

Norwich Selectboard

Regular Meeting – December 28, 2022 – 6:30 p.m.

Participation: Remote Meeting Only

ZOOM access information: <https://us02web.zoom.us/j/86293758694>

Meeting ID: 862 9375 8694

US Toll-free: 877 853 5257 (Press *9 to raise hand; Press *6 to unmute after recognized by Chair)

- 1. Welcome.
- 2. Agenda Review Motion required.

Informational Items – This time will be used for important information for which there will be no immediate action nor public comment.

- 3. Presentation by Interim Finance Director, Joyce Hasbrouck.....6:45 p.m. to 7:45 p.m.

Action Items for motions – Order of process: an introduction by the chair on items being decided, any related correspondence, public comment, SB discussion, SB action.

- 4. Executive Session – The Selectboard may require an executive session to discuss appointment or employment of employee(s) in the context of budget issues under 1 V.S.A. § 313(a)(3)Motion(s) possible.
- 5. “Third pass” Budget Discussions.....Possible motion(s).
- 6. Adjourn.

BUDGET QUESTIONS RECEIVED AS OF 11:00 AM, DEC. 23, 2022

From: marshall heinberg <marshall.heinberg40@gmail.com>
Sent: Thursday, December 22, 2022 4:52 PM
To: Select Board <selectboard@norwich.vt.us>
Cc: msbcalloway@gmail.com
Subject: Follow Up re Budget

As requested, I am following up to provide the two questions I asked last night on the budget discussion #1 For the fy23/24 budget what are the assumptions made with respect to open positions to be filled. Do the numbers budgeted assume that the person is working for the full 12 month period or if not what assumptions are made as to start date for hires. It is unrealistic to believe that roles will be filled on the same start date.

You may want to look at what impact it would have if the roles were indeed filled for the full fiscal year **Yes, the numbers assume the hire dates for the vacant position are all filled prior to the July 1 2023. A full year has been budgeted for all currently vacant positions.**

#2 When it was stated that the assumption was that competitive pay packages would be offered for each role where was the data derived from and is it consistent with what you have heard from each department head. **We have referred to VLCT municipality studies and other various salary studies in addition to the department heads. We have also tried to assume a middle range based on similar town/payroll sizes.**

On a final note I commend the Chairwomen for the job she is doing. She has demonstrated great leadership, calm, patience and interest in hearing from the community. Well done and happy holidays to the full board and thank you for your work.

Best,
Marshall Heinberg

From: Aaron <aaron.lamperti@gmail.com>
Sent: Thursday, December 22, 2022 10:59 AM
To: Marcia Calloway <msbcalloway@gmail.com>
Cc: Joyce Hasbrouck <jhasbrouck@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>
Subject: Next budget pass

Hi all,

At the meeting last night I offered to make a list of items to hold aside from the base budget as 'menu' items that we can consider once we have a sense of their impact on the tax rate. I don't have my notes with me this morning, but the primary items are the new positions which is the admin in the TMs department (unless this is moved from DPW), the new rec position and the 5th position in the PD. The other large item is the tennis court repaving. **The Job Roster has been updated with the following changes.**

- Taking a look at the Admin asst across the town, we have removed the new Planning assistant and merged the FTE in the TM office with that of the DPW. The net is the elimination of one administrative assistant.
- Removing the Rec assistant will be more complicated since the removal of this position will also affect revenue and non-salary expenses. At the time of this publishing the data is not yet available.
- PD- the Job roster has been updated and the salary lines accordingly. Further discussions will need to be held in executive sessions.

So next week I'd like to see a base budget like the one we saw last night but with those items removed and with an estimated tax rate. Then I'd like to see how each of those items would impact that tax rate, and if possible, have the ability to mix and match those items and calculate an estimated tax rate on the fly.

Make sense?

Thanks for working so hard on this, really great work so far.

Aa...

From: Roger Arnold <rogerarnoldvt@gmail.com>

Sent: Thursday, December 22, 2022 2:44 PM

To: Marcia Calloway <msbcalloway@gmail.com>; Brennan Duffy <BDuffy@norwich.vt.us>

Cc: Aaron Lamperti <alamperti@norwich.vt.us>; Mary Layton <marydlayton@gmail.com>; Robert Gere <rgere@mac.com>

Subject: FY24 budget pass through COLA and health insurance

Hi Marcia and Brennan:

You asked us to send our expectations for the next pass through so I am sending without a reply all necessary.

I understand from Joyce's presentation that the COLA is determined to be 3.46%. I assume the calculation is based on the union contract, which is a five year rolling average of the November CPI-Northeast inflation rate as calculated by the Bureau of Labor Statistics (For FY23, that number was 2.5%). Please confirm. **Yes, I used the rolling average from the BLS as denoted in the expiring union contract.**

I would like all of the FY23 budgeted positions with their current salaries to be "passed through" with the COLA and the step increase, a total of 5.46%, according to Joyce's presentation. **At the time of preparation of the packet materials, I've not had time to complete this. In executive session I can share the salary workbook and complete this forecast.**

Can Joyce please confirm whether updated health insurance information has been factored in for current employees? I believe BCBS has issued their rates for the next calendar year? Last year, the town's overall health insurance decreased by 12.2%, but I remember being surprised to learn that this

did not directly correlate to the operational budget actuals for several reasons (employees add or subtract coverage during open enrollment, new staff are hired, life changing events, etc). I believe that Joyce has assumed health insurance family plans for all vacant positions, is that correct? (For many years the town did not always budget for health expenditures for each full time employees). **Health insurance rates were those for 2023 as provided by BCBS. Assumptions for current employees are made using their current plan at the 2023 rates. Assumptions for vacant positions were put in at 50% family, 25% Couple/parent-child and 25% Single, all in the std gold plans.**

Ultimately I would like to see a budget that assumes no core changes to operations (nor revenue) and accounts for our obligations. I define obligations as FY23 budgeted staffing and the operational budget as it relates to inflation or year-to-year increases. **This is what was presented in the Pass 1 column of the budget. Staffing rates assumed a 3.75% increase and non-salary lines a 7.2% increase. The tax rate as calculated using \$76,000/\$ increase =1 penny, showed a tax rate of .66 cents or a 1.6% increase over the FY23 budget. However as a result of the dept pass requests we know that all increase (non-salary) are not created equal. Recreating this will take more time than available to create the packet documents for this pass.**

I will send a more detailed message regarding other aspects of the budget later tonight or tomorrow morning,

Roger

FY24 Pass 2 & 3 Calculation Keys

Because we are still working under the expiring union contract, and bargaining for the new contract is still underway, we are under advisement of attorneys as to what details we are able to present publicly and use in the creation of the FY24 budget. Some discussions need to be held in executive sessions until such time as we have a public document ready. Therefore, the salaries presented tonight follow these guidelines:

- Excel workbooks are not shared since they contain working information that is exempt from public disclosure at this time.
- The COLA increase of 3.46% as calculated by the guidelines in the expiring contract, has been added for any employee hired before Jan 1, 2023,
- A 2% step increase has been added at the employee's anniversary date
- Vacant positions have been listed at a competitive hiring rate with no COLA increase.
- Health benefits have been input at the CY23 rates for the current plan for existing employees and an estimated CY23 rate for vacant positions.
- Life/Disability and Dental benefits have been listed at the CY22 rate as no CY 23 rates have yet been provided.
- Retirement has been calculated at the FY24 rates.
- The dollar and percentage change by department and the estimated cost for those changes are noted. All costs throughout the presentation assume that every \$76,000 of budget increase will increase the taxes 1 penny.

Salary and Benefits Department Summary	FY23 Budget	FY24 Budget	Change \$	Exhibit 1	
				% change	Cost
TOWN ADMINISTRATION					
Salaries	\$ 159,585	\$ 197,531	\$ 37,946	23.78%	\$ 0.00499
Payroll Taxes	\$ 11,806	\$ 15,111	\$ 3,305	28.00%	\$ 0.00043
Benefits	\$ 56,839	\$ 59,095	\$ 2,256	3.97%	\$ 0.00030
<i>Dept Totals</i>	\$ 228,230	\$ 271,738	\$ 43,508	19.06%	\$ 0.00572
TOWN CLERK					
Salaries	\$ 125,830	\$ 130,788	\$ 4,958	3.94%	\$ 0.00065
Payroll Taxes	\$ 9,545	\$ 10,005	\$ 460	4.82%	\$ 0.00006
Benefits	\$ 41,335	\$ 44,165	\$ 2,830	6.85%	\$ 0.00037
<i>Dept Totals</i>	\$ 176,710	\$ 184,958	\$ 8,248	4.67%	\$ 0.00109
FINANCE DEPARTMENT					
Salaries	\$ 133,410	\$ 146,443	\$ 13,033	9.77%	\$ 0.00171
Payroll Taxes	\$ 10,429	\$ 11,203	\$ 774	7.42%	\$ 0.00010
Benefits	\$ 48,856	\$ 39,613	\$ (9,243)	-18.92%	\$ (0.00122)
<i>Dept Totals</i>	\$ 192,695	\$ 197,259	\$ 4,564	2.37%	\$ 0.00060
BOARD OF LISTERS					
Salaries	\$ 27,047	\$ 27,827	\$ 780	2.88%	\$ 0.00010
Payroll Taxes	\$ 2,340	\$ 2,129	\$ (211)	-9.03%	\$ (0.00003)
Benefits	\$ -	\$ -	\$ -	0.00%	\$ -
<i>Dept Totals</i>	\$ 29,387	\$ 29,956	\$ 569	1.94%	\$ 0.00007
Planning and Zoning					
Salaries	\$ 137,231	\$ 117,404	\$ (19,827)	-14.45%	\$ (0.00261)
Payroll Taxes	\$ 10,429	\$ 8,981	\$ (1,448)	-13.88%	\$ (0.00019)
Benefits	\$ 21,953	\$ 16,886	\$ (5,067)	-23.08%	\$ (0.00067)
<i>Dept Totals</i>	\$ 169,613	\$ 143,271	\$ (26,342)	-15.53%	\$ (0.00347)
RECREATION DEPARTMENT					
Salaries	\$ 71,796	\$ 115,994	\$ 44,198	61.56%	\$ 0.00582
Payroll Taxes	\$ 5,456	\$ 8,874	\$ 3,418	62.64%	\$ 0.00045
Benefits	\$ 29,090	\$ 27,954	\$ (1,136)	-3.91%	\$ (0.00015)
<i>Dept Totals</i>	\$ 106,342	\$ 152,821	\$ 46,479	43.71%	\$ 0.00612
POLICE DEPARTMENT					
Salaries	\$ 363,723	\$ 438,280	\$ 74,557	20.50%	\$ 0.00981
Payroll Taxes	\$ 24,497	\$ 33,528	\$ 9,031	36.87%	\$ 0.00119
Benefits	\$ 96,903	\$ 139,713	\$ 42,810	44.18%	\$ 0.00563
<i>Dept Totals</i>	\$ 485,123	\$ 611,522	\$ 126,399	26.05%	\$ 0.01663
FIRE/FAST DEPT.					
Salaries	\$ 105,361	\$ 108,893	\$ 3,532	3.35%	\$ 0.00046
Payroll Taxes	\$ 8,060	\$ 8,330	\$ 270	3.35%	\$ 0.00004
Benefits	\$ 27,089	\$ 21,360	\$ (5,729)	-21.15%	\$ (0.00075)
<i>Dept Totals</i>	\$ 140,510	\$ 138,583	\$ (1,927)	-1.37%	\$ (0.00025)
PUBLIC WORKS DEPARTMENT -HWY					
Salaries	\$ 432,321	\$ 488,056	\$ 55,735	12.89%	\$ 0.00733
Payroll Taxes	\$ 32,955	\$ 37,336	\$ 4,381	13.29%	\$ 0.00058
Benefits	\$ 125,200	\$ 114,889	\$ (10,311)	-8.24%	\$ (0.00136)
<i>Dept Totals</i>	\$ 590,476	\$ 640,281	\$ 49,805	8.43%	\$ 0.00655
PUBLIC WORKS DEPARTMENT -Bld&Grnd					
Salaries	\$ 103,088	\$ 112,225	\$ 9,137	8.86%	\$ 0.00120
Payroll Taxes	\$ 7,941	\$ 8,585	\$ 644	8.11%	\$ 0.00008

Salary and Benefits					Exhibit 1	
Department Summary	FY23 Budget	FY24 Budget	Change \$	% change	Cost	
Benefits	\$ 38,205	\$ 34,067	\$ (4,138)	-10.83%	\$ (0.00054)	
<i>Dept Totals</i>	\$ 149,234	\$ 154,877	\$ 5,643	3.78%	\$ 0.00074	
PUBLIC WORKS DEPARTMENT -Solid Wst						
Salaries	\$ 43,097	\$ 45,482	\$ 2,385	5.53%	\$ 0.00031	
Payroll Taxes	\$ 3,275	\$ 3,479	\$ 204	6.24%	\$ 0.00003	
Benefits	\$ -	\$ -	\$ -	0.00%	\$ -	
<i>Dept Totals</i>	\$ 46,372	\$ 48,961	\$ 2,589	5.58%	\$ 0.00034	
DPW Grand Total	\$ 786,082	\$ 844,120	\$ 58,038	7.38%	\$ 0.00764	
Town Compilation						
Salaries	\$ 1,702,489	\$ 1,928,924	\$ 226,435	13.30%	\$ 0.02979	
Payroll Taxes	\$ 126,733	\$ 147,563	\$ 20,830	16.44%	\$ 0.00274	
Benefits	\$ 485,470	\$ 497,741	\$ 12,271	2.53%	\$ 0.00161	
Salary & Benefits Grand Totals	\$ 2,314,692	\$ 2,574,228	\$ 259,536	11.21%	\$ 0.03415	

**SALARY WORKSHEET
FISCAL YEAR 2023-2024**

Job Roster	Exhibit 2			
	TITLE	Title Grade	NAME	FT PT OR 3/4
005 - Town Administration				
Town Manager	24	Vacant	FT	24-G
Town Manager Assistant	19	Miranda Bergmeier	FT	19-F
Admin Assistant	12	Vacant	PT	12-E
100 - Town Clerk				
Town Clerk	18	Bonnie Munday	FT	18-O
Admin Assistant	12	Judy Trussell	FT	12-J
200 - Finance				
Finance Director	21	Vacant	FT	21-0
Staff Accountant	14	Ashley Wohler	FT	14-G
300 - Listers				
Assessing Admin Assistant	12	Vacant	PT	12-A
350 - Planning				
Planning & Zoning Director	22	Vacant	FT	22-I
Planning Assistant	14	Pam Mullen	PT	14-I
425 - Recreation				
Recreation Director	21	Brie Swenson	FT	21-C
Recreation Assistant Director	9	Vacant	FT	9-H
500 - Police				
Police Chief	23	Wade Cochran	FT	23-F
Police Officer-Sargeant	16	Vacant	FT	14-H
Police Officer	15	Anna Ingraham	FT	15-G
Police/Comm Safety Officer	14	Vacant	FT	14-A
Police Admin	14	Judy Powell	FT	14-I
Crossing Guard- 2	10	Vacant	PT	10-K
555 - Fire				
Fire Chief	21	Alex Northern	3/4	21-Q
700 - Public Works				
DPW Director	23	Chris Kaufman	FT	23-F
DPW Admin Assistant	12	Vacant	PT	12-C
Working Foreman	14	Jon Mackinnon	FT	14-R
Road Crew	12	Heather Elder	FT	12-F
Road Crew	12	Colleen Brandariz	FT	12-C
Road Crew	12	Keith Waterman	FT	12-O
Road Crew	12	Vacant	FT	12-F
Buildings & Grounds	9	Ben Trussell	FT	9-Q
Buildings & Grounds	9	Vacant	FT	9-M
Transfer Station	10	Paul Albee	PT	10-E
Transfer Station	4	Jedediah Smith	PT	4-E
Transfer Station	4	Roger Fremont	PT	4-E

**FY24 Designated/Reserved Fund Appropriation Requests
Pass 2**

Fund #	Name	Designated Fund Balance Projections							Exhibit 4			FY24 Projected End Balance
		FY23 Starting Balance	FY 23 Appropriation	FY 23 Begin Balance Total	FY 23 Projected Expenses	FY 23 Donations/Income	FY 23 Interest	FY 23 Projected End Balance	FY 24 Appropriation Request	FY24 Other Income	FY24 Budget Spend	
4	Conservation Commission	\$ 4,112	\$ -	\$ 4,112	\$ -	\$ -	\$ 10	\$ 4,122	\$ -			\$ 4,122
5	Recreation Facilities & Improvements	\$ 70,945	\$ -	\$ 70,945	\$ 2,500	\$ 5,000	\$ 171	\$ 73,616	\$ -			\$ 73,616
6	Fire Apparatus	\$ 600,027	\$ 60,000	\$ 660,027	\$ 575,000	\$ -	\$ 213	\$ 85,240	\$ 80,000			\$ 165,240
7	Highway Equipment	\$ 158,664	\$ 40,000	\$ 198,664	\$ 44,777	\$ -	\$ 385	\$ 154,272	\$ 75,000		\$ 170,000.00	\$ 59,272
8	Highway Garage	\$ 102,247	\$ 25,000	\$ 127,247	\$ 25,000	\$ -	\$ 256	\$ 102,503	\$ 27,000		\$ 12,500.00	\$ 117,003
9	Solid Waste Equipment	\$ 34,048		\$ 34,048	\$ -	\$ -	\$ 85	\$ 34,133	\$ 5,000		\$ 3,000.00	\$ 36,133
10	Police Station	\$ 14,168		\$ 14,168	\$ -	\$ -	\$ 35	\$ 14,203	\$ -			\$ 14,203
11	Police Cruiser	\$ 65,902	\$ 35,000	\$ 100,902	\$ 57,188	\$ -	\$ 109	\$ 43,823	\$ 35,000		\$ 60,000.00	\$ 18,823
12	Town Reappraisal	\$ 104,949	\$ 50,000	\$ 154,949	\$ -	\$ -	\$ 387	\$ 155,336	\$ 35,000	\$ 15,000.00	\$ 190,000.00	\$ 15,336
13	Tracy Hall	\$ 65,945		\$ 65,945	\$ -	\$ -	\$ 165	\$ 66,110	\$ -			\$ 66,110
14	General Admin	\$ 89,432	\$ 15,000	\$ 104,432	\$ 50,000	\$ -	\$ 136	\$ 54,568	\$ 15,000			\$ 69,568
15	Granite Bench	\$ 3		\$ 3	\$ -	\$ -	\$ 0	\$ 3	\$ -			\$ 3
16	Recreation Pool	\$ 1,298	\$ (1,298)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
17	Recreation Tennis Courts	\$ 23,010	\$ 10,200	\$ 33,210	\$ -	\$ -	\$ 83	\$ 33,293	\$ 10,200		\$ -	\$ 43,493
19	Town Clerk Equipment	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
21	Police Special Equipment	\$ 7,999	\$ 5,000	\$ 12,999	\$ 6,000	\$ -	\$ 17	\$ 7,016	\$ 5,000		\$ 3,630.00	\$ 8,386
22	Kids & Cops	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
23	Affordable Housing	\$ 46,299		\$ 46,299	\$ -	\$ -	\$ 116	\$ 46,414	\$ -			\$ 46,414
24	Land Management Council	\$ 16,659		\$ 16,659	\$ -	\$ -	\$ 42	\$ 16,700	\$ -			\$ 16,700
25	Fire Station	\$ 5,007		\$ 5,007	\$ -	\$ -	\$ 13	\$ 5,020	\$ -			\$ 5,020
26	Fire Equipment	\$ 119,821	\$ 10,000	\$ 129,821	\$ 119,000	\$ -	\$ 27	\$ 10,848	\$ 30,000		\$ 40,000.00	\$ 848
27	Sidewalks	\$ 94,865	\$ 10,000	\$ 104,865	\$ 10,000	\$ -	\$ 237	\$ 95,102	\$ 10,000		\$ 14,000.00	\$ 91,102
28	Long Term Facility	\$ 547	\$ (547)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
29	Town Manager Vehicle	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
30	Bandstand	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
31	Communications Study	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
33	Citizen Assistance	\$ 7,084		\$ 7,084	\$ 5,000	\$ -	\$ 5	\$ 2,090	\$ -			\$ 2,090
34	WCTU Fountain	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
35	Corridor Tree	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
36	Alura Grant	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
37	Main St. Flags	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
38	School Leaseland	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
39	Gospel Leaseland	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
40	Recreation Scholarships	\$ 5,243		\$ 5,243	\$ 4,500	\$ 4,500	\$ 2	\$ 5,245	\$ -			\$ 5,245
41	DPW - Bridge	\$ 529,795	\$ 100,000	\$ 629,795	\$ 90,000	\$ -	\$ 1,349	\$ 541,144	\$ 100,000		\$ 80,000.00	\$ 561,144
42	DPW - Paving	\$ 160,109	\$ 45,000	\$ 205,109	\$ 25,000	\$ -	\$ 450	\$ 180,560	\$ 75,000		\$ 65,000.00	\$ 190,560
43	Buildings & Grounds	\$ 33,720		\$ 33,720	\$ -	\$ -	\$ 84	\$ 33,804	\$ -			\$ 33,804
44	Communications Construction	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
45	Records Restoration	\$ 65,274		\$ 65,274	\$ 26,611	\$ 17,500	\$ 97	\$ 56,259	\$ -		\$ 5,000.00	\$ 51,259
46	Generator Fund	\$ 35,794	\$ 15,000	\$ 50,794	\$ -	\$ -	\$ 127	\$ 50,921	\$ 15,000			\$ 65,921
47	Public Safety Facility	\$ -		\$ -	\$ 8,847	\$ -	\$ (22)	\$ (8,869)	\$ -			\$ (8,869)
48	Climate Emergency	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ 100	\$ 40,100	\$ -			\$ 40,100
49	ARPA	\$ 509,519	\$ -	\$ 509,519		\$ 509,519	\$ 24	\$ 1,019,063	\$ -		\$ 500,000	\$ 519,063
50	Unanticipated Expense&Emergency Reserve	\$ 750,000	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ 750,000	\$ -			\$ 750,000
51	Operational Performance	\$ 110,000	\$ -	\$ 110,000	\$ 55,000	\$ -	\$ -	\$ 55,000	\$ -			\$ 55,000
52	Emerald Ash Borer Response	\$ -	\$ 11,844	\$ 11,844	\$ -	\$ -	\$ -	\$ 11,844	\$ -			\$ 11,844
	Totals - All Reserve Funds	\$ 3,872,485	\$ 430,200	\$ 4,302,685	\$ 1,104,423	\$ 536,519	\$ 4,704	\$ 3,739,485	\$ 517,200	\$ 15,000.00	\$ 1,143,130.00	\$ 3,128,555

