

# **APPROVED**

## **Minutes of 4/14/2010**

### **Randolph Budget Committee**

#### **Meeting Minutes**

Date: 4/14/2010

Time: 1PM

Location: Randolph Town Hall Conference Room

Attending: Michael Penrod, Gary Champey, Horace Puglisi, Sheila Jacobs, Michael DeCubellis

Absent: Carol Flint

1. Approved Minutes of 3/12/2010 Meeting
2. Changed Meeting date of May 7<sup>th</sup> at 1PM to May 17<sup>th</sup> @ 1PM
3. Reviewed Questions for Lister's meeting on 4/19/2010
4. Discussion of open position in Finance @ Town Office and hours
5. Discussion on rather a consulting firm would be beneficial to review Town positions-for streamline of duties – this was Carol Flint's original suggestion from the previous meeting.
6. Discussion of Capital Budget Committee – we would like to see a spreadsheet on equipment, buildings for 5, 10, 20 years and would like to meet with the Capital Budget Committee.
7. Discussion of when Michael DeCubellis will have copies of updated spreadsheet to us Back to original dates of by the 10<sup>th</sup> business day of each month so we could review and email him questions before the next meeting
8. Meeting dates:
  - April 14' 2010 @ 1 PM
  - May 17' 2010 @ 1PM
  - June 18, 2010 @ 1PM
  - No Meeting the Month of July 2010
  - August 6, 2010 1 PM
9. Michael Penrod will open meeting on 4/19/2010, Horace will ask the questions, and Sheila will be clerk. We are looking forward to this meeting to learn and understand more about this Department
10. Meeting adjourned at 3:00 PM

Respectfully – Sheila Jacobs – Budget Comm. Secretary

**Approved**  
**Minutes of 5/17/2010**  
**Randolph Budget Committee**  
**Meeting Minutes**

Date: 5/17/2010

Time: 1PM

Location: Randolph Town Hall Conference Room

Attending: Gary Champey, Horace Puglisi, Sheila Jacobs, Michael DeCubellis

Absent: Carol Flint, Michael Penrod

1. Approved Minutes of 4/14/2010 Meeting – with one change that the budget from Michael DeCubellis would be available on the 10<sup>th</sup> business day, not by the 10<sup>th</sup> of the month.
2. Reviewed Budget that Michael DeCubellis handed out that was up to the end of April
3. Selectman Admin Expenses – note on liability Ins – errors & omissions – please note it needs to be split to different departments not yet allocated
4. Discussion of Randolph Ctr Fire Dept Vehicle Repair – which needed a lot of work unexpectedly done on it
5. Bridges & Highway – Bill Morgan, new Operations Manager of Buildings/Grounds & Bridges
6. Horace went over the forms he handed out on effective budgeting – discussed them with Gary to see if the different departments would complete them. They would be a little more detailed and we could understand their vision for their department
7. Meeting adjourned at 3:00 PM

Sheila Jacobs  
Budget Comm.  
Secretary

**Approved**  
**Minutes of 6/18/2010**  
**Randolph Budget Committee**  
**Meeting Minutes**

Date: 06/18/2010

Time: 1PM

Location: Randolph Town Hall Conference Room

Attending: Gary Champey, Horace Puglisi, Sheila Jacobs, Michael DeCubellis

Absent: Carol Flint, Michael Penrod

1. Approved Minutes of 5/17/2010 Meeting – with two changes
  - a. Item 3 a note to be split to different departments – **not yet allocated**
  - b. Item 5 Bridges & Highway – **Bill Morgan, new operations manager of Buildings/Grounds/Bridges**
2. Reviewed May 2010 Budget & Status Report – see attached notes
3. Reviewed April 2010 Budget & Status Report – see attached notes
4. Discussed end of year budget
5. Carol Flint requested a member from the Budget Comm be on the Capital Comm – Horace has offered to do this
6. Meeting adjourned at 3:30 pm

