.88	1,882	67.50
1986	55.64	23.39	32.25	1,887	58.51
1987	55.89	23.39	32.50	1,662	51.10
1988	57.05	23.39	33.66	1,488	44.20
1989	60.23	23.39	36.84	1,820	49.40
1990	61.24	23.39	37.84	2,010	53.10
1991	62.42	23.39	39.03	1,611	41.30
1992	65.24	23.39	41.85	2,633	62.90
1993	65.94	23.39	42.55	1,354	31.80
1994	66.97	23.16	43.81	886	20.22
1995	67.45	23.16	44.29	1,242	28.05
1996	68.46	23.16	45.30	1,821	40.20
1997	68.91	23.16	45.75	2,122	46.38
1998	70.61	23.16	47.45	2,271	47.86
1999	71.32	23.16	48.16	2,369	49.19
2000	71.53	23.16	48.37	2,975	61.50
2001	72.41	23.16	49.25	2,104	42.72
2002	72.63	23.16	49.47	2,750	55.59
2003	72.90	23.16	49.74	2,230	44.83
2004	73.10	23.16	49.94	2,979	59.65
2005	74.14	23.16	50.98	2,030	39.81
2006	74.30	23.16	51.14	1,797	35.14
2007	74.30	23.16	51.14	2,078	40.63
2008	74.62	23.16	51.46	1,390	27.01
2009	74.94	23.16	51.78	1,031	19.91
2010	74.96	23.16	51.80	1,060	20.47
2011	75.11	23.16	51.95	1,595	30.70
2012	75.15	23.16	51.99	1,254	24.12
2013	75.43	23.16	52.27	1,380	26.40
2014	75.43	23.16	52.27	1,958	37.46
				Average	41.92

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 08/08/2014

ACCOUNT/TITLE: Bridges - Other Purchased Services

ACCOUNT #: 10.43130.570

DESCRIPTION OF ACTIVITY:

In FY16, the budget reflects a minimal level of funding for minor maintenance on the five Town bridges (\$2,000). This will cover minor repairs to bridge rails, special cleaning (if required), washing of bridges and to correct any minor deficiencies noted on the bi-annual State bridge inspections.

	<u>FYE 2013 Actual</u>	<u>FYE 2014 Actual</u>	<u>FYE 2015 Estimated</u>	<u>FYE 2016 Proposed</u>
ACTIVITY INDICATORS				
Number of major bridges/culverts	5	5	5	5
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	2,300	2,000	2,000	DEPARTMENT	2,000
ACTUAL	0	0		MANAGER	<i>2,500</i>
EST.			2,000	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Storm Drainage

DATE: 08/11/2014

ACCOUNT/TITLE: Other Purchased Services (Pg. 1 of 3)

ACCOUNT #: 10.43150.570

DESCRIPTION OF ACTIVITY:

- 1). One major item is cleaning of catch basins and storm drains. An increased effort is required both by the NPDES Phase II Storm water Permit and through the impaired/non-impaired water shed permits. The catch basin cleaning is accomplished through a combination of in-house personnel (Town's street sweeper) plus contract work. The engineering summer interns identify the catch basins to be cleaned through visual inspection of all Town-owned catch basins. The yearly results are:

<u>Calendar Year</u>	<u>Requiring Cleaning</u>	<u>Number Cleaned</u>
2002	532	190
2003	380	280
2004	218	218
2005	359	359
2006	246	246
2007	233	233
2008	310	310
2009	134	134
2010	183	183
2011	205	205
2012	110	110
2013	130	130
2014	267	255

Average cleaned first six years = 254

Average cleaned last seven years = 190

The historical cleaning costs by contractors are:

FY03	\$11,550	
FY04	\$ 6,525	Avg. \$9,206
FY05	\$ 9,595	
FY06	\$ 9,325	
FY07	\$ 6,480	
FY08	\$16,588	
FY09	\$ 3,188	
FY10	\$ 6,300	
FY11	\$11,221	
FY12	\$ 7,087	
FY13	\$ 6,460	
FY14	\$14,175	

Assume 220 catch basins/year require cleaning and all but 35 are done by using outside contractors:

185 x \$55/catch basin = \$10,175 Use \$10,000

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Storm Drainage

DATE: 08/11/2014

ACCOUNT/TITLE: Other Purchased Services (Pg. 2 of 3)

ACCOUNT #: 10.43150.570

- 2). A second item under this budget is repair of catch basins and adjacent pipelines. Each year approximately 10 to 15 catch basins need to be repaired or replaced. When a catch basin is deficient, it must be corrected. This history has been:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG</u>
\$29,550	\$17,993	\$42,504	\$12,214	\$20,315	\$25,125	\$24,617

The cost for catch basin repairs continues to increase as the infrastructure ages. The budget in FY15 for this work was \$20,500 based on the average cost over the past 7 years. That average has increased and the line item needs to increase to cover actual costs.

Use \$24,000

- 3). A third category involves the repair of culverts in areas and under conditions where Town crews cannot make the replacement in a cost effective or safe manner. The history of recent expenditures has been:

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG</u>
\$19,236	\$12,281	\$7,988	\$41,540	\$20,200	\$20,249

The flooding in the spring/summer of 2013 and 2014 demonstrated that many of the older metal storm drains under paved roads have deteriorated to a point where they need replacement. They have gone beyond their useful life. The repair on these systems are expensive since many require digging up and replacing the roadway. Budgeted costs have not been sufficient to cover the repairs over the past five years, especially the costs in FY13 and FY14. The Department has been able to make the repairs through savings in winter operations and paving. The Town cannot count on those "other savings" year after year. This line item needs to be increased significantly to cover needed repairs/replacement of deficient culverts and storm drain lines.

Use \$ 25,000

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway
Storm Drainage

DATE: 08/11/2014

ACCOUNT/TITLE: Other Purchased Services (Pg. 3 of 3)

ACCOUNT #: 10.43150.570

4. With the transfer from the storm water accounts into the highway account, \$40,000 would be transferred as an expense from account # 43151.430 and \$4,000 from account # 43151.450 for major system repairs and construction of facilities. However, it is felt that this transfer can be reduced from \$44,000 to \$30,000 with reliance on funds in the Capital Storm water account to assist on major system repairs.

Use \$30,000

Total for lines 1 through 4 = \$89,000

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>Total number of catch basins</u>	<u>1,681</u> ^{*2}	<u>1692</u>	<u>1,700</u>	<u>1,710</u>
<u>Number of catch basins cleaned</u>	<u>130</u>	<u>255</u>	<u>220</u>	<u>220</u>
<u>Number of catch basins repaired</u>	<u>38</u>	<u>24</u>	<u>30</u>	<u>30</u>

*2 - - Includes Town, State and private.

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	32,475	35,000	48,300	DEPARTMENT	89,000
ACTUAL	79,606	59,500		MANAGER	89,000
EST.			60,000	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 08/08/2014

ACCOUNT/TITLE: Storm Drainage - Supplies (Pg.1 of 2)

ACCOUNT #: 10.43150.610

DESCRIPTION OF ACTIVITY:

- 1). Pipe to replenish yard stockpile for use in replacing culverts and storm drainage piping. The estimate of piping is based on historical usage. The history of expenditures is:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG</u>
\$6,085	\$12,759	\$15,684	\$602	\$9,776	\$10,192	\$9,183

NOTE: In FY12, Public Works utilized the stockpile on hand and did not purchase a significant amount of pipe.

For FY16:

500 ft. of 18" N-12 (ADS pipe)(35 sections) @ 11.00/lf.	\$5,500
200' of 24" N-12 (ADS pipe) (6 sections) @ \$16.00/lf.	\$3,200
Subtotal	\$8,700
Use	\$9,000

- 2). Repair materials for catch basins

structural mortar - 60 bags (50 lb.bag) @ \$38/bag	\$2,280
concrete blocks (4x8x16) - 200 @ \$1.00/each	\$ 200
precast filler sections @ \$65 x 6	\$ 390
red brick 200 @ \$.60/each	\$ 120
mortar mix - 20 each - 80 lb bags @ \$5.50/bag	\$ 110
Subtotal	\$3,100
Use	\$ 3,000

(Note: The average cost over the past eight years has been \$2,817)

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE 08/08/2014

ACCOUNT/TITLE: Storm Drainage - Supplies (Pg. 2 of 2)

ACCOUNT #: 10.43150.610

- | | | |
|-----|---|--|
| 3). | Catch Basins
assume average depth of 6 ft.; \$300/base, \$70 per lf. x 4 (\$280)
plus frame/grate \$380 each; Use 4 each
(\$3,870 in FY09, \$3,085 in FY10, \$1,065 in FY11,
\$0 in FY12, \$2,839 in FY13, \$0 in FY14) | \$3,900 |
| 4). | Filter Fabric & Straw Blanket -
Estimate 2 rolls filter fabric @ \$420/roll & 2 rolls straw
blanket @ \$100/roll
(\$520 in FY07, \$0 in FY08, \$440 in FY09, \$1,110 in FY10,
\$1,206 in FY11, \$0 in FY12, \$480 in FY13, \$1,025 in FY14) | \$1,000 |
| 5). | Ring Risers for Catch Basins:
4 each 24" x 1" @ \$175/ea
4 each 24" x 1-1/2" @ \$190/ea
4 each 24" x 2" @ \$205/ea | \$ 700
\$ 760
<u>\$ 820</u>
\$2,200 |
| | Total | \$19,100 |
| | Use | \$19,000 |

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>Total number of catch basins</u>	<u>1,681</u>	<u>1,692</u>	<u>1,700</u>	<u>1,710</u>

SIGNIFICANT BUDGET CHANGES

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	185,940	17,240	18,000	DEPARTMENT	19,000
ACTUAL	16,252	17,895		MANAGER	<i>19,000</i>
EST.			18,000	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 07/30/2014

ACCOUNT/TITLE: Street Lighting – Electricity **ACCOUNT #:** 10.43160.622

DESCRIPTION OF ACTIVITY:

This account covers the cost of street lights throughout the Town. It does not include the cost for repairs, maintenance or providing power to traffic signals.

