

**Budget & Finance Meeting**  
**Tuesday, November 19, 2019**  
**3:00 PM**

**Highway – John was unable to be present – we’ll try for Highway on 11-26**  
**Discussion on FY21 Town Office and Town Requests – Julie Smith**

**Present:** Doon Hinderyckx, Pat Harvey, Greg White, Nancy Woolley, Jim Bowen, Barb Dehart, Robert Meagher

**Absent:** Tom Schnabel, Rob Gardner, Lois Bond

**Guests:** Julie Smith

Comments were shared on Windsor County Sheriff’s report.

Julie indicated that Town does not have a current contract with Homeward Bound in Middlebury. Mark Belisle is still listed as the Animal Control Officer. Suggestion made that Selex appoint both a Constable-Animal Control Officer to be in compliance with Statutes.

Robert indicated the need for multiple small road paving repairs.

Jim reiterated that monthly actuals should be sent to Selex, B&F and department heads.

Suggestion made to place a **dehumidifier** in the Constable space.

Greg has downloaded the budget actual file.

Jim will discuss with Able Waste their probable **Recycling** charge for FY21. Not sure if Able’s year is January or July. Jim said that Food Waste will have to be taken starting July 2020, if requested, to comply with the law.

Julie reported that a **Single Audit** will likely be required due to receipt of Federal funds. Nathan Hawley will review and make an estimate for budgeting. Do we need a contract with Nathan? Barb asked whether the Single Audit could affect the Fund Balance. We should also get a figure from Nathan on the cost of the Library audit.

**Equipment Rental:** Julie is exploring a new copier with Magee, but we still have time left on our lease. She will get more information and confirmation of lease figures.

**Legal:** Having just been advised that the Pine Gap Road-Mason Wade case will be going to a trial in the spring, we should increase our budgeting to at least \$15,000. Oak Lodge Road could also be opened up again.

**Computer Equipment & Software:** Request that Tom Schnabel discuss new computers and software with B&F.

**Street Lights:** Greg will pursue who pays for the Severy’s Bridge street light. Originally Jeff Breslow, who no longer lives in Rochester, arranged for the light and committed to paying for it. Greg will also confirm the Street Light line item for correctness.

**Elevator Maintenance:** Vermont Elevator is a new company that will be servicing the Town Office elevator and also the Library elevator. New Rate: \$150.00, broken down by \$125 for annual inspection and \$25 for annual registration fee, plus travel time.

**Mowing:** Julie will confirm Jon Gorton’s FY20 bid of \$7,200 for town properties. This figure is broken down by each mowing site.

**Toilets:** There are 4 toilets at different sites: Lion's Club, Tennis court, Back of School, Firehouse (ADA). Julie to confirm pricing, number and location. \$1,916 currently.

**Alarm:** At Town Office. Do we need? Julie to confirm with insurance company. We'll review again.

**General Employee Expenses:** Employees are in process of deciding which plan each will participate in. Julie will confirm what remains in the Health Equity account at WRCU.

**Emergency Management:** Fuel and maintenance (previous meeting). Someone needs to contact Brookfield and Bushey to discuss generator maintenance at school, well and firehouse and get a quote for all three.

*Forest Road should not be in Expense, but in Income.*

**Trees, Inc:** Nancy will call Trees and discuss work to be done on the Park.

**Miscellaneous:** OK

**SkateSpace:** \$1,800 for plower of the rink (Tony?) - \$1,000 for maintenance. \$1,000 donation should be placed in "General Donations" and earmarked for SkateSpace.

Adjourned: 5:55 PM

Nancy Woolley