

Approved: November 15, 2018

Posted: November 19, 2018



## **Town Council Meeting Minutes**

Thursday October 25, 2018 at 7:00 PM, in the Matthew Thornton Room

Chairman Rothhaus called the meeting of the Town Council to order at 7:00 p.m. Present at the meeting were Vice Chairman Koenig, Councilor Albert, Councilor Boyd, Councilor Harrington, Councilor Healey, Councilor Thornton, Town Manager, Eileen Cabanel, and Assistant Town Manager/Finance Director Paul Micali.

### **Pledge of Allegiance**

Chairman Rothhaus led in the Pledge of Allegiance.

### **Announcements**

The General Election will be held Tuesday, November 6<sup>th</sup> from 7:00 a.m. - 7:00 p.m. The three polling locations are James Mastricola Upper Elementary School (JMUES), Merrimack Middle School, and the Saint John Neumann Church. Residents looking to identify their specific polling location can visit the New Hampshire Secretary of State's [website](#) or call the Town Clerk's Office at 424-3651.

Regular meetings of the Town Council will be conducted on Thursday, November 1<sup>st</sup> and 15<sup>th</sup> at 7:00 p.m. in the Matthew Thornton Room.

The Parks & Recreation Department invites Merrimack families to join them on Friday, October 26<sup>th</sup> from 5:00 - 8:00 p.m. at Wasserman Park for the 26<sup>th</sup> Annual Halloween Party. This free event features a wide variety of games, crafts and other activities including a costume contest.

Drug Take Back Day is Saturday, October 27<sup>th</sup> from 10:00 a.m. - 2:00 p.m. at the Merrimack Police Department.

Chief Roy has announced that the Trick-or-Treat hours are Wednesday, October 31<sup>st</sup> from 6:00 - 8:00 p.m.

The property tax rate has been set at \$24.12 per \$1,000 of assessed valuation. This represents an increase of \$.75 per thousand compared to the 2017 rate of \$23.37. The tax rate went up by \$0.20 on the municipal side and \$0.55 on the school side. The tax bills are expected to be in the mail on November 7<sup>th</sup> with a due date of Friday, December 7<sup>th</sup>.

### **PFAS Update**

Chairman Rothhaus suggested, moving forward, updates be provided when Sarita Croce, Assistant Director, Public Works Department/Wastewater, (PWD), has new/additional information to provide.

### **Highway Garage Project Update**

Assistant Town Manager/Finance Director Micali stated the garage doors were put in place, windows are in, and the sheetrock has been completed on most of the interior. All indications are the building will be ready for opening right around Thanksgiving.

Fuel island work will be done in the December/January timeframe. Re-siding of the existing building will be done in the January timeframe and the roof repair in the coming weeks. The project should be turned over completely in the February 2019 timeframe.

### **Comments from the Press and Public**

Kathryn Stack, 7 Knollwood Drive

Read into the record the following statement prepared by Nancy Murphy:

*“A meeting of the joint PFAS advisory group was scheduled and held on Tuesday, October 23<sup>rd</sup> at the Merrimack Public Library. Merrimack Citizens for Clean Water representatives, MVD Commissioners, Donald Provencher, Wolfram von Schoen, residents, and waterway committee member Nelson Disco were in attendance. Town Council members did not attend. Councilor Albert notified the group today that after the recent update meeting with DES and DHHS he feels that things are moving forward on all fronts and thus doesn’t see the need to attend monthly meetings. Councilor Albert has offered to meet 3 or 4 times per year or when something urgent should arise.*

*The group has not yet had time to discuss plans going forward, and can provide an update and response at the next Town Council meeting.”*

Ms. Stack spoke of being present at the Council meeting when Councilor Harrington asked Councilors Albert and Boyd to attend the meetings and see what could be done, as a town, to take a good look at this water situation. She is uncertain that ever occurred, and, in her view, they are pulling out. She stated the situation isn’t over, it is just as severe as it always was, and she has read they will participate when it is urgent. It is urgent.

