



TOWN OF HARTFORD SELECTBOARD AGENDA

Tuesday, December 3, 2024, 6:00pm
Hartford Town Hall, 171 Bridge Street, White River Junction, VT 05001

This meeting will be conducted in person at Town Hall

The meeting will also be available on Zoom
<https://zoom.us/j/549799933> - Please mute your microphone.
[youtube.com/catv810](https://www.youtube.com/catv810) – click “live now”.

If you're calling in from phone dial:
(415) 762-9988 Type in the Room ID: 549-799-933 followed by #
Press # a second time
Press *9 to raise your hand for public comment

- I. Call to Order the Selectboard Meeting (6:00)**
- II. Pledge of Allegiance (6:01)**
- III. Order of Agenda (6:02)**
- IV. Selectboard**
 - 1. Public Comments (6:03)**
 - 2. Information Technology Budget Presentation (6:10)**
 - 3. Continued Discussion of Ordinance Digitization options (6:40)**
 - 4. Budget Review Wrap Up No. 1 (7:00)**
- V. Consent Agenda: None**
- VI. Adjourn the Selectboard Meeting**

All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.

Please Note: The Hartford Selectboard offers public viewing of meetings live at Town Hall, and additionally as a courtesy generally on YouTube, Channel 1085, and Zoom. If a member of the public has technical difficulties accessing this meeting remotely, please alert us by emailing Selectboard@hartford-vt.org.



Information Technology (181)

FY 2025-2026



Corrections

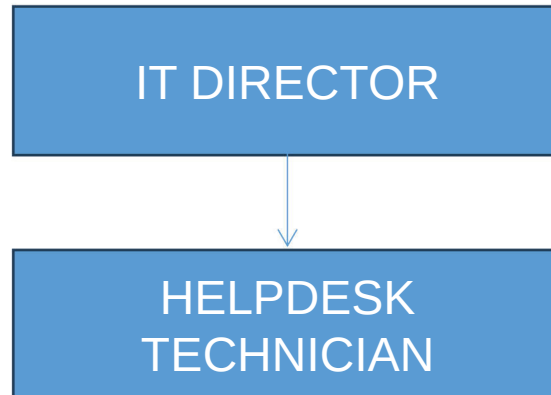


Small errors were found in your budget drafts.
Corrections are as follows:

Item	Packet	Actual	Difference
FICA	4,209.93	12,345.17	+8,135.24
Health Insurance	39,209.75	32,533.75	-6,676
Contracted Services	196,193.00	184,928.28	-11,264.72
Overall Budget	505,073.50	495,268.02	-9,805.48



Staff



Wages:

FY25	FY26	Difference
174,033.60	161,374.72	-12,658.88

Health Insurance/HRA/Dental Insurance/Life/Retirement/WC/Childcare Tax

FY25	FY26	Difference
68,150.14	62,465.02	-5,685.12

Responsibilities

Infrastructure/Project Management

- Manage infrastructure (PC's, networking equipment, phones servers, etc). Through their life cycle and oversee upgrades

Technical support for internal staff

- Help staff continue to do their jobs as efficiently as possible. (1,171 helpdesk tickets resolved from November 2023 – November 2024)

Security

- Cyber security of sensitive data, as well as physical security (cameras, door controls)

Identity and Access Management

- Manage User access to data/software – principle of least privilege
- Audit accounts for privilege creep/auditing
- Onboarding/Offboarding employees
- Adherence to compliance – focusing heavily on CJIS

Contracted Services 10-181-318-0000

Service	FY25	FY26	Difference
Totals	148,062	184,928.28	+36,867
Email	\$22,000	\$22,000	-
Data Backup & Support	\$10,000	\$15,500	+5500
Anti-Virus	\$10,000	\$10,000	-
Darktrace Cyber AI	\$66,000	\$80,000	+14000
Website (& AudioEye, Social Media Archiving)	\$3500	\$11,300	+7800
MFA (Previously Cisco Duo)	\$1500	\$4684.28	+3184.28
Domain/SMTP	\$1000	\$1000	-
Software (Laserfiche, Munismart, Syncro, Max Pro Cloud, Fortinet)	\$5900	\$5137	-853
Absolute Secure Access SaaS	-	\$10400	+10400
Software Licenses for Public Safety Project	-	\$24997	+24997

Managed Services (10-181-318-0100)

Service	FY25	FY26	Difference
Totals	70,000	75,000	+5,000
Solutions II Managed Services (Monitoring, Consulting)	40,000	40,000	-
Solutions II Consulting (including Deployment services for Public Safety Project – FY25)	30,000	35,000	+5000

Darktrace

Darktrace is an intrusion detection/prevention device that is a Swiss army knife against cyber attacks/incidents. If anti-virus is a no entry list on the door of a business, Darktrace is the security guard checking ID's of those entering

- Email AI-based filtering to remove phishing emails
- Visibility into every device's movement (500+) on network
- Since partnering in 2019, we have expanded the original portfolio:
 - Email (2019), Respond (2019)
 - cSensors (endpoint visibility out of network) (2021)
 - Attack Surface Management, (2023)
 - MDR (2024) – Managed Detect/Respond – help tuning models for better accuracy, actively responding to events together, health checks, regular check-ins

Contract expires next July 1, looking to re-enter into 3 year agreement (with non-appropriation clause). Expected amount is \$80,000

Absolute Secure Access

Absolute Secure Access is a VPN used heavily in public safety networks

- Proprietary nature of persistence:
 - keeps connections alive as devices move around geographically

To use the product to the highest potential, requires like any software, fine tuning

- Currently not possible as the software is hosted in our datacenter, and our time is tied up in keeping the infrastructure up and running.

This fee (\$10,400), would turn the deployment into a SaaS (Software as a service, think Microsoft Office). Infrastructure responsibility moves to the vendor in an Azure environment

This would help end users, as well as improve security posture:

- Policy for sandboxing suspicious files/links
- Breadcrumb mapping for diagnosing connection issues during 911 call responses

Public Safety Project

Servers: physical hardware that house virtual machines

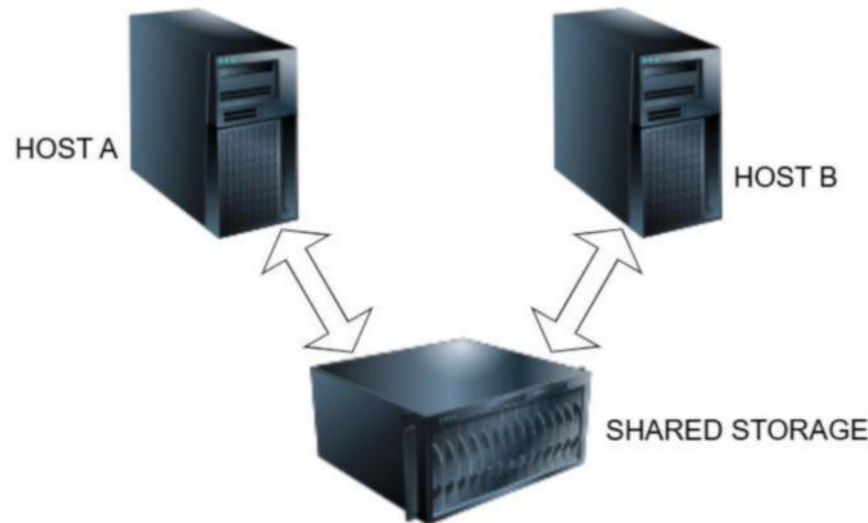
- Servers that have been virtualized to “act” like software – operating system, network cards, drivers, all virtualized. Serves specific roles (ex: file server). Done with hypervisor software (VMWare)
 - Utilizes physical CPU’s and RAM of the physical server

2019: Public Safety had a single server housing all their virtual machines

- Did not line up with the disaster recovery plan for Public Safety
 - RTO – recovery time objective – amount of time it should take to recover from an outage or data loss
 - RPO – recovery point objective – amount of data the organization can tolerate losing

Public Safety Project

Current layout: two host cluster using shared storage



Data from virtual machines is stored on shared storage device, allowing virtual machines to be “hosted” on either server and moved in real-time with no interruptions, increasing up-time, allowing IT to do maintenance with as close to 0% downtime as possible, with a 99% uptime since 2019.

Overtime, we have experienced performance issues as SSD storage has been spilling over into regular spinning disc storage. This is contributed to new virtual machines, data capacity requirements increasing. This has accelerated the timeline for upgrade faster than originally projected.

