

Town of Norwich

Fiscal Year 2018 Budget

November 16, 2016

Future Budget Meetings

- November 22, 2016
 - Budget Discussion
- December 7, 2016
 - Outside Agencies
 - Budget Discussion
- December 14, 2016
 - Public Hearing
- January 11, 2016
 - Adopt Budget

Tonight

- November 16, 2016
 - Department of Public Works
 - Police
 - Fire/Emergency Management
 - Recreation
 - Town Administration
 - Clerk, Board of Civil Authority, Statutory Meetings
 - Finance
 - Planning
 - Assessor

Budget Summary

3	FY15 Budget	FY15 Actual	FY16 Budget	FY 16 Actual	FY17 Budget	FY18 Budget	FY17/FY16 % Change	\$ Change
TOWN ADMINISTRATION	\$ 271,895	\$ 245,520	\$ 284,990	\$ 234,921	\$ 271,521	\$ 260,384	-4.10%	(11,138)
BCA/BOA	1,171	512	2,032	761	1,125	1,025	-8.89%	(100)
STATUTORY MEETINGS	7,380	6,355	4,607	3,781	7,215	4,655	-35.48%	(2,560)
TOWN CLERK	156,701	153,438	160,810	158,720	159,989	164,556	2.85%	4,567
FINANCE	138,842	130,492	140,628	132,828	130,164	133,333	2.43%	3,168
GENERAL ADMINISTRATION	21,100	21,965	21,300	20,493	18,491	19,400	4.92%	909
ASSESSOR/LISTER	94,195	87,351	117,168	115,372	112,201	107,871	-3.86%	(4,330)
PLANNING	133,148	129,655	132,101	124,041	129,347	132,099	2.13%	2,752
RECREATION	258,554	260,680	222,754	245,415	237,082	252,442	6.48%	15,360
POLICE	538,195	527,953	558,379	541,358	575,160	583,965	1.53%	8,805
FIRE/FAST	390,444	395,642	355,951	353,434	364,471	395,022	8.38%	30,551
EMERGENCY MGMT.	70,250	65,731	73,569	74,728	72,222	71,761	-0.64%	(461)
CONSERVATION COMMISSION	16,454	16,733	21,566	22,610	6,950	7,950	14.39%	1,000
PUBLIC WORKS	1,957,237	1,886,465	1,975,619	1,721,118	2,032,292	2,021,252	-0.54%	(11,040)
LONG TERM DEBT	46,436	46,436	-	-	-	33,388		33,388
TOWN APPROPRIATIONS	1,000	-	-	-	-	-		-
TAXES	5,000	19,753	5,000	3,745	5,000	5,000	0.00%	-
INSURANCES	160,350	165,198	169,436	197,631	204,762	223,300	9.05%	
TOWN TOTAL	\$ 4,268,352	\$4,159,878	\$4,245,911	\$3,950,955	\$4,327,993	\$4,417,403	2.07%	89,410
TOWN VOTED APPROPRIATIONS					\$ 44,000			
OUTSIDE APPROPRIATIONS	\$ 383,108	\$ 383,108	\$ 345,358	\$ 345,358	\$ 354,858	\$ 363,068	2.31%	8,210
TOTAL	\$ 4,651,460	\$4,542,986	\$4,591,269	\$4,296,313	\$4,726,851	\$4,780,471	1.13%	53,620

Public Works (46%) P9-12

- FY17 – \$2,032,292
- FY18 – \$2,021,252
- Decrease – \$11,040
- 0.54% Decrease
- Wages - \$706,456
- Wages are 35% of PW Budget

Public Works

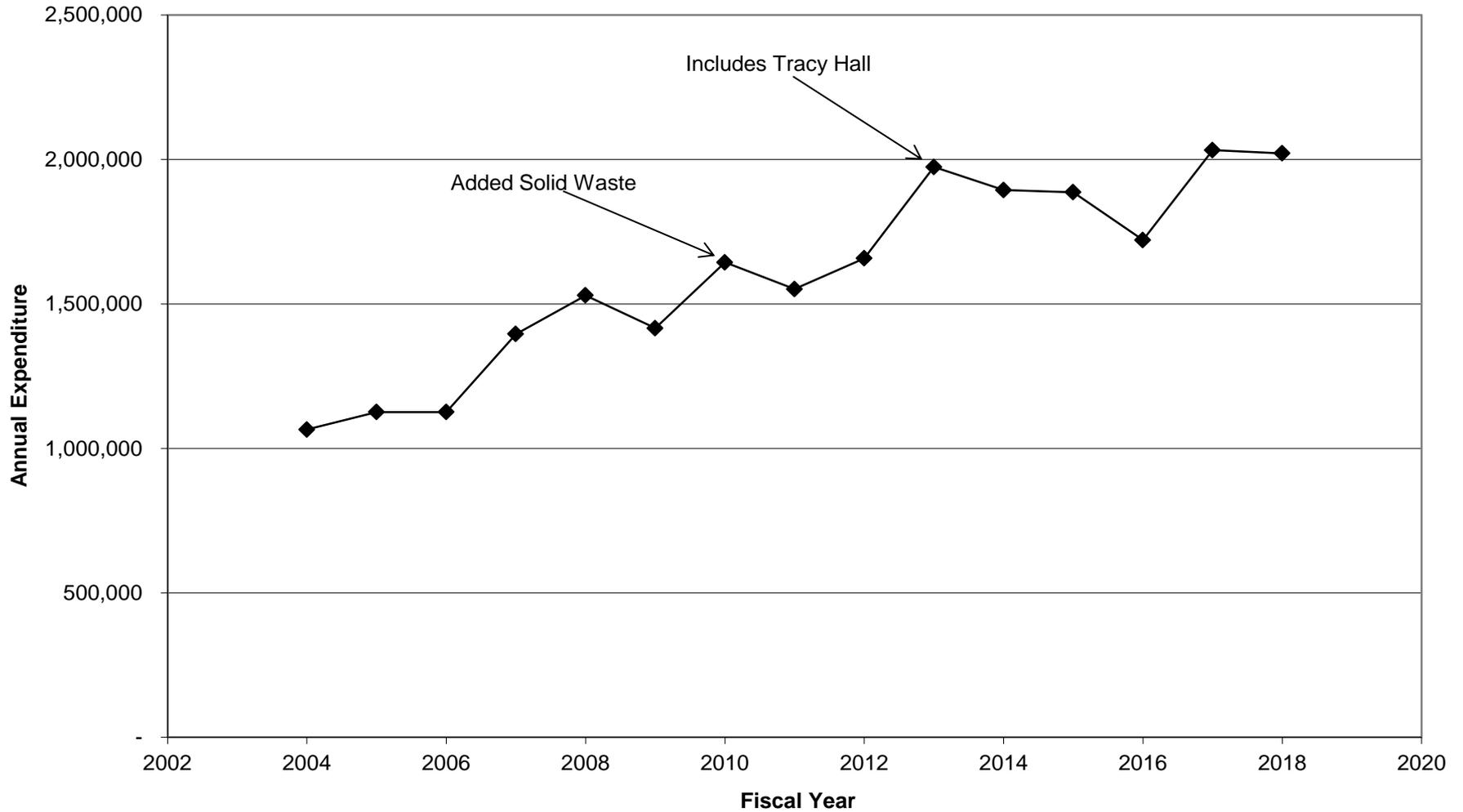
- 8 - Full Time Employees
 - 6 - Highway
 - 2 - Buildings and Grounds
- 4 - Part Time Employees
 - 3 – Solid Waste
 - 1 – Seasonal Public Works

