

## **Town of Princeton, Mass. -- Selectboard Meeting Minutes March 4, 2020 – 10AM– Town Hall Annex**

Present: Chair Karen Cruise, Matthew Moncreaff, Richy Bisk, Sherry Patch, Town Administrator Wayne Adams, Advisory Board, Jenny Lin, Accountant, Jim Dunbar, Treasurer/Collector, Melissa Hawthorne, Asst. Collector/Treasurer and Peter Cumming IT Technician

Meeting called to order at 10:00 AM.

**ACTION:** the board voted unanimously to authorize borrowing in the amount of \$500,000 to address PFA's costs.

The board met with members of the Financial Team and Advisory Committee Chair Wayne Adams to review and discuss the FY 21 departmental budget and capital requests.

Peter Cummings IT Technician briefed the board on costs of outlook 365, which also include Proofpoint Security, synching and Trailside Communications. The town is currently looking at costs for broadband services for Charter/Spectrum and Magna 5. Selectboard member Matthew Moncreaff offered his assistance in exploring options and pricing.

### **Review FY 21 Capital Summary Requests**

- Lease options for Cruisers, Salt Barn, and Loader provided
- Remove MDT, Tasers and Radios from Police Capital/Move to Operating Budget
- Remove Police Archiving Software from Capital/Move to Operating

### **Review FY 21 Departmental Requests**

GENERAL GOVERNMENT 2.39% increase

Salaries & Wages Reflect 2% increase for non-union/non-contracted employees

- 145-Treas/Collect Admin. Asst increase reflects an increase in hours 5 hours add'l for TA support
- 155-Information Technology ongoing discussion regarding upgrades and improvements
- 159-Asst Wages Reflects Increase due to FY 20 Wage Adjustment
- 161 & 162-Town Clerk Exp. Increase reflects multiple elections/Professional Development Increase in training new Town Clerk & Asst.
- 192 Town Building Salary includes 2% increase plus 70 hours of OT at 1.5

PUBLIC SAFETY 5.18%

- 210 Police-Non-Union Wages Reflect 2% increase
- Police Union Negotiations Ongoing (budget reflects 2.68 % increase) TBD
- 220- Fire Chief Contract Negotiations

EDUCATION

- 320-WSD increase 4.78% increase in assessment
- Monty Tech 3% increase in assessment

PUBLIC WORKS & FACILITIES -0.44%

- 422-Decrease in Management salaries due to retirement of former Supt.
- Other Wages increase reflects 2% salary increase, FY 20 mid-year adjustments and overtime wages

#### HUMAN SERVICES 14.43%

- 541-COA Reflects 2% salary increase and request for an increase in hours for Asst. 2 hours per week requested
- \$600 increase in office supply request
- 543- Veterans Benefits Request includes 1 additional veteran eligible for benefits

#### Culture & Recreation 3.95%

- 610-Library wages reflect requests for adjustments in wages above the 2% guidance issued to departments, also increase in CWMARS charges and increase for EBOOKs.
- 630- Parks & Recreation Budget Request reflects increase in wages and expenses. Currently, the P & R Director position is vacant. Discussion is ongoing regarding the future of the P& R programs and services.

#### Debt Service -10.15%

Debt service is down approximately \$50K. However, we will be adding new debt for PFA'S

#### Miscellaneous-2.13%

- Reflects at 12.11% increase in the retirement assessment
- 0% increase in Employee Health Insurance Cost
- Town Insurance quotes due 4/1.

FY 21 Departmental Requests overall increase 3.1%

Respectfully submitted,

Sherry Patch  
Town Administrator