

TOWN OF WINHALL SELECT BOARD
Special Budget Meeting for Saturday, November 19, 2016

PRESENT: Stuart Coleman, Bill Schwartz, David Glabach, Lissa Stark, Town Administrator, Lucia Wing, Secretary

ALSO: Scott Bushee (Facilities), Tami Blanchard (Planning & Library), Trevor Dryden (Roads), Jackie Dill (Beautification)

CALL TO ORDER: Coleman called the special budget meeting to order at 8:30 AM at the Town Hall.

PUBLIC COMMENTS: (None)

PLANNING & ZONING: PROPOSED BUDGET 17/18:

Tami Blanchard presented the budget for Planning & Zoning; **Expenses** to include *planning expenses* @\$4,950 which included member compensation, advertising, attorney fees, and education; *WRC Assessment* @ \$1,708 increased; *ZBA expenses* @ \$3,450 which included member compensation, advertising, and attorney fees; *Zoning Administrator expenses* @ \$10,600 which included increased office hours and permit administration slightly increased. **Revenues** included: *zoning permits* @ \$5,500 plus+; *planning & ZBA permits* which included subdivision fees and ZBA hearing fees @ \$1,700. After review, *Schwartz made the motion to increase zoning permit application fees as presented by the Planning Commission; seconded by Glabach; unanimous.* The increase in fees would begin FY July 1, 2017. Overall the Planning & Zoning budget slightly increased @\$20,708 which included purchase of a new computer; however increased zoning permit application fees would offset the overall budget number.

FACILITIES DEPARTMENT: PROPOSED BUDGET 17/18:

Scott Bushee presented the buildings and maintenance proposed budget for 17/18 to include the old Town Hall, Municipal Building, cemetery, library, recreation area, Community Center/school, and Town Facilities. Revenues included Transfer Station fees including the new trash bags; discussion followed. Winhall would leave the Windham Solid Waste District but would keep a Solid Waste Implementation Plan (SWIP) in place. The overall budget for the Transfer Station would decrease by \$23,000.

Old Town Hall/Community Center: Bushee reported expenses had increased slightly as a result of the old Town Hall being used for the thriving Winhall Community Center. Discussion included improvements to the building (approved & permitted) at \$100,000 last year and agreed \$100,000 this year to go into a municipal buildings reserve fund; discussion followed about how much was in that fund and how the funds would be dispersed; Bushee and the Selectboard discussed the proposed salt shed as well.

Municipal Building (Fire Station): Included *utilities; LP gas; and repairs & maintenance.* Totals included mowing, winter maintenance, cleaning supplies, generator, fire alarm services, phone, and cable. Most repairs to the building had been completed. The overall budget decreased from \$18,200 to \$13,400.

Community Center/School: Most building expenses were now picked up by the Mountain School lease. Discussion followed relative to the sale of the school- Town of Winhall to the Mountain School scheduled for early 2017; Bushee stated he did put some money into the budget in case; the overall budget was \$86,100- reduced.

Town Offices: Bushee reported expenses for the building were approximately the same as the prior year; it included police and rescue; *electricity; LP gas; telephone; office equipment & maintenance; building*

repairs & maintenance; the overall budget was decreased to \$107,500; the roof had been repaired along with other minor maintenance items.

Cemetery Maintenance: Bushee reported that most small cemetery accounts had been closed out; he budgeted \$2,000 overall.

Library Maintenance: Bushee estimated \$7,000 total- some roof repair remained; siding and painting was finished. Other items included heat, flags, and other repairs.

911: Bushee budgeted \$1,000. Overall the facilities budget 17/18 had decreased from the previous year.

WINHALL LISTERS: PROPOSED BUDGET 17/18:

Tim Apps proposed the Lister budget for 17/18. It included the following: tax appraisal maintenance & wages; **Revenues:** reappraisal reimbursement; **Expenses Included:** Lister travel & expenses; office expense; tax abatements; tax reappraisal reserve fund - yearly maintenance of the records; tax reappraisal reserve fund; tax map update; also MLS expenses; NEMRC/CAMA software including maps- increased. Discussion followed to include salaries and wages; professional cost(s); on line viewing service; and emergency NEMRC service. Overall the budget @\$40,300- increased. A reappraisal fund of \$20,000 existed. Discussion followed about hiring an assessor and putting it out to bid.

GENERAL PROPOSED BUDGET ITEMS: 17/18:

The Selectboard discussed revenues which included the following items: interest on taxes; PILT; dog licenses; 1st class licenses; 2nd class licenses; discounts earned; interest income; municipal forest fund; national forest federal; sale of vehicles; Permits/MSA; timber sales; 1% option tax-decreased 20% from prior years; transfer station fees; and grant monies. Discussion included why the option tax decreased; professional services; amounts in the reserve funds and what money was earmarked for what- it including the proposed salt shed. The Selectboard also talked about improvements to the old Town Hall; all permits State and local were approved along with architectural plans. The Selectboard also discussed Town Clerk fees; Board of Civil Authority fees- questioned the increase; Tax Collector fees; administrative fees decreased; health insurance- increased; and employee benefits.

RECREATION/COMMUNITY CENTER PROPOSED BUDGET:

Laura Gianotti proposed \$1,500 for the upcoming fiscal year 17/18. The Selectboard approved.

