



**SELECTBOARD  
Meeting Minutes  
Tuesday, September 20, 2016**

**PRESENT :** Patty McGrath  
Chris Bianchi

**ALSO**

**PRESENT:** Debby Schwartz, Town of Killington (the “Town”) Manager (the “Manager”);  
Amy Morrison, Events and Marketing Coordinator, (the “Coordinator”)

**PUBLIC**

**PRESENT:** Curt Peterson (Vermont Standard), Jim Barlow, Tina Ceppi, Sandra Garrett

**AGENDA:**

1. Call to Order
2. Approval of Agenda
3. Approval of Meeting Minutes of September 6, 2016
4. Selectboard Member Concerns
5. Citizen Input
6. World Cup
  - Banner Package
  - Tabletop Exercise
7. August 2016 Financial Reports
8. Financial Updates
  - Delinquent Tax Collections
  - Updated Budget Preparation Timeline
  - Major Budget Drivers
9. Lister’s Errors & Omissions
10. Manager’s Report
11. Board of Liquor Control
12. Executive Session, if necessary
13. Adjourn

## **1. CALL TO ORDER**

The Chairwoman called the meeting to order at 7:34 p.m.

## **2. APPROVAL OF THE AGENDA**

On a motion made by Mr. Bianchi, the Agenda was unanimously APPROVED.

## **3. APPROVAL OF MEETING MINUTES OF SEPTEMBER 6, 2016**

The Chairwoman stated that a question by Vito on the number of estimates received on the library roof project was left out of the meeting minutes, and that she felt that it was important to be reflected in the minutes.

A motion made by the Chairwoman to approve the September 6, 2016 minutes as will be amended was unanimously APPROVED.

## **4. SELECTBOARD MEMBER CONCERNS**

None.

## **5. CITIZEN INPUT**

Jim Barlow, who previously worked as an attorney for the Vermont League of Cities and Towns, introduced himself. He stated that he recently started his own law practice focusing exclusively on Vermont government law and offered his services to the Town.

## **6. WORLD CUP**

Banner Packages -

The Coordinator proposed removing the Town's usual \$25 permit fee and applying that amount to help defray the cost of the banners, making a one-time roll-out package for \$100 for residents or businesses to purchase a 3 x 5 World Cup banner to display.

The Chairwoman asked when the banners would be available and how long would they be displayed. The Coordinator responded that the earliest they would be up would be Columbus Day weekend, and that they would come down shortly after Thanksgiving. The Coordinator added that Awesome Graphics came in with the lowest bid for the project and will be doing the printing.

A motion by the Chairwoman to allow the permit fee to be rolled into the total cost of the banners and for the Coordinator to start selling and promoting these banners was unanimously APPROVED.

Road Use Agreement for Bootcamp Awareness Against Breast Cancer -

The Coordinator stated that the event will be slated for this Sunday, September 25, that 150 - 200 participants are anticipated, and that the Killington Police Department will be on hand. She requested permission to use River Road for the race beginning at noon and finishing at 1:30.

A motion made by Mr. Bianchi to allow the road use for Bootcamp Awareness Against Breast Cancer was unanimously APPROVED.

The Coordinator also mentioned that the events and marketing assistant has put in his notice, his last day will be this Friday and he has been a wonderful asset. She also stated that the position is now available and that there should be a good pool of applicants.

Tabletop Exercise -

The Manager stated that the Town invited the participation of the state's Division of Homeland Security and Emergency Management, adding that they have provided tremendous assistance in assembling this exercise.. The tabletop will have participants from the Town, Regional Ambulance, State Police, AOT, Censor Security, Green Mountain Security, Rutland Regional Planning Commission, the Sheriff's Department, and four members coming from the state's Division of Emergency Management and Homeland Security. The Tabletop will be hosted at the K1 base lodge this coming Friday, September 23rd from 8am - 11am. The Manager anticipates hosting a second tabletop that KFR can attend in October. In the meantime, there will be informational downloads to keep everyone up to speed. The Manager expressed that she is grateful for the State's help and all the involvement of all of the participants.

