

## **Special Meeting of the St Johnsbury Select board October 10, 2016 at 5:30PM-Pomerleau Building**

Present- SB: Jeff Moore, Kevin Oddy, Tom Moore, Tim Angell, Jamie Murphy  
Staff- Chad Whitehead, Lesley Russ, Holly English, Joe Kasprzak  
Press- KATV, News 7  
Meeting opened at 5:30PM

The meeting opened with the pledge of allegiance at 5:30 PM

Fred Duplessis of Sullivan and Powers reviewed the findings of the Audit of year ending June 30, 2016.

- The Pension has a \$2.1M accounting deficit, however the Town is following actuary recommendations for funding the plan and should continue. If the deficit grows over time than problems need to be addressed.
- General fund has an unassigned fund balance of \$434,476. Fund balance of approximately 2 months is recommended depending on other factors such as the timing of taxes due, and other sources of money such as the water and sewer funds. Fund balances should be used to help stabilize the tax rates. The Town should set a policy for fund balance. The Town is in a good position to start this.
- Highway fund has a surplus of \$1.4M due to timing of reimbursement for CSO Project loans, which are assigned as revenue.
- Water and Sewer funds increased capitol positions due to project completions.
- The 18 month budget did \$200,000 more revenue than anticipated, mostly due to delinquent tax revenue.
- Expenditures were overspent by 0.8%, which is excellent budget management.
- The Highway revenues include \$786,000 in CSO loan and \$463,000 in Westside revenue. The highway expenditures were generally under budget.
- The Special Services budget received \$13,000 more revenue than expenditures.
- Pension shows a deficit, which is expected, but the Town continues to fund the plan in accordance with the actuary recommendations.
- Recommendations a year ago were to collect coins from meters with 2 officers and complete a fraud risk assessment. Both of these have been done by the Town and Sullivan and Powers has requested to use the fraud risk assessment method developed by St Johnsbury's Finance Officer Lesley Russ as a model for other communities to follow.
- Recommendations moving forward are to switch to a bi-weekly payroll and budget for the Education billing fee.

Jeff Moore and Kevin Oddy complimented the Town's Management Team for the financial status of the Town, especially Finance Director Lesley Russ.

Al Dunn asked if Sullivan and Powers recommended staying with the new July-June fiscal year, and Fred recommended they do.

Dave Timson asked if there was a surplus of a deficit in the budget and Fred indicated that all fund balances grew.

The meeting adjourned on a motion by Jamie Murphy and second by Tom Moore