AGENDA WARREN SELECTBOARD

Location:	Warren Municipal Building
Date:	December 17, 2019
Time:	7:00 PM

Agenda Items 7:00 PM – 7:10 PM	Public Comment
7:15 PM - 8:30 PM	Budget Continuance – Warren Fire Dept., Warren Library, Warren Conservation Commission
8:40 PM -	Approval of Minutes from December 10, 2019
8:45 PM -	Approval of Accounts Payable Warrants & Payroll Warrants
9:00 PM -	Other Business Next Meeting To Be Scheduled

Minutes of December 17, 2019 Warren Selectboard 7:00 PM Warren Municipal Building

Members Present: Andrew Cunningham, Chair, Bob Ackland, Vice Chair, Luke Youmell, Randy Graves.

Members Absent: Camilla Behn

Others Present: Jeff Campbell, Jerrod Alvord, Jito Coleman, Marie Schmukal, Ellen Kucera, George Schenk, TV 44/45 and Cindi Jones.

7:05 PM - Meeting called to order by Mr. Cunningham.

7:08 PM - Public Comment - None

7:10 PM – Warren Conservation Commission Budget – Mr. Coleman explained that there was a slight increase in the knotweed budget line item and a decrease in the Blueberry Lake Management line. They have a volunteer now taking over the mowing of the Blueberry bushes. They will be using the Assessments & Studies Budget Line item to sign a contract with Arrowwood to created wildlife corridor maps for the Lincoln Peak Land Acquisition. They also will be working with the Planning Commission on the Zoning updates to included wildlife corridor protections. Mr. Jito also explained that they are working to get a grant from the Interval Conservation Nursery to fund and additional \$10,000 that would go to a knotweed lab to experiment and find out what exactly will kill the knot weed. They are working with the Friends of the Mad River and the Granville Conservation on a project to eradicate a large patch in Granville Gulf.

Mr. Schenk, also a member of the Conservation Commission came to talk about the allocation to the Capital Account for 2020. The account currently represents 8.5 years of contributions. He explained that the ecosystems are experiencing a stress/change not just from the environment but from how people co-exist with mother nature. The conservation tracts being purchased are ones that are up high up and that we are not looking at the lower corridors area's for conservation. He has four thoughts of actions:

- 1. Increase the reserve fund 10-fold.
- 2. Through Zoning make enforceable critical corridor areas to protect.
- 3. Conserve the present heritage and not contribute.
- 5. Commit to saving the Natural Heritage.

Mr. Ackland asked how do we get the publics input on this? Mr. Coleman commented that the Conservation Commission is committed to doing an educational drive on what owners can do. Include in the Town Report an educational portion and at Town Meeting set aside ½ hour for the Conservation Commission to share this education to see what the towns people want to do. Mr. Cunningham commented that he sees that it could be a possibility that it would be a combination of the first two ideas. The board thanked Mr. Coleman and Mr. Schenk for coming in presenting their budget and for sharing their thoughts on the Conservation Funding Allocation.

7:50 PM – Warren Public Library – Marie Schmukal, Ellen Kucera- Ms. Schmukal started the discussion off with a 2019 fact sheet handout. There were 8,791 visits with an average of 756 people/month. There were 2,480 people that attended Library programs with an upswing of 5.9% since 2015. The Library has become a very vibrant place for people of all ages. There were a total of 2500 people that attended programs. Highlights - they applied and were one of 14 libraries to the Children Literacy Foundation. The Warren Library received \$2000 worth of books and Warren Elementary received \$500 in books and free programing. This initiative was to strengthen the school Library with the Warren Public Library connection. They still continue to offer home schoolers with a book club and the Children's Librarian added creative writing class this year for them. They continue to offer a free Play Friday program that is very popular and getting beyond their capacity. Mr. Graves asked why? Ms. Schmukal commented that the after school is expensive for some families, so one day a week kids can go to library. This is where 5th and 6th graders are testing their independence go to library on their own for a while. The 4th annual peep style contest had over 40 people with a special guest: State Library Jason Brotton. They continue to building community and partnerships – Warren Arts contraband series, a successful community interest with the arthritis foundation doing an exercise sponsored by the Council of Aging. The Library apply for a small grant through the Mad River Valley Recreation District to pay for hand weights and the town provides the space graciously. It is a free program with about 5-8 seniors coming that have been attending on Wednesdays regularly. Work continues between Moretown and Joslin libraries. Some colorful Outreach was a float at the 4th of July parade performance that is getting lots of engagement outside of the Warren and media coverage to show libraries are not just quiet places.

