

TOWN OF WAITSFIELD
SELECTBOARD MEETING
Monday, January 30th, 2023
6:30 P.M.

Please see note below for access

I. Call to Order: 6:30 P.M.

II. Regular Business.

1. Agenda additions, removals, or adjustments per 1 V.S.A. § 312 (d) (3) (A).
2. Public forum. (5 +/- min.)
3. Review and adopt FY24 Draft Budget (30 +/- min)
4. Review and adopt Town Meeting 2023 Warning (10 +/- min)
5. Adopt Constable Job Description (10 +/- min)
6. Consent Agenda:
 - a. Consider Approving the Minutes of 1/23/23
 - b. Bills Payable and Treasurer's Warrants
 - c. Approve Town Clerk's request to restore and digitize "Map Book 1" of Town records for \$4,159
7. Selectboard roundtable. (10 +/- min.)
8. Town Administrator's updates. (5 +/- min.)
9. Executive Session – Pursuant to 1 V.S.A. § 313 (a) (2) [Real Estate]

III. Other Business.

1. Correspondence/reports received.

IV. Adjourn.

***PLEASE NOTE: Public Access to this meeting will be hybrid, remote via Zoom or in person at the Waitsfield Town Office. For remote access, please use the following link:**

<https://us02web.zoom.us/j/82056117089>

Meeting ID: 820 5611 7089

By phone: 1 (929) 205-6099

Anyone wishing to speak can do so during the designated times, as indicated by the chair.

ALL TIMES ARE APPROXIMATE

Waitsfield Town Administrator's Report

January 23, 2023

***PLEASE NOTE: Public Access to this meeting will be hybrid, remote via Zoom or in person at the Waitsfield Town Office. For remote access, please use the following link:**

<https://us02web.zoom.us/j/82056117089>

Meeting ID: 820 5611 7089

By phone: 1 (929) 205-6099

Anyone wishing to speak can do so during the designated times, as indicated by the chair.

II. REGULAR BUSINESS.

Item II.3. FY24 Draft Budget Review & Adoption

The Selectboard reviewed the draft FY24 budget at their meetings on January 9, 2023 and January 23, 2023, including the draft general fund expenditures and revenues, draft debt service table, and draft capital improvement plan (FY24-FY28). At the January 23rd meeting the Board requested that specific lines be adjusted in the FY24 Expenditures draft, which is reflected in the draft enclosed. Additionally, updates have been made to the draft FY24 Revenues draft enclosed as well. The Town Report is due to the printer on Friday, February 3rd so this is the last regular meeting the Selectboard has to adopt the budget and associated Town Meeting warning (Sunday, February 5th is the last day to post the Town Meeting Warning). If the Board does not adopt the budget and Town Meeting warning tonight, a special meeting will be needed this week to do so.

A summary of all changes included in the enclosed proposed draft is as follows:

FY24 Draft Expenditures:

- **Line 147 (4th Road Crew Benefits):** Adjusted this line to also account for health insurance coverage for only three quarters of the year, from \$36,843 to \$29,338.
- **Line 175 (Sheriff's Department Billing):** The Sheriff's Department is increasing their hourly rate from \$37/hr to \$60/hr in FY24. Typically, the town budgets for coverage for 13 hrs. a week of Sheriff's Department time. The Board asked that we drop this down to 10 hrs./week to save a bit on the dramatic hourly increase, especially since we hope to have a constable in place by that time who will help provide a presence for an additional 5 hrs/week. This line dropped from \$40,000 to \$31,200.
- **Line 208 (Appropriation request for Everybody Wins! Vermont):** This group submitted their appropriation request on January 26, 2023 (the application deadline was December 1, 2022). We have approved their appropriation in years past but the Selectboard should consider if they will accept the request with a late application. This program is a part of a statewide reading mentoring program. There are currently 22 mentors at WES who read on Tuesdays and Thursdays.
- **Line 246 (Cemetery Commission Contribution [NEW FY24]):** This line has been added to help cover the anticipated cost of cemetery operations, specifically the work of the sexton. The Cemetery Trust income typically covers the cemetery operating costs, however there is an anticipated shortfall in Cemetery Trust funds in FY24. The Cemetery Trustees have previously made the Selectboard aware of the situation and a 2023 priority will be developing an updated Cemetery Trust policy to hopefully avoid this issue moving forward. The Cemetery Commission anticipates \$27,000 in total FY24 costs and the trustees believe we can expect about \$10,000 in

income from the trust in FY24, depending on the market. The Cemetery Commission currently has \$27,467 in their bank account but this primarily serves as an emergency/reserve fund.

- **Line 268 (Total Non-Capital Transfers to Reserves):** This line increased by \$10,000 because there was an error in the spreadsheet that was not including Line 266 (Invasive Species Reserve) as part of the total calculation.

FY24 Draft Revenues:

- **Line 18 (Fire Admin Reimbursement [NEW FY24]):** This is a new line added to account for Waitsfield's portion of the Fire Administration time which is already being paid by the Town Administrator's salary.
- **Line 30 (Water Admin Reimbursement):** With the increase of Town Admin/Grant Admin hours, the intent is to have the new Town Treasurer take on more tasks for the Water Commission. This is an effort to bring more of the work of the Water Commission, "in house." The Water Commission discussed the proposed contribution of \$5,000 at their 1/19 meeting and support the amount, assuming the tasks outlined in the Water Admin work plan are all transferred in FY24.
- **Line 38 (Waitsfield Elementary Snow Clearing [NEW FY24]):** As part of the snow plowing conversation, it has come to staff's attention that Kingsbury was also helping clear snow around Waitsfield Elementary School when plowing the town sidewalks. Kaiya Korb, WES Principal, reached out to Annie to inquire about the Town taking this work over as well. Josh Rogers, Road Foreman, believes that this is a possibility and requests that we establish a simple agreement with the school for a set amount for this clearing annually. \$1,500 is the estimate based on anticipated hours for the first year.

ARPA Summary

The Board can consider where they might want to utilize ARPA funds to offset one-time budget expenditures in FY24. To date, the Selectboard has allocated \$48,538 of the Town's ARPA award, primarily for the increase in Town Treasurer hours and salary and for the Waitsfield Fayston Fire Department. The Board has also directed the ARPA Advisory Committee to consider recommending up to \$150,000 in allocations for outside organizations. Even if the full ARPA Advisory Committee amount is allocated, \$307,543.78 remains for the Town to allocate and spend. Other projects discussed include upfront costs of a website upgrade (~\$14,000), record digitization (~\$70,000), potential wastewater project support/funding needs that may arise, and potential Wait House costs.

Recommendation:

Consider a motion to adopt the FY24 Budget including General Fund Operating Expenditures and Revenue and FY24-FY28 Capital Improvement Plan.

Item II.4. Review and adopt Town Meeting 2023 Warning

The 2023 draft Town Meeting warning is attached for the Selectboard's review. The meeting will be in person, starting at 9am on Tuesday, March 7th. Since we are back in person, the first article will be to appoint a moderator. Once adopted, the Town Administrator will post the notice as required by state statute.

Recommendation:

Consider a motion to adopt the 2023 Town Meeting Warning.

Item II.5 Adopt Constable Job Description

The Selectboard has reviewed the enclosed constable job description at multiple meetings, as originally drafted by VLCT and amended by staff and the Selectboard. Fred and Christine met with a potential constable candidate earlier this month who had no concerns about the draft as proposed. Annie has reached out to this individual to begin the background check and proof of certification process. Once that is completed, a recommendation for appointment will be made.

Recommendation:

Consider a motion to adopt the enclosed Constable job description.

Item II.6. Consent Agenda

Any member of the Selectboard may request that an item be removed from the consent agenda for any reason and the Chair will decide where on the regular agenda the item will be placed for further discussion and potential action, otherwise a single motion is all that's needed to approve the identified consent agenda items.

- a. Consider Approving the Minutes of 1/23/23
The minutes will be provided when finalized by the recording secretary.
- b. Bills Payable and Treasurer's Warrants
Warrants will be emailed before the meeting and available for review in person at the meeting.
- c. Approve Town Clerk's request to restore and digitize "Map Book 1" of Town records for \$4,159
Jen has contacted Kofile about the need to convert (digitize) and hang the maps in the last remaining "map book" which is our oldest map binder and contains 70 loose paper maps. Converting and hanging these maps prevents them from being lost or damaged. A number of the maps are already quite torn and deteriorating. The money would come from the records preservation fund which has a current balance of \$55,176

Item II.11. Town Administrator's Updates

1. The ARPA Advisory Committee has forwarded their initial recommendation to the Selectboard which will be considered at the Board's February 13th meeting.
2. The February 13th meeting will also include the first-round of 2023 liquor license renewals.
3. The RFP for the East Warren Culvert replacement was posted on Thursday, January 26th. Sealed bids are due February 15th, 2023 by 10:00am to the Town Office.

III. OTHER BUSINESS

Item III.1. Correspondence/Documents/Reports received

None to date.

