

Town of Charlotte Budget
EXPENSES

Account Description	Apprvd 14-15	Actual 14-15	Apprvd 15-16	YTD 15-16	Budget 16-17	Change
				As of 12/7/15		
Selectboard:						
Salaries	9,000	9,000	9,000	3,750	9,000	-
Minute Taker	3,500	3,890	3,500	1,663	3,500	-
Admin. Assistant	-	-	-	-	3,741	3,741
Town Administrator	59,885	61,282	62,234	28,723	62,234	-
Legal Expense	35,000	24,011	30,000	12,717	30,000	-
Unanticipated Expense	5,000	13,450	10,000	330	10,000	-
Town Party	3,000	3,098	2,600	100	-	(2,600)
Volunteer Recognition	6,500	6,248	6,500	100	6,500	-
Advertising	750	1,429	1,000	358	1,000	-
Seminars	300	570	300	30	300	-
Selectboard Total	122,935	122,976	125,134	47,770	126,275	1,141
Town Clerk:						
Clerk/Treasurer Salary	62,916	63,564	63,253	29,194		(63,253)
Assistant Clerk/Treasurer	36,917	40,326	34,965	16,586		(34,965)
Vacation Salary	-	-	-	-		-
Mileage	200	-	100			(100)
Telephone	2,000	1,967	2,100	835		(2,100)
Equipment	-	-	-	-		-
Seminars/Training	500	300	500	130		(500)
Supplies	4,800	3,546	4,500	1,342		(4,500)
Memberships	-	110	125	55		(125)
Service Contracts	4,600	8,117	4,700	3,154		(4,700)
Town Clerk Total	111,933	117,930	110,243	51,296		(110,243)
Treasurer:						
Supplies	1,000	785	800	460		(800)
Software	-	-	1,800	1,795		(1,800)
Audit Expense	17,000	13,369	17,000	15,193		-
Treasurer Total	18,000	14,154	19,600	17,448		(19,600)
Elections:						
Elections	3,500	4,617	500	-		(500)
Town Meeting	2,300	2,439	2,000	-		(2,000)
Town Report	4,400	4,433	4,600	-		(4,600)
Elections Total	10,200	11,489	7,100	-		(7,100)
Planning and Zoning						
Town Planner/Zon. Adm. Sal.	48,558	48,967	48,984	22,608		(48,984)
Zoning Adm. Salary	-	-	-	-		-
Town Planner Salary	-	-	-	-		-
Admin. Asst. Salary	37,092	30,287	29,775	14,564		(29,775)
Minute Taker	3,000	2,090	2,500	1,238		(2,500)
Legal	2,000	5,190	2,500	3,737		(2,500)
Miscellaneous	100	62	100	52		(100)
Mileage	600	215	500	166		(500)
Telephone	800	792	800	341		(800)
Advertising	1,500	1,322	1,500	947		(1,500)
Equipment	100	-	250	-		(250)
Seminars/Meetings	500	325	300	-		(300)
Computer	2,000	-	500	-		(500)
Supplies	1,500	733	950	353		(950)
Memberships	320	348	300	196		(300)
Engineering-Septic Review	7,000	7,592	6,500	6,422		(6,500)
Copier	2,750	3,559	2,750	1,223		(2,750)
Planning Consultants	5,000	1,549	5,000	-		(5,000)
Mapping/Training	500	-	500	63		(500)

