



NORTHFIELD BOARD OF SELECTMEN MEETING

Minutes of the meeting of December 5, 2019

Present: Chairman Wayne Crowley, Sel. Haskins

Also Present: Dr. Tracey Hutton, Town Administrator and Andy Buteau, DPW Director

The meeting was called to order at 5:00 pm by Chairman Crowley.

- **2020 Budget Review**

There was Board discussion of the DPW budgets, including highway and sanitation. The salary and health insurance lines were examined and the spreadsheet adjusted. There was some tweaking of various budget lines. It was discussed how to reflect the \$91,000 in one time municipal aid in the budget to make it most useful to road infrastructure improvements. The calculation of staff will be changed to reflect, current full time, new full time, and fractional staff time. The HRA calculation for all departments will be adjusted down to 70% rather than the customary 80%. In recent years there has been 55%-60% annual usage. Dr. Hutton was directed to check with the commercial solid waste haulers to see if they would mind being free to dispose of the waste on their own rather than the Town permit and billing system that is currently in place. Also, do the haulers already have direct accounts with Wheelabrator?

There was a question of the expense of an annual financial audit. Dr. Hutton will research the law to see if an annual audit is a requirement of statute.

On the Town Hall budgets, Dr. Hutton will take the cost of flooring out of the budget and it will be part of the CIP facilities warrant articles.

The amount in the Planning budget for Professional Services was questioned. Dr. Hutton explained that it was the initial installment for a 5-year GIS mapping plan. This mapping would modernize the assessing and planning abilities of the Town. This transition would also assist in economic development. Dr. Hutton will find examples of Towns that have implemented such projects with CAI Technologies.

Dr. Hutton asked the Board what the source of funding would be in 2020 for the completion of the Sandogardy Pond Road project. There was discussion of the receivables due from DOT. Dr. Hutton will present options for this funding at the next meeting.

The Board decided that the PD budget would be discussed at a meeting while Dr. Hutton is on vacation. She offered a meeting time on Friday the 13th before she leaves; this was dismissed by Chairman Crowley. She stated that she will call into the meeting on Tuesday the 17th.

- **Adjournment**

The next meeting is at 5:00 pm on the 10th of December.

There being no other business the meeting adjourned at 6:55 pm.

Respectfully submitted by:
Dr. Tracey E. Hutton

Minutes Approved December 10, 2019