Wendy Thomas, 10 Wildcat Falls

In September of 2017, her well was tested (at her expense). Total PFAS contamination was 20.4. The State wasn’t certain they agreed with the results given her residence is 3.5 miles from Saint-Gobain (they had indicated the contamination zone was no further than 1.5 miles). The State tested the well and it came back at 45. Saint-Gobain’s legal team questioned those results, and tested the well in August. The results came back as 54 ppt. In 11 months, the contamination in her well has gone up three-fold. An expert who has been watching this situation and who knows and can interpret the results, contacted her and informed her under no circumstances should she drink her water.

To hear Councilors say we are in coast mode or that they feel there is no need to attend meetings because everything is moving forward is to be naive of the problem, which is spreading. They are talking about a 60 mile contamination zone. The Town has made an agreement with Saint-Gobain for the northern part of the Town where the wells have been contaminated. Any well that is above 45 ppt will be regularly monitored. Her well in southern Merrimack is 54 ppt.

Councilor Boyd stated the Town did not enter into an agreement with Saint-Gobain, it was the Department of Environmental Services. He wished for the record to be corrected.

Ms. Thomas agreed, and questioned where the agreement/protections are for her family.

Town Manager Cabanel commented Assistant Director Croce was asked to go through the available information, and noted the color coded map of the town identifies an area in red, which has not yet been established. Town Manager Cabanel suggested that may be why the State tested Ms. Thomas' well. She believes the area identified in blue is that which the State and Saint-Gobain agreed was the furthest the PFOA could have traveled through the air.

Ms. Thomas commented she does not believe there is disagreement; she believes what was being stated is that the State is acknowledging that the contamination zone is bigger than they think it might be. She is stating she knows it is.

Councilor Albert stated he does not believe the matter is in coast mode. He and Councilor Boyd, and the Council as a whole, have been advocates on this issue. The authority of the Council is limited. He reached a point, when attending the meetings on a monthly basis, that he felt the productivity level wasn't what it should or could be. He admires the dedication of those involved, however, has reached a point where he believes his attendance at quarterly meetings or those scheduled to address specific issues that may arise, is the direction he should take. In light of the recent meetings with NHDES and DHHS and the information that has come forward, the matter is moving forward.

Councilor Boyd stated he has not determined how he wishes to proceed. He shares the same frustration level as Councilor Albert. At this time, he feels as though he is window dressing. He has gone to three meetings, brings with him a skill set, serves in Concord on a commission and engages in conversations with others on a regular basis. He has not once been asked to talk with NHDES Commissioners Freise or Scott about the issue. Nobody has used him for outreach, which is the whole point of being a Liaison; to utilize the contacts developed during his time on the Council to advocate on behalf of the community.

With regard to previous comments made by Councilor Harrington that Councilors are being underutilized, given some of the events that have transpired over the past few months, he feels the Council, as a whole, as well as the Town Manager and Assistant Town Manager have been under utilized by people in the community who have been advocating.

He commented we are on the same team, we live in the same community, we drink the same water. Individuals may think about things differently and may process information differently, but at the end of the day we are focused on trying to fix the problem. That is what he cares about. He is not in coast mode. He pays close attention to what is being said on social media so that he understands the concerns raised by members of the community. To suggest that he is looking to pull out of meeting with the Citizens for Clean Water could not be further from the truth. He reiterated he has great concern that his time is not being adequately utilized during those monthly meetings.

Mike Malzone, 8 East Chamberlain Road

Remarked when a smaller form of government, he believes the interaction with residents was on more of a personal basis. He also felt community development was geared more towards the residents of the town than builders. He has always supported development; however, believes those that were here first should have some say on what is occurring in the community.

He spoke of the development of 8 East Chamberlain Road where it appears a bomb has gone off in his neighborhood. The development was advertised as the D.W. Highway project.