Public Safety Project

Upgrade Proposal:

- One of the servers (host), and the shared storage device, which has been impacted the most by growth and expansion
 - Network switches & firewalls at Town Hall and Public Safety are up for a refresh in 2027-2028 time frame, with budgeting starting in FY26. This allows us to budget future items so both refreshes aren't too close to each other and have the least impact on the budget possible.
- \$151,412 total project cost
- \$24,997 – licensing cost covered in IT's contracted services (Veeam backup & replication, VMWare (virtualization), Red Hat (OS for Flex software) – this is all licensing we use today and would use regardless of upgrade, but proposing price-lock 5 year deal to protect town against pricing increase uncertainty (see Broadcom VMWare acquisition)
- \$24,691.20 – delivery services/consulting from Solutions II – covered in managed services line item 10-181-318-0100
- Total hardware cost - \$101,723
 - IT contribution from reserves: \$20,723.80 (10-921-181-0100)
 - Total cost to be split between PD/FD/Dispatch: \$81,000
 - \$27,000 each in PD/FD/Dispatch FY26 budget

Breakdown

Department	Hardware	Licensing	Deployment	Notes
IT	\$20,723.80 (from reserves)	\$24,997 (contracted services)	\$24,691.20 (managed services line item)	\$49,688.2 from FY26 Budget, \$20,723.80 from reserves
PD	\$27,000	N/A	N/A	FY26 Budget
FD	\$27,000	N/A	N/A	FY26 Budget
Dispatch	\$27,000	N/A	N/A	FY26 Budget
TOTALS	\$101,723	\$24,997	\$24,691.20	

QUESTIONS?

Lana Livingston

From: Dillon Walsh
Sent: Monday, November 25, 2024 11:19 AM
To: Lana Livingston
Subject: Fw: Questions for 11.12.2024 Selectboard Meeting
Attachments: Hartford, T, VT Supp-Reprint Proposal revised on Nov 13 2024.pdf

Lana,

In reference to your question, if you could include the email below — this is the only thing I need to be in the packet regarding ordinances, if it's not already.

Dillon Walsh
IT Director
Town of Hartford
171 Bridge Street
White River Junction, VT 05001
(P) 802-478-1105

From: Dillon Walsh <dwalsh@hartford-vt.org>
Sent: Thursday, November 14, 2024 1:39 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: Re: Questions for 11.12.2024 Selectboard Meeting

Hi John,

In speaking with Municode, the example I gave to Kim & others unfortunately was unnecessarily confusing, in the sense that the county I found elected to list their ordinances in their Munidoc product, which is not best practice (it's best practice to list policies in Munidocs, ordinances in their ordinances product). The silver lining is every town can list things how they see fit. Regular examples below you will see they don't have to list the ordinances by year and can rather do it by category.

Here is an example from Boulder Colorado's munidocs, that merely lists what they want as public facing (non-ordinance related) material:

<https://library.municode.com/co/boulder/munidocs/munidocs?nodeId=rules>

Here is College Place, WA (same idea):

https://library.municode.com/wa/college_place/munidocs/munidocs

Roxbury CT has them integrated into the website as I mentioned:

<https://www.roxburyct.com/>

Under search, put in any word:

Create a Website Account - Manage notification subscriptions, save form progress and more.



Search

 [SITE CONTENT](#)

 [MUNICIPAL CODE](#)

1 - 10 of 64 results (0.11 seconds)



Fire Apparatus

- Dec 11, 2023

[Home](#) > [Residents](#) > [Public Safety](#) > [Fire Department](#) > [Fire Apparatus](#)

<https://www.roxburyct.com/231/fire-apparatus>

Both fire engines hold one thousand gallons of **water** each and the tanker holds three thous



Inland Wetlands Educational Videos

- Feb 1, 2024

[Home](#) > [Boards & Commissions](#) > [Inland Wetlands Commission](#) > [Inland Wetlands Educational Videos](#)

<https://portal.ct.gov/DEEP/Water/Inland-Wetlands/MIX/Training-Videos>

2



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water

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Search Criteria

☐ Codes ☐ Ordinances ☒ Documents

1 - 7 of 7 results



Subdivision Regulations 2001-06-01

MuniDocs / Bylaws

facilities for the control, collection, conveyance and acceptable disposal of storm **wate**
drainage area.



Inland Wetlands & Watercourses Regulations 2015-06-15

[Munidocs](#) / [Bylaws](#) / [Subdivision Regulations 2001-06-01](#)

MUNIDOCs

> Audits

▼ Bylaws

1999 Plan of Conservation & Development

2010 Plan of Conservation & Development

2020 Plan of Conservation & Development

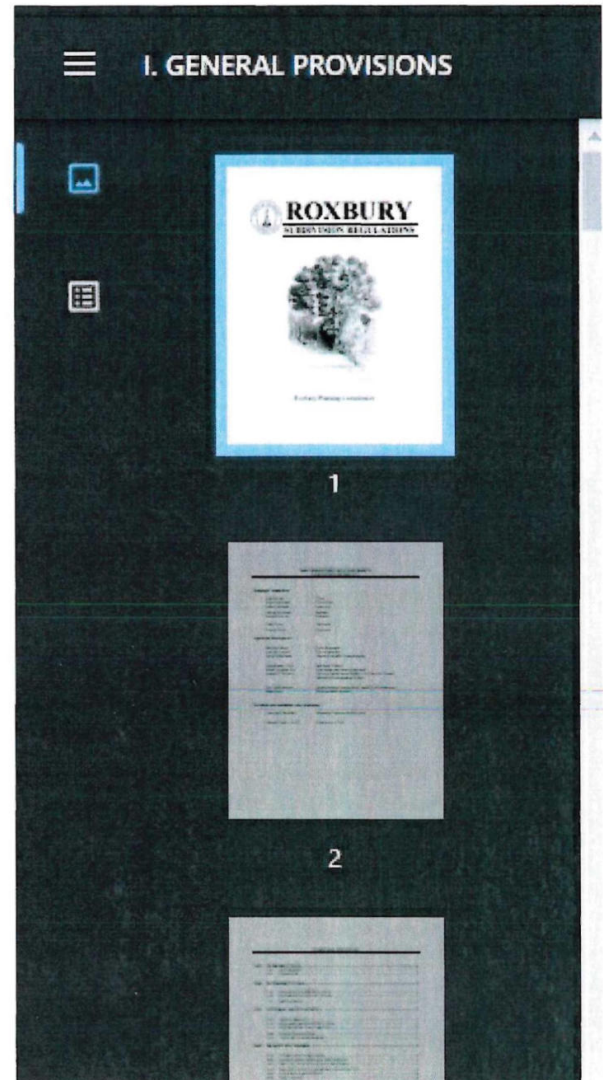
Town Affordable Housing Plan

Town Housing Affordability Plan 08-10-2022

Inland Wetlands & Watercourses
Regulations 2015-06-15

Subdivision Regulations 2001-06-01

> Maps



Lastly, regarding Municode, the rep recorded a brief demo for me that I have uploaded for the board to watch to see it in action:

[Hartford, VT Full Service Proposal and Demo Recap 11_13_2024-20241113_083856-Meeting Recording.mp4](#)

Let me know if they have any trouble opening it.

Speaking on General Code, I've included a new proposal based on the budget requirements. They have indicated if we'd like to use General Code, and sign before 12/31, they would invoice \$5,000 now, and then the remaining \$2,900 after July 1 (when next fiscal year's money is available). I wanted to present that option as well.

Speaking with both, General code charges each supplementation (with a heavier upfront cost), CivicPlus/Municode has the yearly supplementation cost to make their money back on the backend, which is why they are able to waive the upfront cost (in addition to just being a bigger company with more resources).

Hopefully this is helpful — happy to reiterate it on my budget night.

Dillon Walsh
IT Director
Town of Hartford
171 Bridge Street
White River Junction, VT 05001
(P) 802-478-1105

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Wednesday, November 13, 2024 1:39 PM
To: Dillon Walsh <dwalsh@hartford-vt.org>
Subject: FW: Questions for 11.12.2024 Selectboard Meeting

Dillon,

Please reply to me and I will forward to full Board.

By the way, you are scheduled to present your IT budget on November 26, so I have added an Ordinance Digitization discussion to that agenda, as discussed last night.

Thanks.

John Haverstock
Town Manager, Hartford, VT
802/295-9353 x216

From: Brandon Smith <bsmith@hartford-vt.org>
Sent: Tuesday, November 12, 2024 8:36 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Dillon Walsh <dwalsh@hartford-vt.org>
Subject: Re: Questions for 11.12.2024 Selectboard Meeting

Question for Dillon:

As I'm checking out the Munidocs example, Cherokee County: Is there a way with Civicplus/Munidocs to sort not by year each ordinance is passed (which I think isn't super useful) but rather by code title or section. Because this is supposed to be the current document, right? History like this is good but as a good OPTION for interested parties could use. If CivicPlus/Munidocs can't look like General Code in this way, then I don't think I could vote to approve Civicplus.

Thanks!

-
Brandon Smith
Member, Hartford Selectboard
Cell: 740-505-0038
(Note: my order from most to least urgent are 1. text, 2. email, 3. voicemail.)

