

**DRAFT**

**PRESENT:** L. M. Smith, Chairman; E. B. Beattie, Vice Chairman; L. Gargiulo  
Selectman; L. A. Ruest, Town Administrator; K. Anderson, Secretary

**2020 BUDGET WORKSHEETS REVIEW:**

Review and discussion of each page of the budget worksheets took place at this time. Some items were identified as pending while actual rates/costs are submitted.

L. Smith asked the Board their thoughts on delaying the preservation of old records for one year due to the budget increase. The Board recognizes the importance of the project but acknowledged the need to postpone it for one year.

The cost impact of combining the Tax Collector/Town Clerk position is an increase of approximately \$600, the benefits increase is shown separately in the Employee Benefits accounts. L. Gargiulo noted that there was a \$42,140 increase in that account. The Town Administrator pointed out that health insurance had a 7.4% increase and the budget includes 9 months of the TC/TC position as well as 6 months of the 5<sup>th</sup> full-time police officer.

The Police Department budget increased by \$24,000 which includes a \$19,600 salary increase for the 5<sup>th</sup> officer and a \$4,000 increase for services.

The Fire Department overall budget is a \$3,500 decrease. Changes in the pay structure have increased the ambulance budget and decreased the fire budget. The Emergency Management budget increased this year due to three drills. The drill costs are reimbursable.

The Highway budget was reviewed with discussion on the current condition of the Class VI portion of Curtis Road and what is needed to provide vehicle access during reconstruction of the culvert.. The Curtis Road culvert is planned for 2021 and the King Street culvert for 2020. Additional estimates are pending on those projects.

Solid Waste Collection is pending additional information from Pinard. The Town Administrator is looking at more cost effective methods for dealing with electronics. The Solid Waste Disposal tipping fee is based on \$85.00 per ton. The estimates have been as high as \$150.00 per ton; the town currently pays \$62.75 per ton.

The increase in the Conservation Commission budget is for fencing at Marsh Lane.

**SUMMARY TOTAL WORKSHEET:**

The proposed budget at this draft is \$2,797,078 representing a \$105,440 increase.

**DRAFT TOWN WARRANT:**

An early draft of the 2020 warrant was reviewed. Eleven spaces are being held for zoning articles.

**Article 13:** The default budget will be completed when the contractual rates are received for LTD/STD and Life Insurance.

**Article 14:** B. Mutrie was present and requested that \$1,000 be placed in the Heritage Commission Fund.

**Article 15:** This is the second of three requests for \$5,000 to be deposited into the Tercentenary Celebration Capital Reserve Fund.

**Article 16 and 17** will discontinue the Library Expansion and Library Improvement Capital Reserve Funds and create an Expendable Trust fund for the purposes of repairs, replacements and improvements to the library.

**DRAFT**

**Article 18:** this is an additional request to raise \$4,000 to be deposited into the Expendable Trust Fund for the library toward the replacement of the air conditioning equipment. The wording of the article was adjusted to add “to include the replacement of the air conditioning equipment”.

**Article 19:** The intent of this article will be for the walkway at the library to be funded through the donation account. This article needs legal review.

**Article 20:** This article will establish a capital reserve fund for the next town wide revaluation scheduled for 2023. The intent is to raise \$8,000 annually for four years.

**Article 21:** This article will establish a capital reserve fund for the next Master Plan update scheduled for 2029. The intent is to raise \$5,000 annually for 10 years. Discussion on this article will continue after the CIP Committee presents recommendations to the Board of Selectmen. The Planning Board believes that they can update the majority of the Master Plan as a committee, handling a couple of chapters each year. The difficulty in getting volunteers was discussed.

**Article 22:** This is a request for \$23,000 for the purpose of purchasing a police cruiser in 2020.

**Article 23:** The request is for \$23,000 for purchasing replacement radio equipment/antenna for the police department. The Board discussed removal of this article and will work with the Police Chief to acquire the necessary equipment through the Communication Fund.

**Article 24:** This request is for \$13,000 for the purpose of replacing the Police Department computer server. The costs of converting to a Cloud based server have been reviewed and based on the current need, the recommendation is to purchase a server and look at the Cloud options in the future. This will be reviewed further by the Board.

**Article 25:** this is the request to add \$250,000 to the Highway Maintenance Capital Reserve Fund. A portion of the appropriation is offset by the Highway Block Grant. An amount is proposed to come from the general unassigned fund balance.

**Article 26:** This is the mosquito control program that was funded at \$15,000 in 2019. L. Smith requested that this be increased to \$30,000 for the full service at this time. E. Beattie requested that the service be put out to bid as there are more vendors providing the services now.

**Article 27:** This is a deposit into the Government Building Expendable Trust and additional information is still needed.

**Article 28:** The article is to raise and appropriate funds for Floating Docks. After discussion, the Board will insert this article to ask voters if they are in favor of the project rather than for an appropriation at this time.

**ACCOUNTS PAYABLE/PAYROLL FUNDS WARRANT(S):**

<b>Bookkeeper</b>	<b>Payroll Warrant #474</b>	<b>\$854.68</b>
<b>Bookkeeper</b>	<b>Accts. Payable Warrant #679</b>	<b>\$2,267.30</b>

**MOTION:** To approve the warrants as presented above.

**MOTION: E. BEATTIE**  
**SECOND: L. GARGIULO**  
**UNANIMOUS**

**MOTION:** To adjourn the work session at 10:49 a.m.

**MOTION: L. GARGIULO**  
**SECOND: E. BEATTIE**  
**UNANIMOUS**