Department Designated Fund Requests		Exhibit 5				
		FY23 Budget	FY24 Budget	Change \$	% change	Cost
Designated funds	Fund #					
DES FUND-FACILITIES STUDY (Fund 28?)	28	\$ -	\$ -	\$ -	0.00%	\$ -
DES FUND-CITIZEN ASSISTANCE (Fund 33)	33	\$ -	\$ -	\$ -	0.00%	\$ -
DES FUND-RECORD RESTORATION (Fund 45)	45	\$ -	\$ -	\$ -	0.00%	\$ -
DESIGNATED FUND Gen Fund EQUIPMENT (Fund 14?)	14	\$ 15,000	\$ 15,000	\$ -	0.00%	\$ -
DESIGNATED FUND REAPPRAISAL (Fund 12)	12	\$ 35,000	\$ 35,000	\$ -	0.00%	\$ -
DESIGNATED FUND-T COURTS (Fund 17)	17	\$ 10,200	\$ 10,200	\$ -	0.00%	\$ -
DESIGNATED FUND - POLICE STATION	10	\$ -	\$ -	\$ -	0.00%	\$ -
DESIGNATED FUND - FIRE STATION	25	\$ -	\$ -	\$ -	0.00%	\$ -
DESIGNATED FUND-Police SPECIAL EQUIP (fund 21)	21	\$ 5,000	\$ 5,000	\$ -	0.00%	\$ -
DESIGNATED FUND-Police CRUISER (Fund 11)	11	\$ 35,000	\$ 35,000	\$ -	0.00%	\$ -
DESIGNATED FUND-Fire APPARATUS (Fund 6)	6	\$ 60,000	\$ 80,000	\$ 20,000	25.00%	\$ 0.0026
DESIGNATED FUND-FIRE EQUIPMENT (Fund 26)	26	\$ 10,000	\$ 30,000	\$ 20,000	66.67%	\$ 0.0026
DESIGNATED FUND- GENERATORS (Fund 46)	46	\$ 15,000	\$ 15,000	\$ -	0.00%	\$ -
DESIGNATED FUND-HWY GARAGE (Fund 8)	8	\$ 25,000	\$ 27,000	\$ 2,000	7.41%	\$ 0.0003
DESIGNATED FUND-HWY EQUIPMENT (Fund 7)	7	\$ 40,000	\$ 75,000	\$ 35,000	46.67%	\$ 0.0046
DESIGNATED FUND-SIDEWALKS (Fund 27)	27	\$ 10,000	\$ 10,000	\$ -	0.00%	\$ -
DESIGNATED FUND-DPW PAVING (Fund 42)	42	\$ 45,000	\$ 75,000	\$ 30,000	40.00%	\$ 0.0039
DESIGNATED FUND-DPW BRIDGES (Fund 41)	41	\$ 100,000	\$ 100,000	\$ -	0.00%	\$ -
DESIGNATED FUND-Solid Waste EQUIPMENT (Fund 9)	9	\$ -	\$ 5,000	\$ 5,000	100.00%	\$ 0.0007
DESIGNATED FUND-TRACY HALL (Fund 13)	13	\$ -	\$ -	\$ -	0.00%	\$ -
CLIMATE EMERGENCY FUND #48	48	\$ -	\$ -	\$ -	0.00%	\$ -
ASH BORER REMEDIATION FUND #52	52	\$ 10,000	\$ -	\$ (10,000)	0.00%	\$ (0.0013)
Operational Performance Fund #51	51	\$ -	\$ -	\$ -	0.00%	\$ -
Unanticipated Exp/Emergency Fund	50	0	0	\$ -	0.00%	\$ -
Fund Totals		\$ 415,200	\$ 517,200	102,000	19.72%	0.0134

Town of Norwich
FY24 Proposed Expenditure Budget
Pass 2

CODE	DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY23 Budget	Dept Request Pass 1	Pass 2	Pass 3	FY23/FY24 Budget Change- PASS 3	Pass 1 Notes	Pass 3 Notes
Increase rates										
TOWN ADMINISTRATION										
01-5-005110.00	SELECTBOARD STIPEND	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,680	\$ 2,500	\$ 2,500	0.00%		
01-5-005111.00	TOWN MANAGER WAGE	\$ 95,971	\$ 63,274	\$ 96,877	\$ 105,054	\$ 103,997	\$ 103,997	7.35%		
01-5-005113.00	TREASURER STIPEND	\$ 1,750	\$ 1,750	\$ 1,750	\$ 1,876	\$ 1,750	\$ 1,750	0.00%		
01-5-005114.00	ADMIN ASSIST WAGE	\$ 55,886	\$ 56,358	\$ 58,458	\$ 62,667	\$ 89,284	\$ 89,284	52.73%		
01-5-005114.10	ADMIN ASSIST OT	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-005121.00	FICA TAX	\$ 9,415	\$ 8,886	\$ 9,631	\$ 10,681	\$ 12,247	\$ 12,247	27.16%		
01-5-005122.00	MEDI TAX	\$ 2,202	\$ 1,640	\$ 2,175	\$ 2,498	\$ 2,864	\$ 2,864	31.69%		
01-5-005123.00	HEALTH INSUR	\$ 45,623	\$ 34,648	\$ 43,929	\$ 30,263	\$ 43,087	\$ 43,087	-1.92%		
01-5-005124.00	DISABILITY/LIFE INSURANCE	\$ 1,036	\$ 872	\$ 1,541	\$ 1,541	\$ 1,857	\$ 1,857	20.51%		
01-5-005125.00	DENTAL INSURANCE	\$ 462	\$ 91	\$ 884	\$ 884	\$ 1,105	\$ 1,105	25.00%		
01-5-005126.00	VT RETIREMENT	\$ 8,975	\$ 6,760	\$ 10,485	\$ 11,321	\$ 13,046	\$ 13,046	24.43%		
01-5-005300.00	PROFESSIONAL SERVICES	\$ 51,667	\$ 117,202	\$ 17,500	\$ 18,156	\$ 18,000	\$ 18,000	2.86%	This line will probably be used to pay for permanent TM search, and the history suggests this line is way under-funded - JH-No historical Legal split	
01-5-005300.10	CONTRACTED SERVICES	\$ -	\$ -	\$ 30,670	\$ 31,820	\$ 31,000	\$ 31,000	1.08%	If this gets used to pay for a temp TM then the amount is too low. Not sure of the history on this line	
01-5-005305.00	LEGAL	\$ -	\$ -	\$ 90,000	\$ 93,375	\$ 95,000	\$ 95,000	5.56%		
01-5-005310.00	VLCT MEMBERSHIP	\$ 5,328	\$ 5,328	\$ 5,657	\$ 5,863	\$ 5,863	\$ 5,863	3.64%		
01-5-005310.00	TOWN REPORT	\$ 2,500	\$ 3,634	\$ 3,750	\$ 3,891	\$ 4,000	\$ 4,000	6.67%		
01-5-005531.00	TELEPHONE	\$ 850	\$ 541	\$ 800	\$ 800	\$ 800	\$ 800	0.00%		
01-5-005532.00	T MNGR CELL PHONE	\$ 600	\$ 485	\$ 480	\$ 2,400	\$ 1,500	\$ 1,500	212.50%	TM and Dept Heads now receive phone stipend; JH=\$40 is the stipend? TM, Rec Dir, DPW Dir, FDC, Fin Dir	
01-5-005250.00	T MNGR RECRUITMENT	\$ -	\$ 9,046	\$ -				0.00%	SB to determine	
01-5-005252.00	T MNGR RELOCATION EXPENSE	\$ -	\$ -	\$ -				0.00%	SB to determine	
01-5-005538.00	POSTAGE	\$ 100	\$ 5	\$ 100	\$ 100	\$ 100	\$ 100	0.00%		
01-5-005540.00	ADVERTISING	\$ 900	\$ 2,666	\$ 1,000	\$ 3,000	\$ 3,000	\$ 3,000	200.00%	This line is for employment ads and notices for bids etc. It is way too low @ \$1072	
01-5-005550.00	PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-005581.00	MILEAGE	\$ 200	\$ -	\$ 200	\$ 200	\$ 200	\$ 200	0.00%		
01-5-005610.00	OFFICE SUPPLIES	\$ 900	\$ 4,749	\$ 1,500	\$ 2,000	\$ 2,000	\$ 2,000	33.33%		
01-5-005615.00	OFFICE EQUIP	\$ 300	\$ 117	\$ 300	\$ 3,000	\$ 1,000	\$ 1,000	233.33%	This is the line needed to buy new TM furniture, monitor etc.	
01-5-005615.00	DUES/MTS/EDUC	\$ 1,000	\$ 1,002	\$ 750	\$ 800	\$ 3,000	\$ 3,000	300.00%	JH = \$800 TM and \$955 for Treasurer and \$1000 for HR	
01-5-005701.00	SB COMMITTEE EXPENSES	\$ 3,000	\$ -	\$ -	\$ -	\$ 500	\$ 500	0.00%	Committees to determine	
01-5-005701.10	ENERGY COMMITTEE GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	Committees to determine	
01-5-005701.20	ENERGY COMMITTEE	\$ 1,460	\$ 670	\$ 1,760	\$ -	\$ 1,760	\$ 1,760	0.00%	From Miranda	
01-5-005701.30	EVCS GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-005701.40	NEGRASS GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-005704.00	Regional Energy Coordinator	\$ -	\$ 15,335	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-005810.00	DES FUND-FACILITIES STUDY (Fund 28?)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-005814.00	DES FUND-CITIZEN ASSISTANCE (fund 33)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-005815.00	DES FUND - CLIMATE EMERGENCY (Fund 48)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-005900.00	MISCELLANEOUS	\$ 500	\$ 1,032	\$ 500	\$ 500	\$ 500	\$ 500	0.00%		
	BUSINESS E-MAIL COMPROMISES (BEC'S)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
	TOTAL	\$ 293,625	\$ 338,590	\$ 383,197	\$ 395,370	\$ 439,960	\$ 439,961	14.81%		
BOARD OF CIVIL AUTHORITY/ABATEMENT										
01-5-010110.00	JUSTICES WAGE	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	0.00%	No Department requests were received from the manager	
01-5-010121.00	FICA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-010122.00	MEDI TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-010200.00	CONTRACTED SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-010538.00	POSTAGE	\$ 138	\$ -	\$ 150	\$ 160	\$ 160	\$ 160	6.67%		
01-5-010610.00	OFFICE SUPPLIES	\$ 25	\$ -	\$ 25	\$ 25	\$ 25	\$ 25	0.00%		
01-5-010615.00	DUES/MTS/EDUC	\$ 140	\$ -	\$ 300	\$ 300	\$ 300	\$ 300	0.00%		
	TOTAL	\$ 803	\$ -	\$ 975	\$ 985	\$ 985	\$ 985	1.03%		
STATUTORY MEETINGS										
01-5-050110.00	POLLWORKERS WAGE	\$ 600	\$ -	\$ 700	\$ 500	\$ 500	\$ 500	-28.57%	No Department requests were received from the manager	
01-5-050121.00	FICA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-050122.00	MEDI TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-050200.00	CONTRACTED SERVICES	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.00%		
01-5-050538.00	POSTAGE	\$ 99	\$ -	\$ 2,500	\$ 400	\$ 400	\$ 400	-84.00%		
01-5-050540.00	ADVERTISING	\$ 195	\$ -	\$ 200	\$ 225	\$ 225	\$ 225	12.50%		
01-5-050550.00	PRINTING	\$ 2,068	\$ 2,902	\$ 5,000	\$ 3,000	\$ 3,000	\$ 3,000	-40.00%		
01-5-050610.00	OFFICE SUPPLIES	\$ 73	\$ -	\$ 400	\$ 450	\$ 450	\$ 450	12.50%		
01-5-050650.00	VOTING MACH EXPENSE	\$ 56	\$ -	\$ 75	\$ 100	\$ 100	\$ 100	33.33%		
01-5-050652.00	VOTING MACH MAINT AGRMT	\$ -	\$ -	\$ 650	\$ 400	\$ 400	\$ 400	-38.46%		
01-5-050655.00	VTG MCHN PROGRAMING	\$ 1,700	\$ 1,640	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	0.00%		
	TOTAL	\$ 4,791	\$ 4,541	\$ 14,025	\$ 9,575	\$ 9,575	\$ 9,575	-31.73%		
TOWN CLERK										
01-5-100110.00	TOWN CLERK WAGE	\$ 72,490	\$ 72,810	\$ 75,848	\$ -	\$ 78,472	\$ 78,472	3.46%	No Department requests were received from the manager	
01-5-100112.00	ASST CLK WAGE	\$ 48,381	\$ 48,911	\$ 49,982	\$ -	\$ 52,316	\$ 52,316	4.67%		
01-5-100121.00	FICA TAX	\$ 7,494	\$ 6,674	\$ 7,787	\$ -	\$ 8,109	\$ 8,109	4.13%		
01-5-100122.00	MEDI TAX	\$ 1,753	\$ 1,561	\$ 1,758	\$ -	\$ 1,896	\$ 1,896	7.87%		
01-5-100123.00	HEALTH INS	\$ 31,904	\$ 33,794	\$ 30,633	\$ -	\$ 33,113	\$ 33,113	8.10%		

