

*Town of Dunstable*  
**Joint Meeting of the Selectboard & Advisory Board**  
**Meeting Minutes**  
**July 12, 2017**  
**Town Hall, Dunstable, MA 01827**

**Convened:** 6:00 pm

**Present:** Walter F. Alterisio, chair, Leah D. Basbanes, vice chair, Ronald J. Mikol member; Tracey Hutton, Town Administrator; Christine Muir, chair, Leo Tometich, Harold Simmons, Bob Nelson, Kieran Meehan, Advisory Board; Lorraine Leonard, Town Account; James Dow, Chief of Police

**Reserve Fund & Inter-fund Transfers**

➤ *Reserve Fund Transfers*

Ms. Muir started off by explaining the various transfers requested by the Treasurer/Collector. One was for \$305.46, another for \$132.64, and a third for \$689.61. These transfers for the Treasurer/Collector are to cover several deficits caused by unexpected costs relating to the mailings for tax bills this year. Given the circumstances necessitating these transfers and their one time nature, the Advisory Board after some brief discussion determined to approve them.

A motion was made by Mr. Simmons to approve the reserve fund transfers for the Treasurer/Collector. The motion was seconded by Mr. Nelson and passed without objection.

There was then \$336 for the Electrical Inspector. Ms. Hutton elaborated further on the issue and explained how it was connected to the solar farm built on the old Georges Landfill. There was some brief discussion of how the inspectors are paid. Ms. Leonard elaborated further on some of the technicalities surrounding payment of inspectors and some of the ways other towns have handled them. Mr. Nelson expressed some reservations as to how the process works. Ms. Hutton responded by noting that there will always be some discrepancies with payment of inspectors since the town has to estimate. Typically the town looks at the prior year for the data point, and then averages the pay. This helps the town make an educated guess. The Board agreed that as part of the budget process for FY19, the way the inspectors are paid can be looked at further and adjustments made.

A motion was made by Mr. Tometich to approve the transfer the reserve funds for the Electrical Inspector. The motion was seconded by Mr. Nelson and passed without objection.

Ms. Hutton then elaborated on a change in the electrical rates for street lights in town. Due to that rate change, which was unexpected at the time of setting the FY17 budget, a \$1,381.15 transfer is needed. The Board noted that it is incumbent on the town to have the street lights. Ms. Hutton elaborated that the rate change was to the specific class and not all rate classes were impacted. Mr. Nelson inquired whether the town could have the lights changed to LED. Ms. Hutton responded that conversion to LED lights is expensive. There are grant opportunities, but it is still expensive. National Grid appears to be working with Siemens to start to change the lights in many communities, but that hasn't come to Dunstable yet. Ms. Muir inquired as to what kind of notice the town received. Ms. Hutton explained that while the town was notified that there would be a change, the actual change was not known until too late into the budget year.

A motion was made by Mr. Nelson to approve the transfer of reserve funds for the National Grid bill. The motion was seconded by Ms. Muir and passed without objection.

The next transfer involves \$277.84 to cover Medicare payments. Ms. Hutton explained that this is for the portion that the town pays and was unexpected. The Treasurer/Collector would usually request this, but it was not noticed until the burn sheet was run by the Accountant. Ms. Leonard noted that there were a lot of off duty

\*Reserve Fund transfers require a motion of the Advisory Board for approval. Inter-fund transfers require motions by both the Advisory Board and the Board of Selectmen

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details, more than expected, and that likely is responsible. Mr. Nelson had a question about the refunding of such pay from fees paid by National Grid for the details to cover their work. Ms. Leonard expounded on how off duty details are paid and what the town can expect to recover in fees.

A motion was made by Mr. Tometich to approve the reserve fund transfer for Medicare as requested. The motion was seconded by Mr. Nelson and passed without objection.

➤ *Inter-fund Transfers*

Ms. Hutton started the discussion by noting that both boards must approve inter-fund transfers. From there she elaborated on an intra-fund transfer for the Board of Health. The Board of Health needs a transfer for \$461.93. This is due to the Board of Health Agent working more hours than anticipated. It was noted that the amount was originally higher, but later modified to a corrected lower amount. Ms. Hutton stated that the FY18 budget for Board of Health wages is being increased from the FY17 level and this should not happen next year. Ms. Muir noted that the funds are being transferred from one Board of Health account to another and has no overall impact on the budget.

