

**TOWN OF HULL
ADVISORY BOARD MINUTES
APPROVED**

Date of Meeting: August 7, 2006 Meeting Start: 7:35 PM Meeting Adjourned: 10:20 PM

Attendance:

Member	Present	Absent	Others Attending
Charleen Tyson	x		Marcia Bohinc
Joan Senatore	x		Marc Fournier
Dennis Zaia	x		Joan Meschino
Charlie Ryder	x		Lisa Canavan
Jim Tobin		x	Chris McCabe
Martin Silverman		x	Jack Whooley
Joan Cellini	x		Resident ?
Jim O'Brien	x		
David Clinton	x		

Agenda Items:

- New Advisory Board member – introduce & welcome David Clinton
- Marc Fournier (introduction & overview of plans for Highway Dept.)
- Approval of Minutes (July 17)
- Town Manager update (as needed)
- Update – School Building Committee – Charlie Ryder & Jim Tobin
- Goals Workshops – 7/29 & 8/1 – update on outcome of workshops
- Summer/Fall Agenda – *(please bring the documents circulated by Dennis in a previous email so that we can discuss the following topics)*
 - Follow up on STM questions for School Committee
 - Review ADVISORY BOARD goals & objectives and target dates
 - Tie Goals/Objectives (7/29 & 8/1) to Budget Priorities
 - Multi-Year Budgeting/Public Budget Workshops
 - State of Town Meeting
 - Retirement Board
 - Hull Light Plant
 - Sewer
 - implementation of new GASB (post-retirement benefits) – Marcia Bohinc will discuss this topic at a meeting in the fall *(date to be determined)*

Marc Fournier: 80% of calls presently are drainage issues. We have instituted a new work order system with the categories: paving, drainage, beaches, cemetery, parks, playgrounds, recycling-landfill, trees-brush, snow, miscellaneous. Team meetings every week and new reports and articles in local media. Networking with other DPW's. Revised acceptable patch detail requirements for the cutting into our roads. Developing partnerships with local neighborhood groups, fire department, etc. We have roadsweeper that needs to be replaced (need \$12,000 to repair), big equipment needs to be updated in the upcoming years including a new catch basin truck.

Annual Meeting of Finance Committees: October 28th, Westford Regency Hotel

Statement of Appropriations and Expenditures report from Marcia Bohinc:

Discussion of the budgeted allocation for each line item on the budget and how we can use the management report summary that Charlie Ryder does each month. This summary can be used as a management tool for the Town Manager. How can we refine how these numbers come to be and how we can understand what funds are really necessary for each department? There are also a large number of grants and enterprise accounts that should also be managed through these management reports. Charlie pointed out that we are holding money that need not be held. Jim O then pointed out that this money may sometimes represent poor planning on the part of the department head. General discussion indicated that there is a good amount of information that can we can get from these reports.

Chris McCabe: Has resigned as Town Manager and will leave after Town Meeting in May. Also Art Flavin has resigned as Town Treasurer as of September. The Ad has been placed with a deadline for applications is the Labor Day weekend. Chris: We did not get the Community Development Block Grant (our low income

population is decreasing). We are slowly moving to a contract basis rather than a full time department. Most of the CDBG was for housing rehab program, a Wellspring Adult Education, and a truant officer. There is no budget shortfall due to this.

Chris: State has approved the 2% no interest bridge loan for school renovation projects (for the difference between what it was projected at and what the actual costs will be). If his numbers are correct we will be able to finance up to \$6 million debt at 2%. This allows for the increase in construction costs over the time of the renovation process..... FYI the state has limited funds for this loan pool, so we cannot be sure how much of this 2% loan we will be able to access. Application deadline is August.

Charleen: If members have any input into the characteristics needed for a new Town Manager please let Charleen know.

Charlie Ryder: School Building Update:

We are working on all three schools. Memorial School has gotten bids on the repair of the clock tower. \$150 original bid, it is now \$180k. When the work was done the cement blocks were faced with brick without any weather barrier and the porous bricks allow water to enter the cement blocks. Therefore the bricks must be sealed on a routine basis every few years.

