



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

November 7, 2011 Meeting Minutes

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

Meeting opened at 7:05 p.m.

Approval of Prior Meeting Minutes

Minutes from the October 3, 2011 meeting were unanimously approved. Dan abstained because he did not attend that meeting.

Transfers

There were no transfer requests to consider tonight.

Review of Current Fiscal Year Expenditures

Interim Accountant Dick Choate had prepared a "burn sheet" that we reviewed tonight. We clarified that the term "encumbrance" means an expense carried over from the previous year. Two line items whose expenditures seem unusually high are the Police Vehicle Supplies line item and the Council on Aging wages.

FY 2013 Budget Process

Joe has redesigned the spreadsheet to include a column for the amount spent in FY11 so that departments have a clear starting point for their FY13 request. Christine agreed to revise last year's cover sheet and send to Dana, along with last year's planning calendar. We hope to review at December's meeting and send these letters out to departments in early December.

New Business

Fire Chief Charlie Rich stopped in to tell us that the Rescue Truck needs some repair work that will likely cost \$3500. He will return at our next meeting with a specific quote outlining the cost and work to be done.

GDRSD sent a letter announcing a change in the debt for FY12. Dunstable's contribution will drop \$106,023 to \$380,646. This is a result of restructuring some bonds. Groton's contribution has dropped proportionately as well.

We also received notice that GDRSD Budget & Finance committee will meet on Thursday, November 17 at 8:00 pm. Dan and Dana plan to attend.

In response to the Road Commissioners memo regarding the snow removal budget, Dana suggested that the Highway Department, Selectmen, and Advisory Board meet outside of the regular meeting schedule to determine a path forward.

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

We briefly discussed the town bylaws as related to the Advisory Board/Finance Committee. The Board of Selectmen wants to wait for Dept of Revenue feedback before making changes, which seems reasonable. We discussed referring to ourselves as the Advisory Board instead of FinCom and clarifying our responsibility as advising the town on all warrant articles presented at town meeting, not just the financial articles. Dan suggested that we look at Groton's bylaw to compare function, even if their board is appointed and ours is elected.

Meeting adjourned at 7:25 p.m.