

**TOWN OF WINHALL  
SELECTBOARD**

**Special Budget Meeting for Saturday, November 23, 2013**

**PRESENT:** Bob Oakes, Bill Schwartz, Steve Blanchard, Lissa Stark, Town Administrator, Lucia Wing, Secretary

**ALSO:** Jeff Whitesell (WPD), Hal Coleman (Fire), Beth Grant (Town Clerk), Barbara Ferguson (Facilities), Steve Oblatz & Tammy Blanchard (Library), Marcel Gisquet (WPC), Randy Kimball (Roads), Tim Apps (Lister), Jackie Dill (Beautification), Scott Bushee (Transfer Station)

**CALL TO ORDER:** Oakes called the special budget meeting to order at 8:00 AM at the Town Hall.

**PUBLIC COMMENTS:** (None)

**POLICE DEPARTMENT: PROPOSED BUDGET 14/15: REVENUES:** *Chief Jeffrey Whitesell* presented the proposed budget. **Revenues:** The Police Department's budget proposed the following revenues which included sale of vehicles- @ \$3,000 (approximate). Salary reimbursements the same @ \$2,000; fines- \$12,500; highway and snowmobile safety & education was funded by grant money increased to \$5000; Stratton Corp Law Enforcement @\$145,000- same; Winhall Brook Campground- the same as last year @ \$5,000. Homeland Security @\$0; Other income - \$8,000 which included alarm registrations, copying fees for accident reports, video tapes, DVD's & Cost Recovery Ordinance. Discussion followed. Whitesell explained that grant money and other reimbursements zeroed out some of the expenses. They also discussed leaving \$1,000 in the emergency management line item for training.

**ANIMAL CONTROL: PROPOSED BUDGET 14/15: OTHER EXPENSES:** *Animal Control Officer*- the Selectboard budgeted for \$4,000- same as last year.

**POLICE DEPARTMENT: PROPOSED BUDGET 14/15 EXPENSES:** *Police & rescue personnel-wages* @\$421,000- increased 4%/ COLA; *administrative support*- @ \$38,000 increased slightly. *Court time* expenses increased to \$2,000; *gas & oil* @\$26,000 the same; *highway safety & education* (grants offset expenditures) @\$5,000; *information systems*- increasing to \$25,000; *medical expense* same at \$500- covers inoculations, rabies and hepatitis B. *Mileage reimbursement* @ \$10,000 increased; *office equipment replacement* the same @\$5,000. *WPD rescue training* same as last year @\$8,000; *postage*- no increase @\$1,000; *prisoner transport* same as last year @\$1,000; *radar equipment certification* @ \$1,000 same; *radios and pagers* @ \$5,000 same; *repair & maintenance- cruisers* the same @\$9,000. *Rescue supplies & equipment* @\$6,000 increased. *Snowmobile safety & education* the same @\$5,000; *supplies & other expenses* the same @\$15,000; *telephone* increased slightly to \$8,500; *uniforms & equipment* the same @\$7,500. *Vehicle purchase* was @\$0 leave as a line item. *Video equipment replacement* @\$0.

**TOTAL POLICE/RESCUE DEPARTMENT:** \$627,700 proposed for this year; \$608,000 for last year.

**FIRE DEPARTMENT PROPOSED BUDGET 14/15:** *Hal Coleman* came before the Selectboard to discuss the Fire Department *appropriation* increased from \$50,000 to \$55,000 which included stipends, increased dispatch, and fire truck maintenance. Discussion included who cleaned the Fire Department building. Occasionally Barbara Ferguson cleaned the building. The Town would be responsible for cleaning. *Fire truck maintenance* was the same @\$2,500. Other discussion included attracting new volunteers; eventually considering a paid Fire Department combined with other towns; reimbursements for insurance claims; and collecting donations.

**TOWN CLERK PROPOSED BUDGET 14/15:** *Beth Grant* proposed the following: *assistant clerk salary* increased to \$13,000; discussion followed about how Clerk fees and salaries worked. The Selectboard agreed to break out the above and each would have its own line item- fees=revenue and salaries=expenses. **Revenues:** *Dog licenses* increased; *liquor licenses* the same; *copier fees* the same; *Board of Civil Authority* @\$1500 same; *copier maintenance* @\$2,500; *elections* @ \$2,000 increased slightly; *postage* under general expenses; all the printing was done in house; *supplies & other expenses* the same; *travel* expenses the same. *Records maintenance* @\$8,000.

**FACILITIES DEPARTMENT: PROPOSED BUDGET 14/15:** *Barbara Ferguson* presented the buildings and maintenance proposed budget for 14/15 to include the Town Hall, Municipal Building, cemetery, library, recreation area, Community Center/school, and New Town Facilities.

