

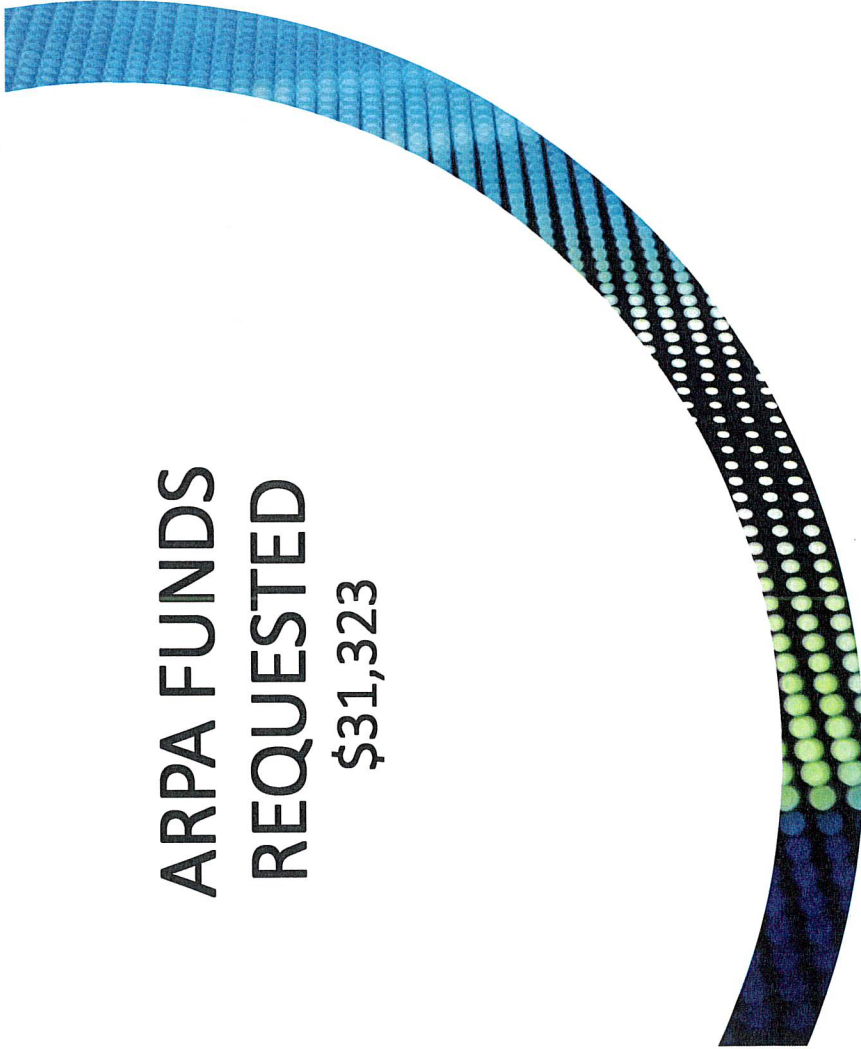
ARPA FUNDS REQUESTED

\$31,323

\$31,323

Brightly Asset Management

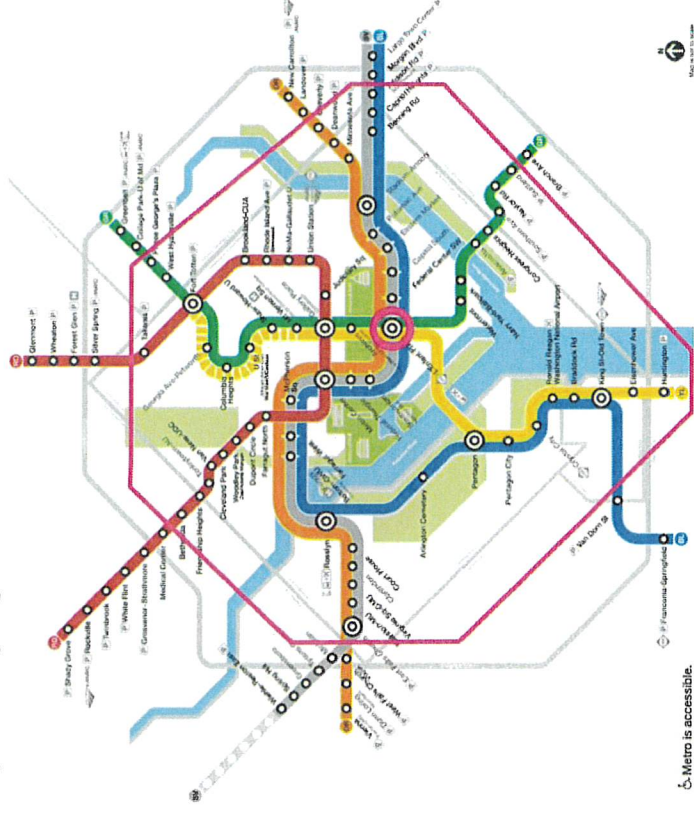
Assets Inventory,
Condition Assessment,
Implementation, Build &
1st year of service



Asset Management

We currently have no inventory of assets that is in a usable format. Using a software program to map of all our assets (sewer lines, water lines, pump houses, culverts, facilities, equipment...) would be of considerable value now and for future planning. Inventory would be performed with condition assessments applied. Data can be used for preventative maintenance, work orders (with a history that stays with each asset down to the dates of repair, parts used, the man hours required with the correct rates pay...), capital planning, budgeting and more. Grant writing would be positively impacted by utilizing an asset management program.

- Public can report issues and drop a pin on the map and can follow up to see the status of their request.
- Managers can assign work and track progress, cost, and labor, develop preventative maintenance schedules, and more.





We recommend... for Asset Management

How Asset Essentials can help you

Brightly Asset Essentials™ helps you reduce maintenance costs, improve productivity and make smarter operations decisions. Ensure nothing comes between your team, the people you serve and the critical work you do by trusting an asset management tool built for your specific needs and a strategic industry partner—for now and the future.



Preventative Maintenance :

By leveraging PM Schedule Creation service, The DPW, would be able to leverage and incorporate regular preventive maintenance best practices of equipment. This will ensure that equipment is operating under safe and optimal conditions thus preventing the potential for downtime and shorter life expectancy, which in the long run will benefit the taxpayers of the Town of Castleton.

