



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

December 3, 2012 Meeting Minutes

Attending: Ron Mikol, Harold Simmons, Kevin Welch, Dana Metzler, Christine Muir, Joe Dean

The meeting opened at 7:00 p.m.

Bylaw Review

The board had just three questions for Town Counsel Rich Larkin regarding the revised Advisory Board bylaws. In Section One, we questioned the definition of "elective or appointive town officer" because we want to allow for as many potential board members as possible. We decided to remove the word "appointive" and restrict only elected town officers from serving on this board.

In Section Three, we questioned whether it was necessary to include references to the specific chapters and sections of MA General Law. Larkin said it is not necessary.

In Section Four, we asked for the wording to be revised to "at least one week," in regard to the public hearing that must be held before town meeting.

Previous Meeting Minutes

The minutes of the November 5, 2012 meeting were approved unanimously.

FY 2014 Preliminary Budget Review

Joe has created the Excel spreadsheet templates for the FY14 budget. He revised the sheets to include three columns of expenditures: Spent 12, Voted 13, Requested 14. This allows for each department to see their spending history.

Christine will update the cover letters and calendar from last year, and send to Ron for review. Ron will forward to Joe when ready.

As Joe created the FY14 workbook, he discovered some discrepancies between the budget that was approved at Town Meeting and the Expenditure Report distributed by the Town Accountant.

0001-01-135-5300-0000-005 Accountant Expense Professional and Technical
TM voted \$7000; burn sheet shows \$6742 allocated

0001-04-422-5240-0000-006 Highway Repairs and Maint Service
TM voted \$0; burn sheet shows \$8000 allocated

0001-02-232-5580-0000-005 Emergency Medical Tech
The \$100 allocated to this line item should be in the Emergency Management budget, 291

0001-06-610-5240-0000-005 Library Repairs and Maintenance
Was voted \$4000; burn sheet allocated \$9500

Dana thinks this last item, the Library budget item, might include the \$6000 that was budgeted for Johnson Controls to adjust the climate system over the next three years. Those numbers would tie out.

We briefly discussed the revenue projections that Dana put forth by email earlier this week. Using the actual revenue numbers for FY13 as of October 31, 2012, Dana projected the numbers out for the full year. The motor vehicle excise taxes are not linear and run more heavily in the second half of the year, so this projection may be low. Dana questions why the rental income is much lower in 2013 than 2012; he thinks the property is still rented.

Meeting adjourned 8:10 p.m.

Approved 1/7/2013

R. Mikul

Beni Weber

Joseph S. Dana

Harold K. Linn

Dana Mett