

# FY25 Budget Discussion

Discussion V6 – 1/23/2024

Highlighted Changes from V5 to V6:

**Line 87 Deficit Payment:** \$75,000 to provide a cushion and cover the Town's 15% policy maintaining 15% of the budgeted years' operating expenses on hand in the event of an emergency. Fell short by ~ 175,000, 100,000 increase in FY24 at Town meeting by placing money in highway reserves as voted, so only need 75k to make up the projected difference.

**Line 117 Technical Expenses:** Added the money to cover the monthly fee for the Microsoft 360 web based upgrade for all email correspondence. (See Tech Group quote)

**Line 126 Post Office Maint. Repair:** Added funds to add a wall surface to cover the foam. Sagging floor will be completed in current FY24 budget.

**Line 240 Hwy Technology:** Added the monthly cost per radio for Mt. Mansfield relay station/tower dues. (See BCS quote attached).

**Line 264 Bridges, Culverts Guardrails:** Added for Casey's hill plastic Culverts.

**Line 274 Capital vehicles/Equipment:** Added the radio quote (see BCS radio quote attached)

Additional Notes: All salary and compensations have been updated to reflect Selectboard meetings, minutes and executive session conversations.

V5 Tax rate was .5666 a .0180 increase over FY24 or a 3.28% increase.

V6 Tax rate is .5594 a .0108 increase over FY24 or a 1.97% increase.

Town of Underhill Budget Fiscal Year 2025

BUDGET FY25 V6 1/22/2024									Ballot Items
Line	Category	FY2023		FY2024		FY2025			
		Budget	Actual	Budget	Thru 12/21/23 Actual	Proposed Budget	Change Inc/(Dec)	% Change	
	<b>REVENUES</b>								
1	<b>PROPERTY TAXES</b>								V2 Changed from V1 V3 Changed from V2 V4 Changed from V3 V5 Changed from V4 V6 Changed from V5
2	General Tax Revenue	963,756	1,122,033	1,173,656			(1,173,656)	21.8%	Does not get filled in until expenses are agreed upon
3	Highway Tax Revenue	1,320,884	1,320,884	1,636,560			(1,636,560)	23.9%	
4	Deficit Payment Tax Revenue			-			-	0.0%	
5	<b>Total Municipal Property Taxes</b>	2,284,640	2,442,917	2,810,216	-	-	(2,810,216)	-100.0%	
6	<b>OTHER PROPERTY TAXES</b>								
7	Local Agreement Tax Revenue	102,000	82,669	85,000	81,421	82,000	(3,000)	-3.5%	
8	<b>Total Property Taxes</b>	2,386,640	2,525,586	2,895,216	81,421	82,000	(2,813,216)	-97.2%	
9	<b>FINES</b>								
10	Delinq Tax Interest	4,000	2,714	4,000	722	4,000	-	0.0%	
11	Late Homestead Penalty, Fees, Retainage	3,000	6,410	3,000		3,000	-	0.0%	
12	Delinq Tax Penalty	15,000	14,279	15,000	5,237	15,000	-	0.0%	
13	<b>Total Fines</b>	22,000	23,404	22,000	5,958	22,000	-	0.0%	
14	<b>LICENSES &amp; PERMITS</b>								
15	Dog Licenses/Animal control	4,000	2,662	3,000	117	3,000	-	0.0%	
16	Zoning Permits	30,000	24,500	20,000	6,903	24,000	4,000	20.0%	
17	Judiciary Fines & Fees	3,000	3,286	3,000	2,028	3,000	-	0.0%	
18	Tax Research	4,000	3,060	3,500	1,048	3,500	-	0.0%	
19	Miscellaneous Lic/Permits	1,500	1,202	1,500	495	1,500	-	0.0%	
20	<b>Total Licenses and Permits</b>	42,500	34,710	31,000	10,591	35,000	4,000	12.9%	
21	<b>INTERGOVERNMENTAL</b>								
22	State Aid to Highways	102,000	109,271	110,000	112,517	110,000	-	0.0%	Ballot item? \$ to Reserve
23	Payment in lieu of Taxes	30,000	34,219	32,000	34,652	34,000	2,000	6.3%	
24	State Current Use	55,000	57,791	57,000	72,184	57,000	-	0.0%	
25	Grant Income	17,500	92,165	60,000	48,599	-	(60,000)	-100.0%	BBR 60K FY24
26	Reappraisal & Equalization Revenue	13,000	13,044	-		-	-	0.0%	Income of 13.9 goes to reserve. enter what is spent or
27	Transfer In ARPA Funds					-	-	0.0%	
28	HW Misc Income	30,000	13,660	5,000	10,050	5,000			23 sale of truck, 24 sale of trailer

