

Members Present: Chairman Ian Johnson, J. J. Malone, Polly Howard, Jo Lown, Ronn Moody, Carolyn Spring (arrived at 7:18 p.m.), Cliff Watts

Members Absent: John Arnold, Judy Lucas.

At 7:03 p.m. Chairman Johnson called the meeting to order in the Selectmen's Meeting Room.

### **Open Forum**

There were no requests to address the Committee.

Mr. Johnson welcomed Pamela Dunkle to the Committee as Administrative Assistant.

### **Discussion and vote on FY06 Transfer Requests**

- Chief Nick Perron request to move \$2,000 from Fire Dept. expenses to Fire Dept. wages. Fire Dept. has approximately \$49,000 to pay wages for the remaining 1 week and 2 days of the fiscal year. Fire Dept. has approximately \$25,000 in unspent expense monies and would like to move \$2,000 to wages to cover any unforeseen wage expenses for the remainder of the fiscal year. Unspent funds will be returned at the end of the fiscal year. Mr. Malone noted this is not an increase in the overall budget for the department, but is a shift within the budget. Mr. Malone moved to approve transfer of \$2,000 from expenses to wages. The vote to approve the transfer was unanimous (6 present and in favor).
- Mr. Johnson has received four requests for transfers from the reserve fund:
  1. DPW Snow Budget – Expenses, request to move \$75,915.87 from Reserve Fund to bring the account to a zero balance. Funds are to pay for contractual services and sanding/salt materials. Mr. Moody moved to transfer the funds. The vote to approve the transfer was unanimous (6 present and in favor).
  2. Street Light account, request to move \$3,000.00 from Reserve Fund to close out FY06. Mr. Moody so moved. The vote to approve the transfer was unanimous (6 present and in favor).
  3. Communication Expense, request to move \$1,020.00 from Reserve Fund for payment of telephone bill. Mr. Moody moved to transfer the funds. The vote to approve the transfer was unanimous (6 present and in favor).
  4. Legal Services, request to move \$8,000.00 from Reserve Funds to pay bills for services used in the Cable Negotiations (Verizon franchise.) Henry Danis explained that the Board of Selectman had authorized the Cable Committee to hire legal services to aid negotiations with Verizon. The bill came to Mr. Danis's office late, so was not included in his previous estimate of expenses. Negotiations are ongoing. Interviews for Town Counsel position will be held in August, with a possible recommendation made to the Board of Selectman in September. During the interim, Mr. Danis has issued a memorandum to all Department heads, Boards, and Committees requesting they obtain clearance from his office prior to using outside legal counsel. Mr. Moody moved to transfer \$8,000.00 to Legal Services. The vote to approve the transfer was unanimous (7 present and in favor).
- The Library was concerned about a possible shortfall, but has not requested a transfer.

### **Committee Liaison Assignments**

There are four town committees without liaisons from the Advisory Finance Committee. Mr. Johnson recommends having a liaison to each committee that has a budget. After discussion, the four committees were added to the list. Committee members were asked to review the assignments and email their preferences to Mr. Johnson. The assignments will be discussed at the next meeting and committees will

be notified of the liaison by the end of July. The Advisory Finance Committee sees a need to create more communication with departments to learn about each department and to assist with the budget process.

#### **Future meeting dates**

Meetings were set for July 10, September 11, October 2, November 6, December 4, and January 8. The committee noted that October 2 is Yom Kippur, but since October 9 is Columbus Day and town offices are closed decision was made to meet on October 2. Committee also noted that if there is a Special Town Meeting called for the fall another meeting might be needed in preparation.

#### **Approval of minutes – Meeting No. 32, June 12, 2006**

Mr. Watts moved approval of the minutes of Meeting No. 32, June 12, 2006. The vote to approve the minutes was unanimous (7 present and in favor). Mr. Malone will send out the final minutes.

#### **Comments and concerns of Committee members**

Ms. Howard requested information about the recent school committee appointment. Ms. Spring met with Dr. Towle, and stated that the appointment was made to better use this employee's talents for the final year of her contract, and that the salary will be paid partly from anticipated grant monies.

Mr. Watts has had discussions with several department heads that would like guidance on what information the AFC would find useful. Committee members are asked to think about this and prepare recommendations.

Ms. Spring would like clarification on the committee liaison list – what assignments are available? Mr. Malone explained that while relationship building should be acknowledged and considered in making assignments, some shuffling is good for the committee and the departments.

Mr. Johnson congratulated Cliff and Lynn Watts on 50 years of marriage.

Mr. Malone is happy to see the process to hire a Town Counsel moving ahead.

Mr. Johnson noted that the AFC will once again return unspent money from its budget to the town.

#### **Adjournment**

At 7:43 p.m. Mr. Watts moved to adjourn the meeting. The vote to adjourn was unanimous (7 present and in favor).