Town of Waitsfield, VT
FY24 General Fund Budget -- Expenditures Summary

For Town Meeting 2023

<u>Department/Section</u>	<u>% Total FY23 Budget</u>	<u>FY23 Budget</u>	<u>FY24 Proposed</u>	<u>+/-</u>	<u>% Change</u>
Town Meeting	0.1%	\$ 6,000	\$ 3,500	\$ (2,500)	-41.7%
Legal and Auditing	1.3%	\$ 33,700	\$ 35,000	\$ 1,300	3.9%
Town Office Operations	3.6%	\$ 95,310	\$ 97,320	\$ 2,010	2.1%
Town Clerk and Treasurer	4.6%	\$ 84,602	\$ 125,362	\$ 40,760	48.2%
Selectboard	3.3%	\$ 77,041	\$ 90,272	\$ 13,231	17.2%
Planning and Zoning	2.8%	\$ 64,494	\$ 75,619	\$ 11,125	17.3%
Board of Listers	1.1%	\$ 27,700	\$ 29,200	\$ 1,500	5.4%
Delinquent Tax Collector	0.5%	\$ 15,000	\$ 13,500	\$ (1,500)	-10.0%
Conservation Commission	0.2%	\$ 5,000	\$ 5,000	\$ -	0.0%
Road Department	21.6%	\$ 510,081	\$ 590,356	\$ 80,275	15.7%
Employee Benefits	9.1%	\$ 173,473	\$ 248,907	\$ 75,434	43.5%
Fire Department	6.4%	\$ 147,549	\$ 174,834	\$ 27,285	18.5%
Public Safety	2.7%	\$ 67,490	\$ 72,787	\$ 5,297	7.8%
Dues and Assessments	8.1%	\$ 216,685	\$ 222,042	\$ 5,357	2.5%
Special Appropriations	0.8%	\$ 22,470	\$ 22,470	\$ -	0.0%
Miscellaneous	1.5%	\$ 28,270	\$ 42,100	\$ 13,830	48.9%
Capital Transfers - to GF and reserves	23.3%	\$ 577,400	\$ 634,500	\$ 57,100	9.9%
Contribution to Reserves (non-capital)	1.6%	\$ 35,000	\$ 45,000	\$ 10,000	28.6%
Debt Service	6.9%	\$ 234,131	\$ 189,632	\$ (44,499)	-19.0%
Wait House	0.4%	\$ 9,000	\$ 11,500	\$ 2,500	27.8%
<u>TOTAL</u>	100.0%	\$ 2,430,396	\$ 2,728,901	\$ 298,506	12.3%

TOWN OF WAITSFIELD, VT
FY24 General Fund Budget -- Expenditure Detail

For Town Meeting 2023
v.04 - Jan. 30, 2023 Draft

	Item	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Proposed	Change (FY23 to FY24)
EXPENDITURES						
1	Elections & Town Meeting [NEW TITLE FY24]					
2	Election Expense	\$ 1,961	\$ 1,903	\$ 3,000	\$ 500	\$ (2,500)
2	Town Report	\$ 1,279	\$ 1,960	\$ 1,500	\$ 1,500	\$ -
3	Ballot Clerks [MOVED FY24]	\$ 1,187	\$ 1,000	\$ 1,500	\$ 1,500	\$ -
3	Section TOTAL	\$ 4,428	\$ 4,863	\$ 6,000	\$ 3,500	\$ (2,500)
4	Legal and Auditing					
4	Legal	\$ 5,449	\$ 12,277	\$ 16,000	\$ 16,000	\$ -
5	Auditing	\$ 16,200	\$ 17,200	\$ 17,700	\$ 19,000	\$ 1,300
6	Section TOTAL	\$ 21,649	\$ 29,477	\$ 33,700	\$ 35,000	\$ 1,300
7	Town Office Operations					
8	Insurance and Bonds	\$ 13,144	\$ 12,569	\$ 17,000	\$ 17,000	\$ -
9	Office Utilities	\$ 4,427	\$ 4,480	\$ 5,000	\$ 5,000	\$ -
10	Repairs & Maintenance	\$ 6,215	\$ 5,586	\$ 9,000	\$ 9,000	\$ -
11	Postage	\$ 3,637	\$ 3,626	\$ 5,250	\$ 5,250	\$ -
12	Supplies	\$ 6,620	\$ 6,705	\$ 7,000	\$ 7,000	\$ -
13	Computer Services	\$ 4,541	\$ 1,788	\$ 7,450	\$ 8,000	\$ 550
14	Training	\$ 20	\$ 233	\$ 750	\$ 750	\$ -
15	Cleaning	\$ 7,650	\$ 7,950	\$ 10,000	\$ 10,000	\$ -
16	Equip. Maint. & Contracts	\$ 7,364	\$ 18,620	\$ 14,000	\$ 15,000	\$ 1,000
17	Telephone & Internet	\$ 4,555	\$ 4,810	\$ 5,110	\$ 5,320	\$ 210
18	Office Equipment	\$ 2,608	\$ 4,125	\$ 3,750	\$ 4,000	\$ 250
19	Public Notice Expense	\$ 6,606	\$ 6,701	\$ 4,000	\$ 4,000	\$ -
20	Special Services	\$ 3,812	\$ 3,907	\$ 7,000	\$ 7,000	\$ -
21	Section TOTAL	\$ 71,198	\$ 81,101	\$ 95,310	\$ 97,320	\$ 2,010
22	Town Clerk and Treasurer					

	<u>Item</u>	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Budget</u>	<u>FY24 Proposed</u>	<u>Change (FY23 to FY24)</u>
23	Salaries	\$ 77,012	\$ 94,441	\$ 82,852	\$ 125,112	\$ 42,260
24	Borrowing Interest	\$ -	\$ -	\$ 250	\$ 250	\$ -
25	Section TOTAL	\$ 77,012	\$ 94,441	\$ 84,602	\$ 125,362	\$ 42,260
26	Selectboard					
27	Selectboard Reimbursement	\$ 3,250	\$ 3,251	\$ 3,250	\$ 3,250	\$ -
28	Town Website	\$ 703	\$ 823	\$ 750	\$ 3,000	\$ 2,250
29	Town Admin. Salary	\$ 68,823	\$ 66,984	\$ 70,541	\$ 81,122	\$ 10,581
30	Training	\$ 400	\$ 397	\$ 500	\$ 500	\$ -
31	Mileage Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -
32	SB Recording Secretary	\$ 342	\$ 1,134	\$ 2,000	\$ 2,400	\$ 400
33	Communications	\$ -	\$ -	\$ -	\$ -	\$ -
34	Section TOTAL	\$ 73,518	\$ 72,589	\$ 77,041	\$ 90,272	\$ 13,231
35	Planning & Zoning					
36	PC/DRB Recording Secretary	\$ 140	\$ 923	\$ 825	\$ 1,600	\$ 775
37	Special Planning Projects	\$ 2,861	\$ -	\$ 6,000	\$ 8,000	\$ 2,000
38	Town Plan	\$ -	\$ -	\$ -	\$ -	\$ -
39	Salaries	\$ 41,108	\$ 54,221	\$ 55,669	\$ 64,019	\$ 8,350
40	Training	\$ 160	\$ 239	\$ 500	\$ 500	\$ -
41	Computer Equipment/Service	\$ 743	\$ 899	\$ 1,250	\$ 1,250	\$ -
42	Mileage Reimbursement	\$ -	\$ -	\$ 250	\$ 250	\$ -
43	Section TOTAL	\$ 45,011	\$ 56,282	\$ 64,494	\$ 75,619	\$ 11,125
44	Board of Listers					
45	Assessor Services	\$ 22,553	\$ 22,569	\$ 22,500	\$ 23,000	\$ 500
46	Computer Equipment/Service	\$ 1,773	\$ 2,877	\$ 2,250	\$ 3,250	\$ 1,000
47	Property Map Maintenance	\$ 1,500	\$ 1,650	\$ 1,750	\$ 1,750	\$ -
48	Training and Meetings	\$ -	\$ -	\$ 200	\$ 200	\$ -
49	Professional Services	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -
50	Section TOTAL	\$ 25,826	\$ 27,096	\$ 27,700	\$ 29,200	\$ Page 6 1,500

