



GEORGIA VERMONT

Selectboard Special Meeting - Budget Meeting

Monday, December 02, 2024 at 5:00 PM

Chris Letourneau Meeting Room and via Zoom

Agenda

Zoom Details:

<https://us02web.zoom.us/j/6165843896?pwd=STduU2JzTmpiVmE1MXZSaWZWVadz09>

Meeting ID: 616 584 3896 | Passcode: 5243524

Dial by your Location: 1 929 205 6099 (New York)

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA**
4. **SELECTBOARD MINUTES AND WARRANTS**
 - A. Approval of Selectboard Regular Meeting Minutes for 11.04.2024 and 11.20.2024
5. **BOARD BUSINESS (Public comment on agenda items limited to 5 minutes)**
 - A. Budget discussion with Library Trustees
 - B. Budget Discussion Conservation Commission
 - C. Budget discussion Fire Department
6. **PLAN NEXT MEETING AGENDA**
 - A. December 4, 2024, Capital Budget
7. **EXECUTIVE SESSION (if needed, pursuant to 1 V.S.A sec 313)**

I would entertain a motion to enter into executive session to discuss _____ which premature disclosure or discussion may be detrimental to the board in itself and/or individuals involved.

I move that we enter into executive session to discuss _____ with (state names of attendees) under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. (State Time.)
8. **ADJOURN**

Georgia Public Library

2025 GPL Proposed Budget - 11/15/24

Line Item	Town Budget Draft #1 (Desired Programing)	Town Budget Draft #2 (Programing limited by 3% Increase)	Variance Amount	Variance Per Cent
Expenses				
1-7-05-70-10.00 Library Salaries	\$120,418	\$110,915	\$9,503	8.6%
1-7-05-70-11.00 Library Soc. Sec.	\$9,212	\$8,485	\$727	8.6%
1-7-05-70-12.00 Library Retirement	\$5,914	\$5,914	\$0	0.0%
1-7-05-70-14.00 Library Health Insurance	\$25,218	\$25,218	\$0	0.0%
1-7-05-70-14.05 HSA Funding	\$1,250	\$1,250	\$0	0.0%
1-7-05-70-16.00 Dental Insurance	\$445	\$445	\$0	0.0%
Sub-total Salaries & Benefits	\$162,457	\$152,227	\$10,230	6.3%
1-7-05-70-22.00 Library Supplies	\$3,400	\$475	\$2,925	616%
1-7-05-70-22.05 Library Adult Books	\$6,550	\$450	\$6,100	1355.6%
1-7-05-70-22.10 Library Children's Books	\$6,000	\$450	\$5,550	1233.3%
1-7-05-70-22.20 Library Audio Visual	\$750	\$0	\$750	#DIV/0!
1-7-05-70-22.25 Young Adult Books	\$1,600	\$0	\$1,600	#DIV/0!
1-7-05-70-22.30 Interlibrary Loan	\$2,000	\$1,500	\$500	33.3%
1-7-05-70-22.35 Library Online/Electronic	\$12,000	\$6,400	\$5,600	87.5%
1-7-05-70-22.40 Library Copier Repair	\$450	\$450	\$0	0.0%
1-7-05-70-Technical Support	\$1,000	\$994	\$6	0.6%
1-7-05-70-44.00 Library Training/Workshops	\$500	\$500	\$0	0.0%
1-7-05-70-44.05 Library Ed. Programing	\$1,400	\$500	\$900	180.0%
1-7-05-70-52.05 Library Purchase	\$0	\$0	\$0	#DIV/0!
1-7-05-70-63.00 Library Equipment Repair	\$1,000	\$1,000	\$0	0.0%
1-7-05-70-99.00 Library Misc. Expense	\$500	\$200	\$300	150.0%
Sub-total Operating Expenses	\$37,150	\$12,919	\$24,231	187.6%
1-7-05-70 Total Expenses	\$199,607	\$165,146	\$34,461	20.9%

Net of \$200 Miscellaneous Revenue	Delta Amount Vs. 2024 Budget	Delta % Vs. 2024 Budget
2024 GPL Town Appropriation Budget = \$160,336		
2025 SB Budget at +3.0% = \$165,146	\$4,810	3.0%
2025 GPL Desired Budet = \$199,607	\$39,271	24.5%

Georgia Public Library

2025 GPL Proposed Budget - 11/15/24

DRAFT #1

Section 5. Item #A.