Year	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
Budget	\$95,000	\$97,000	\$96,000	\$96,000	\$101,500	\$108,000
Actual	\$88,911	\$101,432	\$101,597	\$107,507	\$114,908	\$110,871

The Selectboard's decision to convert 496 high pressure sodium and mercury vapor street lights to LED street lights will result in both energy and cost savings. The conversion is scheduled to begin during the FY15 budget year but may not be fully completed until part way through FY16. Although the anticipated cost savings may be as high as 18%, the full amount of the savings will not be 100% realized until FY17. Therefore, this line item is recommended for a reduction of 1/2 the amount for FY16 or 9%.

FYE15 budgeted amount of \$116,000 x .91% = \$105,560

	<u>FYE 2013 Actual</u>	<u>FYE 2014 Actual</u>	<u>FYE 2015 Estimated</u>	<u>FYE 2016 Proposed</u>
ACTIVITY INDICATORS				
<u>Total number of street lights</u>	<u>N/A</u>	<u>604</u>	<u>606</u>	<u>610</u>
<u>Number of street lights added</u>	<u>N/A</u>	<u>2</u>	<u>4</u>	<u>2</u>
RELATED REVENUES				
<u>None</u>				

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	101,500	108,000	116,000	DEPARTMENT	105,560
ACTUAL	114,908	110,871		MANAGER	105,560
EST.			116,000	BOARD	

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BUILDINGS

BUILDINGS FYE 2016

Account Number	Description	Current Budget	Proposed Budget	Change	Percent
10-41940.410	Water + Sewer	\$2,335	\$2,380	+\$45	+2%
10-41940.430	R + M Services	\$28,800	\$27,800	-\$1,000	-3%
10-41940.431	R + M Supplies	\$4,800	\$4,800	0	0%
10-41940.535	Telephone	\$15,200	\$13,400	-\$1,800	-12%
10-41940.536	Postage	\$17,500	\$17,000	-\$500	-3%
10-41940-570	Other Purchased Services	\$8,190	\$8,260	+\$70	+8%
10-41940.610	General Supplies	\$27,000	\$23,800	-\$3,200	-12%
10-41940.622	Electric	\$28,150	\$27,380	-\$770	-2.7%
10.41940.624	Heating	\$10,400	\$9,500	-\$900	-8.7%
10-41940.626	Gasoline	\$192,000	\$180,000	-\$12,000	-6.3%
10-41940.741	Mach. + Equip	\$10,000	\$10,700	+\$700	+7%
10.41940.802	Memorial Hall	\$2,000	\$2,000	0	0%
TOTAL	BUILDINGS	\$346,375	\$327,020	-\$19,355	-5.6%

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Buildings and Plant
(81 Main St., Memorial Hall & Powell Museum)

DATE: 7/28/2014

ACCOUNT/TITLE: Water/Sewer

ACCOUNT #: 10.41940.410

DESCRIPTION OF ACTIVITY: This account covers the water and sewer bills to service 81 Main St., Memorial Hall and the Powell Museum. The difference in rates arise because 81 Main Street is on the Village system and Memorial Hall and the Powell Museum are on the Town system.

<u>Building</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	(Budget)	(Proposed)
						<u>FY15</u>	<u>FY16</u>
81 Main Street	\$ 957	\$ 865	\$1,027	\$ 1,078	\$1,184	\$1,210	\$1,279
Memorial Hall	\$ 699	\$ 742	\$ 750	\$ 812	\$ 855	\$ 915	\$ 923
Powell Museum	\$ 50	\$ 100	\$ 196	\$ 180	\$ 165	\$ 210	\$ 178
Total	\$1,706	\$1,707	\$1,973	\$ 2,070	\$2,204	\$2,335	\$2,380

	<u>FYE 2013 Actual</u>	<u>FYE 2014 Actual</u>	<u>FYE 2015 Estimated</u>	<u>FYE 2016 Proposed</u>
ACTIVITY INDICATORS				
None	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
None	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES: higher sewer/water rates in Village & Town; assume an 8% increase for each in FY16 from actual costs in FY14.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	1,820	2,170	2,335	DEPARTMENT	2,380
ACTUAL	2,070	2,204		MANAGER	2,380
EST.			2,335	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Buildings and Plants
(81 Main St., Memorial Hall & Powell Museum)

DATE: 08/06/2014

ACCOUNT/TITLE: Repair & Maint. Services (Pg.1 of 2) **ACCOUNT #:** 10.41940.430

DESCRIPTION OF ACTIVITY: Repairs and maintenance costs to 81 Main Street, Memorial Hall, Powell Museum. The past history of expenditures on this line item is:

	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	AVG (last 3 yrs)
Budget	\$24,500	\$23,600	\$23,600	\$24,190	\$28,800	\$28,800	\$27,263
Actual	\$26,232	\$27,454	\$33,578	\$24,625	\$26,140	N/A	\$28,114

One time painting of Powell Museum \$10,805*1
 One time painting of Public Works Offices \$33,831*1
 Sum \$69,261 in FY13

*1 Note: The Selectboard approved the painting of Powell Museum and the rehabilitation of the Public Works offices from residual FY12 funds. However, they are shown as an expenditure in FY13, when the work actually took place.

Note 1: The last five years have not been funded sufficiently to keep up with normal building repair and maintenance costs. These costs are budgeted for minimal building repairs.

In FY14, the following amounts were spent under the listed broad categories of work:

Roof repairs	\$ 650 (up from previous year by \$650)
Exterior building repairs	\$ 0 (down from previous year by \$45,405)
Phone system repairs and changes	\$ 0 (down from previous year by \$1,845)
Air/Heating system repairs and maintenance	\$ 5,214 (up from previous year by \$1,745)
Electrical systems and light repair	\$ 5,919 (up from previous year by \$4,100)
Plumbing repairs	\$ 418 (down from previous year by \$3,381)
Fixed machine repair	\$ 0 (same as last year)
Fire system checks and replacements	\$ 2,108 (up from previous year by \$1,378)
Cleaning	\$ 7,792 (down from previous year by \$186)
Other	\$ 3,625 (down from previous year by \$591)
Generator repairs	\$ 654 (up from previous year by \$654)
Net	\$26,380

Although some costs can be accurately programmed in this account from prior years expenditures, such as cleaning costs and annual fire alarm checks, many of the expenditures are due to unexpected breakdowns in plumbing, electrical units, heating system repairs, etc.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

BUDGET REQUEST FORM
FYE 2016

DEPARTMENT: Buildings and Plant
 (81 Main St., Memorial Hall & Powell Museum)

DATE: 08/06/2014

ACCOUNT/TITLE: Repairs & Maint. Services (Pg. 2 of 2)

ACCOUNT #: 10.41940.430

The following costs for FYE15 are budgeted based on historical expenditures:

- 1). Repairs and Replacements
 - Roof repair \$ 1,000
 - Interior building repairs \$ 3,000
 - Exterior building repairs \$ 3,000
 - Phone system repairs and changes \$ 900
 - Heating system repairs and maintenance \$ 4,000
 - Plumbing repairs and maintenance \$ 2,500
 - Alarm repairs/fees \$ 1,200
 - Electrical repairs \$ 2,500
 - Generator repairs 500
 - Fixed machine repair/other \$ 500
 - \$19,100

- 2). Cleaning Services
 - a). 81 Main Street
 - Est \$385/month x 12 \$4,620
 - Shampoo/touch up carpets once per year @ \$500 \$ 500
 - Polish floors once per month \$40 x 12 \$ 480
 - Windows and misc. \$ 250
 - \$5,850
 - b). Memorial Hall
 - Twice per week (M & W)
 - \$220 month x 12 months
 - includes one to two heavy duty cleanings of the wood floor \$2,640

Total Cleaning \$8,490 (\$7,792 in FY14)

Total: \$27,590

Use: \$27,800

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	24,190	28,800	28,800	DEPARTMENT	27,800
ACTUAL	69,261	26,380		MANAGER	27,800
EST.			28,000	BOARD	

18.

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Buildings & Plant
(81 Main St., Memorial Hall & Powell Museum)

DATE: 07/30/2014

ACCOUNT/TITLE: Repairs & Maintenance Supplies

ACCOUNT #: 10.41940.431

DESCRIPTION OF ACTIVITY: This account includes two major subcategories - - the bathroom and kitchen supplies (hand towels, toilet paper, soap, etc.) and other repair/maintenance items, installed by Town staff for all three buildings.

1). Bathroom, Kitchen and Maintenance Supplies: (Actual)

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG last 6 yrs</u>
\$2,429	\$2,961	\$3,034	\$1,944	\$2,197	\$2,333	\$2,483

Budget for FY16 at \$2,600

2). Other Repair/Maintenance Items:

door keys, light bulbs, toilet parts, mousetraps, lumber, signs, window and door parts, stair repair parts, insulation, weather stripping, paint, gutter parts, exhaust fans, thermostats, alarm panel, carpet replacement, space heater.

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG.</u>
\$2,060	\$1,614	\$5,387	\$682	\$2,203	\$1,040	\$2,164

Budget for FY16 at \$2,200

3). Other Items:

In FY13, three leather chairs were purchased at 81 Main Street for the conference room at a cost of \$1,917. This single purchase accounted for the over-expenditure in this account in FY13.