	<u>Item</u>	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Budget</u>	<u>FY24 Proposed</u>	<u>Change (FY23 to FY24)</u>
51	<u>Delinquent Tax Collector</u>					
52	Collector Fees	\$ 12,839	\$ 9,826	\$ 15,000	\$ 13,500	\$ (1,500)
53	Section TOTAL	\$ 12,839	\$ 9,826	\$ 15,000	\$ 13,500	\$ (1,500)
54	<u>Conservation Commission</u>					
55	Conservation Special Projects	\$ 2,000	\$ 1,970	\$ 5,000	\$ 5,000	\$ -
56	Section TOTAL	\$ 2,000	\$ 1,970	\$ 5,000	\$ 5,000	\$ -
57	<u>Road Department</u>					
58	<u>Labor</u>					
59	Salaries	\$ 155,424	\$ 178,139	\$ 161,712	\$ 183,872	\$ 22,160
60	Overtime	\$ 13,781	\$ 22,013	\$ 20,214	\$ 22,984	\$ 2,770
61	4th Road Crew Salary (3/4 of FY24)	\$ -	\$ -	\$ -	\$ 47,385	\$ 47,385
62	Sub-total	\$ 169,205	\$ 200,152	\$ 181,926	\$ 254,241	\$ 72,315
63	<u>Equipment Operations/Repairs</u>					
64	Road Department Insurance	\$ 8,438	\$ 9,220	\$ 9,500	\$ 9,500	\$ -
65	Gas [NEW]	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
66	Oil, Grease, and Filters	\$ 6,052	\$ 10,107	\$ 7,500	\$ 5,000	\$ (2,500)
67	Diesel	\$ 19,611	\$ 30,873	\$ 25,000	\$ 30,000	\$ 5,000
68	2013 International Dump Truck	\$ 8,944	\$ -	\$ -	\$ -	\$ -
69	2020 International Dump Truck	\$ -	\$ 4,520	\$ 3,000	\$ 1,500	\$ (1,500)
70	2016 GMC Pick-Up Truck	\$ 1,000	\$ -	\$ -	\$ -	\$ -
71	2021 GMC 3500 [NEW]	\$ -	\$ 1,103	\$ 1,500	\$ 1,500	\$ -
72	2010 Low-Pro Truck	\$ -	\$ -	\$ -	\$ -	\$ -
73	2018 HV Truck (Low-Pro)	\$ 2,128	\$ 1,915	\$ 2,500	\$ 2,500	\$ -
74	1997 International Dump Truck	\$ -	\$ -	\$ -	\$ -	\$ -
75	Ford Chloride Truck	\$ -	\$ 1,472	\$ 1,500	\$ 1,500	\$ -
76	2009 John Deere Loader	\$ 150	\$ 1,566	\$ 1,500	\$ 3,000	\$ 1,500
77	2015 Tandem (Dump Truck)	\$ 9,577	\$ 16,458	\$ -	\$ -	\$ -
78	2021 Tandem (Dump Truck) [NEW]	\$ -	\$ 160	\$ 5,000	\$ 1,500	\$ (3,500)
79	1998 Galion Grader	\$ 1,797	\$ 424	\$ -	\$ -	\$ -
80	2021 John Deere Grader [NEW]	\$ -	\$ -	\$ 500	\$ 1,500	\$ 1,000
81	2008 Cat Backhoe	\$ 1,259	\$ -	\$ -	\$ -	\$ -
82	2021 Cat Backhoe [NEW]	\$ -	\$ 103	\$ 500	\$ 500	\$ -
83	Roadside Mower	\$ 192	\$ 1,447	\$ 3,000	\$ 3,000	\$ -
84	Steel Pole Saw/Chainsaw	\$ 93	\$ 20	\$ 300	\$ 300	\$ -
85	Garage Repairs	\$ 745	\$ 1,644	\$ 2,500	\$ 2,500	\$ -

	<u>Item</u>	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Budget</u>	<u>FY24 Proposed</u>	<u>Change (FY23 to FY24)</u>
86	Garage Trash Removal	\$ 1,989	\$ 1,913	\$ 1,700	\$ 2,040	\$ 340
87	Uniforms	\$ 5,039	\$ 5,490	\$ 4,500	\$ 5,400	\$ 900
88	Heat	\$ 2,567	\$ 5,499	\$ 4,000	\$ 4,000	\$ -
89	Telephone	\$ 2,629	\$ 2,476	\$ 2,600	\$ 2,600	\$ -
90	Electricity	\$ 1,764	\$ 1,744	\$ 1,900	\$ 1,900	\$ -
91	Garage Supplies/Hardware	\$ 4,005	\$ 4,418	\$ 3,000	\$ 4,500	\$ 1,500
92	Garage Miscellaneous/Other <i>[Com]</i>	\$ 1,091	\$ 1,316	\$ 1,200	\$ -	\$ (1,200)
93	Chipper/Rake	\$ 771	\$ 559	\$ 650	\$ 1,000	\$ 350
94	Alarm System	\$ 592	\$ 961	\$ 900	\$ 1,000	\$ 100
95	Water Service	\$ 628	\$ 628	\$ 630	\$ 630	\$ -
96	Plow Blades and Shoes.	\$ 6,006	\$ 3,624	\$ 6,000	\$ 8,500	\$ 2,500
97	Sub-total	\$ 87,067	\$ 109,659	\$ 90,880	\$ 98,370	\$ 7,490
98	<i>Hired Equipment and Labor</i>					
99	Sidewalk Mowing	\$ -	\$ -	\$ -	\$ -	\$ -
100	Sidewalk Plowing	\$ 29,070	\$ 29,070	\$ 29,651	\$ -	\$ (29,651)
101	Other Equipment Rental	\$ 300	\$ -	\$ 300	\$ -	\$ (300)
102	Contract Plowing	\$ 2,800	\$ 1,480	\$ 2,500	\$ -	\$ (2,500)
103	Grading	\$ -	\$ -	\$ 150	\$ 300	\$ 150
104	Contract Services	\$ 7,380	\$ 11,083	\$ 12,000	\$ 12,000	\$ -
105	Sub-total	\$ 39,550	\$ 41,633	\$ 44,601	\$ 12,300	\$ (32,301)
106	<i>Materials</i>					
107	Salt	\$ 29,211	\$ 33,491	\$ 50,000	\$ 50,000	\$ -
108	Sand	\$ 53,379	\$ 34,838	\$ 56,000	\$ 56,000	\$ -
109	Chloride	\$ 8,010	\$ 12,035	\$ 16,000	\$ 16,000	\$ -
110	Crushed Gravel	\$ 16,556	\$ -	\$ -	\$ 30,000	\$ 30,000
111	Stone	\$ 6,433	\$ 10,518	\$ 8,000	\$ 10,000	\$ 2,000
112	Culverts	\$ 8,848	\$ 14,153	\$ 10,000	\$ 10,000	\$ -

	Item	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Proposed	Change (FY23 to FY24)
113	Guardrails	\$ 1,845	\$ -	\$ 1,500	\$ 1,500	\$ -
114	Tools	\$ 2,753	\$ 3,586	\$ 6,400	\$ 6,500	\$ 100
115	Signs	\$ 2,133	\$ 1,991	\$ 2,000	\$ 2,000	\$ -
116	Fabric	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -
117	Cold Patch, Hay, and Seed	\$ 2,949	\$ 5,793	\$ 5,000	\$ 8,000	\$ 3,000
118	Waste Blocks	\$ 2,237	\$ 1,065	\$ 1,000	\$ 1,000	\$ -
119	Sub-total	\$ 134,353	\$ 117,470	\$ 156,900	\$ 192,000	\$ 35,100
120	<u>Miscellaneous</u>					
121	Fayston Winter Agreement	\$ 11,500	\$ 11,058	\$ 11,174	\$ 12,595	\$ 1,421
122	Sidewalk Maintenance/Repairs	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -
123	Tree Cutting	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -
124	Bridge Repairs	\$ -	\$ 27,900	\$ 3,700	\$ 4,000	\$ 300
125	Gravel Pit Management	\$ -	\$ 160	\$ 1,000	\$ 1,000	\$ -
126	Pavement Sealing	\$ -	\$ -	\$ 4,350	\$ -	\$ (4,350)
127	Culvert and Road Inventory	\$ -	\$ -	\$ -	\$ -	\$ -
128	Line Painting	\$ -	\$ 950	\$ 4,000	\$ 4,000	\$ -
129	North Road Culvert	\$ -	\$ -	\$ -	\$ -	\$ -
130	Street Lights	\$ 5,182	\$ 5,365	\$ 5,000	\$ 5,000	\$ -
131	Bridge Lights	\$ 828	\$ 378	\$ 800	\$ 800	\$ -
132	Radios and Pagers	\$ 826	\$ 1,794	\$ 500	\$ 500	\$ -
133	Training	\$ -	\$ 39	\$ 250	\$ 250	\$ -
134	MRGP/State Roads Permit	\$ 1,750	\$ 1,350	\$ 1,500	\$ 1,800	\$ 300
135	Sub-total	\$ 20,086	\$ 48,994	\$ 35,774	\$ 33,445	\$ (2,329)
136	Section TOTAL	\$ 450,260	\$ 517,907	\$ 510,081	\$ 590,356	\$ 80,275
137	<u>Employee Benefits</u>					
138	FICA/Medicare	\$ 27,642	\$ 32,048	\$ 29,712	\$ 41,332	\$ 11,620
139	Medicare	\$ -	\$ -	\$ -	\$ -	\$ -
140	Retirement (VMERS)	\$ 20,139	\$ 24,837	\$ 26,216	\$ 36,470	\$ 10,253
141	Unemployment	\$ 547	\$ 547	\$ 750	\$ 800	\$ 50
142	Worker's Compensation	\$ 13,088	\$ 12,100	\$ 14,000	\$ 15,224	\$ 1,224