APPROPRIATIONS: FIRE DEPARTMENT & OTHERS 17/18:

The Fire Department was asking for an appropriation of \$62,500 to cover increased stipends, as well as operating expenses, and gear; discussion followed about a potential VLCT workers' compensation increase which would go up with increased stipends. Coleman would look into it further. The Selectboard discussed fire truck maintenance and fuel costs. Most repairs to the building had been completed over the summer. Other appropriation requests included Habitat for the Humanities, Meals on Wheels, Carols Otis Clinic, Flood Brook School, GNAT, Neighborhood Connections, and the Collaborative. After review, the Selectboard approved the list of requests for appropriations as submitted.

WINHALL LIBRARY: APPROPRIATION 17/18:

Tami Blanchard submitted the annual report. Discussion included hiring the new librarian replacing retiring librarian Connie Gutoff. The new librarian hired was Dawn Santos with increased hours. Santos had reorganized the Library; started a book discussion group and pre-school story time; issued 104 library cards; begun a monthly artist showcase; upgraded free WIFI; started an interlibrary loan program; hosted Oliver Olsen; hosted community and children's events; begun a monthly newsletter; added a computer; sent

out a survey; and signed up for a summer children's reading program. This year the Library was requesting an appropriation amount of \$21,000- increased to accommodate the new librarian, increased hours, and increased book purchases and audio CDs. The Selectboard unanimously agreed. Blanchard reported the Library continued to host the annual Friend Raiser and summer picnic. Blanchard submitted an income and expense sheet for the Selectboard's review. Discussion followed about expanding space in the Library to accommodate Winhall Museum items and rotating them.

BEAUTIFICATION COMMITTEE: PROPOSED BUDGET 17/18:

Jackie Dill came before the Selectboard requested a budget of \$9,000, the same as the previous year; the Selectboard approved. Discussion followed about repairing the entrance sign on the Bromley end. Discussion included balances brought forward from prior years from the Beautification Reserve Fund. Beautification projects included spring and fall planting and maintenance of flowers at the Town Hall; spring planting and maintenance of flowers at the Town of Winhall entry signs; spring planting and maintenance of the bridge baskets and cemetery wall baskets; spring planting and maintenance of barrels at the Post Office, Fire House, old Town Hall and entrance to the Fairgrounds; Holiday decorations for the Post Office, Fire House, Town Hall, Transfer Station, and Bridge; mowing the cemetery bank; lighting of the new small tree at the Town Hall; plantings and maintenance at the Historical Marker; spring and fall plantings at the Community Center and school sign; and spring plantings at the Community Center Gazebo. The Selectboard discussed sidewalk maintenance. Dill thanked the Selectboard for their generosity.

ERRORS & OMISSIONS:

After review, the Selectboard approved an errors & omission certificate for Philip Stumpf; *motion by Schwartz; seconded by Coleman; unanimous.*

SELECTBOARD MINUTES:

After review, the Selectboard approved the meeting minutes of 11/2/16 as presented; *motion by Glabach; seconded by Schwartz; unanimous.*

READ ROAD: UPDATE:

The Selectboard signed the Read Road decision of "discontinuance." They had decided after discussion, public testimony, and meeting on site to not "throw up" the road based on the greater public good and access to the National Forest; *motion by Schwartz; seconded by Glabach; unanimous.*

TOWN HIGHWAY: PROPOSED BUDGET 17/18:

Trevor Dryden and the Selectboard discussed the proposed highway budget for 17/18: They discussed highway wages based on COILA increases. **Expenses** included salaries & wages; bituminous concrete projected @\$307,000; discussion followed about what roads needed to be paved the most; the SB had budgeted \$225,000 last year. The Selectboard agreed to put in \$300,000 this year. Calcium chloride @\$14,000- increase; cold patch @\$200; culverts @\$10,000- Todd Hill culverts needed to be replaced; gravel @\$70,000; guard rails @\$8,000-increased; water @ \$200; outside equipment/ services \$12,000-; road improvements \$187,500-decreased by \$15,000- included culvert replacement on Cranberry Hill offset by State grants @\$130,000. Road signs- mostly installed. Salt @ \$70,000; sand @ \$30,000 increased- sand stock pile had been reduced substantially; road striping @ \$5,500 may increase to \$10,000; discussion followed; gas, diesel, and oil decreased- card reader would help keep track of fuel consumption; equipment purchases leased a roadside mower. Other discussion included truck repairs and heavy equipment repairs- trucks & plows, grader, backhoe, bucket loader, sanders, other equipment, and supplies & other expenses. The Selectboard talked about Town Garage expenses. The 4-bay would have a general overhaul especially heat loss to reduce expenses. Discussion included reserve funds and purchasing a new Town plow estimated

purchase price @\$225,000; the Selectboard agreed to put it out to bid soon with a projected approval date of July, 2017.

The Town Administrator announced the municipal tax at this point in the budget review had increased by approximately 3 cents. The Selectboard would take a closer look at the overall budget proposals and still needed to see reserve fund information. They would also review the Police Department proposed budget 17/18 with Chief Whitesell.


PAYORDER(S) & WARRANTS:

After review, the Selectboard approved payorder 11/19/16 as presented; *motion by Glabach; seconded by Schwartz; unanimous.*


At 1:00 PM, the Selectboard voted to adjourn the budget meeting; *motion by Coleman; seconded by Schwartz; unanimous.*

Budget meeting minutes submitted by,


Lucia Wing, Secretary
Winhall Selectboard



Stuart Coleman, Chair



Bill Schwartz, Vice-Chair



Dave Glabach, Member