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EXPENSES

Account Description	Apprvd 14-15	Actual 14-15	Apprvd 15-16	YTD 15-16	Budget 16-17	Change
Gravel Road Upgrade	-		-	-		-
Highway Total	901,250	900,813	903,250	482,028	903,250	-
Bridge Reconstruction						
Bridge Reconstruction	77,500	-	455,000	-	20,000	(435,000)
Bridge Reconstruction Total	77,500	-	455,000	-	20,000	(435,000)
Transfer Highway Reserve						
Transfer Highway Reserve		67,194	-	-		
Transfer H'way Reserve Total		67,194				
Town Lands:						
Landfill Monitor	5,500	6,649	6,200	-	6,200	-
Land Maintenance	20,000	15,129	23,350	8,675	13,400	(9,950)
Cemetery Maintenance	9,000	9,000	9,000	9,211	11,550	2,550
Park Security	5,600	5,643	5,600	2,585	5,600	-
Park Maintenance	14,450	13,106	13,950	7,264	13,950	-
Ballpark (Berry Farm)	10,000	9,730	10,000	5,322	10,000	-
School Fields and Gym	8,000	7,685	8,000	3,172	8,000	-
Thompsons Pt Trash	600	165	600	325	500	(100)
Village Wastewtr. Sys. Maint.			1,200	-	500	(700)
Invasives Plant Management	1,000	663	950	-	1,000	50
Winter plowing		-	150	-	150	-
Town Lands Total	74,150	67,769	79,000	36,554	70,850	(8,150)
Library:						
Library Director	45,440	47,450	49,192	22,704		(49,192)
Library Assistants	29,482	30,907	34,341	14,338		(34,341)
Youth Librarian	23,561	25,300	26,224	12,704		(26,224)
Technical Librarian	19,571	20,163	19,687	9,839		(19,687)
Custodial Services	3,000	2,985	3,000	1,785		(3,000)
Postage/Misc.	1,000	1,304	813	201		(813)
Telecommunication	2,000	2,024	2,000	855		(2,000)
Supplies	3,200	3,217	3,200	1,336		(3,200)
Seminars	2,000	1,141	1,600	1,193		(1,600)
Association Dues	225	225	225	-		(225)
Acquisitions	11,000	11,187	10,800	5,886		(10,800)
Special Programs	2,000	2,377	1,700	414		(1,700)
Energy	8,000	6,062	8,700	1,054		(8,700)
Maintenance	6,250	5,870	6,000	1,309		(6,000)
Computer Service/Support	3,000	3,082	1,200	745		(1,200)
Computer Equipment	3,000	3,150	3,000	761		(3,000)
Library Total	162,729	166,445	171,682	75,125		(171,682)
Donations:						
Visiting Nurses	9,092	9,092	9,092	4,546	9,092	-
CVAA	1,600	1,600	1,600	-	1,600	-
Women Helping BW	500	450	500	-		(500)
VT Ctr for Independent Living	200	200	200	200		(200)
HOPE Works	1,000	1,000	1,000	-	1,000	-
Vt. Assoc. Blind	250	250	250	-		(250)
Lewis Creek Association	600	600	600	600	600	-
Howard Human Svs.	900	900	900	-		(900)
Charlotte Food Shelf	-	-	-	-		-
Chittenden Food Shelf	200	200	200	-		(200)
COTS	500	500	750	-	500	(250)
NVRCDC	-	-	-	-		-
American Red Cross	1,000	1,000	1,000	-	1,500	500
Special Investigations	7,094	7,094	7,094	-		(7,094)

Town of Charlotte
REVENUES

Account Descriptions	Aprvrd 14-15	Actual 14-15	Aprvrd 15-16	YTD 15-16	Budget 16-17	Change
				As of 12/7/15		
Muni. Tax Revenue	1,511,257	1,557,163	1,368,058			(1,368,058)
Retained Educ. Tax	-	28,932	28,000			(28,000)
Del. Tax Interest	20,000	59,984	12,000	1,241		(12,000)
Del. Tax Penalty	20,000	20,494	10,000	2,901		(10,000)
Total Int. & Penalty	40,000	80,478	22,000	4,142		(22,000)
Thompson's Pt. Rent	815,000	812,027	828,000	1,667		(828,000)
Railroad Tax	200	171	180	-		(180)
Fire & Rescue	-	-	-	-		
Barber Cemetery	150	133	125	-		(125)
Vault Fees	9,000	7,818	8,500	4,218		(8,500)
Recording Fees	60,000	37,712	45,000	17,905		(45,000)
Dog Licenses	2,500	3,673	2,500	95		(2,500)
Miscellaneous	300	142	100	103		(100)
Total Town Clerk	71,800	49,345	56,100	22,321		(56,100)
Board of Adjustment	2,500	4,720	2,700	4,740		(2,700)
Building Permits	18,000	17,080	23,000	11,790		(23,000)
Subdivision App.	12,000	14,820	13,000	3,490		(13,000)
Miscellaneous	100	71	100	42		(100)
Septic Application	9,000	9,380	10,000	5,240		(10,000)
Cert. Of Compliance	2,000	3,600	2,400	600		(2,400)
Cert. Of Occupancy	1,200	3,000	1,900	1,800		(1,900)
Highway Access	800	600	900	300		(900)
Total Plan.& Zoning	45,600	53,271	54,000	28,002	-	(54,000)
Ag. Leases	3,660	3,660	3,630	3,660		(3,630)
Beach Fees	9,000	13,457	9,500	9,080		(9,500)
Current Use	58,525	79,754	77,252	77,003		(77,252)
Pilot Payment	20,000	20,399	19,000	20,673		(19,000)
Highways-State Aid	195,570	195,317	195,570	97,559	195,570	-
Highway Grant	30,000	99,448	-	-	-	(370,625)
Bridge Grant	-	-	370,625	-		(10,500)
Court Fines	10,500	6,551	10,500	3,487		(200)
Interest Income	750	217	200	59		(500)
Miscellaneous Inc.	500	6,087	500	500		(79,927)
Recreation Programs	65,628	59,280	79,927	18,909		888
Rec. Miscellaneous		1,500	-	888		(22,000)
Senior Ctr. Programs	27,000	25,491	22,000	10,420		(2,000)
Sen.Ctr. Bldg. Rental		1,600	2,000	250		79
Library Misc. Revenue				79		(25,000)
Reappraisal Fund Xfer	15,000	15,000	25,000			(84,375)
Highway Fund Transfer	77,500	-	84,375			(203,140)
Surplus Applied			203,140			
Revenues (Non Tax)	1,486,383	1,523,187	2,063,624	298,700	195,570	(1,868,054)
TOTAL REVENUES	2,997,640	3,109,282	3,459,682	298,700	195,570	(3,264,112)

