

SELECTBOARD MEETING
Special Meeting on the Budget

January 16th, 2026

Draft Minutes

Present: Pat Haller, Deb Jorschick, Nick Nichols, Julia Andrews

Call to Order - 3:03 PM

No change to agenda

No public comment

J. Andrews made a proposal that all data discussed during the meeting today that a separate area of notes be taken and sent to Town Administrator who is absent during the meeting.

The group agrees to this.

The selectboard discussed looking at all salaries and the percentage raise offered to each town employee.

A conversation was had about hourly vs salary positions and how they affect the overall salary line.

D. Jorschick requested that we review health care options

A request was asked about reviewing our IT professionals

A request to learn more about the Home, Health, & Hospice.

There were discussions on how the employees go through an annual review process

We do not set library salaries / we set budget - we do not talk about the salaries of the town employees

(This is history from last year's budget meeting)

Office Equipment - need to put money into this line for computers - not zero

Office Supplies & Repairs - need to look at

Employee appreciation - \$200

Grant Writer - will we need this?

Can we look at the part-time planner position request - can the grant writer be part of this

Property & Casualty - when was the last W/C audit done

IT Professional Services - can this be lowered and what can the office staff absorb

Payroll Services Contract - can we look at another service?

Legal and Professional fees- sees out of whack even with moving the payroll out

Town Admin Computer - needs to go into office equipment

Stationary & Printing - has this been moved to another line item?

Line 36 - explain the travel current and increase

P. Haller made a motion to adjourn the meeting

J. Andrews seconded the motion.

Motion passed unanimously to adjourn the meeting at 4:48PM

SELECTBOARD MEETING
Special Meeting on the Budget

January 21st 2026

Draft Minutes

Present: Casey Mathieu, Pat Haller, Deb Jorschick, Nick Nichols, Julia Andrews, Tommy O'Connor

Call to Order – 7:39AM

No change to agenda

No public comment

P. Haller- provided a recap from the previous meeting. Primary discussion was focused on salaries and in the donations section – to level fund or accept the lesser amount if it was requested

Discussed a \$7,000 holdover in special projects and the costs associated with a Planning Coordinator or Town Planner.

Clean up of the budget sheet that had incorrect information due to improper data. That data was rectified.

There was a discussion on revenue sources and processes used by the town.

There was conversation on the paving project to happen on Westford-Milton Rd.

The board feels that the current budget worksheet does not adequately represent the proper status of the data in the forms provided.

The board reviewed the capital budget plan as well.

D. Jorschick made a motion to adjourn the meeting

N. Nichols seconded the motion

The motion passed 5-0 and the meeting was adjourned at 9:37AM

SELECTBOARD MEETING
Special Meeting on the Budget

January 22nd 2026

Draft Minutes

Present: Casey Mathieu, Pat Haller, Deb Jorschick, Nick Nichols, Julia Andrews, Tommy O'Connor, Greg Barrows

Call to Order – 9:03AM

No change to agenda

No public comment

T. O'Connor recapped a meeting with Holly, the Town's former administrator. He further discussed the way the large spreadsheet works for tax rate.

The board discussed upcoming road projects and the need to have future plans for larger projects as it pertains to local roads.

The board discussed changes to the capital reserve as it pertained to the admin section

T. O'Connor went through the budget actual change in numbers to properly update worksheet.

Reviewed the insurance audits timeline as well as delinquent tax collector lines

Discussions were had around the Town Office and feasibility study

The board created a Top 10 list of importance:

- 1) Software
- 2) IT
- 3) Fire Department
- 4) Capex
- 5) Payroll
- 6) Gravel
- 7) Roads
- 8) Excavator
- 9) Building
- 10) Salaries

D. Jorschick made a motion to adjourn the meeting

J. Andrews seconded the motion.

The motion carried 5-0 and the meeting was adjourned at 11:00AM

SELECTBOARD MEETING
Special Meeting on the Budget

January 28th 2026

Draft Minutes

Present: Casey Mathieu, Pat Haller, Deb Jorschick, Nick Nichols, Julia Andrews, Tommy O'Connor, Greg Barrows

Call to Order – 8:35 AM

Agenda changes:

There was discussion for posting the official Town Meeting warning.

Discussion on changing discussion for tax collection- floor vote vs Australian ballot

Article 1 in the warning would have to be changed.

J. Andrews asked that this has been discussed and the Town Clerk had raised concerns about this in the past.

The discussion was then tabled to review for next year.

C. Mathieu moved off of agenda items and moved onto budget discussion.

T. O'Connor began a walkthrough of the budget sheet. The primary focus of the conversation was the estimated taxable grand list.

D. Jorschick brought up reviewing the largest line items in the budget:

- 1) IT
- 2) Trash
- 3) Legal Services

C. Mathieu discussed previous attempts to review process of utilizing the Fire Department and what any changes would look like.

The board did a final review of salaries and growth.

The board worked to get as close to a 5% change in the budget and settled on 7% increase in expenses.

P. Haller motioned to accept the budget as presented and motioned to approve the official Town Meeting warning.

J. Andrews seconded the motion.

The motion passed unanimously

N. Nichols made a motion to adjourn

J. Andrews seconded the motion.

Motion to adjourn passed unanimously and the meeting was adjourned at 9:33 AM