Line Item	Town Budget	VT Department of Libraries	Northwestern Counseling & Support Services	Total	Notes
Revenue					
Town Appropriation	\$199,607			\$199,607	2024 Town Budget Amount
Other Revenue	\$200			\$200	General Revenues - donations and other reimbursements
Library Purchase Impact Fees	\$0			\$0	Fees available to support the 2025 budget?
Vermont Dept. Of Libraries Courier Grant	\$0	\$650		\$650	Estimated 2024-2025 grant awards
Winnie Bell Learned Grant	\$0			\$0	
Vermont DOL Summer Reading Program	\$0	\$300		\$300	Estimated 2024-2025 grant awards
NCSS Pre-School Grant	\$0		\$2,000	\$2,000	Estimated 2024-2025 grant award
National Library of Medicine	\$0			\$0	
Total Revenue	\$199,807	\$950	\$2,000	\$202,757	
Expenses					
1-7-05-70-10.00 Library Salaries	\$120,418			\$120,418	2.5 FTE positions = 1.0 Librarian + 1.5 Library Clerks. To address staff safety issues, 2 persons working in the Library during open hours.
1-7-05-70-11.00 Library Soc. Sec.	\$9,212			\$9,212	7.65% of payroll
1-7-05-70-12.00 Library Retirement	\$5,914			\$5,914	
1-7-05-70-14.00 Library Health Insure.	\$25,218			\$25,218	Estimated fringe benefits available only to the Librarian. Other employees do not work enough hours to qualify for benefits.
1-7-05-70-14.05 HSA Funding	\$1,250			\$1,250	
1-7-05-70-16.00 Dental Insurance	\$445			\$445	
Sub-total Salaries & Benefits	\$162,457			\$162,457	
1-7-05-70-22.00 Library Supplies	\$3,400		\$1,000	\$4,400	Includes both specialized and general "library" supplies
1-7-05-70-22.05 Library Adult Books	\$6,550			\$6,550	Purchase of new Adult books to add to the Library's collection
1-7-05-70-22.10 Library Children's Books	\$6,000			\$6,000	Purchase of new children books to add to the Library's collection
1-7-05-70-22.20 Library Audio Visual	\$750			\$750	See budget narrative
1-7-05-70-22.25 Young Adult Books	\$1,600			\$1,600	Purchase of new books to add to the Library's collection
1-7-05-70-22.30 Interlibrary Loan	\$2,000	\$650		\$2,650	Cost of transferring interlibrary loans/books to and from the GPL
1-7-05-70-22.35 Library Online/Electronic	\$12,000			\$12,000	See budget narrative
1-7-05-70-22.40 Library Copier Repair	\$450			\$450	Cost to maintain the GPL copier
1-7-05-70-22.40 Library Copier Support	\$1,200			\$1,200	Network and individual computer support, software and repairs
1-7-05-70-44.00 Library Training/Workshops	\$500			\$500	Staff training opportunities in Library best practices
1-7-05-70-44.05 Library Ed. Programming	\$1,400	\$300	\$1,000	\$2,700	Special events/activities provided to adults, children and youth
1-7-05-70-52.05 Library Purchase	\$0			\$0	See the Capital Asset worksheet on the following page.
1-7-05-70-63.00 Library Equipment Repair	\$1,000			\$1,000	Repair or replace broken equipment
1-7-05-70-99.00 Library Misc. Expense	\$500			\$500	Employee travel reimbursement and other expenses
Sub-total Operating Expenses	\$37,350	\$950	\$2,000	\$40,300	
1-7-05-70 Total Expenses	\$199,807	\$950	\$2,000	\$202,757	

Grants: VT DOL - State subsidization of interlibrary loans and summer reading program
NCSS - Early childhood development (program delivery, books & supplies)

Georgia Public Library
2025 GPL Proposed Budget - 11/15/24

DRAFT #2

Section 5. Item #A.