	<u>Item</u>	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Budget</u>	<u>FY24 Proposed</u>	<u>Change (FY23 to FY24)</u>
143	Health Insurance	\$ 67,452	\$ 65,642	\$ 92,083	\$ 116,685	\$ 24,602
144	Life and Disability	\$ 2,095	\$ -	\$ 3,588	\$ 4,000	\$ 412
145	Vision	\$ 605	\$ 2,047	\$ 650	\$ 1,500	\$ 850
146	Dental [NEW]	\$ -	\$ 438	\$ 6,474	\$ 3,558	\$ (2,916)
147	4th Road Crew Benefits [NEW FY24]	\$ -	\$ -	\$ -	\$ 29,338	\$ 29,338
148	Section TOTAL	\$ 131,568	\$ 137,659	\$ 173,473	\$ 248,907	\$ 75,434
149	Fire Department					
150	Gas, Oil, and Grease	\$ 2,594	\$ 3,095	\$ 3,500	\$ 4,200	\$ 700
151	Insurance	\$ 11,388	\$ 10,084	\$ 9,000	\$ 10,503	\$ 1,503
152	Telephone and Dispatch	\$ 30,007	\$ 21,642	\$ 35,000	\$ 29,000	\$ (6,000)
	Capital West Reserve Contribution [NEW FY23]	\$ -	\$ -	\$ -	\$ 9,525	\$ 9,525
153	Radio and Radio Repairs	\$ 2,483	\$ 1,800	\$ 5,000	\$ 10,000	\$ 5,000
154	Electricity	\$ 4,068	\$ 6,060	\$ 2,500	\$ 2,575	\$ 75
155	Heat	\$ 630	\$ 630	\$ 6,000	\$ 6,300	\$ 300
156	Water Service	\$ 3,717	\$ 6,042	\$ 660	\$ 660	\$ -
157	Building Repair and Supplies	\$ 413	\$ 145	\$ 6,000	\$ 11,300	\$ 5,300
158	Alarm	\$ 32,673	\$ 9,450	\$ 425	\$ 446	\$ 21
159	Truck Repairs	\$ 25,505	\$ 3,885	\$ 14,000	\$ 14,000	\$ -
160	Repair of Equipment [RENAMED]	\$ -	\$ 2,632	\$ 7,500	\$ 7,875	\$ 375

	<u>Item</u>	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Budget</u>	<u>FY24 Proposed</u>	<u>Change (FY23 to FY24)</u>
161	Bottled Gas	\$ 240	\$ 37	\$ 400	\$ 400	\$ -
162	Training	\$ 519	\$ 4,522	\$ 9,000	\$ 9,450	\$ 450
163	Hose and Equipment	\$ 8,696	\$ 5,142	\$ 6,180	\$ 6,489	\$ 309
164	Gear	\$ 10,788	\$ 8,259	\$ 10,000	\$ 10,500	\$ 500
165	Fire Prevention	\$ -	\$ 888	\$ 600	\$ 900	\$ 300
166	Miscellaneous	\$ 55	\$ 75	\$ 500	\$ 500	\$ -
167	Dues	\$ -	\$ 20	\$ 500	\$ 500	\$ -
168	Physical Exams	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -
169	Labor	\$ 28,723	\$ 25,681	\$ 24,230	\$ 27,461	\$ 3,231
170	FICA	\$ 2,197	\$ 1,965	\$ 1,854	\$ 2,101	\$ 247
171	Ladder/Hose Testing	\$ 2,910	\$ 3,246	\$ 3,200	\$ 3,360	\$ 160
172	Administrative Time	\$ -	\$ -	\$ -	\$ 5,290	\$ 5,290
173	Section TOTAL	\$ 167,605	\$ 115,300	\$ 147,549	\$ 174,834	\$ 27,285
174	Public Safety					
175	Sheriff's Department Billing	\$ 27,194	\$ 14,809	\$ 25,000	\$ 31,200	\$ 6,200
176	Dog Warden (Salary and Fees)	\$ 720	\$ 750	\$ 750	\$ 775	\$ 25
177	Dog Pound Fees	\$ 40	\$ 155	\$ 150	\$ 150	\$ -
178	Emergency Management	\$ 675	\$ 597	\$ 1,200	\$ 1,200	\$ -
179	Fire Warden	\$ 250	\$ 250	\$ 250	\$ 250	\$ -
180	Fire Hydrant Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
181	Fire Protection Contribution	\$ 27,632	\$ 27,632	\$ 27,640	\$ 25,960	\$ (1,680)
182	Generator Expense	\$ 1,035	\$ 302	\$ 900	\$ 1,000	\$ 100
183	Insurance	\$ -	\$ -	\$ 2,100	\$ 2,227	\$ 127
184	Miscellaneous	\$ 1,812	\$ -	\$ 250	\$ 250	\$ -
185	Training	\$ -	\$ 30	\$ 500	\$ 500	\$ -
186	Town Health Officer	\$ 500	\$ 750	\$ 750	\$ 775	\$ 25
187	Constable [NEW]	\$ -	\$ -	\$ 8,000	\$ 8,500	\$ 500
188	Section TOTAL	\$ 59,858	\$ 45,275	\$ 67,490	\$ 72,787	\$ 5,297
189	Dues and Assessments					
190	Central VT Reg'l Planning	\$ 2,135	\$ 2,167	\$ 2,453	\$ 2,455	\$ 2

	Item	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Proposed	Change (FY23 to FY24)
191	Joslin Memorial Library	\$ 63,466	\$ 64,486	\$ 64,881	\$ 68,193	\$ 3,312
192	MR Resource Mgt. Alliance	\$ 12,033	\$ 12,471	\$ 12,394	\$ 12,766	\$ 372
193	MRV Planning District	\$ 45,317	\$ 45,317	\$ 45,137	\$ 45,317	\$ 180
194	MRV Recreation District	\$ 30,000	\$ 30,000	\$ 40,000	\$ 40,000	\$ -
195	VLCT	\$ 3,209	\$ 3,209	\$ 3,412	\$ 3,529	\$ 117
196	Washington County Tax	\$ 29,976	\$ 29,929	\$ 31,378	\$ 32,651	\$ 1,273
197	Green Mtn. Transit	\$ 2,030	\$ 2,030	\$ 2,030	\$ 2,131	\$ 101
198	MRVAS	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
199	Section TOTAL	\$ 203,166	\$ 204,609	\$ 216,685	\$ 222,042	\$ 5,357
200	Special Appropriations					
201	Circle	\$ 350	\$ 350	\$ 350	\$ 350	\$ -
202	CVT Adult Basic Education	\$ 600	\$ 600	\$ 600	\$ 600	\$ -
203	Capstone (formerly CVTCA)	\$ 150	\$ 150	\$ 150	\$ 150	\$ -
204	Downstreet (formerly CVCLT)	\$ 500	\$ 500	\$ 500	\$ 1,000	\$ 500
205	CVT Council on Aging	\$ 900	\$ 900	\$ 900	\$ 900	\$ -
206	CVT Economic Devel. Corp.	\$ 450	\$ 450	\$ 450	\$ 450	\$ -
207	CVT Home Health and Hospice	\$ 3,100	\$ 4,500	\$ 4,500	\$ 4,500	\$ -
208	Everybody Wins!	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
209	Family Center of Wash. Co.	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
210	Good Beginnings of CVT	\$ 300	\$ 300	\$ 300	\$ 300	\$ -
211	Green Up Vermont	\$ 100	\$ 100	\$ 100	\$ 100	\$ -
212	Home Share Now, Inc.	\$ -	\$ -	\$ -	\$ -	\$ -
213	MRV Health Center	\$ 1,000	\$ -	\$ -	\$ -	\$ -
214	Mad River Valley Seniors	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -
215	Peoples Health and Wellness	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
216	Retired Senior Volunteer Progr.	\$ 150	\$ 150	\$ -	\$ -	\$ -
217	Mosaic (formerly SACT)	\$ 250	\$ 250	\$ 250	\$ 250	\$ -
218	Center of Independent Living	\$ 450	\$ 650	\$ 620	\$ 620	\$ -
219	Washington Co. Mental Health	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ -
220	Washington Co. Youth Service	\$ 750	\$ 750	\$ 750	\$ 750	\$ -
221	Community Harvest	\$ 300	\$ 300	\$ 300	\$ 300	\$ -
222	VT Family Network	\$ 250	\$ 250	\$ 250	\$ 250	\$ -
223	VABVI	\$ 250	\$ 250	\$ 250	\$ 250	\$ -
224	CVT DART	\$ 200	\$ 200	\$ -	\$ -	\$ -
225	WNRCD	\$ 350	\$ 500	\$ 500	\$ -	\$ (500)
226	Prevent Child Abuse VT	\$ -	\$ 200	\$ 500	\$ -	\$ (500)
227	Good Samaritan	\$ -	\$ 500	\$ 1,000	\$ 1,000	\$ -
228	VT Association of Conservation Districts - Rural Fire Protection	\$ -	\$ -	\$ 100	\$ 100	\$ -
	The Children's Room [NEW FY24]	\$ -	\$ -	\$ -	\$ 500	\$ 500

