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

The meeting was called to order at 8:30 AM.

2020 Capital Improvement Plan

The projects presented for review in the Capital Improvement Plan have been included in the draft warrant for the Board's review. The Planning Board's presentation of the CIP has been delayed until the November 20th meeting.

L. Smith said that he has reviewed the report and is not in favor of deferring the police cruiser and if the balance in the Highway Capital Reserve Fund was still \$108,000. L. Ruest said that the balance was approximately \$40,000.

2020 Budget Summary

The Town Administrator told the Board that the summary presented does not include the updated COLA numbers, adjustments to the Employee Pay Plan that is being worked on and the Pinard update received this morning. There are three health agencies that have not submitted requests for 2020 and will be considered for level funding.

2020 Draft Warrant

There are 10 proposed zoning articles under consideration by the Planning Board.

(Note: All warrant article numbers are subject to change)

Article 12: This is the adoption of the Solid Waste Ordinance as adopted by the Board of Selectmen on September 18, 2019.

Article 13: Operating Budget

Article 14: Heritage Fund deposit of \$1,000 into the Capital Reserve Fund

Article 15: Tercentenary Celebration deposit of \$5,000 into the Capital Reserve Fund
It was noted that this is towards the cost of writing and publishing the Town history.

Article 16: Discontinuing Library Expansion and Improvement Capital Reserve Funds

Article 17: Establishment of an Expendable Trust Fund for the Library repairs, replacements and improvements to the library with the funds from the discontinued CRF's. It was noted that the purpose was intentionally broad enough to allow for emergency repairs of any nature.

Article 18: Library Expendable Trust Fund deposit of \$4,000 with the intent to add the funds to the account for the HVAC equipment.

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Article 19: The amount for the library walkway improvements is still unknown and is on the Library Trustee's next agenda.

Article 20: Establishment of a new Capital Reserve Fund for the 2023 Property Revaluation. Annual deposits of \$8,000 for four years are planned.

Article 21: Establishment of a new Capital Reserve Fund for the 2029 Master Plan update. Annual deposits of \$5,000 for ten years are planned. L. Smith acknowledged that the Planning Board doesn't see the need for this; however he is not confident that there will be volunteers to do the work. E. Beattie said that a lot of the work was done by the Planning Board and they believe that they can handle the update and save the town money. The Town Administrator noted that the cost was \$50,000 for the last update.

Article 22: This article is to raise and appropriate \$23,000 to purchase a police cruiser. L. Gargiulo explained that the Capital Improvement Committee had discussions about the replacement cycle and whether or not 3 or 4 years was appropriate. E. Beattie said that the uncertainty comes from the lack of historical data with the new SUV's versus the Crown Vic's.

Article 24: Highway Maintenance Capital Reserve Fund deposit of \$250,000 for culverts and road improvements. The reference to use of unassigned fund balance in the draft needs to be removed, the funds are not available. E. Beattie suggested that the repair to culverts be emphasized for the voters. L. Smith stated that the actual need according to the Axiomatic Report and the culvert repairs needed is closer to \$420,000 and noted that is too much for one year, he suggested \$250,000 for each of the next two years.

Article 25: Appropriation of \$30,000 for annual mosquito control. The Board agreed that there is a need to bid this work out. The Town Administrator will check the Purchasing Policy to see if quotes can be obtained at this time. The Board reduced this amount to \$20,000 and can adjust based on quotes received.

Article 26: Government Buildings Expendable Trust Fund. The Town Administrator told the Board that it would be helpful if the Board established a threshold of what the balance in that fund should be brought to each year. E. Beattie recommended that the Board set a recommendation rather than a policy for the balance. The Board agreed to request a deposit of \$20,000 to this fund, which will bring the balance to approximately \$25,000.

Article 27: This is a non-monetary question to the voters to determine the interest in a floating boat dock. L. Gargiulo said that it would be helpful for the voters to have an idea of what the total cost would be. L. Smith noted that there will be annual maintenance duties associated with having the dock.

2020 Draft Salary Pay Plan

E. Beattie and L. Ruest are currently working on this.

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2020 Draft Default Budget

The intent is to finalize the Default Budget at the December 4, 2019 meeting. The contractual changes from Pinard for the second half of 2020 will be factored into the default budget. The transportation cost has increased also. L. Ruest pointed out that she had based the proposed 2020 budget on an estimated \$85.00 per ton cost for solid waste and the actual will be \$70.00 although the estimated tonnage was approximately 100 ton short. There is also a new cost associated with white good day for mattresses at \$35.00 each. The Board agreed that the mattress cost will need to be passed on to the resident, as the Freon costs are. The Board will look to extend the contract with Pinard for 6 months, expiring 12/31/2020.

L. Smith said that the Board still needs to work on a way to dispose of Hazardous Waste. E. Beattie said that the concern is for the environment, people will get rid of that waste one way or another.

The Town Hall Communication Fund balance was reviewed and it was noted that the fund is working the way it was intended and projects that would have been passed on to the taxpayers have been accomplished. The current balance in the fund is \$12,500 with an anticipated \$32,000 to be added in 2020.

ADJOURNMENT

MOTION: To adjourn the meeting at 9:38 AM.

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