2024 Selectboard meetings are at 6pm at town hall on:
3/19, 4/2, 4/16, 4/30, 5/14, 5/28, 6/11, 6/25, 7/9, 7/23, 8/6, 8/20, 9/3, 9/17, 10/1, 10/15, 10/29, 11/12, 11/26, 12/10, 12/17

[Agendas & supporting documents](#) for upcoming meeting & past meetings
[Zoom link](#) to watch and/or participate live in meetings
Videos of [past meetings](#)

Note: All messages and other data to & from this email address is subject to public records requests.

From: Dillon Walsh <dwalsh@hartford-vt.org>
Sent: Monday, November 11, 2024 3:28 PM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: Re: Questions for 11.12.2024 Selectboard Meeting

Hi John,

Wanted to send this now, so she and others have time to look through it (and I think I am tied up a lot of tomorrow anyways before the meeting).

Regarding her question of ordinances/codebook & policies, regular town policies should not be combined with the ordinance/codebook solution, as the ordinances are a living breathing document, and are treated slightly differently than town policies. Both solutions, Municode as well as General Code, have options for regular policies and other public documents that are not part of the ordinances.

Here is an example of a random town I found that uses "Munidocs", Municode's version of this: https://library.municode.com/ga/chokeee_county/munidocs/munidocs

You can see they broke out minutes, resolutions, and policies, etc. Up to each town what they want to list.

Rutland VT uses General Code, and they have a "public documents" (button on left hand side) section of their site -- <https://ecode360.com/RU1248> . Here they've elected to have staff reports, minutes, policies, etc.

Munidocs starts at 25GB for \$400 (on top of the \$2975 yearly fee for hosting/supplementation), General

Code's public documents is included in their hosting fee.

Our website has the policies that were given to me at the time of website update here: <https://hartford-vt.org/2604/Policies>. Obviously between me/Nick/JD, we can build something like this internally as well. A few options.

Regarding cost, that is difficult to calculate. When you have policies, I would say that is something that is little to no extra cost (25GB is a very large amount of storage space, so it can store hundreds of thousands of docs for \$400). General Code's cost is included in their yearly fee. If we are talking about cost for the ordinances, General Code bills on time and materials, Municode's supplementation fee is built in. The question to ask is how often does the town adopt ordinances? From what I've discovered (certainly just one person here), is besides a large Planning ordinance change over the last 10-15 years, there hasn't been a ton of adoptions (I know Parks and Rec and Fire have had some small ones).

If she is talking about policies, the vast majority of that is either no charge or built into this solution. The question is more of where you want them to live, if that makes sense.

\$2975/year for Municode, including supplementations, no initial project fee to get it all online. \$1195/year (first year waived) for General Code, with a \$7900 project cost to get all code up-to-date and on the website, then \$1195/year to host. New ordinances billed as you go. The suggestion I had if we go that route is to budget a modest amount for the town or per department for any ordinance costs we anticipate over the next year.

In regards to her other number, that sounds right, so I am not sure how the rest would be funded, but I would leave that up to the board to decide I would assume.

Thanks,

Dillon Walsh
IT Director
Town of Hartford
171 Bridge Street
White River Junction, VT 05001
(P) 802-478-1105

From: John Haverstock <jhaverstock@hartford-vt.org>
Sent: Monday, November 11, 2024 9:37 AM
To: Dillon Walsh <dwalsh@hartford-vt.org>
Subject: FW: Questions for 11.12.2024 Selectboard Meeting

Hi Dillon.

A few questions from Kim Souza (item 5e and final question). Please send replies to me and I will forward to the full Board. As today is a holiday, feel free to attend to this on Tuesday.

Thanks.

John Haverstock
Town Manager, Hartford, VT
802/295-9353 x216

From: Kim Souza <ksouza@hartford-vt.org>
Sent: Monday, November 11, 2024 8:00 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Cc: Michael Hoyt <mhoyt@hartford-vt.org>
Subject: Questions for 11.12.2024 Selectboard Meeting

Hi John.

Here are my questions for Tuesday's meeting.

I realize that Monday is a holiday, but I'm scheduling this to go out Monday morning, just because it seems rude to send the day of the meeting. No need to respond in advance of the meeting though.

Many thanks,

Kim

5b. Curbside Recycling: Considering Act 148, VT's 'Universal Recycling Law', I would like to get the board & staff's opinion about putting the curbside pick up costs on the ballot as a LOT funded item. If the usage is only 1873 pick ups and we're paying for 5744, I think it's worth considering if this is the best use of taxpayer funds.

If the excess in funding for the extension is approved by the board, which FY25 unspent budget appropriations could be used to cover the \$27,176 amount?

Would it be possible to get a proposed motion if the board wants to approve the extension?

There was an assessment done, early in my tenure that relates to the overall energy efficiency of curbside pick up but I cannot locate it on the town website. If anyone at DPW has that assessment in their archives, it would be helpful to review. It was probably from 2018 or 2019.

Does the increase in processing recycled materials at the Transfer Station require any action by the Selectboard?

Are those recycling processing fees (which were moved from 30-974-318 to 30-971-318 for FY26) what is described in the budget narrative as Tipping Fees? If not, how is it accounted for in 30-971-318-0000 for FY26?

5c. Heating Fuel Bid: How much was budgeted for all heating costs encompassed by this contract for FY25? The expenses are split up among various departments and some use propane, so it's difficult to tell if this +/- \$84,000 amount is within the approved budget.

5d. Nutt Lane Water Main Contract: The last sentence in this section of the memo appears unfinished. [Construction projects involving buried utilities commonly involve change orders due to unexpected conditions that cannot be anticipated or additional work allowed by the project's permit. A 20% contingency or \$61,000, is considered reasonable. If the contingency fund is not needed for unforeseen issues.] Please complete the sentence beginning with "If the contingency fund is not needed for unforeseen issues..."

5e. Policy/Ordinance Digitization: Are these proposals for digitizing the Ordinance/Code Book only? (i.e. not any town policies?)

I'm having difficulty comparing costs considering the different price structures. Is there any way to get a ballpark figure for the cost of each program over 5 years using estimates for number of documents?

Is this project funded so far with only \$5,000 thus far for FY25 in 10-121-318-0010?

5f. Selectboard Vacancy: Did the Town Manager seek guidance from the town's legal council (beyond VLCT) regarding the board's options for filling the vacancy?

Minutes/Commission Reports: Mary's Energy Commission report seems to be included in the body of the agenda and her Commission report for HCoreI from Oct 29 does not include any content. Did she not send that to staff in advance?

Manifest: How are archery supplies funded through an old Property & Liability insurance GL Code (10-514-418-0503)?

How much does the town pay, overall, for the Trunk or Treat event?

Does Munismart really cost over \$32,000/year? It appears to be funded through Contracted Services GL Code (318), but most departments don't include Munismart in their budget narratives. How is this funded?

Kim Souza
she|her|hers
Member, Hartford Selectboard
Hartford, Vermont
ksouza@hartford-vt.org

Please note that any response or reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: "Non-Negotiable" Budget Expenses

Date: December 3, 2024

Discussion

In the last two budget cycles, I have received several versions of the following question from Selectboard members: What portion of the proposed General Fund expense budget is "untouchable". In response to a similar question from Lannie Collins, Department heads have been asked to quantify this amount, based on guidance (attached) from the Finance Director. Please find this information attached.

We hope that you find it useful.

Thanks.

John Haverstock

From: John Haverstock
Sent: Tuesday, November 19, 2024 11:23 AM
To: Department Leadership Team
Subject: FW: BUDGET breakdown
Attachments: non-negotiable items in the FYE 2026 proposed budget

Hello All.

Each year, we field a budget question or two from a Selectboard member(s) like the one below. Since the information requested may prove helpful to the Selectboard, I ask you to (1) review **Gail's attached email as guidance**; (2) generate your report and (3) send copies to **Gail and me**. Please attend to this task by 12:00 Noon on Tuesday, November 26. Again, please be responsive to **Gail's guidance** (rather than Lannie's requested format).

Thanks.

John Haverstock
Town Manager, Hartford, VT
802/295-9353 x216

From: Lannie Collins <lcollins@hartford-vt.org>
Sent: Monday, November 18, 2024 9:49 AM
To: John Haverstock <jhaverstock@hartford-vt.org>
Subject: BUDGET breakdown

John

I realize that it might prove to be quite arduous to do so but is there a way that the finance department could break the budget down to what is mandatory spending vs requested spending?

Things such as contracts agreements and health and such, I as well as items required to operate I see as mandatory spending.

Items beyond this are requested spending and are the area that we as a board can attempt to wittle down.

I am not looking for individual line items just the description and dollar amount for these items that are not mandatory.

Thanks in advance, and there is no timeliness for this other than before the last presentation by a department.

