

**FY18 Draft Budget for Selectboard, Town Lands Budgets, and Other Accounts
Draft by Town Administrator—12/8/16**

Selectboard (100-300)

Minute-Taker Salary—this was increased from \$3,500 to \$4,500 for the current fiscal year. As of December 8th, the actual is \$1,349; it will likely be approximately \$1,625 by the end of December. It seems that this should not be increased, and may possibly warrant being reduced slightly.

Town Administrator—the next step on the pay-rate chart is \$31.59/hour, not including any COL. This comes to **\$65,707.20** for the year.

Legal Expense—legal costs from FY16 and year-to-date FY17 have been broken out by topic. The two solar projects, Charlotte Solar and Peck Electric, were the two single largest items in FY16, accounting for \$35,066 of the \$70,363 spent. The same is holding true so far in FY17 (as of October billing)—these two items have cost \$12,634 of the \$26,894 spent so far. Due to the nature of the Charlotte Solar litigation (i.e. failure by CS to comply with original permit), we have requested that the town’s cost be reimbursed. I recommend keeping this line at **\$30,000**.

Unanticipated Expense—our contract auditor has recommended that we should not budget in this account, and to the extent possible, pay unanticipated costs from other accounts. The two expenses that we’ve paid from this account this year were the replacement of the “Welcome to Charlotte” sign that was stolen (\$509) and refreshments for the All Committees Meeting in September (\$115). I recommend keeping this at **\$0**.

Town Party—the Friends of the Library held a book sale this year, which seemed to be successful. It seems the Town Party should stay at **\$0**.

Volunteer Recognition/Holiday Party—I don’t know whether there will be expenses associated the planned pot-luck Volunteer Recognition Party.

Advertising—there will likely be legal notices published for the Town Plan update and possibly amendments to the Land Use Regulations in FY18. Also, the warning for Town Meeting may need to be published depending on the timing of printing and mailing the report. I recommend keeping this **\$1,000**.

Seminars—I recommend to keep this at **\$500**.

Mileage—I recommend to keep this at **\$200**

Membership/Dues—the annual dues for the Vermont Town and City Management Association is **\$85**.

Town Lands (100-510)

Landfill Monitor—we have contracted with Lincoln Applied Geology (LAG) for this task for many years. LAG's estimate for the current year was \$6,190; their estimate for FY18 is \$6,188.

Land Maintenance—the attached sheet shows approved mowing bid for the 2016 season minus the costs for mowing the cemeteries, the Charlotte Park & Wildlife Refuge the Berry Farm Ballfield since those costs are included in the budgets for those facilities. Village Mowing was \$4,500, the Lakefield & Beach were \$4,700, and Trail Maintenance was \$2,000.

The approved brush-hogging bid is also on the attached sheet—the total was \$2,235. I recommend increasing this by \$180 to \$2,415 to cover brush-hogging the swale on the Burns property; this year's Request for Bids was not clear that the swale itself should be brush-hogged, not just the shoulders, and therefore it was not included in the bid. This will be clarified in this spring's Request for Bids.

Cemetery Maintenance—the Cemetery Commission's proposed budget was reviewed previously.

Park Security—this was raised from \$5,600 to \$6,000 for the current fiscal year. Mary Boyd is appreciative, and said she would be happy with this amount next year.

School Fields and Gym—Dave LeBlanc from CCS recommended keeping this at \$8,000; they will be redoing the floors of two gyms. He will be providing additional information on Monday 12/12.

Thompson's Point Trash—this is for the three dog waste toters on Thompson's Point. Casella provided a quote for \$479.16 for collection every other week between May and October.

Invasive Plant Management—this is addressed in the Conservation Commission's budget, so can remain at \$0.

Winter Plowing—this can remain at \$0.

Town Hall Maintenance (100-8000-10.00)

In addition to what was described by Mary, the water treatment system needs testing (as required by the state) and occasional maintenance. The current system operator (Lincoln Applied Geology), which was selected subsequent to a RFP process in 2014, quoted \$831.25 for the current year (combined with a quote for testing/maintaining the Library and Beach water systems). They will provide an updated quote on Monday. Additionally, Vermont Water, Inc. replaces the UV light yearly at a cost of approximately \$825. So, I recommend adding \$1,656 to the Town Hall Maintenance budget (to be confirmed on Monday).

Town Hall Equipment (100-8000-35.00)

The attached sheet indicates computer hardware and software likely to be needed in FY18, totaling \$15,364.

Transfer to Improvement and Repair Reserve Fund

The current balance of the fund is \$37,706. Two items are likely to use money from this fund this year:

- We received an estimate for the installation of carpet (or similar product) in the Town Hall for \$21,804.
- Earlier this year Drummac provided a quote for adding filters and risers to the septic tanks at the Town Hall, Library, Fire Station, Senior Center and the Beach. The Senior Center and Beach were done. The remainder would cost approximately \$3,160 (including the pumping of three septic tanks, assuming they are 1,000 gallons each).

The remaining balance would be \$12,742. This is a sufficient balance for FY18, but the Selectboard may want to consider a likely need to replace the roof on the Town Hall in the next few years, which could warrant making a small addition to the fund each year for the next few years.