A motion was made by Mr. Nelson to approve the inter-fund transfer for Board of Health wages. The motion was seconded by Mr. Tometich and passed unanimously.

A motion was made by Mr. Alterisio to approve the inter-fund transfer for Board of Health wages. The motion was seconded by Ms. Basbanes and passed unanimously.

An inter-fund transfer in the amount of \$2,925.44 was requested to cover legal expenses for an unforeseen personnel matter. Ms. Hutton elaborated as much as she could on the matter within the constraints placed on her by law. The transfer relates to police and the transfer is coming from the Police budget and going to the town's legal fund.

A motion was made by Mr. Tometich to approve the inter-fund transfer of funds from the Police budget to the Legal budget. The motion was seconded by Mr. Nelson and passed unanimously.

A motion was made by Ms. Basbanes to approve the inter-fund transfer of funds from the Police budget to the Legal budget. The motion was seconded by Mr. Mikol and passed without objection.

The next one is for the town's nurse assessment. This is an intra-fund transfer for Board of Health. The amount is \$160.68. This involves a transfer from one Board of Health account to another. Ms. Hutton explained that the increase is due to an assessment to the town. It does not appear to be factored into FY18. Mr. Tometich asked whether the assessment could be lowered for FY18 to prevent this from occurring again next year. Ms. Hutton responded that the Board of Health Agent attempted to get them to change it but to no avail. Ms. Leonard elaborated further on how the assessment works and the constraints placed upon the town given the circumstances. Ms. Hutton noted the change in the assessment reflects a 4.9 percent increase.

A motion was made by Mr. Simmons to approve the intra-fund transfer of funds within the Board of Health's budget to pay for the nursing assessment. The motion was seconded by Mr. Tometich and passed unanimously.

A motion was made by Ms. Basbanes to approve the intra-fund transfer of funds within the Board of Health's budget to pay for the nursing assessment. The motion was seconded by Mr. Mikol and passed unanimously.

Plumbing Inspector has requested an intra-fund transfer of \$328. Ms. Hutton elaborated further on the request. It involves a transfer from the Fire Department. The Fire Department didn't utilize all their wages in FY17 for training and the Plumbing Inspector had more permits than was estimated. This is similar to the Electrical Inspectors. Mr. Nelson made some inquiries as to why this is an intra-fund when the Electrical Inspectors was a reserve fund transfer. Ms. Hutton elaborated further on why this is being done as an intra-fund. This led to some discussion of when it is more appropriate to use reserve fund versus intra-fund. Ms. Muir noted it has been some time since the Advisory Board has met and these requests have come in during that intervening time which is part of why there are differences in how some are treated depending on the state of the town's

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finances at the time, i.e. what funds were available. The Board noted that in the past the inspectors were paid differently. This is the first year the town has paid them in the current manner and there will be some bumps along the way.

A motion was made by Mr. Tometich to approve the intra-fund transfer of funds from the Fire Department for the Plumbing Inspector. The motion was seconded by Mr. Nelson and passed unanimously

A motion was made by Ms. Basbanes to approve the intra-fund transfer of funds from the Fire Department for the Plumbing Inspector. The motion was seconded by Mr. Mikol and passed unanimously

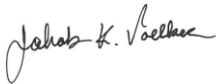
The Gas Inspector has requested an intra-fund transfer for \$244. This request is also covered by Fire Department training wages that were otherwise unexpended. This request is substantially similar to the Plumbing Inspector's.

A motion was made by Mr. Tometich to approve the intra-fund transfer of funds from the Fire Department for the Gas Inspector. The motion was seconded by Mr. Nelson and passed unanimously

A motion was made by Ms. Basbanes to approve the intra-fund transfer of funds from the Fire Department for the Gas Inspector. The motion was seconded by Mr. Mikol and passed unanimously

The joint meeting adjourned at 6:30 pm.

Respectfully submitted by



Jakob K. Voelker  
Admin. Assistant to the Selectboard & Town Administrator

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