Line Item	Town Budget	VT Department of Libraries	Northwestern Counseling & Support Services	Total	Notes
Revenue					
Town Appropriation	\$165,146			\$165,146	2024 Town Budget Amount
Other Revenue	\$200			\$200	General Revenues - donations and other reimbursements
Library Purchase Impact Fees	\$0			\$0	Fees available to support the 2025 budget?
Vermont Dept. Of Libraries Courier Grant	\$0	\$650		\$650	Estimated 2024-2025 grant awards
Winnie Bell Learned Grant	\$0			\$0	
Vermont DOL Summer Reading Program	\$0	\$300		\$300	Estimated 2024-2025 grant awards
NCSS Pre-School Grant	\$0		\$2,000	\$2,000	Estimated 2024-2025 grant award
National Library of Medicine	\$0			\$0	
Total Revenue	\$165,346	\$950	\$2,000	\$168,296	
Expenses					
1-7-05-70-10.00 Library Salaries	\$110,915			\$110,915	
1-7-05-70-11.00 Library Soc. Sec.	\$8,485			\$8,485	7.65% of payroll
1-7-05-70-12.00 Library Retirement	\$5,914			\$5,914	
1-7-05-70-14.00 Library Health Insure.	\$25,218			\$25,218	Estimated fringe benefits available only to the Librarian. Other employees do not work enough hours to qualify for benefits.
1-7-05-70-14.05 HSA Funding	\$1,250			\$1,250	
1-7-05-70-16.00 Dental Insurance	\$445			\$445	
Sub-total Salaries & Benefits	\$152,227			\$152,227	
1-7-05-70-22.00 Library Supplies	\$475		\$1,000	\$1,475	Includes both specialized and general "library" supplies
1-7-05-70-22.05 Library Adult Books	\$450			\$450	Purchase of new Adult books to add to the Library's collection
1-7-05-70-22.10 Library Children's Books	\$450			\$450	Purchase of new children books to add to the Library's collection
1-7-05-70-22.20 Library Audio Visual	\$0			\$0	See budget narrative
1-7-05-70-22.25 Young Adult Books	\$0			\$0	Purchase of new books to add to the Library's collection
1-7-05-70-22.30 Interlibrary Loan	\$1,500	\$650		\$2,150	Cost of transferring interlibrary loans/books to and from the GPL
1-7-05-70-22.35 Library Online/Electronic	\$6,400			\$6,400	See budget narrative
1-7-05-70-22.40 Library Copier Repair	\$450			\$450	Cost to maintain the GPL copier
1-7-05-70-Technical Support	\$1,194			\$1,194	Network and individual computer support, software and repairs
1-7-05-70-44.00 Library Training/Workshops	\$500			\$500	Staff training opportunities in Library best practices
1-7-05-70-44.05 Library Ed. Programming	\$500	\$300		\$1,800	Special events/activities provided to adults, children and youth
1-7-05-70-52.05 Library Purchase	\$0			\$0	See the Capital Asset worksheet on the following page.
1-7-05-70-63.00 Library Equipment Repair	\$1,000			\$1,000	Repair or replace broken equipment
1-7-05-70-99.00 Library Misc. Expense	\$200			\$200	Employee travel reimbursement and other expenses
Sub-total Operating Expenses	\$13,119	\$950		\$16,069	
1-7-05-70 Total Expenses	\$165,346	\$950	\$2,000	\$168,296	

Grants: VT DOL - State subsidization of interlibrary loans and summer reading program
165146.08 NCSS - Early childhood development (program delivery, books & supplies)

164946.08

Georgia Public Library

2025 GPL Proposed Capital Budget - 11/15/24

DRAFT #1

At the Selectboard's request, capital purchases have been divided into two groupings:

- Significant Capital Works Projects - Capital works projects that are large scale construction, renovation or maintenance projects with long useful lives and significant costs; and
- Insignificant Capital Projects - Small-scale projects that are shot-lived, with minimal investment.