Asset Management:

Asset Inventory Collection (including barcoding) along with the preventive maintenance schedule creation provides the DPW the ability to create better data regarding decision-making on both short-term and long-term capital investment needs for the town. This will provide the town leadership more empirical data to make informed decisions when asked to purchase expensive major end items for the Town of Castleton.

Equipment Inventory Data:

This will enable the DPW to track work related to individual assets and make better data-driven decisions related to those items.

The DPW will be provided with an inventory of all major buildings and equipment, capturing quantity & size along with the following attributes:

- o Equipment Item Number (will be created if not existing)
 - o Site/Location/Building Name
 - o Description
 - o Classification/Type
 - o Manufacturer (where available)
 - o Model (where available)
 - o Serial Number (where available)
 - o Barcode (where available)

\$31,323 set up, \$10,024 annually



Brightly Asset Management Proposal

One time Set up cost to build/Implementation with Consulting:	\$12,515.58
Facility Condition Assessment:	\$8,817.00
Preventative Maintenance Schedule Creation:	\$1,193.25
Equipment Barcode Tagging:	\$1,193.25
* Annual cost for service (includes discount)	\$10,023.42

* see 5 year schedule of fees provided in proposal

Total Investment: \$31,322.57



PREPARED FOR

Town Of Castleton ("Subscriber")

Karen Stewart
Administrative Assistant
Po Box 727
Castleton, VT 05735

PREPARED BY

Brightly Software Inc ("Company")
11000 Regency Parkway, Suite 300
Cary, NC 27518

Dude Solutions is now Brightly. Same world-class software, new look and feel.

Meet Brightly at brightlysoftware.com

PUBLISHED ON

February 14, 2023



Q-328810

Term: 39 months (04/01/2023 - 06/30/2026)

Services					
Item	Start Date	End Date	Pricing Based On	Discount % Sourcewell	Investment
Asset Essentials Enterprise	4/1/2023	6/30/2024	4,717.00 Population	21.00%	12,515.58 USD
- Facilities/ Physical Plant Module	4/1/2023	6/30/2024		21.00%	Included
- Treatment Plants Module	4/1/2023	6/30/2024		21.00%	Included
- Streets/ Signs/ Sidewalks Module	4/1/2023	6/30/2024		21.00%	Included
- Storm Water Module	4/1/2023	6/30/2024		21.00%	Included
- Water Distribution and Waste Water Collection Module	4/1/2023	6/30/2024		21.00%	Included
- Parks, Recreation and Forestry Module	4/1/2023	6/30/2024		21.00%	Included
- Fleet Module	4/1/2023	6/30/2024		21.00%	Included



Services

Item	Start Date	End Date	Pricing Based On	Discount % Sourcewell	Investment
- Dude Analytics	4/1/2023	6/30/2024			Included
- AE Safety	4/1/2023	6/30/2024		21.00%	Included
- Asset Essentials Inventory	4/1/2023	6/30/2024		21.00%	Included
3.0 Month(s) included at no additional cost on the first term 04/01/2023 - 06/30/2023					-2,492.16 USD
					Subtotal: 10,023.42 USD

Professional Services

Item	Pricing Based On	Discount % Sourcewell	Investment
Asset Essentials Enterprise Implementation with Consulting	1.00 Population	5.00%	9,785.95 USD
			Subtotal: 9,785.95 USD

Total Initial Investment

19,809.37 USD

Subscription

Item	Discount % Sourcewell	Investment Year 2 Start Date: 07/01/2024	Investment Year 3 Start Date: 07/01/2025
Asset Essentials Enterprise	21.00%	10,613.21 USD	11,250.00 USD
- Facilities/Physical Plant Module	21.00%	Included	Included



Subscription			
Item	Discount % Sourcewell	Investment Year 2 Start Date: 07/01/ 2024	Investment Year 3 Start Date: 07/01/ 2025
- Treatment Plants Module	21.00%	Included	Included
- Streets/Signs/ Sidewalks Module	21.00%	Included	Included
- Storm Water Module	21.00%	Included	Included
- Water Distribution and Waste Water Collection Module	21.00%	Included	Included
- Parks, Recreation and Forestry Module	21.00%	Included	Included
- Fleet Module	21.00%	Included	Included
- Dude Analytics		Included	Included
- AE Safety	21.00%	Included	Included
- Asset Essentials Inventory	21.00%	Included	Included
	Total:	10,613.21 USD	11,250.00 USD



Asset Essentials – Assets, GIS, and PM Schedules Implementation Consulting Package

Statement of Work

Purpose

Brightly's (Company) Asset Essentials is designed to provide our clients with focused guidance by experienced consultants to ensure an effective and efficient implementation and a faster ROI. This includes - meeting with key stakeholders to ensure the set-up and configuration of the system will meet the client's current and future needs; location and category hierarchies are configured appropriately; workflows meet the needs of the business; available data is cleaned, aligned and imported; and end users are trained and ready for go-live.

Value

By partnering with Brightly, you are provided expert guidance in the best practice configuration and usage of Asset Essentials. The following are ways in which this value is realized:

- Faster time to value: clients who leverage our focused consulting services see implementation time frames that are up to four times faster than clients who do not utilize our services.
- Expert data management: we work with client data every day and provide guidance on creating good data for reporting. In partnership, we will help clean up and import data for you, allowing you more time to focus on your daily operations, and not the one-time activities necessary to get your account configured effectively.
- Dedicated professional services: the partnership between you and your consultant will align Asset Essentials best practices, configuration and workflows to best meet your business needs. Our team will bring their thousands of hours of expertise to the table, helping ensure a smooth transition to your new CMMS system.