Town of Norwich
FY24 Proposed Expenditure Budget
Pass 2

CODE	DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY23 Budget	Dept Request Pass 1	Pass 2	Pass 3	FY23/FY24 Budget Change- PASS 3	Pass 1 Notes	Pass 3 Notes
01-5-100124.00	DISABILITY/LIFE INS	\$ 1,036	\$ 1,309	\$ 1,340		\$ 1,340	\$ 1,340	0.00%		
01-5-100125.00	DENTAL INSURANCE	\$ 924	\$ 728	\$ 884		\$ 884	\$ 884	0.00%		
01-5-100126.00	VT RETIREMENT	\$ 7,554	\$ 7,575	\$ 8,478		\$ 8,828	\$ 8,828	4.13%		
01-5-100207.00	DOG/CAT LICENSE	\$ 236	\$ 198	\$ 275	\$ 300	\$ 300	\$ 300	9.09%		
01-5-100209.00	VITAL STATISTICS	\$ 15	\$ -	\$ 20	\$ 50	\$ 50	\$ 50	150.00%		
01-5-100341.00	RECORD RESTORATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-100540.00	ADVERTISING	\$ -	\$ -	\$ 200	\$ 200	\$ 200	\$ 200	0.00%		
01-5-100531.00	TELEPHONE	\$ 500	\$ 545	\$ 550	\$ 600	\$ 600	\$ 600	9.09%		
01-5-100538.00	POSTAGE	\$ -	\$ 13	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-100610.00	OFFICE SUPPLIES	\$ 1,200	\$ 881	\$ 1,200	\$ 1,290	\$ 1,290	\$ 1,290	7.50%		
01-5-100611.00	OFFICE EQUIPMENT	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	0.00%		
01-5-100613.00	SOFTWARE	\$ 3,114	\$ 3,620	\$ 3,600	\$ 3,480	\$ 3,480	\$ 3,480	-3.33%		
01-5-100615.00	DUES/MTGS/EDUC	\$ 118	\$ -	\$ 175	\$ 350	\$ 350	\$ 350	100.00%		
01-5-100617.00	WOMEN'S CLUB GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-100760.00	DES FUND-RECORD RESTORATION (Fund 45)	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	0.00%		
	TOTAL	\$ 182,219	\$ 183,619	\$ 183,230	\$ 6,770	\$ 191,728	\$ 191,728	4.64%		
	FINANCE DEPARTMENT									
01-5-200112.00	FINANCE ASSISTANT WAGE	\$ 48,599	\$ 73,576	\$ 49,982	\$ 54,058	\$ 55,389	\$ 55,389	10.82%		
01-5-200112.10	FINANCE OFFICER WAGE	\$ 81,660	\$ 85,805	\$ 83,428	\$ 95,000	\$ 91,054	\$ 91,054	9.14%	If/when positipon fills TM or SB (depending on that position being filled) will set salary	
01-5-200121.00	FICA TAX	\$ 8,076	\$ 5,679	\$ 8,508	\$ 9,242	\$ 9,079	\$ 9,079	6.72%		
01-5-200122.00	MEDI TAX	\$ 1,889	\$ 1,328	\$ 1,921	\$ 2,161	\$ 2,123	\$ 2,123	10.54%		
01-5-200123.00	HEALTH INS	\$ 22,576	\$ 23,376	\$ 37,522	\$ 27,400	\$ 27,300	\$ 27,400	-26.98%		
01-5-200124.00	DISABILITY/LIFE INS	\$ 1,036	\$ 917	\$ 1,445	\$ 1,445	\$ 1,445	\$ 1,445	-0.03%		
01-5-200125.00	DENTAL INSURANCE	\$ 924	\$ 886	\$ 884	\$ 924	\$ 884	\$ 884	-0.04%		
01-5-200126.00	VT RETIREMENT	\$ 8,141	\$ 6,049	\$ 9,005	\$ 10,061	\$ 9,885	\$ 9,885	9.77%		
01-5-200320.00	PROFESSIONAL SERVICES	\$ -	\$ 616	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%		
01-5-200322.00	INDEPENDENT AUDIT	\$ 13,500	\$ 11,500	\$ 14,250	\$ 28,600	\$ 28,600	\$ 28,600	100.70%	FY22=\$28,000; FY23=\$28,600; FY24=\$29,100; FY25=\$30,000	
01-5-200531.00	TELEPHONE	\$ 650	\$ 539	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.00%		
01-5-200538.00	POSTAGE	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-200540.00	ADVERTISING	\$ 176	\$ -	\$ 175	\$ 175	\$ 175	\$ 175	0.00%		
01-5-200550.00	PRINTING	\$ 74	\$ 115	\$ 75	\$ 100	\$ 100	\$ 100	33.33%		
01-5-200610.00	OFFICE SUPPLIES	\$ 1,506	\$ 1,094	\$ 1,750	\$ 1,750	\$ 1,750	\$ 1,750	0.00%		
01-5-200611.00	OFFICE EQUIPMENT	\$ 250	\$ 3,971	\$ 750	\$ 750	\$ 750	\$ 750	0.00%		
01-5-200613.00	SOFTWARE	\$ 925	\$ 4,288	\$ 1,425	\$ 1,425	\$ 1,425	\$ 1,425	0.00%		
01-5-200615.00	DUES/MTGS/EDUC	\$ 512	\$ 85	\$ 525	\$ 525	\$ 525	\$ 525	0.00%		
01-5-200711.00	BANK CHARGE	\$ -	\$ 2,605	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	0.00%		
	TOTAL	\$ 190,494	\$ 222,233	\$ 215,645	\$ 238,616	\$ 235,484	\$ 235,584	9.25%		
	GENERAL ADMINISTRATION									
01-5-275531.00	TELEPHONE	\$ 700	\$ 483	\$ 600	\$ 650	\$ 650	\$ 650	8.33%		
01-5-275536.00	POSTAGE METER RENTAL	\$ 1,920	\$ 638	\$ 700	\$ 750	\$ 750	\$ 750	7.14%		
01-5-275538.00	POSTAGE	\$ 4,000	\$ 6,737	\$ 4,000	\$ 4,300	\$ 4,300	\$ 4,300	7.50%		
01-5-275610.00	OFFICE SUPPLIES	\$ 1,000	\$ 1,117	\$ 1,250	\$ 1,300	\$ 1,300	\$ 1,300	4.00%		
01-5-275620.00	PHOTOCOPIER	\$ 1,600	\$ 1,051	\$ 1,600	\$ 1,750	\$ 1,700	\$ 1,700	6.25%		
01-5-275628.00	COMPUTER SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-275630.00	COMPUTER EQUIPMENT	\$ -	\$ 22,836	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500	7.14%		
01-5-275631.00	WEB SITE SUPPORT	\$ 600	\$ -	\$ 600	\$ 600	\$ 600	\$ 600	0.00%		
01-5-275632.00	SERVER MAINTENANCE	\$ 17,568	\$ 35,737	\$ 39,672	\$ 40,000	\$ 40,000	\$ 40,000	0.83%	Is this where CCI Managed Care is booked? If so it should reflect the invoice amount and allow rroom for COLA increase; JH= CCI = \$3,048/mo=\$36,576-no increase per contract; other expenses?	
01-5-275760.00	DESIGNATED FUND EQUIPMENT (Fund 147)	\$ 50,878	\$ 50,878	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	change DES to RES but also look at hardware costs for past year add COLA then divide by 5 to estimate annual allocation assuming 5 yr replacement schedule	
	TOTAL	\$ 78,266	\$ 119,478	\$ 64,822	\$ 65,850	\$ 65,800	\$ 65,800	1.51%		
	BOARD OF LISTERS									
01-5-300110.00	LISTER WAGE	\$ 4,500	\$ 3,750	\$ 4,500	\$ 6,000	\$ 4,500	\$ 4,500	0.00%	Joyce received no breakdown/rational for wages- just a lump sum of \$36,000	
01-5-300112.00	ASSESSING CLERK WAGE	\$ 17,882	\$ 5,650	\$ 22,547	\$ 30,000	\$ 23,327	\$ 23,327	3.46%		
01-5-300121.00	FICA TAX	\$ 1,109	\$ 583	\$ 1,677	\$ 2,232	\$ 1,725	\$ 1,725	2.88%		
01-5-300122.00	MEDI TAX	\$ 259	\$ 136	\$ 663	\$ 522	\$ 403	\$ 403	-39.14%		
01-5-300123.00	HEALTH INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-300124.00	DISABILITY/LIFE INS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-300125.00	DENTAL INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-300126.00	VT RETIREMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-300300.00	PROFESSIONAL ASSESSOR SERVICES	\$ 35,000	\$ 33,805	\$ 35,000	\$ 36,000	\$ 36,000	\$ 36,000	2.86%		
01-5-300341.00	TAX MAPPING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-300360.00	SOFTWARE MAINT/UPDATE	\$ 6,000	\$ 7,600	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	0.00%		
01-5-300531.00	TELEPHONE	\$ 530	\$ 522	\$ 530	\$ 600	\$ 600	\$ 600	13.21%		
01-5-300538.00	POSTAGE	\$ 381	\$ 50	\$ 150	\$ 180	\$ 180	\$ 180	20.00%		
01-5-300540.00	ADVERTISING	\$ -	\$ 66	\$ 150	\$ 180	\$ 180	\$ 180	20.00%		
01-5-300550.00	PRINTING	\$ 88	\$ 26	\$ 100	\$ 180	\$ 180	\$ 180	80.00%		
01-5-300580.00	MILEAGE REIMB	\$ 100	\$ 51	\$ 100	\$ 180	\$ 180	\$ 180	80.00%		

Town of Norwich
FY24 Proposed Expenditure Budget
Pass 2

CODE	DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY23 Budget	Dept Request Pass 1	Pass 2	Pass 3	FY23/FY24 Budget Change- PASS 3	Pass 1 Notes	Pass 3 Notes
01-5-300610.00	OFFICE SUPPLIES	\$ 125	\$ 294	\$ 125	\$ 180	\$ 180	\$ 180	44.00%		
01-5-300611.00	OFFICE EQUIPMENT	\$ 625	\$ 75	\$ 125	\$ 180	\$ 180	\$ 180	44.00%		
01-5-300615.00	DUES/MTGS/EDUC	\$ 75	\$ 50	\$ 100	\$ 300	\$ 300	\$ 300	200.00%		
01-5-300760.00	DESIGNATED FUND REAPPRAISAL (Fund 12)	\$ 43,000	\$ 43,000	\$ 50,000	\$ 50,000	\$ 35,000	\$ 35,000	-30.00%	*\$35,000 from General fund and \$15,000 from the state	
	TOTAL	\$ 109,674	\$ 95,658	\$ 121,767	\$ 132,734	\$ 108,936	\$ 108,936	-10.54%		
	PLANNING/DRB DEPARTMENT									
01-5-350110.00	PLAN ADMIN WAGE	\$ 73,933	\$ 52,869	\$ 78,874	\$ 63,911	\$ 51,386	\$ 28,601	-63.74%		
01-5-350112.00	PLANNING DIRECTOR WAGES	\$ 26,407	\$ 27,562	\$ 58,357	\$ 87,723	\$ 88,803	\$ 88,803	52.17%	Vacant Position	Director and 1 assistant
01-5-350121.00	FICA TAX	\$ 6,221	\$ 4,262	\$ 8,508	\$ 9,401	\$ 8,692	\$ 7,279	-14.44%		
01-5-350122.00	MEDI TAX	\$ 1,455	\$ 997	\$ 1,921	\$ 2,199	\$ 2,033	\$ 1,702	-11.38%		
01-5-350123.00	HEALTH INS	\$ 16,073	\$ 11,001	\$ 15,408	\$ 9,671	\$ 18,535	\$ 9,671	-37.24%		benefits only for the director
01-5-350124.00	DISABILITY/LIFE INS	\$ 518	\$ 508	\$ 779	\$ 779	\$ 1,096	\$ 779	0.06%		
01-5-350125.00	DENTAL INSURANCE	\$ 462	\$ 252	\$ 442	\$ 442	\$ 663	\$ 442	-0.04%		
01-5-350126.00	VT RETIREMENT	\$ 4,621	\$ 3,606	\$ 5,324	\$ 4,510	\$ 7,532	\$ 5,994	12.59%		
01-5-350230.00	TOWN PLAN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-350320.00	PLANNING SERVICES	\$ 3,000	\$ 692	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%		
01-5-350321.00	TWO RIVER PLANNING COMM.	\$ 5,223	\$ 5,223	\$ 5,223	\$ 5,599	\$ 5,600	\$ 5,600	7.22%		
01-5-350322.00	U.V. TRANSPORTATION MGMT	\$ 1,134	\$ 1,134	\$ 1,134	\$ 1,216	\$ 1,225	\$ 1,225	8.02%		
01-5-350341.00	MAPPING	\$ 1,600	\$ 1,500	\$ 2,000	\$ 2,144	\$ 2,144	\$ 2,144	7.20%		
01-5-350416.00	HISTORIC PRES CLG GRANT	\$ 6,750	\$ 1,750	\$ 1,000	\$ 1,072	\$ 1,000	\$ 1,000	0.00%		
01-5-350417.00	RURAL SETTLEMENT Grant	\$ -	\$ 10,660	\$ -	\$ -	\$ -	\$ -	0.00%	Completed in May 2022	
01-5-350531.00	TELEPHONE	\$ 450	\$ 534	\$ 930	\$ 997	\$ 1,000	\$ 1,000	7.53%		
01-5-350538.00	POSTAGE	\$ 450	\$ -	\$ 450	\$ 482	\$ 500	\$ 500	11.11%		
01-5-350540.00	ADVERTISING	\$ 500	\$ 486	\$ 500	\$ 536	\$ 540	\$ 540	8.00%		
01-5-350550.00	PRINTING	\$ 200	\$ 148	\$ 200	\$ 214	\$ 200	\$ 200	0.00%		
01-5-350580.00	MILEAGE REIMB	\$ 400	\$ -	\$ 400	\$ 429	\$ 400	\$ 400	0.00%		
01-5-350610.00	OFFICE SUPPLIES	\$ 350	\$ -	\$ 350	\$ 375	\$ 375	\$ 375	7.14%		
01-5-350611.00	OFFICE EQUIPMENT	\$ 250	\$ 500	\$ 250	\$ 268	\$ 275	\$ 275	10.00%		
01-5-350615.00	DUES/MTGS/EDUC	\$ 750	\$ -	\$ 750	\$ 804	\$ 800	\$ 800	6.67%		
	TOTAL	\$ 150,747	\$ 123,683	\$ 185,800	\$ 195,772	\$ 195,799	\$ 160,330	-13.71%		
	RECREATION DEPARTMENT									
	RECREATION ADMINISTRATION									
01-5-425110.00	RECREATION DIR WAGE	\$ 70,072	\$ 70,259	\$ 71,796	\$ 74,488	\$ 74,280	\$ 74,280	3.46%		
01-5-425112.00	RECREATION ADMIN ASST	\$ -	\$ -	\$ -	\$ 41,506	\$ 41,714	\$ 41,714	0.00%	Tasks -see attached job description	
01-5-425121.00	FICA TAX	\$ 4,350	\$ 5,170	\$ 4,451	\$ 7,192	\$ 7,192	\$ 7,192	61.57%		
01-5-425122.00	MEDI TAX	\$ 1,016	\$ 1,209	\$ 1,005	\$ 1,682	\$ 1,682	\$ 1,682	67.35%		
01-5-425123.00	HEALTH INS	\$ 24,022	\$ 26,012	\$ 23,046	\$ 9,700	\$ 17,729	\$ 17,729	-23.07%		
01-5-425124.00	DISABILITY/LIFE INSUR	\$ 518	\$ 738	\$ 756	\$ 1,510	\$ 1,511	\$ 1,511	98.87%		
01-5-425125.00	DENTAL INSURANCE	\$ 462	\$ 312	\$ 442	\$ 884	\$ 884	\$ 884	100.00%		
01-5-425126.00	VT RETIREMENT	\$ 4,380	\$ 4,373	\$ 4,846	\$ 7,830	\$ 7,830	\$ 7,830	61.57%		
01-5-425127.00	TELEPHONE	\$ 525	\$ 492	\$ 1,005	\$ 1,077	\$ 1,075	\$ 1,075	6.97%		
01-5-425128.00	POSTAGE	\$ 175	\$ -	\$ 50	\$ 50	\$ 50	\$ 50	0.00%		
01-5-425140.00	ADVERTISING	\$ 71	\$ -	\$ 245	\$ 245	\$ 245	\$ 245	0.00%		
01-5-425150.00	PRINTING	\$ 25	\$ -	\$ 75	\$ 80	\$ 80	\$ 80	6.67%		
01-5-425160.00	DUES/MTGS/EDUC	\$ 800	\$ 80	\$ 1,300	\$ 1,394	\$ 1,400	\$ 1,400	7.69%		
01-5-425170.00	OFFICE EQUIPMENT	\$ 50	\$ 40	\$ 50	\$ 54	\$ 55	\$ 55	10.00%		
01-5-425180.00	MILEAGE REIMBURSEMENT	\$ 263	\$ -	\$ 250	\$ 268	\$ 275	\$ 275	10.00%		
01-5-425182.00	OFFICE SUPPLIES	\$ 225	\$ 130	\$ 225	\$ 240	\$ 225	\$ 225	0.00%		
	TOTAL ADMINISTRATION	\$ 106,954	\$ 108,815	\$ 109,542	\$ 148,199	\$ 156,225	\$ 156,226	42.62%		
	RECREATION PROGRAMS									
01-5-425200.00	INSTRUCTOR FEE	\$ 65,000	\$ 10,488	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.00%		
01-5-425206.00	COACHING MATERIALS	\$ 300	\$ 110	\$ 800	\$ 800	\$ 800	\$ 800	0.00%		
01-5-425208.00	TEE SHIRT/HAT	\$ 3,000	\$ 3,150	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%		
01-5-425211.00	EQUIPMENT	\$ 3,500	\$ 14,934	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	0.00%		
01-5-425212.00	PROGRAM WAGE	\$ 38,000	\$ 29,024	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	0.00%		
01-5-425214.00	REFEREE/UMPIRE	\$ 3,700	\$ 1,666	\$ 4,000	\$ 5,500	\$ 5,500	\$ 5,500	37.50%	UVRA increasing all referee/officials fees for associated towns	
01-5-425216.00	TOURNAMENT FEES	\$ 2,500	\$ (95)	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%		
01-5-425218.00	REGISTRATION FEES (MYREC)	\$ 8,500	\$ 4,529	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	0.00%		
01-5-425219.00	M.CROSS SCHOOL RENTAL FEE	\$ -	\$ -	\$ -	\$ 17,500	\$ 17,500	\$ 17,500	0.00%	\$15,500 MCS (building & Town Green) \$2,000 Legion (summer camp space and Assistant Rec Director PT office)	
01-5-425220.00	SPECIAL EVENTS /SUPPLIES	\$ 1,500	\$ 352	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%		
01-5-425221.00	FICA	\$ 2,500	\$ 543	\$ 3,720	\$ 5,270	\$ 5,270	\$ 5,270	41.67%		
01-5-425222.00	MEDI	\$ 600	\$ 127	\$ 840	\$ 1,233	\$ 1,233	\$ 1,233	46.79%		
	UV RAPIDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-425244.00	UNIFORM	\$ 700	\$ -	\$ 1,200	\$ 1,500	\$ 1,500	\$ 1,500	25.00%		
	TOTAL RECREATION PROGRAMS	\$ 129,800	\$ 64,827	\$ 116,060	\$ 137,303	\$ 137,303	\$ 137,303	18.30%		
	RECREATION FACILITIES									
01-5-425322.00	REC FIELD CARE	\$ 7,000	\$ 3,980	\$ 10,500	\$ 11,256	\$ 11,256	\$ 11,256	7.20%		
01-5-425324.00	HUNTLEY LINE MARKING	\$ 2,440	\$ 3,204	\$ 2,440	\$ 8,000	\$ 8,000	\$ 8,000	227.87%		
01-5-425326.00	PORTABLE TOILET	\$ 1,062	\$ 2,253	\$ 2,500	\$ 3,200	\$ 3,200	\$ 3,200	28.00%		
01-5-425328.00	ICE RINK	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	0.00%		
01-5-425330.00	REPAIRS & MAINT	\$ 2,519	\$ 32	\$ 2,500	\$ 2,680	\$ 2,680	\$ 2,680	7.20%		
01-5-425332.00	WATER USAGE	\$ 485	\$ 465	\$ 420	\$ 450	\$ 450	\$ 450	7.14%		

