

**TOWN OF CLARENDON BOARD OF SELECTMEN**  
**BUDGET MEETING**

**November 9, 2020**  
**Minutes**

**Attendees:**

Select Board

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

Heidi Congdon, Treasurer  
Katie Rock, Board Secretary

**Call to Order**

Chairman Klopchin called the workshop to order at 5:05pm.

**Agenda additions/deletions**

N/A

**Budget Discussion**

The Board reviewed the budget status as well as comparison sheet and began their discussion about the Transfer Station. They deliberated over the fluctuation in the Transfer Station's revenue. They talked about having a potential discussion with the Station's employees as to why that may be happening. Heidi, Treasurer, recommended an increase in the Town Clerk fees to \$18,000 from \$17,000, and cut the fines by \$1,000. The Board continued down through the line items. Selectman Congdon motioned to level fund all Town employees' salaries and contribution percentage this year due to the Covid-19 pandemic and Selectman Bixby seconded the motion. The Board found themselves all in agreement and the motion passed unanimously. Under the Selectmen's budget, Heidi explained Splashtop, a remote access subscription, would be coming out of their budget to cover Katie's subscription. Heidi explained that Splashtop is \$100/person for the office ladies (coming out of their respective budgets), and allows them to work remotely if need be. The website allows them to access their desktops and all applications on them, from their own personal laptops elsewhere. Under Treasurer Expenses, Heidi added a budget request of an external audit for FY21. The last audit was done for FY18. The Board asked Heidi to gather quotes to see how much it would be for an audit. Town Clerk, Gloria, is working on getting quotes for heat pumps for the Town Hall. If those get installed it could affect Town Hall utility bills, because it should cut down on electricity from the air conditioners in the summertime. The Board talked about how to budget for that. They decided to level fund Solid Waste compensation and expenses, social security, retirement, unemployment contributions, and all public safety officer positions. Heidi has reached out to Dave Fox for the Sheriff's Department contract. She is also working on getting all the appropriation requests plugged into the budget.

**Public Comments**

N/A

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### **Recess**

Selectman Wilbur motioned to recess at 5:56PM, Selectman Bixby seconded, and all Board members approved. The next budget meeting will be Nov. 23, at 5PM at the Town Hall.

## **November 23, 2020**

### **Minutes**

#### **Attendees:**

##### Select Board

Mike Klopchin, Chair

Bob Bixby, Clerk

Cash Ruane

Robert Congdon

Rick Wilbur

Heidi Congdon, Treasurer

Katie Rock, Board Secretary

Gloria Menard, Clerk

Art Menard

#### **Call To Order**

Chairman Klopchin called the meeting to order at 5:07PM.

#### **Agenda Additions/ Deletions**

N/A

#### **Budget Discussion**

Heidi had budgeted \$14,000 for an external audit but received a quote for \$15,000 so she made the appropriate adjustment to the Annual External Audit line. Gloria, Town Clerk, requested to level fund her budget. She decreased the Election expenses because FY22 only holds one election. Under Town Hall maintenance, Gloria presented heat pump quotes. The Board discussed whether there was a need for two separate pumps outside or just 1. The Board decided to put \$12,000 extra in for budget purposes under Town Hall maintenance. They skipped over the Listers budget and Zoning because Heidi was still waiting to hear back from both boards. She relayed a message from Dave Fox that the Sheriff's Department contract was looking to have a 1% increase. Dave said he would be available for questions over Zoom, if the Board would like. Katie sent out cemetery mowing bids to 5 or 6 different contractors and the deadline to get them back is December 4. The Board went through the different appropriations listed on the budget and their requests. RRPC membership dues are staying the same at \$975. Bailey Memorial Library put in their budget request- an increase of \$1,000. The Board denied their request due to the library's revenue increase and the grant that they had recently received. The Rec Committee will have their budget submitted by Monday the 30<sup>th</sup>. The Community Center Board submitted their finances and decided to level fund.

Selectman Ruane spoke on behalf of the Highway budget. He said for the most part, they can level fund material costs. He wanted to have a conversation about putting an addition on the Garage. Cash said he was no builder, but he was thinking it would cost anywhere between \$40,000-\$50,000. There would be a minimum of 24ft expansion. The Board discussed getting an architect down to price it out. Selectman Congdon recommended instead of putting the burden on the taxpayer all at once this year, to split the budget

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increase over 2 fiscal years. He suggested roughly putting \$25,000 into one fiscal year, and \$25,000 the next. They also discussed putting another article on the ballot asking the voters to appropriate funds for an expansion on the Town Garage. The Board decided to add \$25,000 to the Garage maintenance for now. Highway labor was level funded because of the freeze on raises this year. Heidi explained why Highway Misc was over budget. One reason was the RRPC did the REI under MRGP which cost \$5,000. The Town had to front that cost and got reimbursed later. Second, the Town had to replace a pole for Consolidated Communications for \$3,600. Selectman Congdon suggested cutting the Vehicle Maintenance budget by \$10,000 because a couple of the older trucks were being replaced. They also considered the aging equipment; the excavator is next in line to be replaced. The Board decided to put a total \$25,000 in vehicle maintenance. Selectman Congdon discussed cutting out the uniform expenses by letting the UniFirst contract run out and offer a boot allowance to the Road Crew. The UniFirst contract runs out June 28, 2021. The Board decided to return to that topic of conversation at the next budget meeting.

