



Town of Shelburne, Vermont

FINANCE COMMITTEE MEETING MINUTES

Thursday, October 15, 2020

4:00 P.M.

Shelburne Town Offices, 5420 Shelburne Road, Shelburne, Vermont

The remote meeting was called to order at 4:05 P.M. Roll call was taken.

Present: Chair Don Porter, Tom Denenberg, Roz Graham; also Town Manager Lee Krohn, and Finance Director Peter Frankenburg.

Upon a motion by Graham, seconded by Denenberg, the agenda was approved 4-0.

Motion by Denenberg to approve the October 8 minutes; seconded by Graham and approved unanimously.

There was no public comment.

Matters of interest and work for the committee were reviewed. Porter suggested that each meeting include a brief update from each member on their respective parts of the program.

Porter reported on the Selectboard's initial and ongoing work on a new draft Capital Improvement Plan (CIP). Albert noted that the budget/tax revenues appear in good shape at the moment, but the future may be less rosy, and remains unpredictable. Graham has made several direct contacts with local business in terms of outreach, and the question remains whether a brief new survey would be useful. Denenberg and Krohn reported that they had interviewed the four applicants for the economic development consultant, and had selected Shelburne resident David Leckey. A work plan is being developed, to begin as soon as possible.

Frankenburg gave an overview of the purpose and value of and process involved in updating the CIP. Key elements are planning for future needs of significant cost, and trying to "level" these over time to try to keep the tax rate reasonably stable. It was noted that inclusion in the CIP as a planning exercise is no guarantee of actual funding or implementation – projects must still be considered within each year's operating budget.

Further discussion included known, costly projects such as wastewater consolidation and stormwater, as well as the prospective Fire/Rescue site. Questions were raised about how to prioritize – considerations included those required by law; essential services; replacement schedules for vehicles and equipment (balancing replacement cost vs maintenance and reliability concerns); lease vs purchase, outsourcing of services, and other 'drivers' that lead to projects that are proposed over time or ways to control costs.

Worksheets and a workplan were reviewed, all toward finding effective, efficient ways to assist in the CIP and budget processes. Other ideas included 'bundling' of multiple loans or bonds into a single, larger borrowing instrument, and building up reserve funds to help with cash flow during difficult times (such as could have existed or might still occur in the COVID environment (or upon unanticipated disaster), and the value of a longer term 'look ahead' than the five-year statutory requirement – always a good idea, aside from the ever-present staff and resource constraints in just getting all required work done timely.

School needs were also referenced, as the property tax bill is roughly $\frac{3}{4}$ for the schools, not the Town. Krohn will contact the School District CFO for information, and to ask if she can participate in the next Finance Committee meeting.

It was agreed to meet again on the 29th (the fifth Tuesday, outside of the normal schedule) to remain involved timely in Selectboard review of the CIP. It was suggested that this statutorily-defined, five-year 'look ahead' be expanded to ten years or more. It's always a good idea, although staff and resource constraints do limit just how much work and of what types can reasonably be accomplished.

With no other business, the meeting was adjourned at 5:10 P.M.

Respectfully submitted by Lee Krohn.