

**Town of Glover**  
**Budget/Finance Committee Meeting**  
**Minutes**

Wednesday, May 13, 2026 – Glover Public Library

Present: Justin Mason, Zach Chayer, Gary Sheldon, Adam Heuslein, Dan Clark, Olivia Noel, and Cindy Epinette.

Remote: Tabitha Armstrong

1. Call to Order: The meeting was called to order at 6:12pm.
2. **Additions or Deletions to the Agenda:** none
3. **Public Comment:** Adam thanked the committee for scheduling this meeting.
4. **Old Business:**
  - a. **1<sup>st</sup> Quarter/YTD Financial Review:** Overall, about 15% of the budget has been spent in the 1<sup>st</sup> Quarter. It is noted that the reserve accounts will not receive the money budgeted until after property taxes have been received in November. Some questions asked were:
    - i. The Committee has been asked to review the fees charged for the use of the town hall. This discussion should include BASSI because some organizations who want to rent the upstairs are also interested in using the kitchen. Would it be possible to add a slop sink in the kitchette so floors can be mopped more easily? Adam suggested installing a slop sink in the bathroom instead. Are there other reasons to make changes in the kitchette area, beyond the slop sink?
    - ii. When was the gasoline tank installed at the town garage? How much gasoline was initially purchased? This was asked to determine if those accounts were under budgeted. With the price of fuel these days, how does the use compare to the budget? A clearer picture will be seen for the 2<sup>nd</sup> quarter.
    - iii. Why is the Town Hall Oil budget overspent? Is this due to a delivery that occurred in 2025 and paid in 2026? Or was this budget line under budgeted?
    - iv. What is the breakdown of projects covered under the Attorney expense line? The majority of the \$11,000 expense is related to Rodgers road litigation. None of it is related to the Glover Green.
  - b. **BASSI Contract 2026 Review:** The Committee reviewed the proposed BASSI contract for 2026. They proposed the following changes:
    - i. Under **1. Facility:** adding the statement “All other uses, by BASSI, must be approved by the Selectboard or authorized agent”. This statement was included to address the possibility of other organizations using the basement.
    - ii. Under **5. Alcohol:** changing the statement to “No alcohol will be permitted in the Town Hall at BASSI events”.
    - iii. Under **9. Right of Entry and Termination:** the words “during the senior meals program” was eliminated.

- iv. Under **10. Conformance with the Law**: it was suggested requiring a certificate of good standing with the State of Vermont as well.

For the 2027 contract they recommend scheduling a meeting between BASSI and the Selectboard for the following topics:

- v. They suggest clarification regarding “maintain building”;
  - vi. They suggest clarification regarding equipment that belongs to BASSI versus the town. The suggestion was made if the stove belongs to the town, should we sell it to BASSI.
  - vii. They would like to review the electricity and oil expenses to confirm BASSI is contributing an appropriate amount for both expenses.
  - viii. The rental of the basement and kitchen area needs to be reviewed. Who is authorized to rent the kitchen? Who should receive the rental fees?
  - ix. Review the Glover Town Hall Use Policy.
- c. **Investment Policy Review**: The Committee found the wording very confusing. A suggestion was made to add the statement: “The Town will invest funds in a high earnings low risk account with minimal fees for transferring out and review investment accounts quarterly.” After the meeting with Paul Decelles, Cindy discovered the reserve account balances could be transferred to the TAN investment account and earn 3.9% interest. She transferred the reserve balances to this higher interest bearing account until further discussions and decisions were made. It was suggested we review the wording around trust funds to clarify if this is applicable to Glover.

5. **New Business:**

- a. **Hold Harmless Revenue Review and Recommendations for Special town Meeting**: The Hold Harmless revenue from the State is related to current use. It’s the difference between what a taxpayer would have paid in taxes if they were not in current use compared to what they are paying. The amount the town is going to receive in 2026 was not included in the amount to be raised by taxes figure the voters approved at the annual town meeting. By statute, the town cannot reduce the amount to be raised by taxes once the community has approved the budget figures. Therefore, the options are to either hold a special town meeting to gain voter approval of the new amount to be raised by taxes or not include the anticipated Hold Harmless amount when calculating the town property tax rate. The Committee agreed the Hold Harmless amount should not be included in the tax rate calculation. This means the taxes will be higher in 2026 but at the end of the year the Hold Harmless amount actually received will be included in the fund balance, thus being returned to the taxpayers in the following year. It was suggested including the question in the warning for the next annual meeting, if the hold harmless figure should be used to calculate the tax rate in the future.
- b. **Facility Improvement Plan Discussion**: postponed
- c. **Review Purpose & Operating Guidelines**: A recommendation was made to: (a) add a statement that the majority of members should be registered voters in Glover under Section 3, (b) add “Vermont Ethics Refresher, Ethics Policy and Conflict of Interest Policy” under Section 6 along with “Rules & Regulations of the Town of Glover”. The Selectboard is obligated to appoint members to an advisory board.

- d. **Schedule next meeting and Goals:** The next meeting is scheduled for Wednesday, June 24<sup>th</sup> at 6pm.
6. **Other Business:** Olivia Noel explained she is researching the information sharing and communication process in Glover, to improve/change the way information is shared within departments and with the community. Once she has gathered information she will review and submit recommendations to the Selectboard. Collaborating with surveys, creating a newsletter and posting upcoming events on the website were discussed. Justin indicated he plans to report to the Selectboard on a monthly basis regarding what the Budget Committee is discussing, the meeting agenda and minutes are posted on the website. The Committee doesn't produce documents to share, they receive information and make recommendations to the Selectboard. Otherwise, there is no communications with the community. The Budget Finance Committee is an advisory committee to the Selectboard.
7. **Public Comment:** none
8. **Adjourn:** Justin made a motion, seconded by Cindy, to adjourn at 8:27pm.

Respectfully Submitted,

Cindy Epinette

Next Committee Meeting:

1. Review Glover Town Hall Use Policy