Public Works Summary

	FY17	FY18	Diff.	Percent
Highway	1,637,532	1,630,821	(6,711.00)	-0.41%
Buildings and Grounds	155,527	147,556	(7,971.00)	-5.13%
Solid Waste	194,833	192,375	(2,458.00)	-1.26%
Tracy Hall	44,400	50,500	6,100.00	13.74%
Total	2,032,292	2,021,252	(11,040.00)	-0.54%

Public Works Expenditures

DPW Expenditures and Budget



Paving Schedule

- Beaver Meadow Road from Main to Brigham Hill.
- Farrell Farm Rd. from US #5 to seam from 2016 paving.
- Route 132 from Ompompanoosuc Bridge Bridge to Union Village Road.
- New Boston Rd. from the Town Garage to Post at #734.

Public Works Building

DeWolfe Engineering Associates Report

- New Membrane Roof - \$40,500
- Structural Repairs - \$15,000 - \$25,000
- Total Combined w/Alt. Project - \$432,968
- Garage Reserve Fund - \$82,500
- Roof Project - \$55,500
- FEMA Alternative Project, Addition - \$27,000

Highway Equipment

Public Works Department

Fiscal Year	Beginning Balance	Appropriation	Expenditures	Lease Purchase	Ending Balance	Equipment Purchased	Equipment Replaced	Age
2017	338,366	135,000	132,900		340,466	2016 Cat Backhoe Loader	Backhoe-2004 Caterpillar 430D	13
2017	340,466		157,500		182,966	Loader	Loader - 2004 Caterpillar 938G	13
2018	182,966	140,000	109,802		213,164		Truck #1 - 2007 GM 5500	11
2018	213,164		46,427		166,737		Woodchipper-1995 Brush Bandit 90	23
2019	166,737	152,000	24,070		294,667		Truck #12 - 2003 Ford 350 Pick Up	16
2019	294,667		27,782		266,885		Truck 6 2006 Dodge Ram 3500	13
2020	266,885	158,000	267,364		157,521		Grader #1 - 2004 Caterpillar 143H	16
2021	157,521	160,000	125,696		191,825		Mower #1 - 1999 John Deere 5401 (Replace)	22
							Mower #2 - 2008 John Deere 6415 (Update)	13
2022	191,825	160,000	111,315		240,510		Sidewalk Tractor - 2007 Holder C4.74	15
2023	240,510	160,000	177,010		223,500		Truck #4 - 2010 Freightliner M2	13
2023	223,500		27,091		196,409		Truck #12	7
2024	196,409	160,000	190,632		165,777		Truck #8 - 2012 Freightliner M2	12
2025	165,777	160,000	28,741		297,036		Truck #12 - Purchased Used in 2019	
2026	297,036	160,000	189,401		267,635		Truck #5 - 2015 Freightliner	11
2027	267,635	160,000	236,565		191,070		Grader #2 - 2011 John Deer 672G	16
2028	191,070	160,000	202,256		148,814		Backhoe - 2016	12

Highway Bridges

Bridges					
Fiscal Year	Beginning Balance	Appropriation	Expenditures	Ending Balance	Description
2017	152,730	35,000	23,397	164,333	Bridge 42 & Bridge 48 **
2018	164,333	35,000	140,000	59,333	Route 132 Box Culvert
2019	59,333	40,000		99,333	
2020	99,333	50,000		149,333	
2021	149,333	60,000		209,333	
2022	209,333	60,000	253,000	16,333	Bridge #32 - Turnpike Road
2023	16,333	60,000		76,333	

Act 148

- As of July 1, 2015, the following mandated recyclables were banned from landfills and from our MSW compactor:
 - Metal: aluminum and steel cans, aluminum foil and pie plates,
 - Glass: bottles and jars from foods and beverages,
 - Plastics: #1 and #2 (PET and HDPE resin types) containers,
 - Paper: corrugated cardboard, white and colored paper, newspaper, magazines, paper mail and envelopes, boxboard, and paper bags.