Deliverables

- Project kick-off call with a Company Project Coordinator
- Determine specific maintenance related goals and objectives to drive the most effective Asset Essentials configuration to meet the client's current and future needs
- Determine and set-up appropriate workflows and drop-down lists
- Review, cleanse and import available user, location, asset, and scheduled PM data
- Establish integration with client GIS system, configure up to 10 client GIS layer syncs
- Assets, PMs and Corrective Work Order Processes
- Training for Admins, Leads and Full Users
- Go-Live Support for additional assistance during roll-out
- Unlimited access to Help Site, Virtual Classroom Trainings, and Best Practice webinars – during and after implementation

Methodology and Approach



Brightly or a qualified Service Provider (Company Service Provider) will interview your key maintenance stakeholders to determine account configurations and settings. With over 12,000 clients successfully using our software, we understand the importance of understanding your goals, objectives, and current workflows, as well as the importance of getting to know your users. Your professional services implementation will begin with an Orientation Call with a dedicated Project Coordinator. Additional resources will help prepare you for your consulting time through access to a project collaboration tool (Financial Force Community) where a team of implementation specialists will help answer questions and provide access and recommendations for Virtual Classroom Training sessions. Once your data has been collected you will be ready to work with your assigned consultant to understand your workflow, cleanse and import your data, configure your account and offer user-role based software training sessions. Below are topics that will be discussed with your Company Service Provider:

- The primary reasons your organization began a CMMS search
- The ideal timeline for completion
- Business deadlines that drive this timeline
- Project team members who will be participating in the implementation, and their roles
- Internal champions for this project
- Sceptics that may require additional change management support
- Issues, barriers, or roadblocks that your organization experienced with previous software implementations
- Resolution of those issues for this implementation/conversion
- Aspects of AE planned for immediate use
- Aspects of AE planned for future use
- Aspects of AE planned not to be used

	Immediate use	Future use	Not planned
Mobile App			
Cost Centers/Budgets			
Connector Tool Integration			
Projects			
Parts and POs			
Capital Forecast/Predictor Core			
Citizen Portal			
Mobile profiles			
Map-based Work Orders			



GIS Asset Management

PM scheduling and best practices

AE Reporting

Goals and Reporting

- Reports/information needed from Asset Essentials for who and how often
- Key maintenance metrics
- Overall goals of your maintenance department
- Goals/needs from Asset Essentials CMMS
- Measures of success for this implementation

Users

- Users who will use Asset Essentials
- Roles for each user
- Responsibilities of each role including unique responsibilities within common roles
- Permissions per role
- Requester access, usage and approval
- Specialized user needs
- Departments

Public Works Departments

- Multiple site(s)
- Facility layout –
- Parent-child Locations for Buildings and Rooms
- Identifying Building-type Locations
- Management/supervisory responsibilities by functional area
- Similarities/differences between facilities

Mapping:

- WO creation from Map
- Citizen Portal (requires OIDC in Gov, not available in Edu)
- Mobile Profiles (available to all clients in Gov, requires GIS in Edu)

GIS:

- Configure GIS Map Settings
- Review Map Layers
- GIS Layer Configuration and Syncing Assets

Assets

- Asset life cycle process within your operation



- Major types/categories of equipment
- Asset Parent-child relationships
- Meters used
- Key reporting needed to drive effective asset management

Maintenance Operations

- Maintenance department org chart/hierarchy
- Techs specialized or general or both
- Tech service areas (if applicable)
- Departments other than maintenance involved in Asset Essentials -
- What departments
- Type of involvement
- Contractors

Workflow

- WO workflow processes –
- Requests/Corrective WO's
- Determining factors for who gets assigned each corrective or PM WO
- Examples include Location, Work Category, Type, Status, Priority, etc.
- Steps in the process -
- Requester process
- Approval process, if required
- Assignment Process
- Completion requirements
- Mobile app usage
- PM's
- Assigned from PM to an individual or flow through a planner/supervisor
- Asset Essentials creates Location or Asset-based PMs
- Tasks Library
- Scheduling cycles and stacking groups
- Overall WO management
- Prioritization
- Daily/Weekly needs
- Cost Tracking
- Building Views
- WO Reporting

Go Live Support

- Begin using AE as your primary CMMS
- Provide internal support for basic usability questions
- Up to 4 weekly follow up sessions with your Implementation Specialist to review progress with rollout and user adoption.

Implementation Complete!



- Project Close
- Begin working with Company's Legendary Support Team (LST) for ongoing user questions

Sample consulting engagement

Our primary goal is to assist your team in their transition to a new solution. Through our interviews with key staff, we will identify your objectives to focus on during our stay. Below you'll find an example schedule of a typical consulting engagement. Time invested into each phase varies based on client need.

Discovery Phase

The discovery phase is typically a phone or web interview that typically lasts a couple of hours

- Interview maintenance and operations managers/supervisors, technicians, operators
- Overview of application with key stakeholders
- Define workflow and use-cases within the applications
- Discuss change management and strategy

Data Loading and Configuration

Preparing Data is a key component of the service and requires client input, but the consultant will take care of the rest!

- Data review of existing data from previous CMMS system or data sets
- Map current data into AE setup and format
- Configure GIS Map Settings
- Review Map Layers
- GIS Layer Configuration and Syncing Assets
- Determine priority of data load to meet use-cases
- Review data in AE and discuss data management

Use-case setup and PM training

Setup workflow to meet use-cases and begin PM training

- Refinements to configuration, workflow and data as needed
- Build workflow to meet agreed use-cases
- Refine Request/Work Order templates to capture required data
- Training on creating and maintaining PMs with application Admins and Supervisors

Hands-on User Training

User training sessions by user role or function and typically last up to 90 minutes for up to 10-15 users

- Train end users – supervisors, technicians and requestors
- Hands on training of reactive workflow with Supervisors
- Mobile or Desktop training available for most user roles

Evaluation



At the conclusion of the consulting service, the consultant will forward notes to your project coordinator capturing what was accomplished and any recommended next steps. The project coordinator will schedule a follow-up call within 2 weeks of the consulting service. Ongoing communication until the project is complete will be through your Financial Force Community project.

Post Enablement Support

After data is loaded, the account configured, and users are trained the system is ready to roll-out

- Support go-live – adjust configuration, provide additional training and data entry support
- Review aspects of AE planned for future use
- Define follow-up tasks and next steps
- Define Post Launch Support point of contact

Project Assumptions

Company has made the following general assumptions in this SOW to derive the estimated cost for this project. It is the responsibility of Client to validate these assumptions and responsibilities before signing the Acceptance. Deviations from these assumptions may impact Company's ability to successfully complete the project. Any changes in scope, schedule, or costs will be documented by the Project Coordinator, whether there is a cost impact or not.

