

Barre Town Budget Committee Meeting
Proposed Budget for Fiscal Year 2017 - 2018
February 7, 2017

Meeting Agenda

1. Call to order 6:30 p.m.
2. Consider approving agenda
3. Consider approving January 31, 2017 meeting minutes
4. Questions about material covered to date.
5. Review Building, Cemetery, Sewer Capital Improvement and Equipment Fund
6. Schedule double sessions and possible extra meetings.
7. Adjourn

Minutes for February 7, 2017

The duly warned meeting of the Barre Town Budget Review Committee for the proposed 2017-2018 fiscal year budget was held February 7, 2017 at the Barre Town Municipal Building, Emergency Operation Center, Lower Websterville at 6:30 p.m.

The following members were in attendance: Rob LaClair, Tom White, Paul White, Rolland Tessier, Bob Nelson, Justin Bolduc, Gerry Parrot, and John Hameline. Those not present included: W. John "Jack" Mitchell and Norma Malone.

Also in attendance were: Town Manager Carl Rogers, Town Clerk-Treasurer Donna J. Kelty, Assistant Town Manager Elaine Wang, DPW Superintendent Richard Tetreault, and Shop Foreman Mike Martel.

CALL TO ORDER

Town Manager Rogers called the meeting to order at 6:30 p.m.

APPROVE AGENDA

On a motion by Nelson, seconded by Paul White, the Budget Committee approved the agenda. Mitchell and Malone were not present for the vote.

APPROVE MEETING MINUTES

On a motion by Tessier, seconded by Nelson, the Budget Committee approved the meeting minutes of January 31, 2017. Mitchell and Malone were not present for the vote.

QUESTIONS & ANSWERS

The Manager distributed the new contact list and additional handouts for the budget book (Water and Sewer Funds).

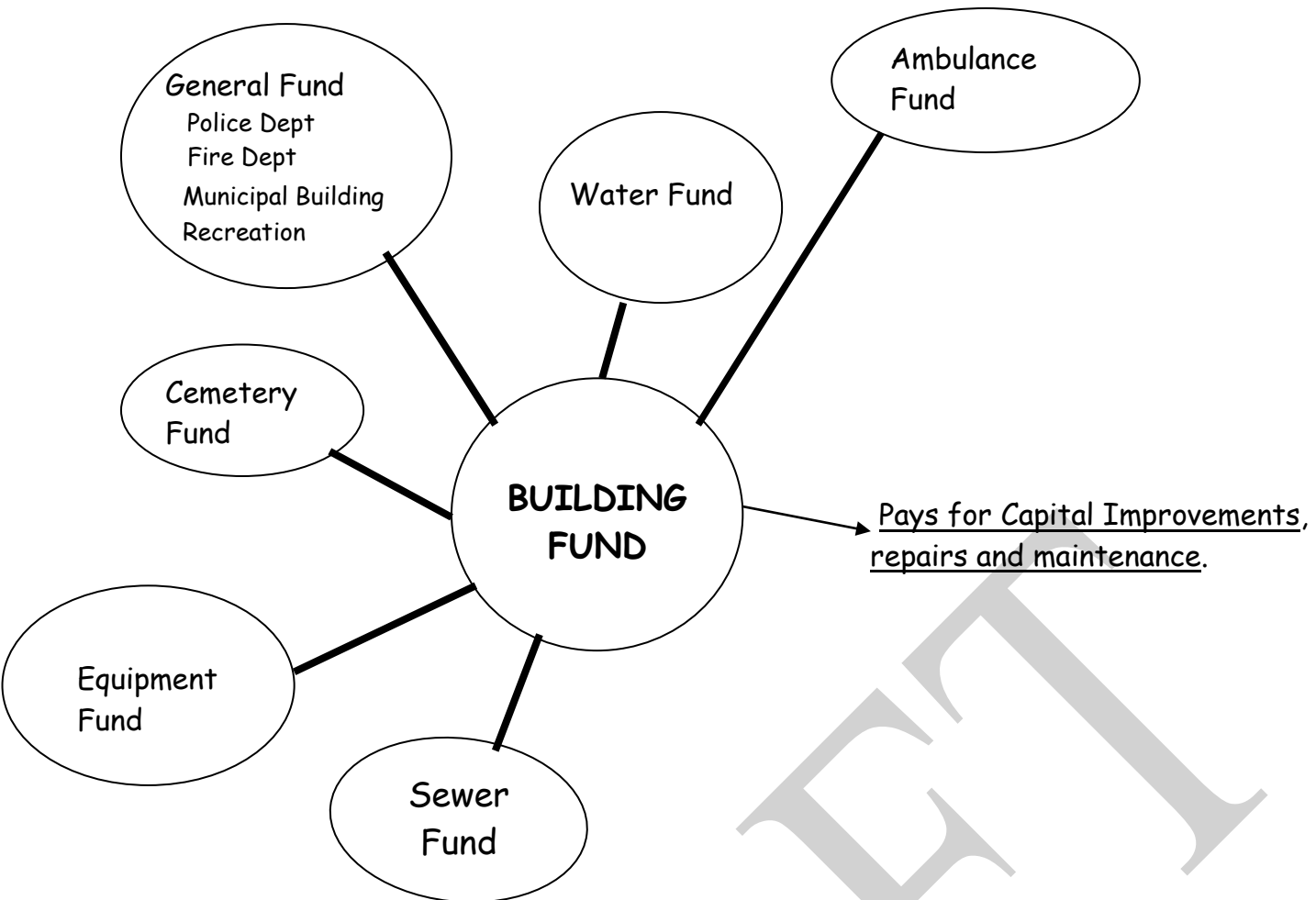
Members were reminded the Town Newsletter has the incorrect date for the Budget Tour. It should be Saturday, February 25, 2017.