Respectfully,

Lannie Collins
Hartford Selectboard Member

John Haverstock

From: Gail Ostrout
Sent: Tuesday, November 19, 2024 11:07 AM
To: John Haverstock
Subject: non-negotiable items in the FYE 2026 proposed budget

The board has requested each department provide a list of non-negotiable items in your FYE 2026 proposed budget.

Please provide a list to Gail that includes account numbers, dollar value and description of items in your budget by noon on Tuesday November 26, 2024.

These lists will be provided to the board in the 12/3 agenda packet and discussed through the remaining budget process.

An example would be:

	<u>Finance Dept</u>		
Non-Negotiable GL Code(s)	\$		Description
10-171-101-0000 - 10-171-260-0000	\$	423,786.90	Payroll Related
10-171-418-0100	\$	15,512.00	Retiree Health Insurance
10-171-318-0000	\$	3,000.00	Contracted Services - MuniSmart
10-173-318-0000	\$	39,500.00	Audit Services - 3 year contract

Gail Ostrout
Finance Director
Town of Hartford
171 Bridge Street
White River Jct., VT 05001
P (802) 295-3002

Town Manager

Non-Negotiable			
GL Code(s)	Description	Amount	Description
10-111	Selectboard	\$65,990.03	Unless want to Further Reduce Stipend Budget to Reflect 27% Usage (50% Now Budgeted)
10-115	Boards and Commissions	\$55,276.00	
10-121	Administrative Manager	\$660,719.64	
10-141	Legal	\$15,000.00	
10-161	Municipal Offices	\$93,600.00	
10-175	Tax Collection	\$30,362.00	
10-626	Energy	\$16,595.00	
10-831	County Judicial Services	\$100,000.00	Must Pay
10-912	Debt	\$1,416,689.98	Must Pay
		\$2,454,232.65	
10-341	Cemetries	\$166,892.50	Full Amount Unless Selectboard Willing to Cut
10-412	Community Health *	\$96,447.00	
10-421	Senior Services *	\$148,623.00	
10-423	Low Income Services *	\$9,000.00	
10-424	Youth & Adult Services *	\$17,645.00	
10-425	General Appropriations *	\$144,896.00	Could remove Advance Transit and Historical Society (?)
10-712	Library Appropriations *	\$445,214.00	Full Amount Unless Selectboard willing to Cut (Large increase (\$43,650) sought by Hartford Library)
		\$1,028,717.50	

* All Social Service Appropriations go to the voters, so we could either:

(a) fully budget on the reasonable expectation that all will be approved, or

(b) exclude all these items from the budget as "premature,"

knowing that the tax burden will actually be greater than the budget reflects.

Town Clerk

Non-Negotiable GL Code(s)	\$	Description
131-Election Administration		
10-131-101-0000-10-131-210-0215	\$ 14,971.00	Payroll Related
10-131-312-0000	\$ 1,000.00	Advertising
10-131-318-0000	\$ 3,500.00	Tabulator Programming-Local Elections
10-131-323-0000	\$ 7,200.00	Ballot Printing; Postcard RE: Absentee Availability & Election Supplies
151-Vital Statistics		
10-151-101-0000-10-151-260-0000	\$ 292,658.00	Payroll Related
10-151-418-0000	\$ 4,886.00	Retiree Health Insurance
10-151-316-0000	\$ 14,000.00	Payment to State-Marriage & Dog Licenses
10-151-318-0000	\$ 12,081.00	Contracted Svcs.: Munismart; Copier Leases; Vault Fire Suppression Syst.
10-151-322-0000	\$ 6,250.00	Outgoing Recording; Absentee Ballots & Postcards for Dog Lic. & Early Voting
10-151-323-0000	\$ 7,850.00	Recording Volumes & Paper; Certified Paper; Dog Tags & Office Supplies
10-151-324-0000	\$ 2,523.00	Phone Licenses & Net

Finance Department (171)

Non-Negotiable items in FYE 2026 Budget

<u>GL Code(s)</u>	<u>\$</u>	<u>Description</u>
10-171-101-0000 thru 10-171-260-0200	\$ 423,786.90	Payroll Related
10-171-418-0100	\$ 15,512.00	Retiree Healt Insurance
10-171-318-0000	\$ 3,000.00	MuniSmart (finance software)
10-173-318-0000	\$ 39,500.00	Audit Services - 3 year contract

IT Department

Non-negotiable

<u>GL Code(s)</u>	<u>\$</u>	<u>Description</u>
10-181-101-0000 - 10-181-260-0000	223,829.74	Payroll Related
10-181-318-0000	22,000	Email
10-181-318-0000	15,500	Backup/Cloud contract
10-181-318-0000	10,000	Anti-Virus
10-181-318-0000	11,300	Website
10-181-318-0000	4,684	MFA (compliance)
10-181-318-0000	1,000	Domain/SMTP
		Various software costs for dept (Laserfiche, Munismart,
10-181-318-0000	5,137	Syncro, Max Pro Cloud)
		Software costs for current server infrastructure/locked for
		5 years to support new Public Safety Project. Can go 1 year
10-181-318-0000	24,997	if needed, but would be more expensive over long run
10-181-318-0100	75,000	Managed Services/Monitoring/Consulting contract
<u>TOTAL</u>	393,448.02	

Non-Negotiable GL Codes	Budget Amount	Description
POLICE		
Salaries and related	\$2,506,162.30	Salaries, CBA education incentive, holiday pay, FICA, Childcare tax
10-211-102 through 10-211-109		
10-211-112-0001		
10-211-116-0000		
10-211-210-0000		
10-211-210-0215		
Overtime	\$175,000.00	Overtime required to cover vacant shifts for vacations, sick time, required training absences, large emergency situations etc
10-211-120-0000		
Healthcare costs	\$548,562.50	CBA - Healthcare Insurance, HRA, Dental, Life Insurance
10-211-220-0000		
10-211-225-0000		
10-211-230-0000		
10-211-240-0000		
Workers Comp.	\$231,999.00	Workers Comp - NOT CONFIRMED
10-211-250-0000		
Retirement	\$268,550.00	CBA - Retirement
10-211-260-0000		
Utilities	\$55,299.00	Building repairs, telephone, heat, water, electricity
10-211-321-0100		
10-211-324-0000		
10-211-327-0000		
10-211-328-0000		
10-211-329-0000		
Fleet expenses	\$78,500.00	Gas and vehicle repairs/tires
10-211-319-0000		
10-211-321-0000		
Misc lines - required or necessary		
10-211-311-0000	\$9,000.00	CBA and Town Policy - Required meal and travel expense reimbursements for training & meetings
10-211-313-0000	\$22,900.00	Req subscriptions to systems, CBA -UVAC membership, Mental Health and Critical Incident Wellness Contract
10-211-314-0000	\$28,852.00	Evidence FileonQ, Cellbrite investigative program, Munismart, PowerDMS (Policy program), Adobe
10-211-315-0000	\$35,600.00	Academy required training (both basic training and required in-service), required firearms qualifications, ammunition
10-211-318-0000	\$29,817.00	Contracted Services - all required - trash removal, building cleaning, SecurShred, polygraphs, legal fees etc
10-211-320-0000	\$3,675.00	Required Radar & Lidar calibrations, Intoximeter dry gas & service, speed cart subscription
10-211-320-0100	\$8,232.00	Required Netmotion, live scan & IDEMIA fingerprint subscription, Vector scheduling software subscription
10-211-322-0000	\$1,000.00	Postage - mailing of property, evidence, legal paperwork
10-211-323-0000	\$21,700.00	fire extinguishers & inspection, investigative support (evidence gathering supplies etc), K9 food, office & cleaning supplies
10-211-326-0000	\$46,350.00	Uniform replacement & purchase, body armor, CBA clothing allowance, Uniform cleaning & repairs
10-211-330-0000	\$82,243.00	Axon Contract, server upgrade proposed by Dillon
10-211-331-0000	\$95,000.00	1 replacement cruiser and replacement of 4 outdated cruiser laptops
10-211-418-0000	\$90,077.00	Retiree retirement costs

Fire Dept (221)

