



Town of Barre VERMONT

BARRE TOWN BUDGET COMMITTEE MEETING PROPOSED BUDGET FOR FISCAL YEAR 2022-2023

Tuesday, January 25, 2022

AGENDA

1. Call to order.....6:00 p.m.
2. Consider approving agenda.
3. Acknowledge guests, if any.
4. Self-introductions.
5. Election of Chair and Vice-Chair.
6. Organization, operation details:
 - a. Review, corrections on contact sheet.
 - b. Preferred means of receiving meeting material.
 - c. Thoughts on receiving information from or meeting with groups included in the budget.
 - d. Review Open Meeting Law, Conflict of Interest Policy.
 - e. Meeting Schedule.
7. Information about budget process and Committee’s role.
8. Begin review of budget appendices.
9. Public comment, if any.
10. Adjourn.....7:50 p.m.

MINUTES

The duly warned meeting of the Barre Town Budget Review Committee for the proposed 2022-2023 fiscal year budget was held on Tuesday, January 25, 2022 at the Barre Town Municipal Building, Selectboard Meeting Room, Websterville, VT.

Budget Committee Members Present: Norma Malone, Bob Nelson, Paul White, Justin Bolduc, W. John “Jack” Mitchell, Alan Garceau, Phil Cecchini, Tony Amaral, Mike Gilbar, and Chris Neddo.

Budget Committee Members Absent: None.

Staff Members Present: Town Manager Carl Rogers, Assistant Town Manager Elaine Wang, and Town Clerk Tina Lunt. Attendance by telephone: Finance Director Katelyn Kran.

Others Present: None.

CALL TO ORDER: The meeting was called to order at 6:00 p.m.

APPROVE THE AGENDA:

On a motion by Jack Mitchell, seconded by Bob Nelson, the Budget Committee voted unanimously to approve the agenda as presented.

GUESTS: NONE

INTRODUCTIONS:

Committee members introduced themselves and provided their background information.

Assistant Town Manager Elaine Wang shared the new Audio-Visual system will soon be available for a remote option for attendees.

ELECT A CHAIR AND VICE-CHAIR:

The ten members of the Committee will elect a Chair and Vice-Chair. There are no requirements for this role, except chairing the meeting.

On a motion by Jack Mitchell, seconded by Justin Bolduc, a nomination for Norma Malone was made for Chair of the Barre Town Budget Committee. With no other candidates put forth, nominations ceased, and the Committee voted to appoint Norma Malone as Chair.

The meeting was turned over to Chair Malone.

On a motion by Bob Nelson, seconded by Alan Garceau, a nomination was made for Justin Bolduc as Vice-Chair of the Barre Town Budget Committee. With no other candidates put forth, nominations ceased, and the Committee voted to appoint Justin Bolduc as Vice-Chair.

ORGANIZATION AND OPERATION DETAILS:

a) Contact Sheet: A contact sheet was distributed to Committee members. Members were asked to verify their contact information.

b) Receiving Meeting Material: Committee members shared their preference of receiving their budget packet by email prior to the meeting for reviewing purposes but also receiving a hardcopy at the meeting.

c) Groups: Groups such as the Aldrich Public Library, Barre Area Development, Barre Partnership, Central Vermont Economic Development, and Green Mountain Transit sometimes make a presentation to the Budget Committee. All other Not-for-Profits that are on the ballot submit reports to include details regarding services provided to Town residents. The last two years the Committee has requested a written report from the 5 organizations that are funded within the budget. Last year, The Aldrich Public Library and Barre Area Development came in for a presentation. The Budget Committee, by consensus, opted to receive written reports by February 11, 2022. Committee members will plan to discuss those reports at their Tuesday, February 15 meeting.

d) Law and Policy: Chair Malone turned the floor over to Town Manager Carl Rogers to give a brief overview of Vermont Open Meeting Law.

Town Manager Carl Rogers informed the Committee these proceedings are subject to Vermont Open Meeting Law. While it is okay to email the Manager with questions, he strongly discourages conversations between members via email. If 6 or more get involved in a conversation, even through links, it is a legal meeting and must be warned. Under the Open Meeting Law all proceedings are to have an agenda. The

agenda will be posted on the Barre Town website and locations throughout the Town. Mr. Rogers noted the Conflict-of-Interest Policy, adopted in 2018, pertains to the Budget Committee as well.

e) Meeting Schedule: This Committee will meet Tuesday evenings, 6:00 p.m. – 8:00 p.m., in the Selectboard Meeting Room at the Municipal Building. Committee members had the opportunity to discuss their availability over the next couple months. The Manager will prepare a calendar outlining the date a fund is to be discussed. Sometimes the Budget Committee will need to hold an extra meeting or there will be a double session should they fall behind in their schedule. During these double meetings there will be a recess (8:00 p.m. – 8:15 p.m.) to allow the Selectboard to hold a short meeting to conduct necessary weekly business. A budget decision must be made by the Selectboard on March 29, 2022.

