**Meeting Minutes**

Joint Meeting of the Selectboard & Finance Committee April 4, 2024 4:00 pm

Shelburne Fire Station, Little Mohawk Road

*Please Note: Internet Service was down due to snow/ice storm therefore, Zoom was not available.*

**Call to Order**: Selectboard Vice-Chair, Andrew Baker called the meeting to order at 4:20 pm. Those in attendance included: Selectboard member, Rick LaPierre, Town Administrator, Terry Narkewicz and Finance Committee Members: Todd Dubreuil, Terri Mitchell, and Jim Burnham.

**Order of Business: Review of FY’25 Proposed Budget**

**Omnibus Budget (Article 7)** Following review of the omnibus budget, the following revisions were recommended and approved by both the Selectboard and Finance Committee.

Account # Title Action Taken

001 161 5408 Record Preservation Request of $6,000 reduced to $0.00

Explanation: A balance of $12,081 remains in the account from prior years.

001 422 5126 Highway Salaries Request Denied

Explanation: The Highway Superintendent requested to increase an employee’s hourly wage from $26.79 to $27.90 citing mechanical skills. ($2,308 increase). Selectboard and Finance Committee did not approve the arbitrary increase. If the individual is a certificated mechanic/fabricator, his job description should be classified as such; placing him higher on the wage scale.

001 422 5360 Highway Grant Administration Request Reviewed & Approved

Explanation: Grant Administrator, Terry Walkers writes and manages grants for the Highway Superintendent. Her original request was for $18,000. Later, she reduced her FY’25 request to $13,200.

001 422 5418 Buildings & Grounds Increased by $1,750

Explanation: The Arms Academy Alumni requested that the Town contribute towards the restoration of their 60’ wooden flag pole. Rather that treat the request as a capital expense, the additional $1,750 will be added to the Buildings & Grounds account.

Account # Title Action Taken

001 423 5400 Snow & Ice Budget No Changes

Explanation: Finance Committee member Jim Burnham questioned the 13.2% increase given that it is the one account that can be overspent in any given fiscal year with the proviso that the Town did not reduce the budget amount from the prior fiscal year. The majority of those present felt that the budget should remain as presented. Any excess funds should be returned at the end of the year.

Following review of the omnibus budget, the following votes were taken by the Selectboard:

Vote to Accept Changes to the Omnibus Budget: Rick presented a motion to accept all changes to the omnibus budget. Andrew seconded the motion. The motion passed unanimously.

Vote to Execute the Memorandum of Understanding with Highway Grant Writer, Terry Walker: Rick presented a motion to retain the services of Highway Grant Writer, Terry Walker in accordance with the Memorandum of Understanding effective July 1, 2024 for an annual fee of $13,200. (This Agreement is contingent upon appropriation of funds at annual town meeting). Andrew seconded the motion. The motion passed unanimously.

**Review of Capital Requests for FY’25**: Members of the Selectboard reviewed all capital requests for FY’25. As a result of that review, the following actions were taken:

MTRSD Capital Assessment: The District had originally requested $76,939. The District then recertified Shelburne’s Capital Assessment after applying surplus capital funds from a previous project. Shelburne’s Capital Assessment for the MTRSD is now $56,784.

Arms Academy Request for $1,750 for restoration of 60’ flag pole was moved to the Buildings & Grounds account.

Highway Department Requests

Highway Tractor $ 33,000

One Ton Chevy Truck $133,549

6 Wheel Dump Truck w/ Plow $326,000

None of the three requests were designated on the town’s capital plan for FY’25 nor did they fall under “emergency” need criteria therefore, the group denied each of the proposed equipment purchases.

GASB Compliance: Members of the Finance Committee had previously voted to pursue GASB compliance for approximately $10,000. Members of the Selectboard are not convinced that GASB compliance is necessary given that the Town does not anticipate a large borrowing or the need for bond rating. Following a brief discussion, the Selectboard decided to postpone any decisions until the completion of the FY’24 audit and after a third member is elected. No further action taken.

Wage & Classification Study for the Police Department – Terry proposed earmarking the sum of $10,000 from Stabilization in order to conduct a wage and classification study specific to the Police Department. Chief Bardwell would like his department to be current and competitive in terms of wages and benefits so to retain his current staff and attract other qualified officers in the future should the need arise.

Following review of the proposed FY’25 Capital the following vote was taken: Rick presented a motion to accept all changes relative to the capital budget as discussed. Andrew seconded the motion. The motion passed unanimously.

Terry will revise any and all budget related materials as voted and distribute to members of the Selectboard and Finance Committee for review.

**Adjournment**: Rick presented a motion to adjourn the meeting at 7:20 pm. Andrew seconded the motion. Motion passed unanimously.

Respectfully submitted,

Terry Narkewicz

Town Administrator