When Walter Warren was alive, he was very involved in the community, was always on sites looking at what was occurring. That is something that has been lost in this town. People just okay projects without even looking to see what is happening in the neighborhoods; how wide the roads are, etc. He questioned if PFO problems were unearthed in his neighborhood. The developer was able to take trees down up to every person's property line, which is unheard of. This week they get the other side of the road, which was the original plot listed in the paper as to where the 49 condos would go, D.W.

Highway. It never went there, it went on East Chamberlain Road. He questioned how it could go out as a legal notice.

Now they have clear-cut the other corner, none of which was discussed at the Planning Board meeting. He questioned why that is, and what they will do now that they have clear-cut the other side of the street, e.g., plant trees. He is exposed to all of that on top of the hill. His privacy is gone. State law requires use of a police officer or flag person when having tractor trailers like that on the street.

He suggested someone has special permission to do things in this town and it is not the residents. This should be looked at as it is unheard of.

Mr. Malzone stated his home just dropped another \$100,000 in value. You can now see it as you drive up D.W. Highway. In addition, his tax bill is going to go up. He can no longer stand outside of his home at night. When football games are going on it is very bright at his home. No one considered the wind coming through all of the acreage that was clear-cut. It is a wind storm outside of his home all day and night.

Mr. Malzone questioned what he can do as a resident to try to block the torrential winds from the front of his home. There is nothing he can do about the loss of privacy. There are no answers that one can get from Community Development about what is going to occur with that development. There was nothing on the plan that indicated this. There are people on the Planning Board that have been there 15-20 years, for no money at all, making these type of decisions. They are not good ones and not for the benefit of the town. He questioned if members are paid for sitting on the board, and if not, why they would do it for 20 years and have that kind of impact on this town.

Mr. Malzone remarked no one is talking about erosion controls. In this State, by the 15<sup>th</sup> of October you are supposed to be done with those things, so you can start getting the land ready for the bad weather that is coming. They are still cutting trees.

Chairman Rothhaus responded, although he cannot speak specifically to the trees, he suspects there is nothing that can be done about that. As far as erosion controls, those are absolutely incorporated. If land is washing away, that is a real problem. The other thing he believes is controlled is moving of earth. If they start cutting away a hillside, those things are permitted and regulated. He is confident of that.

Mr. Malzone stated that is not in any of the plans that are available in the Community Development Department. He asked the Town Manager for the professional opinions of those the town employs. He does not believe any members of the Planning Board read the recommendations of those

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individuals. It seemed almost everyone was against that project, but yet the Community Development Department was supportive.

Town Manager Cabanel requested Mr. Malzone meet with her and Tim Thompson, Director, Community Development. Together they can visit the site so that they can discuss what is occurring, what is included in the plan, what needs to occur, etc.

Mr. Malzone spoke of the width of the road; the work that was done and the absence of a plan to widen the road. It is only 16' wide and is a totally illegal road. To think the Planning Board and Community Development think that hill will be okay because they are going to take 2% off the grade of the road, is reckless.

### **Recognitions, Resignations and Retirements** - None

### **Appointments**

#### **1. Family Promise of Greater Nashua Presentation**

Submitted by Family Promise of Greater Nashua Executive Director Pamela Tibak Small  
Family Promise of Greater Nashua (FPGN) to make a short presentation to the Town Council about who they are and what they do.

Ed Hilston, Board of Trustees, stated Family Promise of Greater Nashua houses approx. 29 people at any time. People there are experiencing homelessness. To be a resident you are required to have children in your family unit. It is a temporary residency for families who are taught skills needed to get back on their feet, e.g., financial, parenting.

They have housed 19 individuals from Merrimack (12 children/7 adults). They are unable to provide housing for all in the southern part of the state, due to space limitations, but do provide placements for about 20 families/week throughout Hillsborough and Rockingham counties.

Julie Esp, Grant & Development Coordinator, remarked what they actually do is basically transform a family's life. They come into the program beaten down by everything that happens in life. They arrive there not necessarily by their own choice; job loss, an accident that keeps them out of work for an extended period of time, things that could happen to any one of us, but they don't have the safety net some have in their families, etc.

