

**Barre Town Budget Committee Meeting**  
**Proposed Budget for Fiscal Year 2020 - 2021**  
**March 3, 2020**  
**AGENDA**

1. Call to order.....6:00 p.m.
2. Consider approving agenda
3. Consider approving February 18, 2020 and February 25, 2020 minutes
4. Questions about material received to date
5. Review Budgets: Cemetery Fund, General Fund – general government (admin. and finance)
6. Public comment: receive guests, if any 7:50 p.m.
7. Adjourn 7:55 p.m.

**Minutes for March 3, 2020**

The duly warned meeting of the Barre Town Budget Review Committee for the proposed 2020-2021 fiscal year budget was held March 3, 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, Norma Malone, Justin Bolduc, Cedric Sanborn, Debra Pierce, Mike Gilbar, Alan Garceau, W. John “Jack” Mitchell and Paul White. Tom White was not present.

Also, in attendance were: Town Manager Carl Rogers, Asst. Town Manager Elaine Wang, Assistant Town Clerk Wendy Moore, Planning & Zoning Administrator Chris Violette arrived at 7:30 p.m., Students from Vermont Technical College: Roberto Diaz, Scott Durkee, and Keenan Child.

**CALL TO ORDER**

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

**APPROVE AGENDA**

*On a motion by Bob Nelson, seconded by Justin Bolduc, the agenda was approved as presented. Tom White was not present for the vote.*

**APPROVE MINUTES**

*On a motion by Bob Nelson, seconded by Mike Gilbar, the Budget Committee voted to approve the February 18, 2020 and February 25, 2020 meeting minutes with minor spelling and grammatical changes. Paul White abstained, Tom White was not present for the vote.*

**QUESTIONS ON MATERIAL RECEIVED TO DATE**

Bob Nelson brought up splitting the cost of the Quarry Street Improvements under the Highway Fund between FY 20-21 and FY 21-22. This item was put on the white board for further discussion later.

Chair Malone noted a schedule change. The Recreation budget will be scheduled for the 10th instead of the 17th and the Fire Department budget will be scheduled for the 17th.

**CEMETERY FUND**

The Cemetery Fund has an increase of \$7,815 which is an 11.90% difference from last year.

The Cemetery crew is seasonal and the Sexton's wages are split 50-50 between Cemetery and Recreation Departments. The Sexton is a full-time position from mid-April through December. There are two laborers from mid-April to mid-November and one summer helper from mid-May through the end of August. The laborers wages are split between other departments when doing other duties besides the Cemetery. Overtime wages were discussed.

The equipment costs were increased by 4%. The small equipment purchases account decreased, the only item the Sexton requested was a lawn sprayer which will be split between Cemetery and Recreation. The other supply account increased mainly due to the big-ticket item of lot marker pins budgeted for \$835.00.

The Engineering line item is budgeted for \$2,000 which will be used for layout of lots in the new section of Wilson Cemetery. Miscellaneous Contracted services is a new account number which incorporated accounts 680 and 690. \$5,600 was budgeted to remove three (3) trees and to trim five (5) others at Wilson Cemetery near the vault and \$1,000 is for wrought iron fencing for Maplewood Cemetery.

**BUDGET COMMITTEE MEETING OF March 3, 2020 continued:  
GENERAL FUND**

The General Fund has an increase of \$84,530 which is a 10.57% difference from last year.

The Selectboard Department increased \$935 or 3.22% which mainly consists of printing cost of the newsletters and postage. Chair Malone inquired about the \$6828 actual expense in the postage account in 18-19. Town Manager explained there was an end of year journal entry made with no explanation given.

There are several new accounts which used to be part of the 990 account. Line item 382, Dinners & Luncheons, is for the Christmas luncheon (\$825), line item 384, Food & Refreshments, is for refreshments for the Budget Committee (\$175) and line item 399, Misc. Supplies & Expenses, is for plaques, frames, the Pelkey award and volunteer appreciation.

The 694 account, Cable TV Public Access Service is a new and was part of the 690 account. Of this \$8,800 budgeted amount, \$8,000 is for cable TV and web streaming and \$800 is for special cable TV presentations.

Auditing/Accounting increased by \$8,190 which is a 12.90% difference from last year. The biggest increases are the printing of Town Reports (\$1400) and the Independent Audit & Accounting (by \$6,860) driven by the bookkeeping and accounting services. Town Manager Rogers explained how he broke down the percentages between the departments.

Town Manager's Office has a decrease of \$1,950 which is a 1% difference from last year. This is contributed to a decrease of \$8,400 in the payroll processing fees and a \$3,955 decrease in miscellaneous professional services due to going with new accounting software. There is a \$500 access fee for Paydata under Miscellaneous Contracted Services account.

There is an increase in wages due to the new Accounts Payable Clerk's pay being more than the prior clerk.

BCA/Elections have an increase of \$8,885 which is a 69% difference from last year. This is due to more elections this budget year.

The wages have increased by \$5,140 which consists of 2 meetings for the Board of Abatement, 2 BCA Checklist meetings, 3 Tax Grievance Hearings, March BUUSD 2021 election, May 2021 election, August 2020 Primary (state) election, and November 2020 General election, and wages for a constable when the school is in session. Overtime wages have also increased as there are two additional elections in FY 20-21 (Primary and General) by \$1135. The DPW crew members are paid overtime to set-up and take-down polling place.