Account Number Account Description	FY 26 Proposed	NON Negotiable	Subtracted items
10-221-101-0000 HFD -SALARIES - CALL FIRE	\$ 26,000.00	\$ 26,000.00	
10-221-101-0001 HFD -SALARIES - MERCHANIC	\$ 85,079.00	\$ 85,079.00	
10-221-102-0000 HFD -SALARY-FIRE CHIEF	\$ 137,738.00	\$ 137,738.00	
10-221-103-0000 HFD -SALARIES-CAPTAIN	\$ 356,358.00	\$ 356,358.00	
10-221-106-0000 HFD -SALARIES - LIEUTENANTS	\$ 334,828.00	\$ 334,828.00	
10-221-107-0000 HFD -SALARIES-FIREFIGHTER	\$ 1,097,984.00	\$ 1,097,984.00	
10-221-108-0000 HFD -SALARY-FIRE PREVENTION	\$ 183,204.00	\$ 183,204.00	
10-221-109-0000 HFD -Salary - Administrative Assistant	\$ 72,178.00	\$ 72,178.00	
10-221-110-0000 HFD -SALARIES-DEPUTY CHIEF	\$ 117,180.00	\$ 117,180.00	
10-221-111-0000 HFD -Salaries - Community Nurse	\$ 54,600.00	\$ 54,600.00	
10-221-116-0000 HFD -SALARIES-HOLIDAY PAY	\$ 135,248.00	\$ 135,248.00	
10-221-120-0000 HFD -OVERTIME	\$ 410,000.00	\$ 410,000.00	
10-221-121-0000 HFD -SALARIES - OVERTIME - REIMBURSABLE			
10-221-210-0000 HFD -TOWN FICA	\$ 229,578.31	\$ 229,578.31	
10-221-210-0215 HFD -VT CHILD CARE TAX	\$ 13,204.50	\$ 13,204.50	
10-221-220-0000 HFD -HEALTH INSURANCE	\$ 562,974.61	\$ 562,974.61	
10-221-220-0100 HFD -HEALTH INS(EMPLOYEE SHARE)	\$ (94,315.88)	\$ (94,315.88)	
10-221-225-0000 HFD -HRA/CHOICECARE CARD	\$ 69,065.00	\$ 69,065.00	
10-221-230-0000 HFD -DENTAL	\$ 36,929.32	\$ 36,929.32	
10-221-240-0000 HFD -LIFE INSURANCE	\$ 10,659.00	\$ 10,659.00	
10-221-250-0000 HFD -WORKERS COMP	\$ 267,755.00	\$ 267,755.00	
10-221-260-0000 HFD -RETIREMENT	\$ 289,100.83	\$ 289,100.83	
10-221-311-0000 HFD -TRAVEL & MEETINGS	\$ 7,000.00	\$ -	Removed all travel
10-221-312-0000 HFD -ADVERTISING	\$ 250.00		
10-221-313-0000 HFD -MEMBERSHIP DUES	\$ 1,500.00	\$ 1,500.00	
10-221-314-0000 HFD -BOOKS & PERIODICALS	\$ 200.00	\$ -	
10-221-315-0000 HFD -RECRUITMENT & TRAINING	\$ 42,000.00	\$ 17,000.00	removed 14,000 paramedic tuition, 1,000 EMS conference, 10000 travel/training
10-221-316-0000 HFD -FIRE SAFETY EDUCATION	\$ 3,500.00	\$ 1,700.00	removed pub education 1800
10-221-317-0000 HFD -PERMITS AND LICENSES	\$ 100.00	\$ -	
10-221-318-0000 HFD -CONTRACTED SERVICES	\$ 113,340.00	\$ 98,340.00	Removed peer support/mental health service 15,000
10-221-318-0200 HFD- CONTRACTED SERVICES COMMUNITY NUR	\$ 1,400.00	\$ 1,400.00	
10-221-318-0300 HFD -State of VT Public Safety - Swiftwater/Flood			
10-221-319-0000 HFD -EQUIPMENT OPERATION-GAS	\$ 42,000.00	\$ 42,000.00	
10-221-320-0000 HFD -EQUIP OPERATION/MAINT-OFFICE	\$ 12,300.00	\$ 8,850.00	Removed laptop 1500, computer 1700, UPS 250
10-221-320-0100 HFD -EQUIP OPERATION-COMMUNICATIONS	\$ 20,300.00	\$ 4,500.00	Removed 15000 radios, batteries 800
10-221-321-0000 HFD -REPAIRS & MAINT-VEHICLES	\$ 48,500.00	\$ 42,500.00	removed paint repairs 6000
10-221-321-0100 HFD -REPAIRS & MAINT-BUILDING	\$ 54,200.00	\$ 11,900.00	removed carpet cleaning 300, building main 2000, kitchen renovation 40000
10-221-321-0200 HFD -REPAIRS & MAINT EMS VEHICLES	\$ 21,000.00	\$ 21,000.00	
10-221-322-0000 HFD -POSTAGE	\$ 1,500.00	\$ 1,500.00	

Fire Dept (221)

10-221-323-0000 HFD -MATERIAL & SUPPLIES

\$	10,000.00	\$	10,000.00
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10-221-324-0000 HFD -TELEPHONE

\$	33,000.00	\$	33,000.00
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10-221-325-0000 HFD -REFUNDS

\$	3,000.00	\$	3,000.00
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10-221-326-0000 HFD -PURCHASE/RENTAL UNIFORMS

\$	28,000.00	\$	5,000.00
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10-221-327-0000 HFD -BUILDING HEAT

\$	18,500.00	\$	18,500.00
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10-221-328-0000 HFD -WATER

\$	5,800.00	\$	5,800.00
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10-221-328-0200 HFD -RURAL WATER SUPPLY

\$	2,500.00	\$	-
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10-221-329-0000 HFD -ELECTRICITY

\$	29,000.00	\$	29,000.00
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10-221-330-0000 HFD -OFFICE EQUIPMENT

\$	44,833.00	\$	2,333.00
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10-221-331-0000 HFD -DEPARTMENT EQUIPMENT

\$	38,000.00		
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10-221-331-0100 HFD -FIRE SUPPRESSION EQUIPMENT

\$	31,400.00	\$	5,500.00
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10-221-331-0200 HFD -TECHNICAL/WATER EQUIPMENT

\$	63,237.00	\$	8,500.00
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10-221-331-0300 HFD -HAZMAT EQUIPMENT

\$	6,950.00	\$	3,950.00
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10-221-331-0400 HFD -ALARM SYSTEM/EXTINGUISHER MAINTENANCE

\$	13,650.00	\$	13,650.00
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10-221-331-0500 HFD -MEDICAL EQUIPMENT & SUPPLIES

\$	91,751.00	\$	39,700.00
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10-221-415-0100 HFD -Ambulance Taxes

\$	1,600.00	\$	1,600.00
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10-221-417-0017 HFD -EXTRAORDINARY EXP - COVID-19

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10-221-418-0000 HFD -PROPERTY & LIABILITY INSURANCE

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10-221-418-0100 HFD -RETIREE HEALTH INSURANCE

\$	203,524.00	\$	203,524.00
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\$	5,389,182.69	\$	5,030,594.69
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removed new uniforms 23000
removed maintenance 2500
removed MDT 5000, replacement PC 4500, new cradlepoint upgardes 6000, server upgrade 27000
removed hose 6400,bailouts 14000, misc tools 3000, nozzels 5500
removed Rope replacement 6000, Extrication tool 10000
removed new detector 3000
removed defib 44051,iv pump 8000

Non-Negotiable	Budget Amount	Description
GL Codes		
DISPATCH		
Salary and related	\$1,014,524.00	Salary, CBA education incentive, holiday pay, FICA, Child care tax
10-271-101-0000		
10-271-112-0001		
10-271-116-0000		
10-271-210-0000		
10-271-210-0215		
10-271-112-0000		
Overtime	\$75,000.00	Required overtime to cover vacations, sick time, training absences, larger emergency calls
10-271-120-0000		
Healthcare costs	\$175,751.00	CBA - Healthcare Insurance, HRA, Dental, Life Insurance
10-271-220-0000		
10-271-225-0000		
10-271-230-0000		
10-271-240-0000		
Workers Comp.	\$10,259.00	Workers Comp - NOT CONFIRMED
10-271-250-0000		
Retirement	\$87,718.00	CBA - Retirement
10-271-260-0000		
Utilities	\$17,450.00	Telephone, heat, electricity
10-271-324-0000		
10-271-327-0000		
10-271-329-0000		
Misc lines - required or necessary		
10-271-311-0000	\$1,000.00	Covering all travel and meal expenses for required training and updates - CBA and Town Policy
10-271-313-0000	\$4,205.00	Required and some professional development & best practice membership dues and subscriptions
10-271-318-0000	\$16,979.00	Contracted Services - all required - trash removal, building cleaning, SecurShred, polygraphs, legal fees etc
10-271-320-0000	\$10,816.00	Equipment Operation / Maint - office - all items required or necessary
10-271-320-0100	\$60,937.00	Equipment Operation / Communications - all items required or necessary
10-271-320-0200	\$36,616.00	Equipment Maint - Computer - all items required or necessary
10-271-323-0000	\$1,800.00	Cleaning & office supplies
10-271-326-0000	\$1,500.00	Policy requirement to wear specific uniforms - Polo shirts w/logo
10-271-330-0000	\$27,000.00	Dillon's server upgrade
10-271-331-0000	\$8,250.00	Necessary funds to replace computers and monitors should one or more fail to maintain Contractual obligations to 911 & Towns we have
10-271-418-0000	\$4,745.00	Retiree retirement - required by past CBA's

FY 26 DPW NON-NEGOTIABLE ITEMS

Non-Negotiable GL Code(s)	\$	Description
DPW Summer Maintenance		
10-311-101-0000 to 10-311-270-0000	\$571,578	Payroll Rated
10-311-318-0000	\$1,050,000	FY 26 Paving and Road Maintenance projects per 19 V.S.A 304
10-311-323-000	\$50,000	Material & Supplies - Supplies for in-house road paved and gravel road repairs, dust control, and match funds for VTrans grants.
	\$1,671,578	
DPW Winter Maintenance		
10-312-101-0000 to 10-312-260-0000	\$609,502	Payroll Rated
10-312-318-0000	\$20,000	Contracted Services - Removal of snow for parking lot and sidewalks in WRJ and outlying areas.
10-312-323-0000	\$250,000	Materials & Supplies -Materials for winter and mud season maintenance of paved and gravel roads.
	\$879,502	
DPW Bridge Maintenance		
10-313-323-0000	\$1,000	Materials & Supplies
Street & Traffic Lighting		
10-314-318-0000 to 10-314-329-0100	\$78,000	Repairs to traffic control lights and electricity for street lights and EV charging stations, and vehicle and pedestrian safety.

