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Advisory Board
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July 11 & 13, 2016

Attendees: Harold Simmons, Christine Muir, Dana Metzler

Absent: Ron Mikol, Pam Crooker and Amie Stevens

Also attending: Tracey Hutton

Meeting opened at 7:00 p.m.

Meeting Minutes

We were unable to vote on prior meeting minutes due to lack of quorum.

Reserve Transfer

We were unable to vote on a transfer request due to lack of quorum.

Committee Updates

Public Safety Complex – The firm contracted by the town to perform the feasibility study has met with the Fire and Police Chiefs, assessed the town's needs for a public safety building and identified potential sites. Tomorrow (Tuesday, July 12), the firm will present potential footprints and sites to the committee. The study should be complete by November. The firm is willing to make a public presentation as well as one to the Board of Selectmen. The primary concern is the cost.

Affordable Housing – The MUD (multi-use district) space behind the Post Office is the primary site candidate at this time. The next step is to review some rough sketches of building options. The intent at this time is to offer 18-40 units at affordable as well as market rates. Most, if not all, would be one or two bedrooms, with no age restriction. Construction would likely occur in phases. Some CPA funds can be used towards the town's costs. The water department has concerns about supporting the needs of this space.

GDRSD committees – The Advisory Board representative to the GDRSD Tri-Board and Capital Planning committees was not present to give an update tonight. However, Christine informed the board that the capital plan is now available on the district website. She questioned whether the technology/network infrastructure project and the gas conversion/boiler removal at Swallow Union had already been done. Fire Chief Rich said that the Swallow building had been converted to gas but the Union building has not.

Regional Agreement – The Regional Agreement Amendment Committee (RAAC) has a meeting scheduled for July 26. The committee had intended to vote on the final language of the amended agreement, but Christine has new concerns around the assessment of capital costs; the Florence Roche lease agreement stipulates that the district is responsible for all building renovation costs,

and the amended agreement provides that those costs would be apportioned by district-wide population, not building-specific population. Therefore, Dunstable would be assessed nearly \$1 million to renovate a building in which we have very few students and no ownership stake.

New Business

Due to miscommunication, the library will be short on its Salary line item. The Director had calculated the \$16,000 reduction in her budget as comprised of closing on Saturday and removing the 2% COLA and Personnel Board recommended increases from employee salaries. The 2% COLA and Personnel Board recommendations should not have been removed. The library salary line item will be short by \$10,078. We will plan to raise and appropriate this funding at the Annual Town Meeting in May, providing that the voted amount will suffice until then. In the event that the vote fails at Town Meeting, funds can be used from library grants and trust accounts.

Ongoing discussion around Personnel Board recommendations revealed that the Board of Selectmen have not determined whether the increases will be retroactive or not. The Personnel Board has completed nearly two-thirds of the job descriptions that need to be written. Tracey agreed that there can be a review session with the Advisory Board once all the work is complete and we can verify that our financial estimates are accurate.

Dana shared the Greater Lowell Tech debt schedule. The FY18 payment is expected to be \$37,137. After that year, payments should decrease by approximately \$700 annually.

The Board discussed options for implementing age- and income-related exemptions for debt exclusions and CPA funding.

Dana moved that we continue our meeting on Wednesday, July 13 at 5:30 p.m. We hope to have quorum at that time to vote on the reserve fund transfer, which must be completed by July 15 in order to close out FY16.

July 13, 2016, continuation of July 11 meeting

Present: Ron Mikol, Harrold Simmons, Christine Muir and Dana Metzler

Absent: Pam Crocker and Amie Stevens

Meeting continuation began at 5:35 p.m.

The Board voted unanimously to approve a transfer from the reserve account to fund an additional \$2387.00 for the Essex Agriculture transportation account. This will close out the 2016 budget.

The Board voted to authorize payment of our dues in the amount of \$129.00 for fiscal year 2017.

The Board reviewed and approved the meeting minutes of June 14th and 20th unanimously.

There was a brief discussion about the draft of the GDRSD agreement which is being rewritten. Christine will take a few concerns and seek clarification on a couple of items as well.

Meeting adjourned at 5:55 p.m.