Looking forward to 2020 the strategic plan was up in 2018 and they have been and will be scheduling meetings for public comments. The plan is using an open-ended approach so it is just library specific. They are looking for the aspirations from the community.

Budget 2020 increase is adding a staff person. It would be a kids programming budgeted at 9 hours a week focusing on a lot of kid's stuff. This seems to be the only increase in the budget form 2019.

Mr. Ackland asked about how many hours? Ms. Schmukal commented 9 hours a week. Staff line \$24,794 down to 17,222. When Ms. Schmukal took over in 2017, she had taken on more responsibilities so there was not staff needed. With all the increase in programs and community outreach is over capacity in what she can handle. Ms. Kucera commented that there was an additional issue because the Library Board used 2019 numbers to create the budget and approve by their board. They realized that the salary numbers implemented were not correct for 2019. In 2019 the Library Board presented a salary increase of 3.5 increase for Ms. Schmukal one percent higher than the normal town employees. The Library was acknowledging a merit base increase in the 2019 year as Ms. Schmukal finished her schooling for a Certificate of Librarianship and felt that it was a professional development increase deserved for her efforts. The Library Board since realized that somewhere along the way it was not approved by the Seclectboard and the library was not made aware of it. The numbers in the 2019 annual report were the numbers of the increase presented to the taxpayers in the reports. The budget numbers of the library board in 2019 showed the increase of 3.5% and the town's budget was 2.5%. To complicate the matter, they were not aware it was a 53 week pay period week in 2019.

Mr. Graves wanted some clarification that the 2019 budget shows \$103, 777 and the library should have been \$109,117. Mr. Ackland recalls that it was talked about that if the Library wanted to do a merit raise that the Friends of Library would pay the town but he wasn't sure how it was decided on. Mr. Ackland commented that we have no process on giving town employees merit increases. Ms. Schmukal commented that Library Board on 12/10/2018 presented the budget with the 3.5 percent merit raise in the Librarian Salary. Mr. Graves commented that he wasn't sure if it was decided on that day to approve increase but remembers there was a follow up in January in executive session to discuss. Mr. Ackland commented that Mr. Ellison in previous meetings stated the Library Board can tell the Selectboard what to do, but Mr. Ackland commented that the Library board can't tell the Selectboard what to do. The Selectboard holds the purse strings. Ms. Schmukal commented that they had talked with Mr. Ellison and Ms. Kauffman but they couldn't recall whether the Friends would pay for this. The amount is \$390 that would be due for the merit increase. Mr. Graves responded in looking at actual and budget \$103, 962 and 103,777 per 2019. On the budget sheet presented from the library it was projected at \$109,117. Mr. Graves commented that there is a disparity there. Mr. Graves commented that the actuals will be higher as there are 2 more weeks in December. Mr. Ackland commented that there are two processes going on two different tracks and that more communication is needed.

There is still one question open on how to go forward. - Ms. Schmukal commented that more communication and the final approved budget needs to be approved by the Library board prior to when the budget gets approved and printed in the Town report as submitted. The Library's Budget should match the numbers in the budget that is approved by the voters is the one that has the total budget. In moving forward Mr. Cunningham commented that the Library should take of the merit raise from the 2019 from their funds. Mr. Ackland commented that he doesn't have a problem with Library board setting out metrics and paying the extra compensation out of their funds. He felt that the Selectboard was in the dark about what the metrics and what the expectations were. The Library Board needs to recognize that the Selectboard is the keeper of the money and they have to approve what is done. The Library Board can make all decisions they want on their own funds but not on the funds allocated by the Selectboard. Mr. Graves asked if the Library could do some reworking on this? Ms. Schmukal asked "what would you like to see different?" Mr. Ackland commented that the Library presentation generates more confusion. Currently Mr. Youmell stated that nothing seems to match the numbers being submitted. The Library Board will rework the numbers once they have all the correct numbers and both the Town and Library will communicate to ensure the numbers match in the reports and in the budget. The board thanked Ms. Schmukal and Ms. Kucera for coming in.

