

TOWN OF ELMORE, VT

Elmore Select Board

Minutes – prepared by C. DeVore
Status: APPROVED

Meeting Date: January 17, 2017

Start Time: ~2:35 pm **Adjourn:** ~3:45 pm

Attendees: Robert Burley – ESB Chairman, Caroline DeVore – ESB, Robb Wills – ESB,
Sharon Draper – Elmore Town Clerk

Draft minutes reflect topics covered during an inadvertent meeting / training session held on 1/17/18. In error, the training session was not warned creating an inadvertent error and violation of the VT Open Meeting Law. The following draft reflects the topics that were reviewed as part of the session. No decisions or rulings were part of this session. See Meeting Minutes from 2/7/18 Special SB Meeting where this error was discussed and actions to cure outlined.

1. **BUDGET TRAINING:** “Elmore Budget 101” training. (present – Draper, Wills, DeVore)

Notes: Training began at approximately 2:45pm. Present: Draper, DeVore, Wills
Burley notified Town Clerk of plan to join but had not yet arrived. Consensus was that topic was his area of expertise and training likely of little value. Note: Burley joined at approximately 3:30pm

Documents provided by Clerk (by title):

- a. General Operating Account – Expenses & Proposed Budgets 2015 – 2019
- b. Appropriations 2015 – 2019
- c. Revenues General Operations Actual & Estimated 2015 – 2019
- d. Highway Account
- e. Town of Elmore General Ledger Balance Sheet Current Year – Period 7 Jan General
- f. Town of Elmore General Ledger Current Yr Pd: 7 – Budget Status Report General

Notes:

Review of “revenues” section and questions:

Questions: What is PILOT? What is State Land – PILOT? Are traffic fines from LSD? What are copier fees? Is the prior year surplus the amount we vote to transfer from the general fund as part of the meeting in July where the tax rate is set?

Answers: PILOT is revenue that comes to the town from rent or approved use of town land. Fines are from Sheriffs dept. Yes, money can be transferred at tax rate setting meeting from the general fund to reduce the tax rate – AKA surplus.

Review of Administration category:

How do we determine which line items go under each category? What is covered from the town budget for the fire department and what is under the fire department’s budget? (Ask for clarification).

Answers: Location of items on budget – Bob guides that – he developed the current budget format. Fire Dept has a budget; the town owns the building, the fire dept in essence rents it.

General Expenses:

What’s the difference between the fire dept budget and Fire Dept listed under general expenses?

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Answers:

General expense reflects the fireworks celebration contribution.

Review of Maintenance category:

Is there a list of all town equipment with a schedule of maintenance or replacements that we use to guide the amount of money put into the reserve fund? How do we know how much money the reserve fund needs each year?

Answer: Sharon can generate a list of equipment if needed and we could profile a lifecycle as needed to gauge fund balances. (Ask Bob).

General Questions: How do we determine the size of a reserve fund? (See notes)

Note: Some questions tabled for Bob to get clarification on size of reserve funds, best practices for surplus applications, inventory and planning for equipment similar to inventory and planning for road maintenance. Note: Ask Bob.

Review of Fund Balances:

What amount do we traditionally try to keep in the reserve and balance accounts? (Ask Bob for guidance). Question on Liability line for grader – confirmed it's the low interest shortish term no tax rate impact line item.

Notes to ask for clarification on budget design and process:

- When do budget line items get added to the proposed budget? What's the process to add before the annual review / budget meeting?
- When new line items are added, what guide do we use to know which category to add them to? Do we need an SOP document for guidance?
- Can we get a quarterly view of year-to-date run rates as a head's up on where we stand against the budget?
- Sharon provides a monthly status budget to Michel so he knows where he's performing to his plan. Could we have similar printout quarterly, so we can see better where we are performing with a possible checkpoint/refreshers?

2. **WARNING ERROR: Town Meeting Warning** (present – Burley, Wills, DeVore, Draper)

SB asked to review the Town Meeting Warning for completeness / correctness.

- Question of language of Article 6 (and note that there were 2 items numbered Article 6). Re: Establishment of a reserve fund. The article was revised to reflect that it was for the Fire Department capital equipment reserve fund, not the town fund.
Sharon to update warning. Revised warning available for all to sign once updated.