- Company is not responsible for delays caused by missing data or other configuration information that is required to be available prior to the consulting service. Having the requested data and configuration information available prior to the consulting service may minimize delays so progress can be made quickly.
- Company is not responsible for updating or making configuration changes to the client GIS data

Client Assumptions

- Configuration and data options may vary based on the version of Asset Essentials and the corresponding service level that was purchased.
- Client will have access to GIS system. *ArcGIS online Viewer licenses may be required.*
- Client will have access to personnel on their side to make changes to GIS.
- GIS layers should all have unique names and Global IDs for Asset-syncing to be successful.
- Client IT department is responsible for ensuring access to mobile devices, internet connections, email access and web link access to the application(s)
- The client will schedule time for the appropriate resources to be available to the consultant for all scheduled consulting activity. The success of this process is dependent on the attendance and full engagement of the key stakeholders. The client will also provide a dedicated room or area with adequate technology for a successful consulting service, including but not limited to monitor/projector, computers/tablets, quality phone connection, and wireless internet access.
- All key stakeholders who will take part in the goals and objectives and data portions of the consulting service have attended the recommended virtual classroom trainings prior to the service.
- Prior to the consulting service, the client will provide data for each record type in Excel or CSV format in one file and one sheet with one record and its associated information per row.
- If there is no existing Asset data, the consultant will guide the client to focus on safety and location-based PMs and inspections.



- Rescheduling or cancellation of the service within 2 weeks of the scheduled delivery date will result in a \$500 rescheduling fee.

Special Terms for Asset Essentials:

Asset Essentials pricing is based on a maximum storage limit of 200GB of data. Data storage that exceeds 200GB may subject to an additional fee of \$200 per year per additional 200GB of storage.



Order Form terms

- By accepting this Order Form, and notwithstanding anything to the contrary in any other purchasing agreement, Subscriber agrees to pay all relevant Fees for the full Services Term defined above.
- The "Effective Date" of the Agreement between Subscriber and Company is the date Subscriber accepts this Order Form.
- This Order Form and its Services are governed by the terms of the Brightly Software, Inc. Master Subscription Agreement found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) ("Terms"), unless Subscriber has a separate written agreement executed by Brightly Software, Inc. ("Company") for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.
- To the extent professional services are included in the Professional Services section of this Order Form, the Professional Services Addendum found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) is expressly incorporated into the Terms by reference.
- During the Term, Company shall, as part of Subscriber's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, (8:00 am – 8:00 pm EST for Community Development Services) Monday through Friday ("Business Hours"), excluding Company Holidays.
- Company maintains the right to increase Subscription Fees within the Services Term by an amount not to exceed the greater of prices shown in the investment table or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Service Terms will be charged at the then-current rate.
- Acceptance of this Order Form on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the Terms set forth herein, you must not accept this Order Form and may not use the Service.
- Proposal expires in sixty (60) days.
- Subscriber shall use reasonable efforts to obtain appropriation in the full amount required under this Order Form annually. If the Subscriber fails to appropriate funds sufficient to maintain the Service(s) described in this Order Form, then the Subscriber may terminate the Service(s) at no additional cost or penalty by giving prior written notice documenting such non-appropriation. Subscriber shall use reasonable efforts to provide at least thirty (30) days prior written notice of non-appropriation. Subscriber agrees non-appropriation is not a substitute for termination for convenience, and further agrees Service(s) terminated for non-appropriation may not be replaced with functionally similar products or services prior to the expiration of the Services Term set forth in this Order Form. Subscriber will not be entitled to a refund or offset of previously paid, but unused Fees.

Additional information

- Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Subscriber. This is not an invoice. For customers based in the United States, any applicable taxes will be



determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Subscriber. Tax exemption certifications can be sent to [accountsreceivable@brightlysoftware.com \(mailto:accountsreceivable@brightlysoftware.com\)](mailto:accountsreceivable@brightlysoftware.com).

- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-328810 on any applicable purchase order and email to [accountsreceivable@brightlysoftware.com \(mailto:accountsreceivable@brightlysoftware.com\)](mailto:accountsreceivable@brightlysoftware.com)
- Brightly Software, Inc. maintains the necessary insurance coverage for its products and professional services, including but not limited to liability and errors & omissions coverage. Proof of insurance can be provided upon request.



Brightly Illuminate

Illuminate: Bringing the best Ideas to Light

Bringing Assets Into Focus

Brightly's Illuminate conference is a place for operations and asset management leaders to gather and share our collective wisdom, spotlighting the best new ideas and learning from one another to realize a brighter future. Take stock of where you've been and plan for where you're going while connecting with industry peers and experts as passionate to help their organizations thrive as you are.

Brightly's Illuminate conference is a gathering of the brightest minds in operations and asset management, where you can connect with leaders in their field, exchange expertise, and uncover new opportunities to realize a brighter future

Illuminate is March 12th-15th, 2023. Attendees are in for the best in-person conference yet, with more knowledge, training, and technology than ever before.

Enlighten Share your expertise and level up your knowledge with hands-on education and training you can bring back to your team.

Envision

Explore the brightest ideas and smartest solutions to elevate the work your organization is doing and realize your vision for the future.

Engage

Broaden your professional network by sharing wisdom with fellow operations and asset management leaders.

Admission for Illuminate is \$895 for tuition only and \$1795 for the "Brightly Bundle". The Brightly Bundle includes meals, a 4-night hotel stay and tuition. Registration is open beginning September 1st through March 10th, 2023.



