

---

**TOWN OF CLARENDON**

---

**MINUTES  
SELECT BOARD MEETING – BUDGET  
WEDNESDAY, NOVEMBER 13, 2019**

**ATTENDEES**

**SELECT BOARD:**

Mike Klopchin, Chairman  
Bob Bixby, Clerk  
Robert Congdon  
Cash Ruane  
Rick Wilbur

Heidi Congdon, Treasurer  
Katie Rock, Board Admin Asst.

**1. CALL TO ORDER**

Selectman Wilbur made a motion to start budget discussions at 5:02PM. Cash seconded the motion and all approved. The Selectmen wanted to note that at the start of the meeting only Mike, Cash, and Rick were present.

**2. AGENDA ADDITIONS / DELETIONS**

N/A

**3. BUDGET DISCUSSION**

The Select Board briefly reviewed the Road Commissioner's suggested budget on highway labor, roads, garage, equipment maintenance, and other sections of the highway budget.

The Selectmen also discussed Town employees' uniforms in depth. They expressed their concerns about the cost versus the benefit of using Unifirst's services. The Board asked their secretary into looking into finding a lower rate with UniFirst.

Additionally, the Select Board communicated their interest in replacing the 2014 International truck.

**4. PUBLIC COMMENTS**

N/A

**5. RECESS**

Selectman Wilbur motioned to recess the budget discussion at 5:59PM, Cash seconded it, and all approved.

**BUDGET DISCUSSION CONTINUED ON NOVEMBER 25, 2019**

---

**TOWN OF CLARENDON**

---

**MINUTES  
SELECTBOARD MEETING- BUDGET  
MONDAY, NOVEMBER 25, 2019**

**ATTENDEES:**

**Select Board:**

Mike Klopchin, Chair  
Bob Bixby, Clerk  
Cash Ruane

Approved January 13, 2020

Robert Congdon  
Rick Wilbur

Heidi Congdon, Treasurer  
Kelly Jakubowski, Delinquent Tax Collector  
Katie Rock, Board Secretary  
Tim Mumford  
John McKenna  
Marjorie Southard  
Bob Underhill  
George Ambrose  
William Chmielewski  
Matt Jakubowski  
Steve Benard, Sheriff  
Mike Pedone  
Brownson Spencer

**1. CALL TO ORDER**

Chairman Klopchin called the meeting to order at 5:04PM.

**2. AGENDA ADDITIONS/ DELETIONS**

N/A

**3. BUDGET DISCUSSION**

**A. Recreation Committee Budget Request-** Tim Mumford was present to represent the Recreational Committee. They requested a \$10,000 budget. The Select Board discussed turning off the electricity to the ball field during the winter months to cut costs. The Select Board expressed their concerns with the Rec Committee's dysfunction and lack of meetings. John addressed the fact that they needed a quorum to hold a meeting, and they often do not have 3 members that show. The Select Board thanked Tim for his service to the Rec Committee and his unbeatable mowing price for the ball fields.

**B. Taxes –** Heidi discussed and explained whether or not to budget in delinquent taxes from FY19, into FY20's budget. The Select Board discussed budgeting fees for filing education taxes. The Board also talked about dog licenses and fines.

**C. Transfer Station –** The Board talked in depth about increasing fees at the Transfer Station. They asked their secretary to research what other towns are charging and their revenue.

**D. Clarendon Town Listers-** Bob Underhill and George Ambrose were present to represent the Town Listers. They asked for an increase in their budget as they have switched to a NEMRC database. Bob explained having the option of lister cards available online would require an extra \$1250/year, with an initial \$500 set up fee. The Select Board informed them they would look over their requested budget.

**E. Sheriff Budget-** Steve Benard was at the budget meeting to represent the Sheriff's Department. They asked for an increase in their budget; their reason being for rewarding and keeping good employees and the increase in health care fees. Chairmen Klopchin asked Steve to send a revised budget that includes 40 hours a week for the Sheriff's, versus their already 30 hours a week budget. Mike commended the Sheriffs for a job well done in the Town of Clarendon.

Heidi expressed the need for another budget meeting. The Select Board decided to schedule another one for December 2 at 5pm.

