

TOWN OF PRINCETON MA  
Princeton Advisory Board  
Meeting Minutes  
March 28 2016

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AB members in attendance were: John Shipman, George Handy, Bill Lawton, Dave Cruise, Don Schoeny, and Wayne Adams

BOS members in attendance were: Edith Morgan, Stan Moss, Jon Fudeman, Town Administrator Nina Nazarian

**Agenda AB**

- Budget review for rollup of all town department expenses and projected town revenues
- Next meeting of BOS and AB for Budget, 4/4

Meeting started at 5:10 PM

**Town of Princeton Budget**

- Draft Town Roll-up Budget
  - o Questions and clarifications, corrections, adds from the previous week version of the expense workbook.
    - 2 salaries have scheduled increases – highway dept manager, police chief
    - Accounting hours are increased to bring accounting operations into alignment with recommendations of auditors. Also, forecasted increased workload for broadband project as well as building maintenance contracts
    - Discuss several areas of y-o-y increases from fy14-fy17
      - Clarifications made that fy 14 and fy 15 reflect actual expenditure, while fy 16 is an amended budget and fy 17 is the draft budget. Trends may be misleading with a mix of actual and budgeted items, whereby budget underspends will reflect a lower y-o-y increase.
      - Items discussed with > COI y-o-y increases and positions need to be further researched for some capital requests
        - o WRSD
        - o Monty Tech
        - o Police cruiser replacement schedule given low mileage
        - o Fire station roof
        - o List from AB member George Handy:
          - Salaries and costs for fire, police, ambulance, accounting, cemetery, building maintenance
          - Overall concern is sustainability of costs if these are runrate trends vs one time corrections and aberrations
          - Reviewed purpose of Reserve Fund
  - o Summary of items requested
    - Updated version of town expense spreadsheets
    - Auditor management letters for past 3 years

- Not included in this budget roll-up review are the capital requests and other special town projects. Plan is to review on 4/4/2016

**Handouts**

- Draft roll-up of all town departments expenses and town projected revenue

AB Meeting adjourned at 6:40 PM

Respectfully submitted,

Wayne M. Adams, AB Member