

TOWN OF PRINCETON MA
Princeton Advisory Committee
Meeting Minutes
October 11th, 2016

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

BOS members in attendance: Town Administrator Nina

Guests: town residents Larry Greene, Bill Holder

Advisory Committee Agenda

- Approval of Minutes
- Approve Agenda
- Review the annual budget town calendar
- AC member to sit in on the sessions of the Police Union Agreement
- Action on proposed transfer of \$750.00
- WRSD reduced assessment to free cash
- Broadband/CAC up-date
- Other business
- Public comments

Meeting started at 5:05 PM

AC Meeting

- Motion to approve 9/21 AC meeting minutes. Motion passed 4-Yes, 0-No, 1-Abstain
- John reviewed the AC meeting schedule which includes the joint BOS/AC meetings for department budget reviews. AC meets on every other Monday, off-cycle from the BOS bi-monthly Monday meetings. Schedule goes to end of FY17 (June 2017). Next 3 AC meetings are 10/24, 11/7, and 11/21. Town meeting calendar is at URL http://town.princeton.ma.us/Pages/PrincetonMA_MeetingsCal/?formid=158
- FY17 Budget discussion. Solicitation for department budgets will be at the beginning of November, with submissions due to TA by 11/28.
- Police Union Contract. George Handy will be AC member to be part of the meetings. Distinct roles will be defined for each member of the town team. AC role will be limited to advice, observe – with no empowerment to negotiate. TA is the BOS appointed point person for negotiations.
 - Action – George and Nina to meet offline to further discuss roles and timetable
- BOS request of AC to transfer \$750 stipend from Reserve Fund to new account 01-5-145-103 for town treasurer stipend. \$750 is pro-rated for FY2016 and FY17 and thereafter will be \$1000/year. This stipend is for Town Treasurer to be accredited collector in good standing.
 - Motion to transfer funds as requested, 5-Y, 0-N, 0-A
- Police overtime funds were discussed. For the time being, funds will come from the town general fund and or reserve fund. There is no estimate for when the overtime will come to an end. There is no known state funds to reimburse a town for

hardship due to police work.

- AC requested correlation of payout ID to officer name. TA mailed this out in September. Either TA/AC Secretary to resend to everyone on AC.
- One dept sergeant is assigned to the ongoing criminal investigation, so overtime expenses will be more concentrated to fewer officers going forward.
- Discussion of the WRSD Princeton portion surplus due to WRSD budget being adjusted downward for all the towns after the Princeton ATM. BOS voted to retain the \$92K surplus instead of returning it to taxpayers as a future tax reduction.
 - Mixed AC member views on whether the funds should be applied to future town needs or returned to taxpayers. WRSD Princeton portion of excess funds are projected to be available in FY18 after free cash is certified in 2017. AC and BOS will have free cash allocation discussions as part of the normal FY18 budget planning cycle, leading up to ATM in May 2017.
- Discussion about the new Cable Advisory Committee. BOS appointed 5 member committee with 1 alternate. There were 12 applications for the committee. Details are here http://town.princeton.ma.us/Pages/PrincetonMA_Cable/index
 - BOS to approve CAC charter on 10/17 BOS meeting
 - BOS to counsel CAC on 10/19 of their charter
 - Motion to appoint Wayne/George to be liaisons with CAC and to attend forthcoming CAC meetings. 4-Y, 0-N, 1-A
 - Motion for TA provide copy of all CAC applications; TA to request BOS to provide rationale for CAC member selection, by each BOS. 4-Y, 0-N, 1-A
 - Public attendees discussed the town needs the best foot forward to negotiate a CATV contract. Supports AC to review qualifications of the appointed CAC members. Also with a AC liaison and BOS to seek CATV legal counsel, there will be a well rounded/skilled team.
 - CAC draft charter does not include the role of being negotiators with CATV applicants. BOS has that role.
 - CATV timetable will be accelerated, since BOS requested waivers to reduce time-cycles were approved.
- On Nov 2nd, WRSD is convening a budget roundtable with representatives from all 5 towns. Request is to have one member of AC attend, along with TA and BOS. Bill Lawton will attend.
- George discussed a new budget planning worksheet for departments to capture employee/manpower details. George to send to AC members for comment. Overall, a good tool that may give more insight to trends, FTE, and budget options to manage costs.
- Brief discussion about whether town committees and boards should use Meeting Time vs Roberts Rules of Order to conduct their meetings.
 - ATM/STM, town moderator runs meeting with MA Meeting Time
 - Committees/Board use Roberts Rules
 - Town bylaws are not explicit, while others in the commonwealth are
 - Some confusion during committee meetings when town moderator is in attendance and tries to assist board/committee with making motions to run their meeting, vs craft articles for the warrant.

6.25PM, meeting adjourned

Handouts

- none

Wayne M. Adams, AB Member