



OFFICE OF THE
Advisory Board
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October 5, 2015

Attending: Harold Simmons, Dana Metzler, Ron Mikol, Christine Muir, Amie Stevens, Pam Crocker

Also attending: Town Administrator Tracey Hutton, Accountant Lorraine Leonard, Fire Chief Brian Rich

Meeting opened at 7:10 p.m.

Town Accountant Revenue Forecast

The board asked Lorraine to provide a five-year revenue estimate, including local receipts, state aid, new growth, etc. We also requested a history of free cash certifications.

Fall Meeting Town Warrant

We reviewed the current draft of the warrant for the Special Town Meeting, currently scheduled for Tuesday, October 27. The Advisory Board feels that there may be a need to push back that date, as so many variables remain undefined at this time. We must also schedule a Public Hearing one week before the meeting, so the latest that can occur is Tuesday, October 20. More numbers need to be finalized before the Advisory Board can make its recommendations to present at the hearing.

Dana noted that the article requesting funds for a snow plow and blade is missing. He also commented on the fact that the Highway Department had ample planning time to incorporate this cost into their budget request for FY16.

Article 1 – we would like to know the dollar amount for unpaid bills before taking action on this article. Tracey expects it to be a few thousand dollars.

Article 2 – The \$50,518.71 in this article is the bottom line for the town, after factoring in the expected reimbursement from FEMA. Because of the extraordinary circumstances of last winter, the state is allowing towns to pay off any deficit in the Snow & Ice account within three years, as long as each subsequent payment is not greater than the previous one. If we divide the amount equally over three years, we must pay \$16,800 each year.

Article 3 – This article should have been part of the Annual Town Meeting but was overlooked.

Article 4 – Quotes for replacing the boiler are due tomorrow, Tuesday, October 6.

Article 5 – The Chief has taken some actions already, for temporary relief, to the tune of \$11,700. He paid these costs from his operating budget and will be looking to replace those funds at some time. He is pursuing a grant that would cover the cost of the most effective permanent solution, which is likely to be around \$400,000. Applications are due by 11/2/2015. A temporary (up to 3 year) solution could run \$30,000 for a total of about \$42,000 in this article.

Article 6 – NMCOG fees have been raised to \$5710.81. Tracey will ask if this is a permanent increase, as we have budgeted around \$1,000 in the past.

Article 7 – This article transfers funds from the Water Dept's retained earnings, which were not known at the time of the Annual Town Meeting.

Article 8 – This article asks for \$5,518 to cover the cost of isolating the tanks on Pond Street, which is necessary immediately. The Advisory Board noted that the accompanying memo outlining the specific costs of this fix and the one in the next article, contains some inaccuracies and raises some questions about the exact steps to be taken and services to be provided. Tracey will work with Cheryl to modify the memo for clarity.

Article 9 – Requests \$50,000 to cover the cost of a temporary, one-year solution if the current system ultimately fails. The board suggested that we consider putting this money into an account specifically earmarked for the Water Department, for two reasons: one, so that the money doesn't roll into the general fund at the end of the current FY; two, so that the money doesn't look available for other uses. Dana also noted that the Stabilization fund exists specifically to help cover emergency costs like this.

Article 10 – The board asked Tracey to approach the Library Trustees to see what money they might have in trust funds to help cover the cost of the design fees. Tracey said that several quotes have been received for the work, but only one seems to be inline with what the town wants to do to fix the doorways (others are more extravagant) and falls under \$10,000.

Article 11 – Since the reimbursement from National Grid will occur within the same fiscal year as the expenditure, there is no need for this article.

Article 12 – Ron asked Tracey to look at other vendors to repair the elevator floor. He thinks the current quote is high.

Article 13 – Is a formality for the town to accept the open space, as the deed has already been filed.

Minutes

The meeting minutes of September 8, July 13 and August 3 were unanimously approved.

We adjourned at 8:50 p.m.

Dana G. Smith
Kevin Deane
Ralph Metcalfe
Harold R. Smith
Christine M.