**4. PUBLIC COMMENTS**

N/A

**5. RECESS**

Selectman Congdon motioned to recess the budget meeting at 6:08pm, Cash seconded, and all approved.

**BUDGET DISCUSSION CONTINUED ON DECEMBER 9, 2019**

**TOWN OF CLARENDON**

---

**MINUTES  
SELECTBOARD MEETING- BUDGET  
MONDAY, DECEMBER 9, 2019**

**ATTENDEES:**

Select Board

Mike Klopchin, Chair  
Bob Bixby, Clerk  
Cash Ruane  
Robert Congdon  
Rick Willbur

Heidi Congdon, Treasurer  
Kelly Jakubowski, Delinquent Tax Collector  
Katie Rock, Board Secretary  
George Ambrose  
Anne Southard  
Marjorie Southard  
Barbara Smith  
Cindy Davis  
John McKenna  
Matt Jakubowski  
William Chmielewski, PEG TV

**1. CALL TO ORDER**

Chairman Klopchin called the meeting to order at 5:02PM.

**2. ADDITIONS / DELETIONS**

N/A

**3. BUDGET DISCUSSION**

**A. Library Committee-** Anne Southard and Barb Smith were present at the budget workshop to represent the Library Committee. They brought their budget request to the Board and explained the increase: minimum wage rose, insurance has gone up, and the cost of postal services have increased. The Board inquired about the programs that the Library puts on. Barb explained that they've had great success with the Summer Reading Program, Santa Visits, Easter Egg Hunts, Books To Go, and the Snow Shoe program. The Library currently has over 500 active patron cards. The Board told the Committee they would review their budget and thanked them for coming.

**B. Budget Items-** The Board discussed regular line items on the budget such as Revenue, Fees & Fines, Investment Income, Salaries of the Selectmen, Treasurer, and Town Clerk. They also deliberated over Solid Waste Removal, Public Safety, and General Expenses. Heidi explained the increase in NEMRC software and said it was well worth the price for the quality of the product. The Board decided they would have their secretary draft a letter to Rutland Economic Development Corporation to withdraw their membership to cut costs. The Board scheduled an additional budget meeting on Monday, December 16 at 5PM.

**4. PUBLIC COMMENTS**

N/A

**6. RECESS**

Cash motioned to recess and continue budget discussions on Monday 12/16, Robert seconded, and all approved.

BUDGET DISCUSSION CONTINUED ON DECEMBER 23, 2019

TOWN OF CLARENDON

---

BOARD OF SELECTMEN  
SELECT BOARD MEETING – BUDGET  
DECEMBER 23, 2019

**ATTENDEES:**

Select Board

Mike Klopchin, Chair  
Bob Bixby, Clerk  
Cash Ruane  
Robert Congdon  
Rick Wilbur

Heidi Congdon, Treasurer  
Katie Rock, Board Secretary  
Marjorie Southard  
Karen Ruane

**1. CALL TO ORDER**

Mike called the meeting to order at 7:01PM.

**2. ADDITIONS / DELETIONS**

N/A

**3. BUDGET DISCUSSION**

The Board approved the \$10,900 bid from Johnson's Lawncare for cemetery mowing. They decided to put a total of \$15,000 in the cemetery budget for all maintenance.

The Select Board also discussed the Highway budget. It was decided that \$15,000 would be deducted from the equipment fund, as well as \$40,000 from the general fund to help cut the budget. Heidi Congdon, Treasurer, explained that there should be no concerns or fears about reducing the equipment fund because if needed, they can pull from the general fund. Heidi also recommended that the Board should not consider an additional 10 hours/week towards the Sheriff's Department. Mike Klopchin polled the Board for their opinions. The Board was in favor of waiting a year before adding any more hours to their week.


The Treasurer informed the Board they had one more budget request from BROCC for \$250.

**4. PUBLIC COMMENTS**

N/A

**5. ADJOURNMENT**

Rick motioned to adjourn at 7:45PM, Robert seconded, and all approved.

SIGNED:  Mike Klopchin, Chair

SIGNED:  Bob Bixby, Clerk