Draft Selectboard and Town Lands Budgets—FY17
Draft by Town Administrator—12/14/15

Selectboard Budget

Salaries—these are actually set by the Board of Auditors. I don't believe the board has officially set salaries yet for FY17.

Minute-taker—kept the same as current.

Administrative Assistant—this is for five hours—it would be the same person who is the Planning & Zoning Administrative Assistant, for such tasks as: coordinating the annual Town Report, assisting with planning the Volunteers' Holiday Party, posting committee agendas and minutes to the Town Hall computer server and web-site, assisting with web-site operations, maintaining a list of committee/board members, being the initial office contact on occasion, and ordering supplies.

Town Administrator—will move up a step on the pay-rate grid. Grid steps have not been determined.

Legal Expense—kept the same based on historical use.

Unanticipated Expense—kept the same based on historical use. The auditor has indicated that we should not actually pay from this account—so in the future budgeting for this line will not be based on the “actual”, it will be based on any total overage.

Town Party—there has been discussion about not holding a Town Party this summer, since participation has declined over the last few years, and the Vermont Tent Company is absorbing less of the cost than in the past. There's a possibility that the Friends of the Library (which started Town Party) will still hold a book sale, and may request assistance with the cost. I budgeted \$0 for this, but it's open for discussion.

Volunteer Recognition/Holiday Party—kept the same based on actual cost this year.

Advertising—kept the same. There will likely be legal notices needing to be published for amendments to the Town Plan and Land Use Regulations in November, 2016 or March, 2017. Also, the warning for Town Meeting may need to be published depending on the timing of printing and mailing the report.

Seminars—kept the same.

Bridge Reconstruction

Bridge 14 (upper Spear Street)—the concrete rail-posts and curbing need repair. We put it out to bid in 2014 but received only one bid which was very high. We put it out again in 2015 and received two bids, the lowest of which was \$26,500 including traffic control. Fritz

felt this was still too high. But the repairs are needed. There is currently \$44,700 in the Highway Capital Reserve Account, but it would be desirable to keep a balance in that account for emergency repairs. So, it seems a nominal amount should be budgeted for the repairs—I proposed \$20,000.

Town Lands

Landfill Monitor—the contract with Lincoln Applied Geology (LAG) for the current fiscal year is not to exceed \$6,200. LAG changed their rates during the previous year, but had previously held their rates for several years prior to that.

Land Maintenance—the budget is based on the winning mowing and brush-hogging bids for the 2015 season minus the costs for mowing the Charlotte Park & Wildlife Refuge and the Berry Farm Ballfield, since those costs are included in the budget lines for those facilities.

Cemetery Maintenance—the Cemetery Commission’s proposed budget was used.

Park Security—kept the same.

Park Maintenance—the Charlotte Park & Wildlife Refuge Oversight Committee’s proposed budget was used.

Ballpark (Berry Field)—kept the same, based on request by Charlotte Little League.

School Fields and Gym—kept the same based on feedback from Dave LeBlanc in October.

Village Wastewater System Maintenance—last year I obtained a recommended scope of work from Civil Engineering Associates for a modest upgrade (e.g. installation of filters and risers, etc.) and annual maintenance of the wastewater disposal system that serves Town buildings and the fire station. I sent the scope to several wastewater service companies, and obtained an estimate from Drummac. The proposed FY17 budget uses the cost for pumping the grease trap plus two hours of labor, assuming the remainder of the maintenance tasks will be accomplished in the current year.

Invasive Plant Management—the request by the Charlotte Invasives Committee was used.

Winter Plowing—this is for plowing the parking lot at the northerly trail-head of the Co-housing section of the Town Link Trail, located at the CSA off of Common Way. Last year the Co-housing Association paid for the snow-plowing.

Highway State Aid (revenue)

Dick Hosking, the VTrans District Project Manager, recommended using the same amount as this year for planning purposes (i.e. \$195,570).