8:45 PM – Warren Fire Dept. – Jeff Campbell & Jerrod Alvord - Mr. Alvord started out the conversation with that they have 26 members with 2 more taking Fire Fighter 1 Class. Fire calls are down but the member response has been up in responding. Mr. Campbell went line by line through the budget with an increase in radio dispatch because of the one dedicated phone line. Mr. Campbell did comment that if at some point if the town could move the repeater to the new proposed tower on Sugarbush. They lowered repairs and maintenance as they feel now with the contract they have; the repairs would be down. Mr. Graves inquired about the medical physical line as nothing has been used.

Mr. Campbell commented that he is working with the Volunteer Fire Counsel to see what they do for physicals and that it does not need to be a CDL Intrastate one or can it be a CDL physical that is not so regulated since they drive within state. They have been encouraging all volunteers to get a physical and that they can submit for reimbursement. Over all the budget has decreased from las year. Mr. Cunningham asked about the Capital Truck Reserve Fund. Mr. Campbell commented that they are raising the fund to \$100,000 for the allocation as they have plans on purchasing another truck. The PPE account will remain at \$25,000 and the Stand Pipe account will remain at \$5,000 for capital allocations. The board thanked Mr. Campbell and Mr. Alvord for coming in.

9:05 PM – Other Business:

Selectboard Meetings – The board will not meet the rest of December and will meet on January 7, to finish the budget and have the Capital Budget Meeting. They will have a short meeting during the day to approve any Lister omissions or corrections prior to closing the year.

9:10 PM - Department of Public Works – Mr. Cunningham pointed out that the board is still trying to figure out the costs and how it fits into Town of Warren budget. Mr. Ackland commented that they would be looking at candidates that have construction, engineering, computer skills, as a manager in a truck skill set. Other questions were: Do we go with a 4- or 5-man crew, seasonal summer, or contract work out. That person would need to be able to plow in the winter. The target date would be after winter, maybe May 1 or June 1 and the board would have to budget 8 months for that position including benefits and other line items in the DPW section of the budget. The next question that came up was how to make the transition and then to sell it to the taxpayers at town meeting. The board looked at the position in various towns that are close to the miles of road and population for a salary figure but have not commented on what that would be.

9:30 PM – Approval of Accounts Payable – Motion by Mr. Ackland to approve the Accounts Payable Warrants as presented for \$208,674.53, second by Mr. Youmell. All in Favor: VOTE: 4-0.

9:32 PM – Approval of Payroll Warrants – Motion by Mr. Ackland to approve the payroll warrants as presented for \$ 17,155.18, second by Mr. Youmell. All in Favor: VOTE: 4-0.

9:35 PM – Approval of Minutes for December 10, 2019 – Motion by Mr. Youmell to approve the Minutes of December 10, 2019, second by Graves. All in Favor: VOTE: 4-0.

9:37 PM – Motion by Mr. Ackland to adjourn, second by Mr. Youmell. All in Favor: VOTE: 4-0.

Minutes Respectfully Submitted by, Cindi Jones, Warren Town Administrator

The Warren Selectboard Andrew Cunningham, Chair KAMA. Bob Ackland, Vice Chair 1 Luke Youmell mo Randy Graves 200 (Camilla Behn

