

TOWN OF SWANTON
MINUTES
SELECTBOARD MEETING
QUARTERLY FINANCE MEETING
Swanton Town Office Building
1 Academy Street, Swanton, VT 05488

Tuesday, April 15, 2014 @ 7:00 p.m.

Present: Dan Billado, Selectboard Chair; Joel Clark and James Guilmette, Selectmen; Cathy Fournier, Town Clerk; David Jescavage, Town Administrator; Harold Garrett, Road Foreman; Yaasha Wheeler, Secretary.

1. Call to Order

Mr. Billado called the meeting to order at 6:31 p.m.

2. Quarterly Budget Discussion

Mr. Billado explained for the benefit of the new Selectboard members that the Selectboard tried to review the budget once a quarter. They had done so for about a year. Mrs. Fournier explained that the report she had presented included the March bills, which were paid mid-March to mid-April. For the next meeting, if desired, she could make the report reflect the true quarter number, which would include the July orders in order to incorporate the bills for the month of June. The Selectboard agreed that they would prefer to review by quarters, to better gauge progress. Mr. Jescavage was asked to schedule the next finance meeting for the second meeting of July.

HIGHWAY

Mr. Garrett explained that the first quarter of the payroll included overtime, and Mr. Billado summed up that those expenses should level out as the year went on. Overall, the budget was at 30% for the first quarter. Mr. Clark noted that the natural gas expense was a little high, but the old garage would soon be “cut out” for a savings. Mr. Guilmette asked why the old state garage was being heated and Mr. Billado replied that the Town still stored equipment in that building. Mr. Fournier explained that the insurance came due the first quarter of the year.

Mr. Billado asked about the money used from rental and purchase, and Mr. Garrett replied that he had used that money for a chain saw, with the possibility of getting some money back from FEMA.

GENERAL

Mr. Clark noted that most of the IT money had been spent already. Mrs. Fournier explained that the computers of Mr. Ron Kilburn, Zoning Administrator, and Mr. Jescavage had been replaced. Also, the website had been rolled over to a new company, and new e-mail addresses had been set up, resulting in consulting fees. The Weebly website and GoDaddy fees should be budgeted for annually.

Mr. Clark asked about the parcel mapping update and Mrs. Fournier explained that it was for CAI Technologies, which the Town paid \$3500 annually for 3 years, to update the mapping system. Mr. Billado asked to know why the office supplies budget spending was high for the quarter. Mrs. Fournier explained that office supplies involved the listers office, David’s office, and the clerk’s office, as the Zoning Administrator’s office supplies were charged to zoning. Some supplies included extra keyboards and extra battery packs. Should those have been charged to computers and not to office supplies? Mr. Jescavage explained that the keyboards that had come with the new computers were very difficult to read, so he had bought two new ones. He had also ordered cartridges for the new printers. Mrs. Fournier stated that there were costs associated with the zoning bylaw revision, but the Town would get some of the money back because of a grant.

Mr. Billado asked if the percent increase for pay was “across the board” or just for full-time employees. Mrs. Fournier explained that it was just for full-time employees. Mrs. Fournier added that she had not

received all statements yet. Peter Cross had not billed his full amount; she would double-check what he had paid so far for which portion of the job on the new garage.

3. 5-Year Plan

Mr. Billado said that he had read through the plan and the Town was “in good shape.” The plan, however, only extended through 2016, so it should be updated. Mr. Guilmette made a motion, seconded by Mr. Clark, to table discussion of the 5-year plan until the full board could be present. Motion carried.

4. Executive Session (if needed) – None.

5. Adjournment

Mr. Clark made a motion, seconded by Mr. Guilmette, to adjourn the meeting at 6:55 p.m. Motion carried.

Typed on April 16, 2014
Minutes by Yaasha Wheeler
Received and filed by:

Cathy Fournier, Swanton Town Clerk

Date