The additional elections have impacted: postage increased by \$705 due to mailing of absentee ballots for the extra elections, printing, which is a new account, has \$2,625 budgeted to keep track of election printing costs, and Miscellaneous Contracted services, a new account, has \$3,500 budgeted for programming tabulators for four elections.

Town Clerk's Office has an increase of \$22,000 which is a 10.02% difference from last year. Regular wages increased \$36,115 which mostly consist of \$27,400 for a Chief Financial Officer starting in mid-February due to the Town Clerk-Treasurer not seeking re-election in May of 2021 and the splitting of the Town Clerk-Treasurer position.

Office supplies has an increase of \$1,625 due to moving 3 accounts into office supplies, archival paper (\$615), TSAC Minute Book and Town Record Book (\$860) and archival tape, folders, pens, plant sleeves (\$110).

Storage & Records Restoration is budgeted for \$12,760 which consists of \$700 for binding the Grand List and \$12,000 for a land records system which includes hardware/software and maintenance.

Data Processing proposes an increase of \$35,265 which is an 89.97% difference from last year.

Computer Software and Maintenance & Upgrade is budgeted for \$45,820. These consist of Accufund Accounting software support contract (\$24,350), BSMI Tax Management software support (\$2,308), Town code on website (\$950), website support and hosting (\$2,200), PDS software for form creation & characters recognition (\$636) and software backup of i phone texts to PC (\$320).

Managed Services is a new account which has \$34,020 budgeted. This is for computer network support services. CCI's complete care contract includes about \$11,000 of expenses that have been in the current Computer Software and Maintenance account. Assistant Town Manager Wang distributed the proposed IT service model change and explained the proposed flat fee model vs our current support services contract and answered questions by the Committee members. Bob Nelson asked if this was a year to year contract. Assistant Town Manager Wang stated it is.

## **BUDGET COMMITTEE MEETING OF March 3, 2020 continued:**

BSMI software support was added to the white board for further discussion as Assistant Town Manager Wang is not sure if they will let the Town have access to the software even though the database is here.

Planning & Zoning has a minimal increase of \$30 which is a .02% difference from last year. Regular wages increased by \$40.00. Last year the Administrative Assistant wages were based at the top of the wage scale and shortly after completing the budget she resigned. A new assistant was hired at a considerably less wage. Therefore, the wage account is practically unchanged. \$250 was budgeted for printing the Town Plan. All other accounts have basically stayed the same.

Assessor's Office has an increase of \$10,005 which is a \$13.98% difference from last year. Regular wages increased by \$2,500. 80% of the Administrative Assistant's wages are budgeted to the Assessor's office and 20% are budgeted to the Sewer Fund, as the sewer billing list is maintained in this department. The budget last year was based on the current Administrative Assistant leaving and a new Assistant being hired at a lower rate. The new Assistant was hired at a higher rate on the pay scale due to her experience.

Other items of interest: Training and Information account is budgeted for \$1,000 for the Marshall & Swift Handbooks that the Assessor has requested every other year. The Computer Software Maintenance account is budgeted for \$10,595 which is an increase of \$1,415 due mostly to the NEMRC software cost. The Assessor's Contract was budgeted for \$48,095 which is a \$6,615 increase.

### **PUBIC COMMENT AT 7:50 P.M.**

Jack Mitchell stated Mr. Blow dropped off the Town Reports and wants everyone on the Budget Committee to have one. Jack stated he has another commitment on March 17, 2020 and will probably not be at the meeting until around 7:30 p.m.

Bob Nelson will not be available on March 26<sup>th</sup> unless it is necessary in order to complete the budget process.

### **GENERAL FUND BUDGET REVIEW CONTINUED:**

Municipal Building has a decrease of \$2,830 which is a 4.55% difference from last year. Regular wages are budgeted for \$12,680 which includes a part time cleaning person, DPW workers to do repairs and work on/in the building, and the Cemetery Crew mowing and doing leaf pick up.

Town Equipment charges has a budget of \$2,765 which is an increase of \$105 for an emergency generator. Radio Rental (which is a new object code) has a budgeted amount of \$445 which is for the radio in the Town Manager's office (use to be a 230 account). There is also a new object code for Fire Extinguishers which has \$45 budgeted (was part of the 417 and 470 accounts).

Heating has a \$4,620 budgeted amount which is a decrease of \$1,345 due to the price of heating oil at \$1.85 per gallon. Propane is down to \$1.19. Chair Malone inquired about the FY 18-19 actual cost of \$29,377 and why it was so high. Town Manager Rogers explained there was a gasoline and diesel invoice of about \$22,000 that was charged to this account and coded incorrectly. This happened in late spring, so no adjusting entry was made to move it to the proper accounts.

### **NEXT MEETING**

The next meeting will be on Tuesday, March 10, 2020, 6:00 p.m. at the Emergency Operation Center, Municipal Building in Lower Websterville. The Committee will finish the Municipal Building, Recreation Department and will meet with the representatives for the not-for-profits. Review will continue with the odd departments that come at the end of the General Fund.

### **ADJOURN**

*On a motion by Cedric Sanborn, seconded by Justin Bolduc, the Budget Committee meeting adjourned at 7:58 p.m.*

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*Assistant Town Clerk – Wendy Moore*