Act 148

- Facilities cannot charge a separate fee for the collection of mandated recyclables
- The costs of collecting recyclables can be included in the trash collection fees
- **As of July 1, 2017, we are required to collect food scraps separate from other solid waste and deliver to a management facility.**

Fees

- Sticker increased from \$15 to \$20 on July 1, 2015
- The \$10 coupon card was increased from \$30 to \$35 on July 1, 2016
- Proposing the Sticker be increased from \$20 to \$25 on July 1, 2017

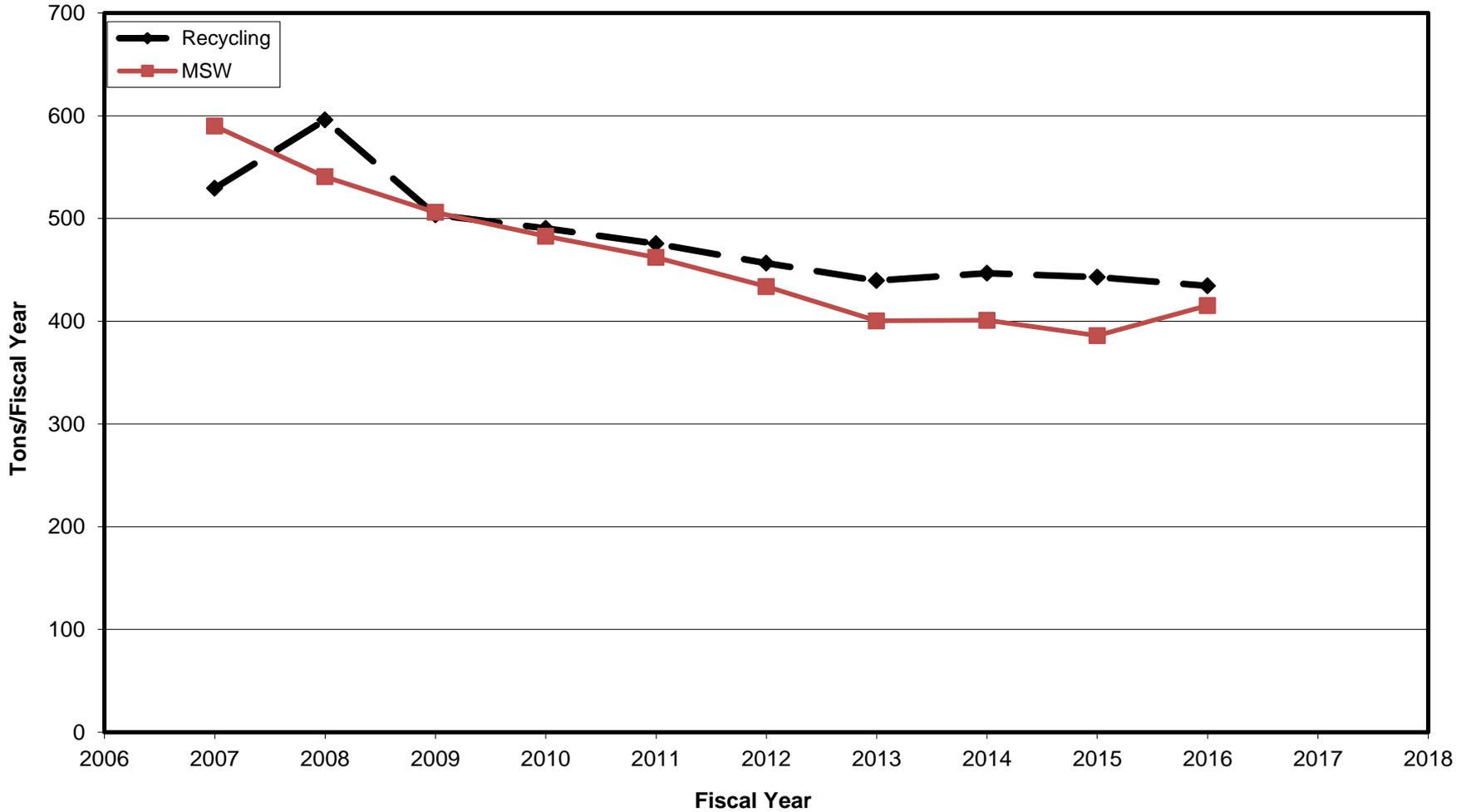
Solid Waste Revenues and Expenditures

Solid Waste Revenues and Expenditures



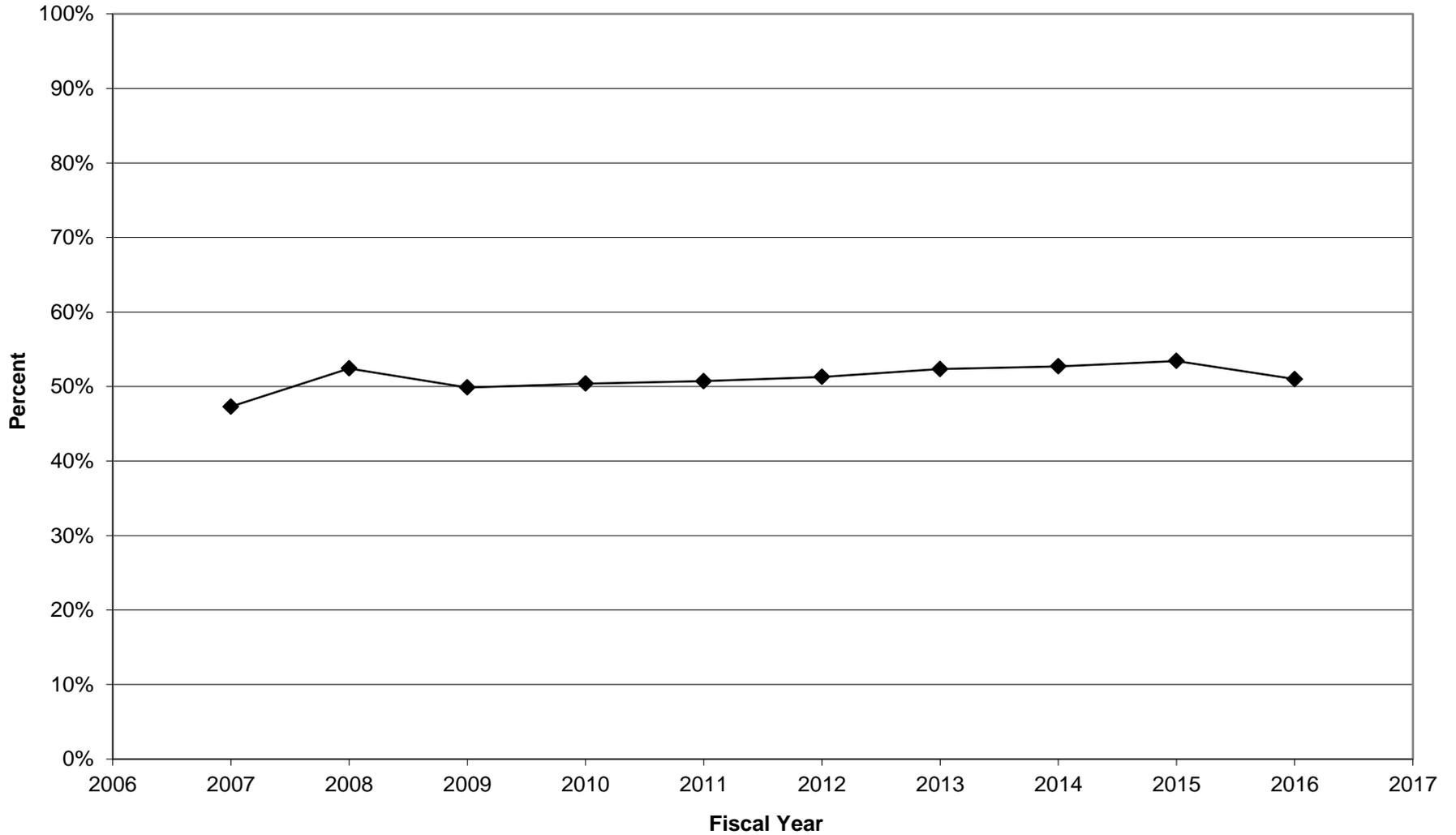
Municipal Solid Waste and Recycling Volumes

MSW and Recycling Volumes



Recycling as Percent of Total

Recycling as Percent of Total



Solid Waste

- Working with PaintCare we now accept oil and water based paints. There is a surcharge on paint purchased in Vermont and that pays for the transportation and disposal of the paint dropped off at our Transfer Station. Nationally approximately 60% of Household Hazardous Waste (HHW) consists of paints and related products. We only take paints and not solvents, thinners and similar products.
- Hartford, Hanover, and Lebanon have been discussing providing for more frequent and convenient HHW collection days to be held at Hartford's facility.

Solid Waste

Solid Waste Equipment						
Fiscal Year	Beginning Balance	Appropriation	Expenditures	Ending Balance	Equipment Replaced	Age