Total for Category 1 and Category 2 = \$4,800

	<u>FYE 2013</u>	<u>FYE 2014</u>	<u>FYE 2015</u>	<u>FYE 2016</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>
ACTIVITY INDICATORS:	_____	_____	_____	_____

RELATED REVENUES:	_____	_____	_____	_____
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SIGNIFICANT BUDGET CHANGES:

	<u>FYE 2013</u>	<u>FYE 2014</u>	<u>FYE 2015</u>		<u>FYE 2016</u>
BUDGET	4,800	4,500	4,800	DEPARTMENT	4,800
ACTUAL	6,317	3,373		MANAGER	4,800
EST.			4,800	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

**DEPARTMENT: Buildings & Plant
(81 Main St. & Memorial Hall)**

DATE: 07/28/2014

ACCOUNT/TITLE: Telephone

ACCOUNT #: 10.41940.535

DESCRIPTION OF ACTIVITY:

The majority of the service charges (local and long distance) are paid to Sovernet, with a few dedicated alarms through Verizon and Fairpoint. In addition, service calls for the phone system are billed from Integrity Communications.

	<u>Costs</u> <u>FY14</u>	<u>Budget</u> <u>FY15</u>	<u>Budget FY16</u> <u>Proposed</u>
1). Basic, long distance and internet service (Sovernet)	\$ 9,248	\$13,000	\$11,000
2). System Maintenance / Repairs (Integrity Communications)	\$ 1,091	\$ 1,300	\$ 1,300
3). Fairpoint alarms, Kellogg Rd signals	\$ 1,077	\$ 900	\$1,080
	\$11,516	\$15,200	\$13,380

Use \$13,400

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
None	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
None	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	14,400	14,875	15,200	DEPARTMENT	13,400
ACTUAL	10,864	11,517		MANAGER	13,400
EST.			14,875	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Buildings & Plant
(81 Main St. & Memorial Hall)

DATE: 07/28/2014

ACCOUNT/TITLE: Postage

ACCOUNT #: 10.41940.536

DESCRIPTION OF ACTIVITY:

This line item includes all Town postage including but not limited to:

- | | |
|-----------------------------|------------------------------|
| Real estate appraisals | Election mail - ballots |
| Assessment notices | Parks & Recreation brochures |
| Personal property tax forms | Abutter notices |
| Town Plan | Everyday correspondence |

The history of expenditures has been:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
\$19,053	\$19,564	\$17,208	\$14,898	\$14,920	\$13,579

The six-year average is \$16,537.

For FY2016, use \$17,000

	<u>FYE 2013</u>	<u>FYE 2014</u>	<u>FYE 2015</u>	<u>FYE 2016</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>
ACTIVITY INDICATORS				
No specific indicator	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
None	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	18,000	18,000	17,500	DEPARTMENT	17,000
ACTUAL	14,920	13,579		MANAGER	17,000
EST.			17,000	BOARD	

18.

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Buildings & Plant
(81 Main St., Memorial Hall & Powell Museum)

DATE: 07/30/2014

ACCOUNT/TITLE: Other Purchased Services **ACCOUNT #:** 10.41940.570

DESCRIPTION OF ACTIVITY: This account consists primarily of the lease cost for shared parking with the Sherwood Square Association and for trash removal. Other items may be costed against this account if they are necessary and not included elsewhere in an identified category.

1) Sherwood Square Lease

We anticipate the cost in FY2016 to be based on the amount paid in FY14 (\$3,439) adjusted for the CPI anticipated in April of 2015. The average CPI increase over the past few years has been close to 2%; use 2.5% for two years against the FY14 figure.

$$\text{Use } \$3,439 \times 1.025 \times 1.025 = \$3,613$$

2) Trash Removal

81 Main Street

						Budget	Proposed
	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>
	\$1,575	\$2,200	\$2,295	\$2,206	\$2,441	\$2,241	\$2,500
							\$2,500

3) Powerlink Service (Public Works computer linkage)

\$1,544 in FY14; use \$1,600 for FY16

4) Shredding Costs: \$525 in FY10, \$683 in FY11, \$570 in FY12, \$0 in FY13 and FY14, use \$400

5) Pest Control: \$150

Total 1 thru 5 = \$8,263

Use = \$8,260

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	7,050	7,900	8,190	DEPARTMENT	8,260
ACTUAL	7,446	7,448		MANAGER	8,360
EST.			8,190	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Buildings & Plant
(81 Main St. & Memorial Hall)

DATE: 08/06/2014

ACCOUNT/TITLE: General Supplies

ACCOUNT #: 10.41940.610

DESCRIPTION OF ACTIVITY: This account includes generally all office supplies throughout Town government, with the exception of certain department specific items -- drafting paper for Public Works, Police Department special forms, etc.

1) First Aid Kit resupply (actual) (Zee Medical & MedPro)								Budget
	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>Avg.</u>	<u>(FY16)</u>
	\$644	\$545	\$498	\$548	\$346	\$601	\$530	\$500

2) Forms, stationery, envelopes and checks								Budget
	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>Avg.</u>	<u>(FY16)</u>
	\$4,211	\$2,661	\$2,772	\$2,237	\$3,160	\$3,372	\$3,069	\$3,000
(The supplies are consolidated and ordered through the Finance Department).								
The primary vendors are Fleet, X-Press and IBF Solutions.								

3) General office supplies, such as office paper.								Budget
	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>Avg.</u>	<u>(FY16)</u>
	\$24,507	\$17,752	\$18,354	\$15,240	\$18,161	\$13,876	\$17,982	\$17,000
(The supplies are consolidated and ordered through the Finance Department).								
The primary vendors are W.B. Mason and MaGee Office Products.								

4) Other items include Costco membership, copier supplies (Ikon), postage meter supplies, miscellaneous items from Aubuchon, Staples, computer supplies.

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>Avg.</u>	<u>(FY16)</u>
	\$5,181	\$2,420	\$3,046	\$3,516	\$5,151	\$934	\$3,375	\$3,300

Total \$23,800

Use \$23,800

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	27,200	27,200	27,000	DEPARTMENT	23,800
ACTUAL	26,818	18,783		MANAGER	23,800
EST.			27,200	BOARD	

BUDGET REQUEST FORM
FYE 2016

DATE: 07/29/2014

DEPARTMENT: Buildings & Plant

ACCOUNT/TITLE: Electric

ACCOUNT #: 10.41940.622

DESCRIPTION OF ACTIVITY: This account covers the electrical costs for four locations: (1) 81 Main St. (2) Memorial Hall (3) Powell Museum (4) Tree Farm Buildings. In FY01, 81 Main Street was converted from space electrical heat and air conditioning to centralized natural gas. Some electrical heat/air conditioning units still remain in use for specific area heating/cooling.

81 Main Street

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15(est)</u>	<u>FY16(Budget)</u>
\$20,513	\$22,795	\$19,238 (11 months)	\$22,447	\$22,624	\$23,580	\$23,500

Memorial Hall

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15 (est)</u>	<u>FY16(Budget)</u>
\$2,272	\$2,872	\$1,971 (11 months)	\$2,484	\$2,551	\$2,600	\$2,600

Historical Society (Powell Museum)

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15 (est)</u>	<u>FY16(Budget)</u>
\$551	\$614	\$565 (11 months)	\$646	\$651	\$680	\$680

Tree Farm

<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15(est)</u>	<u>FY16(Budget)</u>
no data	no data	no data	\$496	\$590	\$520	\$600

Total \$27,380

Use \$27,380

SIGNIFICANT BUDGET CHANGES: In FY14, the costs to budget the Town Green were moved from this item to the Street Lights line item under Highway (10.43160.622).

	<u>FYE 2013</u>	<u>FYE 2014</u>	<u>FYE 2015</u>		<u>FYE 2016</u>
BUDGET	26,140	25,400	28,150	DEPARTMENT	27,380
ACTUAL	26,072	26,416		MANAGER	27,380
EST.			27,000	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Buildings & Plant
(Memorial Hall & Powell Museum)

DATE: 07/29/2014

ACCOUNT/TITLE: Heating (Pg.1 of 2)

ACCOUNT #: 10.41940.624

DESCRIPTION OF ACTIVITY:

This account covers natural gas costs to heat 81 Main Street and Memorial Hall and Powell Museum and emergency generator fuel costs:

1). 81 Main Street

Proposed FY09	FY10	FY11	FY12	FY13	FY14	Avg last 3 yrs	FY16
\$4,583	\$3,142	\$3,769	\$3,696	\$4,042	\$4,189	\$3,976	\$4,200

2). Powell Museum

FY09	FY10	FY11	FY12	FY13	FY14	Avg last 3 yrs	Proposed FY16
\$1,766	\$1,137	\$1,241	\$1,141	\$1,190	\$1,250	\$1,194	\$1,250

The Powell Museum has 1,675 sf. of area versus 81 Main Street with 8,000 sf. of area. The cost to heat the "unheated" Powell Museum was \$1,250/1,675 sf. or \$.75/sf per year; the natural gas cost to heat 81 Main Street was \$4,189/8,000 sf. or \$.52/sf last year. It should be noted that there are individual electric units in rooms throughout 81 Main Street that are used for added winter heat and summer air conditioning.

The heating degree days (7,606) were slightly below the average (7,665) in FY14. If this is factored into the calculation by adding 1% to the actual costs, the cost per square foot for Powell Museum would be \$.76/sf and \$.53/sf for 81 Main Street.

