

**Barre Town Budget Committee Meeting**  
**Proposed Budget for Fiscal Year 2021 - 2022**  
**March 18, 2021**  
**AGENDA**

1. Call to order.....6:00 p.m.
2. Consider approving agenda.
3. Acknowledge guests, if any.
4. Questions about material received and reviewed to date.
5. Continue review of Budgets: General Fund budgets: finish administrative and finance, recreation, and all other General Fund departments plus revenues.
6. Public comment: receive guests, if any 7:50 p.m.
7. Discuss meeting schedule and adding an extra meeting.
8. Adjourn

**Minutes for March 18, 2021**

The duly warned meeting of the Barre Town Budget Review Committee for the proposed 2021-2022 fiscal year budget was held March 18, 2021 at the Barre Town Municipal Building, Selectboard Meeting Room, Lower Websterville, Vermont at 6:00 p.m. and remotely using Teams.

The following members were present in the Selectboard meeting room: Jim West, and Terry Reil. Those attending remotely were Paul White, Norma Malone, Bob Nelson, Justin Bolduc, Cedric Sanborn, Phil Cecchini, and Mike Gilbar. W. John “Jack” Mitchell was not present for the meeting.

Also attending (in the Selectboard meeting room): Town Manager Carl Rogers, and Asst. Town Manager Elaine Wang. Others attending remotely: Town Clerk-Treasurer Donna J. Kelty, Finance Director Katelyn Kran, Recreation Board Chair Doug Farnham and Vice Chair Dave Rouleau.

**CALL TO ORDER**

The meeting was called to order at 6:04 p.m.

**APPROVE AGENDA**

*On a motion by Mike Gilbar and duly seconded, the agenda was approved as presented. Jack Mitchell was not present for the vote.*

**GUESTS - None**

**QUESTIONS ON MATERIAL RECEIVED TO DATE - None**

**BUDGET REVIEW - GENERAL FUND continued**

Review started with the Town Clerk Department (415). Items noted were the reduction in wages (reduced staff – moved to Finance, new Town Clerk), replacement of the upstairs vault electronic lock (7-year rotation cycle), new service with CCI (our network maintenance company) in conjunction with the new land records system, and records restoration (binding of grant lists and paying for the land records system).

Data Processing (416) Assistant Manager Wang is our in-house IT System Administrator and as such part of her wages belong to this department. Discussion topics included making our web site secure (since we accept payments), ethernet wiring for the Selectboard room, Computer Software items, and our manager network system (complete care) with CCI.

Assessor’s Office (418) Manager Rogers informed the Committee some of the expenses will be paid for using Reappraisal Fund monies. The admin staff person also does work for the Sewer Fund which has resulted in an 80/20 split (Assessor/Sewer) for the wages. It was noted the Assessor is paid by the hour. Training expenses are included as these are crucial to keep up with legislative changes. The one-time fee for placing tax cards on the GIS was noted.

Municipal Building (419) The Manager noted the cleaning person wages and for work completed by other departments within the wages. Increases in the heating expense (based on long-term average), electrical and HVAC planned work, and some spot painting in the rear of the building were noted. Discussion focused on the security systems (Police and remainder of Municipal Building) need for camera replacement due to age and recent failures. Ms. Wang is to do more research on the system.

Recreation Department (462) Recreation Board Chair Doug Farnham and Vice Chair Dave Rouleau were present to answer questions.

The Manager noted the items greater than \$1,000 that are in the budget:

- New softball field fence crown (1,490),

## **BUDGET COMMITTEE MEETING OF March 18, 2021 continued:**

- Fencing at Wilson Street, Trow Hill, and Upper Websterville playgrounds and around softball field (\$32,725),
- Electricians work to replace light pole at tennis court (\$1,200),
- Two sets of bleacher rails (\$9,420) to complete project,
- Replace top layer of planks on bike path bridge (\$2,700),
- Crack sealing Trow Hill basketball court (\$2,000), and
- Replace light pole at tennis court (\$2,000).

Items greater than \$1,000 not included are:

- Part-time summer intern (\$3,120),
- Fencing for baseball field, Little League field, East Barre Park (\$53,880),
- Water service at 44 Brook Street (forest parking lot) (\$4,620),
- Set-aside for replacing baseball field lights (\$20,000)
- Material to re-roof baseball field dugouts (\$1,109),
- Water fountain with bottle filler at Recreation Field lower restroom (\$5,480),

Review items included wages (regular and necessary overtime for the weekend), regular small equipment purchases, program expenses (Egg Hunt, tennis, trail grooming, etc.), landscaping, portalets around the various parks, and state direction signs.

Items that made the white board list are fencing and the water services for Brook Street and Recreation field.

Doug Farnham in closing reminded the Committee how much the Recreation facilities of the Town have grown. The Town cannot be so frugal they ignore the maintenance that goes with facilities. He is hoping the Board will consider opening the lower restroom facilities this summer. Discussion included who uses the recreation facilities and the attraction for new buyers/builders/out-of-town users.

Emergency Management (423) Jack Mitchell is the Emergency Management Chairman and receives a stipend. Changes to the budget include the principal/interest payment for the generator which will be located at the Barre Town Middle & Elementary School (our emergency shelter). Believe it or not Jack Mitchell did propose a half-share of an audio-visual system for the Selectboard room (\$25,000) which the Manager did not fund.

There was discussion regarding an audio-visual system for the Selectboard room noting that more research needs to be done to determine our needs. The Committee recognized costs are based on needs, and there will need to be ongoing maintenance/repairs as technology changes quickly.

### **PUBLIC COMMENT – None**

The Budget Committee took a short break (7:50 p.m. – 8:00 p.m.).

Some of the smaller budgets were reviewed with little to no comment: Solid Waste (441), Health Officer (451), Development (463), Transportation (GMTA – 464), and Debt Service (472). In Culture (461), Barre Homecoming was noted as having failed last year and has not been included in the budget.

Insurance (481) The Town purchases insurance through VLCT PACIF. Coverage is for general liability as well as for Police, Fire, and Public Officials. We have a commercial blanket bond policy to cover the theft of money or property by Town employees or officials.

Benefits (486) Manager Rogers stated benefits include items such as workmans comp insurance, unemployment and retirement. Unemployment has drastically increased due to the pandemic and there are no modification discounts. Retirement plans are through VMERS with most employees in Group B, the Police Department is in Group C. Health insurance rates are up as well due to staff changes. The Town also provides a disability and life policy.

Overall, the General fund budget is balanced (Revenues equal Expenses).

### **NEXT MEETING**

The next meeting is Tuesday, March 23, 2021. The Committee will be provided a Summary Sheet for the General Fund, a list of white board items, a list containing each fund (to include info such as balance, % of change, amount changed, etc.) and the next meeting agenda. Manager Rogers stated that four of the nine fund budgets have items to be discussed. The goal is to finish the budget next Tuesday.

### **ADJOURN**

*On a motion by Cedric Sanborn and duly seconded, the Budget Committee meeting adjourned at 9:15 p.m. Jack Mitchell was not present for the vote.*

*Town Clerk-Treasurer – Donna J. Kelty*