



**OFFICE OF THE
Advisory Board
TOWN HALL
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December 5, 2016

Present: Amie Stevens, Harold Simmons, Christine Muir, Dana Metzler,
Absent: Ron Mikol and Pam Crocker
Also present: Tracey Hutton

- Christine opened the meeting with the discussion on the library shortage and requests:
 - From last meeting the library requested:
 - \$1,865 for library energy to open on Saturdays.
 - \$2,143 for other supplies to purchase state requirement of spending 20% on supplies.
 - \$6,708 transfer to salary and wages to reopen on Saturdays.
 - \$10,716 is the total amount from above that is needed to remain certified
 - Dana asked if the rep from the state agency would be coming to speak with us. There was no one from the library in attendance to answer this.
 - Christine suggested Tracey set up a phone call with the rep to discuss their options
 - Dana moved we do not approve the above 3 transfer requests b/c they don't meet the requirements for a transfer request from the reserve fund. Harold seconded. All approved.

- Christine moved on to capital planning. 3 members of the committee were present at the meeting.
 - Robert Jacobson from the capital committee stated that they will have more complete data at our next meeting with narratives etc.
 - Christine asked about the \$100K library item. This is in relation to the doorways etc from 2015/16
 - Dana asked about the highway expenditures. The backhoe for \$110K needs to be replaced, the department head can't find replacement parts and current piece of equipment wouldn't currently pass inspection.
 - Dana asked if the paving is included in capital planning. The committee members confirmed this is not included.
 - Dana suggested paving should be part of the plan. Tracey stated that these plans are usually separate as a pavement management plan. She and the superintendent went to a seminar on pavement management.
 - Christine suggested they submit a plan to the board and then we can reevaluate if this should be part of capital plan.
 - For stormwater, the first 5 years are in the capital plan per state regulations, and will continue to go down. It will then move to the highway, town engineer and legal as a maintenance item.
 - Dana inquired if the town hall budget for 2019 of \$140K was enough to cover the roof, windows and doors. This is just an estimate at this point

- Harold asked about the current speed trailer that was initially obtained by a grant, on the capital plan there was a new request for \$16K to replace this.
- Christine inquired about the water numbers on the plan.
 - Lowell street could fall under public safety complex and Pleasant could fall under the housing feasibility project
 - Tracey confirmed that these numbers just put a fix to the problem and doesn't upgrade anything.
 - There is a water committee meeting on 12/19 after the capital planning committee.
 - Dana suggested that the water usage will remain similar for the current residents etc. They may have to upgrade if we hook up a future affordable housing. This is not confirmed.
 - A member of the planning committee confirmed that the replacement of hydro tank is a replacement, there would be no increase to storage etc.
 - Christine suggested that we have a joint meeting after the first of the year with the water committee.
 - The town has a plan in place if the water system fails. There is a stabilization fund in place that was voted at Town meeting.
 - Dana questions if the water should be in the capital plan. It will be excluded debt.
 - Tracey confirmed that anything over \$10K over 5 years needs to be included in capital plan according to the definition agreed at town meeting.
- Budget Update
 - Tracey confirmed a possible 3.4% increase on the municipal side over 2017. There are not many places to cut, there is an increase of \$60K in health insurance.
 - With a 4% increase for the schools, we are at a deficit of \$265K. With a full funding request from the school, the deficit would be closer to \$460K.
 - \$3.822M is what we are projecting for municipal budgets.
 - \$162,080 is the school part of the override that wasn't used. Override total was \$475,000 in 2016.
 - Christine stated that we do not have the school number yet and we should wait to hear what the schools will be asking for before trying to forecast that number.
 - Dana would like to know what we have given to the schools for the last 10 years.
 - Tracey will trend both the percentage increase and the amount increase.
 - Christine will set up another joint meeting with Groton, school committee and Dunstable in Q117.
- Committee update
 - Sustainability update-joint committee with multiple sub committees. 18 people are on this committee, 2 are representing town of Dunstable, rest representing Groton or school committee.
 - Lorraine is on the revenue committee.
 - RAAC- Christine stated they are done. it will be going to DESE for approval then can be voted on at town meeting.
 - There will not be an additional third party in the lease agreements.
 - Dana commented on the public safety committee
 - They are looking at a one story v two story building. Until then the project is in limbo.
 - They are also meeting tomorrow with the affordable housing committee. They are close to an RFP.
- Old Business

- Harold asked why they put a camera up at the transfer station. They are in a deficit of \$20K year to date.
- Library: Tracey asked the library director how the MAR was calculated but did not receive an answer.
- New business
 - Congratulations to the new police chief Dow
 - Dana asked about the personnel board and where the funding is coming from
 - Tracey confirmed town meeting approved the personnel board who were then tasked to put the wage classifications in place.
 - what is the affordability of what we can do. we need to look at the detailed numbers.
 - In 2018 the town would need to budget an additional \$37,500

Harold made a motion to adjourn, Amie seconded, all approved. Next meeting is January 9, 2017.