	<u>Item</u>	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Budget</u>	<u>FY24 Proposed</u>	<u>Change (FY23 to FY24)</u>
229	Section TOTAL	\$ 20,500	\$ 21,950	\$ 22,470	\$ 22,470	\$ (500)
230	Miscellaneous					
231	Town Pond Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
232	Admin. Fees	\$ -	\$ -	\$ -	\$ -	\$ -
233	Maintenance of Parks	\$ 11,444	\$ 14,160	\$ 15,000	\$ 9,500	\$ (5,500)
234	Steward MRV			\$ 5,000	\$ 7,500	\$ 2,500
235	Trail Maintenance	\$ 1,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
236	Solar Array Maintenance	\$ 1,867	\$ 1,081	\$ 1,500	\$ 1,500	\$ -
237	Generator Expense	\$ -	\$ -	\$ -	\$ -	\$ -
238	Memberships and Dues	\$ 55	\$ 80	\$ 100	\$ 100	\$ -
239	WES Community Share	\$ -	\$ -	\$ -	\$ -	\$ -
240	Cemetery Veteran's Flags	\$ -	\$ -	\$ 100	\$ 100	\$ -
241	MRVTV Meeting Coverage	\$ 3,400	\$ 3,400	\$ 3,570	\$ 3,400	\$ (170)
242	Energy Efficiency Improve.	\$ -	\$ -	\$ -	\$ -	\$ -
243	Tax Adjustments	\$ 332	\$ 2,845	\$ -	\$ -	\$ -
244	Affordable Housing Initiatives	\$ -	\$ 4,000	\$ -	\$ -	\$ -
245	Other	\$ -	\$ -	\$ 500	\$ 500	\$ -
246	Cemetery Commission Contribution [NEW FY24]	\$ -	\$ -	\$ -	\$ 17,000	\$ 17,000
247	Section TOTAL	\$ 18,598	\$ 28,066	\$ 28,270	\$ 42,100	\$ 13,830
248	Capital Improvement Program					
249	Road Department	\$ 205,727	\$ 34,798	\$ 139,400	\$ 137,500	\$ (1,900)
250	Road Department Reserves	\$ 207,000	\$ 341,000	\$ 340,000	\$ 385,000	\$ 45,000
251	Fire Department	\$ 32,634	\$ -	\$ -	\$ -	\$ -
252	Fire Department Reserves	\$ 32,500	\$ 66,000	\$ 80,000	\$ 97,500	\$ 17,500
253	General - Transfers to reserves	\$ 1,500	\$ 16,500	\$ 18,000	\$ 14,500	\$ (3,500)
254	General - Project specific	\$ -	\$ -	\$ -	\$ -	\$ -
255	Section TOTAL	\$ 479,361	\$ 458,298	\$ 577,400	\$ 634,500	\$ 57,100
256	Transfer to Non-Capital Reserves					
257	Entrust Conservation Fund	\$ -	\$ -	\$ -	\$ -	\$ -
258	Restroom/Recreation/Conserve.	\$ 10,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ -
259	Lareau Park Reserve [now part of C	\$ 500	\$ -	\$ -	\$ -	\$ -
260	Reappraisal Reserve	\$ 9,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -

	<u>Item</u>	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Budget</u>	<u>FY24 Proposed</u>	<u>Change (FY23 to FY24)</u>
261	Town Forest Stewardship	\$ -	\$ -	\$ -	\$ -	\$ -
262	Energy Projects	\$ -	\$ -	\$ -	\$ -	\$ -
263	Budget Stabilization	\$ -	\$ -	\$ -	\$ -	\$ -
264	Street Trees	\$ 1,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
265	Agricultural Support	\$ -	\$ -	\$ -	\$ -	\$ -
266	Church Clock	\$ -	\$ -	\$ -	\$ -	\$ -
267	Invasive Species Reserve	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -
268	Section TOTAL	\$ 20,500	\$ 25,000	\$ 35,000	\$ 45,000	\$ -
269	Debt Service					
270	Town Office Solar Array	\$ 47,362	\$ 46,831	\$ 45,945	\$ 44,988	\$ (957)
271	Town Office	\$ 17,546	\$ 17,318	\$ 17,073	\$ 16,812	\$ (260)
272	Storm Damage	\$ 27,325	\$ 26,550	\$ 25,775	\$ -	\$ (25,775)
273	Wastewater - "Big Pipe"	\$ 36,484	\$ 36,484	\$ 36,484	\$ 36,484	\$ -
274	Decentralized Wastewater	\$ 26,681	\$ 26,681	\$ 26,681	\$ 25,282	\$ (1,399)
275	Fiscal Year Change	\$ -	\$ -	\$ -	\$ -	\$ -
276	Water Main Break	\$ 16,340	\$ 15,877	\$ 15,414	\$ -	\$ (15,414)
277	Bridge Street Improvements	\$ 33,947	\$ 33,254	\$ 32,560	\$ 31,867	\$ (693)
278	Grader [NEW]	\$ -	\$ -	\$ 34,199	\$ 34,199	\$ -
279	Section TOTAL	\$ 205,685	\$ 202,995	\$ 234,131	\$ 189,632	\$ (44,499)
280	Wait House					
281	Wait House Operations	\$ 2,500	\$ 2,500	\$ 4,000	\$ 4,000	\$ -
282	Wait House Capital (transfer)	\$ 2,000	\$ 2,000	\$ 5,000	\$ 7,500	\$ 2,500
283	Section TOTAL	\$ 4,500	\$ 4,500	\$ 9,000	\$ 11,500	\$ 2,500
284						
285	TOTAL	\$ 2,095,081	\$ 2,139,206	\$ 2,430,396	\$ 2,728,901	\$ 298,506
286						

TOWN OF WAITSFIELD, VT

FY24 General Fund Budget -- Revenue Detail

	Item	FY21 Actual	FY22 ACTUAL	FY23 Budget	FY24 Proposed	Change (FY23 to FY24)
	REVENUES					
1	Property Taxes					
2	Municipal Property Taxes	\$ 1,704,590	\$ 1,609,089	\$ 2,029,667	\$ 2,299,692	\$ 270,025
3	Delinquent Penalty Fees	\$ 12,178.27	\$ 9,872.00	\$ 15,000.00	\$ 15,000	
4	Delinquent Tax Interest	\$ 23,371.11	\$ 15,372.00	\$ 16,500.00	\$ 16,500	\$ -
5	Section TOTAL	\$ 1,740,139	\$ 1,634,333	\$ 2,061,167	\$ 2,331,192	\$ 270,025
6	Town Clerk and Treasurer					
7	Town Clerk Fees	\$ 44,390	\$ 36,146	\$ 35,000	\$ 35,000	\$ -
8	Interest Income	\$ 2,021	\$ 2,692	\$ 2,500	\$ 10,000	\$ 7,500
9	Beverage Sale Permits	\$ 3,520	\$ 4,140	\$ 3,500	\$ 4,000	\$ 500
10	Section TOTAL	\$ 49,931	\$ 42,978	\$ 41,000	\$ 49,000	\$ 8,000
11	Road Department					
12	State Highway Aid	\$ 90,807	\$ 80,155	\$ 90,000	\$ 74,000	\$ (16,000)
13	Grants	\$ -		\$ -	\$ -	\$ -
14	Road Dept. Miscellaneous	\$ 1,060	\$ 2,307	\$ 3,000	\$ 2,000	\$ (1,000)
15	Section TOTAL	\$ 91,867	\$ 82,462	\$ 93,000	\$ 76,000	\$ (17,000)
16	Public Safety					
17	Fayston "Share" (40% of exp.)	\$ 56,280.11	\$ 59,869.00	\$ 57,544.00	\$ 68,185	\$ 10,641
18	Fire Admin Reimbursement [NEW FY24]	\$ -	\$ -	\$ -	\$ 3,174	\$ 3,174
19	Miscellaneous Fire Income	\$ -		\$ -	\$ -	\$ -
20	Fire Grants	\$ -		\$ -	\$ -	\$ -
21	Traffic Control	\$ 9,646.67	\$ 3,495.00	\$ 5,000.00	\$ 5,000	\$ -
22	Miscellaneous Police Income	\$ -		\$ -	\$ -	\$ -
23	Dog Impoundment Fees	\$ -	\$ 205.00	\$ 150.00	\$ 150	\$ -
24	Section TOTAL	\$ 65,927	\$ 63,569	\$ 62,694	\$ 76,509	\$ 13,815
25	General Government					
26	Pilot Program	\$ 6,070.60	\$ 6,347.00	\$ 6,000.00	\$ 6,000	\$ -
27	Current Use Reimbursement	\$ 103,058.00	\$ 105,048.00	\$ 105,000.00	\$ 106,500	\$ 1,500
28	Library Insurance Reimbursement	\$ 2,659.00	\$ 4,795.00	\$ 2,700.00	\$ 2,700	\$ -
29	Wait House Insurance Reimburse.	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500	\$ -
30	Water Admin. Reimbursement	\$ 2,749.50	\$ 3,263.00	\$ 2,800.00	\$ 5,000	\$ 2,200
31	Miscellaneous Income	\$ 2,381.67	\$ 2,207.00	\$ -	\$ -	\$ -