2016	29,909	8,000		37,909		
2017	37,997	8,000	34,436	11,561	Cardboard compactor	15
2018	11,561	8,500		20,061		
2019	20,061	8,500		28,561		
2020	28,561	8,500	37,629	(568)	Trash compactor	10
2021	(568)	8,500		7,932		
2022	7,932	8,500		16,432		
2023	16,432	9,000		25,432		
2024	25,432	9,000	39,069	(4,637)	Recycling compactor	15
2026	(4,637)	9,000		4,363		
2027	4,363	9,000		13,363		

Building & Grounds

- Proposed decrease in capital expenditures to the Building & Grounds Designated Equipment Fund by \$8,000.

Building & Grounds Equipment

Public Works Department - B&G							
Fiscal Year	Beginning Balance	Appropriation	Expenditures	Ending Balance	Equipment Replaced	Equipment Purchased	Age/Hours
2017	11,759	15,000	7,649	19,110	1983 Landscape Trailer	Landscape Trailer	33
2017	19,110		8,242	10,868	2002 Toro Stand-On Mower	Stand-On Mower	25/3500
2018	10,868	7,000	9,004	8,864	2006 Hustler Stand-On Mower	Stand-On Mower	
2018	8,864		1,768	7,096	1997 Ariens Self Propelled Trim Mower 1995 Self Propelled Trim Mover	2-Walk-Behind Lawnmowers	21 23
2019	7,096	7,000	0	14,096			
2020	14,096	10,000	7,528	16,568	2014 Wright Stander ZK		
2021	16,568	10,000	0	26,568			
2022	26,568	10,000	22,568	14,000	Dodge RAM 2500		
2022	14,000		7,134	6,866	2017 Stand-on Mower		

Tracy Hall

- There is a proposed \$5,000 increase over the fiscal year 2017 for repairs and maintenance.
- Older building, need to be proactive with repairs.