29	<b>Total Intergovernmental</b>	247,500	320,150	264,000	278,003	206,000	(58,000)	-22.0%
30	<b>CHARGES FOR SERVICES</b>							
31	Copies	2,500	1,621	2,000	819	2,000	-	0.0%
32	Recording Fees	30,000	26,488	25,000	13,240	25,000	-	0.0% includes Rest. rec. fees
33	<b>Total Charges for Services</b>	32,500	28,109	27,000	14,059	27,000	-	0.0%
34	<b>MISCELLANEOUS REVENUE</b>							
35	Savings Interest	9,000	22,720	7,000	22,945	20,000	13,000	185.7% ARPA Interest
36	Rent - Post Office	12,000	11,981	12,000	5,000	12,000	-	0.0%
37	Miscellaneous Income	9,000	9,663	9,000	6,414	9,000	-	0.0% incl. post employee, rec,energy
38	.225% of 1% Muni Retained	10,000	12,441	10,000	-	10,000	-	0.0%
39	Town Meeting Floor Vote		952		110,000	-	-	0.0%
40	<b>Total Miscellaneous Revenue</b>	40,000	57,757	38,000	144,360	51,000	13,000	34.2%
41	<b>Other Revenue</b>							Nothing that will be ballot goes here!
42	Bank Loans	462,000	542,000		331,000		-	0.0%
43	TH Building reserve	30,000			-	30,000	30,000	0.0%
44	Sidewalk Reserve			-	-	-	-	0.0%
45	Appraisal/Reappraisal Fees/Ed. Reserve	10,118	13,544			1,100	1,100	0.0%
46	Records Restoration Reserve	2,370		2,370		2,370	-	0.0%
47	ARPA Funds Usage	40,000					-	0.0%
48	General Reserve		-	-	-	-	-	0.0%
49	Highway Reserve			-			-	0.0%
50	<b>Total Other Revenue</b>	544,488	555,544	2,370	331,000	33,470	31,100	1312.2%
51	<b>Use of Surplus</b>							
52	Use of Surplus	25,000	25,000			-	-	0.0%
53	<b>TOTAL OTHER SOURCES OF REVENUE</b>	<b>953,988</b>	<b>1,044,673</b>	<b>384,370</b>	<b>783,970</b>	<b>374,470</b>	<b>(9,900)</b>	<b>-2.6%</b>
54	<b>TOTAL REVENUE</b>	<b>3,340,628</b>	<b>3,570,260</b>	<b>3,279,586</b>	<b>865,391</b>	<b>456,470</b>	<b>(2,823,116)</b>	<b>-86.1%</b>
55	<b>EXPENDITURES</b>							
56	<b>SELECTBOARD</b>							
57	Selectboard Stipends	4,500	4,500	4,500	15,000	15,000	10,500	233.3%
58	Payroll Taxes/Employee HRA Payments	8,000	30,397	18,000	6,612	26,354	8,354	46.4% 65%HRA Estimate 38,500 at 100%
59	Post Employment Benefits	2,400	2,914	2,400	1,447	2,900	500	20.8%
60	Training/Prof Fees	300	8,883	300	5,334	10,000	9,700	3233.3% Donna goes here
61	Legal Fees	20,000	9,076	18,000	3,271	18,000	-	0.0%

62	VLCT Dues	5,044	5,044	5,225	5,225	5,385	160	3.1%	Received 10/24/23
63	Human Resources Services	5,000	6,340	9,000	1,099	5,000	(4,000)	-44.4%	FY24 Recruitment Services
64	General Insurance & Workers Comp.	39,478	32,390	38,000	34,263	49,000	11,000	28.9%	Bill received for CAL 24
65	Grant & Other Expenses	10,000	26,508	110,000	23,363	10,000	(100,000)	-90.9%	FY23 housing grant exp. incl.
66	<b>Total Selectboard</b>	94,722	126,052	205,425	95,614	141,639	(63,786)	-31.1%	put 100K floor vote here too in FY24

#### ELECTIONS

68	Salaries	2,800	1,709	1,300		1,800	500	38.5%	Got from SM 11/2/23
69	Printing & Binding	3,500	2,661	2,200		3,000	800	36.4%	
70	Outside Labor & Prof Fees	1,200		1,200		1,000	(200)	-16.7%	
71	Supplies (post,sup,tech exp)	725	1,686	2,000	10	2,900	900	45.0%	
72	<b>Total Elections</b>	8,225	6,056	6,700	10	8,700	2,000	29.9%	

#### ADMINISTRATION

74	Salaries	63,600	65,908	69,133	31,908	76,484	7,351	10.6%	
75	Salaries - Insurance Opt Out						0	0.0%	
76	Payroll Taxes & Benefits	20,400	20,368	22,612	9,769	23,877	1,265	5.6%	
77	Training & Development	200		200		200	-	0.0%	
78	Professional Fees	-	856	0			-	0.0%	FY23 Brad lic.
79	Travel	700	475	500		500	-	0.0%	
80	<b>Total Administration</b>	84,900	87,606	92,445	41,676	101,061	8,616	9.3%	

#### TOWN CLERK/TREASURER

82	Salaries - Town Clerk/Treasurer	77,252	81,239	83,973	38,757	91,828	7,855	9.4%	
83	Salaries - Insurance Opt Out	5,985	6,105	5,780	2,668	6,936	1,156	20.0%	
84	Salaries - other	7,462	9,056	8,112	1,027	8,388	276	3.4%	
85	Payroll Taxes & Benefits	16,453	16,114	17,718	7,359	19,579	1,861	10.5%	
86	Training & Development	500	130	400	219	400	-	0.0%	
87	Deficit Payment	175		150		75,000	74,850	49900.0%	Deficit from FY23 - will be in diff't location
88	Land Record Restoration	8,850	7,535	8850	13,341	8850	-	0.0%	
89	Travel, Professional & Technical Exp.	1,000	738	1,200	169	1,350	150	12.5%	
90	<b>Total Town Clerk/Treasurer</b>	117,677	120,916	126,183	63,539	212,331	86,148	68.3%	

#### FINANCE/HUMAN RESOURCES

92	Salaries	59,612	64,292	64,793	31,999	71,990	7,197	11.1%	
93	Salaries: Health Benefit Adjustment	-		-		-	-	0.0%	
94	Payroll Taxes & Benefits	27,777	30,270	28,613	12,910	41,627	13,014	45.5%	
95	Training & Development	300	257	600	95	600	-	0.0%	
96	Professional & Technical Services	15,000	19,738	20,000	18,000	24,000	4,000	20.0%	Actual for 23 \$19000