Item	FY21 Actual	FY22 ACTUAL	FY23 Budget	FY24 Proposed	Change (FY23 to FY24)
Act 60 Annual Support	\$ 10,697	\$ 10,745	\$ 10,500	\$ 10,500	\$ -
Planning and Zoning Income	\$ 8,886	\$ 17,363	\$ 8,500	\$ 11,000	\$ 2,500
Planning and Zoning Grants	\$ -		\$ -	\$ -	\$ -
Insurance Claims	\$ 1,845	\$ 30,420	\$ -	\$ -	\$ -
"Other" Grant Proceeds	\$ 17,539.88	\$ 1,482.00	\$ -	\$ -	\$ -
Waitsfield Elem. School Solar	\$ 9,863.67	\$ 5,599.00	\$ 10,000.00	\$ 10,000	\$ -
Waitsfield Elem. School Snow Clearing [NEW]	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
Solar Array Credit Proceeds	\$ 9,639.28	\$ 13,890.00	\$ 9,500.00	\$ 9,500	\$ -
Section TOTAL	\$ 177,889	\$ 203,659	\$ 157,500	\$ 165,200	\$ 7,700
Decentralized Wastewater					
WW Loan Re-Payments	\$ 68,655.18	\$ 129,960.00	\$ 23,535.00	\$ 31,000	\$ 7,465
Section TOTAL	\$ 68,655	\$ 129,960	\$ 23,535	\$ 31,000	\$ 7,465
TOTAL	\$ 2,194,409	\$ 2,156,961	\$ 2,438,896	\$ 2,728,901	\$ 290,005

Municipal Property Tax "Calculator"			
FY24 Budget as Proposed	\$	2,728,901	
Non-property tax revenue	\$	429,209	
To Be Raised by Taxes (a)	\$	2,299,692	
Estimated Grand List (b)	\$	3,850,289	
Tax Rate "Formula"		(a) / (b) = (c)	
FY24 Est. Municipal Property Tax Rate (c)	\$	0.5973	
FY24 Est. Local Agreement Rate* (d)	\$	0.0036	
FY24 Est. TOTAL Municipal Property Tax Rate (c+d)	\$	0.6009	
TOTAL +/- from FY22	\$	0.0686	
Assessed Value	\$200,000	\$300,000	\$400,000
FY23 Taxes	\$ 1,065	\$ 1,597	\$ 2,129
FY24 est. Taxes	\$ 1,202	\$ 1,803	\$ 2,404
Annual Difference	\$ 137.16	\$ 205.73	\$ 274.31
Monthly Difference	\$ 11.43	\$ 17.14	\$ 22.86

estimated 0.3% increase of FY23 grand list (\$3,838,773)

*The local agreement rate is the amount needed to cover the education taxes lost from local property tax exemptions (the veteran's exemption, any non-residential exemptions, etc.). The rate is charged against the municipal grand list only. It was increased in 0.0036 in FY22 up from 0.0035 in FY21.

TOWN OF WAITSFIELD CAPITAL BUDGET AND PROGRAM
FY24-28

v.02 - 1/23/23 SB Meeting

key: *italic* (transfer to reserve), **bold** (money to be spent from reserves), no formatting (money to be appropriated/raised directly as part of the FY budget)

<u>Project/Item</u>	<u>Total cost (est.)</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>
1 ROADS, BRIDGES, CULVERTS						
2 <i>Transfer to Reserves for Paving (annual)</i>	<i>Annual</i>	\$ 177,500	\$ 205,000	\$ 225,000	\$ 250,000	\$ 250,000
3 <i>Transfer to Bridge and Culvert reserves (annual)</i>	<i>Annual</i>	\$ 97,500	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
4						
5 <u>Paving Projects</u>						
6 FY24 project	\$ 415,000					
7 Paving Reserves		\$ 175,000	\$ -	\$ -	\$ -	\$ -
8 Paving Grants		\$ 175,000	\$ -	\$ -	\$ -	\$ -
9 FY Appropriation		\$ 65,000	\$ -	\$ -	\$ -	\$ -
10						
11 Future FY Paving Projects (as per paving plan)						
12 Paving Reserves		\$ -	\$ 335,000	\$ 305,000	\$ 305,000	\$ 305,000
13 Paving Grants		\$ -	\$ -	\$ -	\$ 175,000	\$ -
14 FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
15						
16 <u>Culvert Projects</u>						
17 Carroll Road culvert	\$ 45,000					
18 Bridge and culvert reserves		\$ 45,000	\$ -	\$ -	\$ -	\$ -
19 Grants / ARPA		\$ -	\$ -	\$ -	\$ -	\$ -
20 FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
21						
22 East Warren culvert project wrap up	\$ -					
23 Bridge and culvert reserves		\$ 10,000	\$ -	\$ -	\$ -	\$ -
24 Structures Grants		\$ -	\$ -	\$ -	\$ -	\$ -
25 FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
26						
27 Future FY Culvert Projects		\$ -	\$ -	\$ -	\$ -	\$ -
28 Bridge and culvert reserves		\$ -	\$ -	\$ -	\$ -	\$ -
29 Grants		\$ -	\$ 175,000	\$ -	\$ -	\$ -
30						
31 Future FY Bridge Projects		\$ -	\$ -	\$ -	\$ -	\$ -
32 Bridge and culvert reserves		\$ -	\$ -	\$ -	\$ -	\$ -
33 Grants		\$ -	\$ -	\$ -	\$ -	\$ -
34						
35 <u>Stormwater/MRGP projects</u>						
36 FY Appropriation	Annual	\$ 7,500	\$ 10,000	\$ 12,500	\$ 15,000	\$ 17,500
37						
38 Sub-total		\$ 752,500	\$ 825,000	\$ 642,500	\$ 845,000	\$ 655,000

<u>Project/Item</u>		<u>Total cost (est.)</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>
39	HIGHWAY EQUIPMENT / VEHICLES / BUILDINGS						
40	<i>Transfer to Highway Truck Reserves</i>	<i>Annual</i>	\$ 67,500	\$ 70,000	\$ 65,000	\$ 65,000	\$ 65,000
41	<i>Transfer to Heavy Equipment Reserves</i>	<i>Annual</i>	\$ 42,500	\$ 35,000	\$ 40,000	\$ 40,000	\$ 40,000
42							
43	<u>Heavy Equipment</u>						
44	Loader (FY26)	\$ 200,000					
45	Heavy Equipment Reserves		\$ -	\$ -	\$ -	\$ -	\$ -
46	FY Appropriation		\$ -	\$ -	\$ 150,000	\$ -	\$ -
47							
48	Equipment for 4th Road Crew member (sidewalk plowing and mowing)	\$ 100,000					
49	Heavy Equipment Reserves		\$ 50,000	\$ -	\$ -	\$ -	\$ -
50	FY Appropriation		\$ 50,000	\$ -	\$ -	\$ -	\$ -
51							
52	Backhoe (FY26)						
53	Heavy Equipment Reserves						
54	FY Appropriation						
55							
56	<u>Vehicles</u>						
57	Pick-up Truck (FY27)	\$ 51,220					
58	<i>To repalce 2021 GMC 3500 Pick Up</i>						
59	Truck Reserves		\$ -	\$ -	\$ -	\$ 51,220	
60	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
61							
62	International Single Axle Dump Truck (FY27)	\$ 135,882					
63	<i>to replace 2020 International Dump Truck/Single</i>						
64	Truck Reserves		\$ -	\$ -	\$ -	\$ 135,882	\$ -
65	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
66							
67	International Lo-Pro Dump Truck (FY25)	\$ 175,000					
68	<i>to replace 2018 HV Truck/Lo Pro</i>						
69	Truck Reserves		\$ -	\$ 175,000.00	\$ -	\$ -	\$ -
70	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
71							
72	Tandem Dump Truck (FY28)	\$ 163,900					
73	<i>to repalce 2021 Tandem Dump Truck</i>						
74	Truck Reserves		\$ -	\$ -	\$ -	\$ -	\$ 163,900
75	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
76							
77	Paved Road Plan Update (5-Year)	\$ 7,500					
78	FY Appropriation		\$ -	\$ -	\$ 7,500	\$ 0	\$ -
79							
80	Highway Garage Design & Planning	\$ 15,000					
81	FY Appropriation		\$ 15,000	\$ -	\$ -	\$ -	\$ -
82							

<u>Project/Item</u>		<u>Total cost (est.)</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>
83	Salt/sand shed	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
84							
85	Chipper	\$ 31,000	\$ -	\$ -	\$ -	\$ -	\$ -
86							
87	Sub-total		\$ 225,000	\$ 280,000	\$ 262,500	\$ 292,102	\$ 268,900
88	FIRE DEPARTMENT BUILDING						
89	Transfer to Building and Equipment Reserves	Annual	\$ 20,895	\$ 25,460	\$ 25,460	\$ 25,460	\$ 25,460
90							
91	<u>Building and Equipment Repairs</u>						
92	Miscellaneous Needs						
93	Building Reserves	Annual	\$ 5,000	\$ 5,000	\$ 20,000	\$ 5,000	\$ 5,000
94	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
95							
96	Extractor	\$ 50,000.00					
97	Building/Equipment Reserves		\$ 10,000	\$ -	\$ -	\$ -	\$ -
98	Grant Funding			\$ -	\$ -	\$ -	\$ -
99	FY Appropriation						
100							
101	Rolston Road Hydrant	\$ 10,000.00					
102	Building/Equipment Reserves		\$ 10,000	\$ -	\$ -	\$ -	\$ -
103	Grant Funding		\$ -	\$ -	\$ -	\$ -	\$ -
104	FY Appropriation		\$ -	\$ -	\$ -	\$ -	\$ -
105							
106	Sub-total		\$ 45,895	\$ 30,460	\$ 45,460	\$ 30,460	\$ 30,460
107	FIRE DEPARTMENT VEHICLES & EQUIPMENT						
108	Transfer to Fire Vehicle/Equipment Reserves (annual)	Annual	\$ 76,605	\$ 81,170	\$ 81,170	\$ 81,170	\$ 81,170
109							
110	<u>Vehicles</u>						
111	Pumper [Engine 6]	\$ 777,150					
112	Vehicle Reserves		\$ -	\$ -	\$ -	\$ -	\$ -
113	FY Appropriations		\$ -	\$ -	\$ -	\$ -	\$ -
114							
115	Utility Van	\$ 90,000.00					
116	Vehicle Reserves		\$ -	\$ -	\$ -	\$ -	\$ -
117	FY Appropriations		\$ -	\$ -	\$ -	\$ -	\$ -
118							
119	International 7400 Pumper/Tanker	\$ 472,221					
120	Vehicle Reserves		\$ -	\$ -	\$ -	\$ -	\$ -
121	FY Appropriations		\$ -	\$ -	\$ -	\$ -	\$ -
122							
123	International 4400 Pumper [Engine #5]	\$ 334,559					
124	Vehicle Reserves		\$ -	\$ -	\$ -	\$ 200,735	\$ -
125	FY Appropriations		\$ -	\$ -	\$ -	\$ -	\$ -

