

TOWN OF PRINCETON MA
Princeton Advisory Committee
Meeting Minutes
November 27th, 2017

AC members in attendance: John Shipman, George Handy, Judy Dino, Bill Lawton, Wayne Adams

AC members absent: Jimmy O'Coin, Don Schoeny

BOS and TA in attendance: Jon Fudeman, Ritchy Bisk, Edie Morgan, Nina Nazarian

Advisory Committee Agenda

- Reserve Fund Transfer
- Joint Meeting with BOS to Discuss FY19 Budget Process Next Steps

Joint Meeting started at 8:50 PM

Note: BOS had convened their bimonthly meeting to start at 7:30PM to several BOS-only topics, before and after the joint BOS-AC meeting topics.

Meeting Minutes

- BOS request Reserve Fund Transfer of \$8500. The \$8500 plus \$1500 in a BOS Expense Fund supplemented a state Community Compact grant of \$20,000. In aggregate, the \$30,000 is for three (3) Collins Center Studies for the Town of Princeton: Organizational Study of Financial Management Functions; Development of More Detailed Annual Budget Document. High Level Review of Town Operations including workflow and position descriptions
 - Motion to transfer \$8500. Vote 5-Y, 0-N, 0-A.
- BOS and AC discussed next steps to foster interactive Department Head discussions in FY2019 budget formation.
 - TA to draft a schedule of department head meetings for coming weeks, with no requirement that either BOS or AC have a quorum for each meeting.
 - The department head meetings are to discuss current needs, gaps, and efficiency opportunities for both the operating budget, capital request budget, and longer-term trends/needs.
 - As of end of November, not all departments have submitted a draft operating budget, a draft capital request budget, nor responded to the request for increased/decreased spending scenarios. TA to follow-up with department heads with more guidance on the budget submission requests.

Session adjourned 9:30 PM

Upcoming AC meetings

None posted, however schedule to be forthcoming from TA for department head meetings throughout December and January.

Handouts and Referenced Documents

- Reserve Fund Transfer, as provided by the TA

Minutes recorded by Wayne M. Adams, AC Member