

Barre Town Budget Committee Meeting
Proposed Budget for Fiscal Year 2020 - 2021
March 24, 2020
AGENDA

1. Call to order.....6:00 p.m.
2. Consider approving agenda
3. Consider approving March 10 and 17, 2020 minutes
4. Questions about material received and covered to date.
5. Review Budgets: General Fund revenues, Ambulance Fund
6. Consider approving FY 2020-2021 budgets
7. Public comment: receive guests, if any 7:50 p.m.
8. Recess 7:55 p.m.
9. Reconvene 8:30 p.m.
10. Continue review and approval of budgets
11. Consider holding extra meeting on March 26, 2020
12. Adjourn 9:30 p.m.

Minutes for March 24, 2020

The duly warned meeting of the Barre Town Budget Review Committee for the proposed 2020-2021 fiscal year budget was held March 24, 2020 at the Barre Town Municipal Building, Selectboard Meeting Room, and telephone conference in Lower Websterville at 6:00 p.m.

The following members were in attendance: Justin Bolduc, Alan Garceau, Cedric Sanborn, W. John “Jack” Mitchell; and those by phone: Norma Malone, Debra Pierce, Mike Gilbar, Tom White, Paul White and Bob Nelson (7:55 p.m.).

Also, in attendance were: Town Manager Carl Rogers, Asst. Town Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kelyt, and by phone: EMS Director Chris Lamonda, Chris Violette, Loren Polk, and Nancy Pope.

CALL TO ORDER

Vice Chair Justin Bolduc called the meeting to order at 6:04 p.m.

APPROVE AGENDA

On a motion by Cedric Sanborn, seconded by Alan Garceau, the agenda was approved as amended: Item 3 change the dates to March 10 and 17. Bob Nelson was not present for the vote.

APPROVE MINUTES

On a motion by Cedric Sanborn, seconded by Alan Garceau, the Budget Committee voted to approve the meeting minutes of March 10 and 17, 2020 with minor spelling and grammatical corrections. Bob Nelson was not present for the vote.

QUESTIONS ON MATERIALS RECEIVED AND COVERED

Justin Bolduc asked that the motorcycle equipment purchase of \$2,500 be placed on the white board for discussion.

It was noted the Not-For-Profit items will be consider once all the budget information has been presented for the General and Ambulance Funds. Manager Rogers noted he was only 2/3 finished with the Ambulance Fund at this time.

GENERAL FUND REVIEW CONTINUED

The Manager distributed the General Fund revenues and Ambulance Fund budget except for wages and benefits.

General Fund Revenues: The Manager noted the Summary pages showing FY 19-20 budgeted revenue for non-tax items and the proposed FY 20-21 revenues. It represents a \$12,815 (1.75%) increase over the current fiscal year. Points of interest were the increase to the Police Department School Resource Officer reimbursement from the school, rent for income at 22 Wilson Street, and the reimbursement from Barre Area Development for the bond payment. Looking at the grant revenue some years seemed high. Rogers stated this is ”reimbursement monies” and are not “operational” funds.

Ambulance Fund: The Summary page expenses to date without wages and benefits are up \$27,835 or 5.1% greater than current year. Highlights are the new annual fee of \$1,995 for cloud storage for the new Zoll Cardiac Monitors and use of donation revenue to purchase living room chairs. There was a brief discussion of

BUDGET COMMITTEE MEETING OF March 24, 2020 continued:

what is not in the budget (radios moved to Equipment Fund, some of the building painting, an educational conference, and the Director’s miscellaneous monies).

Equipment Cost review cited the purchase of ambulances, splitting radio costs to better track needs, required/mandated equipment inspections, and small equipment purchases. *Supplies & Expenses* included defining various expenses (office versus other and consumable supplies). In *Building & Grounds* there are 5 new costs associated with cell phones being placed in each ambulance and the Berlin station rent. *Training & Information* – the removal of the EMS World Expo Conference and associated expenses were highlighted. Another large expense for this Department is Dispatch. EMS pays 40% of the contract with Lamoille County Sheriff’s Department. This is year 3 of a 3-year contract. Our billing service line is also seeing an increase due to the number of calls.

NEXT MEETING

The next meeting will be on Thursday, March 26, 2020, 6:00 p.m. The agenda will be to review the remaining General Fund and Ambulance budget items; the Not-for-Profits, and the remaining white board items. Members were reminded of the Governor’s Executive Order and the next meeting would have minimal parties in person and teleconferencing will be used.

WHITE BOARD ITEMS

The Manager provided in the agenda notes a list of items based on discussed – of which a couple more were added. The list is as follows:

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| 1. Road Salt | 6. Recreation Fees |
| 2. Water fees | 7. Radio Tower |
| 3. Local Match for Quarry Street project | 8. Motorcycle accessories |
| 4. BMSI One-time License fee | 9. Not-For Profits (Partnership + Library) |
| 5. New recreation maintenance position or alternative | |

Item #7 – Radio Tower: Paul White initiated the question. He recently reviewed the Consultant report and noted there was only a couple thousand of dollars in the budget. Rogers stated the staff reviewed the report and felt the Town can afford and should take care of PD antennae on Millstone Hill. The other recommended items need more discussion and Selectboard input during the next fiscal year.

Item #2 – Water Fees: Cedric Sanborn raised concerns the funds running in the red. He would like the Town to consider increasing fees to get ahead. Last year’s increases and current economic environment were noted. Norma Malone feels that perhaps revenues may be overstated which could be contributing to the deficit.

On a motion by Cedric Sanborn, seconded by Jack Mitchell, the Budget Committee voted to recommend the Selectboard look to increase the per cubic foot charge for FY 2020 – 2021. Bob Nelson was not present for the vote.

Item #4 – BMSI One-time License fee: The Town has been using BMSI software since 1999. We have a lot of data and once we switch to the AccuFund software we will still need access to this historical data. To do this there is a one-time fee (2 x the annual amount or \$25,576) which is not in the budget. A question arose – can we capitalize all or part of this expense. The Manager will inquire.

On a motion by Jack Mitchell, seconded by Paul White, the Budget Committee voted to add \$25,576 to the General Fund FY 2020-2021 proposed budget to be used for the one-time Licensing Fee to Business Management Systems, Inc. (BMSI). Bob Nelson was not present for the vote.

PUBLIC COMMENT AT 7:50 P.M.

Loren Polk, Aldrich Public Library stated she had sent an email follow-up on the formula for setting municipal requests. She also noted the change of operation of the Library during the COVID-19 Pandemic.

WHITE BOARD ITEM REVIEW CONTINUED:

Item #3 – Local Match for Quarry Street project: It was recommended since the project will commence in 2021 that our match be reduced \$10,000 and the other \$10,000 would be in the FY 2021-2022.

On a motion by Jack Mitchell, seconded by Justin Bolduc, the Budget Committee voted unanimously to decrease the proposed FY 2020-2021, Highway Fund Budget, GL# 012-436-450-001, by \$10,000.

Item #6 – Recreation Fees: It has been awhile since the Recreation Department fee structure has been reviewed. This review should include finding out what our neighbors charge.

On a motion by Cedric Sanborn, seconded by Jack Mitchell, the Budget Committee voted unanimously to recommend the Selectboard review the fee structure for all recreational uses.

BUDGET COMMITTEE MEETING OF March 24, 2020 continued:

ADJOURN

On a motion by Alan Garceau, seconded by Cedric Sanborn, the Budget Committee meeting adjourned at 7:58 p.m. as there was no double session.

Town Clerk-Treasurer Donna J. Kelty