At such time as the Police Department relocates from 81 Main Street and the building is upgraded to include added insulation, a new heating system and a new roof, heating costs will likely be reduced. At the time of the budget preparation, no decision has been made by the Selectboard on the rehabilitation of 81 Main.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Buildings & Plant
(Memorial Hall & Powell Museum)

DATE: 07/29/2014

ACCOUNT/TITLE: Heating (Pg. 2 of 2)

ACCOUNT #: 10.41940.624

3. Memorial Hall

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>Avg last 3 yrs</u>	<u>Proposed FY16</u>
\$3,867	\$3,140	\$3,250	\$3,131	\$3,662	\$3,630	\$3,474	\$3,600

On a cost per square foot basis, Memorial Hall (2,800 sf) was \$1.30/sf, compared to \$1.29/sf in 2013. Again accounting for the winter temperatures and adjusting the costs to an average heating degree figure yields a FY2014 calculation of \$1.31/sf. Intermittent usage plays a big factor in the costs to heat this facility.

As noted in previous years, the cost to heat Memorial Hall on a square foot basis, compared to 81 Main Street is 2.5 times the cost. The issues at Memorial Hall are intermittent use, a large space to heat and the need to keep the building at reasonable temperatures 24 hours a day to enable usage. The thermostat is set lower for evening and weekends but the building is often used at those times, requiring many thermostat changes. Also the space is so large that it requires hours to reheat to a "user-friendly" temperature.

Sum 1 through 3 = \$9,050

Use = \$9,500

	<u>FYE 2013 Actual</u>	<u>FYE 2014 Actual</u>	<u>FYE 2015 Estimated</u>	<u>FYE 2016 Proposed</u>
ACTIVITY INDICATORS				
(Cost per sf per year)				
81 Main	\$.58/sf	\$.53/sf	\$.55/sf	\$.55/sf
Memorial Hall	\$1.47/sf	\$1.31/sf	\$1.31/sf	\$1.31/sf
Powell Museum	\$.80/sf	\$.76/sf	\$.76/sf	\$.76/sf
RELATED REVENUES				
None				

SIGNIFICANT BUDGET CHANGES:

	<u>FYE 2013</u>	<u>FYE 2014</u>	<u>FYE 2015</u>		<u>FYE 2016</u>
BUDGET	8,425	8,700	10,400	DEPARTMENT	9,500
ACTUAL	8,894	9,069		MANAGER	9,500
EST.			10,400	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Buildings & Plant

DATE: 11/26/2014

ACCOUNT/TITLE: Gasoline (Pg. 1 of 2)

ACCOUNT #: 10.41940.626

DESCRIPTION OF ACTIVITY:

This account includes the diesel and unleaded gasoline for all Town vehicles, emergency generators, etc. This history of expenses is:

Actual:

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
	\$103,794	\$117,316	\$176,060	\$165,697	\$188,099	\$177,273

Fuel costs have risen and fallen substantially during the past six years. The price per gallon over the past few years is as follows:

<u>Date</u>	<u>Sept 09</u>	<u>Sept 10</u>	<u>Sept 11</u>	<u>Sept 12</u>	<u>Sept 13</u>	<u>Aug. 14</u>
Diesel	2.33	2.68	3.69	\$3.80	\$3.72	\$3.52
Unleaded	2.29	2.53	3.52	\$3.27	\$3.35	\$3.21

The quantity of fuel delivered over the same period was:

<u>Delivered</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG</u>
Diesel	23,128 gal	24,219 gal	29,695 gal	23,125 gal	27,040 gal	28,515 gal	25,454 gal
Unleaded	20,536 gal	20,254 gal	23,314 gal	22,638 gal	25,458 gal	25,006 gal	22,867 gal

The price of both diesel and unleaded fuel continues to fluctuate over the course of a budget year. This estimate of costs covers the period of actual expenditure from ten to twenty-two months from the time of budget preparation. The actual costs incurred in this line item have exceeded the budget in eight of the last eleven years. In FY09, FY10 and FY14, it was below budget.

The budget for FY16 is based on the following estimates of usage and price:

<u>Fuel</u>	<u>Price/Gal</u>	<u>Usage</u>	=	
Diesel	\$3.75 x	26,500 gal	=	\$ 99,375
Unleaded	\$3.50 x	22,900 gal	=	\$ 80,150
				\$ 179,525

Use \$180,000

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Buildings & Plant

DATE: 07/28/2014

ACCOUNT/TITLE: Gasoline (Pg. 2 of 2)

ACCOUNT #: 10.41940.626

	FYE 2013 Actual	FYE 2014 Actual	FYE 2015 Estimated	FYE 2016 Proposed
ACTIVITY INDICATORS				
Diesel fuel (gal)	<u>27,000</u>	<u>28,515</u>	<u>26,500</u>	<u>26,500</u>
Unleaded fuel (gal)	<u>22,500</u>	<u>25,006</u>	<u>22,900</u>	<u>22,900</u>
RELATED REVENUES				
None	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGE: Significant changes in the cost of fuel from year to year with corresponding lack of predictability

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	180,000	189,500	192,000	DEPARTMENT	180,000
ACTUAL	188,099	177,384		MANAGER	<i>180,000</i>
EST.			190,000	BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Buildings & Plant
(81 Main St., Memorial Hall & Powell Museum)

DATE: 07/30/2014

ACCOUNT/TITLE: Machinery & Equipment

ACCOUNT #: 10.41940.741

DESCRIPTION OF ACTIVITY: This account is for the purchase of new or replacement machinery and equipment for the three referenced buildings. It also covers the lease/rental costs for the copy and postage meters.

1.	<u>Copier Lease</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15(budget)</u>	<u>FY16(proposed)</u>
		\$9,774	\$9,810	\$8,738	\$8,400	\$9,000

2.	<u>Postage Meter Rental (Pitney-Bowes)</u>					<u>Budget</u>	<u>Proposed</u>		
		<u>FY10</u>	<u>FY11</u>	<u>AVG</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>
		\$2,376	\$1,756	\$1,713	\$1,756	\$1,560	\$1,652	\$1,700	\$1,700

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	10,695	10,280	10,000	DEPARTMENT	10,700
ACTUAL	9,810	10,390		MANAGER	10,700
EST.			10,000	BOARD	

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BUDGET REQUEST FORM
FYE 2016

DEPARTMENT: Buildings & Plant
 (81 Main St., Memorial Hall & Powell Museum)

DATE: 08/26/2014

ACCOUNT/TITLE: Memorial Hall Repairs

ACCOUNT #: 10.41940.802

DESCRIPTION OF ACTIVITY:

In late FY11 and early FY12, major work was done on Memorial Hall using Capital Funds and a Vermont Arts Council Grant. No significant funds were budgeted or expended on Memorial Hall from this Operating Account in FY12, FY13 or FY14.

In FY16, it is proposed to designate limited funds for annual maintenance of the facility. It is recommended that a minimum amount of \$2,000 be budgeted.

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>Essex Player reservations</u>	<u>147</u>	<u>172</u>	<u>160</u>	<u>160</u>
<u>Other paid reservations</u>	<u>62</u>	<u>209</u>	<u>70</u>	<u>70</u>
<u>Parks & Rec and others (non-paid)</u>	<u>106</u>	<u>98</u>	<u>140</u>	<u>140</u>
RELATED REVENUES				
<u>Income from rental</u>	<u>\$6,965</u>	<u>\$7,773</u>	<u>\$7,000</u>	<u>\$7,000</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

SIGNIFICANT BUDGET CHANGES: The increase in rental rates by Parks & Recreation has provided more income to offset some of the costs for maintaining the facility.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	2000	2,000	2,000	DEPARTMENT	2,000
ACTUAL	1,673	855		MANAGER	<i>2,000</i>
EST.			2,000	BOARD	

MEMORIAL HALL FISCAL 2014 REPORT			
Residents-Name	Rental Reasons	Res Count	Amt Pd
	No Charge Reservations	98	0.00
		1	0.00
Bovee, Alison	Eagle Scout Jacob Bovee	1	0.00
Dance Camp Jazz	327246-A (Dance Camp Jazz)	2	0.00
Essex Free Library	Author Talk, Library Performance	3	0.00
Essex Historical	Annual Meeting/School Tour/Open House	4	0.00
Essex Town School Di	Museum/Showcase 40 people at a time approx		
		81	0.00
Parks & Recreation Dept.	Music, Gym, Martial Arts, Toy Library Indoor Camp space, Meetings, Play Groups Ect	1	0.00
Taylor, Glade	Court of Honor -3 Tables 2 LG 1 small	1	0.00
Tom Yandow	Eagle Court of Honor - 6 Tables	1	0.00
Town of Essex,	Union Meeting	1	25.00
Booker, Ken	Christmas Party	1	25.00
Bourdeau, Hazel	X-MAs party -6 Tables 35 Chairs	1	25.00
Fran Estes	Party	1	25.00
Fuller, James	Funeral Reception (AFTER)	1	25.00
MacLeod, Sandra	Steeplebush Association Meeting 20 Chairs 2 Tables	1	25.00
Masterson, Jaime	Birthday Party	1	25.00
Morey, Sara	Shoot a video for Personal use	1	25.00
Parks, Richard	Birthday Party	1	25.00
Sample, Valerie	Birthday Party	1	25.00
Saxon Hill School	Family Membership Meeting	1	25.00
Thompson, Kathy	Birthday Party	1	25.00
Watts, Janet	Court of Honor- Eagle Scout	1	25.00
Wood, Sheila	Baby Shower	1	30.00
Atkins, Adalyn	Bridal Shower - all tables & chairs needed	1	50.00
Dahle, Heather	Dancing Reception/3 Tables 30 Chairs	1	50.00
Ellis-Clements, Jan	Craft Fair - Lucy's House	2	50.00
Essex Green Townhous	Association meeting/Vote	2	57.50
Green Mountain	Green Mountain Rolling Irish Half Marathon-Races	1	60.00
Milizia, Jon	Sales of Coins, Antiques, Jewelry	1	60.00
Perkins, Jason	Birthday Party	2	120.00
Swafford, Dianne	No longer using space - cancelled class	6	150.00
Drawbaugh, Robert	Jazz Rehearsal- Vocal Ensemble	3	180.00
Giroux, John	Prayer and Worship	4	240.00
Autumn Harp Inc	8 Tables & 40 Chairs -Company Training		
Essex Comm Players	Our Town, Board Meetings, House of Usher, Christmas Play Spitfire Rehearsal- Cemetery Club	172	5,630.00
	Resident Paid Reservations	209	7,002.50
Non Residents-Name			
Brown, Jonathan	Teen Ballroom Dancing	12	480.00
Colbourne, Sandra	Baby Shower	1	80.00
Goff, Christine	Bridal Shower	1	40.00