	Estimated Cost	
<u>Significant Capital Projects</u>		
Out Door Book Depository	\$6,200	Current box leaks and books are being damaged
Circulation/Information Desks	\$8,000	Replace the current space with properly designed space for two people to work
End of Range Displays	\$6,500	Displays mounted to the end of each set of shelving showing the newly added books to the Library's inventory or to provide a reading suggestion list for specific topics
Architectural Design	\$50,000	Substantial redesign of the GPL building envelope and interior space, including ADA accessibility.
<u>Insignificant Capital Projects</u>		
Casters for Current Library Shelving	\$3,000	Allows shelving units to be moved to accommodate special activities, needs or increased meeting space
End of Range PAC Stations	\$1,400	
3-Tier Display Tables	\$1,500	
Teen Workstation -		
Counter Stools	\$500	
Charging Strips	\$100	
Window Treatment (s)	\$4,000	Shades and valances
Painting Interior	\$9,000	2 interior meeting spaces and 2 bathrooms.
Interior/Architectural Design	\$5,000	Redesign of the GPL interior space, including ADA accessibility.

Town of Georgia										Section 5. Item #B.		
Conservation Draft Budget 2025										GOAL Is less than a 3		
Actual Thru September 30, 2024												
	General Ledger Description	2024 Budget	2024 Actual	Variance		2025 Budget	Increase/ (Decrease)		Overall Budget Change	How Paying?		
										Taxes	Impact Fees	Reserves
5	1-7-05-80 CONSERVATION											
6	1-7-05-80-52.00 GCC Prchse - Current Yr **	26,760.00	2,135.97	(24,624.03)	8%	4,900.00	(21,860.00)		18.31% x			
7	1-7-05-80-88.00 GCC Transfer to Reserve	13,000.00	5,000.00	(8,000.00)	38%	13,000.00	-		100.00% x			
8	1-7-05-80-88.05 GCC Transfer to General	750.00	806.36	56.36	108%	0.00	(750.00)		0.00%			
10	Total Conservation	40,510.00	7,942.33	(32,567.67)	20%	17,900.00	(22,610.00)		-55.81%			
***	Please note GCC Purchase Current Year - Includes the \$22,000 allocation from Workforce Retention Funds, 2024 Line budget should be \$4,760											
	Also note that the transfer to reserve will be 13,000 at year end. That was the amount that was voted on at town meeting day.											
	Lastly, the transfer to general is the amount we get from the cell tower revenues. We do not know what that will be for 2025.											

