

TOWN OF PRINCETON MA
Princeton Advisory Committee
Meeting Minutes
January 8, 2018

AC members in attendance: John Shipman, Judy Dino, Wayne Adams, Don Schoeny, George Handy

AC members absent: Jimmy O'Coin, Bill Lawton

BOS members in attendance: Jon Fudeman, Edie Morgan, Richy Bisk, TA Nina Nazarian

Guest: Jim Dunbar

Advisory Committee (AC) Agenda – 7:00PM

- Discuss Jan 2nd action item to consider meeting with department heads prior to the joint BOS/AC meeting
- Reserve Fund Transfer Request

Joint BOS and Advisory Committee (AC) Agenda – 7:30PM

- Meet with Princeton Treasurer to review 2019 draft department budget, debt schedule, and capital requests

Meeting Minutes

AC Meeting Started at 7:00PM

- AC to consider meeting in small teams with department heads, prior to the scheduled joint BOS/AC meeting, to flesh-out answers to the questions. Suggested team size could be 2 AC, plus TA and the Department Head, mirroring an early 2000's style of AC liaison and budget refinement process. Some expressed a view that a small team can set a collaborative environment in a small setting, possibly at that Department's base of operation to gain insight that is hard to capture on paper. Some expressed a concern that the large group setting of the full BOS, full AC, along with the TA and Department Head can set a defensive tone in a discussion.
- Capital Requests are recommended they provide more justification. John Shipman read this list on Jan 2nd, sent email to BOS/AC for changes, and with no changes, read the list as is on Jan 8th.
 - a list of anticipated projects and equipment
 - prioritize or rank the project or equipment
 - provide a financial plan on how to pay for the capital expense (some departments may write grants, or offer other ideas)
 - explain in detail and justify the expense
 - list the benefit for the department, town and tax payer
 - calendar and dates for the project proposals
 - who was involved in evaluating and selecting the projects
- Motion by Wayne: each of the Department Head come to the full AC/BOS joint session to review their budget and capital requests (and not be proxied by a small

team). Second by George. 5-Y, 0-N, 0-A , motion passes.

- Motion by George: large department budgets for Fire, Police, Highway, and General Government can be reviewed by a small team of 2 prior to the joint meeting to better prepare justifications for variances and new capital; Second by Don. 5-Y, 0-N, 0-A. Motion passes.
- Motion by Judy: Volunteers for the small teams of 2 (AC members) to contact AC Chair John Shipman their desire to meet with a department and which department. Requests would be then shared with TA for meetings to be setup, prior to a joint AC/BOS meeting. Second by Wayne . 5-Y, 0-N, 0-A
** Action for any AC member to reach out to John with their expressed interests.
- Motion by George; AC reserve fund transfer in the amount of \$20,420 to pay for TP PCB Summary Report. Second by Wayne, 5-Y, 0-N, 0-A . During discussion prior to vote, AC asked BOS if they were aware of this request and the rationale; BOS confirmed they were and were in favor.

Joint AC/BOS Meeting Started at 7:30PM

- Jim Dunbar led a discussion of his FY19 budget, town current debt schedule, and discussion for capital request for new financial management software that improves budget management efficiencies, town accounting, and reduces error-prone copy/paste across different software packages in use today.
 - Jim to send Bond Summary Package from Internet Make Ready
 - Jim to update debt schedules to reflect Princeton's WRSD obligations
 - Jim and TA to meet with software company to get an accurate quote for the new software. Current estimate in the capital request is a range of \$30K-\$50K
- Reviewed Princeton portion of regional Animal Control Officer budget (hosted by Rutland). With more towns using the CO services, FY19 charge goes down. We did recommend a service level report be provided that includes number of incidents CO handled and how many the police handle, types of incidents, hours ,etc....and be broke out by towns participating.

Upcoming AC meetings

BOS, TA, and Dept Heads with AC, Town Hall Annex:

Tuesday, January 16th at 2 PM (canceled) , see evening meeting below at 7PM

Monday, January 22nd at 7:30 PM, a regular Selectboard meeting night

Monday, January 29th at 2 PM

Facilities Committee with AC:

1/16/18 @ 7 PM Town Hall Annex

Handouts and Referenced Documents

- FY18 Reserve Fund request and ATC invoice
- Draft FY19 operating budget and capital requests for Treasurer related functions
- John Shipman memo outlining 7 points of justification criteria for FY19 dept capital requests
- Current town debt schedule FY18 through FY27

- Animal Control Officer FY19 budget and Princeton portion

Minutes recorded by Wayne M. Adams, AC Member