Public Works

- Should money be included for a contribution to the Tracy Hall Fund?
- Should the cost of a Transfer Station Sticker be increased from \$20 to \$25?

Public Works

- Questions?
- Suggested Changes?
- Issues to Hold?

Police (13.2%) P. 5-6

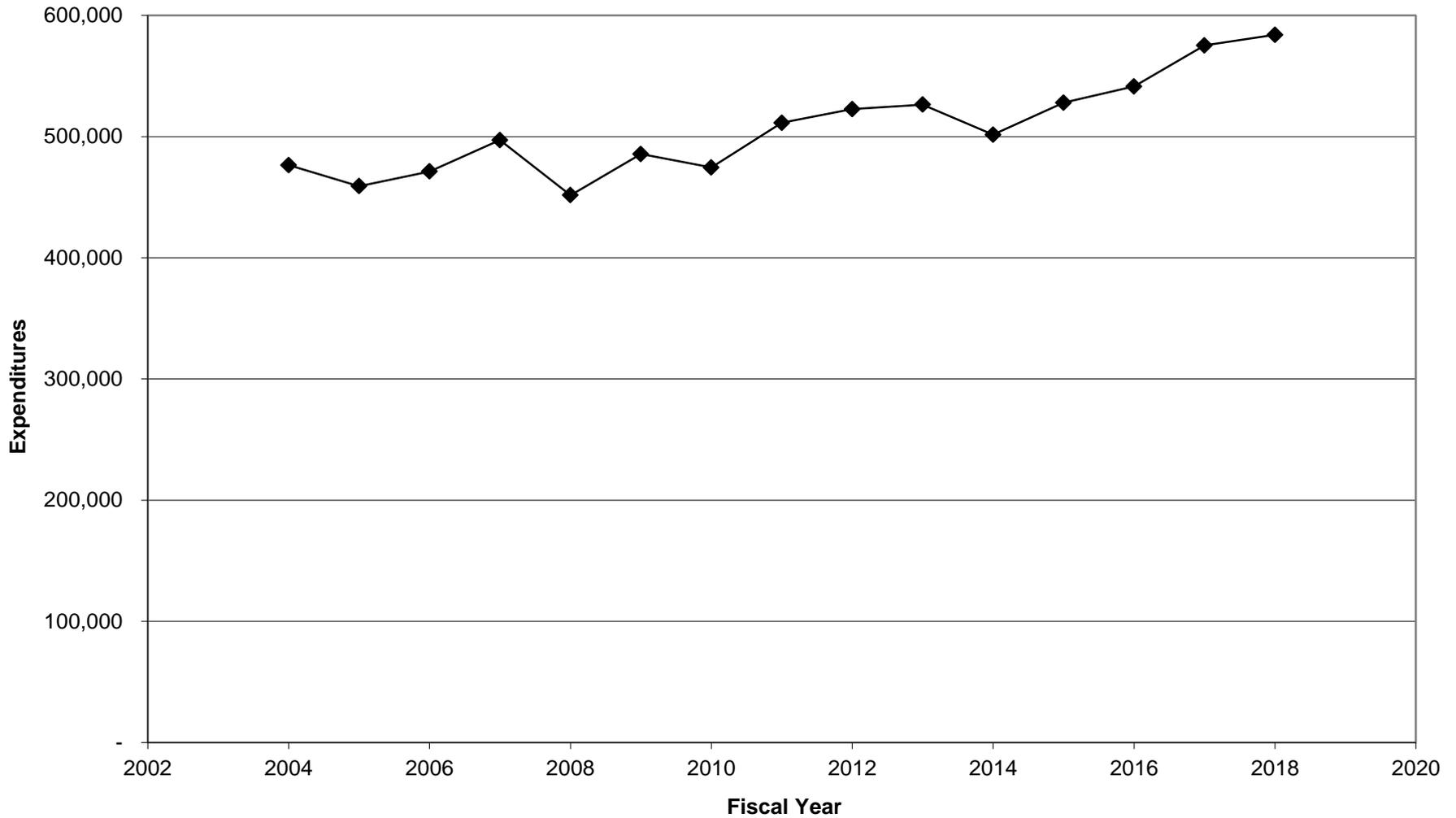
- 5 - Full Time Employees
 - 1 – Chief
 - 3 – Full Time Officers
 - 1 – Administrative Secretary/Dispatcher
- 4 - Part Time Employees
 - 1 – Part Time Officers
 - 3 – Crossing Guards

Police

- FY17 – \$575,160
- FY18 – \$583,965
- Increase – \$8,805
- 1.53% Increase
- Wages are 81% of Police Budget

Police Expenditures

Police Expenditures



Police Vehicles

Police Department							
Fiscal Year	Beginning Balance	Appropriation	Grant Income	Expenditures	Ending Balance	Equipment Replaced	Age
2017	77,221	10,000	8,000	38,000	57,221	EQ4	11
2018	57,221	10,000			67,221	None	
2019	67,221	17,000		40,000	44,221	EQ3	6
2020	44,221	17,000		40,000	21,221	EQ1	7
2021	21,221	17,000		45,000	(6,779)	EQ2	8
2022	(6,779)	15,000			8,221	None	
2023	8,221	15,000			23,221		
2024	23,221	15,000			38,221	EQ4	7
Notes:							
EQ#1 - Marked Sedan Cruiser (AWD) (2013)							
EQ#2 - Marked Sedan Cruiser (AWD) (2013)							
EQ#3 - Marked SUV (AWD) (2013)							
EQ#4 - Unmarked (SUV 2016)							

Police

- Questions?
- Suggested Changes?
- Issues to Hold?

