­ Shelburne Finance Committee Meeting

Monday March 25, 2024, 5:30 pm

Shelburne Fire Station

18 Little Mohawk Road

Minutes

Call to order: Meeting called to order at 5:30 pm by Todd Dubreuil, Chairman. Those present include, Finance Committee members Terri Mitchell, Jim Burnham, Jay Readinger. Absent: Matt Popoli. Guest: Mark Shippee.

**Appointments:**

* 6:00 pm – Jeff Boettner – Town-Owned Streetlight Proposal
* 6:15 pm – John Walsh – Cowell Gym Deferred Maintenance
* 6:30 pm – Mark Shippee – Highway Budget & Capital Requests
* 7:00 pm – Greg Bardwell – Police Department Budget Request

1. **New Business:**

* Joined Selectboard Meeting at 6:00 pm:
* 6:00 pm - Jeff Boettner – Town-Owned Streetlight Proposal – Jeff Boettner, representing the Streetlight Committee, presented a worst-case scenario for the purchase and conversion of the Streetlights from Sodium-Vapor to LED lights. The worst-case scenario is estimated to be approximately $75,000. This could potentially be reduced by a Green Communities Grant that will be applied for and could be as much as $25,000. More accurate numbers should be available mid-April.
* 6:15 pm – John Walsh – Cowell Gym Deferred Maintenance – John has found 12 items he feels are priorities in bringing the maintenance back on track. When asked if all repairs & maintenance need to be completed in this FY, John said that a few things could be pushed off until next FY, spreading the costs out over 2 years. The Finance Committee requested a copy of John’s list of maintenance to be completed. He estimated approximately $106,000 is needed to get the maintenance back on track.
* 6:30 pm – Mark Shippee – Highway Department Budget and Capital Requests – the Highway Budget request for FY 2025 included the 4% wage increase that all town employees will be getting, with the exception of one of the employees. That employee performs additional mechanical and fabrication services for the town and Mark has asked for an additional pay increase for that employee. MEMA will be reimbursing the town for approximately $20,000 for costs associated with the flooding in December 2022 and July 2023. Mark also had Capital requests for a new one-ton pickup truck with a plow and sander for $118,747, a 6-wheel dump truck with plow and sander for $326,000, and an up graded commercial mower for approximately $ 34,000. The last 2 homeowner type mowers did not hold up well.
* 7:00 pm – Greg Bardwell – Police Department Budget Requests – The overall Police budget is $1,000 less than last year. Most line items are level funded. Wages are up by the 4% increase that all town employees will be getting. It was noted that the Town of Buckland will be responsible for 49.8% of the total Police budget.
* Todd Dubreuil is trying to schedule a meeting with our MTRSD School Committee Rep’s, Jason Cusimano and Willow Cohen, for their budget presentation. He is trying to schedule for Thursday, 3/28/24. Once he has contacted all parties involved, he’ll let us know.

2. **Old Business:**

* Review Draft Meeting Minutes for 2/26/24 and 3/4/24. Hold until a full Committee is present.
* A meeting has been scheduled with the Selectboard for 3/28/24 at 5:30 pm to discuss the Finance Committees role and responsibilities and Town Accounting, including GASB 34 reporting. A Motion was made by Jim Burnham to engage Rosselli & Clark, Town Auditors, to assist the Town in bring our Accounting into compliance with GAAP/GASB in efforts to produce GAAP/GASB compliant audited Financial Statements. The motion was seconded by Todd Dubreuil. All in favor. Motion passed unanimously.
* The Finance Committee needs to appoint a committee member to sit on the Shared Police Services Advisory Committee. Todd has volunteered to represent the committee. A motion was made by Terri Mitchell to appoint Todd Dubreuil to the Shared Polices Services Advisory Committee as the finance Committee representative. Seconded by Jim Burnham. All in favor, motion passed unanimously.
* Continued the discussion on Capital Planning, Capital Spending and Capital Requests. Discussed charging someone with the responsibility of monitoring all Town Buildings and staying abreast of repairs and maintenance necessary to keep Town Buildings in good working condition.

3. **Other Issues not anticipated 48 hours before the meeting**: None

4. **Next Meeting:** March 28, 2024 at 5:30 pm at the Fire Station.

5. **Adjournment**: Motion to Adjourn by Terri Mitchell, seconded by Todd Dubreuil. All in favor. Meeting adjourned at 8:25 pm.