

**Special Select Board Meeting
TOWN BUDGET FINALIZATION**

Town Office
January 11, 2023
3:00 pm

MEETING MINUTES

Present: Diana Garrow, Mark Turco, Elizabeth Karle, Caitlin Boyle, David Johnson, Stephen Michel.

1. **Call to Order at 3:03 pm**
2. **Additions to Agenda.** Mark Turco noted that the Board will add a final agenda item re: interviewing a candidate for a Town Transfer Station Attendant.
3. **FY25 Budget Finalization.** The Select Board discussed budget items needing finalization on the FY24 budget. These remaining items **are highlighted in yellow** below.

GENERAL FUND REVENUE

- Interest revenue is currently \$5,000; given high interest rates, it can be raised to \$10,000.
- Interest on Delinquent Taxes. Leave at \$5,500
- Forestry Receipts. Raise slightly from \$9,000 to \$9,500.
- State Property Tax. Raise slightly from \$15,000 to \$15,500.
- State Reappraisal Payment. Raise slightly from \$10,400 to \$10,500.
- State EEGL Study Payment. Leave at \$1,200.
- Licenses. Leave at \$1,000.
- Subdivision Fees. Leave at \$300.
- Building Registrations. Leave at \$600
- Miscellaneous: Leave at \$300.
- Judiciary Fines: Leave at \$300.
- State Current Use Penalty Fees: Leave at \$0.
- ARPA and Municipal Grants: Leave at \$0
- Prior Year Expense Refund: Leave at \$0.
- Current Use Program Payment: Leave at \$50,000.

Total General Fund Revenue: \$104,600

SOLID WASTE MANAGEMENT REVENUE

- Solid Waste Label Sales: Annual revenues are higher to date. Raise from \$28,000 to \$36,000.
- Recyclables: Leave at \$0.

Total Solid Waste Management Revenue: \$36,000

HIGHWAY REVENUES

- General State Aid: Increase to \$126,000.
- State Supplemental Aid: Budget at \$0.
- Highway Grants: Budget at \$0.
- FEMA Reimbursement: Budget at \$0.
- Intermunicipal Reimbursement: Due to increased plowing charges, raise to \$7,150.
- Permits and Miscellaneous: Raise from \$250 to \$300.

Total General Fund Revenue:**\$133,450****OTHER SOURCES**

- Transfer From Records Fund: For Cott System. Keep at \$2,000.
- Conservation Commission Grant/Donation: Leave at \$0.
- Prior Year Adjustment - Tax Sale: Leave at \$0.
- Additional Surplus Applied: Quarterly payments have been accounted for; line item removed.
- Fund Balance Carryover: This line has been divided into two line items: one general fund balance carryover at \$50,000, and;
- Rescue Squad Balance Carryover: \$55,625 B
- Asset / Equipment Fund (Excavator): Leave at \$0.

Total Other Sources:**\$107,624****GENERAL FUND OPERATING EXPENSES**

- Town Treasurer Compensation & Office. Rename to Accounting Software. Budget at \$2,500.
- Town Officer Expenses: Raise to \$1,200 for training costs.
- Constable Expenses: Remove line item; no constable.
- Select Board Expenses: Leave at \$1,000.
- Listing/CAMA Expenses: Lower software costs; lower budget from \$10,500 to \$6,000.
- Appraisal Service: Lower from \$9,000 to \$7,000.
- Computer and Copier Expenses: Leave at \$2,500.
- Property Mapping: Leave at \$2,500.
- Town Office Supplies and Expenses: For utilities, maintenance and supplies; raise to \$13,500. Furnace has failed and replacement can be installed by Town employees and inspected by existing fuel vendor; purchase does not meet \$10,000 threshold for bids per purchasing policy.
- Tax Billing and Collection: Leave at \$2,000.
- Meetings, Notices and Reports: Raise to \$8,000 given anticipated elections in FY24.
- Outside Audit Service: Raise to \$11,000.
- Legal Services: Lower to \$3,500.
- Planning Commission Expenses: Leave at \$750.
- Municipal Planning Grant Expense: Leave at \$0.
- Conservation Commission Expenses. Leave at \$1,000.
- Shade Tree Preservation. Leave at \$1,000.
- Ash Tree Damage Expense: Leave at \$2,500.
- Insurance Expense: Reduce from \$23,000 to \$22,000.
- Worker's Comp Expense: Lower to \$17,000.
- Employee Benefits-General: Covers FICA and SS for non-highway employees; leave at \$18,000.
- Employee Benefits-Highway: Due to insurance rate increases, raise to \$101,700.
- Ludlow Ambulance Service: New line item at \$88,750.
- Animal Control Expenses. Covers rabies clinic and dog tags. Leave at \$500.
- Cemetery Upkeep: Leave at \$2,000.
- Star Lake Expense: Increase from 3,600 to \$4,000.
- Rutland Regional Planning Commission. Leave at \$1,000.
- Speed Enforcement: Raise from \$5,000 to \$6,000.
- VLCT and PACIF Membership: Due to fee increase, raise from \$2,900 to \$3,000.
- Misc. General Fund Expenses. Keep at \$100.
- Rutland County Tax: Leave at \$25,000.