## **7. AUGUST 2016 FINANCIAL REPORTS**

The Manager stated that compared to this time last year, Recreation revenues are up while other revenues appear to be down. The Manager added that she wants to clarify the options tax and the total receipts numbers, and recommended tabling the reports to the next meeting until she could get a fuller picture. With regard to expenses, the Manager said she was pleased to report that the general expenses are down 5% compared to this time last year.

The Board discussed the formatting of the reports. The Manager replied that it is a work in progress and that she would like to get to the format that conveys the information the Town wants.

A motion made by the Chairwoman to accept the August 2016 Treasurer's Report and the Restricted Funds report was unanimously APPROVED.

A motion made by the Chairwoman to table the August 2016 budget reports as the Town continues to work on the templates was unanimously APPROVED.

## **8. FINANCIAL UPDATES**

### **Delinquent Tax Collections -**

The Manager reported that she sent out 68 certified notices and as of today, has received 50 receipt acknowledgments. She added that as of today, as of the remaining property tax delinquencies from 2007-2015 total \$258,100 rounded. The Manager stated that 13 delinquencies totaling \$52,311 have paid in full since receiving the notice, and that the Town has six repayment agreements in place and/or pending. The Manager added that she is working with people on an individual basis to prevent future delinquencies while addressing current delinquencies.

The Chairwoman stated that she was glad to see that the Manager is taking into consideration not only getting the arrears up to date, but also keeping people up to date, so they don't run into the same problem in the future.

### **Updated Budget Preparation Timeline -**

The Manager stated that she had vetted all of the proposed dates to the best of her knowledge and that after bringing them to Lucrecia for her review, some of those dates have been tweaked.

The Chairwoman stated that it was brought to her attention that Tuesday, November 15th was a rather large day for going over the budgets and that Ken Lee from the board and Dave Soucy from the golf course will be out of town then. The Chairwoman asked if there is any other time to meet for budget reviews.

After Board discussion, the Chairwoman recommended adding Tuesday, November 29th as a meeting for golf, and shifting some of the other department budget reviews to that date.

## Major Budget Drivers –

The Manager stated that the overall budget drivers for the 2017-18 budget, in no order of priority, include a building a budget that reflects actual expenses and needs; to discontinue underfunding; to evaluate capital funding; basically, to build a viable and affordable budget that supports the Town's operations and services to its residents.

As an example, the Manager reported that the entire IT budget for everything, including computers and support, was \$12,000, and that in her review of upgrade opportunities, had determined that there is not enough money to get a higher level of service without decimating the budget. She added that she would like to make sure not to underfund other areas to ensure that necessary and overdue upgrades can be made.

Citing specific opportunities for review, the Manager said the Town would like to explore GIS mapping to help the Listers; that the library is interested in enhanced publicity for events and to increase their program budget; that Marketing and Events wants to expand tourism amenities to increase summer and fall tourism; that Parks and Recreation has had great revenues and higher expenses and still has come in with revenues over expenses. She added that the Town will also continue to look at new fire department facilities and take a strong look at the capital budget to ensure we are financially prepared for the future.

## **9. LISTER'S ERRORS & OMISSIONS**

The Manager stated that a personal property tax bill for a commercial entity was issued in error and needs to be deleted from the system. The Listers have asked that this be removed from the 2016 - 2017 Grand List.

A motion by Mr. Bianchi to accept the Lister's Errors & Omissions request was unanimously APPROVED.

## **10. MANAGER'S REPORT**

The Manager stated that everything was covered in the agenda.

## **11. BOARD OF LIQUOR CONTROL**

There was one item that could not legally be voted on because Ken Lee was not present. The Manager will be contacting Ken to schedule a special meeting to address this request in a timely fashion.

## **12. EXECUTIVE SESSION, IF NECESSARY**

A motion made by Mr. Bianchi to go into executive session for a personnel matter was unanimously APPROVED.

## **13. ADJOURN**

The meeting was adjourned at 8:45 PM