Warren Fire Department Budget 2020

Account	Name	Actual 2016	Budget 2017	Actual 2017	Budget 2018	Actual 2018	Budget 2019	Actual 2019	Budget 2020	
100-40-4200-10	Remuneration	34,101.00			40,000.00	33,120.00	40,000.00		40,000.00	
100-40-4210-12	Benefits	2,609.00	3,500.00	2,723.00	3,000.00	2,534.00	3,000.00		3,000.00	
100-40-4212-38	Supplies	4,949.00	5,000.00	4,964.00	4,500.00	4,573.00	4,500.00		4,500.00	
100-40-4213-39	Dues, Subscriptions, Mtgs	2,012.00	1,500.00	1,175.00	2,000.00	647.00	2,000.00		2,000.00	
100-40-4215-60	Repairs & Maint / NOT BLDG	24,678.00	30,000.00	30,045.00	30,000.00	23,362.00	30,000.00		25,000.00	
100-40-4217-39	Fuel / Diesel & Gas Only	1,043.00	1,200.00	1,310.00	1,200.00	2,526.00	3,000.00		3,000.00	
100-40-4218-19	Contracted Services / Licen	1,294.00	3,000.00	255.00	4,500.00	7,754.00	6,000.00		7,500.00	
100-40-4219-50	Uniforms & Safety Equip.	3,933.00	5,000.00	4,073.00	5,000.00	3,575.00	4,500.00		4,500.00	
100-40-4220-38	Fire Hose	0.00	5,000.00	5,206.00	5,000.00	3,422.00	4,000.00		4,000.00	
100-40-4221-56	Minor Equipement	9,062.00	10,000.00	8,463.00	10,000.00	8,451.00	10,000.00		10,000.00	
100-40-4223-48	Radio Dispatch	7,716.00	5,000.00	6,049.00	6,000.00	6,228.00	6,000.00		6,400.00	
100-40-4223-49	Air Packs	0.00	1,000.00	0.00	1,000.00	392.00	1,000.00		0.00	
100-40-4224-48	Medical Exams	0.00	1,000.00	0.00	0.00	0.00	1,000.00		1,000.00	
New	Training		5,000.00	4,245.00	2,000.00	1,557.12	2,000.00		2,000.00	
New	Admin		1,500.00	252.00	1,500.00	2,636.00	2,000.00		2,000.00	
	Total	91,397.00	128,700.00	104,352.00	115,700.00	100,777.12	119,000.00		114,900.00	
Capital Budget		2017	2018	2019	2020	2021	2022	2023	2025	2026
100-90-9011-81 100-90-9017-82 100-90-9026-86	Fire Truck Fund Fire Protection / Stand Pipe Firefighter Training / Equip	80,000.00 5,000.00 25,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	115,000.00 5,000.00 25,000.00

2019 By the Numbers



8,791 Visits

Average 756 people/month



2015

1,100 volunteer **Interlibrary Loans** hours Circulation 235 13,077 Physical Items Warren 2,853 Digital Items 224 **110 New Patrons**

Technology Access

58 3D printer usages 342 patrons using own device 522 sessions on library devices 2,480 people attended programs



(figures as of 12/15)

A second K	Warren Library	2019	2019	2020	
		Budget	Projected Actual	Proposed	
	Funds Received				
	Town of Warren Approved/Requested	109,842	107,333	118,669	
	Grants	590	1,783	564	
	Library Account	1,300	1,200	1,200	
	Friends	7,275	6,508	7,825	
	TOTAL FUNDING	119,007	116,824	128,258	
	Expenditures				
	Salary & Benefits				
	Payroll - Librarian	39,635	39,989	40,626	
	Payroll - Staff	17,222	16,453	24,045	
	TOTAL PAYROLL	56,857	56,442	64,671	13.74%
	Benefits	34,795	34,795	36,222	4.10%
	SUBTOTAL SALARY & BENEFITS	91,652	91,237	100,893	10.08%
	Adult Books - Town	5,200	5,000	5,200	
	Large Print Books - Town	200	175	200	
	Child Books - Town	1,800	1,800	1,800	
	Young Adult Books - Town	200	200	200	
	Patron Requ est Boo ks - Friends	1.000	800	1,000	
	Replacement Materials - Friends	350	391	500	
	eBooks - Friend s	200	208	250	
	Periodicals - Town	500	540	550	
	Periodicals - Friends	1,000	863	1.000	
	Digital Collection	1,500	1,479	1,500	
	Adult Audiobooks - Town	750	736	750	
	Child Audiobooks - Town	500	477	500	
	Audíobooks & DVDs - Friends	2,630	2,046	2,980	
	Toys and Games	100		100	
	- Maker Programs and Supplies - Friends	350	250	350	
	Programs - Library Account	1,200		1,200	
	Book Discussion Programs - Friends	400	- la companya and a second a second a second	400	
	Childran Programs - Friends	400		400	
	Summer Reading Program - Friends	400		400	
	Telephone	2,220		2,230	
	P.O. Box & Courier	945		945	
	Supplies	950		950	
	Technology		020	000	
	Equipment	1,50	700	1,000	
	Catalog Fees	42		425	
	Website	20		200	
	Software	7:		75	
	Repairs and Maintenance	60		600	
	Professional Development - Town	00	100	000	
	Conferences & Mileage	42	5 1,166	425	
	Memberships	42		390	
		39		390	
	Professional Development - Friends Miscellaneous - Town				
	Miscellaneous - Town	30		300	
	Miscellaneous - Friends	. 24	5 831	245	,
	SUBTOTAL OPERATING EXPENSES - TOWN	18,78	0 17,879	18,340	-2.34%
	SUBTOTAL GRANTS IN TOWN ACCOUNT	59			
	SUBTOTAL FRIENDS	7,27			
	SUBTOTAL LIBRARY ACCT	1,20		The second s	
				and the second se	
	TOTAL TOWN EXPENSES	110,43	32 109,116	119,233	7.97%

