

Members Present: John E. Arnold, Chair, Brigitte Casemyr, Peter Allen, Bill Linnane, Jo Lown, Kevin Cronin, Tara Howard, James Tepper. Absent: Ian Johnson.

At 7:00 p.m. Mr. Arnold called the meeting to order in the Selectmen's Meeting Room.

### **Call to Order/Open Forum**

There were no requests to address the Committee.

### **Introduction of New Members**

Mr. Arnold welcomed Tara Howard and James Tepper to the Committee. Ms. Howard is a 30-year resident of Westborough and looks forward to giving back to the community. Mr. Tepper has lived in Westborough for 35 years.

### **Approval of Minutes**

Ms. Casemyr moved to accept the minutes of July 12, 2010 (Meeting No. 1). The vote to approve the minutes is 5 in favor, 3 abstentions (Linnane, Howard, Tepper), with 8 being present.

### **AFC Survey Project**

Ms. Casemyr gave an update on the survey project. She stressed that the survey would not be a performance evaluation, and would not guarantee implementation of residents' responses. The Town has confirmed the availability of an on-line survey tool which will be used to collect and record the data. Ms. Casemyr would like to be able to announce the survey at the fall Town Meeting and to include a notice in the FY2011 AFC booklet, with an email address where responses can be directed. She recommends a 30-day deadline in order to have results in hand by the time the Committee begins deliberations in January. The survey will ask residents to rank town services based on their needs (questions 2-5), and will include a specific question about the budget (question 6), followed by more qualitative questions (7-10) and demographic questions (11-14). The final question would be free text.

Ms. Casemyr asked the Committee to take a look at the survey and respond with any comments, with a view to finalizing it at the next meeting. Mr. Allen voiced his hesitation in attempting a survey which would result in no clear action. Mr. Tepper noted that some report of the results should be made to Town residents once the survey is complete. Mr. Arnold added that due to the qualitative nature of the survey, Committee members would simply have to use their best judgment in considering the survey results as they make their budget decisions. Ms. Casemyr is to check whether any other surveys are planned by other Town departments.

### **AFC Goals, Objectives, and Processes for FY2011**

Mr. Arnold agreed to draft a set of questions to help departments prepare prior to their coming before the Committee. Ms. Lown noted her concern that these advance questions not imply any limits on additional questions Committee members might want to ask. Mr. Arnold confirmed that the questions were meant to help representatives from each department prepare for their presentations before the Committee and were by no means meant to be the only questions asked by the Committee.

### **AFC Liaison Assignments for FY2011**

Mr. Arnold explained that in order to streamline the presentation process each Committee member acts as liaison to various Town departments. Committee members are to email Mr. Arnold noting their interest

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in specific departments. Ms. Casemyr expressed her interest in continuing to liaise with MIS/GIS, as well as the School Department. Ms. Howard noted that many names have changed on the department list and Mr. Arnold is to update. Mr. Arnold also noted that the role of the liaison is not to advocate for their assigned department but merely to act as a conduit for better communication. Ms. Lown agreed to take on Police/Fire/Ambulance as well as Public Safety/Municipal Planning. Mr. Arnold will in turn take on those departments traditionally assigned to the Committee Chair. Ms. Howard expressed interest in joining Ms. Casemyr as School Department liaison. Mr. Linnane volunteered to take on Building & Grounds, DPW, Sewer, and Snow & Ice. Ms. Casemyr would like to stay on Wastewater for continuity. Mr. Arnold agreed to send members an updated list for clarity, and noted that these assignments would be finalized by the next meeting. Mr. Allen is interested in being the Planning Board liaison.

**Preparation for Fall Special Town Meeting**

Mr. Arnold outlined the meeting schedule leading up to STM which is Tuesday, October 12<sup>th</sup> (also Wednesday, October 13<sup>th</sup>, if necessary). The Committee will not meet the week of October 4<sup>th</sup>. Mr. Arnold would like to have the AFC booklet finished by September 27<sup>th</sup> or 30<sup>th</sup>. Leaving Labor Day week empty, meetings could be scheduled for September 13<sup>th</sup>, 16<sup>th</sup>, 20<sup>th</sup>, 23<sup>rd</sup>, 27<sup>th</sup> and 30<sup>th</sup>. Not all of those may be needed but should be penciled in. The draft warrant should be out by September 6<sup>th</sup> and approved by the Board of Selectmen when they meet on September 14<sup>th</sup>.

Mr. Allen noted that September 16<sup>th</sup> is the date for a public hearing on the Stretch Energy Code which some Committee members may wish to attend. Ms. Casemyr will clarify with Mr. Malloy whether it would be appropriate for a liaison to attend the Energy Code meeting. Ms. Casemyr also agreed to coordinate the printing of the AFC booklet. Ms. Lown agreed to be liaison to the Cultural Council and noted that their primary event, "Arts in Common," is coming up in October. Due to the conflict with the hearing on the Stretch Energy Code on Sept. 16, Mr. Arnold noted that he would not schedule a meeting of the Committee on the 16<sup>th</sup>.

**Chair and Committee Liaison Reports**

Mr. Arnold shared the news that Maryanne Bilodeau had moved on to a new position in Sudbury, and extended his best wishes to her, thanking her for serving Westborough with dedication. Ms. Bilodeau sent her thanks to the Committee for their support over the years, and wrote, "I'll see you at Town Meeting."

Mr. Arnold informed the Committee that the Selectmen had authorized the Police Chief to accept the donation of a vehicle, but that this would not increase the size of the fleet.

Articles for Town meeting should be sent to Mr. Malloy by September 7<sup>th</sup>. Ms. Lown mentioned the Stabilization Fund as a possible article for the AFC to put forward.

Mr. Arnold announced an Association of Town Finance committee meeting scheduled for Saturday, October 23<sup>rd</sup>.

Ms. Casemyr reminded new Committee members to copy any Committee-wide emails to Julie Sams, the administrative assistant, at the email address [afcadmin@town.westborough.ma.us](mailto:afcadmin@town.westborough.ma.us) so that all correspondence is archived and part of the public record. She also will have a town email address created for the new members.

Mr. Cronin expressed interest in continuing on the Capital Expense Planning Committee, for continuity. He also noted that Arts in Common is scheduled for October 2<sup>nd</sup> (according to the flyer on the door!).

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Mr. Linnane reported that the Treatment Plant project is 59% complete in terms of funding, and 43% in terms of time, and that all is going well.

**Comments and Concerns of Committee Members.**

Ms. Howard called the Committee's attention to the Town website which needs to be updated with the names of the new AFC members, and the correct date for Town Meeting.

Ms. Casemyr explained the liaison transition process and encouraged old members to write up any helpful information for the new members.

Ms. Lown suggested pulling together a liaison member book with liaison lists and all essential information which could be maintained and passed on from member to member, to better inform newer members. This would also include a new members' handbook, including all past handouts and information shared previously by the Committee. She agreed to take on this project and welcomes any assistance.

Mr. Linnane felt that liaisons should continue to keep in touch with departments at all times, not just during the budget process.

Ms. Lown intends to carry forward the work that needs to be done on the Advisory Finance Committee workbooks (e.g., Recap Sheet) for Town Meeting.

**Adjournment**

Ms. Casemyr moved to adjourn the meeting at 8:05 p.m.

**Document List**

AFC Liaison Requests 2011, Excel document, August 30, 2010.

Advisory Finance Committee Town of Westborough Resident Survey Proposal, Revised August 2010, prepared by Brigitte Casemyr.