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Exhibit 6

CODE	DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY23 Budget	Dept Request Pass 1	Pass 2	Pass 3	FY23/FY24 Budget Change- PASS 3	Pass 1 Notes	Pass 3 Notes
01-5-425333.00	WOMEN'S CLUB GRANT	\$ 1,875	\$ -	\$ 2,500	\$ 5,500	\$ 5,500	\$ 5,500	120.00%	Bos fountain replacement and granite work; will seek grant to cover if available	
01-5-425350.00	MAHHC PREVENTION GRANT (100% Pass Thru Grant)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-425350.10	VT REC RESTART GRANT (COVID-related assistance)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-425345.00	SITE WORK	\$ -	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	0.00%		
01-5-425351.00	SUMMER MATTERS FOR ALL GRANT	\$ -	\$ 12,865	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-425352.00	KING AUTHOR GRANT	\$ -	\$ 407	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-425360.00	DESIGNATED FUND-T COURTS (Fund 17)	\$ 10,200	\$ 10,200	\$ 10,200	\$ 106,991	\$ 107,000	\$ 10,200	0.00%	High Liability risk fund 17 Bal = \$23,009	reduced to prior year allocation amt
	TOTAL RECREATION FACILITIES	\$ 25,581	\$ 33,406	\$ 34,810	\$ 141,827	\$ 141,836	\$ 45,036	29.38%		
	RECREATION TOTAL	\$ 262,335	\$ 207,048	\$ 260,412	\$ 427,329	\$ 435,363	\$ 338,565	30.01%		
	PUBLIC SAFETY FACILITY									
01-5-485232.00	WATER USAGE	\$ 1,100	\$ 925	\$ 1,100	\$ -	\$ 1,200	\$ 1,200	9.09%		
01-5-485233.00	ELECTRICITY	\$ 7,100	\$ 4,035	\$ 7,700	\$ -	\$ 8,000	\$ 8,000	3.90%		
	HEATING (Inc. Apparatus Bay)	\$ 2,875	\$ 306	\$ -	\$ -	\$ 3,450	\$ 3,450	0.00%		
01-5-485238.00	ADMIN TELEPHONE & INTERNET	\$ 4,830	\$ 6,192	\$ 4,830	\$ -	\$ 5,492	\$ 5,492	13.71%		
01-5-485301.00	SUPPLIES	\$ 750	\$ 694	\$ 650	\$ -	\$ 700	\$ 700	7.69%		
01-5-485302.00	REPAIRS & MAINTENANCE (Inc. Apparatus Bay)	\$ 2,000	\$ 2,186	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	0.00%		
01-5-485303.00	ALARM MONITORING	\$ 325	\$ 1,445	\$ 1,400	\$ -	\$ 1,500	\$ 1,500	7.14%		
01-5-485304.00	CLEANING	\$ 11,000	\$ 9,540	\$ 10,000	\$ -	\$ 10,720	\$ 10,720	7.20%		
01-5-485760.00	DESIGNATED FUND - POLICE/FIRE STATION (Fund 10 or 25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		Fund 10= Police Station and Fund 25=Fire Station
	TOTAL PUBLIC SAFETY FACILITY	\$ 29,980	\$ 25,323	\$ 30,680	\$ -	\$ 36,062	\$ 36,062	17.54%		
	POLICE DEPARTMENT									
	WAGES & BENEFITS									
01-5-500110.00	POLICE CHIEF WAGE	\$ 87,257	\$ 34,822	\$ 85,761	\$ 95,832	\$ 96,998	\$ 96,998	13.10%		
01-5-500112.00	POLICE OFFICER WAGE	\$ 174,617	\$ 171,140	\$ 178,626	\$ 269,110	\$ 295,286	\$ 235,132	31.63%	this includes full staff and Safety Officer at competitive wages	See job roster
01-5-500112.10	ON-CALL WAGE	\$ 5,472	\$ 4,975	\$ 5,472	\$ 7,313	\$ 5,000	\$ 5,000	-8.63%	due to projected pay increase this number will go up	
01-5-500113.00	OVERTIME OFFICER WAGE	\$ 19,838	\$ 40,873	\$ 20,138	\$ 20,750	\$ 20,000	\$ 20,000	-0.69%		
01-5-500114.00	ADMINISTRATIVE WAGE	\$ 51,247	\$ 52,033	\$ 54,820	\$ 70,450	\$ 58,346	\$ 58,346	6.43%	competitive admin wage increase	
01-5-500115.00	PARTTIME OFFICER WAGE	\$ 3,000	\$ 1,433	\$ 3,250	\$ 12,500	\$ -	\$ -	-100.00%	competitive wage adjustment to hire part-time officers	
01-5-500116.00	CROSSING GUARD WAGE	\$ 16,934	\$ 14,676	\$ 15,656	\$ 25,000	\$ 11,402	\$ 22,804	45.66%		2 crossing guards
01-5-500117.00	GOVERNOR'S HIGHWAY SAFETY GRANT WAGE	\$ -	\$ 480	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-500118.00	SPECIAL DUTY WAGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-500121.00	FICA TAX	\$ 20,587	\$ 18,444	\$ 19,984	\$ 31,059	\$ 30,196	\$ 27,173	35.98%	all numbers below will change due to staff increasing to full.	
01-5-500122.00	MEDI TAX	\$ 4,815	\$ 4,316	\$ 4,513	\$ 7,264	\$ 7,062	\$ 6,355	40.82%		
01-5-500123.00	HEALTH INS	\$ 72,228	\$ 61,879	\$ 69,648	\$ 84,030	\$ 105,079	\$ 105,079	50.87%		
01-5-500124.00	DISABILITY/LIFE INS	\$ 3,708	\$ 2,715	\$ 3,289	\$ 6,530	\$ 3,938	\$ 3,938	19.73%		
01-5-500125.00	DELTA DENTAL	\$ 2,160	\$ 1,699	\$ 2,209	\$ 3,047	\$ 2,651	\$ 2,651	20.01%		
01-5-500126.00	VT RETIREMENT	\$ 24,313	\$ 23,451	\$ 21,757	\$ 33,814	\$ 32,105	\$ 28,045	28.90%		
	TOTAL	\$ 486,176	\$ 432,936	\$ 485,123	\$ 666,700	\$ 668,063	\$ 611,522	26.05%		
	COMMUNITY POLICING									
01-5-500201.00	ANIMAL CONTROL	\$ 2,131	\$ 3,391	\$ 2,750	\$ 2,948	\$ 2,950	\$ 2,950	7.27%		
01-5-500202.00	COMMUNITY RELATIONS	\$ 653	\$ 192	\$ 650	\$ 697	\$ 700	\$ 700	7.69%		
01-5-500204.00	SPEED SIGNS	\$ 1,865	\$ 6,365	\$ 2,000	\$ 2,144	\$ 2,150	\$ 2,150	7.50%		
01-5-500206.00	NORWICH CADET PROGRAM	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
	TOTAL	\$ 4,949	\$ 9,948	\$ 5,400	\$ 5,789	\$ 5,800	\$ 5,800	7.41%		
	EQUIPMENT & MAINTENANCE									
01-5-500301.00	RADIO MAINTENANCE	\$ 764	\$ -	\$ 750	\$ 804	\$ 800	\$ 800	6.67%		
01-5-500302.00	PETROLEUM PRODUCTS	\$ 6,121	\$ -	\$ 7,250	\$ 7,772	\$ 7,982	\$ 7,982	10.10%	\$ 9,062.50	
01-5-500304.00	CRUISER VIDEO EQUIP	\$ 1,025	\$ -	\$ 4,044	\$ 4,335	\$ 4,300	\$ 4,300	6.33%		
01-5-500306.00	CRUISER MAINT	\$ 8,396	\$ 12,830	\$ 8,250	\$ 8,844	\$ 8,800	\$ 8,800	6.67%		
01-5-500308.00	CRUISER SUPPLIES	\$ 482	\$ 81	\$ 500	\$ 536	\$ 500	\$ 500	0.00%		
	TOTAL	\$ 16,788	\$ 12,911	\$ 20,794	\$ 22,291	\$ 22,382	\$ 22,382	7.64%		
01-5-500432.00	GRANTS (Inc PACIF Equip & Women's Club)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
	SUPPORT									
01-5-500501.00	ADMINISTRATION	\$ 4,000	\$ 3,798	\$ 4,000	\$ 4,288	\$ 4,250	\$ 4,250	6.25%		
01-5-500535.00	VIBRS	\$ 2,971	\$ 2,901	\$ 3,000	\$ 3,216	\$ 3,000	\$ 3,000	0.00%		
01-5-500536.00	DISPATCH SERVICES	\$ 72,911	\$ 72,911	\$ 73,000	\$ 95,800	\$ 95,800	\$ 95,800	31.23%	price increase from Hartford dispatch	
01-5-500538.00	TRAINING	\$ 2,500	\$ 1,913	\$ 2,500	\$ 3,500	\$ 3,500	\$ 3,500	40.00%	full staff it is important to train officers	
01-5-500543.00	TRAINING SUPPLIES (inc. Equipment & Ballistic Vests)	\$ 1,421	\$ 559	\$ 2,000	\$ 4,500	\$ 4,500	\$ 4,500	125.00%	If we get to full staff new vests will need to be purchased, the grant will help	
01-5-500580.00	MILEAGE REIMB	\$ 217	\$ 1,083	\$ 200	\$ 214	\$ 250	\$ 250	25.00%		
01-5-500581.00	DUES/MTGS/EDUC	\$ 943	\$ 405	\$ 1,000	\$ 1,072	\$ 1,000	\$ 1,000	0.00%		
01-5-500582.00	UNIFORM	\$ 3,026	\$ 3,437	\$ 2,500	\$ 2,680	\$ 3,000	\$ 3,000	20.00%		
01-5-500583.00	UNIFORMS CLEANING	\$ -	\$ 351	\$ 1,500	\$ 1,608	\$ 1,500	\$ 1,500	0.00%		
01-5-500584.00	UNIFORMS CLEANING	\$ 1,386	\$ 2,979	\$ -	\$ -	\$ -	\$ -	0.00%		
	TOTAL	\$ 89,375	\$ 90,337	\$ 89,700	\$ 116,878	\$ 116,800	\$ 116,800	30.21%		
	DESIGNATED FUNDS									
01-5-500701.00	DESIGNATED FUND-SPECIAL EQUIP (fund 21)	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%		
01-5-500702.00	DESIGNATED FUND-CRUISER (Fund 11)	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	0.00%		

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Exhibit 6

CODE	DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY23 Budget	Dept Request Pass 1	Pass 2	Pass 3	FY23/FY24 Budget Change- PASS 3	Pass 1 Notes	Pass 3 Notes
	TOTAL	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	0.00%		
	TOTAL POLICE DEPARTMENT	\$ 597,288	\$ 546,132	\$ 641,017	\$ 851,658	\$ 853,046	\$ 796,504	24.26%		
	FIRE/FAST DEPT.									
01-5-555108.00	FIRE CHIEF WAGES	\$ 67,782	\$ 67,571	\$ 70,761	\$ 73,415	\$ 73,168	\$ 73,168	3.40%		
01-5-555110.00	FIRE OFFICER STIPEND	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	0.00%		
01-5-555112.00	FIREFIGHTERS WAGE	\$ 29,000	\$ 23,690	\$ 30,000	\$ 31,125	\$ 31,125	\$ 31,125	3.75%		
01-5-555114.00	FF DRILLS/MTGS WAGE	\$ 3,000	\$ 1,428	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%		
01-5-555119.00	C-19 GRANT	\$ -	\$ (5,620)	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-555119.10	C-19 MILEAGE REIUMBURSEMENT	\$ -	\$ 579	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-555121.00	FICA TAX	\$ 6,322	\$ 5,931	\$ 6,532	\$ 6,777	\$ 6,751	\$ 6,751	3.36%		
01-5-555122.00	MEDI TAX	\$ 1,479	\$ 1,387	\$ 1,528	\$ 1,585	\$ 1,579	\$ 1,579	3.33%		
01-5-555123.00	HEALTH INSURANCE	\$ 16,458	\$ 17,875	\$ 21,141	\$ 16,560	\$ 15,102	\$ 15,102	-28.57%		
01-5-555124.00	DISABILITY/LIFE INSURANCE	\$ 518	\$ 869	\$ 736	\$ 1,019	\$ 736	\$ 736	-0.07%		
01-5-555125.00	VT RETIREMENT	\$ 4,236	\$ 4,209	\$ 4,770	\$ 5,055	\$ 5,081	\$ 5,081	6.51%		
01-5-555126.00	DENTAL INSURANCE	\$ 462	\$ 364	\$ 442	\$ 420	\$ 442	\$ 442	-0.04%		
	TOTAL	\$ 131,357	\$ 120,382	\$ 140,510	\$ 140,556	\$ 138,583	\$ 138,583	-1.37%		
	EMS WAGES									
01-5-555212.00	EMS WAGE	\$ 6,000	\$ 4,141	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%		
01-5-555215.00	EMS DRILL WAGE	\$ 1,900	\$ 1,164	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900	0.00%		
01-5-555221.00	EMS FICA TAX	\$ 490	\$ 241	\$ 428	\$ 444	\$ 444	\$ 444	3.74%		
01-5-555222.00	EMS MEDI TAX	\$ 115	\$ 57	\$ 100	\$ 104	\$ 104	\$ 104	4.00%		
	TOTAL	\$ 8,505	\$ 5,602	\$ 7,428	\$ 7,448	\$ 7,448	\$ 7,448	0.27%		
	EDUCATION & TRAINING									
01-5-555338.00	FIRE EDUC/TRAINING	\$ 1,000	\$ 45	\$ 750	\$ 750	\$ 750	\$ 750	0.00%		
01-5-555340.00	EMS EDUC/TRNG	\$ 1,400	\$ 750	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	0.00%		
01-5-555342.00	FIRE DUES/MTGS/EDUC	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	0.00%		
	TOTAL	\$ 2,900	\$ 795	\$ 2,450	\$ 2,450	\$ 2,450	\$ 2,450	0.00%		
	TOOLS & EQUIPMENT									
01-5-555422.00	FIRE TOOLS & EQUIPMENT	\$ 4,000	\$ 1,397	\$ 4,000	\$ 4,200	\$ 4,200	\$ 4,200	5.00%		
01-5-555424.00	EMS TOOLS/ EQUIP	\$ 1,900	\$ 1,391	\$ 1,900	\$ 2,000	\$ 2,000	\$ 2,000	5.26%		
01-5-555426.00	RADIO PURCH/REPAIR	\$ 750	\$ 8,191	\$ 750	\$ 800	\$ 800	\$ 800	6.67%		
	TOTAL	\$ 6,650	\$ 10,980	\$ 6,650	\$ 7,000	\$ 7,000	\$ 7,000	5.26%		
	MAINTENANCE									
01-5-555528.00	FIRE TRK R & M	\$ 14,500	\$ 37,012	\$ 13,000	\$ 15,000	\$ 15,000	\$ 15,000	15.38%	Aging Fleet increasing repair costs	
01-5-555530.00	EQUIPMENT MAINTENANCE & SAFETY TESTING	\$ 4,000	\$ 4,046	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.00%		
01-5-555532.00	RADIO MAINTENANCE	\$ 531	\$ 1,151	\$ 500	\$ 500	\$ 500	\$ 500	0.00%		
01-5-555534.00	SOFTWARE MAINTENANCE	\$ 1,012	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-555536.00	COMPUTER MAINTENANCE	\$ 291	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-555538.00	VEHICLE FUEL	\$ 2,715	\$ 4,591	\$ 3,500	\$ 4,500	\$ 4,500	\$ 4,500	28.57%	Fuel cost increase in line with FY22 actual	
	TOTAL	\$ 23,049	\$ 46,799	\$ 21,000	\$ 24,000	\$ 24,000	\$ 24,000	14.29%		
	SUPPORT									
01-5-555614.00	RECRUITMENT	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	0.00%		
01-5-555618.00	POSTAGE	\$ 25	\$ -	\$ 25	\$ 25	\$ 25	\$ 25	0.00%		
01-5-555619.00	FIRE PREVENTION BOOKS & MATERIALS	\$ 100	\$ 310	\$ 100	\$ 100	\$ 100	\$ 100	0.00%		
01-5-555620.00	FIREFIGHTERS CASUL INS	\$ 8,800	\$ 4,048	\$ 5,800	\$ 5,800	\$ 5,800	\$ 5,800	0.00%		
01-5-555625.00	TELEPHONE & INTERNET	\$ -	\$ 480	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-555630.00	OFFICE SUPPLIES	\$ 400	\$ 607	\$ 600	\$ 650	\$ 650	\$ 650	8.33%		
01-5-555632.00	DISPATCH SERVICE	\$ 22,588	\$ 12,913	\$ 25,004	\$ 28,755	\$ 28,755	\$ 28,755	15.00%		
01-5-555633.00	UNIFORM	\$ 225	\$ 238	\$ 225	\$ 250	\$ 250	\$ 250	11.11%		
01-5-555634.00	HYDRANT RENTAL	\$ 33,933	\$ 33,933	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000	0.00%		
01-5-555635.00	DRY HYDRANT	\$ 25	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	0.00%		
01-5-555636.00	OSHA COMPLIANCE	\$ 1,000	\$ 224	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.00%		
01-5-555637.00	WATER LINE REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
	TOTAL	\$ 67,196	\$ 52,752	\$ 67,354	\$ 71,180	\$ 71,180	\$ 71,180	5.68%		
	DESIGNATED FUNDS									
01-5-555758.00	DESIGNATED FUND-APPARATUS (Fund 6)	\$ 20,000	\$ 20,000	\$ 60,000	\$ 80,000	\$ 80,000	\$ 80,000	33.33%	FY23 Adopted increase	
01-5-555760.00	DESIGNATED FUND-EQUIPMENT (Fund 26)	\$ 20,000	\$ 20,000	\$ 10,000	\$ 30,000	\$ 30,000	\$ 30,000	200.00%	FY23 Adopted increase	
	TOTAL	\$ 40,000	\$ 40,000	\$ 70,000	\$ 110,000	\$ 110,000	\$ 110,000	57.14%		
	GRANT									
01-5-555824.00	VLCT PACIF GRANT	\$ -	\$ 5,352	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-555825.00	FEMA GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-555830.00	DRY HYDRANT GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-555852.00	FY 17 HOMELAND SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
	TOTAL	\$ -	\$ 5,352	\$ -	\$ -	\$ -	\$ -	0.00%		
	AMBULANCE EXPENDITURES									
01-5-555901.00	AMBULANCE CONTRACT	\$ 146,340	\$ 148,224	\$ 152,925	\$ 160,572	\$ 160,575	\$ 160,575	5.00%		
01-5-555903.00	AMBULANCE LIAB	\$ 14,500	\$ 1,743	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	0.00%		

