



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

February 1, 2016

Present: Dana Metzler, Amie Stevens, Harold Simmons, Ron Mikol
Absent: Pam Crocker, Christine Muir
Also attending: Town Administrator Tracey Hutton

Meeting opened at 7 p.m.

Meeting Minutes

Ron chose to forego review of previous meeting minutes because Christine and Pam were absent.

FY17 Budget Review

Town Administrator Tracey Hutton provided an overview of the current working budget for FY17. She called out several individual items, as follows:

- Inspector stipends need to change so that inspectors are paid in the fiscal year in which the work is completed.
- There is a grant opportunity for upgrading stormwater mapping. Tracey recommends upgrading our system of collecting and reporting the associated data. She does not have a budget for this yet.
- Ron and Dana noted that the transfer station enterprise fund should be self-sustaining, which it is not. Tracey will try to obtain numbers on the fund's revenue and expenses.
- Tracey recommends a 2% COLA adjustment for all departments. Some had put in preliminary requests for 3%.
- Tracey presented the board with a budget derived from VADAR. This format does not show revenue versus expenses or an overall view of proposed budget wage increases. Tracey is looking into a way to export the budget from VADAR into Excel so that it mirrors the look of past budgets. If not, she will manually populate an Excel spreadsheet with the VADAR data.
- The board reviewed the GDRSD budget on page 49 of the packet. The budget shows a 3.1% increase from last year. The board is still awaiting the school to present a formal needs assessment with concrete numbers.
- The police budget is up 7%, or \$78,000, due to a new server and equipment request. The chief has also requested that the interior of the station be repainted. Dana and Tracey suggested he wait until the capital improvement and safety complex feasibility studies are done.
- Fire department has a request for \$15K to pay for a part-time employee to cover for the chief while he is out of the office for various reasons.
- There was discussion of the Safe Pathways committee, which received funding at last year's annual town meeting for a feasibility study of a pathway/sidewalk from the center of town to the library. That study may need to be redone as the original results do not meet state requirements for MDOT (MA Department of Transportation) funding. Tracey has an initial

engineering quote of \$75,000 for a pathway/sidewalk from the edge of McGovern's farm on 113 to the library. She is pursuing a second quote that will likely be lower.

Ron asked Tracey when more finalized budget numbers would be ready to review; she hopes to have them ready and in Excel for our next meeting.

Transfers

Tracey requested a \$1,000 transfer to cover the deductible for the water damage to town hall from winter 2015. The board approved unanimously.

New Business

A committee has been established to oversee the Public Safety Complex Feasibility Study. Dana volunteered to be the Advisory Board's representative to this committee.

Meeting adjourned.