% overall budget increase	
	Comments

Town of Georgia

Fire & Rescue Operating Draft Budget 2025

Actual Thru September 30, 2024

	General Ledger Description	2024 Budget	2024 Actual	Variance		2025 Budget	Increase/ (Decrease)	
5	1-7-02-36 Fire & Rescue Department							
6	1-7-02-36-52.10 GFD Purchase-Impact Fees	14,000.00	14,251.19	251.19	2%	0.00	(14,000.00)	
7	1-7-02-36-52.30 GFR Purchase-Rerserve Fun	0.00	0.00	0.00	0%	0.00	-	
11	Total Fire Rescue	14,000.00	14,251.19	251.19	2%	0.00	-	
13	1-7-05-36 FIRE & RESCUE DEPT.							
14	1-7-05-36-22.00 Fire & Rescue Supplies	500.00	306.85	(193.15)	61%	500.00	-	
15	1-7-05-36-22.05 Fire & Rescue Medical Sup	6,000.00	2,016.06	(3,983.94)	34%	6,000.00	-	
16	1-7-05-36-44.10 Fire & Rescue Training	6,500.00	4,004.63	(2,495.37)	62%	7,000.00	500.00	
17	1-7-05-36-44.20 Fire Prevention	1,500.00	257.22	(1,242.78)	17%	1,500.00	-	
18	1-7-05-36-52.20 Fire & Rescue Turn Out Ge	14,000.00	67.50	(13,932.50)	0%	17,000.00	3,000.00	
19	1-7-05-36-52.25 Fire Dept Hose	2,750.00	0.00	(2,750.00)	0%	2,750.00	-	
20	1-7-05-36-52.35 Fire & Rescue Communicati	2,000.00	1,107.00	(893.00)	55%	2,000.00	-	
21	1-7-05-36-52.40 GFD Computer/Office Suppl	6,000.00	4,894.91	(1,105.09)	82%	6,000.00	-	
22	1-7-05-36-63.00 GFD Equiq Prshe/Repair	5,500.00	4,507.25	(992.75)	82%	6,000.00	500.00	
23	1-7-05-36-63.05 GFD Truck/App Repairs	12,500.00	6,447.76	(6,052.24)	52%	13,000.00	500.00	
24	1-7-05-36-64.00 Fire Dept. Annual Testing	11,000.00	6,596.01	(4,403.99)	60%	12,000.00	1,000.00	
25	1-7-05-36-88.00 GFD Transfer to Reserve	78,500.00	0.00	(78,500.00)	-100%	0.00	(78,500.00)	
26	1-7-05-36-88.05 First Reponse \$ to Reserv	0.00	0.00	0.00	0%	0.00	-	
27	1-7-05-36-88.09 Interest on Fire Debt	10,483.07	10,460.58	(22.49)	100%	0.00	(10,483.07)	
28	1-7-05-36-88.15 Pumper/ Tanker	72,619.52	72,619.52	0.00	100%	0.00	(72,619.52)	
29	1-7-05-36-88.20 Ladder Truck	50,822.00	50,865.42	43.42	100%	0.00	(50,822.00)	
30	1-7-05-36-90.00 Fire Dept Awards	1,557.00	1,555.93	(1.07)	100%	2,000.00	443.00	
							(6,500.00)	
31	1-7-05-36-99.00 GFD Miscellaneous Exp.	7,000.00	6,674.75	(325.25)	95%	500.00		
						0.00		
33	Total Fire & Rescue	289,231.59	172,381.39	(116,850.20)	60%	76,250.00	(212,981.59)	

GOAL Is less than a 3% overall budget increase

Overall Budget	How Paying?						
Change	Taxes	Impact Fees	Reserves		Comments		
					? Report run 10/28 showed no impact fees spent.		
					? Salary lines for full-time and call firefighters		
0.00%							
0.00%							
7.69%							
0.00%							
21.43%							
0.00%							
0.00%							
0.00%							
9.09%							
4.00%							
9.09%							
-100.00%					Approved budget shows \$20K not \$78,500		
#DIV/0!							
-100.00%					Need numbers to be entered by Treasurer		
-100.00%					Need numbers to be entered by Treasurer		
-100.00%					Paid off?		
28.45%					Budget changed on this line? Approved budget amount is \$1250.00		
					approved 2024 budget shows a budget of \$500.00 why was this changed and where are the actual numbers coming from?		
-92.86%					Budget status report on 08/08/24 shows the \$500.00 budget amount.		
-73.64%					328841.34		

Section 5. Item #C.