### **Public Comments**

N/A

### **Recess**

Selectman Congdon motioned to recess at 5:59pm, and Selectman Bixby seconded the motion. All Board members approved and will continue on Dec 14, 2020 at 5pm.

## **December 14, 2020**

### **Minutes**

#### **Attendees**

##### Select Board:

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

Heidi Congdon, Treasurer  
Katie Rock, Secretary  
Gloria Menard, Clerk  
Art Menard  
Karen Ruane

#### **Call to Order**

Chairman Klopchin called the meeting to order at 5:05PM.

#### **Agenda Additions/ Deletions**

N/A

#### **Budget Discussion**

Town Clerk, Gloria, presented 2 proposals for a new Town website. The current website has not been updating properly. The Board discussed which line item that should go under. Heidi confirmed she was adding \$4,000 to contract services under Town Clerk for the new fire panel monitoring services as well as a new website. The Board leaned towards going with the local option for the website design, but ultimately Gloria can decide when the time comes.

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Heidi received the Listers budget and they have decided to level fund. The Board questioned why they level funded when they have not hit their budget in the past. They decided that if they don't come close to their budget next year, then they will have to revisit it. Chairman Klopchin read the ZA's budget request. He asked for an increase of \$150. The Board agreed to the increase. Insurance is set \$117,000. The Board decided to open cemetery mowing bids in an open meeting so they can award the contract. They discussed adding extra money in the cemetery budget to have more maintenance upkeep done. Matt Jakubowski said the Rec Committee is most likely level funding.

The Board received an appropriation request from Big Heavy World, an independent state-wide music office located in Burlington. The Board members decided not to put that on the ballot, as it was not a local organization that directly impacted Clarendon. They asked Katie to send a letter to Big Heavy World explaining their refusal.

They continued on to discuss the Highway Department, and specifically talked about uniforms. The uniform contract runs out June 28, 2021. The Board was in favor of ending the contract in June and offering the Road Crew a stipend for boots and uniforms. It would be based on reimbursement. They settled on \$700/employee for uniforms, almost a 50% cut in budget.

The Select Board is level funding small highway equipment as well as the regular equipment fund and culverts/guardrails. Cash requested that Contract Services go up by \$5,000 as he's predicting needing more tree removal next year along the powerlines. The Bridge Reserve budget will remain the same as last year. The Board continued to discuss a possible addition to the Town Garage as well as possibly needing to replace some equipment within the next fiscal years, but nothing certain was decided.

### **Public Comments**

N/A

### **Recess**

Selectman Congdon motioned to recess the workshop at 6:04PM and pick back up at the next budget meeting on December 28<sup>th</sup>. Selectman Bixby seconded the motion, and all Board members approved.

## **December 28, 2020**

### **Minutes**

#### **Attendees:**

#### Select Board

Mike Klopchin, Chair

Bob Bixby, Clerk

Cash Ruane

Rick Wilbur

Robert Congdon

Heidi Congdon, Treasurer

Katie Rock, Secretary

Gloria Menard, Clerk

Art Menard

### **Call to Order**

Chairman Klopchin called the workshop to order at 5:07PM.

### **Agenda Additions/Deletions**

N/A

### **Budget Discussion**

The only appropriation that the Treasurer had received since the last workshop was from Wonderfeet Kids Museum for \$2500. Selectman Congdon said he was in favor of supporting Wonderfeet, as they are an educational, kids-oriented program. Chairman Klopchin asked Katie to respond to Wonderfeet Museum to let them know that their request will go on Clarendon's ballot in March.

Heidi asked the Board what they would like to budget for cemetery maintenance. Johnson's Refuse and Lawncare mowing bid came in at \$10,900. The Board deliberated how much extra should be in the budget to help clean up the cemetery. They decided to level fund at \$15,000.

The last item that needed to be wrapped up for budget was capital expenditures. The Board previously discussed replacing the excavator so they plugged in \$70,000. Selectman Ruane thought with the municipality discount from CAT they could buy new for around \$125,000. The Board tried to think long-term about their potential equipment purchases and plan accordingly. The grader will need to be replaced in the next few years as well. The Board budgeted \$20,000 for the sale of the excavator. Then there would be \$90,000 for capital expenditures.

The FY22 budget was \$122,000 over from last year so the Board went back through it to cut some funding. They decided to cut the external audit at \$15,000 because they had wiggle room for when the next audit was due. Heidi suggested taking out the \$3,500 for a new website. The Board decided to cut out the heat pump proposal and save the Town \$12,000. They cut \$5,000 from Contract Services (level funded). Selectman Congdon and Selectman Bixby suggested postponing putting \$25,000 toward an addition on the Garage; the Board did end up level funding Garage maintenance. They added \$75,000 to delinquent tax budget to increase revenue. For employee uniforms the Board decided to cut back the originally proposed \$700/person to \$500, saving the Town an extra \$800. After deliberating over these cuts, the Board settled on the final budget.

If Heidi receives any additional appropriations, she will give them to the Board at their next meeting.

### **Recess/Adjournment**

Selectman Congdon motioned to adjourn the budget workshop at 6:14PM and Selectman Wilbur seconded. The motion passed unanimously.

SIGNED: Mike Klopchin Mike Klopchin, Chair

SIGNED: Bob Bixby Bob Bixby, Clerk