

**Barre Town Budget Committee Meeting  
Proposed Budget for Fiscal Year 2020 - 2021  
February 4, 2020  
AGENDA**

1. Call to order.....6:00 p.m.
2. Consider approving agenda
3. Consider approving January 28, 2020 minutes
4. Questions about material received to date
5. Consider scheduling extra meeting dates
6. Consider accepting Aldrich Library’s budget request.
7. Continue review of Appendices and Budgets: Building Fund, Sewer fund, Sewer Capital Improvement Fund and Cemetery Fund
8. Public comment: receive guests, if any 7:50 p.m.
9. Adjourn 7:55 p.m.

**Minutes for February 4, 2020**

The duly warned meeting of the Barre Town Budget Review Committee for the proposed 2020-2021 fiscal year budget was held February 4, 2020 at the Barre Town Municipal Building, Emergency Operation Center, Lower Websterville at 6:00 p.m.

The following members were in attendance: Bob Nelson, Paul White, Norma Malone, Justin Bolduc, Cedric Sanborn, Debra Pierce, Mike Gilbar, and Alan Garceau. Those not present were: W. John “Jack” Mitchell and Tom White.

Also in attendance were: Town Manager Carl Rogers, Asst. Town Manager Elaine Wang, Town Clerk-Treasurer Donna J. Kely, Shop Foreman Mike Martel and Sewer/Water Operator Jay Hrubovcak.

**CALL TO ORDER**

Chair Norma Malone called the meeting to order at 6:00 p.m.

**APPROVE AGENDA**

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

**APPROVE MINUTES**

*On a motion by Cedric Sanborn, seconded by Justin Bolduc, the Budget Committee voted to approve the January 28, 2020 meeting minutes with minor spelling and grammatical changes. Jack Mitchell and Tom White were not present for the vote.*

**QUESTIONS ON MATERIAL RECEIVED TO DATE**

Mike Gilbar:

- Inquired on the use of the 22 Wilson Street building. He was informed it is a daycare once again.
- Reappraisal Fund – Manager Rogers noted the Town has already commenced with a town-wide reappraisal. It will take approximately 18 months to complete. The Town receives funds from the State which are placed in a designated cash account. Our Reappraisal Fund has adequate money to cover the current expenses. The Assessor currently uses the ProVal Appraisal software.

**SCHEDULE EXTRA MEETING DATES**

Consensus of those present is to tentatively schedule two (2) additional meetings just in case they are needed. The dates are Thursday, March 19<sup>th</sup> and Thursday, March 26<sup>th</sup>. Bob Nelson stated he will not be available March 26<sup>th</sup>.

**ALDRICH LIBRARY REQUEST**

In addition to the information already received by the Committee, the Manager distributed a very detailed, large spreadsheet containing a variety of information.

Mike Gilbar stated he would like to see a chart/information on the growth of the programs over the years.

**BUDGET COMMITTEE MEETING OF February 4, 2020 continued:**

**CONTINUATION OF BUDGET REVIEW**

The Manager distributed corrected Committee Contact information and Appendix corrections.

Review began with Appendix C – 5-Year Gravel Road Plan. Rogers noted this Plan is a work plan and would only have budget implications if major roadwork was being done. A change to the Plan this year is the added note in the middle of each year’s listings noting that all work will comply with the Town adopted Road and Bridge Standards and MRGP (stormwater permit). At the end of the Plan is a list of gravel roads in Barre Town.

When reviewing this plan staff look for a number of things: a) to “close the loop” and pave gravel road sections between two paved road sections; b) fix all those roads that are a maintenance nightmare; and c) ensure each road maintenance (top dressing of gravel) is done regularly.

Appendix D 5-Year Building Plan. This Plan is for the more expensive components of buildings such as roofs, overhead doors, and weatherization. Staff spoke to the energy efficiency audit, the EMS Building section and payback for weatherization projects.

Appendix E Reappraisal Fund was touched on earlier in the Q & A section. It was noted that after completing our current reappraisal project the Town will have a good balance for future use.