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CODE	DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY23 Budget	Dept Request Pass 1	Pass 2	Pass 3	FY23/FY24 Budget Change- PASS 3	Pass 1 Notes	Pass 3 Notes
	TOTAL	\$ 160,840	\$ 149,967	\$ 158,425	\$ 166,072	\$ 166,075	\$ 166,075	4.83%		
	TOTAL FIRE DEPT.	\$440,497	\$432,629	\$473,817	\$ 528,706	\$ 526,736	\$ 526,736	11.17%		
	EMERGENCY MANAGEMENT									
01-5-575100.00	DEBT SERVICE ON TOWER BOND PRINCIPAL	\$ 29,894	\$ 27,500	\$ 26,775	\$ 26,775	\$ 26,775	\$ 26,775	0.00%		
01-5-575105.00	DEBT SERVICE ON TOWER BOND INTEREST	\$ -	\$ 2,321	\$ 3,025	\$ 3,025	\$ 3,025	\$ 3,025	0.00%		
01-5-575233.00	TOWER POWER	\$ 500	\$ 391	\$ 400	\$ 429	\$ 430	\$ 430	7.50%		
01-5-575600.00	EMERG MAN ADMIN	\$ 17	\$ -	\$ 25	\$ 27	\$ 30	\$ 30	20.00%		
01-5-575610.00	EMERG MNGMT SUPPLIES	\$ 33	\$ -	\$ 50	\$ 54	\$ 50	\$ 50	0.00%		
01-5-575612.00	GENERATOR FUEL	\$ 55	\$ -	\$ 100	\$ 107	\$ 100	\$ 100	0.00%		
01-5-575620.00	EMERG GEN MAINT	\$ 2,500	\$ 756	\$ 2,500	\$ 2,680	\$ 2,500	\$ 2,500	0.00%		
	BASE RADIO MAINTENANCE PD & DPW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
	HAZARD MITIGATION PLAN (FEMA Grant) - Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	No consultant needed drop this line	
01-5-575740.00	DESIGNATED FUND- GENERATORS (Fund 46)	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	Fund # 46-Generator at 11-30-22 is \$35,794.38	
	TOTAL	\$ 42,999	\$ 40,968	\$ 47,875	\$ 48,097	\$ 47,910	\$ 47,910	0.07%		
	GRANTS									
01-5-575800.00	LOCAL HAZARD MITIGATION GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
	CONSERVATION COMM.									
01-5-650550.00	PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
01-5-650510.00	OFFICE SUPPLIES & EMAIL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
01-5-650615.00	DUES/MTGS/EDUC	\$ 300	\$ 50	\$ 300	\$ 200	\$ 200	\$ 200	-33.33%		
01-5-650620.00	SPKRS/PUBLIC INFO / GEN'L PUBLIC EDUCATION	\$ 83	\$ -	\$ 500	\$ 1,250	\$ 1,250	\$ 1,250	150.00%	Norwich Times and Public speakers, presentations , workshops and outings	
01-5-650625.00	PUBLICITY / OUTDOOR STUDENT PROGRAMS - LEEEP	\$ 366	\$ 1,132	\$ 1,750	\$ 750	\$ 750	\$ 750	-57.14%	Experiential education projects	
01-5-650630.00	TRAILS	\$ 1,290	\$ 166	\$ 2,750	\$ 1,800	\$ 1,800	\$ 1,800	-34.55%		
01-5-650632.00	WATER QUAL MONIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-650635.00	MILT FRYE NATURE AREA	\$ 1,650	\$ 1,732	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%		
01-5-650700.00	NATRL RESRCS INVEN	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.00%	Woody Adams Conservation Forest	
01-5-650710.00	PROJECT RESTORATION / NATURAL RES. PROJS.	\$ -	\$ -	\$ 1,500	\$ 2,000	\$ 2,000	\$ 2,000	33.33%		
01-5-650727.00	WOMAN'S CLUB GRANT	\$ -	\$ 794	\$ -	\$ -	\$ -	\$ -	0.00%		
	TOTAL	\$ 3,689	\$ 3,874	\$ 9,300	\$ 8,500	\$ 8,500	\$ 8,500	-8.60%		
	CEMETERY COMMISSION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
	PUBLIC WORKS DEPARTMENT									
	HIGHWAY DIVISION									
01-5-703110.00	DIRECTOR OF PUBLIC WORKS	\$ 86,192	\$ 50,558	\$ 87,664	\$ 95,832	\$ 96,520	\$ 96,520	10.10%		
01-5-703111.00	ADMINISTRATIVE ASSISTANT, PART-TIME	\$ 21,826	\$ 8,282	\$ 22,385	\$ 22,605	\$ 22,823	\$ 22,823	1.96%		FT Split 50% with Town Mngr Office
01-5-703112.00	ROAD CREW WAGES	\$ 282,486	\$ 222,028	\$ 271,472	\$ 282,743	\$ 316,182	\$ 316,182	16.47%		
01-5-703114.00	ROAD CREW OVERTIME	\$ 45,000	\$ 39,661	\$ 46,150	\$ 47,881	\$ 47,881	\$ 47,881	3.75%		
01-5-703116.00	PAGER COMPENSATION	\$ 4,650	\$ 240	\$ 4,650	\$ 4,650	\$ 4,650	\$ 4,650	0.00%		
01-5-703121.00	FICA	\$ 21,610	\$ 18,391	\$ 26,884	\$ 28,130	\$ 30,259	\$ 30,259	12.56%		
01-5-703122.00	MEDICARE	\$ -	\$ 4,356	\$ 6,071	\$ 6,579	\$ 7,077	\$ 7,077	16.57%		
01-5-703123.00	HEALTH INSURANCE	\$ 73,283	\$ 50,896	\$ 90,929	\$ 75,428	\$ 67,573	\$ 76,438	-15.94%		Shared Pos- 1 FTE=Benefits 50% coded to DWP and 50% to TM office
01-5-703124.00	DISABILITY & LIFE INSURANCE	\$ 2,589	\$ 2,472	\$ 3,859	\$ 4,948	\$ 3,859	\$ 4,176	8.21%		
01-5-703125.00	DENTAL INSURANCE	\$ 2,310	\$ 1,305	\$ 2,651	\$ 3,535	\$ 2,651	\$ 2,872	8.33%		
01-5-703126.00	RETIREMENT	\$ 17,655	\$ 17,503	\$ 27,761	\$ 30,625	\$ 31,403	\$ 31,403	13.12%		
	TOTAL	\$ 557,601	\$ 415,693	\$ 590,476	\$ 602,956	\$ 630,879	\$ 640,281	8.43%		
	MATERIALS									
01-5-703201.00	SALT & CHEMICALS	\$ 115,000	\$ 88,319	\$ 115,000	\$ 119,626	\$ 119,626	\$ 119,626	4.02%	FY22 price was \$69.21 per ton. FY23 price is \$86/ton. FY24 projected to increase 7% to \$92.02/ton for 1300 tons is \$119,626	
01-5-703203.00	SAND	\$ 105,000	\$ 57,705	\$ 115,000	\$ 125,511	\$ 125,511	\$ 125,511	9.14%	Sand expense in FY 22 was approximately \$96,000 based on 7500 tons of sand at \$12.85 per ton. This year FY23 the updated rate is now \$15.64 per ton (21% increase) for 7500 tons is \$117,300. FY 24 projected to increase 7% to \$16.73 per ton for 7500 tons is \$125,511.	
01-5-703205.00	DUST CONTROL	\$ 15,000	\$ 12,374	\$ 22,500	\$ 24,120	\$ 24,120	\$ 24,120	7.20%	Price is \$1 per gallon with a fuel surcharge. Existing contract ended in Sept 22. FY24 projected to increase 10% for 20,000 gallons of ProMag is \$22,000 plus fuel surcharge	
01-5-703207.00	GRAVEL & STONE	\$ 55,000	\$ 48,570	\$ 55,000	\$ 58,960	\$ 58,960	\$ 58,960	7.20%	On average, gravel products increased approximately 12% from FY22 to FY23.	
01-5-703209.00	CULVERTS & OTHER ROAD SUPPLIES	\$ 12,000	\$ 7,816	\$ 12,000	\$ 12,450	\$ 20,000	\$ 20,000	66.67%		
01-5-703211.00	ASPHALT PRODUCTS	\$ 2,995	\$ 1,247	\$ 3,000	\$ 3,082	\$ 3,100	\$ 3,100	3.33%		
01-5-703213.00	BRIDGE REPAIR & MAINTENANCE	\$ 2,000	\$ 277	\$ 2,000	\$ 2,055	\$ 2,000	\$ 2,000	0.00%		
01-5-703215.00	OTHER PROJECTS	\$ 1,783	\$ 8,858	\$ 1,785	\$ 1,914	\$ 1,900	\$ 1,900	6.44%		
01-5-703217.00	SIGNS	\$ 2,256	\$ -	\$ 2,250	\$ 2,412	\$ 2,400	\$ 2,400	6.67%		
	TOTAL	\$ 311,034	\$ 225,166	\$ 328,535	\$ 350,130	\$ 357,617	\$ 357,617	8.85%		
	CONTRACTED SERVICES									

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01-5-703301.00	PLOWING & SANDING	\$ 22,976	\$ 21,298	\$ 25,000	\$ 25,683	\$ 25,683	\$ 25,683	2.73%	Current snowplow contract is \$78,560 with staff shortage. Assuming staff shortage is resolved, the budget of \$26,800 should suffice.	
01-5-703303.00	ROAD SWEEPING	\$ 3,243	\$ 2,170	\$ -	\$ 2,325	\$ 2,325	\$ 2,325	0.00%	Use \$2,325 (7.2% increase from FY22)	
01-5-703305.00	LEAF REMOVAL	\$ 3,029	\$ 2,200	\$ 3,000	\$ 3,216	\$ 3,220	\$ 3,220	7.33%		
01-5-703307.00	STREETLIGHTS	\$ 12,595	\$ 13,507	\$ 13,000	\$ 13,936	\$ 13,900	\$ 13,900	6.92%		
01-5-703309.00	TREE CUTTING & REMOVAL	\$ 10,516	\$ 1,700	\$ 10,000	\$ 10,273	\$ 10,275	\$ 10,275	2.75%		
01-5-703311.00	UNIFORMS	\$ 12,773	\$ 9,403	\$ 12,000	\$ 12,328	\$ 12,325	\$ 12,325	2.71%	FY22 was lower due to staff shortage. \$12,328 will suffice once staff is back to normal	
01-5-703313.00	PAVING	\$ 25,000	\$ 146,522	\$ 7,500	\$ 50,000	\$ 50,000	\$ 50,000	566.67%	The \$146,522 spent in FY22 was a portion of a total \$160K FY22 paving grant. This was a 80/20 match. \$128,000 of the \$160,000 would have been reimbursed and town responsible for only \$32,000. FY24 is for paving work at the Transfer Station due to extensive pavement deterioration. Estimate is \$50K	
01-5-703315.00	OTHER PROJECTS	\$ 66,354	\$ 37,108	\$ 15,500	\$ 15,923	\$ 16,000	\$ 16,000	3.23%		
01-5-703317.00	CRACK SEALING	\$ 15,944	\$ -	\$ 15,000	\$ 18,000	\$ 18,000	\$ 18,000	20.00%	FY23 was \$18,000. Use \$18,000	
01-5-703319.00	PAVEMENT MARKING	\$ 32,000	\$ 34,287	\$ 38,000	\$ 39,037	\$ 39,000	\$ 39,000	2.63%		
01-5-703321.00	BRIDGES	\$ 67,000	\$ 37,238	\$ 50,000	\$ 51,365	\$ 51,375	\$ 51,375	2.75%	Chapel Hill Bridge removal (30-35K), misc bridge work, and ongoing temporary response work for the Moore Lane Bridge work.	
	TOTAL	\$ 271,430	\$ 305,433	\$ 189,000	\$ 242,086	\$ 242,103	\$ 242,103	28.10%		
	EQUIPMENT									
01-5-703401.00	OUTSIDE REPAIRS	\$ 40,000	\$ 56,340	\$ 35,000	\$ 37,520	\$ 45,000	\$ 45,000	28.57%	FY22 costs were elevated due to catching up on freightliner truck maintenance repair delays.	
01-5-703403.00	PARTS & SUPPLIES	\$ 50,000	\$ 101,722	\$ 50,000	\$ 53,600	\$ 55,000	\$ 55,000	10.00%		
01-5-703405.00	PETROLEUM PRODUCTS	\$ 48,000	\$ 58,103	\$ 70,000	\$ 75,040	\$ 77,070	\$ 77,070	10.10%		
	TOTAL	\$ 138,000	\$ 216,164	\$ 155,000	\$ 166,160	\$ 177,070	\$ 177,070	14.24%		
	HIGHWAY GARAGE									
01-5-703501.00	ELECTRICITY	\$ 3,600	\$ 5,533	\$ 4,000	\$ 6,000	\$ 6,000	\$ 6,000	50.00%	Actual FY22 Electrical was \$5,533 so we should budget be \$6,000	
01-5-703503.00	PROPANE	\$ 6,861	\$ 7,924	\$ 9,000	\$ 9,648	\$ 10,395	\$ 10,395	15.50%		
01-5-703505.00	TELEPHONE (Inc. Internet)	\$ 3,407	\$ 6,421	\$ 6,500	\$ 6,968	\$ 6,950	\$ 6,950	6.92%		
01-5-703507.00	SUPPLIES	\$ 8,260	\$ 5,436	\$ 8,250	\$ 8,844	\$ 8,800	\$ 8,800	6.67%		
01-5-703509.00	ALARM MONITORING	\$ 461	\$ 643	\$ 900	\$ 965	\$ 1,000	\$ 1,000	11.11%		
01-5-703511.00	REPAIRS & MAINTENANCE	\$ 6,979	\$ 18,347	\$ 7,750	\$ 8,308	\$ 8,300	\$ 8,300	7.10%		
01-5-703513.00	TOOLS	\$ 7,326	\$ 9,185	\$ 7,250	\$ 7,772	\$ 7,775	\$ 7,775	7.24%		
01-5-703515.00	ADMINISTRATION	\$ 5,256	\$ 2,652	\$ 5,000	\$ 5,360	\$ 5,300	\$ 5,300	6.00%		
01-5-703601.00	DESIGNATED FUND-GARAGE (Fund 8)	\$ 25,000	\$ 25,000	\$ 25,000	\$ 27,000	\$ 27,000	\$ 27,000	8.00%	Current garage fund is \$113K. Garage roof leaks at the connection between the expansion and old building. There are structural issues yet to be fully determined. Need to build reserve to address future needs.	
	TOTAL	\$ 67,150	\$ 81,141	\$ 73,650	\$ 80,865	\$ 81,520	\$ 81,520	10.69%		
	CAPITAL EXPENDITURES									
01-5-703601.00	DESIGNATED FUND-EQUIPMENT (Fund 7)	\$ 40,000	\$ 40,000	\$ 40,000	\$ 75,000	\$ 75,000	\$ 75,000	87.50%	As of 11/21/22 we have approx. \$199K in the Equipment Reserve Fund. We purchased the JD Sidewalk Snow Plow in October 2022 for approx. \$45K. We plan to purchase a new JD Roadside Mower in FY24 for 165K due to existing 2nd roadside mower in need of extensive repairs. We plan to purchase a new Freightliner 6-Wheel truck in FY26 for 215K. There needs to be 75K put into the equipment reserve fund over the next three years and into each year going forward to build reserve.	
01-5-703605.00	DESIGNATED FUND-SIDEWALKS (Fund 27)	\$ 14,000	\$ 14,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	The sidewalk fund is currently at \$105K	
01-5-703607.00	DESIGNATED FUND-PAVING (Fund 42)	\$ 60,000	\$ 60,000	\$ 45,000	\$ 75,000	\$ 75,000	\$ 75,000	66.67%	The paving reserve fund is currently at 188K. Based on the TRORC 2021 Surface Inventory Report, there is approx. \$1.5 M of paving treatment for Class 2 roads (grant funding can be utilized) and \$1.1 M of paving treatment for Class 3 roads (no grant funding - 100% town funded). Based on current funding and grant funding options, there would need to be approx 75K put into the fund each year over the next 15 years.	
01-5-703609.00	DESIGNATED FUND-BRIDGES (Fund 41)	\$ 157,000	\$ 157,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	0.00%	The 2022 Bridge Management Report from Stantec shows that there will need to be 2.8 million dollars worth of bridge work in the Town over the next 10 years. With the current bridge fund at \$530K and assuming grant funding (VTrans Mitigation or Structures Grants) will help offset the larger projects at Mitchell Brook Rd (765K) in FY 26 and Goodrich Four Corners (800K) in FY 31, we would need to put 100K each year into the bridge reserve fund for 10 years.	
	TOTAL	\$ 271,000	\$ 271,000	\$ 195,000	\$ 260,000	\$ 260,000	\$ 260,000	33.33%		
	GRANTS									
01-5-703701.00	VTRANS - PAVING GRANT	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	0.00%	FY24 Paving Grant \$200,000 max for 2 miles of Class III Beaver Meadow full reclamation and shouldering with 80/20 match per TRPORC Surface Inventory recommendation. Estimate is \$226K. Reimbursed \$160,000. Town cost is 67K.	
01-5-703703.00	FEMA GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		

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01-5-703710.10	BETTER ROADS / GRANTS IN AID	\$ 5,000	\$ 8,016	\$ -		\$ -	\$ -	0.00%	Better Roads Grants and Grants in Aid to be applied for in FY24 for various culvert work. Anticipate \$60K in grant funding and \$15K in Town spending.	
01-5-703712.00	VTRANS - BIKE & PED	\$ -	\$ -	\$ -		\$ -	\$ -	0.00%		
01-5-703714.00	VTRANS - TAP GRANT (Tigertown Culverts - 20% Local)	\$ 21,929	\$ 32,029	\$ -		\$ -	\$ -	0.00%		
01-5-703715.00	VTRANS - STRUCTURES GRANT (10% Local)	\$ -	\$ 2,619	\$ -		\$ -	\$ -	0.00%		
	TOTAL	\$ 26,929	\$ 56,664	\$ -	\$ -	\$ -	\$ -	0.00%		
	TOTAL-HIGHWAY DIVISION	\$ 1,643,144	\$ 1,571,262	\$ 1,531,661	\$ 1,702,197	\$ 1,749,189	\$ 1,758,591	14.82%		
	BUILDINGS & GROUNDS DIVISION									
01-5-704113.00	BUILDING & GROUND WAGES	\$ 92,323	\$ 90,587	\$ 96,545	\$ 102,937	\$ 105,475	\$ 105,475	9.25%		
01-5-704114.00	OVERTIME WAGES	\$ 5,000	\$ 8,159	\$ 5,793	\$ 6,010	\$ 6,000	\$ 6,000	3.57%		
01-5-704116.00	PAGER COMPENSATION	\$ 775	\$ 835	\$ 750	\$ 778	\$ 750	\$ 750	0.00%		
01-5-704121.00	FICA	\$ 7,063	\$ 5,897	\$ 6,478	\$ 6,803	\$ 6,958	\$ 6,958	7.41%		
01-5-704122.00	MEDICARE	\$ -	\$ 1,430	\$ 1,463	\$ 1,591	\$ 1,627	\$ 1,627	11.23%		
01-5-704123.00	HEALTH INSURANCE	\$ 33,545	\$ 34,526	\$ 29,180	\$ 24,684	\$ 24,570	\$ 24,570	-15.80%		
01-5-704124.00	DISABILITY & LIFE INSURANCE	\$ 1,036	\$ 936	\$ 1,089	\$ 1,119	\$ 1,088	\$ 1,088	-0.05%		
01-5-704125.00	DENTAL INSURANCE	\$ 924	\$ 652	\$ 884	\$ 908	\$ 884	\$ 884	-0.04%		
01-5-704126.00	RETIREMENT	\$ 5,770	\$ 6,189	\$ 7,052	\$ 7,354	\$ 7,525	\$ 7,525	6.70%		
	TOTAL	\$ 146,436	\$ 149,211	\$ 149,234	\$ 152,184	\$ 154,877	\$ 154,877	3.78%		
	MATERIALS									
01-5-704201.00	GARDEN SUPPLIES & PLANTS	\$ 1,576	\$ 966	\$ 1,575	\$ 1,575	\$ 1,575	\$ 1,575	0.00%		
	TOTAL	\$ 1,576	\$ 966	\$ 1,575	\$ 1,575	\$ 1,575	\$ 1,575	0.00%		
	CONTRACTED SERVICES									
01-5-704301.00	FOLEY PARK & MEDIANS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-704311.00	UNIFORMS	\$ 4,800	\$ 3,722	\$ 4,800	\$ 5,100	\$ 5,100	\$ 5,100	6.25%		
	TOTAL	\$ 4,800	\$ 3,722	\$ 4,800	\$ 5,100	\$ 5,100	\$ 5,100	6.25%		
	EQUIPMENT									
01-5-704401.00	OUTSIDE REPAIRS	\$ 1,960	\$ -	\$ 2,000	\$ 2,144	\$ 2,100	\$ 2,100	5.00%		
01-5-704403.00	PARTS & SUPPLIES	\$ -	\$ 822	\$ 2,500	\$ 2,568	\$ 2,600	\$ 2,600	4.00%		
01-5-704405.00	PETROLEUM PRODUCTS	\$ -	\$ -	\$ 2,800	\$ 2,876	\$ 3,083	\$ 3,083	10.10%		
01-5-704413.00	TOOLS	\$ -	\$ -	\$ 500	\$ 536	\$ 550	\$ 550	10.00%		
	TOTAL	\$ 1,960	\$ 822	\$ 7,800	\$ 8,124	\$ 8,333	\$ 8,333	6.83%		
	CAPITAL EXPENDITURES									
01-5-704601.00	DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
	TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
	TOTAL-BUILDING AND GROUNDS DIVISION	\$ 154,772	\$ 154,721	\$ 163,409	\$ 166,983	\$ 169,885	\$ 169,885	3.96%		
	SOLID WASTE DIVISION									
01-5-705112.00	TRANSFER STATION WAGES	\$ 42,774	\$ 42,729	\$ 43,097	\$ 45,069	\$ 45,482	\$ 45,482	5.53%		
01-5-705121.00	FICA	\$ 3,272	\$ 2,530	\$ 2,672	\$ 2,794	\$ 2,820	\$ 2,820	5.53%		
01-5-705122.00	MEDICARE	\$ -	\$ 602	\$ 603	\$ 654	\$ 659	\$ 659	9.37%		
	TOTAL	\$ 46,046	\$ 45,861	\$ 46,372	\$ 48,517	\$ 48,961	\$ 48,961	5.58%		
	CONTRACTED SERVICES									
01-5-705303.00	GUWSWMD ASSESSMENT	\$ 37,554	\$ 37,554	\$ 36,120	\$ 38,721	\$ 32,508	\$ 32,508	-10.00%	adjusted per email from Neil 11-17-22	
01-5-705303.00	MUNICIPAL SOLID WASTE	\$ 48,923	\$ 47,846	\$ 51,250	\$ 52,649	\$ 52,650	\$ 52,650	2.73%		
01-5-705305.00	RECYCLING	\$ 39,297	\$ 46,051	\$ 42,250	\$ 45,292	\$ 45,300	\$ 45,300	7.22%		
01-5-705306.00	C & D WASTE DISPOSAL	\$ 9,641	\$ 9,567	\$ 10,250	\$ 10,988	\$ 15,600	\$ 15,600	52.20%		per Chris needs to increase Apprx \$1300/month
01-5-705308.00	FOOD WASTE DISPOSAL	\$ 6,850	\$ 17,476	\$ 21,250	\$ 22,780	\$ 22,780	\$ 22,780	7.20%		
01-5-705311.00	UNIFORMS	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	-100.00%		
	TOTAL	\$ 142,265	\$ 158,494	\$ 161,620	\$ 170,430	\$ 168,838	\$ 168,838	4.47%		
	EQUIPMENT									
01-5-705403.00	PARTS & SUPPLIES	\$ 1,000	\$ 1,132	\$ 1,000	\$ 1,072	\$ 1,075	\$ 1,075	7.50%		
01-5-705411.00	REPAIRS & MAINTENANCE	\$ 3,000	\$ 31	\$ 3,000	\$ 3,082	\$ 3,000	\$ 3,000	0.00%		
01-5-705413.00	SMALL EQUIPMENT	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	0.00%		
	TOTAL	\$ 4,500	\$ 1,163	\$ 4,500	\$ 4,654	\$ 4,575	\$ 4,575	1.67%		
	TRANSFER STATION									
01-5-705500.00	PURCHASED SERVICES	\$ 2,500	\$ 1,628	\$ 2,500	\$ 5,680	\$ 4,000	\$ 4,000	60.00%	\$3,000 proposed by the Solid Waste Committee for sign printing and town-wide subscription to the Better Bin smart phone recycling app. This requires a \$1,500 yearly license fee.	
01-5-705501.00	ELECTRICITY	\$ 2,000	\$ 1,791	\$ 2,250	\$ 2,311	\$ 2,300	\$ 2,300	2.22%		
01-5-705503.00	PROPANE	\$ 600	\$ 390	\$ 750	\$ 770	\$ 866	\$ 866	15.50%		
01-5-705505.00	TELEPHONE	\$ 500	\$ 447	\$ 500	\$ 514	\$ 525	\$ 525	5.00%		
01-5-705515.00	ADMINISTRATION	\$ 1,000	\$ 1,249	\$ 1,000	\$ 1,072	\$ 1,000	\$ 1,000	0.00%		