Ms. Esp remarked the first thing families receive when they arrive is that opportunity to take a breath; food, shelter and clothing is taken care of. They get settled and then start working with staff. As a transitional housing program, families can stay for up to a year. They are the only transitional housing program in southern New Hampshire that accepts two-parent families and single fathers. This year alone they have had four families from Merrimack. When families leave the program, they have reduced debt, a better paying job working towards a genuine career, improved credit, and the self-confidence created through the successes they achieve during the program; their weekly meetings and getting their tasks accomplished. She spoke of the financial literacy program provided and the benefits of that.

The facility has five paid staff members. The Executive Director and the Family Services Director are the two full-time employees. The three part-time staff members handle fundraising, grant writing, and

volunteer coordination. They operate primarily by volunteers. At this time, they are looking to involve local communities in the budget.

Ms. Esp commented a big difference their program has from others is they do not have any age or gender restrictions. If you go to Margarites Place or the Front Door Agency you have to be female under the age of 45 with children under the age of 12. If a 38-year-old mom with a 13-year-old son and an 11-year-old daughter, you can't access those programs. They also require a payment equal to 30% of your income (basically a rental fee). At Anne Marie House, residents pay their rent to themselves. They are required every pay period, to save 70% of their disposable income. When residents leave they have two savings accounts; long-term savings and short-term savings account for emergencies.

Ms. Esp stated, as the grant writer, she deals with private foundations, the State, local governments, and businesses. One of the things they are embarking on this year is a stronger campaign to the communities they serve. She spoke of the cost to the Welfare Department to send an individual to a local hotel (\$60-70/night). If a family is accepted into the Anne Marie House program it is at a cost of approx. \$60/night, but it includes everything; case management, food, shelter and clothing, internet access, laundry facilities and people to talk with. She questioned how they would go about getting into the Town's welfare budget and what the process is to do that.

Assistant Town Manager/Finance Director Micali stated Pat Murphy, Welfare Director, is the individual to contact. She accepts all requests from local agencies. She has a process she goes through and will bring it forward in her budget. Ms. Murphy has indicated she has tried to get residents from Merrimack into this program through the Welfare Department, but has had no luck. The school has had better luck getting folks into the program than she has.

**Public Hearing** - None

**Legislative Updates from State Representative** - None

### **Town Manager's Report**

A copy of the letter the Council agreed to submit to HealthTrust requesting and permitting them to combine the data of the School and Town to benefit our overall rating has been sent to the School Board. The School Board will review and discuss this at their meeting on November 5<sup>th</sup>.

Congratulations to John Trythall and Dean Stearns, Highway Equipment Operators, who finished 2<sup>nd</sup> in this year's New England Snow Plow Rodeo Competition. John and Dean had to perform on a written test and drive the obstacle course in a 6-wheel dump truck outfitted with plows.

Watson Park Update: The posts for the new fencing have been installed around the parking lot. The brackets to allow for the installation of the 4 x 4 posts are ordered. The project should be completed within the next month, which will include an access gate for authorized vehicles (public works and emergency). The coordination of the installation of the waterline, volleyball court, and skating rink is ongoing. Work is expected to be completed within the next month.

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Town Manager Cabanel stated Dawn Tuomala, Deputy Director/Town Engineer, PWD, has submitted a 3<sup>rd</sup> application for the Transportation Alternative Program (TAP) Grant to do some of the work the Town was unable to do in the first two programs; add sidewalks on Woodbury and Baboosic Lake Road. The first round has been completed with the Nashua Regional Planning Commission who submits their top choices to the State to compete with the national planning commissions for funding.

**Consent Agenda** - None

**Old Business** – None

**New Business**

**1. Donation Acceptance for Merrimack Fire Department**

Submitted by Fire Chief Michael Currier

Town Council to consider the acceptance and expenditure of a donation in the amount of \$5,000 from Digital Federal Credit Union (DCU) to the Merrimack Fire Department to be used towards Fire, Rescue or Hazardous materials equipment, pursuant to RSA 31:95-b and Charter Article 8-15.

