



**OFFICE OF THE
Advisory Board
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January 24, 2018

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

Minutes

The board held off on approving the minutes of 12/5/2017 pending further review of additions requested by Bob. Christine will resend for all to review.

Preliminary FY19 Budget Review

Tracey reviewed the initial FY19 budget with the board, line by line. She noted that the cherry sheet number has been reduced by about \$10,000 from last year. Anything highlighted on the overview is not firm yet. Excluded debt needs a triple-check from Bonnie before Tracey will remove the highlight. Someone asked if the Capital Planning Committee considers funding when they prioritize requests; they do not. They consider each request on its merits alone. Special Town Meeting approved spending \$101,166 from Free Cash, leaving our remaining balance at \$765,962. The preliminary budget includes a 2% COLA (cost of living adjustment) for all town employees. We are ahead of where we need to be on the Stormwater Management so there may be a smaller request for FY19, or none at all. Tracey estimated a 10% increase in health insurance; Bob asked what our maximum liability might be given the number of employees eligible.

Other notable items:

- The BOS has signed a three-year contract with Tracey, increasing her salary annually by about \$20,000.
- BOS budget no longer includes the repairs and maintenance for a rental.
- Elections includes cost of new voting machine, which does not meet definition of capital. The Advisory Board would like to see a way of separating larger, one-time purchases like this so they don't create misleading patterns.
- Police wages does include cost of new contract.
- Emergency Management includes cost of new communications software called RAVE. All town departments will be able to request that notices go out via this tool.
- GDRSD budget includes increase due to loss of revenue from circuit breaker, transportation and foreign students.
- Highway number for additional laborers is not "loaded" (doesn't include cost of benefits).
- Paving request is a half million dollar increase.
- Transfer station budget includes cost of Step 1 towards town-wide curbside pickup.
- Board would like to confirm Nashoba BOH and Town Nurse Assessments, as they have been under-budgeted by our BOH two years in a row.
- Tracey confirmed that Library wages are solid, after last year's errors.
- Temporary loan interest is due to short-term debt for highway truck and water engineering approved at last year's elections.
- The Warrant Articles include six recommendations from capital planning, money to cover capital costs for GDRSD, stabilization funding and the fire engine that was not approved at last year's elections.

Parks & Recreation

David Greenwood, Phil DeNyse and Tiffany Naughton presented the budget requests for Parks and Recreation. The Parks budget includes an increase of about \$6,500 to cover costs of maintaining well heads at Larter Field and aerating one field a year. The Recreation budget includes an increase of \$3,900 for improved port-a-potties, which had previously been subsidized by the Parks budget, and about \$2,900 to add programs such as movie night at Larter Field. The Recreation board has additional ideas for programs to offer the community with an increased budget.

Capital Planning

David Greenwood and Harold West presented the request from Capital Planning. The chair, Robert Jacobsen, was unable to attend. Capital Planning has recommended six items for purchase in FY19:

- An F-550 plow truck to replace a 2008 similar truck. Ten year life expectancy. No additional parts (i.e. plow) needed. Stainless steel body.
- Hot box - small trailer-like tool for keeping asphalt warm. Reduces wasted materials that can't be used if they cool down. Not sure if there is a place designated to store this item if purchased.
- Police Utility vehicle - to replace a 1996 SUV currently being used. This vehicle is used for multiple purposes, including training, rail trail monitoring and transporting larger groups of people.
- Speed Trailer - for the police. Was deferred from last year.
- Tennis Court fence replacement - not sure if the cost includes removal of old fence. The quote obtained by requestor is significantly lower than the request, but the money not spend would roll over to free cash again next year. Also, a project cannot spend more money than requested so it's good practice to include a little extra.

GDRSD

The board has no interest in recommending that Dunstable be included in the Florence Roche MSBA project. We do not think the town wants to close Swallow Union and move all students to one facility, even if that building is constructed in a more central location.

There was no opposition to paying for capital expenses with our free cash, although we did raise questions about how the new stabilization fund and assessment will work. What is funded in the \$284,000 number? Does that include any stabilization money? How will the stab account be funded in the future? What is next year's capital cost for Dunstable?

Transfers

We approved \$5,000 transfer to the Highway Dept for a paving management plan. The other half of the cost of this item was obtained through a grant.

The board unanimously but reluctantly approved two transfers for the Board of Health: \$187.68 for assessment and \$329.92 for Town Nurse assessment.

The board chose to hold off on voting to transfer \$8,875 to remove asbestos from a property on River Street. The asbestos can't be removed until the snow is completely gone, in order to ensure that all of the material is removed. We will address this again in March.

New Business

Upcoming meetings:

- 2/7 BOH, update on water, GDRSD B&F
- 2/13 Joint with BOS, Police and Fire (at Fire)
- 3/1 Library (at library)
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Meeting adjourned at 8:45 p.m.