**Old Town Hall:** *electricity* @\$2000 the same; *LP gas* @\$2,000 decreased; *telephone* @\$400 approximate; *repairs & maintenance* @\$2,500 decreased; it included cleaning supplies, winter and summer maintenance, and building repairs. Discussion included budgeting for a new boiler which had been cleaned and was good for this year. A capital reserve fund existed for that purpose.

**Municipal Building (Fire Station):** *utilities* @ \$6,000; *LP gas* @\$250 the same; *repairs & maintenance* @ \$9,000 decreased. Total included mowing, winter maintenance, cleaning supplies, generator, fire alarm services, phone, and cable.

**Cemetery maintenance:** budgeted @ \$12,000 to regenerate the cemeteries; included maintenance.

**Library Maintenance:** Ferguson estimated \$10,000 total and included an estimate to paint the exterior. Other items included heat, flags, and other repairs.

**Recreation Area Maintenance:** budgeted @ \$15,000 included fertilizer & regenerating the fields; skateboard park maintenance; portable toilet rental; summer mowing and grounds maintenance; playground repairs; and yearly playground area bark mulch. Budget increased because estimate for Dirty Diamonds was not in last year's budget. Eliminate \$5,000 as an appropriation for the Recreation Committee.

**Community Center:** Most building expenses now picked up by the Mountain School lease. After discussion, the Selectboard agreed to budget \$3,700 for a new door and other repairs; *LP gas* \$200 for the generator.

**New Town Facility:** Included police and rescue; *electricity* @\$6,500 decreased- no heating oil at the facility eliminate the line item; *LP gas* @\$4,000-decreased; *telephone*-@ \$17,000 the same but may decrease in the future by setting up a new provider; *office equipment* \$1,875; *building maintenance* @\$2,500. Other discussion included the debt service on the building; *MFB* eliminated as a line item; new generator and prices; emergency management training as a prerequisite for applying for grants for the generator and other items; air conditioning for the upstairs offices; and roof repairs for next year (agreed to budget capital reserve fund @\$60,000- includes generator and air conditioning items).

**Street Lights:** budgeted @ \$8,000 for electricity- same as last year.

**WINHALL LIBRARY: APPROPRIATION 14/15:** *Steve Oblatz & Tammy Blanchard*, President and Treasurer, submitted their annual report; the Library was requesting an appropriation amount of \$14,000 same as last year; the Selectboard agreed. Oblatz reported the Library hosted its annual Friend Raiser and summer picnic. They planned to buy two new computers; discussion included electronic book lending and

ordering books from a wholesaler to save money. Oblatz and Blanchard submitted an income and expense sheet for the Selectboard's review along with a list of the Board of Trustees.

**PLANNING & ZONING: PROPOSED BUDGET 14/15:** *Marcel Gisquet* presented the budget for Planning & Zoning; **Expenses** to include planning expenses @\$5,800 which included member compensation, advertising, attorney fees, and education; WRC Assessment @\$1,400; ZBA expenses @\$4,500 which included member compensation, advertising, and attorney fees; Zoning Administrator expenses @\$9,000 which included office hours and permit administration. **Revenues** included: zoning permits @\$4,000 plus-; planning & ZBA permits @\$2,250+-. Discussion included future ways to handle planning & zoning invoices to get a more exact measurement of expenditures; adding a grant line item for planning & zoning; and appropriating funds versus budgeting funds.

**TOWN HIGHWAY: PROPOSED BUDGET 14/15:** *Randy Kimball* and the Selectboard discussed the proposed highway budget for 14/15: **Revenues** included truck permits @\$150; discussion of trade-in value for '06 at \$13,000; discussion followed re: the bituminous concrete reserve fund and sand/salt shed reserve fund -final amounts in the funds were not clear- thought approx. \$200,000 taken out for paving this year; discussion was not to put any more money in the reserve fund as paving was estimated to cost \$300,000. **Expenses:** Increase in salaries and wages per COLA. Bituminous concrete projected \$300,000; calcium chloride same @\$15,000; cold patch @\$200 decreased; culverts @\$10,000 increased- better quality culverts- grants to offset the expense; gravel increased to \$70,000; guard rails @\$5,000 decreased for general work; outside equipment/ services @\$13,000 decreased; road improvement @\$140,000 to finish the French Hollow Road culvert project offset by a grant for \$134,000 (includes Better Back Road grant); road signs @\$10,000 increased to install many new signs. Salt @ \$50,000 the same; sand @\$15,000 the same; road striping @\$10,000 increased to accommodate fog lines; discussion to eliminate Hurricane Irene line item; gas the same @\$200; diesel @\$65,000 increased; oil @\$1,000. Discussion included purchasing a roadside mower versus leasing a mower- agreed to put \$55,000 in equipment purchases. **Truck Repairs**- \$8,000 per truck increased. Discussion included purchase of a new truck replacing the '06. **Heavy Equipment Repairs**- grader, backhoe '00, bucket loader, sanders, and other maintenance approximated slight overall; supplies & other expenses same @\$30,000 increased.