Town of Georgia

Fire & Rescue Operating Draft Budget 2025

Actual Thru September 30, 2024

	General Ledger Description	2024 Budget	2024 Actual	Variance		2025 Budget	Increase/ (Decrease)
5	1-7-02-36 Fire & Rescue Department						
6	1-7-02-36-52.10 GFD Purchase-Impact Fees	14,000.00	14,251.19	251.19	2%	0.00	(14,000.00)
7	1-7-02-36-52.30 GFR Purchase-Rerserve Fun	0.00	0.00	0.00	0%	0.00	-
11	Total Fire Rescue	14,000.00	14,251.19	251.19	2%	0.00	-
13	1-7-05-36 FIRE & RESCUE DEPT.						
14	1-7-05-36-22.00 Fire & Rescue Supplies	500.00	306.85	(193.15)	61%	500.00	-
15	1-7-05-36-22.05 Fire & Rescue Medical Sup	6,000.00	2,016.06	(3,983.94)	34%	6,000.00	-
16	1-7-05-36-44.10 Fire & Rescue Training	6,500.00	4,004.63	(2,495.37)	62%	7,000.00	500.00
17	1-7-05-36-44.20 Fire Prevention	1,500.00	257.22	(1,242.78)	17%	1,500.00	-
18	1-7-05-36-52.20 Fire & Rescue Turn Out Ge	14,000.00	67.50	(13,932.50)	0%	17,000.00	3,000.00
19	1-7-05-36-52.25 Fire Dept Hose	2,750.00	0.00	(2,750.00)	0%	2,750.00	-
20	1-7-05-36-52.35 Fire & Rescue Communicati	2,000.00	1,107.00	(893.00)	55%	2,000.00	-
21	1-7-05-36-52.40 GFD Computer/Office Suppl	6,000.00	4,894.91	(1,105.09)	82%	6,000.00	-
22	1-7-05-36-63.00 GFD Equiq Prshe/Repair	5,500.00	4,507.25	(992.75)	82%	6,000.00	500.00
23	1-7-05-36-63.05 GFD Truck/App Repairs	12,500.00	6,447.76	(6,052.24)	52%	13,000.00	500.00
24	1-7-05-36-64.00 Fire Dept. Annual Testing	11,000.00	6,596.01	(4,403.99)	60%	12,000.00	1,000.00
25	1-7-05-36-88.00 GFD Transfer to Reserve	78,500.00	0.00	(78,500.00)	-100%	0.00	(78,500.00)
26	1-7-05-36-88.05 First Reponse \$ to Reserv	0.00	0.00	0.00	0%	0.00	-
27	1-7-05-36-88.09 Interest on Fire Debt	10,483.07	10,460.58	(22.49)	100%	0.00	(10,483.07)
28	1-7-05-36-88.15 Pumper/ Tanker	72,619.52	72,619.52	0.00	100%	0.00	(72,619.52)
29	1-7-05-36-88.20 Ladder Truck	50,822.00	50,865.42	43.42	100%	0.00	(50,822.00)
30	1-7-05-36-90.00 Fire Dept Awards	1,557.00	1,555.93	(1.07)	100%	2,000.00	443.00
							(6,500.00)
31	1-7-05-36-99.00 GFD Miscellaneous Exp.	7,000.00	6,674.75	(325.25)	95%	500.00	
						0.00	
33	Total Fire & Rescue	289,231.59	172,381.39	(116,850.20)	60%	76,250.00	(212,981.59)

GOAL Is less than a 3% overall budget increase

Overall Budget	How Paying?						
Change	Taxes	Impact Fees	Reserves		Comments		
					? Report run 10/28 showed no impact fees spent.		
					? Salary lines for full-time and call firefighters		
0.00%							
0.00%							
7.69%							
0.00%							
21.43%							
0.00%							
0.00%							
0.00%							
9.09%							
4.00%							
9.09%							
-100.00%					Approved budget shows \$20K not \$78,500		
#DIV/0!							
-100.00%					Need numbers to be entered by Treasurer		
-100.00%					Need numbers to be entered by Treasurer		
-100.00%					Paid off?		
28.45%					Budget changed on this line? Approved budget amount is \$1250.00		
					approved 2024 budget shows a budget of \$500.00 why was this changed and where are the actual numbers coming from?		
-92.86%					Budget status report on 08/08/24 shows the \$500.00 budget amount.		
-73.64%					328841.34		