Signature

Presented to:

Q-328810

February 14, 2023, 3:43:53 PM

Accepted by:

Printed Name

Signed Name

Title

Date

POTENTIAL USES OF ARPA FUNDS FOR FISCAL YEAR 2023-2024

as of: 1/16/2023 maj

DEPARTMENT	BUDGET LINE	AMOUNT	REASON/PURPOSE
100-3420 AUDITING	100-3420-60.00	\$0.00	Single Audit Costs - Triggered when Town spends \$750,000+ of federal funding
100-3510 LEGAL SERVICES	100-3510-60.00	\$0.00	Professional Services - Anticipated to spend more than originally budgeted
100-3610 MUNICIPAL PLANNING/ZONING	100-3610-56.00	\$1,200.00	Other Purchased Services - Planning Assistance from RRPC
100-3711 GEN GOVT BLDGS-PSB (FD/CFR/PD)	100-3711-81.00	\$0.00	Building Improvements (Insulation/tape and paint sheetrock/finish time flooring/Cell Phone Boosters). \$3,000 is estimated to completed the job, so the \$2000 requested reflects the 2/3 needed to keep \$1,000 in the budget for those routine building improvements.
100-3712 GEN GOVERNMENT BLDGS-CVS		\$0.00	Multiple Budget lines (heat)/Small Tools & Equip/Insurance/Other Purchased Services/Professional Services/Repairs & Maint (sub)/Utilities (electric, swr, water)/Paving/Office Supplies/Phone & Internet/Bathroom repairs/Electrical Repairs. This is not 100% of the \$89,617 estimated annual operating costs of the building. The remaining \$19,754 is in the budget.
100-41 POLICE DEPARTMENT	100-4180-95.00	\$0.00	Capital Imp/Equipment Reserve. Approve transfer of \$24,500 in ARPA from the general fund into the police department equipment reserve to bring the vehicle replacement back in line with what the Chief presented. Signifies 50% of the funds needed to order a new vehicle in July 2023.
100-4200 EMERGENCY MEDICAL SVCS	100-4200-95.00	\$2,500.00	Capital Imp/Equipment Reserve - Portion of purchase amount between fire, police, EMS, and EM for an ATV and trailer for lost persons search and rescue, ice water rescue, and wildland fire operations. Purchase of a rescue basket for the UTV for patient transport. The vehicle would be purchased out of the fire department proposed budget increase to vehicle reserve.
100-45 VOLUNTEER FIRE DEPARTMENT	100-4580-21.00	\$0.00	Operating Supplies - \$3,500 represents 50% of the \$7,000 increase in diesel fuel costs.
100-45 VOLUNTEER FIRE DEPARTMENT	100-4510-23.00	\$0.00	Small Tools & Equipment - Replace ten portable radios@ \$550 each , five pagers \$450 each, and \$1,250 mobile repeater for an engine/CE Equipment. The old portable radios proved a weak point during the last winter storm where firefighters could not communicate less than 1/4 mile away from each other in the open (not inside a structure). This is a liability.
100-45 VOLUNTEER FIRE DEPARTMENT	100-4580-95.00	\$0.00	Capital Imp/Equipmt Reserve - \$18,750 for FY23-24 and approve the fire department to add in another \$18,750 in FY24-25. This will help reduce a one-time large increase in FY24-25. This assumes the Selectboard will approve the fire department's vehicle replacement plan. Requested this ARPA money fund a UTV and trailer for first responders (Police, Fire, EMS) can use for lost person search and rescue, ice water rescue, and wildland firefighting operations.
100-5110 HIGHWAY DEPT SUMMER MAINTENANCE	100-5110-56.00	\$0.00	Other Purchased Services - Crushing to make gravel in our pit and hiring a contractor to mill gravel roads before paving (East Crystal Haven and David Lane/David Ave). The Town actually saves money because the millings from the gravel roads is further processed into winter sand for the roads.
100-5115 CAPITAL PROJECTS - PAVING	100-5115-56.02	\$104,500.00	OPS-Reclaim/Repave - Use ARPA to pay half of the annual paving costs so the budget the following year for paving will only increase by \$104,500 and not the full \$209,000. The \$104,500 removed from the budget this year must be added back to the budget next year (or alternate funding source used) to make the historical \$209,500 in the paving budget whole again.
100-5140 WINTER MAINTENANCE	100-5140-21.02	\$0.00	Winter Sand - Proposed budget amount is 4000 yds at \$16/yd = 64,000. Reduce that by half and use ARPA to pay the other half.
100-5310 HWY GARAGE	100-5310-68.00	\$26,000.00	Repairs & Maintenance - Use ARPA Funds to replace four of the overhead doors and motors and four more doors and motors in FY24-25. Once replaced, these doors and motors should be good for another 20+ years.
100-5330 TOWN MECHANIC	100-5330-95.00	\$0.00	Capital Imp/Equipmt Reserve - Proposed budget increase was \$20,000. Use ARPA funds to pay for half of the increase. In order to get to the proposed \$100,000 annual budget amount, the increase to the FY24-24 budget would be an additional \$10,000 in the highway department equipment reserve.
100-6330 TRANSFER STATION	100-6330-21.00	\$0.00	Operating Supplies - Use ARPA funds to purchase two 40-yard open roll-off bins. If eliminated from the budget and paid for by ARPA, bin replacement could be eliminated from the operating budget for at least two years.
100-6330 TRANSFER STATION	100-6330-82.00	\$6,000.00	Improv. Other Than Bldgs. Use ARPA to pay for the poured concrete walls and this won't have to be added back to the budget for a couple of years. This will only take care of replacing one section of concrete block walls. To complete the job, it will likely cost another \$45-450K at today's prices.
100-7110 DEWEY FIELD / CES FIELD		\$3,000.00	Multiple budget lines in order to rehabilitate the field, bathrooms, building roof, playground equipment, soccer nets,benches, dugouts, tree trimming, improve parking area, signs, dog poop collection station, and field repair.
100-7115 HYDEVILLE FIELD		\$0.00	Multiple budget lines in order to rehabilitate the field, replace storage building roof, fall material around swingset, equipment, repair & paint benches, replace a dugout, repair fence posts and replace fencing in front of a dugout destroyed by a winter storm, tree trimming, improve parking area, signs, and infield repair. Purchase a line striper and paint.

TOTAL \$143,200.00

Draft Budget Proposal without reductions using ARPA	\$3,701,657.00
Total of budget items eligible for ARPA use	\$143,200.00
Amount of ARPA requested - Removed from budget	\$143,200.00
Amount of ARPA Funds Received by the Town	\$1,350,322.87
Amount of ARPA Funds already obligated by the SB	\$136,000.00
Total amount of ARPA already obligated and requested	\$279,200.00
Estimated Remaining ARPA Balance if all approved	\$1,071,122.87

These are dollar amounts removed from the draft operating budget for consideration of ARPA use.

