

**Barre Town Budget Committee Meeting
Proposed Budget for Fiscal Year 2018 - 2019
February 6, 2018**

Meeting Agenda

1. Call to order 6:00 p.m.
2. Consider approving agenda
3. Consider approving January 30, 2018 meeting minutes
4. Questions about material covered to date.
5. Discuss having organizations receiving budgeted contribution make presentation.
6. Finish review of budget book appendices.
7. Review fund budgets: Sewer Capital Improvement, Building, Cemetery, Sewer and Equipment.
8. Adjourn

Minutes for February 6, 2018

The duly warned meeting of the Barre Town Budget Review Committee for the proposed 2018-2019 fiscal year budget was held February 6, 2018 at the Barre Town Municipal Building, Emergency Operation Center, Lower Websterville at 6:00 p.m.

The following members were in attendance: Paul White, Rob Nelson, Jack Mitchell, Tom White, Justin Bolduc, Norma Malone, Rob LaClair, Cedric Sanborn and Kevin Delude. Rolland Tessier was not present.

Also in attendance were: Town Manager Carl Rogers, Assistant Town Manager Elaine Wang, Wendy Moore Assistant Town Clerk, Public Works Superintendent Richard Tetreault, and Times Argus Reporter Eric Blaisdell.

CALL TO ORDER

Chair Malone called the meeting to order at 6:00 p.m.

Chair Malone brought up a few items to address. The first was the Town's website link to the event calendar does not show the budget committee meetings. Also, she would like to see the current 2018 - 2019 data come up first on the budget page. Assistant Manager Wang said she would fix this.

APPROVE AGENDA

Chair Malone suggested adding an agenda item for public comments. She would like this item added at the end of the agenda to not derail the meeting schedule. Sanborn thought there should be a time limit. Chair Malone thought 10 minutes would be an adequate time for the public to have an opportunity to speak. Chair Malone proposed to invert items 4 & 5 so that the committee keep on tract with the agenda.

On a motion by Paul White, seconded by Sanborn, the Budget Committee approved the agenda with the following changes: add agenda item 7.5 for public comment with a time limit of 5 minutes for tonight only and to invert items 4 & 5. Tessier was not present for the vote.

APPROVE MEETING MINUTES

On a motion by Nelson, seconded by Paul White, the Budget Committee approved the meeting minutes of January 30, 2018 with changes as follows: under approved agenda the motion was seconded by Rolland Tessier, page 3 under department heads, the Police Chief is William Dodge. Tessier was not present for the vote.

BUDGET COMMITTEE MEETING OF February 7, 2017 continued:

ORGANIZATIONS

Background: For quite a few years Aldrich Library funding has been a major topic for the Committee. The Library Trustees have been afforded meeting time to make a presentation and to participate in subsequent meeting discussions when the library contribution is debated. Last year the Committee said it would hear a presentation but not for more than 10 minutes, with questions after the presentations. The five organizations that sometimes are subject to discussion are: Aldrich Library, Barre Area Development, CV Economic Development Corp, Barre Partnership and Green Mountain Transit. Last Year Barre Partnership and the Library made presentations.

Chair Malone proposed to have these organizations scheduled for March 20th so this Committee can stay focused on the Town Departments and Town funds and not feel rushed at the end. Nelson suggested the organizations send their presentation packets a week before, so this Committee could review prior to the meeting and ask questions at that time. Manager Rogers suggested having the organizations submit in writing now and then the committee can review to see who they want to come before the Budget Committee on March 20th. The organizations will be asked to submit their packets by February 20th. The Committee agreed to this plan by consensus.

QUESTIONS

Last week Nelson had a question while reviewing Appendix H regarding the loan to the Plainfield Housing consortium. Manager Rogers asked Bonnie Batchelder, the Town's bookkeeping contractor, if this was showing up in the books. It is not, so next year this can be deleted.

Chari Malone had a question regarding the Community Development Block Grants and how this effects the town's financial position. Manager Rogers stated that the town is responsible to re-pay 50% of the principal amount to the State that S.B. Electronics repays. Some payments have been repaid to the state already, so it doesn't affect the Town's financial position. S.B. Electronics had requested a deferral on the principal payment for at least three years. S.B. Electronics will again be asking for a deferral for 2018 and Manager Rogers should have that next week to take to the Selectboard for their approval. They are supposed to be making their quarterly interest payments, but no payments have been made for the last seven quarters. This should also be addressed next week with the letter coming in. There should be a check with that which does not have to go to the State but rather go into the business revolving loan fund.

Chair Malone inquired about the nature of East Barre Fire District loans. Manager Rogers explained that before the East Barre Fire District merged with the town they had two loans. One was to put a pump station on Rte. 302, then when it merged with the town, and the second loan was to build the interconnections to lay the pipe from the end of the Town's system to their system by Gerard St. The Town assumed responsibility when we merged.

REVIEW

Appendix I - Recreation Facility Maintenance

Manager Rogers reviewed what structures needed to be painted, that the surfaces need to be redone on the tennis courts, skatepark and basketball courts. The bike path was also brought up as a future expense. The Recreation Board is asking \$23,000 for backstops for softball and baseball fields. Landscape Maintenance - this is a work list for the Town's crews or contractors. Sanborn wondered if there was a garden club that could take care of the non-recreation locations such as the roundabout. Manager Rogers said there is a group of ladies in East Barre who take care of the flowers at the intersection of Mill Street and Websterville Road, but that the roundabout is more than they want to handle.