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Jarvis, Chris	Kamikaze Comedy	2	130.00
VT Motorcross Assoc	Motorcross Association Meeting	1	40.00
	Non Resident Pd Reservations	17	770.00
	Total Reservations		
	Total Income		7,772.50

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STORM WATER

STORM WATER FYE 2016 WITH STORM WATER TRANSFER

Account Number	Description	Current Budget	Proposed Budget	Change	Percent
10-43151.110	Salaries	\$105,713	\$86,343	-\$19,370	-18%
10-43151.210 to .340	Benefits	\$55,694	\$32,651	-\$23,043	-41%
10-43151.330	Professional Services	\$12,500	\$15,000	+\$2,500	+20%
10-43151.430	Repairs & Maintenance	\$40,000	\$0	-\$40,000	100%
10-43151.450	Construction of Facilities	\$4,000	\$0	-\$4,000	100%
10-43151.540	Advertising	\$14,800	\$29,800	+\$15,000	101%
10-43151.570	Other Purchased Services	\$5,700	\$8,200	+\$2,500	44%
10.43151.580	Travel	\$1,300	\$1,200	-\$100	-8%
10-43151.581	Taxes, Licenses, Registration	\$15,000	\$12,100	-\$2,900	-19%
10-43151.742	Vehicles	\$9,700	\$0	-\$9,700	100%
TOTAL	STORMWATER	\$264,407	\$185,294	-\$79,113	-30%

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works / Storm water

DATE: 08/12/2014

ACCOUNT/TITLE: Salaries - Regular & Overtime

ACCOUNT #/: 10.43151.110

DESCRIPTION OF ACTIVITY:

A portion of the Salaries under the accounts noted below have been identified as related to compliance with the State and Federal Storm water Regulatory Program begun in 2002.

1. From account # 10.41960.110 & 130 =
Portion of PW Director and Secretary Salary \$ 19,757 + \$9,756 = \$29,513
2. From account # 10.43110.110 & 130 delete this cost and transfer to highway
employee salary (RM) + longevity and overtime \$ 33,701
3. From account #10-43110.110 & 130
80% salary for a Storm water Program Coordinator (EIT) \$ 36,366
4. Add 10% of Town Engineer Salary \$7,984
5. Temporary Summer Interns:
These temporary positions are critical, because the personnel conduct the required Phase II inspections of all catch basins and culverts, do water quality testing and other storm-water related duties expected under both the existing and new permit. The Town could not meet its mandated permit requirements without these temporary interns.

12 weeks x 40 hours/week x \$13/hour x 2 = \$12,480

Total = \$86,343

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
Total number of catch basins	<u>1,681</u>	<u>1,692</u>	<u>1,700</u>	<u>1,710</u>
Paved street mileage	<u>52.27</u>	<u>52.27</u>	<u>52.5</u>	<u>52.8</u>
Number of catch basins cleaned	<u>130</u>	<u>255</u>	<u>220</u>	<u>220</u>
Number of catch basins repaired	<u>38</u>	<u>24</u>	<u>30</u>	<u>30</u>

SIGNIFICANT BUDGET CHANGES: The salary costs increased in FY2014 due to the need for four summer interns to compile data for the purpose of storm water permit compliance.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	98,534	100,464	105,713	DEPARTMENT	86,343
ACTUAL	90,181	114,820		MANAGER	<i>86,343</i>
EST.			105,713	BOARD	

3/2/14

BUDGET WORKSHEET
 SALARY AND BENEFITS
 FYE 6/30/2016

	HOURS /WEEK	FYE15 RATE	FYE16 RATE	FYE15 GROSS	FYE16 BASE	LONGEVITY BONUS	VACATION / SICK	O.T. TIME & 1/2	O.T. 2X	FYE16 GROSS
STORMWATER										
2 Director (20%)	40.0			\$18,081	\$18,714	\$0	\$1,043			\$19,757
2 Secretary (20%)	40.0	\$ 19.29	\$ 19.97	\$8,421	\$8,308	\$170	\$320	\$959	\$0	\$9,756
3 Utilities Director / Asst. Engineer (10%)	40.0			\$0	\$7,984	\$0	\$0			\$7,984
1 Engineering Assistant (80%)	40.0			\$35,136	\$36,366	\$0	\$0			\$36,366
Summer Interns (12 weeks)	80.0	\$ 12.50	\$ 13.00	\$11,520	\$12,480					\$12,480
TOTAL STORMWATER				\$104,616	\$83,852	\$170	\$1,363	\$959	\$0	\$86,343

ALLOCATED EMPLOYEES

2 P.W. Director 50% PUBLIC WORKS, 20%STORMWATER, 30% WATER/SEWER	40.0			\$90,406	\$93,570	\$0	\$5,215	\$0	\$0	\$98,785
2 Secretary 50% PUBLIC WORKS, 20%STORMWATER, 30% WATER/SEWER	40.0	\$ 19.29	\$ 19.97	\$42,105	\$41,538	\$850	\$1,598	\$4,793	\$0	\$48,778
3 * Utilities Director / Asst. Engineer 30% HIGHWAY, 60% WATER/SEWER, 10% STORMWATER	40.0			\$77,139	\$79,839					\$79,839
1 Engineering Assistant 20% PUBLIC WORKS, 80%STORMWATER	40.0			43,920	\$45,457	0	0			45,457

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works Storm water

DATE: 08/12/2014

ACCOUNT/TITLE: Benefits

ACCOUNT #: 10.43151.210 - 340

DESCRIPTION OF ACTIVITY The calculated benefits are based on the prorated salary costs as noted under salaries. See Attached.

- 1) Portion of PW Director and Secretary benefits;
 $20\% \times \$27,989 = \$5,598$
 $20\% \times \$30,818 = \$6,163$
- 2) 80% for Storm water coordinator = $.80 \times \$19,468 = \$15,575$
- 3) Interns = \$955
- 4) 10% of Town Engineer/Utilities Director = \$4,360

Total = \$32,651

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
See Salaries	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
Unknown Grants	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	51,587	54,368	55,694	DEPARTMENT	32,651
ACTUAL	43,138	56,028		MANAGER	<i>32,651</i>
EST.			55,694	BOARD	

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BUDGET WORKSHEET
 SALARY AND BENEFITS
 FYE 6/30/2016

	FYE16	S.S.	HEALTH	DENTAL	L&D	OPTICAL	FITNESS	PENSION	TOTAL
	GROSS								BENEFITS
STORMWATER									
2 Director (20%)	\$19,757	\$1,511	\$2,000	\$191	\$195	\$60	\$60	\$1,561	\$5,598
2 Secretary (20%)	\$9,756	\$746	\$4,180	\$191	\$136	\$70	\$60	\$780	\$6,163
3 Utilities Director / Asst. Engineer (10%)	\$7,984	\$611	\$2,765	\$180	\$105	\$30	\$30	\$639	\$4,360
1 Engineering Assistant (80%)	\$86,366	\$2,782	\$8,560	\$404	\$399	\$280	\$240	\$2,910	\$15,575
Summer Interns (12 weeks)	\$12,480	\$955							\$955
TOTAL STORMWATER	\$86,343	\$6,605	\$17,505	\$966	\$835	\$440	\$390	\$5,910	\$32,651

ALLOCATED EMPLOYEES \$830

2 P.W. Director 50% PUBLIC WORKS, 20%STORMWATER, 30% WATER/SEWER	\$96,785	\$7,557	\$10,000	\$955	\$974	\$300	\$300	\$7,903	\$27,989
2 Secretary 50% PUBLIC WORKS, 20%STORMWATER, 30% WATER/SEWER	\$48,778	\$3,732	\$20,900	\$955	\$679	\$350	\$300	\$3,902	\$30,818
3 * Utilities Director / Asst. Engineer 30% HIGHWAY, 60% WATER/SEWER, 10% STORMWATER	\$79,839	\$6,108	\$27,650	\$1,795	\$1,050	\$300	\$300	\$6,367	\$43,590
1 Engineering Assistant 20% PUBLIC WORKS, 80%STORMWATER	45,457	3,477	10,700	505	499	350	300	3,637	19,468

361-1

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works – Storm water

DATE: 08/13/2014

ACCOUNT/TITLE: Professional Services (Pg. 1 of 2)

ACCOUNT #: 10.43151.330

DESCRIPTION OF ACTIVITY:

This line item is principally for outside professional engineering and environmental services for compliance with permits issued by the EPA and the Vermont Agency of Natural Resources.

Routine compliance requirements have been met primarily with in-house engineering, inspections and reporting. The line item has been substantially under-spent in FYE2011, FYE2012 and FYE2013. Key to the lack of expenditures has been the delay in issuing of the NPDES Phase 2 Storm water Permit to the Towns in Chittenden County.

In FYE2016, it will be necessary to engage outside professional services to complete the following tasks under the issued MS4 permit (December 2012).