97	Travel (other= bank,Tech,supplies)	250	1,976	270	134	270	-	0.0%
98	<b>Total Finance</b>	102,939	116,533	114,276	63,137	138,486	24,210	21.2%
99	<b>ASSESSING</b>							
100	Salaries - Listers			0		0	-	0.0% Received from AB
101	Salaries - Insurance Opt Out - Listers	-	-	0		0	-	0.0%
102	Salaries - Assessor	31,320	45,486	49,459	24,835	56,456	6,997	14.1% promotion FY24
103	Salaries - Insurance Opt Out - Assessor	8,409	8,577	8,121	3,748	9,727	1,606	19.8%
104	Payroll Taxes & Benefits	9,024	10,812	12,139	5,469	13,900	1,761	14.5% promotion FY24
105	Training & Development	1,800	950	800	749	1,100	300	37.5%
106	Professional & Technical Services	32,318	665	2,000	564	2,000	-	0.0% Contract cancelled
107	Travel (other=supplies)	1,200	1,413	500	105	500	-	0.0%
108	<b>Total Assessing</b>	84,071	67,903	73,019	35,470	83,684	10,665	14.6%
109	<b>BUILDING AND PLANT</b>							
110	Custodial Services	4,800	4,300	4,800	1,900	4,800	-	0.0%
111	Parks & Landscaping	8,000	5,681	10,000	3,748	20,000	10,000	100.0% 6300 All Phase + Tomas (2000)
112	Building Maintenance	10,000	2,276	10,000	3,033	10,000	-	0.0% Veterans Park Upgrades
113	Postage Meter/Copy Lease	2,800	2,614	2,800	1,536	2,800	-	0.0%
114	Property & Casualty Insurance	-				-	-	0.0% moved to SB Insurance line
115	Telephone	4,300	4,698	4,500	1,995	4,600	100	2.2%
116	Postage	3,000	2,306	4,000	900	3,500	(500)	-12.5%
117	Technical Expenditures	15,000	28,256	20,000	18,295	49,300	29,300	146.5% TG \$1040/mo./web site 4500 NEMRC 5500, firewall 1
118	Janitorial Supplies	800	204	800	270	800	-	0.0% above = \$24,300 + text alert, Microsoft 360 (\$10,500+898/
119	Kitchen Supplies	600	1,356	600	378	1,000	400	66.7%
120	Office Supplies	10,500	8,295	10,500	2,903	10,500	-	0.0%
121	Electricity	3,300	3,012	3,400	1,144	3,400	-	0.0%
122	Street Lights/Park Lights	2,500	2,765	3,000	1,191	3,300	300	10.0% Includes Moore Park
123	Heating Fuel	3,000	3,508	4,000	2,847	4,000	-	0.0%
124	<b>Total Building &amp; Plant</b>	68,600	69,271	78,400	40,141	118,000	39,600	50.5% Moved Insurance to SB
125	<b>POST OFFICE</b>							
126	Maintenance & Repair	1,000	185	1,000		2,500	1,500	150.0% rent=792/mo.
127	Supplies & Property Taxes Paid	500	2,386	2,386	2,541	2,386	-	0.0% Property Taxes = 2386 FY23
128	<b>Total Post Office</b>	1,500	2,571	3,386	2,541	4,886	1,500	44.3%
129	<b>SCHOOL HOUSE</b>							
130	Maintenance/Repair/Supplies	1,700	1,813	2,300	2,002	2,150	(150)	-6.5% Updated from RF 11/23
131	Electric	260	376	260	150	300	40	15.4%

132	Heating Fuel	40		40		50	10	25.0%	
133	<b>Total School House</b>	2,000	2,189	2,600	2,153	2,500	(100)	-3.8%	
								0.0%	
134	<b>TOTAL GENERAL GOVERNMENT</b>	<b>564,634</b>	<b>599,096</b>	<b>702,434</b>	<b>344,282</b>	<b>811,287</b>	<b>108,853</b>	<b>15.5%</b>	
135	<b>PUBLIC SAFETY</b>								
136	<b>ANIMAL CONTROL OFFICER</b>								
137	Salaries	2,000	2,201	7,200	2,775	6,000	(1,200)	-16.7%	
138	Telephone Allowance	300	325		50	-	-	0.0%	
139	Payroll Taxes & Benefits	175	193		216	459	459	0.0%	
140	Vet, Kennel, Impound Expenditures	700	4,919	1,000	861	1,000	-	0.0%	
141	Supplies	300	1,969		224	600	600	0.0%	
142	Travel	100	597			191	191	0.0%	
143	<b>Total Animal Control Officer</b>	3,575	10,205	8,200	4,127	8,250	50	0.6%	
144	<b>PURCHASED SERVICES</b>								
145	Chittenden County Sheriff	20,000	17,520	38,000	10,140	38,000	-	0.0%	10 hr/wk 65/hr - no change for 25
146	Traffic Calming/Safety Init.	1,500	-	10,500	9,256	14,000	3,500	33.3%	2 signs requested
147	<b>Total Purchased Services</b>	21,500	17,520	48,500	19,396	52,000	3,500	7.2%	
148	<b>SAFETY APPROPRIATIONS</b>								
149	Essex Rescue	35,929	35,929	54,525	27,263	58,012	3,487	6.4%	letter on 9/21/23
150	Underhill Jericho Fire Department	251,106	251,106	319,121	159,561	354,936	35,815	11.2%	Accepted SB
151	CUSI	5,737	5,737	5,737	2,869	2,577	(3,160)	-55.1%	letter on 10/24/23 - REDUCTION
152	<b>Total Safety Appropriations</b>	292,772	292,772	379,383	189,692	415,525	36,142	9.5%	
153	<b>HEALTH</b>								
154	Public Health Officer	1,200	-	750		750	-	0.0%	
155	Well Monitoring	9,000	8,874	9,330	4,451	9,730	400	4.3%	Receied 11/6
156	UVM-Home Health/Hospice	7,900	7,900	7,900	3,950	8,000	100	1.3%	letter 11/10
157	<b>Total Health</b>	18,100	16,774	17,980	8,401	18,480	500	2.8%	
158	<b>TOTAL PUBLIC SAFETY</b>	<b>335,947</b>	<b>337,271</b>	<b>454,063</b>	<b>221,615</b>	<b>494,255</b>	<b>40,192</b>	<b>8.9%</b>	
159	<b>RECREATION</b>								
160	ARPA Spending	40,000				-	-	0.0%	From Anton = 10K for now placeholder
161	Prof & Tech Services	-		-		-	-	0.0%	
162	Grounds/Pond Maintenance	7,000	7,000	5,000		6,000	1,000	20.0%	
163	Supplies	5,500	6,628	3,900	5,645	4,000	100	2.6%	food truck/pond/skating liner
164	<b>Total Recreation</b>	52,500	13,628	8,900	5,645	10,000	1,100	12.4%	shed Moore Park? not here cost for upgrades at all

