



Town of Barre VERMONT

BARRE TOWN BUDGET COMMITTEE MEETING PROPOSED BUDGET FOR FISCAL YEAR 2023-2024

Tuesday, February 14, 2023

AGENDA

1. Call to order.....6:00 p.m.
2. Consider approving agenda.
3. Consider approving February 7 meeting minutes
4. Acknowledge guests, if any
5. Questions about material received and reviewed to date
6. Continue review of Equipment Fund, begin review of Sewer, Sewer Capital Improvement and Water Funds
7. Public comment, if any.....7:45 p.m.
8. Adjourn.....7:50 p.m.

MINUTES

The duly warned meeting of the Barre Town Budget Review Committee for the proposed 2023-2024 fiscal year budget was held on Tuesday, February 14, 2023 at the Barre Town Municipal Building, Emergency Operation Center, Websterville, VT.

Budget Committee Members Present: Norma Malone, Bob Nelson, Paul White, Justin Bolduc, W. John “Jack” Mitchell, Mike Gilbar, Chris Neddo, Todd Provencher, Jamie Cushman, and Josh Howard.

Budget Committee Members Absent: None.

Staff Members Present: Town Manager Carl Rogers, Assistant Town Manager Chris Violette, Town Clerk Tina Lunt, Finance Director Katelyn Kran, and Town Engineer Josh Martineau, and Shop Foreman Mike Martel. Those present virtually: Richard Tetreault.

Others Present: None.

CALL TO ORDER: The meeting was called to order at 6:00 p.m.

APPROVE THE AGENDA:

On a motion by Josh Howard, seconded by Bob Nelson, the Budget Committee voted unanimously to approve the agenda as presented.

APPROVE THE MINUTES:

On a motion by Bob Nelson, seconded by Mike Gilbar, the Budget Committee voted unanimously to approve the February 7, 2023 meeting minutes with minor spelling and grammatical corrections as presented to the clerk.

GUESTS: None.

QUESTIONS ON MATERIAL:

There was a brief discussion regarding the “actual” in the Building Fund. Town Manager Carl Rogers and Finance Director Katelyn Kran are working on this figure.

Shop Foreman Mike Martel shared that a total of 135 gallons of oil was used in one week. This number will help the Committee budget the amount of fuel needed for fiscal year ’23-’24.

CONTINUATION OF EQUIPMENT FUND:

Budget review began with the continuation of the Equipment Fund.

Budget Committee Meeting of February 14, 2023 Continued:

Discussion included expenses such as: inspections and certifications, landscaping and grass cutting, trash & recyclables removal, insurances, radio purchases, large equipment purchases, debt service payment, and gasoline & diesel.

The Manager noted that the Town keeps a running history of the amount of gasoline used and based on the estimate, a total of 32,500 gallons will be needed at \$3.26/gallon. This is up from \$3.00/gallon last year. Diesel is estimated at 32,300 gallons at \$4.00/gallon. This \$1.10 more than last year.

Notable increases in the Equipment fund are equipment purchases, diesel, health insurance, and gasoline. These have a total increase of \$156,595.

SEWER FUND:

The proposed budget has a -\$9,625 or (.82%) decrease.

Committee members discussed the age of the sewer vactor truck. The vactor is currently not listed in the Equipment Replacement Schedule. There was discussion regarding when the replacement of this equipment will take place, and whether the Town should look into adding a vactor reserve fund for the future purchase of this equipment. Board consensus is to add this item to the white board.

Budget Highlights:

- Administration salaries increased by 5.9%
- -\$18,125 WWTP project paid in full during '22-'23
- -\$30,320 lease for vactor paid off during '22-'23
- Increase of \$25,000 for treatment

Revenues: sewer and water use fees, interest/late/delinquent fees, and BOD charges.

Town Manager Carl Rogers noted the sewer unit fee is staying the same at \$350.00 per year. Currently there is sewer use on 3150 units. BOD is charged on several businesses at \$0.38/pound.

Expenses: wages & salaries, supplies (sewage collection supplies), dues & trainings, utilities, services & contracts, insurances, employee benefits, & payroll expenses, equipment & tools.

Mr. Martineau noted a tablet is used for mapping purposes. A mobile data access plan is needed for this. The new tablet will have Wi-Fi cellular data, allowing access to maps online.

Mr. Rogers noted a reduction of \$49,170 due to expired debt and lease finance payments.

Committee members questioned the treatment plant expenses and if the amount budgeted will be enough for the '23-'24 fiscal year.

SEWER CAPITAL IMPROVEMENT FUND:

The Sewer Capital Improvements Fund holds monies for the upgrades and repairs to the sewer lines in Barre Town. A portion of the funds are invested with Edward Jones. Interest income is used to pay a portion of the debt service.

Revenue comes from the sewer line extension fees.

Mr. Rogers noted the funds are supposed to be used for capacity purposes. He noted if the City is doing improvements to increase the plant's capacity in hydraulic loading or BOD capacity, and Barre Town is getting more of the capacity they could use the funds to pay for it in a lump sum payment to the City or to help with debt payments. Additionally, the money could be used for upgrades in equipment.

WATER FUND:

The proposed budget has an increase of \$49,515 (10.50%).

Mr. Rogers stated he is proposing a 2% increase in water consumption rates. The base quarterly rate (\$67.00) would stay the same.

Budget Highlights:

Budget Committee Meeting of February 14, 2023 Continued:

- \$10,360 for second summer engineer helper to assist with service line inspection program that is required by the State.
- \$18,720 for temporary, part-time service line inspectors
- \$17,120 to purchase water

Revenues: revenues come from the sale of water, base charge, and a special assessment that is charged to the Websterville Fire District customers.

Expenses: notable increases are expenses to purchase water, and the wages for part-time helpers to assist with the water line inspection program.

VT Creamery has had quarterly bills in excess of \$25,000 this last year. Additionally, the Graniteville Fire District's quarterly bills have been more than \$15,000. These two customers have a noticeably impacted the budget on both the revenue and expense sides.

Town Engineer Josh Martineau explained the Lead & Copper Rule will require the Town to inventory all water lines and identify all connections. This will include scheduling, preparation, and documentation. The second engineer helper will help with this work. Maps will need to be reviewed dated back to the early 1900's. The Town will need to identify if galvanized lines were used, and those lines will need to eventually be replaced.

PUBLIC COMMENT: None.

ADJOURN:

On a motion by Paul White, seconded by Josh Howard, the Budget Committee meeting adjourned at 7:51 p.m.

APPROVED MINUTES

Barre Town Budget Committee

Filed in the Barre Town Clerk's Office on this _____ day of _____, 2023.

ATTEST: _____, Barre Town Clerk.