Next Meeting Scheduled August 6 at 1 PM Randolph Town Hall Conference Room

Sheila Jacobs  
Budget Comm.  
Secretary

**Approved**  
**Minutes of 9/10/2010**  
**Randolph Budget Committee**  
**Meeting Minutes**

Date: 09/10/2010

Time: 1PM

Location: Randolph Town Hall Conference Room

Attending: Gary Champey, Horace Puglisi, Sheila Jacobs, Michael DeCubellis, John Coffey

Absent: Carol Flint,

1. Approved Minutes of June 18<sup>th</sup> Meeting and July 18<sup>th</sup> Meeting – July 18<sup>th</sup> meeting was a discussion between Horace and Michael Decubellis – Sheila Jacobs, Michael Penrod, Gary Champy were absent – Horace did minutes of this discussion and Carol Flint attended at the end of the discussion
2. Minutes will not be submitted to Town Secretary until they are approved at the next meeting – they will then be forwarded to the Town Manager and Cindy after approval for posting on the Town website
3. Discussed the deficit that is reflected in the June Year End Report – after discussion the Town Treasurer Joyce Muzzaco came in to our meeting to advise that in 2008 when the Cemetery & Library revenue was given separate line items – they were accidentally not removed from the General Fund where they had previously been – this also occurred in the 2009 budget numbers. This was also during a time of transition from Town Managers and Business Manager. We also discussed the possibility that due to the economy revenues were down in some areas.
4. Grand List – each year the Grand List is signed by the Lister's, submitted to the State of Vermont from the Chair of the Lister's in the Town of Randolph. The Grand List information is crucial to the tax rate and budget process, therefore it is the recommendation of the Budget Committee that this document also be sent to all members on the Budget Committee, The Town Manager and Chair of the Selectboard. Sheila will contact Carol Flint to advise of this motion.
5. Capital Budget Process – It is the consensus of the budget committee that there are no outlined capital budget projections that can be shared with the Selectboard or Budget Committee. This was an issue that has come up for the last couple of years. A motion was made today that the Town Manager would send the budget committee all capital

information that he has, from equipment owned, year of equipment, future needs, road projections etc. We will put this information in an excel worksheet so that projections for the next 5, 10, 15 to 20 years can easily be seen by the Town Manager, Selectboard, and Budget Committee.

6. RACDC Requests – it was discussion and the consensus of this budget committee that RACDC requests should be warned and voted under special appropriations for the Town of Randolph tax payers to make a decision on. We will make this recommendation to the Selectboard.

7. Dates of the next meetings:

- |                                      |       |                                    |
|--------------------------------------|-------|------------------------------------|
| 1. September 24 <sup>th</sup> , 2010 | 10 AM | Randolph Town Hall Conference Room |
| 2. October 1 <sup>st</sup> , 2010    | 1 PM  | Randolph Town Hall Conference Room |
| 3. October 8 <sup>th</sup> , 2010    | 1 PM  | Randolph Town Hall Conference Room |
| 4. October 22 <sup>nd</sup> , 2010   | 1 PM  | Randolph Town Hall Conference Room |

