



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

September 13, 2011 Meeting Minutes

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

Meeting opened at 7:07 p.m.

Approval of Prior Meeting Minutes

Minutes from the July 11, 2011 meeting were unanimously approved by those who attended the July meeting.

Transfers

There were no transfer requests to consider tonight. The committee did unanimously approve payment of the \$126 membership dues for the Association of Town Finance Committees.

Review of Expenditures FY 2011

Town Accountant Kim Fales was unable to attend tonight's meeting but she left copies of the year-end review for each of us.

As of June 30, 2011, the stabilization account holds \$295,000. Town Meeting approved the addition of \$50,000, which will bring the balance up to \$345,000. This deposit has not been made as of August 1, 2011.

FY 2013 Budget Process

Kim has resigned her position as of September 2011 so the town is in need of an accountant. The Board of Selectmen wants to wait to review applications for this position until they receive the Department of Revenue's financial management review, which they think may offer some suggestions or guidance on what to look for in a new accountant (as far as skill sets or particular knowledge). This report is expected before November.

In the interim, the Board of Selectmen does have two individuals who will step in as needed to provide information or perform accountant roles. The Advisory Board strongly recommends hiring an accountant as soon as possible, as this role is crucial to the budget planning process.

Dana noted that the second Monday of May (May 14, 2012) is likely to be the date of Town Meeting, so we should work backwards from that date to determine the budget planning schedule. Joe will send requests for department budgets in early December. He was reminded to check for contact information for any newly elected officials. The board may meet with the School Committee in November to begin discussing the school budget. No one on the board knows the status of teacher contract negotiations.

Selectman Walter Alterisio said the police contract is finished but has not been ratified by the police department yet. When Dan asked about the financial impact of the contract, Walter said it "came out pretty well."

In October, we will begin reviewing the revenue estimates for FY 2013. Again it was noted that the accountant plays a critical part of this piece.

New Business

Dan asked about the status of the Route 113 reconstruction project. He suggested that we ensure our minutes reflect the fact that the Advisory Board did not meet or vote on the use of budgeted funds to settle with the Town Engineer. Funds approved by Town Meeting for the Town Engineer line item are to be used to have the engineer review work done by others, not to do work himself as he has on the application for state funds to help pay for the 113 project.

Selectman Walter Alterisio said the application is almost 75% complete and will be submitted as such shortly. The state will not consider paying towards the project until the spring.

Meeting adjourned at 8:10 p.m.

