

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

Meeting Agenda

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| 1. Call to order - reconvene | 6:00 p.m. |
| 2. Consider approving agenda | |
| 3. Consider approving February 27, 2018 meeting minutes | |
| 4. Questions about material covered to date. | |
| 5. Consider Highway Fund budget changes. | |
| 6. Review Fund Budgets: Ambulance and some General Fund Departments. | |
| 7. Public Comment. | 7:50 p.m. |
| 8. Recess | 8:00 p.m. |
| 9. Reconvene | 8:30 p.m. |
| 10. Review fund Budgets: Water and some General Fund Departments. | |
| 11. Recess. | |

Minutes for March 6, 2018

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

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

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

CALL TO ORDER

Chair Malone reconvened the Budget Committee meeting at 6:00 p.m.

APPROVE THE AGENDA

On a motion by Nelson, seconded by Tessier, the Budget Committee approved the agenda as presented. Bolduc and LaClair were not present for the vote.

After discussion, a motion was made by Sanborn, seconded by Delude, to approve the amended agenda and add item 10A to "assess the need for an additional session."

APPROVE MEETING MINUTES

On a motion by Delude, seconded by Paul White, the Budget Committee voted to approve the February 27, 2018 meeting minutes with the following changes:

- 1. Page 1, bullet three, delete the word "town" and insert the word roof.*
- Bolduc and LaClair were not present for the vote.*

QUESTIONS AND ANSWERS

Assistant Manager Wang provided some additional information regarding the East Barre Fire Station insulation/roofing project.

- The quote for 1" additional insulation instead of 3" with all the work will be the same as the previous quote of \$40,000.
- The quote for replacing damaged insulation is \$2.00 per square foot which adds up to no more than \$1,900.

BUDGET COMMITTEE MEETING OF March 6, 2018 continued:

- Cost for engineering letter to certify we're adding a minimal amount of load is \$140.
- Cost of permit application to the State Division of Fire Safety is \$340.

All of these changes add up to approximately \$42,400 which is less than the proposed Building Fund budgeted amount of \$52,300. No action by the Committee is necessary. Focusing on the difference between the roof estimate and budget amount (\$9,900) the Committee inquired if the funds could be used to do other projects such as the ambulance flooring or bay walls. Chair Malone asked what the process is for making an adjustment to the 5-Year Plan. Manager Rogers stated that this Committee would have to make recommendations to the Selectboard and then the Selectboard would adopt a revised 5-Year Building Plan so that it can be tracked in the minutes.

The consensus is to have the Manager make the following revision to the 5-Year Building Fund Plan: change the East Barre Fire Station roof project amount to \$42,400, move the bay wall up one (1) year and to add a category under EMS for flooring in the amount of \$1,250. The Budget Committee will make a recommendation to the Selectboard for this amendment to the 5-Year Building Fund Plan.

Sanborn asked about the funding request from Barre Area Development. Chair Malone stated on the 20th Green Mountain Transit and the Aldrich Library will come before this Committee for a brief presentation/question-answer session. Tom White stated he had a list of questions that he will be sending to the Library before the March 20th meeting. If any of the Committee members have any further questions for the Aldrich Library, please send them to Chair Malone and Tom White.

HIGHWAY FUND BUDGET CHANGES

Background: At the last meeting the Manager prepared a list of possible cuts totaling \$45,409. Consensus of the Committee was to have the Manager bring back a modified/pared down list for further discussion. The new list of possible cuts (\$15,739) was provided for discussion. (The list is included as an appendix to these minutes.)

Chair Malone requested more information on the connection with the Highway Fund and the merger with the Websterville Fire District (item 1 on the list). Manager Rogers the Fire Districts merger would mean an increase in water fund operator's pay from 50 - 60% due to more time at the treatment plant, more hydrants to be flushed and plowed. Thus, reducing the time spent doing Highway Fund work which results in wages being reduced by \$5,231.

