

SPECIAL SELECTBOARD MEETING
Draft Minutes

February 19, 2018

6:30 pm EM Town Office

JOINT MEETING OF THE CALAIS SELECTBOARD and EAST MONTPELIER SELECTBOARD

Attending: Calais Selectboard Members: Denise Wheeler, John Brabant, and Rose Pelchuck; East Montpelier Selectboard Members: Carl Etnier, Kim Swasey, Gene Troia and Seth Gardner; Bruce Johnson, East Montpelier Town Administrator and Don Welch, East Montpelier Treasurer.

Denise Wheeler called the Calais Selectboard meeting to order at 6:40 pm. There was no public comment or changes/additions to the agenda.

Capital Improvement Committee – Gene Troia reported the background of the East Montpelier Capital Improvement Committee (CIC) that began in 2009. The CIC members are Gene Troia, Ed Deegan, Kacey Northrup, Tim Watson and Don Welch. The town was looking for a way to learn more about budgeting for small municipalities and turned to VLCT for assistance. In 2013, the East Montpelier Planning Commission and Selectboard agreed to have the CIC do capital planning and budgeting for the town. They developed a methodology and in 2016 came up with their first Capital Plan and continued work on building a Capital Reserve Fund. Gene went on to say this provided a clear accounting of what was needed going forward and was overseen by the East Montpelier Selectboard.

A large part of their work is getting an accurate accounting of the East Montpelier Fire Department's capital budget and better understanding of their finances, in order to incorporate this into the town budget and capital plan going forward. Gene noted we all have a responsibility to the taxpayers and went on to say the EMFD annual expenses represents about 20% of their overall budget. A goal would be to have the EMFD finances more transparent and not be on a cash basis accounting system, as recommended consistently by the independent auditing firm for many years. Don Welch has been working with Toby Talbot, EMFD President to develop a Capital Plan using actual numbers of what is in the EMFD Capital Reserve Fund.

Joint Letter to the East Montpelier Fire Department – Both Selectboards discussed at length budgeting, financial accounting systems, change in administrative assistants and treasurers at EMFD, the present bookkeeping services among other items. The discussions did not in any way reflect poorly on the quality fire, ambulance and emergency services EMFD provides to our communities each and every day. The goal is to improve financial information disclosure, to be able to plan for our emergency service expenses in the future and respectfully request that EMFD work with the East Montpelier CIC going forward.

Carl Etnier made a motion for the East Montpelier Selectboard to approve the draft letter to the EMFD Board of Directors dated February 19, 2018 as amended. The motion was seconded by Kim Swasey, voted on and carried 4-0.

John Brabant made a motion for the Calais Selectboard Selectboard to approve the draft letter to the EMFD Board of Directors dated February 19, 2018 as amended. The motion was seconded by Rose Pelchuck, voted on and carried 4-0.

John Brabant made a motion to adjourn at 7:35 pm. The motion was seconded, voted on and carried 3-0.

Respectfully Submitted,
Rose Pelchuck, Calais Selectboard Member
Minutes approved at the 2/26/18 Selectboard Meeting