BUDGET COMMITTEE MEETING OF February 7, 2017 continued:

Chair Malone asked about the Wilson Street day care building and whether sale of it had ever been considered. Manager Rogers stated that it was acquired when the Town took over the South Barre Fire District. This building is currently being used as a warehouse and showroom for a direct sales business. The Manager said that two fields and a playground come with the property and that a sale would be complicated by the lack of road frontage.

Appendix J - Employee's Payroll Splits- Manager Rogers explained this shows how the time is divided between different departments.

SEWER CAPITAL IMPROVEMENT FUND

Fourteen (14) new permits were budgeted due to the construction that Fecteau and Windywood Housing have been doing, which results in an increase in revenue of \$21,000. Sanborn asked if the Committee could look into investments yielding higher interest rates. Manager Rogers said that some investments the Town are committed to, but the Town can certainly look into this. This item was added to the white board to revisit at a future meeting of this committee. Manager Rogers explained how this fund is used. The Town recently used this fund for the Barre City Main Street sewer line project. It would be used for the Windywood housing and Washington Street sewer line upgrade when the project gets to that point. The Town will have to rebuild a section of the line that is not large enough to handle that capacity. The town will be responsible for about 58% of the cost.

BUILDING FUND

The proposed budget amount is \$52,300 which is a .35% increase from last year. The revenues are budgeted for \$57,575.00 which is the same as last year. Expenditures are budgeted for \$52,300 for the East Barre Fire Station Roof. This price includes 3" of board insulation that will be used on the roof. Vice Chair Bolduc asked whether this was 3" total insulation because if so it was not very much. Assistant Manager Wang said she would find out.

Chair Malone discussed if there were any efforts underway to rebuild the DPW Truck Garage and suggested a discussion about this in the future.

CEMETERY FUND

There are three cemeteries, Wilson, Maplewood and West Hill Cemetery which the Town maintain, no burials are allowed at West Hill. The proposed budget amount is \$65,425 which is a 7.67% decrease from last year. This is due in part to a reduction in contracted services (the Maplewood fencing project that was done). The revenues are budgeted for \$65,425 which is down from budgeted amount last year of \$70,860. The Manager discussed the 2018-2019 budget highlights. The Cemetery Commission budgets to replace a few broken headstones each year. An increase in the salary line item is to account for more time for the cemetery crew, which also does grounds keeping for the playgrounds and Municipal Building. The additional money would be for cemetery work if rain prohibits them from Recreation work. The Columbarium Construction Reserve Fund projected principal for 6/30/18 is \$17,160. \$520 from the sale of niches is transferred to the reserve fund. There are 48 niches in one columbarium. 32 have been sold as of January 2018. The Manager estimates 2 sales in 2018-2019. Once 48 are sold the Town should have enough in the reserve fund to build a new columbarium. The projected balance for 6/30/19 is \$18,200. The 2018-2019 Cemetery Trust Fund - the projected principal as of 6/30/18 is \$246,300. 40% of the cost per lot is added into this fund for perpetual care. The projected balance for 2019 is \$250,700.

SEWER FUND

The proposed sewer budget amount is \$936,140 which is an increase of 1.07% from last year. The revenues are budgeted for \$1,050,835 which is approximately a \$2000 decrease from last year. A decrease in the sewer rental fees is approximately \$9,000 less which is likely

BUDGET COMMITTEE MEETING OF February 7, 2017 continued:

due to reductions in water use, a factor reviewed annually by staff. The expenses increased by approximately \$10,000 which is made up mostly of an increase in Administration expenses. The committee reviewed the 2018 - 2019 Sewer Fund Budget Highlights. Significant changes are \$8200 in administrative and management salaries, \$1900 increase in worker's compensation, \$6595 increase in health insurance premiums, \$5665 increase in collection system wages, \$3455 decrease in town equipment charges, \$1700 decrease in principal payments on the vactor lease and a \$1025 decrease on interest payments on the vactor lease and finally \$1025.00 decrease in electricity costs.

NEXT MEETING

Next week's review will continue with the Sewer and Equipment Funds. The Manager reminds the committee that if they have questions on anything discussed during this meeting or on what they to contact him before the next meeting.

The Budget Committee meeting will reconvene on Tuesday, February 13, 2018, 6:00 p.m. at the Emergency Operation Center, Municipal Building in Lower Websterville.

DOUBLE MEETING SCHEDULE

Discussion was had on when to hold the double sessions. The meetings were set for February 20th and March 6th. The meetings will be from 6:00 pm to 8:00 pm, recess for the Selectboard meeting from 8:00 to 8:15 pm then reconvene until about 10:00 pm.

TOUR SCHEDULE

The tour schedule is as follows:

- 5:30 - 5:40 Municipal Building
- 5:50 - 6:20 EMS
- 6:25 - 7:00 East Barre Fire (pizza provided)
- 7:10 - 7:35 DPW shop
- 7:40 - 7:55 Truck garage
- 8:05 - 8:20 South Barre Fire
- 8:30 Adjourn (municipal building)

Municipal building department heads will not be present that night. Instead, the night the Budget Committee reviews a department they would have the option of visiting the department with the department head.

RECESS

On a motion by Paul White, seconded by Justin Bolduc, the meeting recessed at 7:57p.m. Tessier was not present for the vote.

Wendy Moore, Assistant Town Clerk
Barre Town Budget Committee

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Committee Chair

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