Fire (9%) P. 6-8

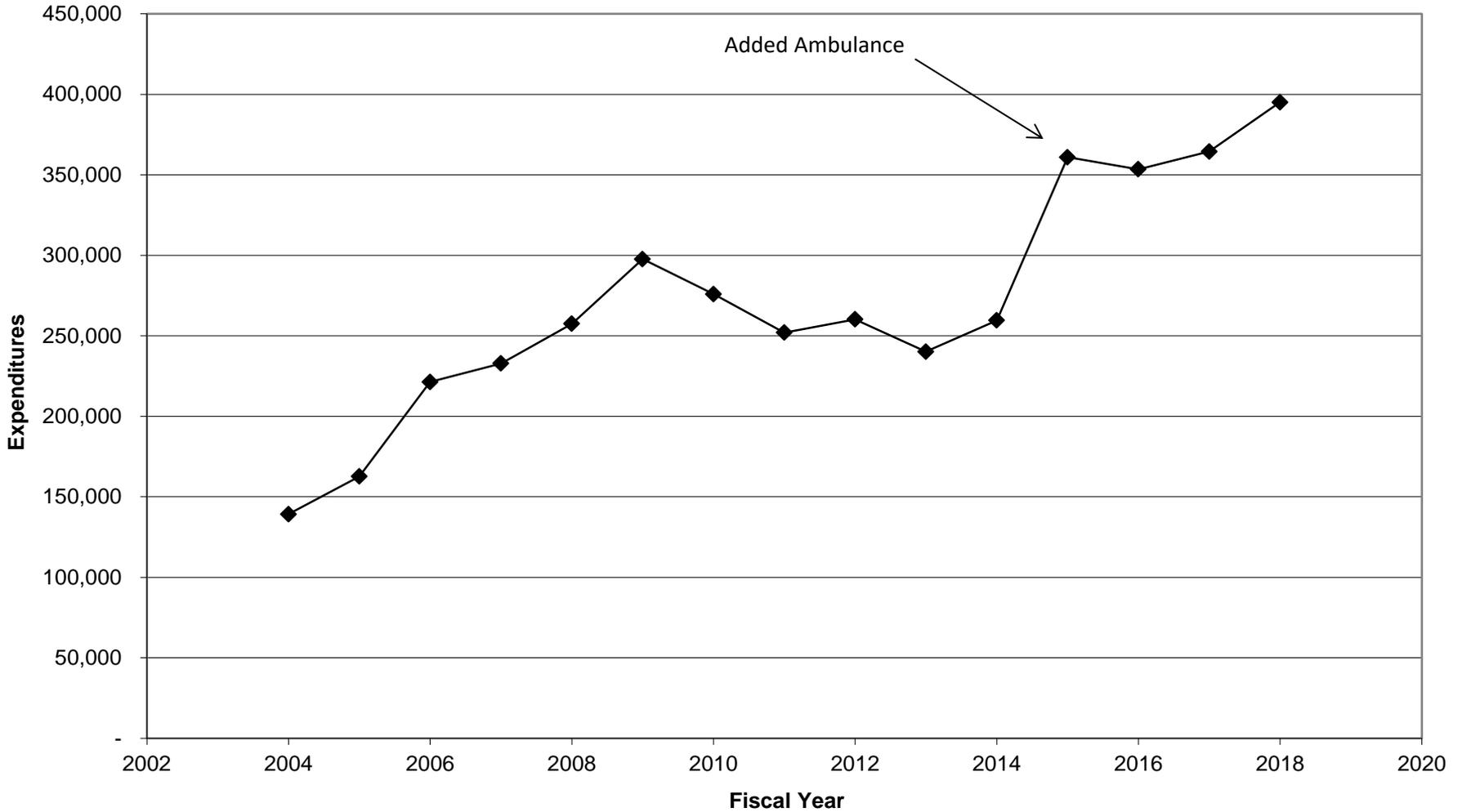
- FY17 – \$364,471
- FY18 – \$395,022
- Increase – \$30,551
- 8.38% Increase
- Wages are 30% of Budget

Fire

- 1 – Thirty Hour per Week Employee
- 22 – Part Time Employees
 - 10 – Fire
 - 10 – Fire/FAST
 - 2 – FAST

Fire Expenditures

Fire Expenditures



Fire Vehicles

Fire Department Vehicles						
Fiscal Year	Beginning Balance	Appropriation	Expenditures	Ending Balance	Equipment Replaced	Age
2017	390,660	65,975		456,635		
2018	456,635	66,000	12,000	510,635	Forestry 1 Re-chassis with PW 2007 GM 5500	
2019	510,635	66,000		576,635		
2020	576,635	66,000	506,479	136,156	Engine 2	
2021	136,156			136,156	Appropriation going to Equip Fund	
2022	136,156	66,000	73,136	129,020	Refurbish Tanker 1	20
2023	129,020	66,000	34,436	160,584	Car 1	23
2024	160,584	66,000	188,115	38,469	Engine 1 Refurbish	19
2025	38,469	66,000		104,469		
2026	104,469	66,000		170,469		
2027	170,469	66,000		236,469		
2028	236,469	66,000		302,469		
2029	302,469	66,000	400,000	(31,531)	Ladder 1	38

Fire Equipment

Fire Department Equipment						
Fiscal Year	Beginning Balance	Appropriation	Proposed Expenditures	Grant Revenue	Ending Balance	Equipment Replaced
2017	56,696	4,000	10,875	1,627	51,448	3 SCBA Tanks, Back Up Cameras, PPC & AED's
2018	51,448	4,000	10,875		44,573	2 AED's and 3 SCBA Tanks
2019	44,573	4,000	12,514		36,059	PPC & SCBA
2020	36,059	4,000	10,875		29,184	PPC & SCBA
2021	29,184	70,000	97,589		1,595	SCBA

Fire

- Questions?
- Suggested Changes?
- Issues to Hold?