FY 26 DPW NON-NEGOTIABLE ITEMS

Non-Negotiable GL Code(s)	\$	Description
Traffic Control		
10-315-318-0000	\$20,000	Contracted Services - Provides minimal line striping on Class II and III roads for safety.
	\$5,000	Materials & Supplies - Minimal supplies to line strip crosswalks, stop bars, and other vehicle-pedestrian markings.
	\$25,000	
Equipment & Maintenance		
10-321-318-0000	\$25,000	Contracted Services - Funds for safety upgrade for vehicle lift system, and inspection of fuel pump fire suppression system.
10-321-319-0000 to 10-321-329-00000	\$241,000	Operation and utility funding required to provide services.
	\$266,000	
Highway General		
10-325-328-0000 to 10-325-270-0000	\$149,231	Payroll Related
10-325-317-0000	\$3,000	Permits & Licenses - Mandatory permits for fuel storage tanks, stormwater permits, and other state permits.
10-325-318-0000	\$14,000	Contracted Services - Funds for annual dues for MuniSmart, fuel system, Laserfiche, and others.
10-325-320-0000	\$3,000	Equipment Oper/Maint - Funding required for IT and other related equipment to support administrative functions.
10-325-322-0000	\$300	Postage needed for general mailings.

FY 26 DPW NON-NEGOTIABLE ITEMS

Non-Negotiable GL Code(s)	\$	Description
10-325-323-0000	\$3,500	Office supplies need to support administrative functions.
10-325-324-0000	\$11,000	Telephone Service
10-325-326-0000	\$10,000	Uniforms for union staff per Collective Bargaining Agreement.
10-325-418-0100	<u>\$63,183</u>	Retiree Health Insurance
	\$257,214	
Total Non-Negotiable	\$3,178,294	
Proposed FY 26 Budget	\$3,569,623	
Difference	-\$391,329.19	

Account Number	2026-Town-Manager	Description	Non-Negotiable X	Amount Neg.	Description of Non-Negotiable Item
10-511-101-0000	\$ 182,187.20	SALARIES	x		Payroll related
10-511-210-0000	\$ 13,937.32	TOWN FICA	x		Payroll related
10-511-210-0215	\$ 801.62	VT CHILD CARE TAX	x		Payroll related
10-511-220-0000	\$ 48,501.00	HEALTH INSURANCE	x		Payroll related
10-511-220-0100	\$ (7,275.15)	HEALTH INS(EMPLOYEE SHARE)	x		Payroll related
10-511-225-0000	\$ 5,360.00	HRA/CHOICECARE CARD	x		Payroll related
10-511-230-0000	\$ 1,316.00	DENTAL	x		Payroll related
10-511-240-0000	\$ 486.67	LIFE INSURANCE	x		Payroll related
10-511-250-0000	\$ 2,725.00	WORKERS COMP	x		Payroll related
10-511-260-0000	\$ 18,673.85	RETIREMENT	x		Payroll related
10-511-270-0000	\$ 40.63	AD&D	x		Payroll related
10-511-311-0000	\$ 8,000.00	TRAVEL & MEETINGS	x		CAPRA and staff development (recreation)
10-511-312-0000	\$ 4,000.00	ADVERTISING	x		Marketing of programing
10-511-313-0000	\$ 2,400.00	MEMBERSHIP DUES	x		Collaborative organizations supporting admin operations
10-511-315-0000	\$ 2,000.00	RECRUITMENT & TRAINING	x		Staff hiring and staff training (seasonal)
10-511-318-0000	\$ 71,134.42	CONTRACTED SERVICES	x		Includes P&R Master Plan (CAPRA Accreditation)
10-511-320-0000	\$ 250.00	EQUIP OPERATION/MAINT-OFFICE	x		Department operations for all divisions
10-511-322-0000	\$ 200.00	POSTAGE	x		Department operations for all divisions
10-511-323-0000	\$ 1,400.00	MATERIAL & SUPPLIES	x		Department operations for all divisions
10-511-324-0000	\$ 6,600.00	TELEPHONE	x		Department operations for all divisions
10-511-330-0000	\$ 4,600.00	OFFICE EQUIPMENT	x		Department operations for all divisions
10-511-331-0000	\$ 1,200.00	Department Equipment	x		Department operations for all divisions
10-511-417-0017	\$ -	COVID Expenses			
10-511-418-0100	\$ -	Retiree Health Insurance			
10-512-101-0000	\$ 70,000.00	SALARIES	x		Payroll related
10-512-210-0000	\$ 7,644.35	TOWN FICA	x		Payroll related
10-512-210-0215	\$ 439.68	VT CHILD CARE TAX	x		Payroll related
10-512-250-0000	\$ 2,900.00	WORKERS COMP	x		Payroll related
10-512-315-0000	\$ 2,000.00	RECRUITMENT & TRAINING	x		Payroll related
10-512-318-0000	\$ 13,000.00	CONTRACTED SERVICES	x		Pool operations opening and closing services
10-512-320-0000	\$ 1,500.00	EQUIPMENT OPERATION/MAINT	x		Pool facility operations
10-512-323-0000	\$ 13,000.00	MATERIAL & SUPPLIES	x		Pool facility operations
10-512-325-0000	\$ -	REFUND	x		Pool facility operations
10-512-326-0000	\$ 1,200.00	UNIFORMS	x		Pool facility operations
10-512-328-0000	\$ 3,500.00	WATER	x		Pool facility operations
10-512-329-0000	\$ 8,000.00	ELECTRICITY	x		Pool facility operations
10-512-331-0000	\$ 2,500.00	DEPARTMENT EQUIPMENT	x		Pool facility operations
10-512-418-0503	\$ -	Insurance Related Exp - Reimb			
10-514-101-0000	\$ 249,961.22	SALARIES	x		Payroll related
10-514-120-0000	\$ 700.00	OVERTIME	x		Payroll related
10-514-210-0000	\$ 19,121.21	TOWN FICA	x		Payroll related
10-514-210-0215	\$ 1,099.74	VT CHILD CARE TAX	x		Payroll related
10-514-220-0000	\$ 71,352.00	HEALTH INSURANCE	x		Payroll related