1. Revisions to the zoning, subdivision and storm water ordinances to include LID (low impact development standards).
NOTE: The Town applied for and received approval from the CCRPC to prepare an update to these documents as part of their Annual Work Plan. It is anticipated that this work will begin shortly. Estimate \$1,000 local share.
2. Update the storm water section of the Public Works Specifications.
NOTE: This work is currently underway by a consulting firm (Lamoureux and Dickinson) and is expected to continue into FYE2015. No costs will be incurred in FY2016.
3. Development of Flow Restoration Plans for Indian Brook and Sunderland Brook.
NOTE: A grant was obtained through (VTRANS) to assist in the development of these plans. The grant is for \$80,000 but requires a 20% match. The Village of Essex Junction has also received a similar grant amount and staffs from both communities will work together during FYE14, FYE15 and FYE16 to complete these studies. Estimate continued work in FY2016 under the grant of \$4,000.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

362

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works – Storm water

DATE: 08/13/2014

ACCOUNT/TITLE: Professional Services (Pg. 2 of 2)

ACCOUNT # : 10.43151.330

DESCRIPTION OF ACTIVITY:

4. As a result of the Flow Restoration Plan and identification of Town systems needing repair under the Expired Permits Ordinance, additional engineering services will be required.

Estimate \$10,000

	<u>FYE 2013 Actual</u>	<u>FYE 2014 Actual</u>	<u>FYE 2015 Estimated</u>	<u>FYE 2016 Proposed</u>
ACTIVITY INDICATOR				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
<u>Unknown grants</u>	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	15,000	15,000	12,500	DEPARTMENT	15,000
ACTUAL	635	1,731		MANAGER	<i>15,000</i>
EST.			12,500	BOARD	

322-1

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works -- Storm water

DATE: 08/13/2014

ACCOUNT/TITLE: Repairs & Maintenance

ACCOUNT #: 10.43151.430

DESCRIPTION OF ACTIVITY:

Funds from this line item supplement costs under Highway line item Storm Drainage, Other Purchased Services, Account #10.43150.570. That account has been overspent for the past three years due to failed infrastructure that needed immediate repair. That line item is proposed to increase substantially in FY16. Even with that increase, additional funds are needed to effect system repairs of major significance. The single largest source of the problem continues to be deteriorated metal piping on systems installed in the 1960s and 1970s. These pipes are "rusting" through, resulting both in a failure to carry storm water but also in road failures. Areas with these types of pipe are Forestdale, Pinewood, Sunset, Circle Drive, Painesville and more. These piping systems are well beyond their useful life and when they fail they have to be replaced and generally entire piping sections between catch basins have to be dug up.

Additionally, the assumption is that the Town will take over some portion (or possibly all) of the pre-existing permits in the impaired waterways. By October 1, 2015, all expired permits that the Town takes over will have to have been brought up to the standards of the original expired permits. For most storm water systems, this is not an issue, because the systems are relatively new and constructed of PVC or HDPE pipes. In the area of Susie Wilson Road, there are older metal storm drains that will likely need to be relined or replaced at least in part. A portion of the costs were budgeted for FY2015 and a portion will be budgeted for FY2016.

Per the agreement on joint storm water with the Village, this line item will be deleted from the storm water account with funds for this work included under 10.43150.570

Use 40,000- Use \$0

FYE 2013	FYE 2014	FYE 2015	FYE 2016
<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>

ACTIVITY INDICATORS

_____	_____	_____	_____
_____	_____	_____	_____

RELATED REVENUES

_____	_____	_____	_____
_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	20,000	20,000	40,000	DEPARTMENT	\$0
ACTUAL	25,575	41,568		MANAGER	0
EST.			40,000	BOARD	

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works – Storm water

DATE: 08/12/2014

ACCOUNT/TITLE: Construction of Facilities

ACCOUNT #: 10.43151.450

DESCRIPTION OF ACTIVITY:

Starting in FY10, funding of major construction projects on storm water was shifted, at least in part, to the Capital Fund. Some construction funds need to be retained for projects that go beyond normal repair and maintenance but do not entail significant funding.

With construction projects and costs associated with the new MS4 permit still unknown, until the Flow Restoration Plan is approved in the spring of 2016, only minimum funding is proposed for this account. This account was decreased in FY13 and funds shifted to storm water planning .Until the Flow Restoration Plan is completed and approved, new construction of storm water facilities to meet the TMDL requirements of the impaired streams is not likely to occur.

Per the agreement on joint storm water with the Village, this line item will be deleted from the storm water account with funds for this work included under 10.43150.570

Recommend a budget of \$4,000 use \$0

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
None	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
Unknown grants	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	5,000	7,000	4,000	DEPARTMENT	\$0
ACTUAL	374	0		MANAGER	0
EST.			4,000	BOARD	

364

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works – Storm water

DATE: 08/13/2014

ACCOUNT/TITLE: Advertising/Fees for MS4 Permit Compliance ACCOUNT #: 10.43151.540

DESCRIPTION OF ACTIVITY:

1) One of the six major NPDES permit requirements covers Public Education / Outreach. An agreement to share this tasking with other MS4 communities has resulted in a \$5,000/year contract share cost over the life of the NPDES Phase II permit.

RSEP participation \$5,000

2) A second item under the six major NPDES permit requirements is Public Participation. Under the current permit, the requirements of this activity have increased. The RSEP has a scope of work for an outside contractor to perform these services (The Stream Team). Work was done in FY10 and FY11 using State and Federal grants. The Town is able to meet most of this permit item through payment to or through RSEP.

RSEP contract \$1,800

3) It is anticipated that with the new MS4 permit issued in December of 2012 coupled with the need to advertise in connection with handling of the expired permits, more legal advertising will be required. In FY14, this sub-item was budgeted at \$1,000. It needs to be increased to \$3,000.

4) Stream-Flow Monitoring

Under legislation passed in 2014 by the State, the Agency of Natural Resources will set up the stream-flow monitoring or contract with a third party to do this work. The MS4 permit communities, including Essex, have agreed to pay the State to perform this work to fulfill the requirement of the MS4 permit. To date, there has been no definition by the State as to when the program will commence or the cost for each community.

One stream flow monitoring setup would be required on Sunderland Brook and a second one on Indian Brook. Until such time as the Village and Town agree on a joint storm water cooperative, the budget for FY16 only includes an estimate for Town participation (exclusive of the Village). The estimate at this time is not well defined. A cost on the order of \$20,000 for the Town is estimated.

Stream Flow Testing (Town only) = \$20,000

Total items 1 thru 4 = \$29,800

FYE 2013	FYE 2014	FYE 2015	FYE 2016
<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>

ACTIVITY INDICATORS

<u>Contract with other Towns/State</u>	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>
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SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	8,500	7,800	14,800	DEPARTMENT	29,800
ACTUAL	7,831	6,907		MANAGER	<i>29,800</i>
EST.			20,000	BOARD	

365

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works Storm water

DATE: 08/13/2014

ACCOUNT/TITLE: Other Purchased Services

ACCOUNT #: 10.43151.570

DESCRIPTION OF ACTIVITY:

This account covers stormwater activities not covered elsewhere, such as:

1. Monitoring of water quality
2. Illicit discharge detection
3. Inventory assessment / record keeping services
4. Investigation costs/TV inspection of storm drain systems
5. Mutt Mitts and Bags on Board for animal waste

In FY14, the following costs were incurred:

1.	Purchase of Mutt Mitts and dispensers	\$ 800
2.	Bags on Board	\$ 1,056
3.	Minor purchases for illicit discharge detection and other costs	\$ 964
4.	Panasonic Tablet for Storm water Data Collection (one time cost)	\$ 2,909
	Total	\$ 5,729

In FY16, it is recommended that the budget be based on:

1.	Purchase of Mutt Mitts	\$ 1,000
2.	Purchase of Bags on Board	\$ 1,200
3.	Illicit discharge detection and testing; camera inspection of storm lines	\$ 6,000
	Total	\$ 8,200

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	10,700	10,200	5,700	DEPARTMENT	8,200
ACTUAL	3,816	5,729		MANAGER	8,300
EST.			5,700	BOARD	

3660

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works Storm water

DATE: 08/12/2014

ACCOUNT/TITLE: Travel

ACCOUNT #: 10.43151.580

DESCRIPTION OF ACTIVITY:

This account is primarily for travel for summer interns using their vehicles to inspect systems, take water quality tests, etc. In FY13, FY14 and FY15, the Town hired four interns which increased the mileage cost. The majority of the costs for travel was for mileage within the Town working on Town projects.

In FY13, the \$1,022 expended was entirely within the Town working on Town projects.

IN FY14, the \$1,613 expended was entirely within the Town working on Town projects with the exception of one trip to Newport, RI for a storm water training session.

For FY16, use two interns @ \$400 each and the storm water coordinator @ \$400 = \$1,200

	FYE 2013 Actual	FYE 2014 Actual	FYE 2015 Estimated	FYE 2016 Proposed
ACTIVITY INDICATORS				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	800	1,300	1,300	DEPARTMENT	1,200
ACTUAL	1,022	1,673		MANAGER	1,200
EST.			1,600	BOARD	

367

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works Storm water

DATE: 08/15/2014

ACCOUNT/TITLE: Taxes, Licenses, Registration (Pg 1 of 2) ACCOUNT #: 10.43151.581

DESCRIPTION OF ACTIVITY:

This line item is essentially designated for the payment of permit fees and storm water training for employees. It is anticipated that the Town will pass the Storm water Ordinance Amendment early in FY15 that will provide the mechanism for taking over expired permits in the two impaired waterways. The decision on which expired permits will become either partially or fully the Town's responsibility will have to be determined by October 2015. This date is within FY16.

1. Non Impaired Waterways Permits (#3-9010) and Town miscellaneous permits

Currently the following payments are made relative to existing storm water permits for which the Town has accepted responsibility:

<u>FY10</u>	<u>AVG</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15 (est)</u>	<u>AVG</u>
\$5,490	\$3,736	\$2,953	\$3,340	\$4,112	\$3,834	\$4,200	\$3,911

At this point in time, almost all of the non-impaired permits have been processed and were renewed in 2011.