Manager Rogers stated he has requested a price for the landscaping stone as well as the cost going forward for maintenance work at the round-a-bout from TLC Landscaping. Mitchell asked if the original documents from the state list what the Town's responsibility is for maintenance of the round-a-bout. Rogers stated the Town is responsible for everything except the signs. Chair Malone would like a long-term plan for the care of the round-a-bout. Mitchell stated he has concerns on item 3 and 5.

AMBULANCE FUND

EMS Director, Chris Lamonda was not available due to other work obligations.

Chair Malone had a question on holiday and floater holiday. Rogers stated the bookkeeper was not charging the floater holiday account correctly. The wages line items were reviewed which included discussion on how the call volume and work schedule effect overtime.

Rogers spoke to the retirement plans. There are two plans (B and C). The Union negotiated for Plan C. However, any new hire will go into Plan C, while existing employees can

BUDGET COMMITTEE MEETING OF March 6, 2018 continued:

stay at Plan B or opt to move to Plan C. Once again, the Bookkeeper was not using the correct account for this plan. Ten (10) of the thirteen (13) employees are in Plan C.

Chair Malone asked if Chris Lamonda has provided a job description for the Assistant Director he wanted. The Manager has not received it and will follow up with the Director.

Tessier had a question regarding the Health Club Reimbursement. Lamonda put in an extra \$2,000. Rogers stated per the Union contract there is a \$200 allowance for health club fees. Lamonda put in for every employee but not all take advantage of the benefit, so Rogers kept the budget at \$800 as in the past.

Chair Malone would like updated information on the number of calls, what is billable, and what is collectible which was provided to the Committee last year. The number of billable calls is stagnant. The FY 15-16 private insurance and self pay calls were 516 and 189, respectively. In FY 16-17 the number of calls with private insurance was 545 and self pays went down to 143. As of December 31, 2016, the number of calls with private insurance is 287 and 52 self pay.

Revenue: Public insurance payments consist of two categories, Medicare and Medicaid. Committee members were given the call number for the past 2 fiscal years. Nelson inquired about the percentage of uncollectible calls. Rogers stated there is about \$70,000 a year in private and self pays and the deductible portion of Medicare that the Town has not collected. Rogers and Lamonda have talked about enlisting a collection agency. Rogers spoke about another option for revenue which is a subscription service where people can make donation to the ambulance service and if you needed an ambulance service they would only have to pay the insurance deductible. Only people that have insurance can enroll because it is covering the deductible. Lamonda is hearing that people are not making as many of these donations anymore and Mad River Valley Ambulance is at a breakeven point. More research is being done on hiring a collection agency. Tessier inquired on the cost of hiring an agency. Rogers stated the collection agencies usually get a percentage of what is collected. There was discussion on billing for no loads/no transports.

WATER FUND

The Town Manager passed out the Water Fund budget. There is an increase of \$63,185 which is a 17.33% increase which is due to adding the Websterville Fire District. There are several accounts that are new due to this merger. New line items were reviewed in detail. He also discussed in detail the What's In List, Significant Changes, and the Bottom Line documents.

RECESS and RECONVENE

On a motion by Tessier, seconded by Paul White, the Budget Committee voted to recess the meeting at 7:58 p.m. Bolduc and LaClair were not present for the vote.

By consensus the meeting reconvened at 8:30 p.m.

GENERAL FUND DEPARTMENTS

Manager Rogers distributed the General Fund Department worksheet.

Emergency Management: Jack Mitchell is Chair of the Emergency Management Department and receives a small stipend. The equipment charge for portable generators and a couple of portable radios were noted.

Chair Malone asked if there are any mandates from the State that we need to maintain for emergency maintenance services. Rogers stated we have a Local Emergency Operations Plan (LEOP); there are other requirements to get FEMA money such as the Hazard Mitigation Plan. Tom White stated there is an inventory of what is in the municipality for resources along with other items needed during a disaster and must be updated every year. Mitchell stated there is

BUDGET COMMITTEE MEETING OF March 6, 2018 continued:

also a Hazard Materials Plan (HAZMAT) which is updated every 5 years. Vermont Statute Title 20 requires every Town to have an Emergency Management Department.