Appendix F Debt Service. The chart lists all debt to include annual payment amount, the Fund making the payment, type of debt (bond versus lease), and date it will be paid. Financing and debt ratio were noted.

Appendix G Tax Stabilization. Currently there is only one business with a Tax Stabilization contract.

Appendix H Housing Loans. The Town, through Community Development Block Grants, has established a housing rehabilitation program. Many of the loans are on deferral due to the income threshold. When properties sell, the loans will be paid in full. Our most active loans are managed by CVCLT.

Appendix I Recreation Maintenance. This is more of a work plan. It includes inventory of structures and court surfaces and the scheduled time for repair/maintenance, a fence inventory as well and landscape maintenance.

Appendix J Employees’ Pay Department Splits. Many of the staff have their wages split between various Departments. This Appendix details those splits. This is very beneficial when the Manager is preparing the wage accounts in the proposed budget.

**UNDERSTANDING THE CHART OF ACCOUNTS**

The general ledger chart of account numbers for the Town is represented in a twelve digit numeric format, “XXX-XXX-XXX-000.” The first set of three numbers (XXX-xxx-xxx-000) represent the fund type. The second set of three numbers (xxx-XXX-xxx-000) represent the department/revenue and the last three numbers (xxx-xxx-XXX-000), represent the line item/object. The Chart of Accounts is in the front of the budget book. These numbers are consistent throughout the various funds and departments.

Fund Types are:

011	= General	400	= Equipment
012	= Highway	500	= Sewer
050	= Building Fund	600	= Water
200	= Cemetery	700	= Ambulance/EMS

Department/Revenue. Departments, always begin with a 4, and include Police, Fire, Town Manager’s Office, Assessor’s Office, Town Clerk’s Office, etc. Revenues always begin with a 3.

Line item/objects are types of revenues (property taxes, dog licenses, water receipts) or expenses (wages, supplies, insurance, purchases, etc.).

**BUDGET SECTION SETUP**

The Fund Budget sections are all set up in the same manner. Part 1 is a “Summary.” This will give a broad snapshot of the current fiscal year budget and the proposed budget, state the budget percentage increase, and provide the past four years budget amount and percentage change from prior year.

Part 2 will be green and list the Highlights. This includes what has been added, what has not (but was requested), and any significant line item changes greater than \$1,000.

Part 3 is yellow and will be the revenues and Part 4 is white and they contain the expenses.

**BUDGET COMMITTEE MEETING OF February 4, 2020 continued:  
SEWER FUND REVIEW**

Manager Rogers began the review by stating the Sewer Fund Budget is increasing \$76,645 or 8.24%. However, \$50,000 of the increase is due to sewerage treatment costs. Even with this increase revenues are projected to exceed expenses. The equivalent unit rate remains unchanged at \$316.00 per year.

Review of the What's In/What's Not page noted changes in wages for an additional 4 weeks of flushing and cleaning lines and for camera rental services to begin inspecting pipes in roads to be paved two years into the future. The new accounting software annual support was increased.

Most of the revenue comes from the current use charge. Currently there are 3,061 units being assessed. This does not represent customers but the number of metered connections. Other revenue is interest & late charges on delinquent accounts.

Expenses are divided between functions: Administration and Collection. Manager Rogers spoke to wage splits (110), Bonus (160), training (510), Bank Service Fees (696), and Insurance (710-750). Collection expenses will be reviewed at the next meeting.

**PUBLIC COMMENT - None**

**NEXT MEETING**

The next meeting will be on Tuesday, February 11, 2020, 6:00 p.m. at the Emergency Operation Center, Municipal Building in Lower Websterville.

Manager Rogers distributed the Cemetery Fund Budget and members were asked to review prior to the next meeting.

**ADJOURN**

*On a motion by Paul White, seconded by Cedric Sanborn, the Budget Committee meeting adjourned at 8:00 p.m. Jack Mitchell and Tom White were not present for the vote.*

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*Town Clerk-Treasurer – Donna J. Kelty*

**Barre Town Budget Committee**

x _____ <i>Committee Chair</i>	x _____
x _____	x _____
x _____	x _____
x _____	x _____
x _____	x _____