

Town of Huntington — Selectboard Special Budget Planning Session

Monday, October 26, 2015—7:00 pm
Town Office – Downstairs



APPROVED MINUTES

<p>Agenda</p>	<ul style="list-style-type: none"> • Public Comment • Budget Planning <ul style="list-style-type: none"> ○ Process Overview ○ General Fund Operating Budget – Initial spreadsheet review ○ Capital Plan – Initial spreadsheet review <p style="text-align: right;">RECEIVED <i>[Signature]</i> DATE <i>November 3, 2015</i></p>
<p>SB Members present:</p>	<p>Dori Barton (Chair), Andrew Hendrickson, Helen Keith, Roman Livak, Nancy Stoddard (Vice-Chair)</p>
<p>Staff /Officials Present:</p>	<p>Kathleen Clark (Town Treasurer), Barbara Elliott (Town Administrator)</p>
<p>Call to order</p>	<p>Barton called the meeting to order at 7:01 pm.</p>
<p>Public Comment</p>	<ul style="list-style-type: none"> • No members of the public attended or offered comment.
<p>Budget Kick-off</p>	<ul style="list-style-type: none"> • Budget Timeline/Process <ul style="list-style-type: none"> ○ Selectboard reviewed the overall budget timeline and process; recommendations presented at a VLCT budget workshop; pending data; requests to meet with the Selectboard. • Follow-up (see list below) <ul style="list-style-type: none"> ○ Identified follow up items with owners and due dates. • Debt Service Guidelines <ul style="list-style-type: none"> ○ Debt service should not be greater than 10% of total Revenue. ○ Debt should not exceed 5% of the Grand List. ○ Debt should not exceed 1.5 times the Town’s assets. • Fund Balance Guidelines <ul style="list-style-type: none"> ○ VLCT recommends a fund balance equal to 2 months of operating expenses. Our professional auditors have said \$50,000 is acceptable given the extent of our reserve funds. Our current guideline is to maintain a fund balance equal to about 1 month of operating expenses--\$125,000. • Social Service Appropriations <ul style="list-style-type: none"> ○ Selectboard will establish guidelines before reviewing Health, Education & Welfare (HEW) requests. An overall Social Service Appropriations Policy will not be developed/adopted this year. • Public Meetings <ul style="list-style-type: none"> ○ Selectboard may consider holding a public informational session

	<ul style="list-style-type: none"> ○ on the capital plan prior to Town Meeting. ○ Budget planning meetings are posted and open to the public. ○ Draft budget spreadsheets will not be posted on the website. <ul style="list-style-type: none"> ● Department (including Committees, Boards & Commissions: CBC) Communications <ul style="list-style-type: none"> ○ The Selectboard identified specific times to meet with some departments (see below). ○ Departments are welcome to request meetings with the Selectboard. ○ The Selectboard will communicate back to the departments the proposed Selectboard budget before finalization.
<p>General Fund Operating Budget Follow-up To-Do List</p>	<p>IMPORTANT NOTE:</p> <ul style="list-style-type: none"> ● <i>THE NOTES BELOW ARE ONLY RELATED TO THE INITIAL 1ST PASS AT THE BUDGET REVIEW AND ARE IN NO WAY A FINAL COMMITMENT FOR THE BUDGET AMOUNTS THE SELECTBOARD WILL INCLUDE IN THE BUDGET PRESENTED FOR TOWN APPROVAL AT TOWN MEETING.</i> ● Guidelines for Social Service Allocations <ul style="list-style-type: none"> ○ Selectboard members will send Elliott bullets for proposed guidelines by noon 10/28. ○ Stoddard/Elliott to draft a proposal for Selectboard review 11/2. ● HR Related Items: Draft proposals to be developed by the HR Committee <ul style="list-style-type: none"> ○ Commission/Board/Committee clerk compensation ○ Clarification on VMERS: <ul style="list-style-type: none"> ▪ If someone holds multiple positions and is eligible for VMERS based on only one of those positions, they currently receive VMERS for their total compensation. ▪ Elliott to confirm with Keller-Butler to determine if this is required, either by VMERS or by the NEMRC system. ○ Method for handling Library salaries: amount reported in the Operations Budget doesn't reflect total compensation (additional amount is funded through Special Revenue Funds). ○ Stipends ● Animal Control <ul style="list-style-type: none"> ○ Elliott to notify Alexander that the Selectboard recommends some minor changes to individual line items based on past expenses (while leaving the total amount as requested). ● Appropriations <ul style="list-style-type: none"> ○ Notification of VLCT dues not expected until after 11/05. ● Auditors <ul style="list-style-type: none"> ○ Stipend amount referred to HR Committee for proposal.

- Review pending. Clark will request additional information.
- Board of Civil Authority
 - No follow up requested at this time.
- Cemeteries
 - Stipend amount referred to HR Committee for proposal.
 - Clark to request explanation for Repairs/Maintenance and proposed use of the Cemetery Endowment Fund.
- Conservation Commission
 - Clerk compensation referred to HR Committee for proposal.
- Criminal Investigation
 - CUSI – to be determined
 - Traffic Enforcement additional funds – to be determined.
- Delinquent Tax Collector
 - No follow up requested at this time.
- Development Review Board
 - Clerk compensation referred to HR Committee for proposal.
 - Clark to request detail for Advertising amount.
- Elections
 - Note (provided by the Town Clerk): Elections are run by the BCA. The Town Clerk (who is a member of the BCA) is designated to complete many of the tasks related to the elections. While election workers are supposed to be members of the BCA, others who are willing to go through the training and who are interested, dependable, can hear, etc. are needed because there are not enough BCA members to provide adequate staffing.
 - Clark to request detail for having a new account number for voting machines.
- Fire Department & First Response
 - Request 15 minute budget review with the Fire Chief on 11/9.
 - Elliott/Alger to get a quote from ECI for the garage apron.
 - New Fire Truck will be an article for Town Meeting.
 - Richmond Rescue request pending.
- General Expenses
 - Clark to determine if Bank Fee and Equipment Purchased Paid by Loan account line items can now be dropped (3+ years of no allocations or expenses).
 - Chittenden County Tax amount pending.
 - Clark to provide detail on miscellaneous expenses line.

