

**Barre Town Budget Committee Meeting**  
**Proposed Budget for Fiscal Year 2018 - 2019**  
**February 13, 2018**

Meeting Agenda

1. Call to order 6:00 p.m.
2. Consider approving agenda
3. Consider approving February 6, 2018 meeting minutes
4. Questions about material covered to date.
5. Review fund budgets: Sewer, Equipment.
6. Public Comment.
7. Adjourn

Minutes for February 13, 2018

The Barre Town Budget Review Committee meeting for the proposed 2018-2019 fiscal year budget was held February 13, 2018 at the Barre Town Municipal Building, Emergency Operation Center, Lower Websterville to begin at 6:00 p.m.

The following members were in attendance: Rolland Tessier, Rob Nelson, Tom White, Justin Bolduc, Norma Malone, Rob LaClair, Cedric Sanborn and Kevin Delude. Paul White and W. John "Jack" Mitchell were not present.

Also in attendance were: Town Manager Carl Rogers, Assistant Town Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kelty, Public Works Superintendent Richard Tetreault, Shop Foreman Mike Martell, Town Engineer Harry Hinrichsen and Police Chief William Dodge.

**CALL TO ORDER**

Chair Malone reconvened the Budget Committee meeting at 6:02 p.m.

**APPROVE AGENDA**

*On a motion by Nelson, seconded by Sanborn, the Budget Committee approved the agenda as presented. Paul White and Jack Mitchell were not present for the vote.*

**APPROVE MEETING MINUTES**

*On a motion by Tessier, seconded by Sanborn, the Budget Committee approved the meeting minutes of February 6, 2018 with minor changes. Paul White and Jack Mitchell were not present for the vote.*

**QUESTIONS AND ANSWERS**

Asst. Manager Wang informed the members all was "good to go" for the upcoming Budget Tour. Booklets will be available prior to the event and the website ([www.barretown.org](http://www.barretown.org)).

Update to the East Barre Fire Station roofing insulation. Wang stated the Town could have an assessment done to determine how much insulation exists. Burrell Roofing estimated there is 3 to 4 inches of existing insulation. The quote is for an additional 3 inches. Discussion included whether to do an assessment, possible cost if the roof needed reinforcing, and designing such reinforcement could be \$250 to \$20,000. Wang will do additional investigating to see if Efficiency Vermont can do something to help mitigate the process/costs.

Manager Rogers distributed corrected budget booklet pages for the Building and Sewer Capital Improvement Funds.

**BUDGET COMMITTEE MEETING OF February 13, 2018 continued:  
SEWER FUND REVIEW CONTINUED:**

Chair Malone asked if the Manager would just review the biggest changes to each fund instead of a line by line method. The following were the items noted:

- Largest expense is for treatment costs (500-444-670). The budget book contains actual costs and is billed quarterly to the Town.
- Wages (500-442) are increasing due to turnover/succession changes and the same reason for benefits (health insurance, etc.).
- The collection system wages are decreasing (500-443-110) due to less manhole work on the paved road plan for the summer.
- For the same reason as above the Town equipment charges (500-443-210) are decreasing.

Other discussion focused on outstanding bills to Barre City. The Main Street line project was paid out of the Sewer Capital Improvement Fund. The Waste Water Treatment Plant upgrades bill was received but there were discrepancies which have not been resolved. It will be around \$220,000.

Malone inquired about some of the GL lines with no history such as the May 27 storm items. Rogers stated in prior years the various bookkeepers used these to track expenses and they should be removed.

**EQUIPMENT FUND**

The Equipment Fund is an Internal Service Fund. It owns all the vehicles, big equipment, and data processing equipment. When the various funds use the equipment they are charged a rate. Some rates are flat (such as the automobiles, ambulances), while other items (bobcat, mower, large trucks, etc.) are charged to the fund using them by the hour.

Reviewing the Summary Page - the budget is increasing \$13,595 or .99%. The biggest increase is in Administration to due to anticipated personnel changes.

Major conversation was the reinstatement of a second mechanic. The Town Engineer and Police Chief were present to corroborate the need for this position. Much of the "preventative" maintenance is not being done timely resulting in a constant state of being reactive to equipment needs. A primary concern of the Budget Committee is being able to keep two full-time mechanics busy doing "mechanic things."

Other topics discussed were:

- New fuel program (400-474-640) - the current system is over 20 years old, software includes support, new features, no annual support fee, and the lifespan is expected to be around 20 years. Quotes from other systems were received and this was the one which met our needs and was the lowest price.
- Increase in gasoline (more gas ambulances) and decrease in diesel fuel (less ambulances).
- The rolling jack (400-475-282) was not funded this year. This item was put on the board for further discussion.
- Electricity (400-474-420) costs and solar farm (off Websterville Road) credits.
- Revenues: Insurance claim reimbursement(s) and sale of equipment.

**HIGHWAY FUND**

Manager Rogers informed the Committee the Highway Fund is directly supported by property tax (90%) with the balance coming from the State of Vermont Highway Aid Grant.

**BUDGET COMMITTEE MEETING OF February 13, 2018 continued:**

This Fund is increasing \$118,070 or 4.06% (about a 1.42¢ tax rate increase). The tax rate increase is calculated based on an estimated Grand List total which the Manager obtains from the Assessor.

Discussion centered on the expense for planting the East Barre Roundabout and ongoing maintenance; the new storm water permit process and impact to additional work needed when planning road projects, and a brief mention of road salt expenses. The DPW Superintendent spoke praises with regards to the new salt delivery system on the trucks.

**PUBLIC COMMENT - None**

**NEXT MEETING**

Next week's review will continue with the Highway Fund. The Manager reminded the committee that if they have questions or would like to discuss anything in the budget feel free to contact him. As always if a member is unable to attend the next meeting be sure to let him know as soon as possible.

The Budget Committee meeting will reconvene on Tuesday, February 20, 2018, 6:00 p.m. at the Emergency Operation Center, Municipal Building in Lower Websterville.

**RECESS**

*On a motion by Nelson, seconded by Tessier, the meeting recessed at 7:58 p.m. Paul White and Jack Mitchell were not present for the vote.*

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Donna J. Kelty, Town Clerk- Treasurer

**Barre Town Budget Committee**

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Committee Chair

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