High School, we had 2000 items on the punch list. 50% have been completed. HVAC and electrician have finally returned and this helps to maintain guarantees and training. Gym roof is complete. The bonding company has taken care of all of this. Only 3 weeks until school starts and hopefully the remaining work will be completed. The center courtyard was not included in the original plan and we have allocated \$25k for this area. This is presently under development. HS sidewalk, and the ADA requirements for the slope of the walkway.

Jack Whooley asked about handicapped access at the HS and the Office of Civil Rights doing an investigation about the football field lift. Why is the name of Hull High School not on the wall of the school?

Why can't the Advisory Board meetings be on cable? Charleen will contact Peter Seitz about broadcasting these meetings.

Jacobs School: Still in process of trying to mitigate the intrusion on the abutters. The school building is 35' from the property line and the abutter is 35' from the school. But there is an exit stairway that brings the construction closer to the abutters property. We are starting the construction project 89 days behind (from when they wanted to start), and it will take 26 months.....finishing in Sept & October 2008. Questions about public safety around the back of the school, will the emergency crews be able to access the school.

Goals Workshops: July 29th and August 1st Charlie Ryder and David Clinton attended.

Most comments were a continuation of last year's meeting in regards to the general categories. David asked the group to keep in mind the financial considerations for all the ideas that might be presented. It seemed that people understood the challenges of the dollars. Everyone had a chance to speak and it was a very well received and well run meeting. Communication issue was an important comment at these meetings.

Advisory Board Goals:

Should we consider funding a resource to ensure the web site is current, effective and accessible?

Existing Goals will be reviewed by Charleen and compared to the BOS goals.

Schools started using the web site for homework assignments and other school related information.

Lisa Canavan suggested that department heads be instructed to use the web site and place information onto the site.

State of Town Meeting- Joan M was doing some research on this topic.

Jim O suggested that the AB suggest a meeting between the AB & the BOS. Dennis suggested the AB send a letter to the BOS asking them how they plan to deal with our financial challenges. Chris M pointed out that it is

his job to educate and inform the BOS regarding the budget. In Town Manager form of government it is not usually the role of BOS to get involved with budget unless it is for something that they want.

Charleen: We should invite the BOS and School Committee to a State of Town meeting where citizens have a chance to input.

A Budget Summit meeting is informational in nature so that everyone is on the same page regarding the budget. This would include the BOS, AB, School Committee. This would be a way to prepare the departments for the budget challenges we will face.

Attendance Policy:

A member who fails to attend 1/3 of all meeting within a 6 month period. From June to Nov. Dec to May. Chair will notify the Town Moderator and the Chair of BOS.

Follow up Questions from STM: Charleen will send this off to the SC.

We will create a similar list of questions for all department heads.

We will try to schedule a meeting with Chris on September 11th to discuss the budget plan.

We will plan to meet on the 21st with the plan to develop a consensus about how we want Chris to move forward with the budget.

Motion: Approve the minutes of the July 17, 2006 meeting

Vote: Approved- Unamious

Member	Made by	Seconded by	In Favor	In Opposition	Abstained
Charleen Tyson			x		
Joan Senatore			x		
Dennis Zaia			x		
Charlie Ryder			x		
Jim Tobin					
Martin Silverman					
Joan Cellini	x		x		
Jim O'Brien			x		
David Clinton		x	x		

Comments:

Motion:

Vote:

Member	Made by	Seconded by	In Favor	In Opposition	Abstained
Charleen Tyson					
Joan Senatore					
Dennis Zaia					
Charlie Ryder					
Jim Tobin					
Martin Silverman					
Joan Cellini					
Jim O'Brien					

Comments:

Respectfully submitted;

Dennis Zaia

Secretary/Clerk

Next Meetings: August 21, 28, September 11, 25, and starting October 16 every two weeks until December.