- HEW Appropriations
 - Selectboard will establish guidelines before reviewing requests.
- Health Officer
 - No follow up requested at this time.
- Highway
 - Request 45 minute budget review with Alger on 11/23.
 - Clark will create a new account line item for Traffic Control Devices (initial request is for \$12,000).
 - Elliott/Alger to get quote from ECI for Town Garage apron.
 - Stormwater project expenses will not be incurred until FY17-18.
- Insurance
 - VLCT PACIF amounts due late November / early December.
- Legal
 - Note: Zoning Administrator legal expenses are incurred only at the direction of the DRB or Selectboard and should be booked accordingly.
- Library & Union Meeting House
 - Request 15 minute budget review with Trustees on 11/23.
- Listers
 - Elliott to confirm duration of contract for appraiser; Selectboard to determine if this needs to be increased.
 - Elliott to provide detail for Tax Mapping request.
- Planning Commission
 - Clark to provide details on Advertising, Dues/Training, and Printing.
 - \$2,000 Purchased Services is for the MPR grant previously approved by the Selectboard.
- Recreation Committee
 - Elliott to request detail on why permanent improvements are not being funded through the Recreation Special Revenue Fund.
 - Stormwater project expenses will not be incurred until FY17-18.
 - Elliott will notify HCC that Brett Lindemuth would like to work with the Stormwater Project team.
- Selectboard
 - Selectboard to discuss Allocation for Appreciation/Merit Pool.
- Town Administrator
 - No follow up requested at this time.

	<ul style="list-style-type: none"> • Town Clerk <ul style="list-style-type: none"> ○ Clark to request detail on Equipment line item. • Town Hall <ul style="list-style-type: none"> ○ Request 15 minute budget review with Town Hall Committee on 11/9. • Town Office <ul style="list-style-type: none"> ○ Copier Contract pending. ○ Phone System startup cost will be incurred in current FY. ○ Hendrickson will propose overall computer/laptop strategy. ○ Stoddard will confirm Website Support costs. • Town Treasurer <ul style="list-style-type: none"> ○ No follow up requested at this time. • Zoning Administrative Officer <ul style="list-style-type: none"> ○ Elliott to confirm how mileage is calculated.
<p>Capital Plan Follow Up To Do List</p>	<ul style="list-style-type: none"> • Highway: <ul style="list-style-type: none"> ○ Livak to provide updated capital plan figures to Clark/Elliott. <ul style="list-style-type: none"> ▪ Equipment (Grader) ▪ Paving (including new priority order and estimates) ○ Note: Elliott provided updated costs for Bridge 8 and Bridge 30
<p>Other/New Business</p>	<p><u>Upcoming Selectboard Schedule</u></p> <p>11/02: Regular Selectboard Meeting 7:00 – CCRPC’s Charlie Baker 7:20 – Public Comment 7:30 – Administration & Planning 7:45 – Report on Follow Up items from 10/26 meeting 8:05 – Capital Plan</p> <p>11/09: Special Budget Planning Meeting 7:00 – Fire Department – Tate Jeffrey 7:15 – Town Hall – Town Hall Committee 7:30 – Computer Strategy – Andrew Hendrickson 7:35 – Report on Follow up items from 11/02 meeting 7:45 – Finalize Capital Plan; Review estimated non-tax income report 9:00 – Adjourn</p> <p>11/16: Regular Selectboard Meeting</p> <p>11/23: Special Budget Meeting (may include department meetings) 7:00 – Library 7:15 – Highway 8:00 – Report on follow up items from 11/9 meeting 8:15 – General Fund operations budget work session</p> <p>11/30: Special Selectboard Meeting – Review/discuss Professional Audit</p> <p>12/07: Regular Selectboard Meeting</p>

	<p>12/14: FINAL Budget Meeting (completion of the planning process)</p> <p>12/21: Regular Selectboard Meeting</p> <p>12/23: Budget submitted to Town Auditors for review</p> <p>01/04: Regular Selectboard Meeting</p> <p>01/11: SB Special Meeting to adopt the budget, articles for Town Meeting and budget narratives for the annual Town Report)</p> <p>01/18: Regular Selectboard Meeting</p> <p>01/18: All final Selectboard Town Report materials submitted to Auditors</p>
MOTION: ADJOURNMENT	MOTION: Livak moved and Stoddard seconded to adjourn the meeting at 9:45 pm. Passed unanimously with 5 members present and voting.
	<p>10/26/15 – Meeting date</p> <p>10/27/15 – Draft/unapproved minutes distributed and posted on website.</p> <p>11/02/15 – Final/approved minutes approved</p> <p>11/03/15 – Approved minutes sent to Town Clerk for recording & website posting</p>