

Barre Town Budget Committee Meeting

Proposed Budget for Fiscal Year 2018 - 2019

AGENDA

1. Call to order.....6:30 p.m.
2. Consider approving agenda
3. Introductions
4. Consider electing chairperson and vice-chairperson
5. Presentation of the budget process; committee's role
6. Consider plan for Budget committee's tour of town departments.
7. Begin reviewing budget appendices (5-year plans, other financial information)
8. Adjourn 8:00 p.m.

Minutes for January 30, 2018

The duly warned meeting of the Barre Town Budget Review Committee for the proposed 2018-2019 fiscal year budget was held January 30, 2018 at the Barre Town Municipal Building, Emergency Operation Center, Lower Websterville at 6:30 p.m.

The following members were in attendance: W. John "Jack" Mitchell, Rolland Tessier, Bob Nelson, Paul White, Rob LaClair, Norma Malone, Justin Bolduc, Cedric Sanborn, and Kevin Delude. (Tom White arrived late.)

Also in attendance were: Town Manager Carl Rogers, Asst. Town Manager Elaine Wang, Asst. Town Clerk Wendy Moore.

CALL TO ORDER

Mitchell called the meeting to order at 6:33 p.m.

APPROVE AGENDA

On a motion by Bob Nelson, seconded by Ronald Tessier, the agenda was approved as presented. Tom White was not present for the vote.

GENERAL INFORMATION

Self-introductions were made and each of the members stated his/her goals, priorities, and objectives for this budget. A contact sheet was distributed. Members were asked to verify their telephone numbers, email address, and to designate those items not to be published on the website. Committee members are encouraged to ask questions and participate, especially if they have an area of special interest. Snacks and beverages will be provided at the meetings. Be sure to let us know what you like.

ELECT A CHAIR AND VICE-CHAIR

In accordance with the State Open Meeting Law all Committees, like this one, where motions/considerations are made, meeting minutes will be taken. Barre Town does take minutes and they will need to be approved. Future agendas will contain an item for minute approval. Minutes should be available in a draft form no later than 5 days after the meeting and are posted on the Town website (www.barretown.org) under Boards/Budget Committee.

To keep the meetings moving along a Chair and Vice-Chair will be appointed for this Committee.

On a motion by Bob Nelson, seconded by Rolland Tessier, a nomination for Norma Malone was made for Chair. With no other candidates put forth, nominations ceased and the Committee voted to appoint Norma Malone as Chair. Tom White was not present for the vote.

On a motion by Rolland Tessier, seconded by Rob LaClair, a nomination was made for Justin Bolduc as Vice-Chair. With no other candidates put forth, nominations ceased and the

BUDGET COMMITTEE MEETING OF January 30, 2018 continued:

Committee voted to appoint Justin Bolduc as Vice-Chair. Tom White was not present for the vote.

BUDGET COMMITTEE OF 10

The Budget Committee consists of the five Selectboard members and five citizens; two appointed by the Selectboard; one appointed by the Town Clerk-Treasurer; this group of three then appoints the final two members. The budgets (General Fund and Highway Fund) approved by this Committee will be the ones presented to the voters. In the event the budgets would fail the Committee would reconvene to make changes for the next vote.

OPEN MEETING LAW

The Manager informed the Committee these proceedings are subject to the open meeting law. This means in order to take official action there must be a quorum of 6. While it is okay to email the Manager with questions he strongly discourages conversations between members via email. If 6 or more get involved in a conversation, even through links, it is a legal meeting and must be warned. Under the open meeting law all proceedings are to have an agenda. He will prepare one which will include some standard items such as approving/amending the agenda, approval of meeting minutes, allowing time for questions and answers. However, it will be flexible to accommodate the unforeseen discussions.

During discussion it was noted that consensus is not an official action....motions are.

