

Agenda  
Warren Selectboard  
Tuesday, November 28, 2017  
7:00 PM  
Warren Municipal Building

7:00 PM – Public Comment

7:15 PM – CPA – Mike Segale – Fothergill, Segale & Valley – Towns Audit Overview/Sign Contract

7:40 PM – Follow up Discussion on Town Leadership Meeting

7:50 PM – Approval of Minutes for November 14, 2017

7:51 PM – Approval of Accounts Payable and payroll Warrants

8:00 PM – Other Business

**Minutes of November 28, 2017**

Warren Selectboard

7:00 PM

Warren Municipal Building

**Members Present:** Andrew Cunningham, Luke Youmell & Randy Graves.

**Members Absent:** Bob Ackland & Clay Mays.

**Others Present:** Mike Segale, Sam (TV 44/45), Chris (VR), Dayna Lisaius & Cindi Jones.

**7:00 PM** – Meeting called to order by Mr. Cunningham.

**7:02 PM** – Public Comment – None

**7:05 PM - Mike Segale – Fothergill, Segale & Valley** – Towns Audit Overview/Sign Contract - Mr. Cunningham started the discussion off the discussion with asking how the town is doing. Mr. Segale reported that the town's health is fine and that the yearly audit did not show any deficiency's other than the normal adjustments with the department of education tax payments. He touched upon the differences with modify accrual basis and where the town is a modified cash basis as it is much more easily understood then the accrual basis which is a bit more complicated. Cash basis is more easily understood as money comes in is recorded as income and money paid out recorded as expenses. The town does not have many payables at year end as they are paid by 12/31. Mr. Segale commented it is usually a timing issue such as payroll, when the pay period ends in the following year and has day or two in the new year. The long-term debt is not recorded but is included in the financial statements as a summary of the long-term debt.

At year end December 2016 the town had a fund balance carrying forward, measured as a per date measured on a modified cash basis. The town collects taxes, which includes State Education taxes that is due the state. The school district is usually paid by 12/31. Last year the Town had a \$300,000 which \$70,000 was set aside to pay the solar array debt, and \$243,000 as unassigned. In that \$243,000 there was \$100,000 assigned because of a project holdback leaving about \$143,000 on December 31, 2016. Mr. Segale commented the fund of \$2 million money set aside for specific accounts such as highway equipment, fire equipment, town appraisal, mapping, standpipe, building renovations, town capital development, wastewater etc. is recorded in a separate account.

A question was asked about netting the expenses with the revenue grant fund projects. Mr. Segale explained that when you are building a budget, you are basing it on normal operations then when a grant comes in you have to add a line item to record the expenses but there is revenue offsetting the project cost. The account shows the entire project activity grossed and not netted out. Also factoring into the equation is that the grant may be spent all in one year, but may not receive the revenue in the current year, that the it can mess up the net difference. From a management standpoint, the town has pretty good lean management for a town so it makes it easier to deal with on a cash basis. If there are any large payables or accruals that are not recorded the board would be aware of them from the treasurer and town administrator. The tightest time with cash is after the Town pays the final education check and that is where the net of the \$300,000 comes into play and materializes in the cash account in the bank account where you haven't billed or collected taxes yet.

From Mr. Segale's standpoint the town is pretty tight in controlling expenditures with running the town of this size. The board thanked Mr. Segale for coming and signed the engagement letter for the audit of 2017.

**7:40 PM – Follow up Discussion on Town Leadership Meeting** - Planning District Town Leadership – Mr. Cunningham commented that it was good to see full representation of the board for the Town of Warren. Mr. Youmell commented that he thought the Recreation Committee did a great job with their presentation. Mr. Graves asked if anyone had seen the article VT Digger. It did state that year-round recreation does have impact. Mr. Cunningham commented that the three towns of Warren, Waitsfield and Fayston and Warren contributes \$15,000 tax money to the Recreation District yearly and will be asking for more. Mr. Cunningham commented that at some point the Town will need to decide how important is it to the town, as it is a lot of tax dollars already given to the district and they are asking for more.

