



**BARRE TOWN BUDGET COMMITTEE MEETING  
PROPOSED BUDGET FOR FISCAL YEAR 2022-2023**

**Tuesday, March 15, 2022**

**AGENDA**

1. Call to order.....6:00 p.m.
2. Consider approving agenda.
3. Consider approving March 8, 2022 meeting minutes.
4. Acknowledge guests.
5. Questions about material received and reviewed to date.
6. Continue review of General Fund and Record Restoration Fund budgets.
7. Public comment, if any.....7:45 p.m.
8. Recess.....7:55 p.m.
9. Reconvene and resume General Fund review.....8:15 p.m.
10. Discuss or give specific questions about items on the board.
11. Adjourn.

**MINUTES**

The duly warned meeting of the Barre Town Budget Review Committee for the proposed 2022-2023 fiscal year budget was held on Tuesday, March 15, 2022 at the Barre Town Municipal Building, Selectboard Meeting Room, Websterville, VT.

**Budget Committee Members Present:** Paul White, Justin Bolduc, W. John “Jack” Mitchell, Bob Nelson (arrived at 6:03) Alan Garceau, Tony Amaral, Mike Gilbar, Chris Neddo, and Phil Cecchini. Those attending virtually: Norma Malone

**Budget Committee Members Absent:**

**Staff Members Present:** Town Manager Carl Rogers, Assistant Town Manager Elaine Wang, Town Clerk Tina Lunt, Finance Director Katelyn Kran, and Chief William Dodge. Those attending virtually: Planning and Zoning Administrator Chris Violette

**Others Present:** Those attending virtually: Jeff Blow.

**CALL TO ORDER:** Vice Chair Justin Bolduc called the meeting to order at 6:00 p.m.

**APPROVE THE AGENDA:**

*On a motion by Paul White, seconded by Alan Garceau, the Budget Committee voted unanimously to approve the agenda as presented.*

**APPROVE THE MINUTES:**

*On a motion by Mike Gilbar, seconded by Paul White, the Budget Committee voted unanimously to approve the March 8, 2022 meeting minutes with minor spelling and grammatical corrections.*

**QUESTIONS ON MATERIAL:**

Mr. Gilbar requested to add The Aldrich Library to the whiteboard for discussion.

**CONTINUATION OF GENERAL FUND:**

Review began with the continuation of the General Fund. Town Manager Carl Rogers stated this fund has an overall increase of 3.85%, noting that expenses in administration and finance have decreased while emergency services and other departments have increased. One of the large increases is in the recreation department with the replacement of the baseball field light bulbs.

**Selectboard (411):**

Town Manager Carl Rogers noted the department budget is going up \$7,000 and this is primary due to the Town Manager search. 80% of the Selectboard wages are in this budget line item.

Expenses: town newsletter, advertising, dinners/luncheons, training registration, legal fees, cable TV public access, name plates, legal fees.

**Finance (412):**

Katelyn Kran is the Finance Director and was present. Mr. Rogers noted there is a decrease in the department budget because the finance clerk is retiring the end of May. There was an additional significant savings in the Independent Audit account, as Finance Director Katelyn Kran is performing the audit prep work rather than the Town contracting this work out.

Expenses: equipment/furniture for completion of finance office, training/registration, postage, advertising, independent audit, bank service fees.

**Police Department (421):**

Chief William Dodge was present. Currently the Police Department has 7 full-time permanent officers, a dispatcher clerk and one temp full-time staff member. Town Manager Carl Rogers noted the increase in the department budget is due to the request for a full-time per diem officer.

Expenses: wages/salaries, training pay, attendance/PT bonus, Taser/Axon body cam video storage, replacement taser/pistol, training supplies (ammunition), computer software maintenance, dispatch, uniforms/personal protective equipment, K9 food/medical.

**Animal Control (452):**

The Animal Control Officer position has been vacant for some time. Currently the Barre Town police officers handle the calls on an on-call service. The Town contracts with Random Recuse for their Kennel Services.

Expenses: mileage, traps/poles, postage/printing, kennel services, rabies vaccination.

Budget Committee Meeting of March 15, 2022 Continued:

Planning and Zoning (417):

Planning and Zoning Administrator Chris Violette was present virtually. The department budget includes wages/salaries for the Planning and Zoning Administrator and 75% of the Administrative Assistant pay, as this employee is also doing AP work, in which 25% of her pay is included in the Finance Department budget.