165	<b>PLANNING &amp; ZONING</b>				-	-			
166	Salaries	55,120	56,812	59,785	10,320	56,870	(2,915)	-4.9%	
167	Salaries: Ins Opt Out	8,409				-	-	0.0%	
168	Payroll Taxes & Benefits	12,467	17,913	20,957	789	29,909	8,952	42.7%	
169	Training & Development	2,500	316	500		500	-	0.0%	
170	Legal and Professional Fees	2,000	75	2,000	3,327	2,000	-	0.0%	
171	Mapping	12,000	10,156	17,000	3,798	-	(17,000)	-100.0%	2nd part of NRI FY24 imagery upgrade
172	Advertising/Postings/Printing	3,500	2,049	3,500	498	2,200	(1,300)	-37.1%	not happening in FY25
173	CC Regional Planning Dues	4,677	4,677	4,882	4,882	4,865	(17)	-0.3%	Received 10/31 reduction
174	Supplies & Technology	1,750	165	1,750		400	(1,350)	-77.1%	dont do postage separate
175	Travel	550	283	550		500	(50)	-9.1%	
176	<b>Total Planning &amp; Zoning</b>	102,973	92,444	110,924	23,614	97,244	(13,680)	-12.3%	
177	<b>CULTURAL SERVICES</b>								
178	Underhill Jericho Library	114,805	114,805	110,812	55,406	119,117	8,305	7.5%	Received 11/16/23
179	<b>Total Cultural Services</b>	114,805	114,805	110,812	55,406	119,117	8,305	7.5%	
180	<b>GENERAL SELECT BOARD</b>								
181	Local Agreement	102,000	82,669	85,000	81,421	82,000	(3,000)	-3.5%	
182	Energy Committee	4,000		500			(500)	-100.0%	
183	Cemetery Fund	5,400	2,500	3,000	1,800	3,000	-	0.0%	\$2700 mowing + repairs?
184	Community Cares Camp/Memorial Day	3,350	3,486	3,350	1,500	3,350	-	0.0%	letter 11/7 no change
185	VACD & FPF	200	200	200	100	200	-	0.0%	
186	GMT Bus Route	15,597	15,597	16,221	16,220	16,500	279	1.7%	
187	Conservation	2,275	228	2,675			(2,675)	-100.0%	
188	Mount Mansfield Community Television	2,000	2,000	2,000	1,000	2,000	-	0.0%	Request \$2600 (BALLOT ITEM) letter 11/7
189	<b>Total General Appropriations</b>	134,822	106,679	112,946	102,041	107,050	(5,896)	-5.2%	
190	<b>REGIONAL SERVICE APPROPRIATIONS</b>								
191	Winooski Nat'l Resources	500	500	500	250	500	-	0.0%	
192	Jericho Underhill Park	21,005	21,005	23,106	11,553	23,799	693	3.0%	Letter Rec'd 10/17/23
193	Chittenden County Tax	18,098	19,564	20,253	19,730	19,983	(270)	-1.3%	Received 1/4/24 -
194	<b>Total Regional Service Appropriations</b>	39,603	41,069	43,859	31,533	44,282	423	1.0%	
195	<b>SOCIAL SERVICE APPROPRIATIONS</b>								
196	Steps to End Violence	700	700	940	480	940	-	0.0%	Asking for \$1425 (BALLOT ITEM)
197	Child Care Resources & VT Assoc for Blind	200	200	200	100	200	-	0.0%	VAB received 11/6
198	COTS	500	500	500	250	500	-	0.0%	Letter Received 10/3/23
199	Local Food Shelf	600	600	600	300	600	-	0.0%	

