

Board of Aldermen Committee Minutes

Date: 10/30/2014	Chair: Siliski	Convened: 5:33	Adjourned: 6:14
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Committee	<input type="checkbox"/> Charter & Ordinance <input type="checkbox"/> Community Development <input checked="" type="checkbox"/> Finance <input type="checkbox"/> General <input type="checkbox"/> Intermunicipal	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Recreation <input type="checkbox"/> Special Liquor <input type="checkbox"/> Tax Abatement
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Committee	<input type="checkbox"/> Dave Allaire <input checked="" type="checkbox"/> Chris Siliski <input type="checkbox"/> Gary Donahue <input checked="" type="checkbox"/> Sharon Davis <input type="checkbox"/> Tom DePoy <input type="checkbox"/> Jon Kiernan	<input checked="" type="checkbox"/> Melinda Humphrey <input checked="" type="checkbox"/> William Notte <input type="checkbox"/> John Cassarino <input type="checkbox"/> Ed Larson <input type="checkbox"/> David Wallstrom
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Others Present	<input type="checkbox"/> Dave Allaire <input type="checkbox"/> Chris Siliski <input checked="" type="checkbox"/> Abby Brodowski <input type="checkbox"/> Sharon Davis <input type="checkbox"/> Tom DePoy <input type="checkbox"/> David Wallstrom	<input checked="" type="checkbox"/> Gary Donahue <input type="checkbox"/> William Notte <input type="checkbox"/> John Cassarino <input type="checkbox"/> Ed Larson <input type="checkbox"/> Jon Kiernan <input type="checkbox"/> Mayor Louras	<input type="checkbox"/> Treasurer Wilton <input type="checkbox"/> City Attorney Romeo <input type="checkbox"/> Police Chief Jim Baker
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The finance committee met to discuss Alderman Siliski's July 31, 2014 request for two finance policies related to: 1. information provided to the BoA prior to the budget review process; and 2. keeping a summary update of information in relation to City funds-accounts.

Regarding budget information:

The committee felt an official policy was not in order. Specifically, Alderman Notte mentioned that without a formal recording mechanism, such as the documenting of City ordinances, policy might best be set for short-term initiatives or understandings. Participants generally agreed.

After vetting different concerns, the committee chose to request the full Board of Alderman support-sign a circulated letter and make a request of the Board President to deliver such letter to the attention of the Mayor.

The letter is attached and clearly outlines the anticipated needs of the BoA each year when it reviews the proposed budget.

It was emphasized that this letter should be sent with "good-will", and that it should represent a spirit of cooperation.

Aldermen Davis noted that, in the past, a greater amount of information was presented at budget time.

Aldermen in the room somewhat agreed that much of the information requested is generally available in different reports; however, given the fact that many

Aldermen work 50+/- hours per week, having the information all present and at hand in one efficient "package" would allow the Board to more efficiently and effectively work with the Mayor and department heads on behalf of the tax payers.

Regarding fund-account updating:

Alderman Siliski explained that the request was not one that required the BoA to review all funds over a specific period of time (as originally proposed by Alderman Siliski and Treasurer Wilton). He noted that the BoA previously chose not to conduct such a review thinking the task best suited for full-time City officials.

He then went on to explain the rather straight-forward table that he and the City Treasurer previously put together. The table clearly documents a summary of key information per fund type related to each fund-account, e.g. fund balance, legacy description, recent definitions, current use, recent decisions.

The need for a clear summary was expressed in terms of efficiency:

1. As Board members begin their service, knowing and understanding the purpose of all City fund-accounts can be a cumbersome task. A summary would not only help each member learn the workings of the City more quickly, allowing them to make more informed decisions, it would be less taxing on the Treasurer's office in regard to reoccurring explanations. It would also allow longer-term members to be more consistent.

2. A great deal of time is often devoted by City officials-employees researching key pieces of information needed to make sound decisions in relation to the funds-accounts. For instance, the RRA recently spent time researching the Zamias fund in preparation for the Board's discussion and the City Attorney just researched and forwarded information on the Giorgetti fund. Finally, the BoA reviewed and clarified the purpose of the Recreation Activity fund. Although the proposed table would not necessarily incorporate all information collected, it would cite Board minutes related to any discussions, decisions or information relevant to future research – thus limiting the need for present or future officials to reenact the same efforts.

After discussion, the committee generally felt such a table was a good idea and that it would be helpful, especially in light of the budget info. request above and the expectation for capital planning; however, it chose to delay any discussion on format, responsibility or process until it could hold a discussion with the City Treasurer. Thus, the issue will stay in committee.

Rutland City Board of Aldermen

November 3, 2014

Re: Budget Information Request

Honorable Mayor:

Per the request of the Board of Aldermen, I ask that you provide to each Board member certain information that will help the full Board with its task of reviewing each proposed, fiscal year budget and placing it on the ballot for final voter approval.

On October 30th of this year, the Board's finance committee met to discuss information it deems necessary to fully, efficiently and effectively accomplish its charge in relation to budget approval. As you know, the budget review process plays a primary role in the Board setting the yearly tax rate. At this time, as opposed to drafting an official policy, the committee recommended a simple letter be sent to your office which synthesizes a number of primary, expected needs - clear and cohesive information each Board member feels is critical to making sound decisions on behalf of the City's taxpayers.

1. Two years of actual expenditures per line item and current fiscal year-to-date data as opposed to the current practice of one. This would supplement last year's budget number and this year's line-item request.
2. A series of projected revenues for the budget period in question.
3. A summary of under and over expenditures per department for the most recently completed fiscal year.
4. A scheduled list of all City bonds with noted completion dates per year.
5. A projected tax rate calculation and its estimated impact on a \$150,000 home if the proposed budget was passed without alteration and the school tax rate remained constant.

We anticipate the beginning of our budget review process to take place in mid-November. If you could work with other City officials to prepare and provide such information this

year and in those to come, it would be greatly appreciated. The Board feels that its clarity with such matter and the cooperation of the Mayor's office would help form a more cohesive approach which we can all stand behind.

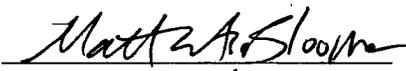
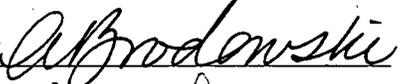
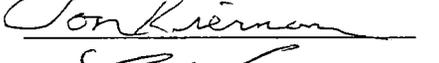
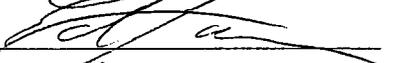
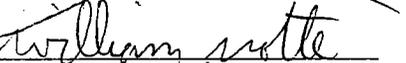
Thank you for your attention and efforts in regard to this matter.

Sincerely,

David Allaire
President - Rutland City Board of Aldermen

cc: Wendy Wilton, City Treasurer

Signatures of those City Aldermen (in attendance) supporting such request:

	Matt Bloomer
	Abby Brodowski
	Sharon Davis
	Tom DePoy
	Gary Donahue
	Melinda Humphrey
	Jon Kiernan
	Ed Larson
	William Notte
	Christopher Siliski

David W. Allaire President BOA.

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