

**TOWN OF LEMPSTER
BOARD OF SELECTMEN**

Approved Minutes
Work Session
November 18, 2020

PRESENT: Chairman Phil Tirrell, Selectman Mary Grenier and Ingrid Bjork, Administrative Assistant

OTHERS PRESENT: Town Clerk/Tax Collector Linda Callahan

Chairman Tirrell called the meeting to order at 9:00 AM

Agenda Item 1: Town Clerk/Tax Collector

The Town Clerk/Tax Collector and Selectmen discussed increasing her hours from 32 to 35 per week and proposing full benefits in a warrant article. Her budget would remain level funded mainly due to deduction in Deputy Town Clerk/Tax Collector compensation.

Agenda Item 2: Proposed 2021 Budgets

2021 Executive Budget – \$91,180.00 level funded
2021 Personnel Administration Budget - \$214,850.00 level funded
2021 Highway Budget - \$400,670.00 level funded
2021 Transfer Station Budget - \$97,525.00 level funded

Agenda Item 3: Covid-19

The Selectmen discussed the increased covid-19 cases and protocols. They agreed to lock the town office and to conduct business by phone, email, mail and curb side service. The Selectmen agreed to allow the Administrative Assistant to work Tuesday and Wednesdays at the office and from home on Thursdays and Fridays.

Agenda Item 4: Accounts Payable and Payroll

The Selectmen reviewed and approved the payroll and accounts payable manifest.

Agenda Item 5: Administrative and Correspondence

None.

Agenda Item 6: Miscellaneous

Chairman Tirrell made a motion to make the deadline date for the sealed bids on the highway trucks December 8, 2020. Selectman Grenier seconded the motion. All were in favor.

Selectman Grenier made a motion to adjourn the work session at 11:45 AM. Chairman Tirrell seconded the motion. All in favor.

Respectfully submitted,
Ingrid Bjork
Administrative Assistant