

TOWN OF PRINCETON MA  
Princeton Advisory Committee  
Meeting Minutes  
September 20, 2018

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**AC members in attendance:** Bill Lawton, Mary Jo Wojtusik, Wayne Adams, George Handy, Judy Dino

**AC members absent:** Krista Penning, Jimmy O'Coin

**Advisory Committee (AC) Agenda**

- Approve previous minutes
- Discuss WRSD issues
- Discuss AC involvement in FY20 Budget process and other roles
- Elect new officers
- Review FY19 Budget process to assist new members
- Other business as deemed appropriate
  - \$750 Reserve Fund Transfer
  - Pre-Authorization for TA to process Reserve Fund Transfer <\$500

**Meeting Minutes**

**Meeting Started at 6:00PM**

**Minutes:** Approve 8/6/2018 AC meeting minutes, approved 5-Y, 0-N, 0-A

**WRSD 5-town Budget Guidance Meeting.** Mary Jo and Judy were in attendance. The Princeton TA minutes and Landmark article reflect the key points covered in the meeting. Next step is for town of Holden to draft the summary guidance recommendations and have each town SB and AC/FC review and decide on whether to support. Objective is to provide more guidance upfront from the towns to front-end the WRSD budget process to avoid ATM failed votes and renegotiated budget reduction.

**AC involvement in FY20 Budget Process.** AC involvement in early budget formation could only be of merit if the SB/TA have an agreed to total budget set of goals including the FY20 Tax Levy and Revenue Goals as well as operating expense guidance; if expense guidance is more than level funded, then a percentage to not exceed is to be established. Otherwise, there is diminished value in scrutinizing expenses with no upper expense boundary or working only on the operating budget with no consideration for the budgets to cover special articles, capital planning, and long-term financing. There also needs to be a clarification on the size of the AC group meeting with department heads – TA/SB request states AC (infers a quorum, 4 or more), while ongoing feedback is the group size should be smaller, e.g., 1-2 AC members, so as to not over-whelm the department head and efficiently use limited volunteer resources.

Discuss Other Roles/Projects for AC as requested by SB/TA:

- Town Insurance, review current policies, identify gaps, compare insurance offerings

from several companies. 1-2 members of the AC will assist the TA with the effort. Also may solicit some subject matter expertise from town residents who work in the insurance field. Motioned, seconded, passed: 5-Y, 0-N, 0-A

- Draft a financial policy for the town, based on best practices and policies in use by other MA towns. Goal is to have ready for FY21. 1-2 AC members will take on the project. Motioned, seconded, passed: 5-Y, 0-N, 0-A
- Draft a detailed budget calendar. Goal is to have ready for FY21. 1-2 AC members will take on the project. Motioned, seconded, passed: 5-Y, 0-N, 0-A

#### **AC officer positions - chair, v-chair, and secretary**

Nominated, seconded, and position accepted as follows:

Chair: Wayne Adams , 4-Y, 0-N, 1-A (Wayne abstained)

Vice Chair: Bill Lawton, 4-Y, 0-N, 1-A (Bill abstained)

Secretary: Mary Jo, 4-Y, 0-N, 1-A (Mary Jo abstained)

**Review FY19 Budget Process to assist new members.** Wayne to send around to AC members TA budget workbook and AC member GH budget growth tracking workbook.

**Reserve Fund Transfer of \$750**, for Town Treasurer stipend tied to achieving MA Certification as Municipal Treasurer. Motioned, seconded, passed: 5-Y, 0-N, 0-A

**Further guidance to TA** – include any employee related compensation in department budgets in the future. The expense was expected.

#### **New/Old Business**

##### **-Review suggest TA/SB motion to pre-authorize reserve fund transfers <\$500**

The drafted motion provided by the TA is sound and can meet the desired checkpoints to convene AC meetings for formal AC reserve fund discussion/votes for amounts <\$500. AC amended the proposed TA policy as follows:

- Change one week to seven (7) business days
- To clarify the communication policy and method, which would adhere to OML and a raise a level of AC leader awareness: If an AC member wants to convene a meeting to discuss a transfer, the AC member would reply their request to both the Town Administrator and Town Accountant, as well as copy both the AC Chair and AC Secretary.

Motioned, seconded, passed: 5-Y, 0-N, 0-A

**AC adjourned at 7:50 PM**

#### **Upcoming AC meetings**

- No AC meeting pre-scheduled

#### **Handouts and Referenced Documents**

- Sept 20th Agenda
- Draft proposed motion to pre-authorize TA for reserve fund transfers <\$500

- Reserve Fund Transfer \$750 to account 01-5-145-103
- TA Requests to AC, dated 9/18/2018 – FY20 Budget Process, Other Roles for AC, Reserve Fund Transfer Request
- TA Minutes from WRSD 5-town Budget Guidance Meeting

Minutes recorded by Wayne M. Adams, AC Member