

Barre Town Budget Committee Meeting
Proposed Budget for Fiscal Year 2018 - 2019
February 27, 2018

Meeting Agenda

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| 1. Call to order | 6:00 p.m. |
| 2. Consider approving agenda | |
| 3. Consider approving February 20, 2018 meeting minutes | |
| 4. Questions about material covered to date. | |
| 5. Consider Highway Fund budget changes. | |
| 6. Review fund budgets: Ambulance and some General Fund departments. | |
| 7. Public Comment. | 7:50 p.m. |
| 8. Recess | 8:00 p.m. |

Minutes for February 27, 2018

The reconvened Barre Town Budget Review Committee meeting for the proposed 2018-2019 fiscal year budget was held February 27, 2018 at the Barre Town Municipal Building, Emergency Operation Center, Lower Websterville, is scheduled to begin at 6:00 p.m.

The following members were in attendance: Tom White, Justin Bolduc, Norma Malone, Rob LaClair, Cedric Sanborn, Kevin Delude, W. John "Jack" Mitchell and Paul White.

The following members were absent: Bob Nelson and Rolland Tessier.

Also in attendance were: Town Manager Carl Rogers, Assistant Town Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kelty, Public Works Superintendent Richard Tetreault, EMS Director Christopher Lamonda (arrived at 7:05 p.m.), and Jeff Blow (arrived at 6:30 p.m.).

CALL TO ORDER

Chair Malone reconvened the Budget Committee meeting at 6:03 p.m.

APPROVE AGENDA

On a motion by Tom White, seconded by Sanborn, the Budget Committee approved the agenda as presented. Nelson and Tessier were not present for the vote.

APPROVE MEETING MINUTES

On a motion by Paul White, seconded by Sanborn, the Budget Committee approved the meeting minutes of February 20, 2018 with minor changes. Nelson and Tessier were not present for the vote.

QUESTIONS AND ANSWERS

Assistant Manager Wang provided some additional information regarding the East Barre Fire Station insulation/roofing project.

- Additional insulation can be added under the deck in the future.
- To add only 1" of insulation the cost savings for propane would be \$145 per year.
- Currently the town has 3" of insulation. One inch (1") of insulation is equivalent to a 5.8 R value - so we have an insulation rating of has R17.4.
- An assessment would need to be completed when the insulation value is R25 and above.
- We could add 1" of insulation (new R factor would be 23.2) without having to complete an assessment.
- The cost to replace existing wet/damaged insulation would be \$2.00 per square foot.
- The Committee asked for additional cost comparisons which will be provided.

BUDGET COMMITTEE MEETING OF February 27, 2018 continued:

The Manager informed the Committee that Barre City has \$65,000 in its proposed FY 18-19 budget for Barre Area Development and Green Mountain Transit is scheduled to meet with Committee on March 20, 2018.

HIGHWAY FUND BUDGET CHANGES:

Background: At the last meeting consensus is the Committee would like to keep the Highway Fund budget increase to around 2%. The Manager prepared a list of possible cuts (totaling \$45,409) for the Committee to discuss. The list is included as an appendix to these minutes.

Paul White stated he is the one who brought up the issue of the East Barre round-a-bout "garden" not being maintained. Mr. White did express concerns regarding the use of loose stone in the bed. However, should this be eliminated from the budget he could live with it for next fiscal year but at some time he would like to have it taken care of.

Discussion of the list included:

- Fluctuations in wages due to the various types of projects being performed and for what departments. Examples: conduit work at the Recreation Field is charged to the General Fund, cleanup of the Buick Street property (obtained through tax sale) was charged to the Manager's department, etc.,
- Guardrail replacement - an inventory was completed (24,500' of guardrail) and the work plan is to replace 1,000 feet per year.
- With new stormwater requirements reducing the gravel to be crushed could create future issues with the necessary changes to drainage.
- Selectboard has been adamant about increasing the amount of the line painting with the number of paved road miles being added.
- Tree removal may not seem like much but again with the new stormwater requirements taking care of things when needed is preventative maintenance.
- Nelson (who could not attend due to illness) sent an email regarding comment on the list which was read to those present.

Consensus of the Board is to bring back a modified list. Malone said she would appreciate it being under 4%. Definite items to be on the list for further discussion are items 3,4, 11, 14, and 15.

AMBULANCE FUND

The Manager distributed the Ambulance Fund budget and EMS Director Chris Lamonda was present.

Background: The Town provides coverage to the Towns of Berlin, Orange, Topsham, Washington, and most recently the northern half of Brookfield. Revenue comes from insurance (public and private), self pays, and the per capita fee charged to the contracted Towns noted above. The 3-year contracts for Town's coverage will expire the end of June 2019.