MEETING TIME & PROCESS

This Committee will meet Tuesday evenings, 6:00 p.m. - 8:00 p.m., in the Emergency Operation Center at the Municipal Building in Lower Websterville. The Manager will prepare a tentative calendar outlining the date a particular fund is to be discussed. Sometimes the Budget Committee will need to hold an extra meeting or there will be a double session should they fall behind in their schedule or if there is a topic which needs in depth discussion. During these double meetings there will be a recess (8:00 p.m. - 8:15 p.m.) to allow the Selectboard to hold a short meeting to conduct necessary weekly business (approving warrants, minutes, etc.).

One of the items at the next meeting will be to select the double meeting dates. The Manager also reminded the new members that if they cannot make a meeting or will be late to please send him an email or call so time is not wasted waiting for a member.

BUDGET PROCESS

The Manager distributed a budget flow chart detailing the lengthy process (beginning to end).

The proposed FY 18-19 expense budgets are prepared by the various department heads and reviewed by the Town Manager. The budget being considered by this Committee is the Manager's revised budget. The Budget Committee will make the final budget decision(s) and adopt the proposed budgets by fund. The final General Fund (including Highway) Budget will be presented to the voters on Town Meeting Day in May 2018.

BUDGET PRACTICES

Barre Town's budget practice is to not inflate line items by percentages. Department Heads are instructed to be precise and not to overstate. Rounding is done to the closest 5 or 10 dollars. Wages, utilities, debt service, employee benefits, and insurances are budgeted by the Manager.

BUDGET COMMITTEE MEETING OF January 30, 2018 continued:

The Committee discussed whether or not Department Heads should be required to attend the meeting(s) while their budget is being discussed. Department Heads include: Town Clerk's Office - Donna Kelty; Zoning & Planning - Chris Violette; Police Department - Mike Stevens; Fire Department - Chris Violette; Ambulance Service - Chris Lamonda; Emergency Management - Jack Mitchell; Cemetery & Recreation - Dwight Coffrin; Public Works (Equipment, Sewer, Water and most of the Highway) - Richard Tetreault; and Engineering (Municipal Building, Highway, Sewer, and Water) - Harry Hinrichsen. The consensus was to have department heads attend the meeting when their department budget is being reviewed. Department Heads will receive a copy of the tentative meeting schedule so they are aware of when their department budget(s) are being reviewed.

Other groups sometimes request to make a presentation to the budget committee and sometimes the committee will request an appearance by a group that is seeking funding. Some of the groups requesting time before the committee are the Aldrich Library, Barre Area Development and Barre Partnership. The consensus was to limit presentations to 10 minutes and then allow time for questions.

During the budget review and discussion process each member should make a note of changes they would like to see and/or items which require a more in-depth discussion. Once all fund budgets have been reviewed a list of those items which have notations will be given to the Manager to prepare a final discussion list. The Budget Committee, by fund type, will then review, discuss, and determine from those items on the list what action, if any, is necessary (leave it in, add to, take it out, amend, etc.). It was noted that in the past the chalk boards in the meeting room have been utilized to post items which need additional work/discussion so that they don't get overlooked.

The Manager again noted that should you be unable to attend a meeting or will be late, contact him as soon as possible. He will also be available if you want a one-on-one session to catch up on the information you missed. The Budget Committee meetings are audio taped and will be another resource available to you. All meeting minutes are posted on the website (www.barretown.org). From the homepage, look under the Boards/Commission button, and click on Budget Committee.

CITIZEN BUDGET TOUR

The Citizen Budget Tour has customarily been scheduled for a Saturday morning in February with refreshments being provided. After last year's tour the Department Heads and Committee gave comments toward making the tour better and drawing more residents. The Selectboard has discussed holding the tour on a Tuesday evening starting around 5:00 p.m. and getting done between 8:00 and 8:30 p.m. The Department Heads like the idea and suggested advertising approximate times for each stop and inviting residents to join the tour at any stop.