10-514-220-0100	\$	(10,702.80)	HEALTH INS(EMPLOYEE SHARE)	x		Payroll related
10-514-225-0000	\$	7,010.00	HRA/CHOICECARE CARD	x		Payroll related
10-514-230-0000	\$	3,084.00	DENTAL	x		Payroll related
10-514-240-0000	\$	645.60	LIFE INSURANCE	x		Payroll related
10-514-250-0000	\$	8,065.00	WORKERS COMP	x		Payroll related
10-514-260-0000	\$	13,443.37	RETIREMENT	x		Payroll related
10-514-270-0000	\$	-	AD&D	x		Payroll related
10-514-313-0000	\$	2,200.00	MEMBERSHIP DUES	x		Collaborative organizations supporting program operations
10-514-315-0000	\$	2,000.00	RECRUITMENT & TRAINING	x		Payroll related
10-514-318-0000	\$	95,000.00	CONTRACTED SERVICES	x		Program related expense
10-514-323-0000	\$	25,000.00	MATERIAL & SUPPLIES	x		Program related expense
10-514-325-0000	\$	-	REFUNDS	x		Program related expense
10-514-326-0000	\$	1,000.00	UNIFORMS-PURCHASE/LEASE/CLEAN	x		Program related expense
10-514-330-0000	\$	20,000.00	ATHLETIC SUPPLIES	x		Program related expense
10-514-417-0017	\$	-	COVID Expenses			
10-514-418-0000	\$	-	PROPERTY & LIABILITY INSURANCE			
10-515-250-0000	\$	262.50	WORKERS COMP	x		Program related expense
10-515-318-0000	\$	5,000.00	CONTRACTED SERVICES	x		Program related expense
10-515-323-0000	\$	1,200.00	MATERIAL & SUPPLIES	x		Program related expense
10-515-325-0000			REFUNDS	x		Program related expense
10-515-330-0000	\$	1,500.00	ATHLETIC SUPPLIES	x		Program related expense
10-516-250-0000	\$	525.00	Work Comp	x		Program related expense
10-516-312-0000	\$	250.00	ADVERTISING	x		Program related expense
10-516-318-0000	\$	47,500.00	CONTRACTED SERVICES	x		Program related expense
10-516-323-0000	\$	15,000.00	MATERIAL & SUPPLIES		(\$5,000)	Program related expense. Radios not to be purchased. Current PO being used
10-516-325-0000	\$	-	REFUNDS	x		
10-521-101-0000	\$	157,951.15	SALARIES	x		Payroll related
10-521-120-0000	\$	2,000.00	OVERTIME	x		Payroll related
10-521-210-0000	\$	13,008.86	TOWN FICA	x		Payroll related
10-521-210-0215	\$	695.00	VT CHILD CARE TAX	x		Payroll related
10-521-220-0000	\$	25,650.00	HEALTH INSURANCE	x		Payroll related
10-521-220-0100	\$	(3,847.50)	HEALTH INS(EMPLOYEE SHARE)	x		Payroll related
10-521-225-0000	\$	3,710.00	HRA/CHOICECARE CARD	x		Payroll related
10-521-230-0000	\$	884.97	DENTAL	x		Payroll related
10-521-240-0000	\$	364.03	LIFE INSURANCE	x		Payroll related
10-521-250-0000	\$	5,900.00	WORKERS COMP	x		Payroll related
10-521-260-0000	\$	10,354.16	RETIREMENT	x		Payroll related
10-521-270-0000	\$	111.40	AD&D	x		Payroll related
10-521-311-0000	\$	2,500.00	Travel & Meetings	x		Parks and Facility Staff development (parks and facilities)
10-521-311-0100	\$	-	TRAVEL & MEETINGS - GRANTS			
10-521-318-0000	\$	46,500.00	CONTRACTED SERVICES		(\$5,000)	Parks and facility operations/maintenance (eliminate tree care and removal)
10-521-318-0341	\$	6,000.00	Cemetery	x		Parks and facility operations/maintenance
10-521-319-0000	\$	3,000.00	EQUIPMENT OPERATION-GAS	x		Parks and facility operations/maintenance
10-521-320-0000	\$	4,000.00	EQUIP OPERATION & MAINT	x		Parks and facility operations/maintenance

10-521-321-0000	\$	4,000.00	REPAIRS & MAINT - VEHICLES	x		Parks and facility operations/maintenance
10-521-323-0000	\$	33,000.00	MATERIAL & SUPPLIES		(\$10,000)	Parks and facility operations/maintenance (complete only half of planned signage replacements)
10-521-326-0000	\$	3,600.00	UNIFORMS-PURCHASE/LEASE/CLEAN	x		Parks and facility operations/maintenance
10-521-328-0000	\$	2,000.00	WATER	x		Parks and facility operations/maintenance
10-521-329-0000	\$	4,000.00	ELECTRICITY	x		Parks and facility operations/maintenance
10-521-331-0000	\$	66,200.00	DEPARTMENT EQUIPMENT		(\$60,000)	Parks and facility operations/maintenance (replacement parks truck with use of current reserves)
10-521-417-0017	\$	-	COVID Expenses	x		
10-521-417-0018	\$	-	EXTRAORDINARY EXPENSE	x		
10-521-418-0000	\$	-	PROPERTY & LIABILITY INSURANCE	x		
10-521-418-0100	\$	9,241.75	RETIREE HEALTH INSURANCE	x		Payroll related
10-521-418-0503	\$	-	Insurance Related Expense REIMB			
10-524-318-0000	\$	8,500.00	CONTRACTED SERVICES	x		Parks and facility operations/maintenance
10-524-321-0100	\$	500.00	REPAIRS & MAINT-BUILDING	x		Parks and facility operations/maintenance
10-524-323-0100	\$	600.00	MATERIAL & SUPPLIES - CUSTODIAL	x		Parks and facility operations/maintenance
10-524-327-0000	\$	1,600.00	BUILDING HEAT	x		Parks and facility operations/maintenance
10-524-329-0000	\$	2,600.00	ELECTRICITY	x		Parks and facility operations/maintenance
10-527-101-0000	\$	20,563.00	Salaries	x		Payroll related
10-527-210-0000	\$	1,573.08	Town FICA	x		Payroll related
10-527-210-0215	\$	90.48	VT CHILD CARE TAX	x		Payroll related
10-527-250-0000	\$	926.00	Workers Comp	x		Payroll related
10-527-318-0000	\$	34,700.00	CONTRACTED SERVICES	x		Parks and facility operations/maintenance
10-527-319-0000	\$	500.00	EQUIPMENT OPERATION-GAS	x		Parks and facility operations/maintenance
10-527-320-0000	\$	1,000.00	EQUIP OPERATION & MAINT	x		Parks and facility operations/maintenance
10-527-323-0000	\$	18,000.00	MATERIAL & SUPPLIES	x		Parks and facility operations/maintenance
10-527-331-0000	\$	27,000.00	DEPARTMENT EQUIPMENT		(\$27,000)	Parks and facility operations/maintenance (use balance of reserves understanding of FY26 reserve transfer)
10-528-318-0000	\$	84,000.00	CONTRACTED SERVICES		(\$80,000)	Parks and facility operations/maintenance (No Emerge Demo. doesn't address town'sblighted properties)
10-528-321-0100	\$	2,000.00	REPAIRS & MAINT-BUILD & GROUND	x		Parks and facility operations/maintenance
10-528-323-0000	\$	1,200.00	MATERIAL & SUPPLIES	x		Parks and facility operations/maintenance
10-528-323-0100	\$	500.00	MATERIAL & SUPPLIES - CUSTODIAL	x		Parks and facility operations/maintenance
10-528-324-0000	\$	4,320.00	TELEPHONE	x		Parks and facility operations/maintenance
10-528-329-0000	\$	8,500.00	ELECTRICITY	x		Parks and facility operations/maintenance
10-530-101-0000	\$	157,238.35	SALARIES	x		Payroll related
10-530-120-0000	\$	2,000.00	OVERTIME	x		Payroll related
10-530-210-0000	\$	13,008.86	TOWN FICA	x		Payroll related
10-530-210-0215	\$	695.00	VT CHILD CARE TAX	x		Payroll related
10-530-220-0000	\$	25,650.00	HEALTH INSURANCE	x		Payroll related
10-530-220-0100	\$	(3,847.50)	HEALTH INS(EMPLOYEE SHARE)	x		Payroll related
10-530-225-0000	\$	3,710.00	HRA/CHOICECARE CARD	x		Payroll related
10-530-230-0000	\$	884.97	DENTAL	x		Payroll related
10-530-240-0000	\$	375.24	LIFE INSURANCE	x		Payroll related
10-530-250-0000	\$	5,075.00	WORKERS COMP	x		Payroll related
10-530-260-0000	\$	10,354.16	RETIREMENT	x		Payroll related
10-530-318-0000	\$	23,800.00	CONTRACTED SERVICES	x		Parks and facility operations/maintenance
10-530-319-0000	\$	180.00	EQUIPMENT OPERATION-GAS	x		Parks and facility operations/maintenance

10-530-320-0000	\$	5,000.00	EQUIP OPERATION & MAINT	x	Parks and facility operations/maintenance
10-530-321-0100	\$	2,000.00	REPAIRS & MAINT-BUILD & GROUND	x	Parks and facility operations/maintenance
10-530-323-0000	\$	5,000.00	MATERIAL & SUPPLIES	x	Parks and facility operations/maintenance
10-530-324-0000	\$	5,000.00	Telephone	x	Parks and facility operations/maintenance
10-530-325-0000	\$	-	Refunds	x	Parks and facility operations/maintenance
10-530-327-0000	\$	9,000.00	BUILDING HEAT	x	Parks and facility operations/maintenance
10-530-328-0000	\$	6,000.00	WATER	x	Parks and facility operations/maintenance
10-530-329-0000	\$	90,000.00	ELECTRICITY	x	Parks and facility operations/maintenance
10-530-331-0000	\$	1,200.00	DEPARTMENT EQUIPMENT	x	Parks and facility operations/maintenance
10-530-417-0017	\$	-	COVID Expenses		
10-530-418-0100	\$	9,241.75	RETIREE HEALTH INSURANCE	x	Payroll related
10-531-101-0505	\$	26,772.20	Amtrak Staff	x	Payroll related
10-531-210-0215	\$	117.80	VT CHILD CARE TAX	x	Payroll related
10-531-210-0500			FICA		
10-531-210-0505	\$	2,048.07	FICA	x	Payroll related
10-921-512-0100	\$	20,000.00	Capital - Pool	x	Pool facility reserve for expected future maint needs and improvements
10-921-521-0100	\$	30,000.00	TRANSFER OUT - PARKS & REC RESERVES	x	Park operation equipment reserve for expected future maint needs
10-921-521-0200	\$	25,000.00	Capital - P & R Playground	x	Park playground reserve for replacement and expected future maint needs
10-921-544-0530	\$	35,000.00	Transfer - WABA	x	WABA facility reserve for expected future maint needs and improvements

