

Selectmen's Work Session
Monday, October 29, 2018

Chairman Morgan called the Work Session to order at 3:30 PM. The following meeting was held in the upstairs conference room at Town Hall. Present were Selectmen Richard Morgan, Sandra Martin, and Martha Eldridge, and Ellen White, Town Administrator, who recorded the minutes.

Review of Red Folders, Accounts Payable and Payroll Manifests:

The Accounts Payable Manifest, Red Folder and Water & Sewer Red Folder were reviewed.

Budget Review:

The budgets for the Selectmen's Office, Conservation Commission, Planning Board, Zoning Board of Adjustment, Trustees of Trust Funds, Police Department, Police Department Special Duty, and Dog Officer were reviewed. White stated that the Dog Officer budget was not received by Finance so it was entered as level-funding. Joanne Gayer will be present at the Selectmen's Meeting and will present any changes to the request at that time.

Morgan discussed creating a separate Technology budget to include the cost of the phone system, photocopier contract, computer maintenance, and other technology. White informed the Board that she and Karen Anthony, Finance & Benefits Administrator, met with several representatives from RMON Networks to review the needs of the Town's computer system including a server replacement and 12 workstations that will no longer be supported as of 1/20/2020. Further improvements are needed to the firewall and cabling to support the new phone system. White stated that RMON will be providing a hard quote for inclusion on the Town Warrant. She also stated the Town of Sandown underwent a similar project and completed it through a three-year lease purchase to minimize the cost impact.

Martin questioned the cost to add the fax module to the photocopiers at the Freight House and Selectmen's Office. White was unsure. Martin will investigate this option with Porter Office.

Being no further input, the work session was adjourned. Adjourned at 4:00 PM.

Richard H. Morgan, Chairman

Sandra P. Martin

Martha B. Eldridge

To be approved 11/5/2018