



OFFICE OF THE  
Advisory Board  
TOWN HALL  
511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
(978) 649-4514 x222 FAX (978) 649-4371  
finance@dunstable-ma.gov

### 5/3/2010 Advisory Board Meeting Minutes

Advisory Board members present:

Ron Mikol, Dan St. Jean, Harold Simmons, Christine Muir, Dana Metzler, Joe Dean

---

Meeting opened at 7:00 p.m.

#### Highway

Mike Martin presented the case for adding a third Highway employee. He said the budget already includes the funds to support a 32-hour work week for the additional employee, including the health insurance costs.

The department currently spends \$12,500 for the subcontractor and \$25,000 for the part-time seasonal employee, for a total of \$37,500. That amount plus the \$11,325 that Water would pay for ten hours of work equals \$48,825. The cost of a 32-hour employee is approximately \$47,700 = \$21.78 hourly wage x 32 hours/week x 52 weeks/year + \$11,900 for costs of benefits (health insurance and FICA).

Joe asked if it would make sense for Water to find their own ten-hour employee so that the current Highway employee could be truly full-time in the Highway dept.

Dan asked what Highway would be doing right now if there was a third person. Mike's answer was working on the roads, particularly rebuilding the shoulders.

We spent some time looking at the current Highway budget to determine exactly where the money is right now. The \$25,000 and \$12,500 are both line items in the Snow budget so we aren't sure how to tie that out to a regular employee. Kim Fales clarified that the Snow Removal Wages covers time spent clearing the roads outside of the regular workweek (evenings and weekends). If it snows during the regular workday, the snow removal crews are paid from regular Highway wages budget. She also said that even part-time seasonal employees receive overtime pay if they physically work more than 40 hours in a week.

Kim also stated that this year's actual expenditures so far in Snow Removal Part-time Wages is \$14,316, which is more than was budgeted.

Mike emphasized that the Highway department has down time because of the number of employees, and a third employee would increase the department's productivity.

Ron raised the idea again of having an audit done to make sure we clearly understand the best way to structure the department. There is general consensus that Highway could use a third employee but we want to take the most efficient and beneficial path.

#### Revenue and Expenses

We reviewed our revenue and expense numbers with Kim. Her local receipts number is \$15,000 higher than ours and her state aid number is \$1000 higher than ours. Kim also had a higher number than necessary for the Minuteman Vocational school bill. The correct cost is \$16,500. After paying this bill, the amount left in Free Cash is \$67,976.

#### Police Records management

Dana asked Town Counsel if there is a way to make a motion for leasing the police records management system instead of purchasing it. That leeway is given in article 12. After reviewing the costs, though, Dan determined that the lease would actually cost more than \$10,000 over the purchase price.

#### Previous Meeting Minutes

Minutes for the following meetings were unanimously passed by those members present at each meeting: 4/26 Public Hearing, 3/18, 4/5, 4/12. Minutes for 3/22, 3/24, and 3/29 require minor edits and will be available for approval at the next meeting.

#### GDRSD Override

The Board of Selectmen entered the room to discuss the town's position on the school override. Walter Alterisio is in support of the override but thinks there should be pressure on the state to fund their mandates. Kevin Welch opposed the override. The majority of the Advisory Board also opposes the override. One member supports it.

Meeting adjourned at 9:45 p.m.