200	American Red Cross	1,000	750	1,000	500	1,000	-	0.0%	
201	Mills River Farmers market	1,000	1,000	1,000	500	1,000	-	0.0%	Asking for 2000 (BALLOT ITEM) letter 11/1
202	Howard Mental Health	900	900	900	450	1,150	250	27.8%	letter received 11/30
203	Senior Citizens	1,250	1,250	1,250	625	1,250	-	0.0%	
204	CVA On Aging	1,500	1,500	1,500	750	1,500	-	0.0%	
205	VCIL	200	200	200	100	200	-	0.0%	
206	<b>Total Social Service Appropriations</b>	7,850	7,600	8,090	4,055	8,340	250	3.1%	
207	<b>NOTES AND BONDS</b>								
208	Construction Bond - Principal			-			-	0.0%	
209	Construction Bond - Interest			-			-	0.0%	
210	Short Term Note - Principal	-		-			-	0.0%	
211	Short Term Note - Interest	-	-	-	-		-	0.0%	
212	<b>Total Bond Redemption</b>	-	-	-	-	-	-	0.0%	
213	<b>CAPITAL EXPENDITURES</b>								
214	Other		3,295	16,000		15,998	(2)	0.0%	Sidewalk Study Expense
215	Town Hall	30,000	5,249		4,000		-	0.0%	FY23 Election Trailer/gene deposit FY24
216	<b>TOTAL CAPITAL PURCHASES</b>	<b>30,000</b>	<b>8,544</b>	<b>16,000</b>	<b>4,000</b>	<b>15,998</b>	<b>(2)</b>	<b>0.0%</b>	
217	<b>TOTAL GENERAL EXPENDITURES</b>	<b>1,383,134</b>	<b>1,321,137</b>	<b>1,568,028</b>	<b>792,191</b>	<b>1,707,573</b>	<b>139,545</b>	<b>8.9%</b>	
218	<b>HIGHWAY</b>								
219	<b>SALARY AND BENEFITS</b>								
220	Salaries	299,207	250,835	341,750	113,733	288,148	(53,602)	-15.7%	
221	Salaries - Part Time	12,138	15,449	15,000	15,566	25,000	10,000	66.7%	From Russ
222	Salaries - Insurance Opt Out		8,577	0	3,748	0	-	0.0%	Included in Taxes/Benefits
223	Payroll Taxes & Benefits	85,980	92,574	96,037	39,688	122,613	26,576	27.7%	
224	Training & Licensing	200	-	6,000		6,000	-	0.0%	Possible CDL Lic./Trn.
225	<b>Total Salary and Benefits</b>	397,525	367,435	458,787	172,736	441,762	(17,025)	-3.7%	
226	<b>CONTRACTORS AND OUTSIDE LABOR</b>								
227	Tree & Brush Removal	30,000	13,235	37,500	6,925	37,500	-	0.0%	5 days at 7500/day - DON TOBI?
228	Culvert Maintenance	6,000	2,700	6,300	91	6,300	-	0.0%	700 X 9 flushings
229	Contractors & Professional Services	24,000	26,094	42,250	10	50,000	7,750	18.3%	pavers cover flaggers 15K ES,BR7 Eng.
230	Contractors - Misc	27,000	31,808	40,000	8,851	30,000	(10,000)	-25.0%	
231	Hauling	10,000	4,283	10,000	625	43,250	33,250	332.5%	10K mudseason/3500 tons @9.50/ton sand
232	<b>Total Contractors Services (prior year CO)</b>	97,000	78,120	136,050	16,502	167,050	31,000	22.8%	
233	<b>OTHER PURCHASED SERVICES</b>								

234	Building & Grounds Maintenance	10,800	9,857	10,530	1,309	10,530	-	0.0%	
235	Heavy Equipment Maintenance	15,500	28,170	15,000	5,208	20,000	5,000	33.3%	aging grader/loader, no warrantee
236	Dump Truck Maintenance	60,000	51,341	62,000	16,842	62,000	-	0.0%	upgrading equip., but 16 tires est.>
237	Small Equipment Maintenance	3,100	157	3,000	300	3,000	-	0.0%	
238	Vehicle Maintenance	2,100	892	2,000	426	2,000	-	0.0%	
239	Equip and Vehicle Rental	2,500	2,068	2,500		16,200	13,700	548.0%	\$13,711 dump truck lease
240	Technology		3,701		40	3,620	3,620	0.0%	annual license cameras + Mansfield relay
241	Telephone	3,400	3,174	3,400	1,929	4,180	780	22.9%	Internet is \$60 so double
242	<b>Total Other Purchased Services</b>	97,400	99,359	98,430	26,055	121,530	23,100	23.5%	
243	<b>GENERAL SUPPLIES</b>								
244	Shed/Office Supplies	6,500	6,713	6,500	3,262	6,500	-	0.0%	
245	Small Tool Purchases	2,000	1,232	2,000	1,815	3,000	1,000	50.0%	
246	Small Equipment Purchases	1,000	4,358	1,000	4,410	1,000	-	0.0%	unless purchase larger compactor
247	<b>Total General Supplies</b>	9,500	12,303	9,500	9,486	10,500	1,000	10.5%	
248	<b>ENERGY</b>								
249	Heating Fuel	5,500	7,434	8,200	7,508	8,000	(200)	-2.4%	FY24 4000 ga @ 1.835/ga
250	Gas/Oil/Fuel	45,000	77,429	76,500	25,832	66,000	(10,500)	-13.7%	16000 ga @4.00/ga
251	<b>Total Energy</b>	50,500	84,864	84,700	33,340	74,000	(10,700)	-12.6%	FY24 -18000@\$4.25/g reduced usage = hauling line
252	<b>ROAD MATERIALS</b>								
253	Gravel	80,000	84,813	100,000	28,958	90,000	(10,000)	-10.0%	Came down 10K
254	Chloride	20,000	11,171	22,000	10,995	25,600	3,600	16.4%	20K gallons @ 1.28 19819.81
255	Salt	50,000	38,117	52,000	3,886	54,000	2,000	3.8%	est @ 90/T, up from 88
256	Sand	70,000	76,149	87,500	86,550	90,125	2,625	3.0%	Est. 3% increase
257	Stone	15,000	15,378	28,000	10,368	15,000	(13,000)	-46.4%	cost increase, includes 9K for BBR in FY24
258	<b>Total Road Materials</b>	235,000	225,627	289,500	140,757	274,725	(14,775)	-5.1%	WHICH projects require stone in FY25 add if needed.
259	<b>OTHER EXPENSES</b>								
260	Roadside Maintenance	20,000	14,388	22,000	10,904	22,000	-	0.0%	7900pvmt, 5400dirt,6kbrush
261	Sidewalk Maintenance	7,247	10,091	12,500	3,055	12,500	-	0.0%	4200 mowing/Plowing 7827
262	Travel	250	989	700	141	700	-	0.0%	.656/mile
263	Electricity	3,500	3,281	3,750	1,341	3,750	-	0.0%	
264	Bridges Culverts Guardrails	45,000	43,263	26,000	32,998	40,000	14,000	53.8%	PVR/Harvey Guardrail - Stevensville? Casey's Hill
265	Traffic Control Materials	7,000	17,377	7,200	6,975	10,000	2,800	38.9%	striping IS (incl. in paving exp., regular painting, plus s
266	Pavement Repair & Retreatment	44,000	22,669	26,000	23,248	26,000	-	0.0%	CS/CP
267	<b>Total Other Expenses</b>	126,997	112,058	98,150	78,663	114,950	16,800	17.1%	