Total General Fund Operating Expenses \$355,500

OTHER ITEMS

- Garage Bond Principal Payment: Leave at \$30,000.
- Garage Bond Interest Expense: Reduce from \$10,800 to \$9825..
- Reappraisal Reserve Fund: Leave at \$10,400.
- Property Tax Adjustments: Leave at \$2,000.
- Discount on Taxes: Raise from \$163,000 to \$173,000.
- Cott Systems Expense - Records Fund: Leave at \$2,000

Total Other Items Expenses \$227,225

SOLID WASTE MANAGEMENT EXPENSE

- Disposal & Hauling Expense: Raise from \$58,000 to \$61,000.
- Transfer Station Attendants: Due to staffing shifts, raise from \$16,700 to \$21,000.
- Attendants FICA Expenses: Raise from \$1,300 to \$1,700.
- Utilities and Supplies: Leave at \$1,200.
- Administration and Telephone: Includes solid waste labels. Can stay at \$1,400.
- Transfer Site Maintenance: Leave at \$1,500.
- Site Improvements: To cover required concrete pad for scrap metal, raise from \$500 to \$4,000.
- SW Equipment Replacement Fund: Leave at \$1,000.

Total Solid Waste Management Expense: \$92,800

OTHER ARTICLES

- Town Asset/Equipment Fund: Raise from \$70,000 to \$75,000.
- Mount Holly Volunteer Fire Department: In response to Fire Department budget request, raise to \$68,600 for operating costs plus \$16,000 for first responder operations.
- Fire Truck Replacement Fund: In response to Fire Department budget request, raise to \$65,000. Mount Holly Volunteer Rescue Squad Support: Remove line item.
- Rescue Squad Ambulance/Equipment Fund: Reallocated to new line item, above.
- Mount Holly Library: Leave at \$12,000.
- Mount Holly Chit Chat: Leave at \$2,000.
- Mount Holly Community History Museum: Leave at \$2,500.
- Social Services: Leave at \$8,635
- After School Program: Leave at \$6,500.

Total Other Articles: \$256,235

HIGHWAY OPERATING EXPENSES

- Summer Labor: Raise from \$78,000 to \$82,000.
- Summer Material: Raise from \$53,000 to \$60,000.
- Summer Outside Service: Raise from \$20,000 to \$24,000
- State MRGP Fee: Raise from \$1,700 to \$1,800.
- Loader Note Payment: \$30,700
- Summit Road Culvert: \$0
- Winter Labor: Raise from \$78,000 to \$86,000.
- Winter Material - Road Sand: Leave at \$35,000.
- Winter Material - Road Salt: Leave at \$28,000.
- Winter Material Hauling: Raise from \$16,000 to \$18,000 due to increased hauling costs.

- Winter Outside Service: Leave at \$2,000.
- Retreatment: Raise from \$90,000 to \$110,000.
- Branch Brook Road Stabilization: \$0
- Highway Grant Expenses: \$0
- Equipment Repair and Maintenance: Leave at \$25,000.
- Garage Maintenance and Utilities: Due to added cleaning services, raise from \$10,000 to \$12,000.
- Purchased Tools and Equipment: Leave at \$3,500.
- Fuels: Due to rising fuel costs, raise from \$45,000 to \$50,000.
- Supplies and Miscellaneous: Leave at \$7,000.
- Road Lighting: Raise from \$600 to \$650.
- Road Signs: Leave at \$1,000
- Culvert Repair Fund: Leave at \$10,000.
- Bridge Repair Fund: Leave at \$7,500.

Total Highway Expense: **\$594,150**

SALARIES AND COMPENSATION

- Town Clerk: Leave at \$38,740.
- Assistant Town Clerks: Town Clerk recommended additional assistant; leave at \$3,200.
- Town Treasurer: Budgeted at \$32,500.
- Assistant Treasurer: Raise to \$1,750.
- Select Board Compensation: Leave at \$1,500.
- Select Board Administrative Assistant: Leave at \$10,000.
- Auditor Wages: Leave at \$1,000.
- Lister Wages: Raise from \$16,500 to \$17,000.
- Constable Salary: Line item removed.
- Animal Control Officer Salary: Raise to \$2,000.
- Planning Commission Clerk Wages: Leave at \$2,000.
- Administrative Officer Wages: Leave at \$1,000.
- Health Officer: Leave at \$1,200.
- Fire Warden Stipend: Leave at \$500.

Total Officer Salaries and Compensation: **\$112,390**

In reflection of the full budget projections, the following final comments were noted:

- Mr. Turco noted that he did not see any additional areas where the budget could be trimmed.
- Assistant Treasurer David Johnson noted that the total budget increase was approximately 13%.
- Mr. Johnson also noted that he had received the final proposal from NEMRC for reappraisal services; this can be advanced to the contract stage and reviewed by the Town's lawyer once it is received from NEMRC.
- The Clerk noted that the Town's attorney has sent a letter of notification to the former MHVRS to request transfer of final assets and supplies.

Diana made a motion to accept the proposed budget as drafted; Mark Turco seconded; unanimously approved.

4. Interview Candidate for Transfer Station Attendant

5. Adjourn: The meeting was adjourned at 4:10 pm.