<u>Project/Item</u>		<u>Total cost (est.)</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>
126							
127	Pick-up Truck	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
128							
129	<u>Fire Equipment Replacement/ Repairs</u>	Annual					
130	Miscellaneous Needs						
131	Vehicle/Equipment Reserves		\$ 7,000	\$ -	\$ 15,000	\$ -	\$ -
132	FY Appropriations		\$ -	\$ -	\$ -	\$ -	\$ -
133							
134	Sub-total		\$ 83,605	\$ 81,170	\$ 96,170	\$ 281,905	\$ 81,170
135	PARK FACILITIES						
136	Transfer to Lareau Swim Hole/Park Reserve	Annual	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
137							
138	FutureLareau Swim Hole Access/Water Quality Project	\$ 17,500					
139	Lareau Park Reserves		\$ -	\$ 15,000	\$ -	\$ -	\$ -
140	FY Appropriations		\$ -	\$ 2,500	\$ -	\$ -	\$ -
141							
142	Town Pond		\$ -	\$ -	\$ -	\$ -	\$ -
143	Sub-total		\$ 2,000	\$ 19,500	\$ 2,000	\$ 2,000	\$ 2,000
144	PATHS & WALKWAYS						
145	Transfer to Sidewalk and Path Reserve	Annual	\$ 10,000	\$ 10,000	\$ 12,500	\$ 12,500	\$ 12,500
146							
147	Sidewalk Maintenance Plan	\$ 6,000					
148	Path Reserve		\$ -	\$ -	\$ -	\$ -	\$ -
149	FY Appropriations		\$ -	\$ -	\$ -	\$ -	\$ -
150	Sub-total		\$ 10,000	\$ 10,000	\$ 12,500	\$ 12,500	\$ 12,500
151	COVERED BRIDGE REPAIR						
152	Transfer to Covered Bridge Repair Reserves	Annual	\$ 2,500	\$ 5,000	\$ 3,500	\$ 3,500	\$ 3,500
153	Sub-total		\$ 2,500	\$ 5,000	\$ 3,500	\$ 3,500	\$ 3,500
154							
155	TOTAL FY223 CIP EXPENDITURES		\$ 1,121,500	\$ 1,251,130	\$ 1,064,630	\$ 1,467,467	\$ 1,053,530
156							
157	FY23 CIP FUNDING SOURCES						
158	General Fund Transfers to Capital Reserves		\$ 497,000	\$ 533,630	\$ 554,630	\$ 579,630	\$ 579,630
159	Capital Reserves (expenditures of; see FY summary for more detail)		\$ 267,000	\$ 340,000	\$ 340,000	\$ 310,000	\$ 310,000
160	Direct FY Appropriations		\$ 137,500	\$ 10,000	\$ 12,500	\$ 15,000	\$ 17,500
	Grant Funding		\$ 175,000	\$ -	\$ -	\$ -	\$ -
			\$ 634,500				

<u>FY23 CIP (GF)</u>	<u>Department/Area</u>
\$ 137,500	Road Department FY Appropriations
\$ 385,000	Road Department Reserve Transfers
\$ -	Fire Department FY Appropriations
\$ 97,500	Fire Department Reserve Transfers
\$ 14,500	General - Reserve Transfers

<u>Project/Item</u>	<u>Total cost (est.)</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	<u>FY28</u>
\$ -	General - Project specific FY appropriations					
\$ 634,500	<i>TOTAL General Fund Transfer/Expense</i>					
\$ 1,121,500	<i>TOTAL FY23 CIP</i>					

FY24 Debt Service, Terms, and Remaining Amount (Includes FY23 proposed).

<u>Debt/Loan</u>	<u>Final Payment Date</u>	<u>FY24 Payment</u>	<u>Remaining Principal (after FY24 Payment)</u>	<u>Debt Service (DS) or CIP</u>
Town Office/Solar Array*	11/15/2034 (FY35)	\$ 44,988	\$ 349,250	DS
Bridge Street Improvements	09/01/2031 (FY31)	\$ 31,867	\$ 186,664	DS
Paving	07/26/2021 (FY22)	\$ -	\$ -	CIP
Grader Replacement	11/3/2026 (FY27)	\$ 34,199	\$ 136,796	DS
Wastewater**	05/01/2027 (FY27)	\$ 36,484	\$ 109,452	DS
Decentralized Wastewater***	11/01/2037 (FY38)	\$ 25,282	\$ 196,040	DS
Town Office	11/01/2036 (FY37)	\$ 16,812	\$ 159,250	DS
Storm Damage	05/10/2023 (FY23)	\$ -	\$ -	DS
Water Main Break****	05/11/2023 (FY23)	\$ -	\$ -	DS
TOTAL		\$ 189,632	\$ 1,137,452	
<u>Water Debt</u>				<u>Water (W)</u>
Water Bond	09/17/2052 (FY53)	\$ 124,720	\$ 2,508,319	W
Eagles Bond	5/21/2054 (FY54)	\$ 8,276	\$ 171,758	W
TOTAL		\$ 132,996	\$ 2,680,077	

*The loan is split - 63% Town Office, 37% Solar Array. Total Town Office debt payments are \$45,154 in FY24. The solar payment in FY24 is \$16,645

**Wastewater is "Big Pipe" debt payment only.

***Decentralized Wastewater loan ended at nearly \$428,000; the Town borrowed less than authorized (\$502,000) to complete the project.

****General Fund share only - loan is 65% (General Fund); 35% (Water Fund)

Debt Service Schedule - FY24-FY28; General Fund Capacity and Debt Service Policy Goals

<i>Debt/Loan</i>	<i>FY24</i>	<i>FY25</i>	<i>FY26</i>	<i>FY27</i>	<i>FY28</i>
Town Office/Solar Array	\$ 44,988	\$ 43,984	\$ 42,944	\$ 41,872	\$ 40,769
Bridge Street Improvements	\$ 31,867	\$ 31,174	\$ 30,480	\$ 29,787	\$ 29,094
Paving	\$ -	\$ -	\$ -	\$ -	\$ -
Grader Replacement	\$ 34,199	\$ 34,199	\$ 34,199	\$ 34,199	\$ -
Wastewater (Big Pipe)	\$ 36,484	\$ 36,484	\$ 36,484	\$ 36,484	\$ -
Decentralized Wastewater	\$ 25,282	\$ 25,282	\$ 25,282	\$ 25,282	\$ 25,282
Town Office	\$ 16,812	\$ 16,538	\$ 16,250	\$ 15,944	\$ 15,622
Storm Damage	\$ -	\$ -	\$ -	\$ -	\$ -
Water Main Break	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 189,632	\$ 187,661	\$ 185,639	\$ 183,568	\$ 110,767
<i>"New" GF Capacity Opened by Debt Service Retirement</i>		\$ 1,971	\$ 2,022	\$ 2,071	\$ 72,801
<i>Cumulative Capacity Opened - All Fiscal Years Shown</i>					\$ 78,865
<i>Water Debt</i>					
Water Bond	\$ 124,720	\$ 124,720	\$ 124,720	\$ 124,720	\$ 124,720
Eagles Bond	\$ 8,276	\$ 8,276	\$ 8,276	\$ 8,276	\$ 8,276
TOTAL	\$ 132,996				
<i>For planning/analysis purposes only</i>					
Gen'l Fund Budget (@ 2.9% inflation per FY)	\$ 2,800,000	\$ 2,875,320	\$ 2,952,666	\$ 3,032,093	\$ 3,113,656
Debt-to-expenditure ratio (estimated)*	6.77%	7%	6%	6%	4%

*Debt-to-expenditure ratio based on General Fund debt service only; water debt is paid separately through user fees levied on customers.