Michael Currier, Fire Chief, stated the Digital Credit Union has graciously offered a donation in the amount of \$5,000 to go towards anything deemed necessary for fire rescue/prevention. The funds have not been earmarked at this time. The idea is to put several donations together to use towards a substantial purchase.

**MOTION by Councilor Boyd and seconded by Councilor Thornton to approve the acceptance and expenditure of a donation in the amount of Five Thousand Dollars (\$5,000) from Digital Federal Credit Union (DCU) to the Merrimack Fire Department to be used towards Fire, Rescue or Hazardous materials equipment, pursuant to RSA 31:95-b and Charter Article 8-15.**

**MOTION CARRIED 7-0-0**

**2. Donation Acceptance for Merrimack Fire Department**

Submitted by Fire Chief Michael Currier

Town Council to consider the acceptance and expenditure of a donation in the amount of \$50.00 from resident Lucille Walker to the Merrimack Fire Department to be used towards Fire, Rescue or Hazardous materials equipment, pursuant to RSA 31:95-b and Charter Article 8-15.

Chief Currier stated Ms. Walker experienced a rather large gas spill in her garage. Fire crews responded and did a thorough cleaning. She was pleased with the service the department provided and wished to donate.

**MOTION by Councilor Boyd and seconded by Councilor Thornton to approve the acceptance and expenditure of a donation in the amount of Fifty Dollars (\$50.00) from resident Lucille Walker to the Merrimack Fire Department to be used towards Fire, Rescue or Hazardous materials equipment, pursuant to RSA 31:95-b and Charter Article 8-15. MOTION CARRIED 7-0-0**

**3. Donation Acceptance for Merrimack Fire Department**

Submitted by Fire Chief Michael Currier

Town Council to consider the acceptance and expenditure of a donation in the amount of \$30.00 from Paul and Beverly Demoorjian to the Merrimack Fire Department, in memory of Merrimack Lieutenant Paul Mondoux, to be used towards Fire, Rescue or Hazardous materials equipment, pursuant to RSA 31:95-b and Charter Article 8-15.

Chief Currier stated the donation is in memory of Lt. Paul Mondoux who lost his life in a motorcycle accident. He was an extremely dedicated person to this community serving, without question, any time asked.

**MOTION by Councilor Boyd and seconded by Councilor Thornton to approve the acceptance and expenditure of a donation in the amount of Thirty Dollars (\$30.00) from Paul and Beverly Demoorjian to the Merrimack Fire Department, in memory of Merrimack Lieutenant Paul Mondoux, to be used towards Fire, Rescue or Hazardous materials equipment, pursuant to RSA 31:95-b and Charter Article 8-15. MOTION CARRIED 7-0-0**

**4. Donation Acceptance for Parks and Recreation Department**

Submitted by Parks and Recreation Director Matthew Casparius

Town Council to consider the acceptance and expenditure of donation in the amount \$5,000 from the MYA Basketball Program to the Parks and Recreation Department for the purchase and installation of two basketball hoops to replace existing hoops in the parking lot at Twin Bridge Park, pursuant to RSA 31:95-b and Charter Article 8-15.

Assistant Town Manager/Finance Director Paul Micali stated the Merrimack Youth Association (MYA) approached Matthew Casparius, Director, Parks and Recreation Department, regarding the basketball hoops that sit at the end of the MYA parking lot. The hoops are aging and in need of replacement. The MYA was pleased with the hoops that were donated and put up at Wasserman Park, and would like to put two of the same at the Twin Bridge Park to replace the aging hoops.

Councilor Boyd questioned how acceptance would impact the long-term vision for the Twin Bridge Kids Kove Park. During the Retreat and in conversations at Council meetings, there has been discussion of moving the court from the front parking lot to behind. Chairman Rothhaus stated they could simply be moved.

