

ADVISORY BOARD MINUTES, SEPTEMBER 10, 2007

In attendance, Bill Johnson, Marie Zbikowski, Leo Janssens, Jamie Piedrafite, Maggie Whitney, and Dottie Munroe.

MINUTES

Minutes of the August 27, 2007 meeting were accepted with the exception of making two minor changes in wording.

QUESTIONS FOR THE TA and BOARD OF SELECTMEN

Members of the AB each submitted questions to be asked and answered by the TA and the BOS at a meeting to be scheduled some evening during the last week of Sept. 2007. The purpose of this meeting is to enhance the communication among the Advisory Board, The Board of Selectmen and the Town Administrator.

BUSINESS

A) Goal Setting for 2008

- Set a goal to foster better communication this year.
- We need a 5 year capital plan.
- Establish a new Town Meeting Handout, a report and the recommendations of the Advisory Board.
- A 5 year personnel plan.
- Change the budget format to Excel, and a spreadsheet with five to seven years of Historical data.
- Continue to receive financial info on a timely fashion.
- Expand monthly report to include old tax money collected. Receive an Expense and Revenue report.
- Monthly report from the Fire and Police departments on overtime expenses.

B) - Warrant Article to deal with the \$92,000 budget surplus, BOS dealt with this, money is now in our budget and available to us.

C) -We decided not to move forward on the Warrant Article on merit pay as we have a problem; we do not know the funding mechanism for this merit plan, so Advisory Board will hold off for now. Bill to send an e-mail to TA and the Board Of Selectmen asking for the status of the Merit Pay Plan and how the funding mechanism works?

Also under goal setting, Leo passed to each member of the Board present, information from the A.T.F.C. Handbook. Information contained in the "Laws and Rules Governing the Advisory Board". (see attached) The Advisory Board has the authority to get information which is available on the "Special Act By-Laws web site.

INFORMATION

Members expressed an interest in attending the "2008 Annual Meeting & Trade Show" to be held in Boston on January 11th and 12th 2008.

Reminder of the "Conflict of Interest Ethics Seminar" scheduled for October 17, 2007 at Oakmont Regional High School.

(information continued)

Association of Town Finance Committees Annual Mtg. Will be held in Westford, MA on November 3, 2007.

COMMITTEE ASSIGNMENTS FOR TOWN DEPARTMENTS

Maggie Whitney and Ed Tree – Ashburnham/Westminster Regional School District.

Leo Janssens – Police and Fire Departments.

Jamie Piedrafite and Dottie Munroe – Department of Public Works.

Marie Zbikowski – Council on Aging and Stevens Library.

Bill Johnson – Town Administrator

Each person to reach out and schedule an appointment to meet with their assigned department(s).

BI-WEEKLY WARRANT

Motion made to establish a sub-committee of the Advisory Board for the purpose of periodically reviewing the bi-weekly warrant. Motion passed on a vote of five yes, zero no, and one abstention. The two members of this sub-committee will be Maggie Whitney and Bill Johnson.

OTHER BUSINESS

Bill to do an updated list of AB members e-mail addresses and telephone numbers

Next meeting will be with the B.O.S. and TA at the end of September 2007.

Meeting adjourned at 9:20

Respectfully submitted,

Dorothy J. Munroe, secretary