

**Special Selectboard Meeting
Tuesday, December 18, 2018**

**FY20 DRAFT BUDGET REVIEW
AGENDA NOTES**

7:00

- 1. **Call to Order**
- 2. *Approval of Agenda**
- 3. *Approval of Minutes of December 11, 2018 Regular Business Meeting Minutes**
- 4. **Citizen Comments [Opportunity to raise or address issues that are not otherwise included on this agenda]**

7:05

Note: Italicized line number references in the agenda items that follow correspond to departmental sections within the [First Draft FY20 Budget Spreadsheet](#).

5. *Kathleen Ramsay, Town Manager, Review of Updated Budget Major Drivers Based on First Draft Budget; Review of Health & Human Service Agency Funding Requests

Kathleen will provide an updated view of major FY20 budget drivers based on the first draft departmental budget submissions.

Regarding Health & Human Services Agencies funding for FY20, it should be noted that the Town has received no first-time funding requests and no currently-funded agencies are requesting an increase. **(Line 791)**

In your packet: 1) [FY20 Tax Rate Estimate based on 1st draft budget](#); 2) [Agency Funding Requests FY20](#); 3) [Selectboard HHS Funding Policy](#)

7:15

6. *Kathleen Ramsay, Town Manager, Budget Requests for Administration, Employee Benefits & Debt Service

Kathleen will present budget requests for Administration **(Beginning Line 184)**, and review Employee Benefits and Debt Service.

In your packet: 1) [Planning & Zoning Budget Request FY20](#); 2) [Accounting-Treasurer's Budget FY20](#); 3) [Town Clerk Budget Proposal FY20](#); 4) [FY20 General Fund Benefits Request](#); 5) [VLCT Regular Members Dues Schedule 2019-2020](#); 6) [2018 VLCT Overview](#); 7) [General Fund Debt Schedule](#); 8) [FY20 Debt Service](#)

7:30

7. *Dana Hart, Director, IIsley Public Library Director, Budget Request for Libraries

Dana will present the budget request for IIsley Library [\(Line 344\)](#).

In your packet: 1) [Proposed Library Operating Budget FY20](#); 2) [Proposed Library Revenue Budget](#)

7:40

8. *Thomas Hanley, Chief of Police, Budget Request for Police Department

Tom will present the Police Department's FY19 budget request [\(Line 449\)](#).

In your packet: [Police Department Draft Budget Table FY20](#)

7:45

9. *David Shaw, Fire Chief, Budget Request for Fire Department

Dave will present the budget request for the Fire Department [\(Line 561\)](#).

In your packet: [Fire Department Budget Summary FY20](#)

7:55

10. *Bill Kernan, Director of Public Works Operations, Budget Request for Public Works; Recommendation from the Infrastructure Committee Regarding Early Replacement of DPW's 2002 Trackless Sidewalk Plow

Requested action: *Endorse the Infrastructure Committee's recommendation to purchase a new Bobcat sidewalk plow in the current fiscal year to replace the Highway Department's 2002 Trackless plow.*

1. Public Works Operations Director Bill Kernan will present the Public Works Department's budget request [\(Line 599\)](#).

2. As Kathleen noted in her December 11th Town Manager's Report to the Board, Highway's 2002 Trackless sidewalk plow has been out of service for several weeks with electrical problems and a temporary rental unit is now operating in its place. In a [December 12th memo to Kathleen](#), DPW Operations Director Bill Kernan reported that Trackless had provided a cost estimate of \$10,000 to replace the wire harness that

appears to be the source of the problem, and he, therefore, was seeking approval to accelerate the replacement of the 2002 machine (scheduled for replacement in the FY20 budget year) to the current FY18 budget year.

Bill met with the Infrastructure Committee on December 13th to propose the purchase of a [Bobcat sidewalk plow](#) which, unlike the Trackless, can be outfitted with a variety of tools for all-season use, and reviewed a price quote he had received from a local supplier. After discussion, the Committee agreed to endorse Bill's recommendation but asked him to obtain additional quotes for the plow and peripheral equipment, for comparison.

Bill is currently soliciting additional price quotes and will review them on Tuesday along with his final award recommendation for the Board's consideration. We will plan to forward whatever information we have in hand to you in advance of the meeting.

In your packet: 1) [FY20 Public Works Budget Request](#); 2) [FY20 GF Highway Notes](#); 3) December 12th Kernan memo to Ramsay; 4) Photo of Bobcat

Recommendation: If the Board agrees with Bill's recommendation, a motion would be in order to "award a contract to _____ for the purchase of a Bobcat sidewalk plow and recommended peripheral equipment for a total cost of _____."

8:10

11. *Bill Kernan, Director of Public Works Operations, Budget Request for Parks & Recreation

Bill will present the budget request for the Parks & Rec Department ([Line 823](#)).

In your packet: 1) [FY20 GF Recreation Notes](#); 2) [FY20 Recreation and Parks Budget Request](#)

8:25

12. *Heather Seeley, Chair, Infrastructure Committee & Dan Werner, Director of Public Works Planning, Capital Improvement Budget Request

Heather and Dan will present the Capital Improvement Budget request.

In your packet: 1) [FY20 Capital Improvement Plan as Approved by Infrastructure Committee](#); 2) [Equipment Replacement Schedule 12.10.18](#); 2) [Cross Street Bridge Debt with Maintenance Activity Planning](#)

8:40

13. *Wrap Up Discussion and Set Date for Public Hearing on FY20 Budget Proposal – January 8, 2019

Section 127-1302 of the Middlebury Town Charter requires the Selectboard to hold a public hearing on the proposed budget on a date not less than 40 days from the Town’s annual meeting. Scheduling the hearing for the Board’s January 8th regular meeting would meet this requirement and also give the Selectboard one additional meeting on January 22nd, if necessary, to finalize the budget for presentation to the voters on Monday, March 4th.

Recommendation: If the Board is amenable, a motion would be in order to warn a public hearing to take testimony on the draft FY20 General Fund Budget during the Selectboard’s Regular Meeting Tuesday, January 8, 2019.

8:45

14. *Approve General Ledger Month-End Procedures to Submit to State as a Condition of the Lindale Mobile Park Septic System Grant Award

As an additional condition of the Vermont Community Development Program (VCDP) grant award for the Lindale Mobile Home Park Septic System Project, Town Treasurer Jackie Sullivan has developed – for the Board’s consideration - a set of month-end [procedures for closing out the Town’s General Ledger](#). These procedures have been reviewed by the Town’s auditors and, upon adoption by the Board, will be forwarded to the State for review.

In your packet: Town of Middlebury General Ledger – Month-End Procedures

Recommendation: If the Board is amenable, a motion would be in order to adopt the Town of Middlebury General Ledger – Month-End Procedures.

8:50

15. *Approval of Check Warrants

A motion would be in order to approve total expenditures in the amount of _____, consisting of _____ for accounts payable, and _____ for payroll, for the period December 12, 2018 through December 18, 2018.

16. **Town Manager’s Report

17. **Board Member Concerns

9:05

18. *Executive Session – Anticipated – Contracts

In accordance with Vermont's Open Meeting Law, the following two motions are in order prior to entering into Executive Session:

1. In accordance with Vermont's Open Meeting Law requirements, I move that the Board find that premature general knowledge of the consideration of [contracts](#) would clearly place the Selectboard at a substantial disadvantage, because the Select Board risks disclosing its litigation strategy if it discusses the [contracts](#) in public.

2. I further move that the Board enter into Executive Session to discuss [contracts](#) and, under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes.

19. **Action on Matters Discussed in Executive Session

9:15

20. *Adjourn