BUILDING FUND

The Building Fund supports 32 buildings/structures throughout the Town. Revenue is received from the various Funds which own those buildings/structures. (See diagram on next page.)

The Manager noted the proposed FY 17-18 budget is being increased by 3.19%. This budget will fluctuate depending on the projects. The reason for the change is DPW project.

BUDGET COMMITTEE MEETING OF February 7, 2017 continued:



Solid lines represent funds paying into Building Fund.

Revenue included the items from other funds as noted in the diagram above. The expenses are the items noted in the Appendix D- Five Year Building Fund.

EQUIPMENT FUND

Review began with Summary Page. The budget is decreasing 2.37%. One of the largest decreases in the area of services for the Barre Town school buses (\$50,000); the hourly rate charged to the school for bus maintenance.

Highlights of the What's In and What's Not list was the hydro seeder (475-293) due to stormwater regulation changes; the unfunded tire pressure scan tool (used to reprogram tire pressure sensors - use outside service for this item); increase in overtime mechanic wages assuming more instances where equipment may need immediate repair (only one mechanic); and the one-time \$30,000 expenditure to refurbish fire truck E-2 per the 5-Year Equipment Plan; and increase in line item to buy more gasoline (ambulances) and reduce the diesel fuel costs (less equipment). The consensus of the group is to place the unfunded tire pressure scan tool (475-291) on the white board for further discussion.

The Manager pointed out decreased revenues with regards to eliminating school bus repairs and maintenance; the annual solar farm rent (Websterville Road); and the sale of equipment.

Expenses items noted were: longevity bonus (Management, non-union members) are prorated just as regular salary; all of the computer/network system is owned by the Equipment Fund which replaces what is needed (see Asst. Manager Wang for a detailed list); benefits package (workman's comp, unemployment, health insurances (buy-outs, disability); tower rental; radio purchases, mowing, equipment purchases (cash and financed in different line items); debt service and the new state inspection sticker program (400-475-385).

**BUDGET COMMITTEE MEETING OF February 7, 2017 continued:
CEMETERY FUND**

The Town of Barre has three (3) cemeteries (Wilson, West Hill, and Maplewood). The West Hill Cemetery is currently inactive due to age and lack of record with regards to burials. The proposed budget is 6.25% less than last year. There will be a slight decrease in the property tax transfer of \$80. The bottom line is a \$4,725 budget reduction. Transfer of the Cemetery Trust Fund interest earned was reduced based on new investments which are not earning as much as prior ones.

Cemetery staff includes one sexton (time split between Cemetery and Recreation), 2 laborers (work mid April to mid November) and one $\frac{1}{4}$ time summer worker. The crew maintains the 3 cemeteries and provides services for burials/cremations.

Revenues for this fund come from sale of lots, services, and Cemetery Trust Fund interest. When a lot is sold a portion of the proceeds go to perpetual care. Statute is very strict about how perpetual care funds can be used. However, there is a provision which allows Towns to use the interest income on these trust funds for daily operations. Therefore, several years ago the Treasurer invested the perpetual care monies with Edward Jones with all interest earnings being used for Cemetery operations. As more lots are sold and the perpetual care funds increase the Town will continue to add to the Trust Fund principal.

HOMEWORK ASSIGNMENT

Next week review will begin with finishing the Cemetery Fund, and continue with Sewer Capital Improvement, Water and Sewer Funds. 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 14, 2017, 6:30 p.m. at the Emergency Operation Center, Municipal Building in Lower Websterville.

DOUBLE MEETING SCHEDULE

Budget members will be setting the double meeting date schedule next week.

RECESS

On a motion by Nelson, seconded by Tessier, the meeting recessed at 8:03 p.m. Mitchell and Malone were not present for the vote.

Donna J. Kelty, Town Clerk-Treasurer

Barre Town Budget Committee

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Committee Chair

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x _____

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x _____