8. Meeting adjourned at 3 PM

Sheila Jacobs  
Budget Comm.  
Secretary

**Approved**  
**Minutes of 9/24/2010**  
**Randolph Budget Committee**  
**Meeting Minutes**

Date: 09/24/2010

Time: 9 AM

Location: Randolph Town Hall Conference Room

Attending: Gary Champey, Horace Puglisi, Sheila Jacobs, Michael Penrod

Absent: Carol Flint,

1. Approved Minutes of September 10, 2010 Meeting with the correction of the addition of Michael Penrod present.
2. Dates of the next meetings:
  1. October 1<sup>st</sup>, 2010                      1 PM                      Randolph Town Hall Conference Room
  2. October 8<sup>th</sup>, 2010                      1 PM                      Randolph Town Hall Conference Room
  3. October 29<sup>th</sup>, 2010                      1 PM                      Randolph Town Hall Conference Room
3. Capital Budget – Motion made that Michael Penrod would contact Larry Richburg to request that the Budget Committee members be placed on the agenda for October 5<sup>th</sup> 2010 Meeting to discuss if they would like the Budget Committee’s help in updating the spreadsheets and that we would offer to incorporate the Capital Budget in our agenda. Motion passed unanimously. It is the Budget Committee’s concern that the projects and equipment have not been kept up to date.
4. Review of Town Report page by page to see if we could make the Town report more clear, concise and less expensive. We have recommendations to bring before the Selectboard for their review and approval at the October 5<sup>th</sup> meeting. Michael Penrod will make the suggestions in last year’s Town Report so that each Selectboard member will have a copy.
5. Horace met with Joyce, Town Treasurer to discuss the Town Tax Rate, Stabilization of Taxes, Statement of Taxes Raised, and Trustees of Public Funds (items found in the Town Report) – Horace then took the information he gained and it is an attachment to these minutes – we should consider the write up Horace did to be put in the Town Report for clarification to the Town of Randolph residents.
6. Fire Department discussions to make recommendation for the Fire Chiefs of the Randolph, Randolph Center and East Randolph Fire Departments to get together to come up with a

- long range plan for fire protection for the entire town for future needs that could be shared in the Capital Budget Committee goals.
7. Review of information that Horace provided in a Thirteen Town comparison. Horace researched 13 town reports, similar to Randolph in population. We will review this again at our next meeting.
  8. Meeting adjourned at 11 AM

Sheila Jacobs  
Budget Comm.  
Secretary

**Approved**  
**Minutes of Budget Committee**  
**Friday October 1 2010**

Present: Michael Penrod, Sheila Jacobs, Horace Puglisi, Gary Champy, Michael DeCubellis

Absent: Carol Flint,

Present Guests-- Amy Berkey, Betty Philips—Library Trustees

Began at 1:05 PM

Minutes approved Horace moved and Sheila Seconded.

Michael began the meeting notifying guests there are three members on the Budget Committee, and gave a brief history when the Budget Committee began.

Michael asked if the Trustees communicated with Gary Champy, and thanked the two guests for attending. He pointed out our concern about Amy's proposed salary and felt we should discuss this with Trustees.

Sheila asked about putting increases in, for 2012—response was a 2.47% total increase.

Sheila asked about the increase use of the library. Amy noted an increase in inter-library loan which is an added expense-- \$4000.00 Postage is that line-item. The library pays for postage for books going out. Folks can make a donation for this postage. Patrons use an online catalogue and use the interlibrary loan. The new proposal will be \$4000.00 for inter-library \$1200.00 will be revenue.

Michael asked about technology—use all computer related costs to this line item. #31.01 and #32.00 are equipment repair and purchases—they took computer related repairs and purchases and took out and combined in line item 47.01

Discussion on fiber-optic and there is a grant for revenue.

Mileage is reimbursement to get books at the Berlin Library Amy makes trips to reduce postage costs and get books. But postage on books is a lot lower. Other mileage is for \_\_\_\_\_

These two categories were for technology and now there is \$300.00 for other computer for repair.

Sheila asked about the goals for next year. Response was that Judith Flint—will be doing outreach and do more youth services. She is brining books and doing reading at Gifford Mening Wing. Going to the



senior center and do book discussions. She is designing more programs and for seniors, and increase in salary. She now works full time now. She gets an hourly wage. Plans include

Last year there was a \$00 .36 per hour per person increase on the average. There was no clarity for this for Michael.

Currently there is repair for downstairs door, more outlets because of fuse problem. They have an estimate for the door.

Amy, Judith, and Lynn are the three employees.....

See page 103 of Town Report on some data.

Michael asked about fiber optic cable capability which would increase more band width. We would pay \$100.00 per month in addition there is already WI-FI in the library. Library now has broad band, but there is no SKYPE and job interview we need more bandwidth. See line item #39.

Lynn Gately is 87.5%

Library employees are NOT town employees.