**MOTION by Councilor Boyd and seconded by Councilor Healey to approve the acceptance and expenditure of donation in the amount Five Thousand Dollars (\$5,000) from the MYA Basketball Program to the Parks and Recreation Department for the purchase and installation of two basketball hoops to replace existing hoops in the parking lot at Twin Bridge Park, pursuant to RSA 31:95-b and Charter Article 8-15. MOTION CARRIED 7-0-0**

**5. Direction for 2019/2020 Budget**

Submitted by Town Manager Eileen Cabanel and Finance Director Paul T. Micali

To ask the Town Council to contemplate budget parameters for the 2019/2020 budget season which will be discussed at a future meeting.



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Town Manager Cabanel noted each year before the budget process gets underway, the Council is provided information on what is known in terms of increases/reductions for the coming year. At that time, the Council is asked to provide direction. That input is used when she and Assistant Town Manager/Finance Director Micali begin the initial stages of budget preparation.

What is known at this time:

- Guaranteed Maximum Rate (GMR) for health insurance is 10.1% (\$330,000 increase)
- Property & Liability Insurance increase is 0.9% (\$2,000)
- Short-Term Disability decrease of 13% (\$17,000)
- Workers Compensation increase of 21% (\$57,000)

Last year, through its insurance carrier, Primex, the Town was able to participate in a program that allowed for rates that would remain in effect for a number of years. Because of the high nature of the claims, the Town was not eligible for the Workers Compensation aspect of that program. Town Manager Cabanel spoke of the Safety Committee that conducts reviews of practices, work areas, etc.

- Retirement Decrease (\$107,000)

It was believed this cost would continue to increase. The ratings are done for two-year periods. The Town can be assured rates will not increase in the following year's budget.

- Union Contract (1 union) increase of \$71,000

This contract has one year remaining.

- Non-Union Wage Increase
- Voting Booths \$20,000

Chairman Rothhaus questioned if this purchase might be put off for a year or two commenting the quality of them is questionable in his mind.

- Natural Gas/Electricity increase
- Solid Waste - Recycling \$7,000

Three-year contract. The Town is charged for removal of items.

Councilor Albert requested the department be asked to look into whether removal of glass from recycling would have an impact on the fees. Town Manager Cabanel stated the Town belongs to a group that conducts the sourcing out of the various items. A favorable rate was achieved. There are two years remaining on the contract.

- Solid Waste - Tipping Fees \$8,500

Disposal cost of solid waste. Does not include transportation to the facility and disposal. It covers only removal of the trash. Councilor Healey questioned if it would be more cost effective to stop the recycling program. The response was that it would be much more expensive.

- Fund Balance used to offset tax rate \$450,000 (based on last year)
- School Resource Officer (3/4 yr.) \$84,750  
Grant ends in September.

Councilor Healey questioned the role of the School Resource Officer (SRO) during the summer months and school vacations. Town Manager Cabanel responded the SRO is a police officer. Councilor Albert stated his familiarity is that they put that officer to work; work with kids in camp, visit preschools, assist the patrol division, etc.

- Union Contract (5 Unions)

All together the effect on the tax rate is \$0.27. If the decision is made to utilize \$450,000 of year end fund balance to offset the tax rate, the \$0.27 impact could be reduced by \$0.13.

Town Manager Cabanel remarked they have not looked at revenues to any great extent and have not looked at new value.

Councilor Boyd questioned if the Town Manager anticipates meeting with the Council to engage in a philosophical discussion regarding union contracts, and was told that would occur.

Councilor Boyd questioned if the fund balance would remain within the desired range were \$450,000 used to offset the tax rate, and was told it would.

Councilor Albert commented there was no mention of roadway infrastructure improvements. He noted Pearson Road reconstruction was discussed, and asked if it would be included as part of the budget. Town Manager Cabanel stated her understanding it would.