\$235,000 Crystal Heights/\$167,000 Depot Terrace/Creek Road (Unknown at this time) = \$402,000

Account	Actual FYE 06/30/22	Actual FY-2023 as of 03/31/23	Combined Total to date
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REVENUE

ARPA Federal Grant	\$ 674,377.14	\$ 674,695.13	\$ 1,349,072.27
Interest	\$ 488.42	\$ 7,925.41	\$ 8,413.83
TOTAL REVENUE	<u>\$ 674,865.56</u>	<u>\$ 682,620.54</u>	<u>\$ 1,357,486.10</u>

EXPENDITURES

EMPLOYEE APPRECIATION

Personal Services	\$ -	\$ 21,500.00	\$ 21,500.00
Employee Benefits	\$ -	\$ 14,060.00	\$ 14,060.00
FICA/MEDI Expense	\$ -	\$ 1,727.26	\$ 1,727.26
TOTAL EMPLOYEE APPRECIATION	<u>\$ -</u>	<u>\$ 37,287.26</u>	<u>\$ 37,287.26</u>

VIDEO CONF EQUIPMENT

Small Tools & Equipment	\$ 5,300.24	\$ 132.14	\$ 5,432.38
Other Purchased Services	\$ -	\$ 1,617.50	\$ 1,617.50
TOTAL VIDEO CONF EQUIP	<u>\$ 5,300.24</u>	<u>\$ 1,749.64</u>	<u>\$ 7,049.88</u>

LIBRARY UPGRADE

Accessibility Project	\$ -	\$ 100,000.00	\$ 100,000.00
TOTAL LIBRARY	<u>\$ -</u>	<u>\$ 100,000.00</u>	<u>\$ 100,000.00</u>

TOTAL EXPENDITURES	<u>\$ 5,300.24</u>	<u>\$ 139,036.90</u>	<u>\$ 144,337.14</u>
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BALANCE ARPA FUNDS UNEXPENDED	<u>\$ 669,565.32</u>	<u>\$ 543,583.64</u>	<u>\$ 1,213,148.96</u>
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LESS FY24 BUDGET ITEMS ELIGIBLE FOR ARPA USE (01/16/23maj worksheet)	<u>\$ (143,200.00)</u>
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BALANCE ARPA FUNDS AVAILABLE FOR FUTURE USE AS OF 03/31/23	<u>\$ 1,069,948.96</u>
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**AMENDMENT ONE (1) TO
RESOLUTION NO. 22-01**

**SUBJECT: Assignment of Unassigned General Funds
Operating Budget/General Fund anticipated surplus.**

PRESENTED BY: Michael A. Jones, Town Manager

MANAGING MUNICIPALITIES– (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$300.00 from the **FY21-22 Managing Municipalities** unassigned operating budget surplus for the purpose of biennial CPR, AED, and Basic First Aid training certification (\$300), to be spent prior to September 30, 2022;

MANAGING MUNICIPALITIES– (FY21-22 Budget Surplus) (AMENDED TO READ)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$800.00 from the **FY21-22 Managing Municipalities** unassigned operating budget surplus to apply toward the cost of switching to an automated payroll and human resources program **and updated payment processing system**, to be spent prior to June 30, 2023;

ACCOUNTING– (FY21-22 Budget Surplus) (AMENDED TO READ)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$800.00 from the **FY21-22 Accounting** unassigned operating budget surplus to apply toward the cost of switching to an automated payroll and human resources program **and updated payment processing system**, to be spent prior to June 30, 2023;

TAX LISTING (ASSESSOR) - (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$1,900.00 from the **FY21-22 Tax Listing** unassigned operating budget surplus for the purpose of purchasing the tax mapping system upgrades and annual maintenance costs that the Assessor and Zoning Administrator have requested the past two years, to be spent prior to 30 June 2023;

TAX LISTING (ASSESSOR) - (FY21-22 Budget Surplus) (AMENDED TO READ)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$400.00 from the **FY21-22 Tax Listing** unassigned operating budget surplus to apply toward the cost of switching to an automated payroll and human resources program **and updated payment processing system**, to be spent prior to June 30, 2023;

TAX LISTING (ASSESSOR) - (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$400.00 from the **FY21-22 Tax Listing** unassigned operating budget surplus to upgrade a standalone printer, to be spent prior to September 30, 2022;

TAX COLLECTING - (FY21-22 Budget Surplus) (AMENDED TO READ)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$800.00 from the **FY21-22 Tax Collecting** unassigned operating budget surplus to apply toward the cost of switching to an automated payroll and human resources program **and updated payment processing system**, to be spent prior to June 30, 2023;

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MUNICIPAL PLANNING & ZONING - (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$1,900.00 from the FY21-22 Municipal Planning & Zoning unassigned operating budget surplus for the purpose of purchasing the tax mapping system upgrades and the annual maintenance costs that the Assessor and Zoning Administrator have requested the past two years, to be spent prior to 30 June 2023;

MUNICIPAL PLANNING & ZONING - (FY21-22 Budget Surplus) (AMENDED TO READ)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$800.00 from the FY21-22 Municipal Planning & Zoning unassigned operating budget surplus to apply toward the cost of switching to an automated payroll and human resources program and updated payment processing system, to be spent prior to June 30, 2023;

MUNICIPAL PLANNING & ZONING - (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$2,000.00 from the FY21-22 Municipal Planning & Zoning unassigned operating budget surplus to pay for fiscal year 2022-2023 annual membership to the Chamber & Economic Development of the Rutland Region, to be spent prior to June 30, 2023;

COMMUNITY DEVELOPMENT & ECONOMIC REVITALIZATION ADVISORY COMMITTEE (CDERAC) - (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$2,000.00 from the FY21-22 CDERAC unassigned operating budget surplus for the purpose of 1) grant writing assistance 2) contracting a drone photography/videography to promote the Town of Castleton's summer and winter tourism, 3) to contract for profession services to create marketing material that highlights business and tourism, and 4) purchase materials and supplies to make "Welcome Wagon" baskets for new residents and business owners, to be spent prior to June 30, 2023;