This part of the meeting ended at 1:55 PM Gary Champy and Michael DeCubellis arrived.

Submitted by Horace Puglisi

# **BUDGET COMMITTEE MINUTES**

Friday, October 8, 2010 at 1:00 p.m.

Conference Room A, Randolph Town Hall, 7 Summer Street

Present: Michael Penrod, Horace Puglisi, Gary Champy and Sheila Jacobs

Absent: Carol Flint, Michael DeCubellis

1. Minutes of previous meeting
  - a. Motion made to approve minutes of 10/01/2010 Meeting
  
2. Review Recreation Proposed Budget
  - a. Discussion highlights – 25% increase in personnel wages due to Bill Morgan who is Building, Grounds, Operational Manager – some of his wages come from this department and are pro-rated accordingly-asked to
  - b. Change title of #100-3400-2800 to Recreation Operation Contract instead of Expenses
  - c. Add line item for grants that to Support Recreation Activities
    - i. Such as the Women’s Basketball – Men’s Volleyball etc
  - d. Pool now open 7 days a week instead of 6 – due to the hot summer and longer hours Gary advised that we spent about \$2000 more in pool chemicals and this will be reflected in the 2012 budget increase under pool
  
3. Review Cemetery Proposed Budget
  - a. Bill Morgan’s salary pro-rated in this under seasonal help – Gary advised they now have two less employees –David Barnard Cemetery Comm. and oversees the operating
  
4. Review Highway Proposed Budget
  - a. Discussion of what Administration Expense – after discussion this should be reflected back into the General Fund
  - b. Need clarification in budget titles on Transfers In and Admin Transfers In
  - c. Clarification on Highway Revenue and Administration Revenue – what is the difference

5. Review Police Proposed Budget
  - a. Police budget looked good and we had no questions – discussed the salary was low for what the Police Officers did and felt it should be increased
  
6. Discussion of other Towns Spending Practices compared to Randolph
  - a. Hand out from Horace in a comparison chart that he did on 10 Towns including Randolph with similar population on what each spent in the following categories – median house income, per capita income, mean house value, area in square miles, amount raised in taxes, Grand list municipal, highway budget, fire dept budget, lister/assess or budget, library budget, recreation budget, police budget, special appropriations.
  
7. Interview results with Fire Chiefs
  - a. Horace shared his discussion handouts from meetings he had with the Fire Chief of Randolph, Randolph Center and East Randolph
  
8. Other Business
  - a. Discussion of having evening meetings as we moved in to the fall budget process two evenings per week – we will finalize this at the next meeting –Next Meeting October 29 2010 at 1 PM –
  
9. Adjournment
  - a. 3 PM

Sheila Jacobs  
Budget Comm.  
Secretary

# **BUDGET COMMITTEE MINUTES**

Friday, October 29, 2010 at 1:00 p.m.

Conference Room A, Randolph Town Hall, 7 Summer Street

Present: Michael Penrod, Horace Puglisi, Gary Champy and Sheila Jacobs and  
Michael DeCubellis

Absent: Carol Flint Guest: Don Sweester

## 1. Minutes of October 1<sup>st</sup> Meeting

- Motion made and approved minutes of 10/01/2010 Meeting

## 2. Review Proposed Budgets

- Lister:  
Don Sweester present to review proposed budget of 2012 with us-  
Horace shared his comparison sheet of Town's similar in size to  
Randolph-  
Discussed how much the Town has in Reappraisal/Reserve Fund  
Lister's meetings in 2010 discussed-  
Discussed Lister's position and duties and hours-

## 3. Water & Sewer:

- Discussed the possibility of doing RFP for boots-  
Where Administrative costs show up in the budget-  
Discussion on the North Reservoir-  
Rate adjustments come from the Selectboard-

## 4. Fire Departments:

- Discussion Fire Equipment Reserve-  
Fire Fighters Wages-  
Unanticipated expenses in the year-

