



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

April 11, 2018

Present: Christine Muir, Kieran Meehan, Bob Nelson, Harold Simmons, Leo Tometich, Adria Fischer

Also attending: Town Administrator Tracey Hutton, Chief James Dow, Mike Martin, Paul Dalida, Marlena Gilbert, Superintendent Chesson

Motion to approve March 28<sup>th</sup> Minutes - Kieran - 2<sup>nd</sup> Leo T.

- **School Committee: Needs assessment** was shared to provide update and information on where the document currently stands. Advisory Board asked for clarification on where certain needs stood in relation to the document. Members also asked if the document would be expanded upon in the years to come. The School Committee confirmed that document is still in use and will be evolving from year to year as the school assessment for curriculum and student requirements dictate. The document may enable the school district to find savings options. This options (custodial services and moving offices) are in their infancy stages for review and options.
- **Student Resources Officer** - This need is still being reviewed by the Town of Dunstable and its relation to the budget. Currently the line item resides in the Police Communication line as this space is used for the cost sharing that is required for communication / dispatch between Groton and Dunstable. Financial obligation for years to come was a point of discussion and will need to be reviewed for years to come. Discussion remarks were made in regards to the Groton Advisory Board Chair - Gary - had on oversight, academic year funding, and summer time funding of this position.
- Marlena - explained that Groton was overwhelmingly in favor of the funding to support this position.
- Chief Dow - was asked about the SRO's purpose and influence @ Swallow Union. He said the SRO is primarily charged with middle school and high school issues as these are the ages where a resource officer's effectiveness are most beneficial to students. Therefore, the new SRO would be primarily focused on the middle school and high school in Groton.
- Advisory Board Member - Leo - asked the school representatives for an explanation on the difference between guidance counselor and SRO.
- Discussion shifted to Dunstable and a potential Memorandum of Understanding on the SRO with Groton. This would be used to define the funding for the SRO. Tracy advised that utilizing best practices of other regional school districts would be beneficial to Dunstable and Groton as they go down this path. A future conversations would be needed to discuss the MOU and its purpose for Dunstable.

- MSBA feedback from Marlana on behalf of Ryan McLane and Jennifer McKenzie was highlighted by the support of Dunstable parents to collect information on Swallow Union’s future maintenance needs, alignment of the 5<sup>th</sup> and 6<sup>th</sup> grade in hopes of bringing them back to Dunstable, and continuing to evaluate the length of bus rides for Dunstable students.
- School District conversation ended with a mentioning of a tight budget for Dunstable next year and encouragement that GRDSD and Advisory Board increase collaboration to ensure a smooth process for years to come. Christine recommends that the Advisory Board send a representative to the monthly Budget and Finance subcommittee meetings, and that at least one representative of the School Committee attend our meetings as often as possible.

### **Highway Department Discussion**

Advisory Board offered feedback on the budget and its advisement to utilize a debt exclusion to fund a large plan to repair and bring back roadways throughout Dunstable. This idea was received by the Highway Commissioners in attendance. Questions on how we came to the idea and concept of a debt exclusion was explained and reviewed. Highway then shifted to the funding of two additional employees for their crew. Advisory Board and Board of Selectman had determined that the additional FTEs and their roles had not been fully defined. The Advisory Board recommended the Highway Department getting in front of the personnel board again to review salary / wage steps. Highway had created their own baseline for wages but it was unclear if these had been approved / validated by BoS or personnel board. A large discussion on the purpose and getting an additional FTE ensued and we were left with HWY needing to find a way to market the additional need and its value to the town. This could be best justified labor once the roads had been repaved / repaired.

- HWY cannot utilize Chapter 90 funds to buy the new HWY truck. It’s not a big enough truck.
- HWY will attend the 4/26 meeting and be first on the agenda.
- Advisory Board wanted to note a potential \$40,000 paving line increase for HWY in 2020 budget.

### **Transfer Station**

Advisory Board had proposed a drafted budget with only funding Transfer Station for required items, including hazardous waste and well monitoring.

Lengthy discussion ensued on haulers and BoH plan to meet with hauler in hopes of funding a contract to provide barrels and low cost service option to residents. Advisory Board was unconvinced of the timing and total cost this new concept of service would have to residents. There is concern on the residential “buy-in” by residents. BoH requested an advisory board member attend their next meeting to be a presence on where the trash hauler relationship will be going. Emphasis to BoH was made to simply provide a budget for the concept of closing transfer station and the town subsidizing hauler relationship.

- Advisory Board asked Tracy to hold a \$15,000.00 line for BoH budget as this is their preliminary expectation for budget needs if they shifted to a hauler service.

### **Advisory Board**

Briefly reviewed articles on warrant. Greater discussion will be necessary for article 2, 8, 10, 16, 17, 18, 19, 20, 21, 28, 29, 31, 32, 36, 28, and 39.

The meeting adjourned at 10 p.m.