Expenses: furniture (desk chair and standing ergonomic desk workstation), advertising, printing, permit record system contract, GIS online annual support, training.

Town Manager Office (413):

Expenses: wages/salaries, laptop/docking station for new town manager, office supplies, training registration, postage machine rental, advertising, printing, conference registration, dues, professional services (legal fees, Ordinance and Charter Codification, Health Insurance Advisory Service)

Elections/BCA (414):

Expenses: wages for election workers, DPW pay for setting up polling place, postage, advertising for elections, printing of ballots, coding of tabulators.

Town Clerk (415):

Expenses: wages/salaries for Town Clerk and two Assistant Town Clerks, mileage, HP printer, digital recorder, office supplies (dog tags, engraved paper), postage, printing of envelopes, advertising, desk for assistant town clerk, training registration, times argus subscription.

Records Restoration (013.415):

FY22-23 is the first year for this fund's budget. Previous years the funds have been included in the General Fund. Revenues come from recording fees. By State Law, beginning July 1, 2019 the per page Land Records fee was increased to \$15/page; \$4.00 of the \$15.00 fee is set aside for Municipal Restoration and is considered designated funds and the Town Clerk has sole discretion on how the funds are spent. They are to be used for anything that pertains to records preservation/maintenance support.

Expenses: supplies (print cartridges, archival paper, record books, vault items), binding of grand lists, land record hardware/software contract, computer managed care.

Data processing (416):

Assistant Town Manager Elaine Wang is the Town's in-house IT System Administrator, in which 10% of her wages are included in this department.

Expenses: town equipment charges (PC/laptops, copier, payment for server), accounting software contract, web support/design, internet access, Brisbane contract, MS Office License.

***On a motion by Alan Garceau, seconded by Paul White the Budget Committee recessed the meeting at 8:03 p.m.***

The Budget Committee reconvened the meeting at 8:25 p.m.

Assessor (418):

This budget includes 80% administrative assistant wages. The other 20% is included in the Sewer Fund since this staff member also does work for the Sewer Department. The Assessor is paid by the hour.

Budget Committee Meeting of March 15, 2022 Continued:

Expenses: all-in one laser printer, postage, trainings, Marshall & Swift Handbooks, computer software maintenance (NEMRC, Cartographic updates, Marshall & Swift rate tables, Manatron) HVAC.

Municipal Building (419):

Town Manager Carl Rogers noted an increase in the small equipment purchase line item, due to the replacement of 7 security cameras.

Expenses: wages (cleaning employee and work completed by other departments), emergency generator, replacement of 7 security cameras, vacuum, monthly utility bills, paper products/cleaning supplies, building maintenance (repairs/cleaning), carpet cleaning.

The Committee had a brief discussion regarding the vacuum test for the fuel tank and pipes. Conversation focused on if this item should be added into the FY22-23 budget and what the life expectancy of the fuel tank is. Board consensus is to add the vacuum test to the whiteboard.

Emergency Management (423):

Jack Mitchell is the Emergency Management Chairman and receives a stipend.

Expenses: town equipment charges (portable generator), pager service, generator payment, telephone, advertising.

Solid Waste (441):

Expenses: Lawn waste site wages, bulk trash collections, green-up bag pickup, equipment rental (loader for spring bulk trash collection), roadside dumping cameras, dues to solid waste district, bulk trash collection (revenue set this off), brush chipping.

Health Officer (451):

The Selectboard recommends the Town Health Officer, and the Vermont Department of Health Commission then appoints the Town's Health Officer.

Expenses: training, legal fees, constable serving orders/notices.

**PUBLIC COMMENT:** None.

**NEXT MEETING:**

The next meeting will be on Tuesday, March 22, 2022, 6:00 p.m.

**ADJOURN:**

*On a motion by Jack Mitchell, seconded by Bob Nelson, the Budget Committee meeting adjourned at 9:32 p.m.*

Budget Committee Meeting of March 15, 2022 Continued:

APPROVED MINUTES  
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Barre Town Budget Committee

Filed in the Barre Town Clerk’s Office on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST: \_\_\_\_\_, Barre Town Clerk.