



**OFFICE OF THE  
Advisory Board  
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December 5, 2017

Present: Christine Muir, Kieran Meehan, Bob Nelson, Harold Simmons, Leo Tometich  
Also attending: Town Administrator Tracey Hutton

Minutes

The board unanimously approved the minutes of October 5 and 24.

Candidates for Vacancy

Two candidates met with the board tonight - Adria Fischer and John O'Brien. Everyone introduced themselves, and board members asked a few questions. The candidates then participated in the rest of the meeting to get a sense of the kinds of topics we address. At the end of the meeting, the Board voted to recommend Adria Fischer to fill our vacancy and Christine said she would ask John to consider joining the Board of Water Commissioners.

FY19 Budget Calendar

The chair distributed copies of the FY19 budget calendar, including dates, locations and boards to meet with us. This year, we will be meeting at some of the department's locations rather than Town Hall, in order to help us understand their materials and equipment better.

Transfer Requests

There were three requests for transfers from the Reserve account. The board unanimously approved all three.

- \$1611.78 to Selectmen's Repair & Maintenance to remove logs from rental property on River Street
- \$583 to cover interest incurred because of state delays related to Conservation Restriction on Westford Street
- \$528 for Landfill Expenses to cover additional well testing requested by DEP

Free Cash

Christine opened a discussion around what to do with the certified Free Cash number, which is \$868,603. There are several options and we did not expect to make final decisions tonight. Some of the options include:

- Putting \$250,000 into Stabilization to meet the recommended 5% of total budget
- Spending \$193,700 on capital items approved by Capital Planning Committee

The special town meeting allocated \$101,166 in spending.

Bob suggested that the board needs to better understand what led to the large free cash position, noting that he thought the override from the previous year might have been larger than needed. He stated that he thought it is important to understand what happened in order reduce the chance of it happening again and to be able to explain (clearly) what happened at the next Annual Town Meeting. Christine stated that the committee would follow up on this at a future meeting.

Board of Health

Maria Amodei, BOH chair, and Irene Congdon, state consultant, presented additional information on moving the town off a transfer station and onto curbside pickup. The idea is that the town would sign a contract with a private hauler and purchase the carts needed for residents. Whether to bill individuals or build the cost into the tax base is still undetermined. Discussion will continue at the next Advisory Board meeting.

Meeting adjourned at 8:45 p.m.