

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

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.

Approval of Minutes – Meeting No. 2, August 30, 2010

Ms. Lown requested an amendment to the last paragraph of "Comments and Concerns," to read "Ms. Lown intends to carry forward the work that needs to be done on the AFC workbooks (e.g., Recap Sheet for Town Meeting," and deleting the rest of the sentence. Mr. Allen suggested that the third-to-last paragraph of page 2 read, "Committee-wide emails." Ms. Casemyr moved the minutes be accepted as amended. The vote to approve the minutes is 8 in favor, with 8 being present.

AFC Liaison Assignments

Mr. Arnold reviewed the departments still needing a Committee liaison. Mr. Cronin agreed to take on Elections & Registration, which is part of the Town Clerk's responsibilities, as well as Building Dept., Health Dept, Landfill, and Legal. Mr. Arnold volunteered to take on the small Town Manager departments: Animal Control, Central Purchasing, Weights and Measures, and Communications. Mr. Tepper will take Council on Aging. Ms. Howard was put down for Youth & Family Services and Historical Commission. Mr. Allen volunteered for Library and Recreation. Ms. Lown will do Trustees Soldiers Memorials.

Mr. Arnold will make sure the liaison assignments are well balanced among Committee members and send a draft for Committee approval before issuing the final list. "Municipal Planning" on this list should read "Municipal Building." Mr. Linnane is interested in the Capital Expenditure Planning Committee. This is an appointment voted by the Committee members and will be voted on at the next meeting.

AFC Survey Project

Ms. Casemyr distributed the "Candidate Final Survey" which incorporates the Committee's comments from the last meeting. The deadline for the survey will be the Friday before Thanksgiving. The first nine questions ask residents to rank services. Question #5 has three scenarios, one of which is open-ended in order to obtain additional input from residents. The last four questions attempt to gauge residents' opinions of the Town's efforts to control the cost of municipal government. Mr. Johnson noted that questions #5 and #9 were similar. Ms. Casemyr felt it would be interesting to compare the answers to the two questions, which though similar are worded differently. There was some discussion as to whether residents would know which "region" they lived in. Ms. Lown suggested using precincts instead—a zoning map could be included, or a link to help the resident identify their precinct. As to whether questions should be mandatory, Ms. Casemyr was concerned that if responders can't skip a question, they may just exit without submitting.

Ms. Lown noted that the Committee should find out how the community feels it could do its job better, and what kind of input it would like to have from FinCom. How could the AFC better serve Town residents when reporting to them? This could be added as question #14. Mr. Arnold suggested that in ranking #1 should be most important, with #10 least important, consistently in all the questions. He also

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noted that, if possible, each survey should have the list of services randomized so the order of services does not affect the results; if not random, then alphabetical.

Ms. Casemyr is to be the contact person for any survey enquiries. Postcards will be printed for minimal cost, to be distributed at Harvey's Transfer and Recycling Station (pending funding). Mr. Linnane suggested posting information about the survey at the library and various bulletin boards at Town Hall and other public buildings, urging residents to respond to the survey. A notice will also go into the STM booklet. Ms. Casemyr will make final edits and bring the survey to the next meeting for finalizing.

Preparation for Fall Special Town Meeting

Discuss draft warrant (if available) upcoming meetings, and other STM activities

Mr. Arnold briefly reviewed the warrant to determine if it required 2 or 3 meetings. Town Treasurer/Collector, Police, Library and Town Water should be brief, while the DPW presentation will probably require more discussion. John Walden and Carl Balduf will be invited together to present the DPW articles. The Personnel Board bylaw change is an amended version of what was presented in the spring. The consensus of the Committee was that two meetings of the Committee should be sufficient to cover all the warrant articles.

Mr. Johnson may be late to Monday's meeting. Mr. Tepper will be out of the country on September 23rd.

Discuss draft of warrant article budget 'pre-questions' document

Mr. Arnold was not able to draft the 'pre-questions' to his satisfaction in time for this Town Meeting. He will present drafts for consideration by the Committee in time for the Annual Town Meeting. He noted that if the Town votes to move Town Meeting to March, this reduces the amount of time the AFC has to consider budgets. Ms. Lown also noted that good numbers were not available as early as March. Ms. Lown is to help with the recap sheets.

Chair and Committee Liaison Reports

Mr. Arnold received clarification from Greg Franks that a list of documents was sufficient for the minutes—the documents themselves need not be attached.

The dues for the Association of Town Finance Committees (ATFC) have been paid and Mr. Arnold requested that Committee members let him know their interest in attending the Annual meeting by the end of September. The Annual Meeting of the ATFC will be Saturday, October 23, 9 a.m. to 3:30 p.m., at the Tri-County Regional Vocational High School. This meeting was recommended to the new members as being very useful.

Mr. Arnold noted that the FinCom webpage has been updated.

New nameplates will be ordered for the new members.

Comments and Concerns of Committee Members.

Mr. Linnane will not be able to attend the Treatment Plant meeting on Wednesday, but Ms. Casemyr will do so.

Ms. Lown announced the 2nd Arts in Common on October 2nd, rain or shine, on the Bay State Common's Bay State Green.

| Mr. Johnson reminded Town residents to vote tomorrow; polls open at 7:00 a.m.

Adjournment

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Ms. Casemyr moved to adjourn the meeting at 8:25 p.m.

Document List

Candidate Final Survey, prepared by Brigitte Casemyr.

AFC Liaison and Committee Assignment Requests, Excel document, dated 9/13/2010.

Fall Warrant dated 9/10/2010.

Association of Town Finance Committees Agenda.