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01-5-705517.00	FRANCHISE TAX TO VERMONT	\$ 2,000	\$ 417	\$ 2,000	\$ 2,144	\$ 2,150	\$ 2,150	7.50%		
	TOTAL	\$ 8,600	\$ 5,922	\$ 9,000	\$ 12,491	\$ 10,841	\$ 10,841	20.46%		
	CAPITAL EXPENDITURES									
01-5-705601.00	DESIGNATED FUND-EQUIPMENT (Fund 9)	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	Current solid waste equipment fund is 34K. Recommend starting to fund this to address future equipment issues.	
		\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	0.00%		
	TOTAL-TRANSFER STATION DIVISION	\$ 201,411	\$ 211,440	\$ 221,492	\$ 241,092	\$ 238,215	\$ 238,215	7.55%		
	TRACY HALL									
01-5-706100.00	WATER USAGE	\$ 875	\$ 739	\$ 875	\$ 899	\$ 900	\$ 900	2.86%		
01-5-706101.00	ELECTRICITY	\$ 13,500	\$ 4,797	\$ 16,000	\$ 16,437	\$ 18,192	\$ 18,192	13.70%		
01-5-706103.00	HEATING	\$ 11,500	\$ 17,822	\$ 15,000	\$ 16,080	\$ 18,750	\$ 18,750	25.00%		
01-5-706105.00	ALARM MONITORING	\$ 200	\$ 950	\$ 1,250	\$ 1,284	\$ 1,300	\$ 1,300	4.00%		
01-5-706107.00	ELEVATOR MAINT	\$ 3,300	\$ 4,551	\$ 3,250	\$ 3,339	\$ 3,300	\$ 3,300	1.54%		
01-5-706108.00	CUSTODIAN PAGER	\$ 775	\$ -	\$ 750	\$ 770	\$ 750	\$ 750	0.00%		
01-5-706109.00	BUILDING SUPPLIES	\$ 4,200	\$ 3,621	\$ 4,200	\$ 4,315	\$ 4,300	\$ 4,300	2.38%		
01-5-706113.00	REPAIRS & MAINT	\$ 10,000	\$ 8,166	\$ 10,000	\$ 10,273	\$ 10,300	\$ 10,300	3.00%		
01-5-706115.00	BANDSTAND & SIGN ELECTR (Inc Huntley EV Charge)	\$ 2,000	\$ 1,666	\$ 2,500	\$ 2,568	\$ 2,500	\$ 2,500	0.00%		
01-5-706117.00	DESIGNATED FUND-TRACY HALL (Fund 13)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
	TOTAL TRACY HALL	\$ 46,350	\$ 42,312	\$ 53,825	\$ 55,965	\$ 60,292	\$ 60,292	12.01%		
	TOTAL PUBLIC WORKS DEPARTMENT	\$ 2,045,677	\$ 1,979,735	\$ 1,970,387	\$ 2,166,236	\$ 2,217,581	\$ 2,226,984	13.02%		
	DEBT SERVICE EXPENDITURES									
01-5-800207.00	PUBLIC SAFETY FACILITY BOND - PRINCIPAL	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	0.00%		
01-5-800235.00	PUBLIC SAFETY FACILITY - INTEREST	\$ 46,474	\$ 46,474	\$ 48,175	\$ 49,490	\$ 49,500	\$ 49,500	2.75%		
01-5-800236.00	BROWNS SCHOOLHOUSE RD PED. BRIDGE - PRIN/INT	\$ 14,040	\$ 14,000	\$ 14,257	\$ 14,382	\$ 14,400	\$ 14,400	2.86%		
01-5-800237.00	PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - "OVER."	\$ 52,330	\$ 48,000	\$ 48,000	\$ 49,310	\$ 49,000	\$ 49,000	2.08%		
01-5-800238.00	PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - INTEREST	\$ -	\$ 5,660	\$ 7,500	\$ 7,705	\$ 7,500	\$ 7,500	0.00%		
01-5-800239.00	FEMA LTR OF CREDIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-800240.00	FEMA LTR OF CREDIT - INTEREST PAID TO CLOSEOUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
	TOTAL	\$ 159,844	\$ 161,391	\$ 164,675	\$ 167,887	\$ 167,400	\$ 167,400	1.65%		
	TAX EXPENDITURES									
01-5-800408.00	TAX ADJUSTMENTS & ABATEMENT	\$ 3,000	\$ 452	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%		
	TOTAL	\$ 3,000	\$ 452	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%		
	INSURANCES									
01-5-800505.00	SOCIAL SECURITY	\$ -	\$ 10	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-800506.00	COBRA (Inc. an HRA adjust. In FY20 Actual)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-800517.00	UNEMP INS RATE ASSMT	\$ 3,156	\$ 5,438	\$ 3,250	\$ 3,339	\$ 3,300	\$ 3,300	1.54%	This # needs to be confirmed ; goes through VLCT	
01-5-800518.00	PROP & CAS INSURANCE	\$ 87,385	\$ 128,533	\$ 90,000	\$ 92,457	\$ 92,000	\$ 92,000	2.22%	This # needs to be confirmed our claim history is not great; Goes through VLCT	
01-5-800520.00	WORKER'S COMP INS	\$ 94,397	\$ 108,107	\$ 95,000	\$ 97,594	\$ 97,000	\$ 97,000	2.11%	This # needs to be confirmed our claim history is not great; Goes through VLCT	
	TOTAL	\$ 184,938	\$ 242,088	\$ 188,250	\$ 193,390	\$ 192,300	\$ 192,300	2.15%		
	TOTAL TOWN EXPENDITURES	\$ 4,780,866	\$ 4,727,441	\$ 4,958,874	\$ 5,440,475	\$ 5,736,165	\$ 5,556,860	12.06%	\$	0.1023
	OTHER MONETARY ARTICLES									
01-5-800352.00	ADVANCE TRANSIT	\$ 13,514	\$ 13,514	\$ 13,514	\$ 13,920	\$ 13,920	\$ 13,920	3.00%		
01-5-800208.00	BROWNS SCHOOLHOUSE RD BRIDGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-800358.00	CATV	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%		
01-5-800386.00	GOOD BEGINNINGS	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%		
01-5-800388.00	GREEN MOUNTAIN ECONOMIC DEVELOPMENT CORP	\$ 1,659	\$ 1,659	\$ 1,659	\$ 1,705	\$ 1,705	\$ 1,705	2.74%		
01-5-800354.00	HEADREST	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%		
01-5-800310.00	NORWICH AMERICAN LEGION	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%		
01-5-800316.00	NORWICH CEMETERY ASSOCATN	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	0.00%		
01-5-800324.00	NORWICH CHILD CARE SCHOLARSHIP	\$ 4,348	\$ 4,348	\$ 4,348	\$ 4,348	\$ 4,348	\$ 4,348	0.00%		
01-5-800315.00	NORWICH HISTORICAL SOCIETY	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	0.00%		
01-5-800306.00	NORWICH LIONS CLUB FIREWORKS	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	0.00%		
01-5-800302.00	NORWICH PUBLIC LIBRARY - OPERATING	\$ 288,660	\$ 288,660	\$ 300,000	\$ 337,000	\$ 337,000	\$ 337,000	12.33%		
01-5-800303.00	NORWICH PUBLIC LIBRARY-REPAIRS & CAPITAL MAINT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-800375.00	PUBLIC HEALTH COUNCIL OF THE UPPER VALLEY	\$ 337	\$ 337	\$ 337	\$ 337	\$ 337	\$ 337	0.00%		
01-5-800392.00	REGIONAL ENERGY COORDINATOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
01-5-800369.00	SENIOR SOLUTIONS	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	0.00%		
01-5-800366.00	SEVCA	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	0.00%		
01-5-800389.00	SPECIAL NEEDS SUPPORT CENTER	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.00%		
01-5-800350.00	THE FAMILY PLACE	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	0.00%		
01-5-800382.00	UPPER VALLEY TRAILS ALLIANCE	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.00%		
01-5-800328.00	VISITING NURSE ASSOC. & HOSPICE	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500	0.00%		
01-5-800372.00	WHITE RIVER COUNCIL ON AGING	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	0.00%		
01-5-800356.00	WINDSOR COUNTY MENTORS	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,500	\$ 2,500	\$ 2,500	150.00%		
01-5-800362.00	WISE	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%		
01-5-800368.00	YOUTH-IN-ACTION	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%		

Town of Norwich
FY24 Proposed Expenditure Budget
Pass 2

CODE	DESCRIPTION						FY23/FY24 Budget		Pass 1 Notes	Pass 3 Notes
		FY 22 BUDGET	FY 22 ACTUAL	FY23 Budget	Dept Request Pass 1	Pass 2	Pass 3	Change- PASS 3		
01-5-800390.00	CLIMATE EMERGENCY FUND #48	\$ -	\$ -	\$ -			\$ -	0.00%		
01-5-800395.00	ASH BORER REMEDIATION FUND #52	\$ -	\$ -	\$ 10,000			\$ -	-100.00%		
01-5-800396.00	Operational Performance Fund #51	\$ -	\$ -	\$ -			\$ -	0.00%		
	TOTAL VOTED MONETARY ARTICLES	\$ 395,268	\$ 395,268	\$ 416,608	\$ 445,560	\$ 445,560	\$ 445,560	6.95%		
	TOTAL TOWN EXPENDITURES IF ALL ARTICLES PASS	\$ 5,176,134	\$ 5,122,709	\$ 5,375,482	\$ 5,886,035	\$ 6,181,725	\$ 6,002,420	11.66%		

Town of Norwich Revenue Report
FY24 Budget Pass 2

	FY 20	FY 21	FY 22	FY 22	FY 23	FY 24	FY24/FY23		
	ACTUAL	ACTUAL	BUDGET	ACTUAL	Budget	ESTIMATE	% CHANGE	Notes	
PROPERTY TAX REVENUES									
TOWN PROPERTY TAX	\$ 3,363,121	\$ 3,485,065	\$ 3,888,583	\$ 3,898,200	\$ 4,098,806	\$ 5,103,545	24.51%	Tax Calc tab-TTL Tax to Raise w/o Local (Cell - C39)	
PROPERTY TAX FOR OTHER MONETARY ARTICLES	\$ 436,226	\$ 552,868	\$ 395,268	\$ 395,268	\$ 425,938	\$ 445,560	4.61%	Used total monetary items	
VT LAND USE TAX (HOLD HARMLESS PAYMENT)	\$ 187,863	\$ 189,218	\$ 187,863	\$ 214,145	\$ 187,863	\$ 205,000	9.12%	FY23 Recept amount was \$208,941; 3 yr ave used	
PROPERTY TAX INTEREST	\$ 39,080	\$ 29,273	\$ 30,000	\$ 20,131	\$ 30,000	\$ 30,000	0.00%		
PROPERTY TAX COLLECTION FEE	\$ 25,298	\$ 15,910	\$ 20,000	\$ 32,832	\$ 20,000	\$ 20,000	0.00%		
TOTAL PROPERTY TAX REVENUE	\$ 4,051,588	\$ 4,272,334	\$ 4,521,714	\$ 4,560,576	\$ 4,762,607	\$ 5,804,104	21.87%		
LICENSE & PERMIT REVENUE									
LIQUOR LICENSE	\$ 670	\$ 555	\$ 670	\$ 555	\$ 600	\$ 600	0.00%		
DOG LICENSE	\$ 1,421	\$ 1,786	\$ 2,000	\$ 2,150	\$ 1,750	\$ 1,750	0.00%		
HUNTING & FISHING LICENSES	\$ (60)	\$ 129	\$ 200	\$ 80	\$ 200	\$ 200	0.00%		
PEDDLER LICENSE	\$ -	\$ -	\$ -	\$ 25	\$ -	\$ -	0.00%		
BUILDING/DEVELOPMENT PERMITS	\$ 4,812	\$ 13,094	\$ 4,000	\$ 10,156	\$ 8,000	\$ 9,000	12.50%	Per Pam seen increases in the past 2 years but will it stay? 3 yr ave is \$10,000	
LAND POSTING PERMIT	\$ 195	\$ 150	\$ 200	\$ 200	\$ 200	\$ 200	0.00%		
TOTAL LICENSE & PERMIT REVENUE	\$ 7,038	\$ 15,713	\$ 7,070	\$ 13,166	\$ 10,750	\$ 11,750	9.30%		
INTERGOVERNMENTAL REVENUE									
VT HIWAY GAS TAX	\$ 156,798	\$ 179,336	\$ 156,000	\$ 172,602	\$ 160,000	\$ 160,000	0.00%		
VT ACT 60	\$ 15,343	\$ 13,770	\$ 15,300	\$ 15,409	\$ 13,750	\$ 13,750	0.00%		
PILOT PAYMENTS	\$ 9,900	\$ 11,618	\$ 10,000	\$ 10,000	\$ 16,216	\$ 10,000	0.00%		
VT NATURAL RESRCS	\$ 2,474	\$ 78	\$ 2,500	\$ 78	\$ 2,500	\$ 2,500	0.00%		
LATE FEES-REVISED TAX BILLS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
EDUCATION TAX RETAINER	\$ 27,298	\$ 27,298	\$ 27,000	\$ 28,836	\$ 27,000	\$ 27,000	0.00%		
TOTAL INTERGOVERNMENTAL REVENUE	\$ 211,813	\$ 232,099	\$ 210,800	\$ 233,141	\$ 213,250	\$ 213,250	0.00%		
SERVICE FEE REVENUE									
RECORDING FEE & RESTORATION	\$ 29,988	\$ 44,892	\$ 25,000	\$ 37,314	\$ 25,000	\$ 25,000	0.00%		
RESTORATION	\$ 15	\$ -	\$ -	\$ 88	\$ -	\$ -	0.00%		
DOCUMENT COPY FEE	\$ 3,298	\$ 2,758	\$ 3,000	\$ 3,065	\$ 2,100	\$ 2,100	0.00%		
USE OF RECRDS FEE	\$ 422	\$ 247	\$ 300	\$ 654	\$ 250	\$ 250	0.00%		
VITAL STATISTIC FEE	\$ 830	\$ 390	\$ 800	\$ 340	\$ 800	\$ 800	0.00%		
MOTOR VEHICLE RENEWAL FEE	\$ 42	\$ 15	\$ 50	\$ 21	\$ 50	\$ 50	0.00%		
PHOTOCOPYING FEE	\$ 109	\$ -	\$ 50	\$ -	\$ 50	\$ 50	0.00%		
EV CHARGING FEES	\$ 918	\$ 332	\$ 800	\$ 432	\$ -	\$ -	0.00%		
TRACY HALL RENTAL FEE	\$ 5,240	\$ 180	\$ 3,500	\$ 2,531	\$ 3,500	\$ 3,500	0.00%		
POLICE REPORT FEE	\$ 728	\$ 516	\$ 500	\$ 265	\$ 500	\$ 500	0.00%		
POLICE ALARM RESPONSE FEE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
SPECIAL POLICE DUTY FEES	\$ 160	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
PLANNING DOC COPY FEE	\$ 803	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
PLANNING MAPS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		
RECREATION PROGRAM FEES	\$ 192,195	\$ 88,249	\$ 190,000	\$ 128,827	\$ 125,000	\$ 155,000	24.00%		
TRANSFER STATION STICKERS	\$ 39,183	\$ 29,694	\$ 40,000	\$ 27,882	\$ 40,000	\$ 40,000	0.00%		
RECYCLING SOLID WASTE FEES	\$ 2,849	\$ 3,212	\$ 3,000	\$ 7,425	\$ 3,500	\$ 3,500	0.00%		
E-WASTE REVENUE	\$ 2,738	\$ 2,900	\$ 2,500	\$ 3,377	\$ 3,500	\$ 3,500	0.00%		
RECYCLING REBATES	\$ 1,317	\$ 6,477	\$ 1,500	\$ 11,099	\$ 6,500	\$ 6,500	0.00%		
C & D WASTE REVENUE	\$ 8,658	\$ 11,021	\$ 8,000	\$ 11,295	\$ 10,000	\$ 10,000	0.00%		
TRASH COUPON	\$ 94,051	\$ 103,616	\$ 100,000	\$ 102,200	\$ 105,000	\$ 105,000	0.00%		
TOTAL SERVICE FEE REVENUE	\$ 383,544	\$ 294,498	\$ 379,000	\$ 336,815	\$ 325,750	\$ 355,750	9.21%		
GRANT REVENUE									
BETTER BACK ROADS GRANT	\$ -	\$ -	\$ -	\$ 4,410	\$ -	\$ -	0.00%		
FEMA	\$ 2,426,059	\$ -	\$ -	\$ 14,795	\$ -	\$ -	0.00%		
HISTORIC PRESERVATION GRANT	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	Pam- grant has been applied for will know in Jan 2023 if we get \$	
DRY HYDRANT GRANT	\$ 2,818	\$ 3,245	\$ -	\$ -	\$ -	\$ -	0.00%	per Alex amt varies usually have a net expense of \$500 see Expense cell R351	
VLCT GRANT	\$ 2,850	\$ 4,627	\$ -	\$ 17,440	\$ -	\$ -	0.00%		
GRANTS IN AID PROJECT	\$ -	\$ 17,724	\$ -	\$ -	\$ -	\$ -	0.00%		
BEAVER MEADOW SIDEWALK SCOPING GRANT	\$ -	\$ 14,244	\$ -	\$ 5,400	\$ -	\$ -	0.00%		
GOVERNORS HIGHWAY SAFETY GRANT	\$ 47	\$ 8,394	\$ -	\$ 719	\$ -	\$ -	0.00%		