## 5. Gary – Update on Highway & Rec. Dept

- One less employee in Highway Dept at this time-
- Mostly level funded-
- Downtown Maintenance will reflect where the money comes from for the hanging baskets, banners etc for downtown-
- Recreation budget changed from \$83,000 budget to \$79,000-
- Increase in chemicals for pool due to increase in pool hours-

6. Michael Penrod will discuss the final layout of the Town Report suggestions from the Budget Committee to The Selectboard on November 3<sup>rd</sup> 2010 at 6PM-

7. Upcoming Meetings:

- November 10<sup>th</sup> @ 5 PM Randolph Town Hall
- November 18<sup>th</sup> @ 5 PM Randolph Town Hall
- December 3<sup>rd</sup> @ 5 PM Randolph Town Hall

8. Adjournment

a. 3:30 PM

Sheila Jacobs  
Budget Comm.  
Secretary

# **BUDGET COMMITTEE MINUTES**

Friday, October 29, 2010 at 1:00 p.m.

Conference Room A, Randolph Town Hall, 7 Summer Street

Present: Michael Penrod, Horace Puglisi, Gary Champy and Sheila Jacobs and  
Michael DeCubellis

Absent: Carol Flint Guest: Don Sweester

## 1. Minutes of October 1<sup>st</sup> Meeting

- Motion made and approved minutes of 10/01/2010 Meeting

## 2. Review Proposed Budgets

- Lister:

Don Sweester present to review proposed budget of 2012 with us-  
Horace shared his comparison sheet of Town's similar in size to  
Randolph-

Discussed how much the Town has in Reappraisal/Reserve Fund

Lister's meetings in 2010 discussed-

Discussed Lister's position and duties and hours-

## 3. Water & Sewer:

- Discussed the possibility of doing RFP for boots-  
Where Administrative costs show up in the budget-  
Discussion on the North Reservoir-  
Rate adjustments come from the Selectboard-

## 4. Fire Departments:

- Discussion Fire Equipment Reserve-  
Fire Fighters Wages-  
Unanticipated expenses in the year-

## 5. Gary – Update on Highway & Rec. Dept

- One less employee in Highway Dept at this time-
- Mostly level funded-
- Downtown Maintenance will reflect where the money comes from for the hanging baskets, banners etc for downtown-
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- November 10<sup>th</sup> @ 5 PM Randolph Town Hall
- November 18<sup>th</sup> @ 5 PM Randolph Town Hall
- December 3<sup>rd</sup> @ 5 PM Randolph Town Hall

8. Adjournment

a. 3:30 PM

Sheila Jacobs  
Budget Comm.  
Secretary

# **BUDGET COMMITTEE MINUTES**

Friday, November 10, 2010 at 5:00 p.m.

Conference Room A, Randolph Town Hall, 7 Summer Street

Present: Michael Penrod, Horace Puglisi, Gary Champy and Sheila Jacobs and  
Michael DeCubellis  
Absent: Carol Flint

1. Minutes of October 29, 2010 Meeting
  - Motion made and approved minutes of 10/29/2010 Meeting- Approved
2. Review All Proposed FY2012 Budgets
  - We asked Mike DeCubellis to please verify how much money is now in the Smith Barney Account for the Landfill Trust
  - Requested that Mike D please put the Grants on a separate sheet for us indicating what they are for, how much they are for – he advised they are accounted for but not in General Fund – in page 50 of last year's Town Report
3. Review the Budget and the questions Horace had listed –
4. Next meeting we will review WRVA, RACDC and Capital Budget Expenses, which at this point we have nothing from the Capital Budget Comm. And we would like this before we make recommendations to the Select board.
5. Upcoming Meetings:
  - November 18<sup>th</sup> @ 5 PM Randolph Town Hall
  - December 3<sup>rd</sup> @ 5 PM Randolph Town Hall
6. Adjournment
  - a. 7:30 PM

Sheila Jacobs  
Budget Comm.  
Secretary



## BUDGET COMMITTEE MINUTES

Wednesday, November 18, 2010 at 5:00 p.m.