Planning & Development

Non-negotiable GL Codes	\$	Description
10-621-101-000 to 10-621-260 -0000	\$ 122,755.32	Payroll Related
10-621-212-0000	\$ 2,200.00	State Required Publishing Zoning Board Meetings
10-621-318-0000	\$ 4,000.00	Some \$ for legal fees if appeals to VT Environmental Court & regulation compliance
10-622-101-0000 to 10-622-260-0000	\$ 463,041.02	Payroll Related
10-622-418-0000	\$ 4,885.80	Retiree Health Insurance
10-622-212-0000	\$ 3,300.00	State Required Publishing Public Hearing, & Town Plan/ Regulation Updates
10-622-318-0000	\$ 4,000.00	Some \$ for legal fees if appeals to VT Environmental Court & regulation compliance
10-622-318-0000	\$ 810.00	ESRE annual license
10-622-318-0000	\$ 1,358.00	Dept share for Laserfiesch
10-622-318-0000	\$ 1,678.00	Dept share of MuniSmart
10-622-322-0000	\$ 1,700.00	State required mailings for meeting notices, documents, decision for public hearings; regulation compliance.
10-622-313-0000	\$ 17,952.00	TRORC Membership Dues - State Designated Regional Planning Commission for Hartford.
10-622-320-0000	\$ 1,000.00	Dept share of copier/printer lease
10-622-623-0000	\$ 2,000.00	Materials and printing for required notices, mailings for public meetings
10-622-324-0000	\$ 2,565.00	Dept share of Town Hall phone license, phone system, internet, elevator & alarm systems, public safety connection.
10-625-311-0100	\$ 500.00	Required annual training for Historic Preservation Commission to maintain Certified Local Gov't Status for current and future grants.
10-924-318-7023	\$ 29,000.00	Grant match for RT 5 Interchange to Ballardvale Drive Sidewalk project
10-924-318-800	\$ 87,000.00	Grant match for Quechee Main Street, Willard Rd to Covered Bridge (Waterman Hill Rd) Sidewalk Project
10-924-318-8005	\$ 32,160.00	Grant match for Waterman Hill Rd, Quechee main St to RT 4, Sidewalk Project

Options to Bridge General Fund Gap Between Revenues and Expenses

Increase Revenues

1. Determine Available Unassigned Fund Balance from FY 2024, examine FY2025 budget performance to date and Transfer Any Amount Beyond \$2,000,000 to “Pay Down” Tax Rate.
2. Look to Underbudgeted Revenue Line Items.
3. Consider Recommending that Voters Approve a Local Sales Option Tax.
4. Consider increasing User Fees.

Decrease Spending

1. Reduce Paving Budget (Now at \$1,000,000 +); Research recent history of “most paving in a single fiscal year.” Can DPW actually spend that much in a single year, given all the preparations needed (culvert replacement, shoulder work, etc.)?
2. Split Parks & Rec’s \$60,000 Master Plan work between FY 2026 and FY 2027 (saves \$30,000).
3. Remove purchase of some or all vehicles, use or create dedicated reserves to accumulate funds over two or more years for a future vehicle purchases and/or move several vehicles into a combined LOT request...One for DPW, HPD, HFD and P&R, for example.
4. Postpone creation of a Facilities Manager position.
5. Postpone some/all of Borrowing for Fairview Terrace Reconstruction Project. Select 30-Year (Rather than 20-Year) Repayment term.

LOT History FYE 2022 - 2025 YTD

	FYE 2022	FYE 2023	FYE 2024	FYE 2025
Revenues				
Feb	\$ 77,093.37	\$ 83,645.74	\$ 85,019.04	TBD
May	\$ 65,088.90	\$ 78,634.15	\$ 79,091.22	TBD
Aug	\$ 86,029.10	\$ 86,108.78	\$ 86,301.22	TBD
Nov	\$ 105,257.99	\$ 111,803.98	\$ 116,606.07	\$ 111,103.77
	<u>\$ 333,469.36</u>	<u>\$ 360,192.65</u>	<u>\$ 367,017.55</u>	<u>\$ 111,103.77</u>

Current Cash:

\$ 622,345.28	Balance as of 9/30/2024
\$ 111,103.77	Deposit
\$ (200,000.00)	FYE 2025 Committed to Ambulance
\$ (30,000.00)	FYE 2025 Committed to Beautification of Town Villages
<u>\$ 503,449.05</u>	Balance available after commitments above

FYE 2026 Possible Uses:

\$ 60,000.00	Audio Visual - Room 1
\$ 151,412.00	Public Safety Server Project
\$ 44,051.00	Cardiac Monitor
\$ 300,000.00	Paving
XXXX	Curbside Recycling
\$ 60,000.00	Parks & Recreation Master Plan
XXXX	One Vehicle Each For Departments in General Fund
	DPW
	HPD
	P & R
XXXX	Libraries
XXXX	Cemeteries

FYE 2026 Budget Corrections & Changes

10.25.24 Draft v.1 \$ 24,105,418.27

Dept 121

10-121-313-0000	\$	16,000.00	to	\$	18,000.00	Memberships	\$	2,000.00
10-121-101-0200	\$	107,952.00	to	\$	107,944.00	Salary - HR Director	\$	(8.00)
10-121-101-0300	\$	38,545.00	to	\$	38,541.00	Salary - Admin Asst	\$	(4.00)
10-121-101-0355	\$	68,702.00	to	\$	48,092.00	Salary - ESC	\$	(20,610.00)
10-121-120-0000	\$	36,619.00	to	\$	32,211.00	FICA	\$	(4,408.00)
10-121-210-0215	\$	2,106.00	to	\$	1,853.00	VT Childcare Tax	\$	(253.00)
10-121-220-0000	\$	35,277.00	to	\$	31,430.00	Health Insurance	\$	(3,847.00)
10-121-220-0100	\$	(5,194.00)	to	\$	(4,617.00)	Health Ins -Employee Share	\$	577.00
10-121-225-0000	\$	5,008.00	to	\$	4,452.00	HRA	\$	(556.00)
10-121-230-0000	\$	2,806.00	to	\$	2,665.00	Dental	\$	(141.00)
10-121-260-0000	\$	47,648.00	to	\$	41,743.00	Retirement	\$	(5,905.00)

Dept 181

10-181-210-0000	\$	4,209.93	to	\$	12,345.17	FICA	\$	8,135.24
10-181-220-0000	\$	39,209.75	to	\$	32,533.75	Health Ins - Employee Share	\$	(6,676.00)
10-181-318-0000	\$	196,193.00	to	\$	184,928.28	Contracted Services	\$	(11,264.72)

Dept 221

10-221-418-0000	\$	2,500.00	to	\$	-	P & L Insurance	\$	(2,500.00)
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Dept 412

10-412-316-0505	\$	-	to	\$	10,000.00	Approp - Special Needs Support Center	\$	10,000.00
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Dept 421

10-421-328-0000	\$	1,440.00	to	\$	1,400.00	Bugbee - Water	\$	(40.00)
10-421-329-0000	\$	15,550.00	to	\$	15,500.00	Bugbee - Electricity/Gas	\$	(50.00)

Dept 511

10-511-270-0000	\$	40.63	to	\$	-	AD & D	\$	(40.63)
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Dept 512

10-512-210-0000	\$	7,644.35	to	\$	5,355.00	FICA	\$	(2,289.35)
10-512-210-0215	\$	439.68	to	\$	308.00	Child Care Tax	\$	(131.68)

Dept 514

10-521-311-0000	\$	111.40	to	\$	-	AD & D	\$	(111.40)
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Dept 622

10-622-101-0000	\$	332,384.00	to	\$	341,733.00	Salaries	\$	9,349.00
10-622-210-0000	\$	25,427.00	to	\$	26,143.00	FICA	\$	716.00
10-622-210-0215	\$	1,462.00	to	\$	1,504.00	VT Child Care Tax	\$	42.00
10-622-260-0000	\$	29,079.00	to	\$	30,037.00	Retirement	\$	958.00

revised total \$ 24,078,359.73
Net Change \$ (27,058.54)

FYE 2026 Budget Corrections & Changes

Dept 65-963

65-963-327-0000 \$ 18,000.00 to \$ 14,000.00 Fuel \$ (4,000.00)