Town of Norwich Revenue Report
FY24 Budget Pass 2

	FY 20	FY 21	FY 22	FY 22	FY 23	FY 24	FY24/FY23			
	ACTUAL	ACTUAL	BUDGET	ACTUAL	Budget	ESTIMATE	% CHANGE	Notes		
PLANNING GRANT	\$ -	\$ 14,935	\$ -	\$ -	\$ -	\$ -	0.00%			
MAHHC GRANT	\$ 11,512	\$ 19,416	\$ -	\$ -	\$ -	\$ -	0.00%			
NORWICH WOMEN'S CLUB GRANTS	\$ 2,179	\$ 4,308	\$ -	\$ 727	\$ -	\$ -	0.00%			
RECREATION RESTART GRANT	\$ 2,781	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%			
VTRANS TAP GRANT	\$ 18,123	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%			
ENERGY COMMITTEE GRANT	\$ -	\$ 1,081	\$ -	\$ 51	\$ -	\$ -	0.00%			
COVID 19 GRANT	\$ -	\$ 18,918	\$ -	\$ 39,398	\$ -	\$ -	0.00%			
2017 VTRANS BIKE & PED GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%			
TOTAL GRANT REVENUE	\$ 2,473,869	\$ 106,891	\$ -	\$ 82,940	\$ -	\$ -	0.00%			
OTHER TOWN REVENUES										
TOWN REPORT	\$ -	\$ -	\$ 1,350	\$ -	\$ -	\$ -	0.00%			
BANK INTEREST	\$ 44,357	\$ 17,052	\$ 20,000	\$ 13,924	\$ 20,000	\$ 20,000	0.00%			
INSURANCE CLAIMS	\$ 248,720	\$ 1,353	\$ -	\$ 3,726	\$ -	\$ -	0.00%			
ATHLETIC FIELD RENTAL	\$ 26,710	\$ 605	\$ 25,000	\$ 21,325	\$ 32,000	\$ 32,000	0.00%			
LINE OF CREDIT (FEMA - JULY 1, 2017 STORM EVENT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%			
TOTAL OTHER TOWN REVENUES	\$ 319,787	\$ 19,010	\$ 46,350	\$ 38,975	\$ 52,000	\$ 52,000	0.00%			
PUBLIC SAFETY REVENUES										
POLICE FINE	\$ 9,693	\$ 16,606	\$ 10,000	\$ 9,884	\$ 10,000	\$ 10,000	0.00%			
PARKING FINE	530	265	\$ 500	\$ 295	\$ 500	\$ 500	0.00%			
DOG FINE	350	200	\$ 200	\$ 125	\$ 125	\$ 125	0.00%			
CADET PROGRAM	-	500	\$ -	\$ -	\$ -	\$ -	0.00%			
TOTAL PUBLIC SAFETY REVENUES	\$ 10,573	\$ 17,571	\$ 10,700	\$ 10,304	\$ 10,625	\$ 10,625	0.00%			
MISCELLANEOUS REVENUE										
DAILY OVER/SHORT	\$ (60)		\$ -	\$ -	\$ -		0.00%			
DONATIONS	50		\$ -	\$ -	\$ -		0.00%			
AMBULANCE BILLS PAID	\$ -	\$ 2,246	\$ -	\$ 55	\$ -	\$ -	0.00%			
BROWNS SCHOOLHOUS RD BRIDGE DONATIONS	\$ 12,401		\$ -	\$ -	\$ -		0.00%			
COBRA REIMBURSEMENTS	\$ 492		\$ -	\$ -	\$ -		0.00%			
TOWN CLERK	\$ 126	\$ 1,715	\$ -	\$ 115	\$ -	\$ -	0.00%			
FINANCE DEPT	\$ 1		\$ -	\$ 300	\$ -		0.00%			
PLANNING DEPT	\$ -		\$ -	\$ -	\$ -		0.00%			
POLICE DEPT	\$ 70	\$ 877	\$ -	\$ 544	\$ -	\$ -	0.00%			
RECREATION DEPT	\$ 457	\$ 5,205	\$ -	\$ 672	\$ -	\$ -	0.00%			
FIRE DEPT	\$ 482	\$ 7	\$ -	\$ -	\$ -	\$ -	0.00%			
HIGHWAY DEPT	\$ (1,957)	\$ 1,000	\$ -	\$ 3,230	\$ -	\$ -	0.00%			
CONSERVATION COMM.	\$ 117	\$ 333	\$ -	\$ 125	\$ -	\$ -	0.00%			
MISCELLANEOUS	\$ 12,314	\$ 9,307	\$ 500	\$ 13,352	\$ 500	\$ 500	0.00%			
TOTAL MISCELLANEOUS REVENUE	\$ 24,492	\$ 20,690	\$ 500	\$ 18,393	\$ 500	\$ 500	0.00%			
TOTAL FEES & SERVICES										
TOTAL FEES & SERVICES	\$ 3,431,117	\$ 706,473	\$ 654,420	\$ 733,734	\$ 612,875	\$ 643,875	5.06%			
ALLOWANCE FOR TAX ADJUSTMENTS*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
TOTAL TOWN REVENUES	\$ 7,482,705	\$ 4,978,807	\$ 5,176,134	\$ 5,294,310	\$ 5,375,482	\$ 6,447,979	19.95%			



From: Alexander Northern JD, MPA
Town of Norwich Fire Chief

To: Town of Norwich Selectboard
Interim Town Manager
Town Finance Dept.

Re: Letter of Transmittal – Designated Funding Request to Replace NFD Self-Contained
Breathing Apparatus (SCBA)

Date: 12/21/22

This Letter of Transmittal addresses the planned for (*see* NFD Capital Equipment Budget enclosed) replacement of our current complement of SCBA that the NFD relies upon for meeting firefighter safety and national standard compliance.

The quoted SCBA Package is for 15 SCOTT 3M X3PCGA, 4.5, C5 Facepieces, with a 2 for 1-cylinder purchase that will replace our 22 retiring cylinders in 2023. Price reflects state bid price of 20% below list. We are requesting that \$115,775.00 from our Designated Capital Equipment Fund budget (26-5-555322) be released for this planned-for purchase.

Attached you will find a price quote from the vendor Fire Tech & Safety, the NFD Capitol Replacement Schedule (discussed in earlier SB budgeting sessions), the purchase order and pictures of the requested ensemble.

Thanks for considering this request.

Sincerely,
Alexander Northern
Town of Norwich Fire Chief

FIRE TECH & SAFETY OF NEW ENGLAND, INC.
 100 Business Park Dr., Unit 6
 Tyngsborough, MA 01879
 1-800-256-8700 Fax (978) 649-6833



Name / Address
 NORWICH FIRE DEPT-VT
 P.O. BOX 376
 300 MAIN STREET
 NORWICH, VT 05055

Quote

Date	Quote #
12/16/2022	199214
Valid for 15 Days	



Project	Terms	Rep
	Net 30	BR

Item	Qty	Description	Unit Price	Total
X8814023005304	15	SCOTT 3M X3PCGA, 4.5, C5, PKTR	6,255.00	93,825.00
804721-01	15	SCOTT-CARBON CYL. & VALVE 4500 30 MIN	1,030.00	15,450.00
804721-01	15	SCOTT-CARBON CYL. & VALVE 4500 30 MIN	0.00	0.00
FP1MK0000000...	20	SCOTT VISION C5 FACEPIECE, SPECIFY SIZE	325.00	6,500.00
			0.00	0.00
FIT TEST	20	FIT TESTING INCLUDED WITH PURCHASE	0.00	0.00
**	1	INSERVICE TRAINING AT TIME OF DELIVERY	0.00	0.00
COSTSHIP		SHIPPING AND HANDLING INCLUDED IN PRICE	0.00	0.00

	Total	\$115,775.00
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Notice: One or more of the products listed above may contain PFAS. For detailed product information please call 800-256-8700.
 Fire Tech & Safety Terms and Conditions: <https://firetechusa.com/FTSTAC.pdf>
 Unless otherwise noted on this quote, freight may be added at time of invoicing as Prepay & Add terms

Equipment Designated Fund - NFD 10 Year Capital Replacement Schedule

Planned Equipment Replacement	Units	2022 Unit Replacement Value	2022 TOTAL Replacement Value	Model Year	Years Usable Life	Replacement FY	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
SCBA Package	15	\$ 7,500	\$ 112,500	2004	15	2023	\$115,775									
SCBA Cylinders	42	\$ 1,250	\$ 52,500	Multiple	15	as expired			\$4,218		\$4,562		\$4,935		\$5,337	
Fire PPE	30	\$ 2,836	\$ 85,080	Multiple	10	as expired	\$2,949	\$6,135	\$6,380	\$6,635	\$6,901	\$10,765	\$11,196	\$11,644	\$12,110	\$12,584
Auto Extrication Tool (Battery)	1	\$ 16,000	\$ 16,000	2004	15	2024	\$16,000									
Portable Scene Lights (Battery)	4	\$ 1,300	\$ 5,200	2004	15	2024	\$5,200									
Portable Vent Fan (Battery)	1	\$ 5,000	\$ 5,000	2024	10-15	2030	\$5,000							\$123,171		
Portable Radios	30	\$ 3,000	\$ 90,000	2015	10-15	2030										
Beginning Balance							\$119,821	\$11,396	\$9,090	\$28,514	\$51,950	\$70,616	\$90,028	\$104,122	(\$433)	\$12,119
Appropriation							\$10,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Interest Earnings							\$300	\$28	\$23	\$71	\$130	\$177	\$225	\$260	(\$1)	\$30
Expenses							\$118,724	\$32,335	\$10,598	\$6,635	\$11,463	\$10,765	\$16,131	\$134,815	\$17,447	\$12,594
Ending Balance							\$11,396	\$9,090	\$28,514	\$51,950	\$70,616	\$90,028	\$104,122	(\$433)	\$12,119	\$29,556

Variables

Interest Rate Used for Interest Earnings: 0.25%
 Inflation Rate Used for Equipment Purchases: 4.0%

Justifications

SCBA Pack - NFPA 1852 requires SCBA pack to be replaced once the service life has been reached.

SCBA Cylinder - NFPA 1852 requires SCBA cylinders to be replaced once the 15 year service life has been reached; In 2023, we will have 22 cylinders that need replacing.

Fire PPE - NFPA 1851 requires that any element (helmet, hood, gloves, boots, turnout coat, and trousers) of the PPE ensemble be removed from service after ten years from the date of manufacturer.

Notes

SCBA Package quoted are for SCOTT X3 Pro, C5 HT Mask, with a 2 for 1 cylinder purchase that will replace our 22 retiring cylinders in 2023 and the 6 previously retired and not replaced.

SCBA Cylinders quoted are SCOTT 4500psi 30 minute bottles. **Strategic capital planning timing the SCBA pack replacement to eam the 2 for 1 cylinder incentive saves the town \$15,450!**

We may have to upgrade the 24 year old compressor and cascade system.

Fire PPE quoted is a set of GLOBE structural firefighting Jacket and Pants with Ranger rubber boots. Helmet, hood, gloves, highway vest, and eye protection are paid for out of our operating budget.

We respond to many motor vehicle accidents on our roads and I-91. Our current Auto Extrication Tool is over 17 years old. Vehicle construction and materials have improved significantly and a more effective tool is necessary.

Portable Radios quoted are Kenwood VP6000 Series with Charger, Battery, Speaker Mic, Antenna, MDC Coding and P25 SW License.

Updated 12/21/22 - Matt Swett

TOWN OF NORWICH
P.O. Box 376
Norwich, VT 05055

PURCHASE ORDER

DATE: 12.20.22 PO #: 1

VENDOR: Fire Tech + Safety

ITEMS OR SERVICES PURCHASED:

- 1-Scott 3MX3PCGA 4.5 C5 PkTR (15)
- 2-Scott Carbon cyl + valve 4500 30mm (15)
- 3-Scott Vision C5 Face piece (20)

CHARGE ACCOUNT: NFA Designated Equipment Fund
26-5-555322

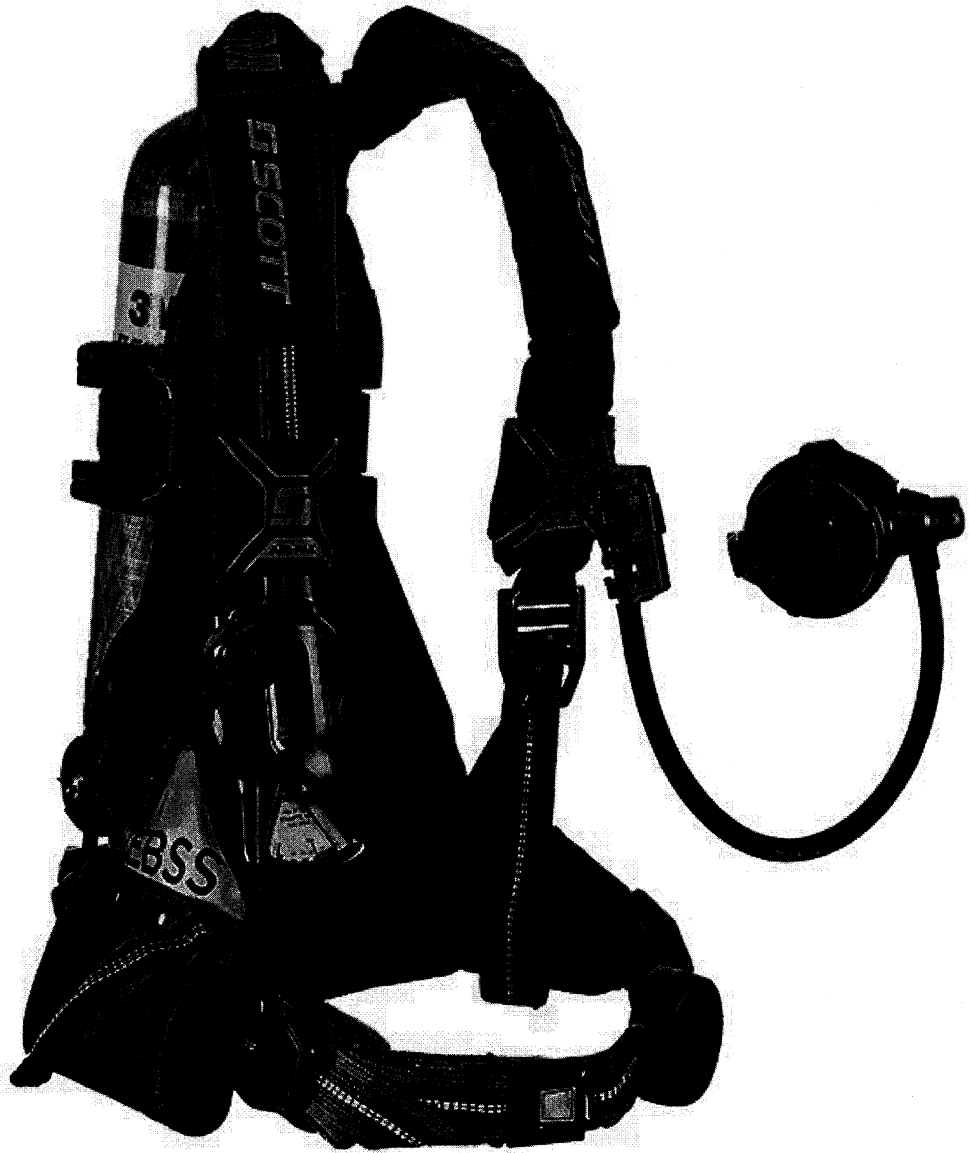
Department Head:
Town Manager:

Fire Chief 

Finance Department Use Only

AMOUNT: 1-93,825.00
2-15,450.00
3-6,500
TOTAL: 115,775

Date: 12.20.22



Breathe easier.

Recessed Heads-Up Display
Helps improve downward
view through facepiece

New Features

Enhanced Breathability
Helps reduce user burden and
improve operational efficiencies

Enhanced Communications
Reduced frequency Vibralert
helps improve two-way radio
communications

Expanded Heads-Up Display
New status icons provide visual
alerts to SCBA wearer for
electronic personnel accountability
report (ePAR), EVAC and System
Integrity Alarm (when using
Air-Pak X3 Pro SCBA configured
with SEMS II Pro Wireless SCBA
Telemetry)

Auto Air-Sever
Simplifies operation and helps
prevent inadvertent air loss during
removal from the facepiece

External "Buddy" Lights
Assist with remote identification of
a user's SCBA air remaining

Proven Design

Quarter-Turn Design
Provides secure connection to
the facepiece

**Vibralert End-of-Service Time
Indicator (EOSTI)**
Audible and tactile low
air warning for immediate
recognition on the fireground

Air Spray Bar
Provides separate inhalation
air path and helps to reduce
fogging during use

3M

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The new face of firefighting.
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Technical Support: 1-800-247-7257

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SCOTT
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3M™ Scott™ Vision C5 Facepiece with E-Z Flo C5 Regulator

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PPE Interface

Face seal provides wider landing area with ridges to help improve interface with protective hood

Wider Field of View
Helps to improve situational awareness

Single Reflex Face Seal
Designed for enhanced comfort and easier donning

Modular Design
Enables future upgradability, improves serviceability and provides a platform for use across multiple respiratory applications



Removable 5-Point Head Harness
Helps provide secure fit while minimizing adjustment during donning and is easily removable for cleaning

Dual Voicemitters
Enhanced voice transmission—exceeds STI requirements for NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, 2018 Edition.

**The new face
of firefighting.**

Designed using a platform approach, the Vision C5 facepiece with E-Z Flo C5 regulator incorporates the latest technology to enhance situational intelligence, while providing a customizable solution to meet the changing needs of today's firefighter.

FY 24 Pass 2 Notes

Thank you for the opportunity to work with you on the FY24 budget. Let me start by giving you a little bit of my work history. Though I may be new to the town of Norwich, I have spent over 30 years in corporate accounting and finance in a myriad of functions and industries. I've spent 10 plus of my years working with Robert Half on contracts working specifically on bringing companies through tough times with finances and personnel. As I've worked through the preparation of this budget, I've put parts of the knowledge gleaned from my experiences into this presentation.