Conference Room A, Randolph Town Hall, 7 Summer Street

Present: Michael Penrod, Horace Puglisi, Gary Champy and Michael DeCubellis

Absent: Carol Flint, Sheila Jacobs

1. Minutes of November 10, 2010 Meeting
  - Michael Penrod moved to approve the minutes of November 10 and Horace Puglisi seconded. 11/10/2010 Meeting- Approved
2. Meeting began with a discussion on the Landfill Closure Fund. Michael asked if the town was receiving 10% interest (as an amount of \$100,000.00 is being transferred annually into General Fund Revenue. See 100-2010-00.00  
Gary Champy/Michael DeCubellis were unable to give a response.
3. At the last meeting Michael Penrod inquired about the Recreation Operating Expenses and requested a breakdown of those expenses. Michael DeCubellis presented an itemized listing for little League Field, Swimming Pool, Skating Rink, and Tennis Court. The data showed that the swimming pool expenses total was \$4,450.21.
4. Gary Champy proceeded to answer questions raised at the last meeting regarding administrative revenue. There are TWO transfers:
  - 100-2010-00.02 is Admin Revenue for Executive Staff tasks completed. That sum for 2012 budget is \$70,000.00.
  - 100-2038-00.15 is revenue for treasurer and town clerk staff tasks completed. That sum for 2012 budget is \$15,000.00

Page 8 of the November 18<sup>th</sup> monthly expenses shows those items VOTE GENERAL EXPENSES. This is General Fund Revenue approved by the voters. The 2012 budget shows an increase in this revenue by about \$60,000.00

- 100-3010-40.02, heating Oil was discussed. The \$ 4000.00 figure will be adjusted as Gary stated 570 gallons of heating oil was used 2009-2010.
- 100-3210-31.04 Building Fuel for Village Fire will not be changed from the \$4000.00 projection. Horace asked about the thermostat control temperature and Gary responded that it is usually kept at 55 degrees.
- 100-3410-40.00 Utilities, Michael DeCubellis explained the breakdown.
  - 100-3410-75.00 Fuel Oil—Chandler is now within its own account called Chandler Operating Expenses. This year the town pays 95% for the first 7,700 gallons and then Chandler pays for the remaining oil at 100%. The

reimbursement of 5% is NOT booked as revenue. However this secretary is not aware of where this money is noted in the monthly expense ledgers.

105-2003-00.20, garage rental. OSSU rents one large bay equivalent to two bays in our building.

105-2003-00.56, this amount is for Reggi's salary.

105-2003-00.57, administrative revenue is no \$0.00 as this person who fulfilled this position is now gone.

105-3300-13.00, Snow Removal/Street Cleaning is contracted work. The whole town is cleaned in 3 days and the cycle will go back to two cleanings a year at a projected cost of around \$10,000.00.

105-3310-31.04 Chain Stock, Blades, Etc. This is NOT for chainsaws but for tire chains grade blade and bucket loader chains and blades. Cost projection is \$7,000.00

105-3310-59.00 Tools/Small Equipment. Gary has informed Rob Runnel to begin an inventory of these items.

Horace inquired on the record keeping of all the different wages in Highway. Gary responded that the Foreman keeps track of hours worked as well as overtime as well and Wendy who double-checks. Gary has an over-time rule where Wendy tells Gary when anyone works > 12 hours of overtime.

105-3330-42.00 Heating Oils, this is for the boilers and furnace of highway garage estimated to be around \$21,500.00

Discussion moved to the Smith Barney Accounts. Gary informed the Budget Committee that there about 35-40 different accounts. This was brought up by Michael Penrod who wanted to know how much money we have and whether or not those funds can be used in the General Fund and relieve the tax burden/ reduce the amount needed to be raised by taxes. The answers were NOT totally clear, but apparently the voters or the Select-board need to vote on any changes. Joyce Mazzucco manages these funds. Also VLCT would argue that the Town Clerk does NOT need to follow any Select-board policy.