Staffing consists of 2 crews (paramedic and EMT), house at East Barre Station and the Berlin Fire Station 24 hours a day/7 day a week. The Auxiliary Crew (paramedic and EMT) work Monday through Friday 9:00 a.m. - 6:00 p.m. and is housed at the South Barre Fire Station. This crew deals with most of transfer work but also lends a hand with the other calls as needed. The EMS Department has a roster of per-diem (part-time) workers to cover the various shifts as needed. We currently have 5 ambulances (3 in East Barre, 1 in Berlin, and 1 in South Barre).

Call (ambulance run) revenue volume is currently stagnant and very volatile. Given the specialty service EMS provides payroll is big part of the budget. Even the smallest adjustment in wages makes big impacts to the fund.

BUDGET COMMITTEE MEETING OF February 27, 2018 continued:

LaClair inquired how the Town made out with regards to the State's tax on revenues. In 2015-2016 our average Medicaid call netted \$254 per call. In fiscal year 2016-2017 it rose to \$420 (or 52.8% of what is billed) per call.

Rogers noted the proposed budget increase for the fiscal year is 2.99%. The biggest costs were due to health insurance (coverage for a per-diem filling in for a member on military active duty for a year), and specialty equipment (glide scope, transport ventilator and stretcher).

Other items of discussion were:

- Kelly Day work week and impact to the budget (cost savings). Even with pay raises saw a \$10,000 reduction in salaries account.
- Not funding of the Assistant Director (700-424-110). Lamonda went into detail as to the needs (scheduling, maintaining roster, legislation, staffing, equipment, and policy changes). He was grateful to the many staff who assist him with ensuring all the needs and requirements are met.
- Not funded flooring replace (700-424-470).
- The CPR class did not get off the ground this year as hoped. Not enough time.
- Per Capita rates are: Berlin \$33.79, all others except Barre Town are \$45.69.

PUBLIC COMMENT

Blow stated he agrees there is a need for an Assistant for the EMS Director.

AMBULANCE FUND CONTINUED

The Assistant Director plus the floor replacements noted above are to be placed on the white board for further discussion.

NEXT MEETING

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

Next week's review will continue with the Ambulance 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.

Reminder - the Budget Tour will be held on Tuesday, March 13, 2018 at 5:30 p.m.

RECESS

On a motion by Tom White, seconded by Sanborn, the meeting recessed at 8:02 p.m. Nelson and Tessier were not present for the vote.

Respectfully submitted:

Donna J. Kelty, Town Clerk- Treasurer

(See next page for Highway Fund Changes for Consideration.)

MEMO

TO: BUDGET COMMITTEE
 FROM: Carl Rogers, Town Manager
 DATE: February 23, 2018
 RE: HIGHWAY FUND CHANGES FOR COMMITTEE'S CONSIDERATION

Per your request below are Highway Fund expenses for your consideration. The items below are not my recommendations for Highway Fund reductions; I do not recommend changes to my proposed budget. In preparing the budget the prior and current year history of every account was read. My worksheets also list the '15-'16 account totals. DPW does an inventory of pipe, catch basins, blocks, grates, etc. Some accounts were reduced for '18-'19 because staff doesn't think we need to buy any more of an item (road fabric in 012.432.330) or to buy as much as the current year (erosion fabric in same account). Some line items like roadside mowing are reduced based on recent cost experience and reasonable expectation for '18-'19.

You could tweak the budget accounts listed below, but for some, like 012.432.320, if we need asphalt to patch roads or gravel/rip-rap for a repair we will have to buy it. Some items, like crushing gravel are limited to the amount in the budget when the contract is issued.

I suggest you reference the H.F. account in your budget book while reading items below.

Budget Account	Explanation	Reduction
1. (Various)	Delay hiring mechanic until Oct. 1. Wages, payroll taxes and health insurance	\$4,875
2. 012.431.960	Damages, Judgements, Fines	\$250
3. 012.432.270	Estimate for sweeper and other small equipment	\$1,200
4. 012.432.330	Buy just 3 of each size culvert	\$3,443
5. 012.432.660	Reduce amount gravel to be crushed	\$2,000
6. 012.435.330	Buy one less length of pipe and reduce line-item for miscellaneous supplies	\$905
7. 012.432.660	Reduce amount of liquid calcium chloride (dust control)	\$3,000
8. 012.431.620	Except stormwater inspections, reduced engineering and surveys	\$1,200
9. 012.432.660	Reduce line painting line item	\$2,000
10. 012.432.320	Reduce asphalt line item \$500 and gravel, rip-rap item \$1,000	\$1,500
11. 012.434.330	Reduce estimate for culvert locations to be changed from 9 to 7 at average 50' length each	\$2,026
12. 012.432.660	Reduce tree removal item	\$500
13. 012.432.660	Eliminate Quarry Hill guardrail replacement	\$14,000
14. 012.432.660	Eliminate roundabout landscaping	\$4,415
15. 012.432.110	Eliminate cemetery worker helping DPW November to Christmas	\$4,095
Total		\$45,409