268	<b>NOTES</b>							
269	Highway Notes - Principal	107,216	107,387	495,520	480,030	\$209,694	(285,826)	-57.7% Current debt only
270	Highway Notes - Interest	10,178	9,992	15,922	29,379	27,128	11,206	70.4% Current debt only
271	<b>Total Notes</b>	117,394	117,379	511,442	509,409	236,822	(274,620)	-53.7% <b>NOTE: Total Debt = \$752,500</b> NO NEW DEBT PLEASE
272	<b>CAPITAL EXPENDITURES</b>							
273	Building Improvement	38,400			15,275		-	0.0%
274	Vehicles & Equipment	217,098	200,520	-	40,797	16,632	16,632	0.0% Radios per BCS Quote
275	Infrastructure - Sidewalk		832					
276	Infrastructure - Roads	540,780	626,054	125,000	71,796	230,000	105,000	84.0% BBR/ISR (230)) Paving - off HEIC
277	<b>TOTAL CAPITAL PURCHASES</b>	<b>796,278</b>	<b>827,407</b>	<b>125,000</b>	<b>127,868</b>	<b>246,632</b>	<b>121,632</b>	<b>97.3%</b>
278	<b>TOTAL HIGHWAY EXPENDITURES</b>	<b>1,927,594</b>	<b>1,924,551</b>	<b>1,811,559</b>	<b>1,114,816</b>	<b>1,687,971</b>	<b>(123,588)</b>	<b>-6.8%</b>
279	<b>TOTAL EXPENDITURES</b>	<b>3,310,728</b>	<b>3,245,688</b>	<b>3,379,587</b>	<b>1,907,007</b>	<b>3,395,543</b>	<b>15,956</b>	<b>0.5%</b>
		2,514,450		3,254,587		3,148,911		
280	The firm of A.M.Peisch & Company, LLP was engaged to audit the financial statements of the Town of Underhill for the fiscal year ended June 30, 2023.							
281	Copies of the audit report are on file at the Town Office and can be obtained on the Town Website at <a href="http://www.underhillvt.gov">www.underhillvt.gov</a> .							
282	A complete picture of the town's financial condition and results of operations can only be obtained by reading the whole audit report and the							
283	accompanying footnotes and schedules.							
		<u>FY25</u>						
284	Taxable Grand List - Estimate for FY2025	\$5,480,000	\$54,800 = \$.01 on the Tax Rate or approximately 2%					
285	Total Municipal Taxes	\$2,983,376	Municipal tax bill for a \$500,000 property =					\$2,722.06
286	Tax Rate per \$100 value	\$0.5444	Local Agreement =					\$74.82

## 2024/2025 Tax Rate Comparisons

Rev: 1/17/2024

	<u>2024</u>	<u>2025</u>	<u>Change</u>	<u>% change</u>
Total Expenses	\$3,490,087	\$3,439,846	-\$50,241	-1.4%
Total non tax revenue	\$492,488	\$374,470	-\$118,018	-24.0%
Total revenue from taxes	\$2,997,599	\$3,065,376	\$67,777	2.3%
General Expenses	\$1,578,528	\$1,707,573	\$129,045	8.2%
Local Agreement (LA)	\$85,000	\$82,000	-\$3,000	-3.5%
General Expenses - LA	\$1,493,528	\$1,625,573	\$132,045	8.8%
Non Tax revenue	\$317,488	\$259,470	-\$58,018	-18.3%
Tax revenue	\$1,176,040	\$1,366,103	\$190,063	16.2%
Highway Expenses	\$1,911,559	\$1,687,971	-\$223,588	-11.7%
Non Tax revenue	\$175,000	\$115,000	-\$60,000	-34.3%
Tax revenue	\$1,736,559	\$1,572,971	-\$163,588	-9.4%
Municipal Tax Rate(GL Est)	\$0.5825	\$0.5444	-\$0.0381	-6.5%
Municipal Tax Rate(GL Act)	\$0.5330	\$0.5444	\$0.0114	2.1%
Town Contract	\$0.0156	\$0.0150	-\$0.0006	-3.8%
<b>Municipal tax rate w TC</b>	<b>\$0.5486</b>	<b>\$0.5594</b>	<b>\$0.0108</b>	<b>1.97%</b>

2024 based on Town Meeting updates and actual Grand List

FY2024 voted 100K + 10.5K on the floor

Town Report Grand List(Est)	\$5,000,000	\$5,480,000
Town Report Grand List(Act)	\$5,464,518	\$5,480,000

FY25 Total Taxes minus LA                      \$2,983,376

# We have prepared a quote for you

## Underhill Email Migration

Quote # TGQ-020559 Version 1

Prepared for:

**Underhill, Town of**

Brad Holden  
bholden@underhillvt.gov



A New Charter TECHNOLOGIES Company >

Prepared by:

**Tech Group, LLC**

Josh Pepin  
jpepin@tgv.net

## Professional Services

Description	Price	Qty	Ext. Price
<b>Estimated Labor</b>	\$150.00	65	\$9,750.00

Subtotal: **\$9,750.00**

## Monthly Recurring Services

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
<b>Corporate Fraud / Spear-Phishing Protection</b>	\$3.00	\$3.00	36	\$108.00	\$108.00
<b>Cloud To Cloud Backup for M365/GSuite</b>	\$3.00	\$3.00	36	\$108.00	\$108.00
<b>Dark Web Monitoring for the Primary Domain</b>	\$50.00	\$50.00	1	\$50.00	\$50.00
<b>Microsoft 365 Business Premium [NCE] - Monthly - 1YR</b>	\$22.00	\$22.00	26	\$572.00	\$572.00
<b>Microsoft 365 Business Basic [NCE] - Monthly - 1YR</b>	\$6.00	\$6.00	10	\$60.00	\$60.00

The Microsoft 365 Subscriptions are contractually separate from the other services. They are proposed under an annual Microsoft NCE Agreement. Under an annual Microsoft NCE Agreement, the client commits to getting the subscriptions thru the Tech Group for one calendar year. Licenses can be upgraded and counts increased, but cannot be downgraded or decreased until one year from purchase. The benefit to the annual Microsoft NCE Agreement is price protection is locked in, and the licenses are not subject to Microsoft's 20% monthly License Processing Fee for month-to-month flexibility. If a month-to-month flexibility plan would be preferred it would be \$26.40 / month / license.

Monthly Subtotal: **\$898.00**

Subtotal: **\$898.00**

## Statement of Work

# Statement of Work

---

Town of Underhill VT Exchange to Office 365 Migration  
The Tech Group Inc  
21 Gregory Drive, Suite 120 South Burlington, VT 05403  
SOW v1.5  
Prepared by Ken Grob

## Statement of Work

### SOW Agreement Date

THIS STATEMENT OF WORK AGREEMENT ("Agreement") is between **Town of Underhill** and The Tech Group.

### Project Description

#### Project Overview:

Description of the problem. Components of environment to be assessed to include:

- Client is interested in migrating their existing on-prem Exchange environment to Microsoft Office 365 hosted on Microsoft Azure AD

#### *Service Requirements*

- Client to provide high-level diagram (HLD) of environment.
- Client to provide administrative credentials and specify a remote access strategy for logging into existing on-prem servers/environment (Kaseya, VPN, TeamViewer, etc)
- Client to confirm list of in-scope email accounts and devices.
- Client to provide and/or schedule access to in-scope devices for converting local Outlook profiles over to Office 365 profiles.

#### *Service Dependencies*

- Environment access and service accounts as needed.
- Email configurations outside of the normal Exchange on-prem server (Such as hosting from cloud-based providers other than Google or Microsoft)

### **Description of Phases & Deliverables**

#### Phase 1: Onboarding

- Schedule Scoping and planning meeting with client's team
- Review licensing needs with client team and David Boera, Purchase appropriate number and level of Office 365 Licenses
- Review automation requirements with David Boera and purchase correct number of BitTitan MigrationWiz licenses to automate migration process to office 365
- Create .CSV files of all specified user accounts and shared inboxes/resource accounts (meeting room calendars, Out Of Office boards, etc) and review with client
- Import Account list .csv into MigrationWiz and run test pulls to see if connections work in both directions

#### Phase 2: Migration

- Run initial BitTitan MigrationWiz sync and monitor progress (This is dependent on avg mailbox and largest mailbox sizes. Recommend running overnight/several days)



## Statement of Work

- Recreate any shared inboxes or shared calendars based on findings from earlier email assessment and ensure BitTitan moves data.
- Work with Stakeholders at Town of Underhill to review synced data and schedule a day for email cutover. Review the needed changes to user's Outlook software and Authentication methods. Review service accounts for Printer/Fax scanning and any other automated services.
- Create and Distribute instruction for how to add new accounts and/or access webmail on smartphone apps ahead of cutover
- Create and Distribute instructions for how to set up MFA/Authenticator on Smartphone or appropriate alternative MFA method ahead of planned cutover
- Verify that all data moved in MigrationWiz, work with Client to set a day/night for final data sync, and cutover MX record change - **HIGHLY RECOMMEND LATE AFTER HOURS FOR MX/Barracuda ESS**
- Schedule time with end users to either setup a second Outlook profile and show them how to switch, or schedule/instruct them how to flip their outlook profiles the day of the cutover, for manual cutovers, plan for roughly 1 hr per user if done by Tech Group Engineers

### Phase 3: Wrap Up

- Double check that we have working DKIM/SPF records and that emails are not getting caught in spam in either direction
- Provide any additional support/training to end users (mobile devices, MFA, office app usage, etc)
- Provide how-to on saving/updating signatures
- Review notable items with client

### **Deliverable: Assessment Document**

- Update all relevant documentation in ITglue password, docs, new user setup, etc.

### **Fee Schedule**

Unless otherwise noted, all work shall be performed during normal business hours at the location indicated. Non-standard work hours are subject to a services uplift and must be agreed upon prior to impacted work being performed. Customer agrees to provide reasonable access to facilities, equipment, and any personnel necessary to complete this effort. Travel expenses are estimated and include, but are not limited to mileage, hotels, meals, airfare, rental car, parking fees, fuel, taxis, and tolls. Travel expenses will be billed at actual incurred. Provider will invoice upon completion of each phase of the project for the services contained within, but not less often than monthly. Client agrees to make timely payment for services rendered, including partial payments prior to final acceptance.

## **Out of Scope Services**

Service provider is responsible to perform only the Services described in this Statement of Work Agreement. Any additional services discussed or implied that are not defined explicitly by this SOW will be considered out of Scope. All services requested outside of this SOW as detailed above will require a "Change Order" before any services are performed. "Change Order" must be agreed upon by all parties and signed.