The meeting discussion also focused on Special Appropriations. Gary did advise the budget committee that the Select-board could approve ONE line item for Special Appropriations and that each interest group- with petition—can submit their claim. It is not clear if the claims reach the approved voter amount for that Special Appropriations Fund.

Horace presented his recommendations for the Select-Board. After much discussion it was agreed that those recommendations were “managerial” in nature. Horace’s recommendations will be given directly to the Town Manager who agreed with many of the suggestions. Horace will revise his recommendations and present a revised copy at the next budget committee meeting. Horace did include in his report two budget tables which need to be examined and edited by Michael DeCubellis.

Michael Penrod presented a budget crosswalk/spread sheet. “Randolph Expense Comparison” of expenses for 2009; 2010; 2012. This report showed % change and costs for the major departments. Total Fire Department is up 18% for 2012. Total Library is up 7%-- of which Gary commented that their budget is a reflection of the amount of income the Trustees can use from their investments.

At the conclusion of the meeting discussion centered on the lack of information from the Capital Budget Committee. And we would like this before we make recommendations to the Select board. It is possible that the Capital Budget plans can be completed by Harvey Porter who is preparing a spread sheet based on their last meeting.

Michael Penrod presented his handwritten recommendations that, as Chair, will present to the Select-Board. Below is a summary of his arguments.

1. There is little or no long term planning, especially in Capitol.
2. The timing of the preparation of the Capitol needs to be change to coincide with all other budgets and be presented to the Budget Committee at the same time.
3. Randolph's expenses are much higher than 7 other towns of similar size in VT Listers, recreation, Fire.
4. Select Board should challenge the three fire chiefs to come up with a proposal to reduce infrastructure while continuing to provide an acceptable level of fire coverage.

*The Budget Committee has thoroughly reviewed the budget presented to us by the town manager with the exception of the Capitol budget which hasn't been completed and will be in excess of one million dollars. The Budget Committee should provide in-put to the Select Board on the entire budget, including the Capitol budget. The one area that stands out is a 15% increase in Special Appropriations, which is worrisome. We realize that some managers and trustees have a good rational for increasing salaries but other areas should be reduced to keep the bottom line increase to a minimum. We realize that the proposed budget takes effect in two years but some thought should be given to reducing the overall tax burden. This can only be accomplished by implementing a long term spending strategy for all areas and sets priorities so that logical, fact based, decisions can be made. Today's budget process is based on what we have done in the past, not what we will need in the future. That process, making decisions with inadequate information or goals should be corrected.*

*Included in your packet you will find a comparison of seven Vermont towns prepared by Horace Puglisi as a member of the Budget Committee. While the information is only directional and many factors affect*

*a budget special attention should be given to the cost of recreation and lister/assessor in other towns as compared to Randolph.*

*Work in progress*

5. Next meeting we will Thursday, December 2<sup>nd</sup> at 5:00 PM. Agenda will be what the Budget Committee intends to present to the Select-board.
6. Upcoming Meetings:  
December 3<sup>rd</sup> @ 5 PM Randolph Town Hall
7. Adjournment
  - a. 7:30 PM

Submitted by,

Horace Puglisi for Sheila Jacobs (Budget Committee Secretary)

## **BUDGET COMMITTEE**

### **Minutes**

Thursday, December 2, 2010 at 5:00 p.m.

Conference Room A, Randolph Town Hall, 7 Summer Street

- Present: Michael Penrod, Horace Puglisi, Gary Champy, Carol Flint, Sheila Jacobs
- Absent: Michael Decubellis

- Approved Minutes of November 18<sup>th</sup> Meeting
- Reviewed Capital Budget Numbers
- Review letter to Selectboard in preparation for our meeting on 12/7/2010
- Next Meeting January 6<sup>th</sup> 2011 @ 2PM At the Randolph Town Hall

Meeting Adjourned at 6:30 PM

Sheila Jacobs

Secretary