Emergency Management (1.7%) P. 8-9

- FY17 – \$72,222
- FY18 – \$71,761
- Decrease of \$461 (0.64%)

Emergency Management

- Questions?
- Suggested Changes?
- Issues to Hold?

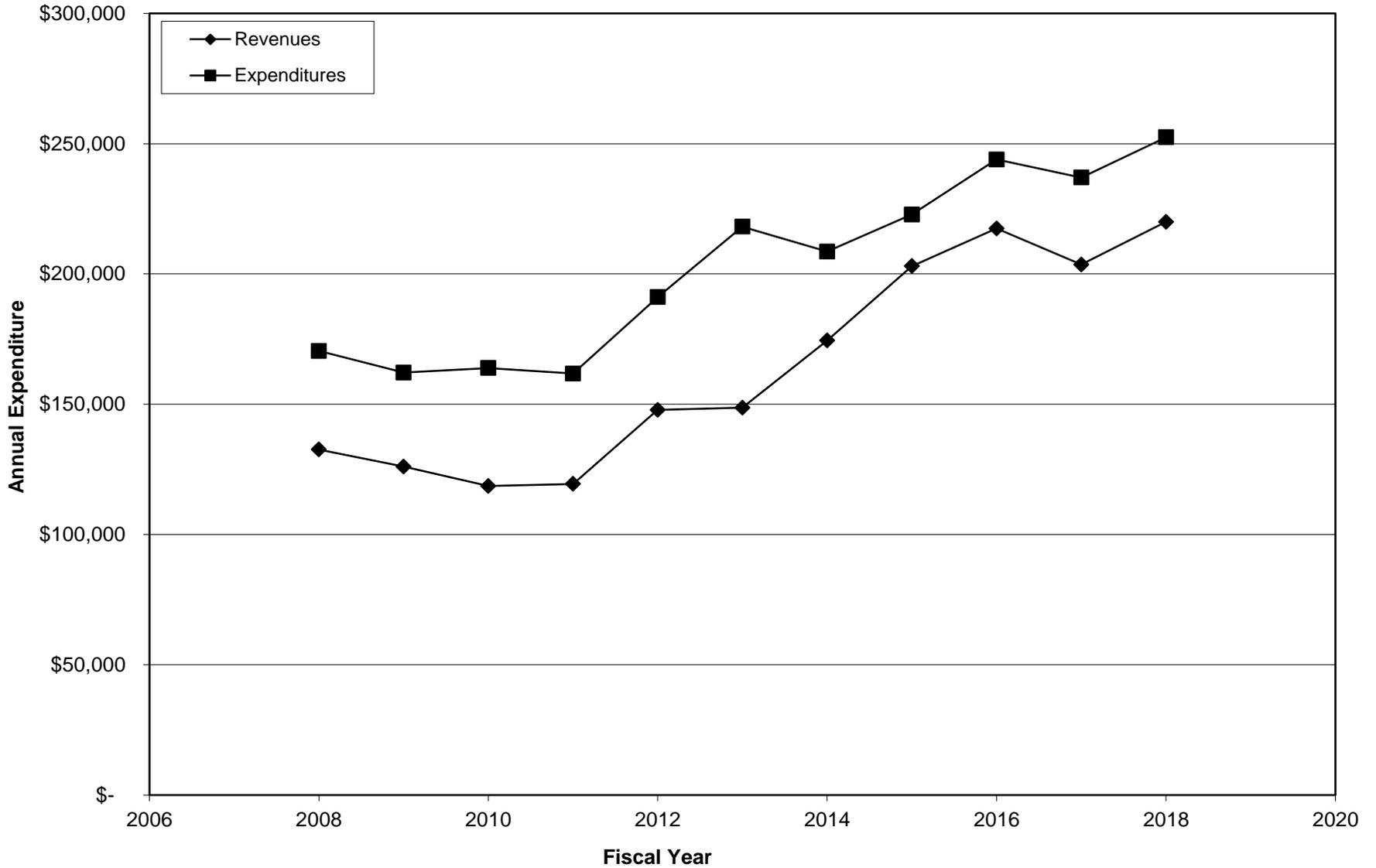
Recreation (6%) P. 4-5

- FY17 - \$237,082
- FY18 - \$252,442
- Increase of \$15,360 or 6.48%
- Revenue 87% of Expenditures
- Wages are 36% of Budget
- With Instructor Fees – 70% of Budget
- Instructor Fees increased by \$8,000
- 34% Revenue to Town (Non-Property Tax)

