

**MINUTES  
TOWN OF ST. ALBANS  
SPECIAL SELECTMEN'S MEETING  
MONDAY, NOVEMBER 4, 2019**

**6:00 P.M.**

Present: Todd Brown, Vice Chairman  
Peter Denbow  
Hiram Weymouth, Chairman  
Richard Fisher, Town Manager  
James O'Neil, Chairman, Budget Committee

Call to Order  
Pledge of Allegiance Recited

**Minutes for Selectmen's Regular Meeting on Monday, October 28, 2019**

*Motion by Todd Brown to approve the minutes of the Selectmen's meeting held on Monday, October 28, 2019. Seconded by Peter Denbow Vote: 3-0*

**Old Business**

- a. Paving Project- No action taken due to no invoice received from the contractor.
- b. Discussion and decision to close the town office at 12:00 p.m. on December 31<sup>st</sup>.  
*Motion by Todd Brown, seconded by Hiram Weymouth, to close the office at 12:00 p.m on December 31, 2019 for the purpose of preparing Year End Reports. Vote 3-0.*

**Preliminary discussion on the 2020 Proposed Budget**

Manager Fisher provided copies of the 4-year trend analysis he has been building on an excel spreadsheet. He explained how to read the spreadsheet, that this will become a research tool for the Selectmen and Budget Committee members to use as a guide to understanding where and when the town exceeded the budget, provide trending for increases and decreases in expenses, and draft a new budget with the previous years as a guide. Mr. O'Neil asked if the spreadsheet will be completed by the meeting on November 12 and Mr. Fisher said he will have it completed by then. Mr O'Neil asked if Mr Fisher will have the information sheets that Rhonda provided in the past. Mr. Fisher said yes, that information will be provided. There was a short discussion on expenses.

**Treasurer's Warrants**

*Motion by Peter Denbow, seconded by Todd Brown to approve the Treasurer's warrants. Vote 3-0*

**Adjournment**

*Motion by Todd Brown, seconded by Peter Denbow to adjourn the meeting. Vote 3-0*

Respectfully Submitted,

Richard D. Fisher  
Manager  
Town of St. Albans

Minutes approved and signed at the Regular Selectmen's Meeting Tuesday, November 12, 2019.

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Hiram Weymouth, Chairman

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Todd Brown, Vice-Chairman

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Peter Denbow, Selectman