Raymond Drive/Rivers Bend II	\$ 144.00
Pinewood Manor Section G (3201)	permit fees waived by the State
Essex Swimming Pool (3996)	\$ 174.40
Old Stage Village (3579)	\$ 329.60
Meadows Edge (3324)	\$ 419.20
Lang Farm Parcel H (3577)	\$ 336.00
Heritage Estates (3581)	\$ 320.00
Autumn Knoll (4367)	permit fees waived by the State
Lang Farm Parcel I (3575)	\$ 93.60
Perkins Bend (3081) (Town portion)	\$ 208.00
Forestdale (3574)	\$1,000.80
Pinewood (3578)	\$ 592.00
Saybrook (3267)	\$ 96.00
Colbert Street Stormwater Permit	\$ 120.00

Use \$3,840

	FYE 2012	FYE 2013	FYE 2014		FYE 2015
BUDGET		.		DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

368

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works Storm water

DATE: 08/15/2014

ACCOUNT/TITLE: Taxes, Licenses, Registration (Pg 2 of 2) ACCOUNT #: 10.43151.581

2. Impaired Waterways Permits:

At the present time, it is anticipated that the Town will take over full responsibility for the following expired, impaired waterways storm water permits:

1.	Shillingford Crossing	(est)	\$ 600
2.	Woodlands I & II (partial)	(est)	\$ 600
3.	Kimberly Drive	(est)	\$ 400
4.	The Commons at Essex Way	(est)	\$ 400
	Subtotal		\$2,000

In addition, there are other expired permits where the Town may share permit responsibility. It is estimated that this cost may be on the order of \$3,500.

Use \$5,500

3. MS4 Town Permit (3-9014)

This permit renewal cost is \$1,200.

4. Multi Sector General Permit (3-9003)

This permit has been issued but the Town will not need to file any compliance permits.

The basis for permitting was set by the legislature and is as follows:

The State's permit fee schedule is \$100 per filing, an application review fee of \$300/acre (Class B Watershed) and \$1,170 per acre (Class A Watershed) plus an annual operating fee of \$50/acre (Class B) and \$235/acre for Class A.

5. Storm water Education for employees is included in this line item at \$1,500.

Total items 1 thru 5 = \$12,040

Use \$12,100

FYE 2013	FYE 2014	FYE 2015	FYE 2016
Actual	Actual	Estimated	Proposed

ACTIVITY INDICATORS

<u>Number of permits by Town</u>	<u>14</u>	<u>18</u>	<u>25</u>	<u>30</u>
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SIGNIFICANT BUDGET CHANGES: The issuance of a number of new impaired waterways permits is anticipated in FY16. At the time of preparation of this budget, no Village storm water permits are included in the Town's line item for storm water permits.

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	5,100	5,800	15,000	DEPARTMENT	12,100
ACTUAL	6,431	4,830		MANAGER	12,100
EST.			15,000	BOARD	

366-1

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Public Works Storm Water

DATE: 08/05/2014

ACCOUNT/TITLE: Vehicles

ACCOUNT #: 10.43151.742

DESCRIPTION OF ACTIVITY: This line item is for funding for replacement of the street sweeper on a ten-year cycle @ \$20,000/year. Due to budget cuts at Town Meeting in 2010, this account was reduced to \$9,233. Because of the current condition of the sweeper it is estimated that the sweeper will have a 15-year rather than a 10-year life. The estimated replacement cost is \$200,000. With a total replacement asset of \$141,644 as of June 30, 2014, the fund will be at \$151,344 as of June 30, 2015. With six more years to fund the \$58,356 remaining amount that is needed, a yearly payment of \$9,726 is required.

It should be noted that it may be possible to replace the current street sweeper sooner than anticipated, depending upon a) the type of sweeper chosen and associated price and b) the resale value of the current sweeper. The existing sweeper both sweeps and has the capability to remove sediment/debris from catch basins. Because this feature is not very efficient or cost effective, most catch basin cleaning is done by contract. A straight sweeper rather than a multifunction device may be more appropriate to purchase.

Per the agreement on joint storm water with the Village, this line item will be deleted from the storm water account and transferred to highway line item 10.43110.742

	FYE 2013 Actual	FYE 2014 Actual	FYE 2015 Estimated	FYE 2016 Proposed
ACTIVITY INDICATORS				
Capital fund set aside	\$7,800	\$9,700	\$9,700	\$9,700 0
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
RELATED REVENUES				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SIGNIFICANT BUDGET CHANGES:

Budget for FY2016 = \$9,700
0

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	7,800	9,700	9,700	DEPARTMENT	0
ACTUAL	7,800	9,700		MANAGER	0
EST.			9,700	BOARD	

Budget Request Form FYE 2016

Department: Stormwater **Date:** Oct-14
Account/Title: Village Storm Water Expenses **Account:** 43151.850
Year to Year Difference: 91,402 New

Description of Activity

	FYE 2013	FYE2014	FYE2015		FYE 2016
Budget				Department	91,402
Actual				Manager	91,402
Estimated				Board	

370

Summary of Village Storm Water Permitting and Management Costs

1. Salaries and Benefits:	
a. 33% of Village Water Quality Superintendent and 20% of Village Environmental Technician salaries.....	\$40,157
b. 33% of Village Water Quality Superintendent and 20% of Village Environmental Technician benefits.....	\$18,745
2. Line item 760.034 Storm water Permit Fees.....	\$3,500
3. Line item 760.035 Storm Sewer Public Education.....	\$9,000
4. Line item 760.036 Stream Flow Monitoring.....	<u>\$25,000</u>
Initial Proposed Total	\$96,402

Note: The \$96,402 calculation was based on budgets prior to consideration by the Village Trustees at their budget work session in early December 2014. The \$96,402 figure was utilized in preparation of the Town-Village shared storm water budget for presentation to the Town Selectboard on December 15, 2014. The new calculation is based on the following:

1. Salaries and Benefits:	
a. 33% of Village Water Quality Superintendent and 20% of Village Environmental Technician salaries.....	\$40,158
b. 33% of Village Water Quality Superintendent and 20% of Village Environmental Technician benefits.....	\$19,317
2. Line item 760.034 Storm water Permit Fees.....	\$3,500
3. Line item 760.035 Storm Sewer Public Education.....	\$9,000
4. Line item 760.036 Stream Flow Monitoring.....	<u>\$25,000</u>
Final Total	\$96,975

STREET DEPARTMENT BUDGET

12/11/14
10:46 AM

Acct. #	Account	FYE13 Actual	FYE14 Budget	FYE14 Actual	FYE15 Budget	FYE16 Proposed Budget	% Change 16 vs 15
720.000	Salaries - Regular	161,941	197,160	173,054	205,654	214,089	4.1%
720.010	Salaries - Overtime	14,383	15,000	14,425	15,000	16,300	8.7%
720.020	Salaries - Part-time	17,335	18,590	17,603	11,907	12,619	6.0%
720.022	Social Security	14,274	17,887	15,127	17,819	18,767	5.3%
720.024	Unemployment Insurance	864	1,086	789	1,169	900	-23.0%
720.026	Workers Compensation Insurance	9,798	12,182	11,835	13,970	18,038	29.1%
720.028	Health Insurance & Other Benefits	63,337	62,729	51,968	76,515	78,589	2.7%
720.030	Retirement	16,141	19,716	15,347	20,565	21,407	4.1%
720.032	Liability & Property Ins.	12,057	13,878	10,571	15,104	14,807	-2.0%
723.000	Supplies	10,128	20,000	14,843	20,000	20,000	0.0%
723.010	Winter Maintenance	83,243	75,000	142,405	75,000	90,000	20.0%
723.012	Pavement Maintenance	14,804	15,000	18,987	15,000	18,000	6.7%
723.014	Gravel & Topsoil	5,830	4,000	3,191	4,000	4,000	0.0%
723.015	Signs and Posts	2,668	5,500	1,875	4,000	4,000	0.0%
723.020	Gas, Grease and Oil	31,766	22,000	36,943	26,000	35,000	34.6%
723.065	Water and Sewer Charges	1,197	2,500	870	2,500	2,000	-20.0%
724.000	Training, Conferences, Dues	250	500	60	500	500	0.0%
725.000	Telephone Services	1,725	1,900	2,228	2,000	2,850	42.5%
726.000	Electrical Service	3,752	4,500	3,842	4,000	4,000	0.0%
726.035	Street Lights (rental/electrical)	121,730	127,000	128,105	127,000	131,948	3.9%
726.037	Traffic Lights (electrical)	6,170	5,700	5,687	6,000	6,000	0.0%
727.000	Heating	3,184	4,000	3,924	4,000	4,000	0.0%
728.000	Maintenance - Buildings/Grounds	3,596	2,500	586	2,500	2,500	0.0%
728.010	Radio Maintenance	65	200	28	200	200	0.0%
728.020	Maintenance - Other	1,545	1,000	749	1,000	1,000	0.0%
728.030	Vehicle Maintenance	17,716	32,000	18,635	20,000	22,000	10.0%
728.033	Streetscape Maint./Imp.	4,377	6,000	3,282	16,000	18,000	0.0%
728.036	Village Garden Spots	2,343	3,650	1,287	3,000	3,000	0.0%
728.037	Traffic/Street Light Maintenance	11,360	8,000	4,731	8,000	7,000	-12.5%
728.041	Memorial Park Maintenance	2,816	3,500	2,685	3,000	3,500	16.7%
728.043	Street Marking	8,205	5,000	5,932	7,000	7,000	0.0%
729.000	Uniforms, Boots, Etc.	2,544	4,500	4,206	4,500	5,000	11.1%
735.000	Interview Costs	0	0	1,287	0	0	0.0%
745.005	Rubbish Removal	5,290	6,200	5,108	6,200	6,500	4.8%
745.014	Contractual Services	10,726	0	22,534	0	0	0.0%
745.015	ROW Leases	0	0	0	0	11,078	100.0%
745.016	Accident Claims	0	0	0	0	0	0.0%
745.030	Equipment Rentals	3,693	1,000	54	1,000	1,000	0.0%
745.038	Traffic Light System Improvements	0	0	0	0	0	0.0%
745.044	Engineering Services	31,616	15,000	41,955	15,000	15,000	0.0%
760.032	Sidewalk and Curb Maintenance	5,135	3,000	4,717	3,000	4,000	33.3%
760.033	Storm Sewer Maintenance	18,842	8,500	22,996	9,000	10,000	11.1%
760.034	Storm Sewer Permit Fees	4,697	3,000	3,452	3,000	0	-100.0%
760.035	Storm Sewer Public Education	7,313	9,500	8,912	9,500	0	-100.0%
760.036	Stream Flow Monitoring	0	0	0	30,000	0	-100.0%
755.011	Traffic Calming	232	4,000	0	1,500	1,000	-33.3%
755.023	Capital Outlay	1,735	9,000	7,361	3,500	8,000	128.6%
TOTALS		740,423	791,358	834,166	814,603	839,570	3.1%

