

## ADVISORY BOARD MINUTES FOR FEBRUARY 12, 2007

In attendance, Dottie Munroe, Bill Johnson, Belden DiVito, Ed Tree, Marie Zbikowski, Leo Janssens, and Jamie Piedrafite, Also in attendance the Town Administrator, Kevin Paicos.

## MINUTES

The minutes from the January 16th, January 24<sup>th</sup> and January 29<sup>th</sup>, 2007 were accepted and approved as presented.

## RESERVE FUND TRANSFER

On a six to one vote the Board approved a request from the Administration Department for the transfer of \$3276 from the Reserve Fund to cover the salary costs of an interim while Kevin Paicos is on a military leave. The balance in the Reserve Fund as of this meeting is \$45,524. (copy attached)

## RESERVE FUND TRANSFER PRECEDURE POLICY

Voted to approve the update of the Reserve Fund Transfer Procedure Policy, which added in step #5 "and by request of the Advisory Board". Noted that all transfers from this fund must always be approved by the Town Administrator.

## DISUCSSION WITH THE TOWN ADMINISTRATOR, KEVIN PAICOS

## A) Budget Calendar Fiscal 2008

The Board inquired as to the status of the 2008 budget, as the Board would like to have our schedule mapped out so the meetings can be posted. Kevin noted there are two big delays in finalizing the budget. First the State has a new governor, that the town is anxiously waiting as to what he will do, and second because so much time was spent preparing for the January 24, 2007 Special Town Meeting.

Kevin expects the budget will be done next week, (the week of February 19<sup>th</sup>. He could not tell us if it would be balanced. Hopefully the budget could be sent to the printer Monday, February 26<sup>th</sup>.

## B) 2007 Budget Concerns

Tax Liens – Mr. Paicos reported the town will go after the tax liens in a big time way, and it will require hiring a lawyer. Plans are to start working on a collection program this spring. Other comments by Kevin Paicos.

Unless there is new revenue source, the town's revenue growth must catch up with the expense growth.

The Advisory Board will be receiving a copy of the wage survey and also the calendar schedule. Kevin suggested we focus on the "municipal grandos" in the 2008 budget, which are the departments of, the Police, Fire, and DPW, and also the Town Accountant, the Town Clerk, and the Treasurer, which will have a 20 hour person among them.

## C) Relocation of the Town Hall Employees

Town Hall employees will be relocated at the Oakmont Regional High School.

The total cost for this relocation will be about \$50,000. Basically the costs include the installation of an external door, cables for computers, minimal cost for panels, which would include the trucking costs. In addition the cost of utilities and the rental cost per square foot.

## TWENTY QUESTIONS (copy of the 20 questions attached)

The Board posed 20 questions in areas which were of concern to us and to which we needed answers from Kevin.

Questions concerning the re-location of Town Hall employees for the renovation of the town hall and the cost of moving. In regards to the VMS building, why the installation of a shower, why fire alarm update, floor plan for office layout, renting partitions, and where in the budget is the cost of the heating system?

Questions on feasibility studies for the Stevens Municipal Building and VMS?

What is the long term use of the Stevens Building?

Kevin informed us the DPW Director's salary is \$83,000 with four weeks of vacation.

Can the Advisory Board receive information in timely manner? We would like to receive Capital Budget information when it is due October, we have not received it?

We learn the cost of installation of the fire hydrants on the Route 12 project came to \$45,000.

#### NEXT MEETING

Next meeting is scheduled for March 12, 2007 at 7 p.m.

Meeting adjourned at 10:45

Respectfully submitted,

DOROTHY J. MUNROE, Secretary