**Town Garage:** electricity @\$3,000 decreased; heating oil @\$9,000 decreased; repairs & maintenance (Town Garage) @\$8,000- decreased- the building would eventually need to be replaced in three years; uniforms @\$2,000 same; \$500 for generator expenses the same.

**Other Expenses:** Equipment debt service @\$0; equipment purchases- @ \$55,000 re: mower and \$75,000 re: new truck replacing the '06. Discussion followed about how much money was in the reserve funds.

**WINHALL LISTER: PROPOSED BUDGET 14/15:** *Tim Apps* proposed the Lister budget to include the following: wages total \$19,000 decreased; **Revenues:** reappraisal reimbursement @ \$15,000; **Expenses:** Lister travel & expenses @ \$3,300 (education) increased; office expense @ \$1,000; tax abatements @\$4,000 same; tax reappraisal reserve fund @ \$20,000 included yearly maintenance of the records; tax reappraisal reserve fund @\$20,000 the same; tax map update- @\$4,200 same- look into WRC; MLS expense- dues \$1,276; equipment expense @\$2,700 increased for a tablet; NEMRC/CAMA software @\$3,200. Discussion followed about hiring an ongoing tax reappraisal individual.

**BEAUTIFICATION COMMITTEE: PROPOSED BUDGET 14/15:** The Beautification Committee, represented by *Jackie Dill*, requested a budget of \$8,500 which reflected a \$500 increase from last year; the Selectboard agreed to appropriate \$9,000. Discussion followed about who paid for installing the flag pole at the Town Hall along with the plantings and plaque at the base and also maintaining the hedgerow at the

cemetery. Beautification projects included spring and fall planting and maintenance of flowers at the Town Hall; spring planting and maintenance of flowers at the Town of Winhall entry signs; spring planting and maintenance of the bridge baskets and cemetery wall baskets; spring planting and maintenance of barrels at the Post Office, Fire House, Town Hall and entrance to the Fairgrounds; Holiday decorations for the Post Office, Fire House, Town Hall, Transfer Station, and Bridge; mowing the cemetery bank; lighting of the new small tree at the Town Hall; plantings and maintenance at the Historical Marker; spring and fall plantings at the Community Center and school sign; spring plantings at the Community Center Gazebo; annuals at the new Town Hall property as needed; and installation of additional flags along Route 30 extending from the bridge to the fairgrounds. Dill thanked the Selectboard for their generosity.

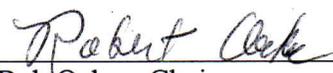
**TRANSFER STATION: PROPOSED BUDGET 14/15:** *Scott Bushee* proposed the budget for the Transfer Station 14/15 which included: Attendant wages- based on COLA; Compactor Closure Fund @ \$50,000 the same as last year- discussion what was account used for- most likely paid for trash removal; electricity increased to 2,800; supplies & maintenance/improvements- decrease to \$5,000; uniforms @\$1,700; Windham Solid Waste District dues @\$12,000 approximate; electronics recycling- \$0; construction & demolition the Selectboard budgeted \$4,500. Education @\$1,000. Discussion followed about adding stone to the Transfer Station drive- take it from Highway. Discussion included charging per bag. Bushee suggested a ticket system.

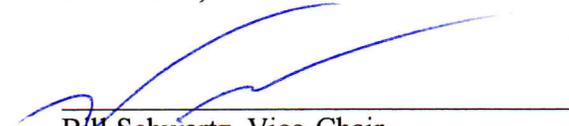
**GENERAL: PROPOSED BUDGET ITEMS 14/15:**

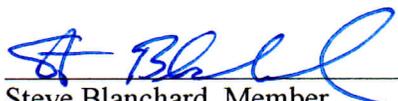
Discussion included how much money was in surplus; what was in the reserve funds; what was taken out of the reserve funds; and the activity in those funds. The Selectboard also discussed transferring funds into a reserve fund for a new Town garage. They would also speak with the Town Treasurer.

At 2:00 PM, the Selectboard voted to adjourn the budget meeting; *motion by Blanchard; seconded by Schwartz; unanimous.*

Special meeting minutes submitted by,  
Lucia Wing, Secretary  
Winhall Selectboard

  
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Bob Oakes, Chair

  
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Bill Schwartz, Vice-Chair

  
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Steve Blanchard, Member