Chairman Malone suggested to rename the tour Town Department Tour. She also suggested to highlight individual departments through mini videos and post on Front Porch Forum. She encouraged committee members to personally invite residents to attend this tour.

After discussion, the Committee agree to set the Budget tour for March 13th to start at 5:30 p.m. Elaine will work on scheduling the stops. Carl to look into getting van or bus.

BUDGET BOOK CONTENTS

The budget notebooks were distributed. Each fund type (tabbed section) in the budget book is setup in the same manner. The first page is a summary of revenues and expenses for the current fiscal year and the proposed FY 2018-2019. The second page (green) will detail "What's In, What's Not & Significant Changes" for the fund. The third page (yellow) reflects the proposed revenue. The remaining pages (white) are the proposed expenditures. On the revenue and expense pages note the headings of the seven columns. Column 6 (Manager's proposed budget) contains the information which is being reviewed. For your information the

BUDGET COMMITTEE MEETING OF January 30, 2018 continued:

current fiscal year is 2017-2018 or July 1, 2017 through June 30, 2018. The proposed budget this committee will review is fiscal year 2018-2019, (July 1, 2018 through June 30, 2019).

CHART OF ACCOUNTS

The general ledger chart of account numbers for the Town is represented in a twelve digit numeric format, "XXX-XXX-XXX-000." The first set of three numbers (~~XXX~~-xxx-xxx-000), represent the fund type. The second set of three numbers (xxx-~~XXX~~-xxx-000), represent the department and the last three numbers (xxx-xxx-~~XXX~~-000), represent the line item/object. The Chart of Accounts is located in the front of the budget book. These numbers are consistent throughout the various funds and departments.

Fund Types are:

| | |
|---------------------|---------------------|
| 011 = General | 400 = Equipment |
| 012 = Highway | 500 = Sewer |
| 050 = Building Fund | 600 = Water |
| 200 = Cemetery | 700 = Ambulance/EMS |

Departments refer to departments within the Town, such as Police, Fire, Town Manager's Office, Assessor's Office, Town Clerk's Office, etc.

Line item/objects are types of revenues (property taxes, dog licenses, water receipts) or expenses (wages, supplies, insurance, purchases, etc.).

APPENDIX REVIEW

The last section of the Budget Book (Appendix tab) contains the following:

- 5-Year Equipment Fund Plan
- 5-Year Paved Road Plan
- 5-Year Gravel Road Plan
- 5-Year Building Plan
- Reappraisal Fund
- Debt Service Chart
- Tax Stabilization Contracts
- Housing Loans
- Recreation Maintenance (new this year)
- Employees' Pay Department Splits (changes this year).

The 5-Year Plans were approved by the Selectboard earlier this fiscal year to assist with the preparation of the FY 2018-2019 proposed budget. The other appendices are used as aides to assist the Manager with budgeting as well.

Due to time constraints, the committee reviewed appendices through the Housing Loans. The remainder will be reviewed during the next week's meeting.

5-YEAR PLANS

To create a plan the Selectboard (who ultimately approve the plans) rely on staff expertise, and recognize that a great deal of time, effort, and research go into their preparation. Information within the plans is used by the Management to assist with the preparation of the proposed budget. Please be aware these plans impact many fund budgets.

HOMEWORK ASSIGNMENT

BUDGET COMMITTEE MEETING OF January 30, 2018 continued:

Budgets for Sewer Fund, Cemetery Fund, Sewer Capital Improvement, and Building Fund are in the budget notebooks. Review them for next week. Reminder: If you have questions on anything discussed during this meeting or on what you review that cannot wait until the next meeting be sure to contact the Town Manager.

NEXT MEETING

The Budget Committee meeting will reconvene on Tuesday, February 6, 2018, 6:00 p.m. at the Emergency Operation Center, Municipal Building in Lower Websterville.

RECESS

The meeting recessed at 8:00 p.m.

Wendy Moore, Assistant Town Clerk

Barre Town Budget Committee

X _____
Committee Chair

X _____

X _____