Councilor Boyd questioned if the PWD would be presenting information relative to the MS4 permit. Town Manager Cabanel stated it has already been looked at and estimates have been identified. The numbers have been submitted to the State and Federal Government. She has stated the desire to understand what the literal costs will be. From what she has gathered, in the first year, there will be a lot of mapping out of the outfalls around Town. They will be done primarily by the engineering interns. The same will be the case for the following year. During the third year, there is the potential the Town would incur the cost of an additional employee in the PWD. For the first several years it will be establishing what the outfalls are that need to be looked at. From there testing will be done to determine what contaminants might be in there and monitoring to see if contaminants have increased or decreased.

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Councilor Boyd stated his belief the Town will not see the real impact until year 3. This is the start. It was Kyle Fox, Director, PWD, that issued the call back in 2012 that the Town needed to act on this or it would result in an impact. This is coming.

Deputy Director Tuomala will come before the Council in November to provide an update.

Councilor Thornton asked for clarification of what the tax rate would be if \$450,000 of the fund balance was used to offset it. Town Manager Cabanel stated it would be \$0.14. Councilor Harrington spoke of the need to be cautious of the fact that union contracts will have an impact on the budget.

Councilor Healey commented on the importance of the public being made aware of what the fund balance is, where that money is coming from, and how it works to improve the tax rate.

Councilor Boyd requested a conscious effort be made to ensure we are not moving in the wrong direction in areas where gains have been made such as with the parks.

## **6. Review of 2019/2020 Budget Schedule**

Submitted by Town Manager Eileen Cabanel and Finance Director Paul T. Micali

The Town Council to review the 2019/20 budget schedule.

Assistant Town Manager/Finance Director Micali stated the intent to provide the Council information on the Capital Improvement Plan (CIP) at its November 15<sup>th</sup> meeting. In December, the Town Manager will provide an overview of the draft budget.

Budget meetings begin in the month of January. He went over the remaining dates on the [calendar](#) leading up to and including the Town Meeting.

With regard to a default budget, State law now dictates budgets must identify the increases/decreases in a default budget.

The budget can no longer include deposits into capital reserve funds. Any deposits proposed must be presented as individual warrant articles or a single warrant article identifying each of the proposed deposits. If the Council wished to continue with the long-standing practice of including those funds in the budget, a Charter change would be required. It was noted a Charter change would not take affect until the FY21 budget.

The Town Council is the Agent to Expend on all CRFs except the Fire CRF. A Warrant Article will be put forth requesting a change to identify the Town Council as the Agent to Expend.

Councilor Harrington questioned the timing required to prepare a Warrant Article proposing a Charter change, and was informed that would have to be proposed in the December timeframe. The suggestion was made that such a discussion be placed on a future agenda.

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## **Minutes**

*The following amendments were offered:*

Page 13, Line 6; replace “He” with “Representative Barry”

Page 17, Line 30; the vote should be listed as “6-1-0”

Page 18; the record should reflect Councilor Harrington’s return.

**MOTION made by Councilor Boyd and seconded by Councilor Thornton to accept the meeting minutes of the Town Council meeting of October 11, 2018, as amended. MOTION CARRIED 7-0-0**

**Comments from the Press** - None

**Comments from the Public** – None

## **Comments from the Council**

Councilor Healey spoke of the upcoming election and questioned if the same process as was used for the Primary election would be followed. Councilor Boyd stated he would be available all day at JMUES. Councilor Albert stated he would be available all day/evening and could be at JMUES or the Middle School. Councilor Thornton indicated he could be present 4:00 - 7:00 p.m. at the Middle School. Councilors Koenig and Harrington indicated their availability to be present at the Saint John Neumann Church. Councilor Healey indicated she would be present at the Middle School. Chairman Rothhaus indicated he could be at JMUES in the morning until 10:00 a.m. and return around 3:00 p.m., but can be available for the majority of the day. He noted, if further assistance is needed, Tom Mahon has voiced his availability.

## **Adjourn**

**MOTION made by Councilor Thornton and seconded by Councilor Harrington to adjourn the meeting. MOTION CARRIED 7-0-0**

*The October 25, 2018 meeting of the Town Council was adjourned at 8:49 p.m.*

Submitted by Dawn MacMillan