BUDGET PROCESS:

Town Manager Carl Rogers gave an overview of the budget process.

The Committee discussed whether Department Heads should be required to attend the meeting(s) while their budget is being discussed. Department Heads include: Town Clerk's Office – Tina Lunt; Zoning & Planning – Chris Violette; Police Department – William Dodge; Fire Department – Chris Violette; Ambulance Service – Chris LaMonda; Emergency Management – Jack Mitchell; Cemetery & Recreation – Dwight Coffrin; Public Works (Equipment, Sewer, Water, and most of the Highway) – Richard Tetreault; Engineering (Municipal Building, Highway, Sewer, and Water) – Josh Martineau; and Finance Office – Katelyn Kran. The consensus is to have Department Heads attend the meeting when their department budget is being reviewed.

Department heads submit their requests through budget worksheets. The Town Manager reviews the worksheets with the department heads, comparing to prior years and invoices. Data is collected by calling vendors. Barre Town's budget practice is to not inflate line items by percentages. Department heads are instructed to be precise and not to overstate. Rounding is done to the closest 5 or 10 dollars. Wages, utilities, debt service, employee benefits, and insurances are budgeted by the Manager. The committee will make motions at the last meeting to adopt the 10 budgets.

During the budget review and discussion process each member should make a note of changes they would like to see and/or items which require a more in-depth discussion. These items will be placed on the "white board" for discussion at a future date. Once all fund budgets have been reviewed, individual items remaining on the white board will be acted upon by this Committee. Fund budgets will be approved separately and by motion. Manager Rogers highlighted the importance of the white boards in the meeting room stating they are a good tool to keep the review on track and to better facilitate the discussion of topics important to each member.

APPENDICES:

The Budget Notebooks were distributed. Each fund type (tabbed section) within the book is setup in the same manner. Each fund budget section/tab contains the following: first page is a summary of revenues and expenses for the current fiscal year and the proposed FY 2022-2023. The second page will detail "What's In, What's Not & Significant Changes" for the fund. The third page reflects the proposed revenue. The remaining pages are the proposed expenditures. For your information, the current fiscal year is 2021-2022 or July 1, 2021 through June 30, 2022. The proposed budget this Committee will review is fiscal year 2022-2023, (July 1, 2022 through June 30, 2023).

In the very front of the Budget Book there is a list of Fund and Designator Codes (gray), the General Ledger Chart of Account Object Codes (white), and a Glossary of Acronyms (brown). Additional instruction/information will be given on the Chart Accounts once there is a budget to review.

APPENDIX (Last tab in notebook)

The last section of the Budget Book (Appendix tab) contains the following:

- 5-Year Equipment Purchase Plan
- 5-Year Paved Road Plan
- 5-Year Gravel Road Plan
- 5-Year Building Plan
- Reappraisal Fund
- Debt Service Chart
- Tax Stabilization Contracts
- Housing Loans
- Recreation Facility Maintenance Plan

To create a 5-Year Plan, the Selectboard (who ultimately approve the plans) rely on staff expertise, and recognize that a great deal of time, effort, and research go into their preparation. Information within the plans is used by the Management to assist with the preparation of the proposed budget. Please be aware these plans impact many fund budgets.

The Committee began their review with the 5-Year Equipment Purchase Plan. Discussion focused on the existing leases and purchases of equipment.

While reviewing the 5-Year Paved Road Plan Town Manager Carl Rogers noted every other year staff evaluate the Town roads and scores them. Mr. Rogers noted the priority road score process, historic pricing chart, and explained the grouping of roadwork, noting the additions and deletions of roads within the plan.

Mr. Rogers stated the 5-Year Gravel Road Plan is more of a work plan, no dollar amounts. This plan is reevaluated every other year. This past Fall they were reevaluated. There is always maintenance to be done and some roads (the trouble ones or those that are pieces between paved sections) are prepped for paving. The condition of each is evaluated by the staff. The expenses will show up in the Highway Fund in summer maintenance section.

The 5-year Building Plan is reviewed just like the 5-year Equipment Plan. Assistant Town Manager Elaine Wang works with vendors to review costs. Mr. Rogers noted the items allocated over the next 5-years. A review of the increased and decreased expenses was noted.

PUBLIC COMMENT: NONE

NEXT MEETING:

The next meeting will be on Tuesday, February 1, 2022, 6:00 p.m. Work will begin with the review of the Water Fund budget. Information will be sent to Committee members on Friday for review. Review will begin on the Building Fund, then Cemetery Fund then Equipment Fund.

Budget Committee Meeting of January 25, 2022 Continued:

ADJOURN:

On a motion by Chris Neddo, seconded by Paul White, the Budget Committee meeting adjourned at 7:52 p.m. .

APPROVED MINUTES

Barre Town Budget Committee

Filed in the Barre Town Clerk's Office on this _____ day of _____, 2021.

ATTEST: _____, Barre Town Clerk.