I also understand that my place here at the town of Norwich is not to push through any agenda but rather to present information that I feel may be beneficial in moving the Town out of its slump and into a brighter future. I merely make my presentation and recommendations, but leave it up to the town management, selectboard and residents to implement the budget and processes as they choose. I also do not feel that the final budget will be, nor should it be arrived at tonight. I feel that as a result of this presentation there will be some "ruffled feathers" that need time to calm, some pieces that will need further discussion and directives provided to me for implementation into what will become the final budget pass. My hope is that we can all work together as a unit to bring about a sound FY24 budget for the town.

I will be providing a lot of information in my presentation, so please have your pens or keyboards at the ready to jot down notes and your questions, per Marcia's direction. As I work my way through the exhibits, you *may* find your answers will be presented but if not, they will be researched and replied to at a later date. As we work through the presentations, I will refer to the exhibit numbers which are at the top right-hand corner of each document.

Let's start with Salaries. This section of a budget always represents the biggest expense for any organization, and it is the most sensitive and contentious. I believe in order to hire and retain qualified personnel they must be paid a complete wage and benefits, have competent managers and must have a manageable workload with a clear job description. Absent these things you will experience rapid turnover and the ensuing turmoil and instability.

Because we are still working under the expiring union contract, and bargaining for the new contract is still underway, we are under advisement of attorneys as to what details we are able to present publicly and use in the creation of the FY24 budget. Some discussions need to be held in executive sessions until such time as we have a public document ready. Therefore, the salaries presented tonight follow these guidelines:

- Excel workbooks are not shared since they contain working information that is exempt from public disclosure at this time.
- The COLA increase of 3.46% as calculated by the guidelines in the expiring contract, has been added for any employee hired before Jan 1, 2023,

- A 2% step increase has been added at the employee's anniversary date
- Vacant positions have been listed at a competitive hiring rate with no COLA increase.
- Health benefits have been input at the CY23 rates for the current plan for existing employees and an estimated CY23 rate for vacant positions.
- Life/Disability and Dental benefits have been listed at the CY22 rate as no CY 23 rates have yet been provided.
- Retirement has been calculated at the FY24 rates.

Please refer to Exhibits 1 & 2 for this section of the presentation

Exhibit 1 - The Salary and Benefits Department Summary shows the dollar and percentage change by department and the estimated cost for those changes. All costs throughout the presentation assume that every \$76,000 of budget increase will increase the taxes 1 penny.

Exhibit 2- Job Roster lists the job positions that have been presented by the managers as needed to run the various departments efficiently. As presented, the total salaries and benefits will result in a net 14.78% increase over the FY23 budget at an estimated cost of 4.5 cents per hundred. (Exhibit 1- end of the document).

Joyce's Observations and Recommendations Regarding Staffing:

The Town Managers Office is inundated with work and is taking on work for other departments that are short staffed (especially DWP & Zoning and Planning.) I recommend that the duties of the current position of assistant to the town manager be split and increased from 1 FTE to 1.5 FTEs. The position listed in the Job Roster as Town Manager Assistant (FT or 1 FTE) will focus on HR management and grant coordination. The Admin assistant will focus on the administrative and clerical duties of the office. The Admin assistant will be a shared position with the Zoning and Planning department; the position will be a full FTE split and costed to the two departments according to the # hours spent in each department. (This position is coded purple on the Job Roster.) This position change along with application of competitive hiring wages for all three positions results in a 19% department increase and an estimated ½ a penny tax increase.

In my opinion, filling the DPW Admin Assistant position should be a priority so as to allow for DWP workload to be handled in that department rather than overflowing to the Manager's office. This is also an important position to fill, so that grants can be processed in a timely manner therefore saving general fund spending for non-grant offered operating expenses. This position has been in the budget, but not filled so there is no budget change for this position. The overall DPW increase of 6% or ½ a penny is driven by hiring at competitive wages and annual increases.

Planning and Zoning Department is budgeted for a director to oversee both divisions of this department and 2 part-time assistants, one for each division. The overall increase of 5% for this

department is driven mainly by the competitive wage needed to hire a qualified director. I recommend funding these positions.

Town Clerk's Office- My observations of the workload borne by this department seem unusually low compared to the other departments. I recommend that the administrative assistant position be funded as a PT position, rather than full-time. This has the potential to save the tax payors approximately \$45,000 in wages and benefits. Another cost saving that can be found here would be a reduction in the Town clerk wage. Would/should a newly elected town clerk warrant the same wage as the exiting clerk with 30 years of experience? These recommendations have not been added to the budget as presented. The budget assumes the same rates and FTEs as in FY23 and the COLA and step increases as noted above. The 4.7% increase presented is the result of the COLA and Insurance increases.

Board of Listers- the budget has been created using the FY23 rates; the lister's wage is listed as it was for FY23 and the assessing admin wage with the COLA increase. Though the Listers presented a request for their total wages to be \$36,000 this would be a 33% increase and not in keeping with other department increases. Plus, there are disagreements as to the mechanisms to be used to change the wages for this department. I reviewed the job description provided for the vacant Assessing Admin and it is not, in my opinion, written to fill a position in the assessing office, but rather for a split with other departments. The listers told me they do not intend to fill this position because with the reassessment project, they don't have the time to train this person. Therefore, it is my recommendation that the funding for this position be removed from the FY24 budget. This will save approximately \$25,000 of Salaries. The amounts budgeted to pay the listers wage will remain the same as FY23 until I can have some clarity from the SB as to the proper methods for changing these rates.

Recreation Department has requested the Assistant director position be filled. Filling of this position adds about ½ a penny to the tax rate but filling this position also adds to the revenue since more programs can be run and it decreases the contracted expenses for some of the grounds and facility upkeep. You can see the department revenue increases in the Revenue Report, exhibit 7. I recommend filling this position.

Police Department budget has been prepared using middle of the road position staffing which will mean concessions on both sides. The current presentation shows a 37.7% increase for a 2.5 cent increase over the FY23 budget. A consensus and directives are needed on the positions to be budgeted for this department prior to a final budget presentation.

Salary Summary- Please jump to the bottom of Exhibit 1- The overall municipal salaries as presented show an increase of 17.5% over the FY23 budget or 4 cents in the tax rate. Adding the payroll taxes and benefits the overall increase is 15% or 4.5 cents. The small increase in the overall in benefits is due to varying selections for the health plans.

In this section we will refer to Exhibits 3 and 6

In reviewing the overall budget, I noticed there were many discrepancies in the spending and budgeting for some like-expenses lines among the various departments. There are likely many reasons for this but with the large increases in some of these lines I thought it prudent to get the overall town budget, where possible, to be reflective of the increases as reported on the consumer price index. Exhibit 3- Miscellaneous Department Expenses by groups attempts to depict this and includes a snapshot of the CPI Index.

The two groups I was able to partially update in the budget were the electric and heat, fuel and propane. The calculations were created based on the FY23 budget, but we are noticing that the current year spending is pushing past the budgeted amounts. So even with the increases added that bring the overall town spending for these two groups in line with the CPI 12 month adjusted increase, I believe these are still understated. The biggest item that I think is understated is the heating fuel. As you can see the CPI shows an increase of 65% but we are nowhere near this in this budget pass. The Public Safety Building had no budgeted amount for heating in FY23 so I used the FY22 budget amount as a basis. There were also no actual expenses booked for this line so they must be represented elsewhere since the bills were paid. The lines pulled into the summary for the heating, fuel and petroleum products are coded in brown on the total expense budget which is Exhibit 6. I recommend a budget increase for the Heating lines to at least 35%.

Telephone and Internet have large variances in the increases proposed by the department managers but the overall spending for this category seems to be in keeping with the CPI energy index figures.

Postage is up 5.42% when the statutory decrease is removed.

Office supplies and equipment hikes are driven by the TM, finance and Lister's offices. However, these are proportionally a small piece of the pie dollar wise and have a negligible effect on the tax rate.

Dues/Meeting/Education/Training also show a large percent increase but the overall effect on the budget is negligible because the proportional spending is minimal. I feel these line-item increases are justified with the new staffing and subsequent training needs.

In the next section, we will refer to exhibits 4 and 5.

Designated Funds/Reserve Funds these terms are used interchangeably at the town. The current GAAP rules need to be implemented at the town for the titling and reporting of these funds. This is not a budget topic, but a task that should be completed so that public presentations are accurate according to GAAP. Because the current GL account structure and public reporting refers to these accounts as designated funds, this is the verbiage that I will use.

Exhibit 4 – Represents the Designated Fund Projected Balances at the end of FY23 and FY24 assuming projected appropriations and spending.

Things of note here:

- The FY23 approved appropriations have all been processed on the GL and are shown
- FY23 interest is an estimate and has not been credited to the various funds at this time.
- FY24 Appropriation request and spend columns are those requested by the Department managers and shown on Exhibits 5 and 6.
- Fund 46- the generators fund appropriation request was at \$15,000. However, during the snowstorm last week, the DWP generator was not working and so a request has been made to increase the appropriation to \$75,000 to purchase a new generator for that department. This is not reflected in these reports since the spending has not yet been quantified nor the spending year been identified.
- The ARPA fund #49 has received the final installment and is reflected in the fund balance shown. This money can be earmarked to certain expenses to reduce some operations spending or fund appropriations. Guidance and direction are needed to spend/reallocate these funds. On 12-20 Brennan received information regarding the boiler replacement at Tracy Hall that may be imminent. This is not reflected in this presentation since the spending has not yet been quantified though we are estimating \$50,000, nor the spending year been identified.
- Cap plan shows a possible spend of \$500,000 of ARPA money to rehab Tracy Hall. The appropriation is not shown in the presentation.
- Cap Plan shows a FY24 appropriation of \$5,000 for Records restoration, but this was not requested by the Town Clerk. The appropriation is not shown in the presentation.
- For the Unanticipated Expense/Emergency Reserve fund #50, the balance of \$750,000 is at 13.07% of the total town budget of \$5,736,165 which is the town expenses w/o monetary articles. This balance falls within the 12-16% requirement as stated in the purpose of the fund.

Exhibit 5- represents the department asks for the various designated funds. This data is pulled directly from the total budget expenses – Exhibit 6. Department notes related to the requests are also shown on the line items in exhibit 6. The calculated cost of the appropriation increases is currently calculated at 2.5 cents.

Let's now look at Exhibits 6 and 7 for an overall budget summary

Exhibit 6 is the total expenditures budget line itemization as it typically appears in the town report plus the department manager comments as presented for Pass 1, a column for Pass 2 comments and line-item percent increases for Pass 2 compared to the FY23 budget. The

Monetary articles are presented at the end of this Exhibit and show an increase of \$28,952 or 6.95%. I've already referred to this exhibit many times so will jump to Exhibit 7- The Revenues.

Regarding the **Revenue Report- Exhibit 7** - By using the FY23 school tax rates and the grand list total from April 2022 plus a couple of known revenue projection increases provided by department managers, we arrive at the estimated revenue increase of 23.29%. The expense budget increase currently stands at 15.67% for an estimated tax increase of 10 cents. This is made up of approximately 4 cents for Salaries, ½ a penny in benefits, 2.6 cents for designated fund appropriations and the balance a compilation of the misc. line-items. The estimated 23% Revenue increase partially offsets the expenditure increase netting the estimated tax increase to approximately 7 cents instead of 10 cents.

Because there are so many moving pieces of the tax calculators, I would like to have directives on the expense changes prior to delving into the specific details of the tax calculation. A more detailed presentation of the tax rate increases is planned for the final pass.

There has been very little information provided to me regarding Grants. But given the tightness of the budget I'd like to see the town get personnel in place to apply for, manage and use grant money more effectively. If grant money is available to spend on big ticket projects, then using grant funds can benefit the town by reducing the designated fund allocations and spending. This can either be looked at as a revenue increase or an expense decrease but either way the bottom-line effect is a lower tax rate.

And finally, as you know the Reappraisal project is slated to begin soon and this will have an effect on the tax rate. However, the timing of this is not likely to take effective for the town until FY26 at the earliest.

I was also asked to provide the surplus/deficit amounts. In FY21 there was a budget surplus of \$439,349. The un-audited FY22 financials show a deficit of \$669,719. The net of these 2 years is a deficit of \$230,370. It is my opinion that we are not far enough along in FY23, to project the bottom line but based on current spending, I do not expect there will be any surplus in FY23.

Q&A from Recreation Department

Part 1 - What is the actual cost of hiring the Recreation Assistant Director?

Question – The Recreation Program Fees Revenue budget line increased from \$125K to \$155K. This is a 24% increase and using the \$76,000 cost marker this \$30,000 increase adds to \$.004 (almost ½ a penny). What data is used to bring about this increase? If we don't fill this position, what does the revenue drop to?

Answer - Revenue projections without an assistant may be able to stay at \$125k, but only if DPW is able to hire at least one Buildings and Grounds Technician to assist with field and facility maintenance. If they are not able to hire this position, I would need to revisit my capacity for running programs and likely decrease the weeks of summer camp and school year programs so that our facilities do not suffer deferred maintenance. I would need to allocate more of my own time to managing contractors for the parks. The

data for an increase with the Assistant is easily found with my FY20 Weekday Window program. There was an unlicensed aftercare program for 25 kids at \$350/month each. If I accept 20 kids into a similar aftercare program next year, we could still offer affordable childcare. The reason I suspended aftercare this year was that I simply do not have the capacity to run it alone. Last year, I hired an aftercare Instructor, but she took a full-time job elsewhere, only a few months in. In the first budget meeting, I was asked by Marcia to provide evidence that I could cover the cost of the Rec Assistant. This position, if full-time would work with teams, inventory, fields and facilities – all areas that benefit both the DPW and Recreation departments. Their salary would primarily be funded by their work in the aftercare program.

After Care Program				
	# Kids	Rate	# mo/wk	Revenue
With Asst	25	\$ 350	8	\$ 70,000
No Asst	0	\$ 350	0	\$ -
Summer Day care				
With Asst	15	\$ 95	7	\$ 9,975
No Asst	0	\$ -	0	\$ -
Summer Camp Programs				
With Asst	12	\$ 125	7	\$ 10,500
No Asst				\$ -
Mud Season Sports				
With Asst	15	\$ 55	5	\$ 4,125.0
No Asst	12	\$ 35	5	\$ 2,100.0

Question - You stated that the assistant would be able to complete some of the ground and facility maintenance so to save contracting the work out. Please explain the cost savings for not paying contractors and the types of duties this entails.

Answer -- If we don't fill the position, I'd need to add these expenses to the budget lines. Yes, the line marking – I would have the assistant set up the fields, which saves \$5,000 annually. They would also refresh the lines and maintain Girard Field instead of DPW. These are weekly tasks currently done by the B&G staff member, so I am not sure how much money this part saves.

Question – Will the athletic field rental revenue increase in FY24, if we were to hire a Rec Assistant? Or on the flip side, if we don't hire the assistant would we be able to rent more time? Would the market bear this?

Answer - No, the athletic field rentals will not raise. The facilities rentals could rise, but it depends on what type of rental structures we could manage with another staff member. I envision that Barrett

Playground and Huntley Meadows would be able to host more events if we had another staff member to assist with their management.

Question - You mentioned the need to have someone to share the workload. Are you able to speak to the # hours you are putting in, the workload (overload) etc.?

Answer - I need someone to share the workload because our staffing across the board has become inconsistent. My predecessor could count on a teacher to run her largest camp every summer, two PT Buildings and Grounds staff to come in to help maintain our parks and a local family to run the ice rink. There was also no aftercare program and the trails programs (which are a response to a larger national trend), were much lighter than they currently are. My department has not had summer grounds help in 3 years, and I have been running our summer programs with PT help. When camp demands put me on a trail, there is no one to monitor the programs in town.

When I was hired, I was asked to grow my department to serve as many Norwich residents as possible. I have made connections with newcomers, business owners and multi-generational families. I have responded to community needs with aftercare, new annual events and sports, and have begun long term collaborations with the library and NHS.

We are currently exploring an upgrade for the baseball fields, both the tennis courts and bread oven requirement repairs in order to reopen. All of these involve my direct oversight and participation, while still creating, staffing and running my seasonal programs. I am on site for all programs as much as possible. This is not sustainable, and I am requesting assistance to keep my department moving forward. To sustain programs, support the recreational services that residents have become accustomed to, and to avoid burnout, I am requesting that we staff a position that was added three years ago by the Select Board and Town Manager

Question - Do you have comments about how the face of the town will be affected with the funding and filling of the Assistant Director position?

Answer - I think my department can bring back some of the most popular programs – aftercare for both summer and the academic year. Our parks will be monitored and maintained to a higher standard. Our inventory and athletic fields will more closely reflect the evolving guidance and recommendations. The Select Board has openly voiced that they support the Town employees, and staffing this position is the support I am requesting. If we do not hire this person, I feel that we will be seen as reluctant to respond to the needs of our community and Town staff. These needs have reached the surface, and I feel that we do a disservice to our residents if we don't hear them, and try to respond.

Part 2 – There have been many questions around the tennis courts so the FY24 appropriation has been removed. There has been talk about moving the tennis courts to another location and having new courts instead of refurbishing the existing ones. There has also been questions as to the possibly of using some of the ARPA money for this expense rather than using an appropriation.

Question – What is the cost and timing of refurbishing the existing courts and the expected life of the renewal versus the Cost of a total replacement:

Answer – the total cost of new courts is estimated currently at \$230,000 with a 40 year life expectancy (based on the current facility with 4-5 year resurfacing at \$30,000 per). Cost of a repave and resurface: \$130,000 with a 15 year life expectancy (this is an unproven estimate, and depends on the same 4-5 year resurfacing at \$30,000 per).

I have not been given permission to research grants that could alleviate some of this cost. The research I completed for the FY22 budget included the USTA grant program, which pays up to 50% of the costs associated with a tennis court rebuild. The Milton, Vt Recreation Department is currently applying for this grant, and their Director serves on the Vt. Safe Zone committee with me, so I can reach out to her to find out more about the process. My recommendation is that my department be allowed to open a fundraising campaign to pay for the courts. In a **very** informal outreach initiative, I asked our former DPW employee to check license plates of those people using the courts over two seasons. We realized that nearly 60% of the mid-day court users did not have Vermont plates. If we open a fundraising campaign, those people would be encouraged to contribute to the effort to rebuild the courts that they value. Right now, only taxpayers are funding the courts, many of whom never visit the facility. *History – Huntley’s last renovation was paid for with over \$100k in private donations

Question – Please talk about the cost and timing of implementation associated with creating new courts at a new location.

Answer - I have not recommended this approach and have not been included in any discussions about moving the facility. The only areas that would be able to host the courts at Huntley Meadow are currently being used as a rental field or the future softball field. The other areas that were previously suggested are too close to wetlands. If the Select Board wants to move the courts, that is a much larger project that needs to take into account all of the other uses at Huntley Meadows.

Question – What monetary losses could be associated with closing of the courts for a season or more? Does this effect rentals or program fees? If so how and we need to quantify this. This affects program fees.

Answer - In FY23, we made just over \$4,800 in fees. That was using River Valley Club to run summer camps and clinics. Otherwise, the courts are open to the public. In my opinion, the costs of closing the courts are mostly those intangible social/emotional/mental health costs associated any time you close a valued community resource. Those are not costs that are visible on a spreadsheet.

Part - 3- the bread oven. A question has been asked to present information as to where the expense for fixing the bread oven is located in the budget and the cost to do so.

Answer - King Arthur Baking Company very generously donated \$5,000 to host a rebuild of the original “cobb” part of the oven. We only used about \$3,000 of that to date so we still have money to help with the repair, and I have already relayed the information to our insurance company. We all await a visit from the contractor who led the community rebuild effort. He will give us an estimate on the repair costs.