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Advisory Board
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June 29, 2015

Present: Harold Simmons, Ron Mikol, Dana Metzler, Christine Muir, Pamela Crocker, Amie Stevens

Also attending: Madonna McKenzie, Walter Alterisio, Ken Leva, Danny Devlin, Town Accountant Lorraine Leonard

The meeting opened at 7:07 p.m.

Meeting Minutes

The board members present unanimously approved the meeting minutes of May 11 and June 1.

Transfers

The board unanimously approved the transfer of \$8,000 from the Reserve fund to the Selectmen's Professional and Technical Services account, to cover the town's share of the cost to have an outside firm review and make changes to the regional school district agreement. Only one bid was received but was less than anticipated and is from a qualified firm that specializes in these types of contracts.

The firm will work with a committee to determine the necessary and desired changes to the agreement; the committee will consist of one member of the Board of Selectmen and Finance Committee, as well as a school committee member and a member-at-large, from each town. A chairperson will be appointed but will not vote in order to avoid ties. The committee will work on the changes and send an approved copy to the Board of Selectmen in each town. The BOS will review and approve for voting at the annual town meetings.

Dana asked whether we should approve the transfer now and have to rollover the funds to the next fiscal year, or whether we should wait to approve the transfer until the bill comes due. It is expected that the town will pay the funds immediately to the school district so that we do not have to encumber any money. We anticipate some kind of statement of "work in progress" to ensure that funds are not paid without guarantee of results.

At this time, Walter noted that the Advisory Board will be involved in a discussion with the school district regarding sustainable funding for a 3-5 year period. The School Committee is working on a Master Plan, which we expect to incorporate the Capital Projects Plan as well as programs and/or services. There may not be financial impact to the towns until FY18.

Town Administrator

Ken Leva said that the town has offered the position of Town Administrator to a qualified candidate, and they are finalizing the contract so that she will hopefully begin by the start of the next fiscal year (July 1). There is talk of creating a plan to increase the salary over the three-year term, and the Advisory Board asked to be made aware of the planned increase so we can budget appropriately.

Walter noted that the BOS would like to compensate Madonna McKenzie for the work she does to help transition the new Town Administrator into her position. Lorraine said we can do that with money left in this year's line item, as long as it is for work already started in this fiscal year, which it is.

Capital Planning Committee

Anthony Lively presented an initial outline of the work being done by the Capital Planning Committee. The first step is to take an inventory of the town's capital assets, and then determine what needs replacement, repair or addition in the next five years. The list he presented is not yet complete. The priorities are the library exterior/entrances and the town hall; both buildings have issues that impact public safety and therefore must be resolved as soon as possible.

The committee intends to have a five year capital plan to present at the next annual town meeting. There are currently three members on the committee and they are appointed for one-year terms. It was suggested that the appointments be for longer periods to help maintain momentum and consistency. Also, the plan should note which projects are mandated, in addition to listing priorities for each item.

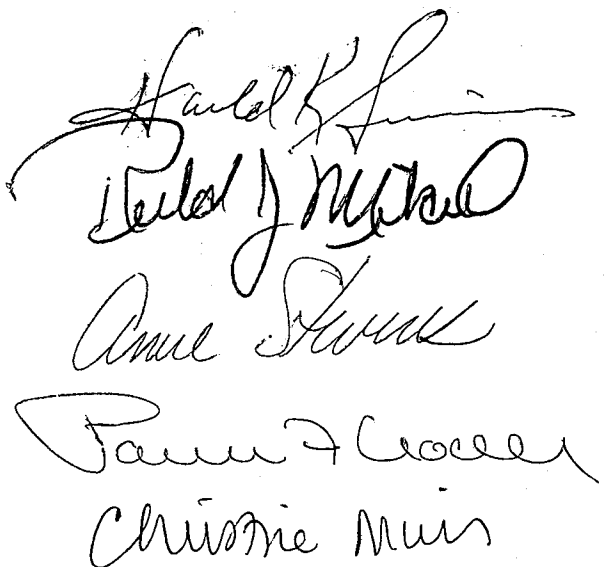
Snow and Ice Deficit

Lorraine noted that between May 1 and July 15, a town can move 3% or \$5,000, whichever is greater, from other departments' funding into Snow and Ice Removal, which currently runs a deficit of \$86,711. Dunstable can therefore move \$11,800 from this fiscal year into the Snow and Ice budget to offset the deficit. We anticipate approximately \$35,000 from FEMA, leaving a balance of approximately \$50,000 for the town to cover. It looks like our certified free cash amount may be enough that we are comfortable using \$50,000 from that to pay the rest of the Snow and Ice balance. Lorraine reminded the board that the transfer of the \$11,800 will impact the final free cash number.

Board Reorganization

The board unanimously voted for Ron Mikol as Chair and Christine Muir as Secretary for the upcoming fiscal year.

We adjourned at 8:45 p.m.


Handwritten signatures of board members: Paul J. Mikol, Anne Stovall, Paul J. Cooley, and Christine Muir.