budget worksheet

∕lagazines Adults	2019 Budget	2019 Spent YTD	2019 % YTD	2019 Amt remaining	2019 Projected	2020 Proposed	amount change	percent change
Aduits Large Print Children Young Adults Periodicals – Newspaper Digital Collection Audio/Video	5,200 200 1,800 200 500 1,500	4901 175 1757 187 540 1479	94% 88% 98% 94% 108% 99%	299 25 43 13 -40 21	5000 175 1800 200 540 1479	5200 200 1800 200 550 1500	0 0 0 50 0	0.00% 0.00% 0.00% 10.00% 0.00%
Adults Children (audiobooks and DVDs) Toys and Games Telephone Postage, PO Box & Courier Supplies Technology – Equipment Technology – Catalog Fees Technology – Vebsite Technology – Website Technology – Software Repairs & Maintenance Prof Dev – conferences and mileage* Prof Dev – memberships Miscellaneous	750 500 100 2,220 945 950 1,500 425 200 75 600 425 390 300 18,780	736 477 90 2040 942 926 699 396 168 16 129 1166 510 179 17513	98% 95% 90% 92% 100% 97% 47% 93% 84% 21% 22% 274% 131% 60% 93%	14 23 10 180 3 24 801 29 32 59 471 -741 -741 -120 121 1,267	736 477 90 2225 945 926 700 396 168 16 130 1166 510 200	750 500 100 2230 945 950 1000 425 200 75 600 425 390 300 18340	0 0 10 0 -500 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0.00% 0.00% 0.45% 0.00% -33.33% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

*received \$900 grant from VTLIB to offset \$794.08 of this total

PAYROLL Librarian Staff Total Payroll	2019 Budget 39,635 17,222 56,857	2019 Spent YTD 36,215 14,953 51,168	2019 % YTD 91% 87%	2,269	2019 Projected 39989 16453	2020 Proposed 40,626 24,045	amount changed 991 6,823	percent change 2.50% 39.62%
Benefits		-	90%	5,689	56442	64,671	7,814	13.74%
	34,795	33,480	96%	1,315	34,795	36,222	1,427	4.10%
TOTAL	110,432	102,161	93%	8,271	109,117	119,233	8,801	7.97%
Library Account	1300	1400			· · · · · · · · · · · · · · · · · · ·			

1200

1000

500

1000

250

2500

280

200

300

350

400

400

400

245

7825

6508

2020

100

7.69%

1300 1138 88% 162 1200 2019 2019 2019 2019 FRIENDS 2019 Budget Spent YTD % YTD Amt remaining Patron Materials Requests – Books Ne Projected approved 1.000 775.46 78% Replacements (Book,DVD,Audio) 225 800 350 390.94 112% -41 Periodicals 391 1.000 863.23 86% 137 eBooks 863 200 207.65 104% Audiobooks -8 208 2.150 1517.84 71% DVD – Adult 632 1518 280 332.82 119% -53 DVD – Children 333 200 194.89 97% Professional Development 5 195 300 0 Makers Program grant for supplies 0% 300 0 350 186.39 53% 164 Programs-Children's 250 400 368.06 92% Programs-Summer Reading 32 400 400 570.11 143% Programs - Book Discussions -170 570 400 129.74 32% Miscellaneous 270 150 245 830.7 339% -586 Total Friends 831 7,275 6367.83 88% 907

2020 Warren Library budget worksheet

Payroli

Payroll over 6 years							Change h	
Payroll over o years	2014	2015	2016	2017	2018	2019	2014 to 2019	
Librarian	35701	36298	38244	37000	38295	39635	3,934	
Staff	24794	22357	21138	16640	16640	17222	(7,572)	
Benefits	17009	12511	12103	31321	33385	34795		
	60495	58655	59382	53640	54935	56857	-3638	
Librarian salary percentage change Staff salaries percentage change		1.67% -9.83%	5.36% -5.45%	-3.25% -21.28%	3.50% 0.00%	3.50% 3.50%	11.02% -30.54%	