Mr. Graves commented that there was a couple of inaccuracies in reporting that kingdom Trail charges to use the trails. It is unfair to compare them with the Valley. Mr. Graves commented that at some point he would like to ask the question of the taxpayers and see how they feel. Any increase in budget should be an Australian ballot to see what taxpayers are thinking about recreation in the valley and not just those who want to establish a part-time paid position down the road. Mr. Cunningham commented that he gets most feedback from taxpayers that are non-property owners and they seem to say, we don't have a say and you do what you want with our money. Mr. Graves commented that the taxpayers deserve level funding it, as the towns start to think about a part time recreation district position there are other things in front of that that have physical priority. He did feel that two of Waitsfield Board members and one last year spoke out got the short end of the stick, as it is not the Selectboard's money, it is the taxpayers of the whole town and not just a few who want this. Mr. Graves commented "do we really know how the Town feels about this?" Mr. Graves also commented that the Recreation District fund raised for the soccer fields that they should continue to fund raise for other things. The other members of the board commented that it was a good point and it will be brought up at the next meeting when the Recreation District comes to the meeting.

The board felt that the Planning District had a good presentation as it was not all numbers this year. Some of the board members have read the housing study that was prepared for the Planning District and thought some of the case studies wouldn't work, but a few of them might here in the valley. The Planning Commission has been asking the question can we keep up with level and they have in past tried to incentivized turning 1 acre lots to ¼ acre lots, but it just has not taken off. Mr. Graves commented that some things are so big that the government has to handle like the in the 70's they had the FHA houses that spurred growth and were workforce housing at the time. Mr. Cunningham commented that difference is that workforce housing is priced out so quickly in resort area's that land is expensive, new construction is increasing expensive and few people are building new homes. Especially if they are then being flipped or sell them that the return is not there. This is going to be a difficult issue to solve in the future.

**Other Business:**

**8:00 PM – Interim Zoning Administer Appointment** - Mr. Malboeuf had a medical emergency and is on a leave of absence. – Motion by Mr. Cunningham to appoint Ruth Robbins, as interim Zoning Administrator, second by Mr. Youmell. All in Favor: VOTE: 3-0.

**8:05 PM** – Motion by Mr. Cunningham to go into executive session to discuss personnel and invite Ms. Jones and Ms. Lisaius, second by Mr. Graves. All in Favor: VOTE: 3-0.

**8:08 PM** – Motion by Mr. Youmell to come out of executive session, second by Mr. Graves. All in Favor: VOTE: 3-0.

**8: 10 PM – Approval of Accounts Payable Warrants** – Motion by Mr. Youmell to approve the accounts payable as presented for \$1,015,492.20 second by Mr. Graves. All in Favor: VOTE: 3-0.

**8:12 PM – Approval of Payroll Warrants** - Motion to approve the payroll warrants as presented for \$19,975.15, second by Mr. Graves. All in Favor: VOTE: 3-0.

**8:13 PM – Approval of State of Education Warrant** – Motion by Mr. Youmell to approve the state education payment of \$3,108,178.00, second by Mr. Graves. All in Favor: VOTE: 3-0.

**8:14 PM – Approval of Minutes of November 14, 2017** – Motion by Mr. Youmell to approve the Minutes of November 14, 2017, second by Mr. Graves. VOTE: 3-0.

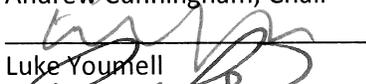
**8:15 PM** – Motion to adjourn by Mr. Youmell, second by Mr. Graves. All in Favor: VOTE: 3-0.

Minutes Respectfully Submitted by,  
Cindi Jones, Warren Town Administrator

The Warren Selectboard

  
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Andrew Cunningham, Chair

  
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Luke Youmell

  
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Randy Graves

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Bob Ackland

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Clay Mays