



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

May 2, 2016

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

Also present: Tracey Hutton

Meeting opened at 7:05 p.m.

Town Clerk Salary Request

The Town Clerk presented salaries of town clerks in the same six municipalities studied by the Personnel Board, concluding that the average of those salaries is \$31.09/hour. Using that rate and a twenty-hour work week, the clerk stated that she felt her salary should be \$32,337, an increase of \$2,801 over the FY17 recommendation. Tracey said that the Personnel Board cannot address salaries of elected officials, to which the clerk replied that the Tax Collector/Treasurer is currently an elected official and remains so in FY17. She also noted that the combining of those roles requires legislative action that has not been taken yet. The clerk asked if the Advisory Board would make a motion at town meeting to adjust her salary. Ron said that we would advocate for the 2% increase in the budget. Later, Tracey said that the clerk chose not to amend her budget earlier in the process.

Dana noted that the Personnel Board recommendations are not going into play on July 1; more action is required to finalize those recommendations, including the creation of job descriptions and a review process. It was also noted that the salary and wage increases are spread out over three years, so it was suggested that we consider increasing the clerk's salary by one-third of her request (\$2,801).

The discussion turned to the issue of appointing versus electing a town clerk. Christine said she was willing to change her position on this issue, to not support or take no action, since the clerk does have to make difficult decisions and refuse certain actions based on the law; she should be able to do so without fear of repercussion. The clerk also said that she is responsible for elections and therefore is accountable to the voters, so an elected position makes sense.

Library Doorway Revisions

There is discussion around waiting to undertake this project.

Article 25 and 26 - Westford Street Conservation Restriction and Use of Timber Funds

The board continued its review of these two articles. Tracey provided a balance sheet for all CPC funds. The undesignated fund currently has \$504,165.13. The balance would drop to \$245,796.89 if the CR passes at town meeting. (This includes all prior obligations, such as Ferrari payments.) Christine said she has read the Open Space and Recreation Master Plan of the Conservation Commission and she had a few questions, regarding the establishment of a Strategic Land Acquisition Committee and progress on plans outlined in the document (specifically around recreation uses, trails and bike paths). There is no committee and progress on the recreation plans is slow, but there is some.

The board voted to take no position on both articles. Dana recused himself from the vote.

Dana S. Metzler *Ron Mikol*
Harold K. Simmons

Meeting Minutes

The minutes of April 25 were unanimously approved.

We adjourned at 9:05 p.m.