**TOWN OF WAITSFIELD
WARNING
FOR ANNUAL MEETING MARCH 7, 2023**

The legal voters of the Town of Waitsfield, County of Washington, State of Vermont, are hereby notified and warned to meet at the Waitsfield Elementary School Auditorium on **Tuesday, March 7, 2023 at nine o'clock in the morning (9:00 A.M.)** to transact the following business and to vote by Australian Ballot between the hours of seven o'clock in the morning (7 A.M.) when the polls will open, and continuing until seven o'clock in the afternoon (7 P.M.) for the various Town Officers and the Article so noted.

ARTICLE 1: To elect a Moderator for the Town.

ARTICLE 2: To hear and act upon the reports of the Town Officers.

ARTICLE 3: Shall the voters approve a municipal budget of \$2,728,901 to pay the operating expenses and indebtedness of the Town, of which an estimated \$2,299,692 will be raised from property taxes?

ARTICLE 4: Shall the voters authorize the Town to collect taxes on real property by four (4) equal payments made to the Treasurer as follows: one quarter (25%) of taxes to be paid without discount not later than Friday, September 15, 2023; the second quarter (25%) of taxes to be paid without discount not later than Wednesday, November 15, 2023; the third quarter (25%) of taxes to be paid without discount not later than Thursday, February 15, 2023; with the remaining quarter (25%) to be paid without discount not later than Wednesday, May 15, 2023?

ARTICLE 5: Shall voters authorize the Town to borrow money in anticipation of the receipt of taxes by issuing its notes or orders to meet current expenses and indebtedness of the Town of Waitsfield?

ARTICLE 6: To transact any other business that may legally come before the meeting.

Dated at Waitsfield, Vermont, this 30th day of January 2023 by:

The Waitsfield Selectboard.

Christine Sullivan, Chair
Brian Shupe, Vice-Chair
Chach Curtis
Jordan Gonda
Fred Messer

ATTEST:

SELECTBOARD

Jennifer Peterson, Town Clerk

APPOINTED CONSTABLE

TOWN OF WAITSFIELD

FLSA Status: Exempt

Reports To: Selectboard

Work Hours: as needed, anticipated 5 hours / week (part time)

OBJECTIVE/PURPOSE

The Town Constable is appointed by the Selectboard and authorized to perform certain law enforcement duties and to engage in community outreach and trust-building duties to support the effective functioning of the Town and safety and well-being of its citizens. Certain duties, as specified below and by nature of the duty itself, may require completion beyond the Town's boundaries; however, the Constable's jurisdiction itself is limited to the boundaries of the Town of Waitsfield.

DUTIES AND RESPONSIBILITIES

The Town Constable shall exercise the following statutory duties and responsibilities when called upon:

- service of civil or criminal process, under 12 V.S.A. § 691; including complaints, summonses, subpoenas, writs, and restraining orders within the Town's jurisdiction. In service of process, constables have the same powers and are subject to the same liabilities and penalties as sheriffs. 12 V.S.A. § 693. No constable is allowed to serve writs in cases in which he or she has a personal and/or financial interest in the debt involved. 12 V.S.A. § 694.
- destruction of animals, in accordance with the provisions of 20 V.S.A. chapter 193;
- the killing of injured deer, under 10 V.S.A. § 4749;
- provision of assistance to the health officer in the discharge of the health officer's duties, under 18 V.S.A. § 617;
- service as a Criminal Division of the Superior Court officer, under section 296 of this title;
- removal of disorderly people from town meeting, under 17 V.S.A. § 2659; and
- collection of taxes, when no tax collector is elected, as provided under section 1529 of this title.
- collection of delinquent taxes, when ordered to do so by the Town's Tax Collector, by seizing and selling the delinquent taxpayer's property by legal process. 32 V.S.A. § 5139.
- assist the health officer in the discharge of their duties. 18 V.S.A. § 617.

In addition to the above duties and responsibilities:

- Respond to calls in a timely manner to address citizen inquiries and complaints and ensure effective, timely, and courteous response to concerns expressed by the public.
- Respond to emergencies to provide assistance and help maintain public order.
- Enforce the Town's ordinances and Vermont laws and issue citations for violations thereof.
- Maintain effective communications with the Selectboard, other municipal officials, Town employees and the public, ensuring that all interactions are professional, courteous, and helpful.
- Interact with other law enforcement agencies in a professional and collegial manner that fosters cooperation.
- Record the facts related to incidents and activities in a timely manner to produce accurate documentation and reports.
- Regularly update the Selectboard on important matters. Provide written report to Selectboard on a quarterly basis. Report to the Selectboard must include dates of activities and occurrences, a brief description of each issue and how it was resolved, and the amount of time spent.
- When requested, conduct traffic safety enforcement activities as directed by the hiring authority, collecting and reporting all legally required car stop data.
- Undergoes annual in-service training and maintain valid law enforcement certification as required by the Vermont Criminal Justice Council.
- Follow safety precautions, procedures, and best practices at all times, including wearing proper personal protective equipment (PPE).
- Report any complaints alleging category A, B or C unprofessional conduct against him or her to the selectboard within 10 days as required by 20 V.S.A. § 2403.
- Maintain and adhere to all policing policies.
- Work with the Selectboard to create outreach programs in the schools and the community to educate the public about issues including, but not limited to, drug and alcohol awareness, bicycle or motor vehicle safety, neighborhood safety improvements, etc.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Must maintain up-to-date knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Must maintain Vermont Law Enforcement certification by meeting annual training requirements and upholding professional conduct standards.
- Must aptly apply training by Vermont Criminal Justice Council.
- Must maintain strong safety awareness, problem solving and critical thinking skills.
- Must demonstrate strong judgment, decision making, customer service, and communication skills.
- Must have a strong ability to maintain composure under pressure and interact tactfully with diverse types of people, including those with mental or physical disabilities, diverse gender identities, and Black, Indigenous, and People of Color (BIPOC).
- Must be willing to learn and apply de-escalation techniques, as needed.

- Must be willing to calmly and professionally receive and apply constructive feedback.
- Ability to respond to citizen complaints and other situations in a calm and sensitive manner without bias.
- Must be able to remain composed in high pressure situations.
- Must possess sufficient physical capability to stay alert, focused, and functional during extended tours of duty, rotating shifts, and repeated rapid changes from sedentary activity to strenuous physical activity.
- Must put on and wear issued uniform and all associated equipment, including PPE , duty belt and firearm.
- Must engage in all required safety and other appropriate training.
- Must submit to and pass all pre-employment testing, to include a comprehensive background investigation, psychological assessment, polygraph examination, and drug testing, that complies with federal legal standards.

EDUCATION AND TRAINING

- High school diploma or equivalent required;
- Valid driver's license and clean driving record are required;
- Certification as at least a Level II Vermont Law Enforcement Officer;
- Satisfactory completion of minimum standards and training requirements established by the Vermont Criminal Justice Training Council.

TOOLS/TECHNOLOGY

- Must safely use authorized weapons only as authorized and only as needed pursuant to law and policy;
- Preferred demonstrated computer literacy that includes: email, data entry, basic spreadsheet work, computerized timekeeping, online training, internet searches, etc.
- The constable shall provide their own personal vehicle which shall be insured and maintained in good working order. Auto insurance policy shall list the Town of Waitsfield as an additional insured on the policy. The Town will reimburse milage used on the job.

PHYSICAL AND MENTAL DEMANDS

- Must demonstrate excellent judgment, decision making, customer service, and clear written and verbal communication skills.
- Must be able to evaluate and effectively solve problems.
- Must be able to handle stressful situations in a calm and professional manner and be able to defuse conflict.
- Must demonstrate dexterity, quick reflexes, and visual acuity to safely drive assigned municipal vehicle for periods of time that may include darkness and challenging weather conditions.
- Must obtain and maintain certification for the use of firearm(s) and any other authorized weapons.

- Must participate in annual Non Lethal Use of Force training as required by the Vermont Criminal Justice Council. This may involve the physical demands of practicing take-downs, handcuffing, etc.
- Must have ability to withstand exposure to varying weather conditions while exerting physical effort when called to duty.
- Frequently and repeatedly lifts or moves up to 50 pounds and occasionally lift or move up to 75 pounds.
- Physical demands include: constant reaching, frequent walking, prolonged sitting, prolonged standing, and frequent grasping.
- Must have good hearing and speaking abilities to communicate with others in person, over the phone, radio, etc.
- Must have good vision (with or without corrective lenses), peripheral vision, spatial orientation, and depth perception.
- Must be able to read, comprehend and follow complex written and verbal directions and instructions.

WORK ENVIRONMENT/CONDITIONS

- Travel within the Town (and outside Town boundaries when required) in a personal vehicle.
- Work occurs in various locations, as needed, throughout the Town and, more rarely, may occur outside of Town when legally discharging duties that require travel outside Town boundaries. Constable is prohibited from transporting DUIs in personal vehicle. [Law enforcement authority is limited to within the Town boundaries.]
- Willingness to be disturbed and quickly respond during off-hours, at night, and in early morning hours.
- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions as they occur during certain months of the year.
- Walking/movement may occur over uneven or slippery ground.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Waitsfield is an Equal Employment Opportunity employer.

SIGNATURES

Employee Acknowledgement

I have received and understand the requirements and essential functions and duties of this position.

Employee Signature

Date

Selectboard Approval

Selectboard Chair Signature

Date