



**OFFICE OF THE
Advisory Board
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July 12, 2010 Meeting Minutes

Present: Dana Metzler, Dan St. Jean, Ron Mikol, Harold Simmons, Christine Muir
Absent: Joe Dean
Also present: Kim Fales

Meeting opened at 7:05 p.m.

Prior Meeting Minutes

The minutes of June 7, 2010 were unanimously approved.

Transfer Requests

The board unanimously approved the following transfers:

1. \$100 from the Reserve account to Selectmen's expense.
2. \$1142.67 from the Reserve account to Zoning Board of Appeals for expenses and payroll through June 30, 2010.
3. \$6116 from the Reserve account to Unemployment. We currently owe \$4116 through the end of May (the bill for May is on its way), and we raised the transfer number to cover an expected June bill. The board asked Bonnie to come in and clarify some points on this unemployment benefit. She said that the town's obligation is not to exceed \$8100.72, but she isn't clear whether this amount is reset for the new fiscal year (meaning we could be responsible for up to the same amount in FY2011). The town is listed as the last of three employers for the individual, and could be tapped for additional money if the person applies for and is granted an extension of benefits. Bonnie thinks that our obligation is based on the person's current wages from his employment with the town. The amount he can collect each week is reduced by any wages he earns from other work, which accounts for the different amounts in each monthly bill.
4. \$219.67 from the Reserve account to Streetlights Energy for use through June 24, 2010.
5. \$1500 from Town Hall Clerical Wages to Town Hall Caretaker Wages and Town Hall Expenses. Kim clarified that the 2006 temporary law is now permanent, allowing for the transfer of funds from an account other than the Reserve to another account. These transfers can only occur in the last two months and the first fifteen days of the fiscal year (e.g. May, June, and July 1-15). The transfer amounts must be less than 3% of a department's total annual budget or not more than \$5000, whichever is greater.
6. \$371 from Veteran's benefits to Veteran's agent expense for phone bills and reimbursement for conference attendance.

The board also unanimously approved the payment of \$126 for the board's Association of Town Finance Committee dues.

After this evening's transfers occur, the balance in the Reserve Fund is approximately \$10,647. Kim noted that there are still encumbered funds in the FY 2010 budget that will not become part of the Free Cash balance. She hopes to have Free Cash certified in August.

Dan suggested that each member of the board choose one department budget to study closely and gain a better understanding of its details so that the board as a whole will better understand the budget.

Meeting adjourned at 8:05 p.m.