

TOWN OF PRINCETON MA
Princeton Advisory Committee
Meeting Minutes
April 10, 2019

AC members in attendance: Wayne Adams, Judy Dino, Krista Penning, Bill Lawton, Helga Lyons and Mary Jo Wojtusik

Absent: George Handy

Select Board members in attendance: Karen Cruise, Edie Morgan, Richie Bisk

Town Administrator, Nina Nazarian

Advisory Committee (AC) Agenda

6:00-7:00 PM Joint meeting with Select Board (SB)

Discuss operating budget

Discuss capital requests from the capital tracker

Additional agenda item: Reserve Fund Transfer Request/Collins Center Recruiter

Meeting Minutes

Meeting started at 6:00 PM

Discuss Operating Budget

During the joint meeting, the SB, TA, and AC reviewed and discussed budget item increases and agreed not to review the level-funded budget items.

General Government

The request for \$60k for a project manager to assist the TA was reduced to \$40k. The AC suggested engaging a project manager per project rather than FTE/town employee with the cost for project manager included in the project cost, if possible. This would allow projects to move forward prior to hiring a new TA. The decision to hire a full-time project manager would then be the responsibility of the new TA. An additional advantage for engaging a project manager on a per-project basis is that different projects may require different skill sets. The TA mentioned that there is a growing list of tasks that require attention and that a project manager could help to address these items in a more timely manner. The AC asked for a justification for adding the position which could include the list of tasks being formulated by the TA and SB as part of the transition plan to a new TA.

Public Safety

Richie Bisk stated that the original request for improved response time primarily on weekends was from previous members of the SB and AC. Chief Bennett provided revised budget numbers. AC suggests that the TA would raise the request as a warrant article and recommends that statistics be prepared to support the article. There was a brief discussion regarding CPR training for residents, a topic that has

come up before but with no further action.

Public Works

\$25k was added to the Road Construction budget item as a suggestion from the Collins Center. Bill Holder (member Road Advisory Committee, RAC) was in attendance and provided additional details; \$1.8M in road construction projects this year and next year with \$100,000 in reserve at the end of the 2nd year. This additional \$25k would provide more of a reserve. Bids are due on two of the projects (Calamite Hill North, Bridge repair) on April 22nd. There was a suggestion to wait and see where the bids come-in before increasing the budget.

Parks&Rec

Revenue for field rental for Krashes Fields is down, but money (\$5k) is needed to maintain the fields. The AC is suggesting funding one more year of proper Krashes Field upkeep so as to not compromise the rental potential and requests that the department come forward with a plan for the future.

Misc – Wage/Salary Reserve

A TA recommendation to add \$15k wage/salary reserve in the budget to provide the SB some flexibility when hiring. There was discussion about the loss of Public Works employees and a possible need to contract for needed skill sets. Concern was raised by Bill Holder (RAC representative) over lack of a transition plan for the Superintendent position. This reserve might also be useful when hiring a new TA.

Capital Requests

There was only limited time for a high level discussion of some of the capital requests. The AC suggested that the Mack truck replacement be held until a new superintendent is hired.

With the increasing number of building-related issues and requests, the AC recommends that a Building Advisory Committee be formed using the Road Advisory Committee as a model.

Joint meeting with SB ended at 7:10 pm

Reserve Fund Transfer request

Reserve Fund Transfer request for \$9,400 to hire the Collins Center to assist the SB with recruitment of new TA was submitted to AC. The SB investigated a number of alternatives and determined that the Collins Center, who had been used in the past with success, was the most appropriate for their needs.

Approved: 6-yes, 0-no

Approve of meeting minutes from April 3rd

Deferred to next week.

Meeting adjourned at 7:40 pm.

Minutes recorded by Mary Jo Wojtusik, AC Member