

MOUNT ASCUTNEY REGIONAL COMMISSION (MARC)  
BUDGET NARRATIVE FY 2023-2024

**REVENUES:**

**Town Contracts**

- 4010 Town Dues – (\$1.30 per person based on the 2020 Census information).  
Andover - \$738.40, Baltimore - \$297.70, Cavendish - \$1,809.60, Chester - \$3,906.50,  
Ludlow - \$2,823.60, Reading - \$893.10, Springfield - \$11,780.60, Weathersfield - \$3,694.60, West  
Windsor - \$1,747.20, Windsor - \$4,626.70.
- 4076 Town Contracts – Contracts with towns to conduct services on various projects, such as Municipal Planning Grants or Bylaw Modernization Grants, managing local transportation projects, assistance in preparing hazard mitigation plans, or other similar work.

**Federal Funds**

- 4024 EPA Brownfield Funds – Regional brownfield programs with funding from the Environmental Protection Agency (EPA) for the assessment and clean-up of sites that have been designated as “Brownfields”. Disbursements are in the form of revolving loans and/or subgrants to property owners for cleanup and for environmental contractors who perform assessments.
- 4032 FHWA SS4A – Funding from the Federal Highway Administration under the Safe Streets and Roads for All (SS4A) Program to hire a consultant and develop a safety action plan for the region.

**State Grants**

- 4020 ACCD Contract – A contract with the Agency of Commerce and Community Development (ACCD) to provide municipal and regional planning.
- 4053 ACCD Brownfield Revitalization – Contract with the Agency of Commerce and Community Development to administer the Brownfield Revitalization program and funds received to perform projects in our area.
- 4034 VEM-DPS Contracts & Grants – Grants through the Vermont Dept. of Public Safety, Emergency Mgt Division for emergency planning and preparedness.
- 4075 VTrans Cooperative Agreement - A grant with the Vermont Agency of Transportation (VTrans) for the Transportation Planning Initiative (TPI). The Agreement period is from October 1<sup>st</sup> to September 30<sup>th</sup>; therefore, the budget consists of the last three months of the FY 22-23 agreement and the first nine months of the FY23-24 agreement.

- 4068 J&L Demolition – Grant funds received to administer a grant from DEC for the Demolition of the Jones and Lamson Plant #1 “J&L 1” in Springfield.
- 4040 Dept of Environmental Conservation (DEC) – Grants funded by the Vermont Agency of Natural Resources Department of Environmental Conservation to be used for water quality related projects.
- 4041 DEC Clean Water Block Grant Program – Now called the Design/Implementation Block Grant (DIBG) are funds to administer the DIBG program, which supports engineering design and construction of clean water projects statewide.
- 4001 Energy Revitalization – Funding provided through the Department of Buildings and General Services to fund RPCs assistance with the Municipal Energy Revitalization Program as created in H.518 (2022).
- 4999 DEC-Franchise Reviewer Grant – Grant funds from the DEC to cover the function of the solid waste district auditor.
- 4082 VT Buildings – Funding from the Department of Buildings & General Services (BGS) involves hiring a consultant to facilitate community discussions on the use of the former Southeast State Correctional Facility property in Windsor.

### **Other Contracts**

- 4059 The Collaborative – Contract with The Collaborative to assist with their substance misuse prevention initiatives and promoting public health.
- 4052 Northern Borders – Contract with Northern Borders Regional Commission for grant administration.
- 4057 Economic Development Administration– Funds received from the partnership with East Central Vermont Economic Development District for economic development activities.
- 4043 Rural Capacity (aka Municipal Technical Assistance Program) – Funding from the Agency of Administration for RPCs to provide expanded technical and administrative assistance to small municipalities with high need that may be eligible for State or federal funding within the state of Vermont.
- 4049 GUV Management – A contract for management services for the Greater Upper Valley Solid Waste Management District (GUVSWMD).
- 4048 Southern Windsor/Windham Solid Waste Mgt - A contract for management services of the Windham/Windsor Counties Solid Waste Management District (SW/WCSWMD).

4065 Consulting Services-Services to manage programs for SRDC and Edgar May Recreation Center.

### **Other Revenues**

4080 Interest Earned on Cash and Investments. MARC has a Certificate of Deposit with Mascoma Savings Bank for \$90,882 at .4% APY which matures March of 2025. The main checking account for the MARC is considered a "Sweep" account and is earning approximately 1.5%, which is offset by service charges.

4095 Miscellaneous Income – Revenue received for items that have not been budgeted.

### **Expenditures**

5010 Salaries & Wages - Gross compensation for all employees of MARC.

5070 Payroll Tax Expense - Employer portion of FICA tax (.0765 of gross wages).

5095 Retirement Plan - Vermont Employee Municipal Retirement plan for all permanent employees is estimated to be 12.875%.

5080 Medical Benefits - The costs of medical Insurance less employee share and company contribution to employee Health Reimbursement Account.

5082 Other Group Insurances - Small Group Life & Disability policy, Vision and Dental Insurance.

6500 Advertising - Any public notices and advertisements for programs being administered by MARC.

6400 Administrative Expenses - Estimated fee for annual audit, administrative fees for various benefit plans, bank service charges.

6131 Office Cleaning & Maintenance - Expense of regular weekly cleaning of offices and other maintenance to the office space.

6134 Computer Support & Maintenance - For maintenance of computers and the website and subscription for software.

6200 Professional Services - Contracted consultants used on various projects, anticipated pass-through costs, and legal costs to the MARC.

6550 Dues and Reference Materials - Annual dues and subscriptions, as well as reference materials.

- 6160 Insurance - Comprehensive & General liability, Fire and Theft insurance (PACIF), Public Officials' coverage and Fidelity Bonding Insurance all through VLCT.
- 6150 Leasing Costs - Leasing and maintenance of postage meter and copier.
- 6190 Meeting Expenses - Food costs for various meetings of MARC committees, staff and programs administered by MARC.
- 6700 Miscellaneous Expense - For all other expenses not otherwise allocated.
- 6130 Office & Computer Supplies - For all supplies used in the day-to-day office operations, cleaning, kitchen, and bathroom supplies, equipment and computer software purchased less than \$200.
- 6132 Small Office Equipment - For office equipment purchased which is more than \$200, but less than \$1,000.
- 6300 Equipment, Furniture & Fixtures, Software - Equipment (including computers), software, furniture & other fixtures costing greater than \$1,000 to be capitalized.
- 6210 Planning Projects - For expenses allocated directly to a project.
- 6120 Postage - Any postage costs for all mailings.
- 6030 Rent - Lease costs for office space at the Ascutney Professional Building.
- 6040 Telephone - Monthly expense for telephone and Internet.
- 6240 Travel and Auto Reimbursement - Reimbursement to employees for travel/mileage to and from MARC related functions. Reimbursement includes lodging, per diem and incidental expenses incurred while traveling to conferences, meetings etc.
- 6225 Workshops/Training Programs - For Town Officials, Commissioners and MARC staff to attend workshops and seminars.
- 9994 Franchise Review Expenses – Expenses incurred by the reviewer Solid Waste Haulers covered by the DEC Franchise Reviewer grant.
- 9999 Non-Allowable Expenses - Certain expenses are not allowable for purposes of indirect rate calculation. Such as entertainment (MARC holiday party) and lobbying (NADO dues). These expenses are categorized separately.