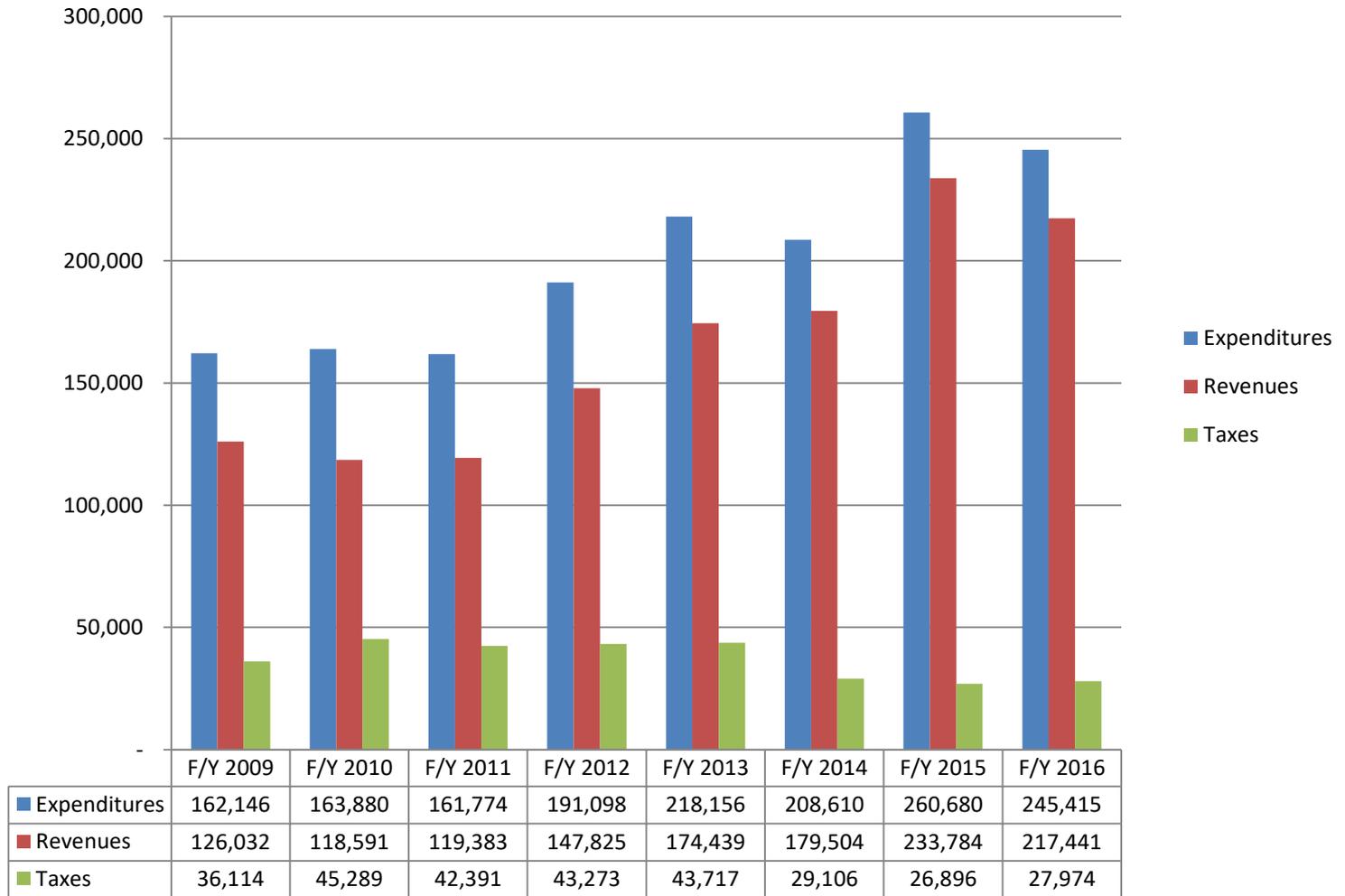
Recreation

- 1 – Fulltime Employee
- 12 – Seasonal Summer Employees
 - Sports Program and Day Camp Coordinators & Instructors
- 7 – Independent Contractors (70%/30%)
 - Adult Programs include: Kung Fu, Adult & Senior Fitness, Fencing, Snowshoeing, Table Tennis and Yoga.
 - Youth programs are Yoga, Table Tennis, Fencing, Teen/Tween Fitness as well as Summer & Holiday Art
- 12-25 Volunteers/Season
 - Approximately 185 Volunteers/year for special events (below) & youth sports - Basketball, Lacrosse, Baseball, Mountain Biking, “Girls on the Run”, Friday Climbing Adventures and Soccer
- 6-Special Events
 - Family Skating Party, Touch-A-Truck Day, Labor Day Road Race, Halloween Celebration & Holiday Pageant Carol Sing, Fall Introduction to trail days

Recreation Revenues and Expenditures



RECREATION DEPARTMENT



Fiscal Year

Recreation

- Questions?
- Suggested Changes?
- Issues to Hold?

Town Administration (6%) P. 1

- FY17 - \$271,521
- FY18 - \$260,384
- Decrease of \$11,138 or 4.10%
- 2 – Full Time
- Wages & Benefits are 79% of Budget

Clerk, Board of Civil Authority and Statutory Meetings (4%) P. 1-2

- FY17 – \$168,329
- FY18 – \$170,236
- Increase of \$1,907 or 1.1%
- 2 – Full Time
- Wages & Benefits are 88% of Budget
- Statutory Meetings – Decreased because of election cycle

Finance Department (3%) P. 2

- FY17 - \$ 130,164
- FY18 - \$ 133,333
- Increase of \$3,168 or 2.43%
- 1.63 – Full Time
- Wages are 90% of Budget

Planning (3%) P. 3-4

- 1 – Full Time
- 1 – Part Time ($\frac{1}{2}$)
- FY17 - \$ 129,347
- FY18 - \$ 132,099
- Increase of \$2,752 or 2.13%
- Wages include wages and benefits
- Wages are 88% of Budget

Assessor/Listers (2.4%) P. 3

- FY17 - \$112,201
- FY18 - \$107,871
- Decrease of \$4,330 (3.86%)
- 0.37 Time Assessing Clerk
- Wages are 28% of Budget
- One-third into 3 year Re-Inspection Cycle
- Decrease in Professional Services due to anticipated decline in BCA appeals since this is a non-reappraisal year.

Administrative Functions & Clerks Office

- Questions?
- Suggested Changes?
- Issues to Hold?

Next Steps