## **Completion Criteria**



## Statement of Work

Service provider has completed its responsibilities to this Statement of Work when the above deliverables are completed and customer signs off.

## Client Responsibilities

- Provide secure remote access and network data and credentials necessary to perform this work effectively.
- The client grants Tech Group permission to conduct the vulnerability scans
- The client acknowledges that Tech Group cannot scan public cloud IP addresses. These include, but are not limited to, the Microsoft cloud, Google cloud, Salesforce and other shared internet resources.

## Key Assumptions

- All work will be performed during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., except holidays unless otherwise agreed to in advance.
- Senior Engineer rate for this project is invoiced at \$175 / hour for normal business hours. This rate will be used to calculate after hours work and weekend and holiday work.
- Any work performed after normal business hours will be invoiced at time and a half.
- Weekend / Holiday rates will be invoiced at double time.
- All tasks will be performed over a consecutive timeframe unless otherwise agreed to by all parties.

## Underhill Email Migration



Prepared by:

**Tech Group, LLC**

Josh Pepin  
(802) 862-1197 109  
jpepin@tgvt.net

Prepared for:

**Underhill, Town of**

12 Pleasant Valley Road  
P.O. Box 120  
Underhill, VT 05490  
Brad Holden  
(802) 899-4434  
bholden@underhillvt.gov

Quote Information:

**Quote #: TGQ-020559**

Version: 1

Delivery Date: 01/19/2024

Expiration Date: 02/18/2024

### Quote Summary

Description	Amount
Professional Services	\$9,750.00
Monthly Recurring Services	\$898.00

Total: **\$10,648.00**

### Monthly Recurring Summary

Description	Amount
Monthly Recurring Services	\$898.00

Monthly Total: **\$898.00**

This Quote is governed under the provisions of the Master Services Agreement located at <https://www.TGVT.net> ("MSA"). This Quote is further defined by the conditions and provisions of the services guide located at <https://www.TGVT.net> ("Services Guide"). **The MSA and Services Guide contain important provisions related to the Services (including payment and auto-renewal terms), and by agreeing to this Quote, you agree to the provisions of the MSA and the Services Guide. If you cannot access the MSA or Services Guide, or if you have any questions about those documents, then please do not sign this Quote and contact us for further information.**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

## Tech Group, LLC

Signature: Josh Pepin  
Name: Josh Pepin  
Title: Sr Account Manager  
Date: 01/19/2024

## Underhill, Town of

Signature: \_\_\_\_\_  
Name: Brad Holden  
Date: \_\_\_\_\_



**Burlington Communications**  
**4735 Williston Rd. Ste 30**  
**Williston, VT 05495**

**Phone** 802-862-7092

**Fax**

## QUOTE

**Quote #** BCSQ10705

**Date** 01/19/24

**Sales Rep.** Mike

### Quote To:

Town of Underhill  
Russ Clark  
12 Pleasant Valley Road  
Underhill, VT 05489

### Ship To:

Town of Underhill  
Russ Clark  
12 Pleasant Valley Road  
Underhill, VT 05489

802.899.9959

Quote for new mobile radios, a new base set up with antenna and portables on the Fleetwave network

Ln #	Qty	Description	Unit Price	Ext. Price
1		<b>Mobile Radios for vehicles</b>		
2	10	NX-3820HGK UHF 45 Watt Digital Mobile Radio	\$749.00	\$7,490.00
3	10	Antenna, Mobile, UHF Gain	\$65.00	\$650.00
4	10	Cable Kit, NMO Style - Low Loss	\$23.00	\$230.00
5	10	Connector - PL259 Male for RG58, CRIMP	\$6.00	\$60.00
6		SubTotal		\$8,430.00
7		<b>New Base station set ups</b>		
8	2	NX-3820HGK UHF 45 Watt Digital Mobile Radio	\$749.00	\$1,498.00
9	2	Base Station Power Supply	\$225.00	\$450.00
10	2	Antenna - Base Station UHF- 5 dB Gain Omnidirectional	\$250.00	\$500.00
11	2	Antenna Clamp Kit	\$35.00	\$70.00
12	2	Wall Mount Brackets	\$35.00	\$70.00
13	2	Pipe/Mast	\$45.00	\$90.00
14	100	9914 Coaxial Cable	\$1.60	\$160.00
15	2	Connector, N-Male Crimp for 9914	\$8.00	\$16.00
16	2	Connector - PL259 Male for 9914	\$4.00	\$8.00
17		SubTotal		\$2,862.00
18		<b>UHF Portable</b>		
19	1	Portable - Kenwood Uhf 5 Watt 512ch With Li-ion Battery, Charger, Antenna standard keypad	\$795.00	\$795.00
20		SubTotal		\$795.00
21		<b>VHF Portable</b>		
22	1	Portable - Kenwood VHF 5 watt 512ch with li-ion battery, antenna & charger standard keypad	\$795.00	\$795.00
23		SubTotal		\$795.00
24		<b>Installation Services</b>		
25	5	Travel Rate	\$75.00	\$375.00
26	30	Installation Labor	\$110.00	\$3,300.00
27		SubTotal		\$3,675.00

Ln #	Qty	Description	Unit Price	Ext. Price
28				
			SubTotal	\$16,557.00
			Sales Tax	\$0.00
			Shipping	\$75.00
			<b>Total</b>	<b>\$16,632.00</b>

Airtime cost for radios is \$21/month per vehicle on the FLEETWAVE Network. (ex: 12 x \$21 = \$252/month)

Individual radios can be turned on/off seasonally as needed

Labor quote is an estimate

PRICES SUBJECT TO CHANGE AFTER 90 DAYS