Solid Waste: This Department takes care of expenses for bulk trash collections, lawn waste site, and Green-Up Day. Regular wages are increased for two reasons. One being contract provisions regarding pay. Rogers has budgeted the hours 50% straight time and 50% overtime, previously it was budgeted at 100% overtime. The second issue is the additional hours for collection of the Green-Up bags. Mitchell questioned line item 011-441-390 - is the dinner gift certificate raffled off to workers at the spring bulk trash included in this account? Rogers stated it was not included but should be if we continue the practice. Tom White added this item to the white board to follow up on the DPW contract - clarification is needed regarding adjusting the schedule for paying regular versus overtime pay for employees when working the additional work week hours. Sanborn questioned if the City uses the lawn waste site and if so is there a charge. Rogers stated there is a 50/50 split in the cost of labor and equipment for the three-week period in the spring and fall when City residents are allowed to use the lawn waste site.

Health Officer: The Town is required to have a Health Officer and has tried to hire a deputy officer as well. We did have one in the past but there has been a vacancy for about two years. During discussion it was noted that when there is no Health Officer appointed the duties fall to the Selectboard Chair. Malone asked how frequent the Health Officer gets calls. Rogers stated in the past there were 8 to 10 times per year. The last couple of years there has been nowhere near that number, maybe 4 calls since the new Health officer was appointed at the beginning of the year. The nature of the calls was: two relating to rentals, one for improper storage of household trash, and the other was a dog bite. Assistant Manager Wang stated there is a Health Officer training coming up on April 3, 2018.

Animal Control: The Animal Control Officer (ACO) is currently one of the Town's newest Police Officers, so the current year budget basically has not been spent. The Town Manager's plan is to use what is currently budgeted to buy things such as a shirt or jacket for the new ACO to better identify the person is a Town employee and to do a few other things to change the mode of operation. The budget for next year is to have a new person so there is \$800 budgeted for rabies vaccination if the new ACO chooses to. Wages are based on an 8-hour average work week, but the hourly rate has decreased. The equipment charge has been discontinued as the Town is not providing a vehicle for the ACO. However, the mileage line item has increased due to the use of a personal vehicle. Miscellaneous fees: The Town contracts with a kennel (Random Rescue) which is located in Williamstown for \$2,100 per year. They will take our stray dogs and cats as needed for \$10 per night, so \$600 has been budgeted.

Aldrich Library: The Library has requested \$183,600 which is less than a 3% increase. Rogers has budgeted \$138,600 leaving \$45,000 to go on the ballot as a separate article. This is a \$5,000 decrease in the ballot article (going down from \$50,000 to \$45,000).

NEXT MEETING

The Budget Committee meeting will reconvene on Tuesday, March 13, 5:30 p.m. at the Emergency Operation Center, Municipal Building in Lower Websterville for the Budget Tour.

ADJOURN

On a motion by Sanborn, seconded by Tessier, the meeting adjourned at 9:03 p.m. Bolduc and LaClair were not present for the vote.

Respectfully submitted:

Wendy Moore Assistant Town Clerk

BUDGET COMMITTEE MEETING OF March 6, 2018 continued:

List of possible proposed budget cuts.

3/2/18

POSSIBLE REDUCTIONS
PROPOSED F.Y. 2019
HIGHWAY FUND BUDGET

Item	Account #	Explanation	Amount	% Increase in Total Budget After Change
1.	012.432210	Adding Websterville Fire District to Water Fund. Increase water operator's pay in W.F. to 60% and delete from H.F. Signing and Lighting. Leaving money in S&L (for other DPW staff) means Summer Maintenance can be reduced	\$5,231	3.88%
2.	012.431.960	Estimate for Damages, Judgements and Fines	\$250	3.87%
3.	012.432.270	Estimate for sweeper rental	\$1,200	3.83%
4.	012.432.660	Eliminate roundabout landscaping	\$4,415	3.67%
5.	012.431.620	Reduce specific amount for engineering and surveys	\$1,200	3.63%
6.	012.432.330	Buy just 3 each size culvert	\$3,443	3.51%
		Total	\$15,739	