COMMUNITY DEVELOPMENT & ECONOMIC REVITALIZATION ADVISORY COMMITTEE (CDERAC) - (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$1,500.00 from the FY21-22 CDERAC unassigned operating budget surplus to pay for fiscal year 2022-2023 annual membership to the Chamber & Economic Development of the Rutland Region, to be spent prior to June 30, 2023;

EMERGENCY MEDICAL SERVICES - (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus the Select Board assigns not to exceed \$1,000.00 from the FY21-22 Emergency Medical Services unassigned operating budget surplus to be used to provide a one-time increase to the Castleton First Response points system amount, to be spent prior to June 30, 2023;

VOLUNTEER FIRE DEPARTMENT - (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus the Select Board assigns not to exceed \$1,300.00 from the FY21-22 Fire Vehicles and Equipment unassigned operating budget surplus to operating supplies to account for the increase in diesel fuel costs, to be used prior to June 30, 2023;

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VOLUNTEER FIRE DEPARTMENT - (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus the Select Board assigns not to exceed \$4,500.00 from the **FY21-22 Fire Vehicles and Equipment** unassigned operating budget surplus to the Capital Improvement and Equipment Reserve for the purpose of fire apparatus maintenance and repair;

VOLUNTEER FIRE DEPARTMENT - (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus the Select Board assigns not to exceed \$2,500.00 from the **FY21-22 Fire – General/Administrative** unassigned operating budget surplus to purchase outside vendor grant writing services for the Assistance to Firefighter's Grant (AFG) for vehicle and Self-Contained Breathing Apparatus replacement; to be spent prior to June 30, 2023;

GENERAL GOVERNMENT BUILDINGS (Town Office) – (FY21-22 Unassigned General Government Buildings Budget Surplus) (Town Office)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$7000.00 from the **FY21-22 General Government Buildings (Town Office)** unassigned operating budget surplus to be used toward the purchase of an emergency standby generator, two shipping containers, a heat pump, lights, wiring, paint, lumber, and fencing to build an emergency operations center, to be spent prior to June 30, 2023;

GENERAL GOVERNMENT BUILDINGS (Public Safety Building - PSB) – (FY21-22 Unassigned General Government Buildings Budget Surplus) (PSB)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$6,000.00 from the **FY21-22 General Government Buildings (PSB)** unassigned operating budget surplus to 1) purchase of material, supplies, and labor to insulate the eaves at the fire station (\$2,000), 2) repair water damage to the ceiling of the fire station apparatus bay ceiling not covered by insurance (\$1,800); 3) purchase and install a low temperature monitoring and warning system with Wi-Fi capability for the apparatus bay (\$400); 4) purchase and install an eyewash system at the police department (\$400); 5) and purchase additional heating fuel (propane) for the 2022-2023 heating season (\$1,400), to be spent prior to June 30, 2023;

EMERGENCY MANAGEMENT – (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$5,000.00 from the **FY21-22 Emergency Management** unassigned operating budget surplus toward the purchase of emergency power back-up generator for the Town Office and a shipping container to begin constructing an emergency operations center, to be spent prior to June 30, 2023;

TOWN LANDS – (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$2,000.00 from the **FY21-22 Town Lands** unassigned operating budget surplus toward the purchase of supplies and materials to improve the landscaping and lighting at the park & ride, to be spent prior to June 30, 2023;

HISTORICAL CEMETARIES – (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$4,000.00 from the **FY21-22 Historical Cemeteries** unassigned operating budget surplus toward hiring a contractor to repair headstones/markers, and purchase supplies and materials to maintain historic cemetery grounds, fencing, and clean headstones/markers, to be spent prior to June 30, 2023;

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ANIMAL CONTROL – (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$800.00 from the **FY21-22 Animal Control** unassigned operating budget surplus toward the purchase of additional training of the Animal Control Officer, pay for additional time needed for the ACO to follow up on the unlicensed dog report, and to purchase related operating supplies, to be spent prior to June 30, 2023;

ANIMAL CONTROL – (FY21-22 Budget Surplus) (AMENDED TO READ)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$400.00 from the **FY21-22 Animal Control** unassigned operating budget surplus to apply toward the cost of switching to an automated payroll and human resources program **and updated payment processing system**, to be spent prior to June 30, 2023;

RECREATION ADMINISTRATION – (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$4,080.00 from the **FY21-22 Recreation Administration** unassigned operating budget surplus toward the first-year wages of a new Parks and Recreation Director, to be spent prior to June 30, 2023;

RECREATION – Dewey Field/CES Field – (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$1,000.00 from the **FY21-22 Dewey Field/CES Field** unassigned operating budget surplus toward the repair and maintenance of the fields, bleachers, and the cleaning and maintenance supplies of the restroom building, to be spent prior to June 30, 2023;

RECREATION – Hydeville Field – (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$1,200.00 from the **FY21-22 Hydeville Field** unassigned operating budget surplus toward the repair and maintenance of the fields, bleachers, equipment storage building, and the parking lot, to be spent prior to June 30, 2023;

RECREATION – CRYSTAL BEACH – (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$3,800.00 from the **FY21-22 Crystal Beach** unassigned operating budget surplus toward the repair and maintenance of the beach, beach facilities/playground items, pavilions, benches, grilles, landscaping, signs, mowers, fencing, and the parking lot (Crack Sealing), to be spent prior to June 30, 2023;

RECREATION – CRYSTAL BEACH – (FY21-22 Budget Surplus) (AMENDED TO READ)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$1,000.00 from the **FY21-22 Crystal Beach** unassigned operating budget surplus to apply toward the cost of switching to an automated payroll and human resources program **and updated payment processing system**, to be spent prior to June 30, 2023;

RECREATION – CRYSTAL BEACH – (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$2,500.00 from the **FY21-22 Crystal Beach** unassigned operating budget surplus to be moved into the Capital Improvements/Reserve for future building repairs and parking lot repaving;

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RECREATION – CRYSTAL BEACH – (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$2,080.00 from the **FY21-22 Crystal Beach** unassigned operating budget surplus toward the first-year wages of a new Parks and Recreation Director, to be spent prior to June 30, 2023;

PREVENTION/CONTROL OF FOREST FIRES – (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$1,500.00 from the **FY21-22 Prevention & Control of Forest Fires** unassigned operating budget surplus for the purchase of wildland firefighting gear using the annual Vermont Department of Forest, Parks and Recreation, Forestry Division 50/50 purchasing program, to be spent prior to June 30, 2023;

