

Minutes
Board of Selectmen Special SelectBoard Meeting
Budget Workshop
Wednesday, December 18, 2002

The Town of St. Johnsbury, Board of Selectmen held a Special SelectBoard Meeting on Wednesday, December 18, 2002, beginning at 3:30p.m. in the Board Room of the Municipal Building. This meeting was scheduled as a Budget Workshop.

SelectBoard Members Present: Chairperson Reginald Wakeham, Elwin Cross, Gib Handy, and Dale Urie.

SelectBoard Members Absent/Excused: Bryon Quatrini

Others Present: Fire Chief Troy Ruggles, Police Chief Paul Devenger, Highway Superintendent Larry Gadapee, Russ Hutchins, Kimberly Achilles (Caledonian Record), and Town Manager Mike Welch.

Previous Budget Workshop Cancelled – It was reported that the previous Budget Workshop which had been scheduled for Friday, December 13, 2002 has been cancelled. Bryon Quatrini and Dale Urie did review the first draft of the Budget with the Manager on that date – as they were not contacted in advance relative to the meeting cancellation.

Review of First Draft Municipal Budget Proposal for 2003. The Town Manager presented members of the Board with the first draft of the proposed Municipal Budget for 2003. (A proposed expenditure summary is included with these minutes). The Manager stated that available Fund Balances will not be known until the Town closes its books for 2002. Town Clerk Sandy Grenier has advised that the Town Books will close on December 17, 2002 – when all invoices are in for December.

The Manager stated that all Department Heads were provided with the guidelines established by the Board of Selectmen.

Fire Department – Fire Chief Troy Ruggles presented information on the proposed Fire Department Budget for 2003. The Chief indicated that repairs and maintenance had been increased by \$20,000 to provide ½ of the funds required for the recent repairs to the Tower Truck. The Chief pointed out that he had to reduce many line items in order to try to meet the objective of the Board – including the reduction of the Equipment Reserve Fund. It had previously been a goal of the Board to budget \$80,000 for this reserve. Gib Handy asked the Chief if this was a realistic budget – the Chief responded that it would be very difficult for the Department to stay within the financial constraints of this proposed budget. Members of the Board suggested that once fund balances were known, the Board would consider whether or not to adjust line items in the Fire Department Budget.

Police Chief Paul Devenger – Presented the proposed Special Services Budget for 2003. The Chief said that he has postponed the replacement of a cruiser – but he felt that this would be very difficult given the age and condition of the remaining Explorer. Chief Devenger informed the Board that he had worked with Chief Ruggles to convince CALEX EMS to pay for dispatching services. This will amount to an additional \$12,000 in revenue to help offset the cost of

dispatching services. Members of the Board indicated that they would review the cruiser replacement once fund balances are known.

Highway Department – Highway Superintendent Larry Gadapee reviewed the proposed Highway Department budget with the Board. The Manager stated that he had reduced appropriations for the Cliff Street project (previously this was \$100,000) and also reduced the amount that had been budgeted to address the environmental issues at the Town Highway Garage. Larry Gadapee stated that the major equipment due for replacement in 2003 is the Highway Sweeper, estimated to cost \$133,000. Larry said that major repairs have been done on the current sweeper that is a 1970's vintage. Gib Handy expressed concern about reducing the set aside for the Cliff Street project – as we will eventually have to raise funds to finance the construction of additional CSO projects throughout the community.

Budget Schedule – Members of the Board reviewed the proposed Budget Schedule for consideration of the 2003 Municipal Budget. Following a review of the calendar, members of the Board agreed to schedule the following meetings to provide an opportunity for public comment and participation on the proposed Municipal Budget for 2003:

Friday, January 3, 2003 - 3:30p.m. – SelectBoard Budget Workshop, Board Room, Municipal Building.

Monday, January 6, 2003 – 7:00p.m. – Regular SelectBoard Meeting, Board Room, Municipal Building.

Monday, January 13, 2003 – 7:00p.m. – Public Hearing – SelectBoard Meeting, Board Room, Municipal Building.

Monday, January 20, 2003 – 7:00p.m. – Public hearing – SelectBoard Meeting, Board Room, Municipal Building.

Monday, January 27, 2003 – 7:00p.m. – SelectBoard Meeting – Finalize Proposed 2003 Municipal Budget – Finalize Town Meeting Warning.

The Town Manager will also hold open office hours on Saturday, January 11, 2003 from 8:00a.m. – 12:00noon for purposes of receiving comments, questions on the proposed municipal budget.

Having no further business – the Board voted to adjourn at approximately 5:00p.m.

Respectfully submitted:

Michael A. Welch
Town Manager