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Jim Jutras and Chelsea Mandigo Salary and Benefits for FYE Stormwater Payment from Town

Jim Jutras		Chelsea Mandigo		Total
1/3 Salary	32,417.00	.20 Salary	7,741.00	
Insurances	6,131.07	Insurances	3,715.80	
Retirement	3,241.70	Retirement	774.10	
FICA	2,479.90	FICA	592.19	
Unemp	47.52	Unemp	28.80	
W Comp	1,861.34	W Comp	444.48	
	<u>46,178.53</u>		<u>13,296.36</u>	59,474.89

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LANDFILL

LANDFILL FYE 2016

Account Number	Description	Current Budget	Proposed Budget	Change	Percent
10-43240.335	Landfill Monitoring	\$12,500	\$12,500	\$0	0%
TOTAL	LANDFILL	\$12,500	\$12,500	\$0	0%

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Highway

DATE: 08/12/2014

ACCOUNT/TITLE: Landfill Monitoring

ACCOUNT #: 10.43240.335

DESCRIPTION OF ACTIVITY:

This account is necessitated by the closure of the landfill and the testing requirements of the State of Vermont as ordered in the Closure Order. Because of mandated requirements by US EPA, the Town's closure funds, plus a State grant, were used to complete closure of the landfill. Sufficient funds were not set aside in the tipping fee during the landfill's years of operation to cover these expenses.

The Town must budget on an annual basis for testing and site maintenance as set forth in the legal closure order.

(1) Monitoring

The engineering firm of Stantec (formerly Dufrense-Henry) continues to be used for landfill monitoring. They are responsive to the needs of the Town, timely with their test taking and reports and their costs are as low or lower than in previous years.

The testing and analysis costs for the past seven years have been:

<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG</u>
\$10,746	\$10,245	\$10,945	\$5,349	\$20,228	\$8,132*1	\$7,409*1	\$10,436

*1 Note: One testing result paid during the fiscal year.

I recommend the same budget as in the previous year of \$11,500.

(2) Site Maintenance

Under the closure order, the Town is required to maintain the site. No work other than cutting was necessary in recent years. Site work was performed at the landfill in FY09 (\$2,380), FY10 (\$1,886) and FY12 (\$1,011). Funds were used to roto-till and plant a field with grass to maintain the field area for future use. The wet summer was encouraging the growth of species which could potentially restrict future use. Estimate \$1,000

<u>FYE 2013</u>	<u>FYE 2014</u>	<u>FYE 2015</u>	<u>FYE 2016</u>
<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>

ACTIVITY INDICATORS

<u>Testing periods per year</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
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SIGNIFICANT BUDGET CHANGES: Note: Only one lab payment was made in FY11 due to billing errors by the outside lab. Three lab payments were made in FY12, one in FY13 and FY14. The problem is that the firm does not bill the Town on a consistent basis.

	<u>FYE 2013</u>	<u>FYE 2014</u>	<u>FYE 2015</u>		<u>FYE 2016</u>
BUDGET	12,500	12,500	12,500	DEPARTMENT	12,500
ACTUAL	8,132	7,409		MANAGER	12,500 <i>375</i>
EST.			12,500	BOARD	

CONSERVATION

CONSERVATION FYE 2016

Account Number	Description	Current Budget	Proposed Budget	Change	Percent
10-46121.000	Tree Care	\$20,960	\$19,200	-\$1,760	-8.4%
10.46122.000	Transfer to Water/Sewer for Agriculture	\$2,000	\$1,700	-\$300	-15%
TOTAL	Conservation	\$22,960	\$20,900	-\$2,060	-9%

**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Conservation

DATE: 08/12/2014

ACCOUNT/TITLE: Tree Care (Pg. 1 of 2)

ACCOUNT #: 10.46121.000

DESCRIPTION OF ACTIVITY:

Tree Care:

- a). A portion of this account has been utilized primarily for removal of large dead trees in the highway right-of-way (by outside vendors). The recent history of expenditures for tree removal is:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>AVG</u>
\$13,050	\$4,875	\$21,460	\$23,856	\$7,180	\$6,375	\$12,800

The high costs in FY11 and FY12 were due to damaging wind events that hit the Town - - one in late fall of 2010 and one in late June of 2011. FEMA funds helped offset \$5,105 of the early storm but the second storm was not a FEMA declared emergency.

The budget for FY16 for tree removal should be set at \$10,000 which is 24% less than the historical average. This is the same amount used for FY15.

- b). The Town has provided flowers/shrubs at certain public intersections and at the entrance to developments to help improve the appearance of the community. Keeping the community looking well can pay substantial dividends in attracting new businesses and people to the area.

The history of expenditures has been:

<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
\$1,441	\$1,300	\$4,234	\$19,083	\$12,426	\$3,809

Due to budget cuts by the Selectboard for FY2014 for this line item, contract services were only engaged for 81 Main Street. No flowers were installed at the other areas previously done in Town.

In FY15, Public Works was able to find an individual on a part-time basis to perform landscaping services on the following locations:

- 1). Beds at the entrance to Essex Way (islands)
- 2). Beds on Billie Butler Drive (islands)
- 3). Kellogg Road (island)
- 4). Public Works offices and Town Common
- 5). Town offices

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET				DEPARTMENT	
ACTUAL				MANAGER	
EST.				BOARD	

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**BUDGET REQUEST FORM
FYE 2016**

DEPARTMENT: Conservation

DATE: 08/12/2014

ACCOUNT/TITLE: Tree Care (Pg. 2 of 2)

ACCOUNT #: 10.46121.000

Limited funds were provided to volunteers for plantings at the following locations:

- 1). Pinewood Island on Skyline Drive
- 2). Pool
- 3). Memorial Hall
- 4). Library

The appearance of the beds has dramatically improved through the efforts of the part-time landscaper and costs have decreased. The following costs are estimated for FY16:

20 weeks @ 15 hours/week x \$25/hr. = \$7,500
Plantings = \$1,200
Subtotal = \$8,700

- c). A limited number of new trees are planned for planting in the right-of-way where street trees have died.

Subtotal 2 @ \$250 each = \$500

Budget: \$19,200

	<u>FYE 2013</u> <u>Actual</u>	<u>FYE 2014</u> <u>Actual</u>	<u>FYE 2015</u> <u>Estimated</u>	<u>FYE 2016</u> <u>Proposed</u>
ACTIVITY INDICATORS				
<u>Areas of temporary labor planting</u>	<u>0</u>	<u>5</u>	<u>5</u>	<u>5</u>
<u>Areas of volunteer planting</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
RELATED REVENUES				
<u>None</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	16,500	19,300	20,960	DEPARTMENT	19,200
ACTUAL	19,607	10,321		MANAGER	<i>19,200</i>
EST.			19,000	BOARD	

H80-1

BUDGET REQUEST FORM
FYE 2016

DEPARTMENT: Conservation

DATE: 08/12/2014

ACCOUNT/TITLE: Transfer to Water/Sewer – Agriculture

ACCOUNT #: 419100.100

DESCRIPTION OF ACTIVITY:

At Town meeting on March 4, 1996 the voters approved Article VI which stated:

“Shall the Selectboard be authorized to encourage agricultural uses by allowing the General Fund to reimburse the Water Enterprise Fund for the price difference between the wholesale cost of water and the retail cost of water used for livestock feeding?”

Annual transfers for the last sixteen years have been as follows:

FYE99	\$449
FYE00	\$308
FYE01	\$242
FYE02	\$276
FYE03	\$846
FYE04	\$295
FYE05	\$0
FYE06	\$0
FYE07	\$53
FYE08	\$0
FYE09	\$111
FYE10	\$0
FY11	\$0
FY12	\$1,109
FY13	\$2,430
FY14	\$1,481
FY15 (estimated)	\$2,000

Use \$1,700
based on expenditures the last three years

	<u>FYE 2013</u>	<u>FYE 2014</u>	<u>FYE 2015</u>	<u>FYE 2016</u>
	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>

ACTIVITY INDICATORS

# of users qualifying	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
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SIGNIFICANT BUDGET CHANGES:

	FYE 2013	FYE 2014	FYE 2015		FYE 2016
BUDGET	200	1,000	2,000	DEPARTMENT	1,700
ACTUAL	2,430	1,481		MANAGER	<i>1,700</i>
EST.			1,700	BOARD	

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