

**Barre Town Budget Committee Meeting
Proposed Budget for Fiscal Year 2019 - 2020
February 5, 2019
AGENDA**

1. Call to order.....6:00 p.m.
2. Consider approving agenda
3. Consider approving January 29, 2019 meeting minutes
4. Questions about material covered at previous meeting.
5. Discuss budget tour or an alternative.
6. Continue review of budget appendices.
7. Begin review of proposed budgets; Building Fund, Cemetery Fund, Sewer Capital Improvement Fund, and Sewer Fund
8. Public Comment 7:50 p.m.
9. Recess 7:55 p.m.

Minutes for February 5, 2019

The duly warned meeting of the Barre Town Budget Review Committee for the proposed 2019-2020 fiscal year budget was held February 5, 2019 at the Barre Town Municipal Building, Emergency Operation Center, Lower Websterville at 6:00 p.m.

The following members were in attendance: W. John “Jack” Mitchell, Tom White, Bob Nelson, Paul White, Norma Malone, Justin Bolduc, Cedric Sanborn, Andrew McAvoy, Phil Cecchini, and Alan Garceau.

Also in attendance were: Town Manager Carl Rogers, Asst. Town Manager Elaine Wang, and Town Clerk-Treasurer Donna J. Kelty.

CALL TO ORDER

Chair Norma Malone called the meeting to order at 6:01 p.m.

APPROVE AGENDA

On a motion by Bob Nelson, seconded by Paul White, the Budget Committee voted unanimously to approve the agenda as printed.

MINUTE APPROVAL

On a motion by Bob Nelson, seconded by Paul White, the Budget Committee voted unanimously to approve the meeting minutes of January 29, 2019 with minor spelling and grammatical corrections.

CONFIRMATION OF MAILINGS

Chair Malone confirmed that everyone who had requested email and USPS mailed packets received them. It was noted the “full” copy of the 5-Year Gravel Road Plan was not in the packet. Also for those that received their packets USPS (paper copy form) you did not receive the list of Departments and Employees. That will be forthcoming.

BUDGET TOUR UPDATE

Rogers relayed information as to what the Department Heads might want to show during a tour – which is minimal this year. The Department Heads are okay with video snip its.

Consensus of the Committee is to hold a meeting at the East Barre Fire Station and DPW shop. Members agreed they would like a tour of the new Websterville water system. The

BUDGET COMMITTEE MEETING OF February 5, 2019 continued:

thought is to perhaps do this on a Saturday morning (with just the Committee) during daylight hours, maybe in March. The date and time would be confirmed at a later meeting.

QUESTIONS AND ANSWERS

There were no questions. Manager Rogers did distribute year-to-date budget reports for the Building, Sewer Capital Improvement, Cemetery, and Water Funds.

APPENDIX REVIEW

The remainder of the 5-Year Building Plan was completed.

For the Reappraisal Fund members were provided fiscal information on the cash balance. It is noted a reappraisal will begin soon and is estimated to cost around \$275,000. Some of the surplus cash funds will be invested.

The remaining appendices were reviewed with little discussion: Debt Service, Tax Stabilization, Housing Loans, Recreation Facility 5-Year Work Plan, and the payroll allocation splits by employee.

BUILDING FUND

The Building Fund revenues are collected from the various funds to support the “ongoing” maintenance of various buildings. With the addition of the Websterville water treatment system the annual allocations have been increased by \$2,000. The proposed increase this year is 8.38% (\$4,455).

Projects this year in work at the Municipal Building, Water buildings, and Recreation Department. Rogers reviewed the proposed revenues and expenses.

CEMETERY FUND

The Town has three cemeteries: Wilson (located off Websterville Road), Maplewood (off Farwell Street), and West Hill (off Miller Road). The proposed 2019-2020 budget is increasing .37% or \$245. The 5 year budget increases/decreases were noted. The bottom line is that property tax support is decreasing by \$600 (interest earned revenue is up) and there are no new projects planned.

Revenues come from sale of lots/services, taxpayer support, and interest income (from the perpetual care investment).

Expenses: Manager Rogers took a few minutes to review the column headings, equipment charges, insurances (modification rates based on our usage), and transfers for the columbarium reserve. For each columbarium niche sold a portion is set aside in a construction reserve account. Once 48 niches have been sold enough funds will have accumulated in the reserve account to build a new columbarium.

Cemetery Trust Fund: Each time a cemetery lot/niche is sold a portion is put aside in perpetual care. State law governs use of these funds. The monies cannot be used for the day-to-day operations. However, the funds can be invested and the interest income can be used for Cemetery operations. Currently the Town has investments with Edward Jones (per our Town Investment Policy). Interest income is estimated to be \$12,700 for the 2019-2020 year.

SEWER CAPITAL IMPROVEMENT

Manager Rogers informed the Committee the revenues come from the sewer connection permits and sewer line extension fees. This fund also pays a portion of the debt service payment for the upgrade to the Barre City Sewage Treatment Plant. This fund also paid part of the Barre City Main Street sewer line replacement as part of the Town uses this section of line.

The main source of revenue has been from the sewer permits associated with the Windy Wood LLC housing project off Windy Wood Road. This fund also has monies invested with

BUDGET COMMITTEE MEETING OF February 5, 2019 continued:

Edward Jones. The only expense in the proposed budget is for the loan payment associated with the City Sewage Plant upgrade.

HOMEWORK ASSIGNMENT

Rogers distributed the Water and Sewer Fund budgets. Next week Richard Tetreault (DPW Superintendent) and Harry Hinrichsen (Town Engineer) will be present.

Reminder: If you have questions on anything discussed during this meeting or on what you review that cannot wait until the next meeting be sure to contact the Town Manager.

PUBLIC COMMENT

Committee member Cecchini stated he received a comment from a resident regarding the overtime in the EMS Department.

NEXT MEETING

The Budget Committee meeting will reconvene on Tuesday, February 12, 2019, 6:00 p.m. at the Emergency Operation Center, Municipal Building in Lower Websterville.

RECESS

On a motion by Alan Garceau, seconded by Phil Cecchini, the Budget Committee meeting recessed at 7:56 p.m.

Town Clerk-Treasurer – Donna J. Kelty

Barre Town Budget Committee