TREE WARDEN – (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$3,000.00 from the **FY21-22 Tree Warden** unassigned operating budget surplus for the purchase of contracted services for tree removal, stump grinding, and the purchase of replacement trees, to be spent prior to June 30, 2023;

TREE WARDEN – (FY21-22 Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$400.00 from the **FY21-22 Tree Warden** unassigned operating budget surplus to apply toward the cost of switching to an automated payroll and human resources program, **and updated payment processing system** to be spent prior to June 30, 2023;

***Amount Assignment Requested from the FY21-22 Department Operation Budgets to apply within the same department - \$68,660.**

GENERAL FUND SURPLUS – (FY21-22 Unassigned General Fund Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$6,000.00 from the **FY21-22 General Fund** unassigned budget surplus to be used by the Fire Department to provide a one-time \$1,000 recruiting incentive to new members who join after 6-30-2022 and meet all attendance requirements as of 6-30-2023, to be spent prior to June 30, 2023;

GENERAL FUND SURPLUS – (FY21-22 Unassigned General Fund Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$4,800.00 from the **FY21-22 General Fund** unassigned budget surplus to be used to provide a one-time increase to the fire department points system amount, to be spent prior to June 30, 2023;

GENERAL FUND SURPLUS – (FY21-22 Unassigned General Fund Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$10,200.00 from the **FY21-22 General Fund** unassigned budget surplus to paving projects on Town Lands, to be spent prior to June 30, 2023;

GENERAL FUND SURPLUS – (FY21-22 Unassigned General Fund Budget Surplus)

WHEREAS, Subject to a budget surplus, the Select Board assigns not to exceed \$16,000.00 from the **FY21-22 General Fund** unassigned budget surplus for the purpose of digitizing meeting minutes and other historical documents currently stored in boxes in the Town Office attic, to be spent prior to June 30, 2023;

***Amount Assignment Requested from the FY21-22 Unassigned General Fund Surplus for recruiting and retention incentives for the Volunteer Fire Department, digitizing historical records, and the paving of Town lands- \$37,000.00.**

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EMERGENCY MANAGEMENT – (FY20-21 Budget Surplus)

WHEREAS, The Select Board extends a previous assignment not to exceed \$7,500.00 from the **FY20-21 Emergency Management** unassigned general fund budget surplus toward the purchase of emergency power back-up generator for the Town Office and a shipping container to begin constructing an emergency operations center, to be spent prior to June 30, 2023;

RECREATION – CRYSTAL BEACH - (FY20-21 Budget Surplus)

WHEREAS, The Select Board extends a previous assignment not to exceed \$3,000.00 from the **FY20-21 Crystal Beach** unassigned general fund budget surplus for contractor to install a chain link fence from the cemetery north along Route 30 to the existing fence and from the north side of the Sucker Brook culvert to the north entrance of the beach, to be spent prior to September 30, 2022;

***Amount Assignment Extension Requested from the FY20-21 General Fund budget surplus to apply within the same department - \$10,500.00.**

GENERAL FUND SURPLUS – (FY18-19 Unassigned General Fund Budget Surplus)

WHEREAS, The Select Board extends a previous assignment not to exceed \$24,500.00 from the **FY18-19 General Fund** unassigned budget surplus for the purchase and installation of a storage facility behind the fire station for use by Emergency Management, Fire Department, Castleton First Response, and Castleton Police Department for cold storage, safety and preservation of town-owned equipment, to be spent prior to June 30, 2023;

***Previously Assigned amount Requested from the FY18-19 Unassigned General Fund Surplus for the storage facility - \$24,500.00.**

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NOW, THEREFORE BE IT RESOLVED that the duly elected Select Board of the Town of Castleton assigns \$68,660.00 of Fiscal Year 2021-22 General Fund Operating Budget to be used in Fiscal Year 2022-2023 (as presented) for the purpose of improving the health, safety, and efficiency of employees; improve public buildings and grounds; and provide products and equipment to first responders to preserve life, property, and the environment while they serve the community.

NOW, THEREFORE BE IT RESOLVED that the duly elected Select Board of the Town of Castleton assigns \$37,000.00 from the fiscal year 2021-2022 General Fund surplus to be used in fiscal year 2022-2023 (as presented) for the purpose of improving the health, safety, and efficiency of employees; improve public buildings and grounds; and provide products and equipment to first responders to preserve life, property, and the environment while they serve the community.

NOW, THEREFORE BE IT RESOLVED that the duly elected Select Board of the Town of Castleton extends assignment of \$10,500.00 from the fiscal year 2020-2021 General Fund surplus to be used in fiscal year 2022-2023 (as presented) for the purpose of improving the health, safety, and efficiency of employees; improve public buildings and grounds; and provide products and equipment to preserve life, property, and the environment in our community.

NOW, THEREFORE BE IT RESOLVED that the duly elected Select Board of the Town of Castleton extends assignment of \$24,500.00 from the fiscal year 2018-19 General Fund surplus to be used in Fiscal Year 2022-2023 (as presented) for the purpose of improving public buildings and grounds; and provide products and equipment to first responders to preserve life, property, and the environment while they serve the community.


Action Taken: Approved by a 5-0 vote of the Selectboard

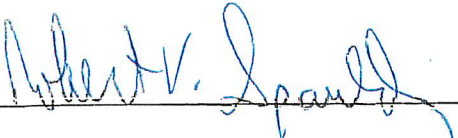
Date: March 27, 2023

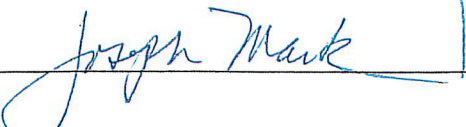
Effective Time Period: This resolution shall expire and no longer be effective as of midnight on 30 June 2023.

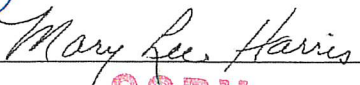
Town of Castleton Select Board

James Leamy, Chairman 

Richard Combs, Vice Chairman 

Robert Spaulding, Member 

Joseph Mark, Member 

Mary Lee Harris, Member 

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