

**MINUTES ADVISORY COMMITTEE
AUGUST 20, 2008**

Meeting called to order at 7:00 PM by Chairman Barbara Wilson with Marc Charpentier, Heather Lemieux, John David Holdcraft and Beverly Lund in attendance. Selectmen Ronald Dackson was present to represent the Selectmen for the purpose of discussing the upcoming budget process.

It was noted that the Town Accountant and the Town Treasurer had notified the Secretary that they would be unable to attend. No response was received from the Assessors.

BUDGET CALENDAR

The Budget Calendar as approved last year was reviewed. Mr. Charpentier moved; Mrs. Lemieux seconded to ask for the warrant articles in November and to finalize the articles for the annual town meeting in January and to notify the Selectmen and the department heads that this is the calendar the Advisory Committee is going with for the upcoming year; so voted..

A zero based budget was discussed and it was the opinion of the group that there was no way to enforce this type of budget

Adjustments will be made by the Secretary and reviewed by the Committee at the next meeting. The Secretary will also work on the cover letter which will be reviewed by the Committee as well.

Mr. Charpentier moved; Mrs. Lemieux seconded to authorize the Secretary to draw up a letter to send to the Selectmen advising them that the Committee has reviewed the budget process and calendar and will be sending out notices to the department heads and further that the Committee will be using the same forms as last year; so voted.

APPROVAL MINUTES JULY 9 AND JULY 15, 2008

Mrs. Lemieux moved; Ms. Lund seconded to approve the minutes of July 15, 2008; so voted. Mr. Charpentier abstained.

Mr. Holdcraft moved; Ms. Lund seconded to approve the minutes of July 9, 2008 as amended; so voted. Mr. Charpentier and Mrs. Lemieux abstained.

BILLS PAYABLE

Mr. Charpentier moved; Mr. Holdcraft seconded to approve a Schedule of Bills Payable in the amount of \$72.05 to reimburse the secretary for postage and supplies purchased; so voted. Ms. Lund abstained.

REPORTS – MARC CHARPENTIER – COSTING MUNICIPAL SERVICES AND FINANCIAL REVIEWS

Mr. Charpentier requested that these reports be postponed until the next meeting.

CHANGE IN MEETING NIGHTS

Due to the absence of three of the members, this discussion will be postponed until the next meeting.

NEXT MEETING

The next meeting dates are September 18, October 8 and November 12, 2008 at 7:00 pm in the Town Hall. Emails will be sent to the members and will be followed up with telephone calls.

MEMO SELECTMEN RE.: WATER DEPARTMENT CLERK'S LETTER

Memo from Selectmen read in which they ask for comments from the Committee regarding a letter from a town employee concerning action allegedly taken at the Committee's June 25, 2008 letter.

Mrs. Lemieux moved; Mr. Charpentier seconded to send a letter to the Selectmen advising them that the Committee does not feel that the committee's action was out of order and only asked questions that were directly related to the request for a transfers. It was also moved to advise them that a motion was made to approve the transfer pending approval of the transfer request by the Water Commissioner so that the payroll would not be delayed. The motion was then voted unanimously.

MEMO SELECTMEN – LETTER PHIL PEIRCE – ACTION ADVISORY COMMITTEE RE.: PERSONNEL BOARD ISSUES

Ms. Lund moved; Mr. Charpentier seconded to acknowledge receipt of the letter; so voted.

ADVISORY COMMITTEE APPOINTMENTS

Appointment slips have been received from the Town Clerk. It was noted that Heather Lemieux was appointed to the Committee by the Selectmen on June 17, 2008. This appointment is not in compliance with the Advisory committee by law and said appointment needs to be made by the Committee. The reason being that the appointment was after the 30-day window which allows for appointments by the Selectmen.

Ms. Lund moved; Mr. Charpentier seconded to appoint Heather Lemieux to the Advisory Committee to the end of the next Annual Town Meeting and to send a letter to the Selectmen so advising; so voted.

CORRESPONDENCE

LETTER KOPELMAN AND PAIGE – WORKSHOPS

Letter summarized and the Committee felt that the workshops suggested were not directly related to the Advisory Committee. If any other workshops are scheduled, the individual members can decide whether or not to attend.

DEPARTMENT OF REVENUE – CHERRY SHEET FIGURES

Copies of the new figures were provided to all members.

MEMO SELECTMEN – AVAILABILITY OF COMPUTER LIBRARY

It was the consensus of the Committee that there was no need for computers for the Committee.

STATE ETHICS COMMISSION

Letter received advising the Committee that they could not give a legal opinion to the Committee as they are prohibited by Mass. General Laws to render an advisory opinion concerning the conflict of interest law except at the request of the affected employee.

CONTINUATION OF MEETING

Ms. Lund moved; Mr. Holdcraft seconded to continue the meeting beyond 9:00 pm; so voted.

CORRESPONDENCE cont.

CERTIFICATION TOWN MEETING/COPIES OF VOTES TAKEN

Copies from the Town Clerk presented to members.

MUNICIPAL AUDIT

Copies of the Management Letter and Discussion and Analysis presented to the members for their review with questions, if any, being discussed at the next meeting.

MEMO BOARD OF HEALTH – TRANSFER STATION FEES/CHANGES

Copies presented to the members for their review and questions, if any, will be discussed at the next meeting.

MEMO SELECTMEN – MILEAGE RATE UPDATE

Memo summarized notifying the members that the IRS has changed the mileage rate from \$.50.5 to \$.58.5 per mile. This new rate must be taken into consideration when figuring budgets for Fiscal Year 2010.

MEMO PARKING ON THE COMMON 7 MALL

Memo requesting suggestion for parking, parking rules for both day-to-day and for special events on the common and mal read. Individuals will respond individually if they so desire.

MEMO PERSONNEL BOARD – WAGE AUTHORIZATIONS

Memo summarized advising that the Personnel Board does not have the authority to grant merit raises but can make recommendations to the Board of Selectmen. Department Heads should submit these increases to the Board of Selectmen for action.

TAX COLLECTOR TAX RECEIPTS – JULY, 2008

Mrs. Lemieux moved; Mr. Charpentier seconded to send a letter to the Tax Collector thanking her for providing the report to the Committee and that the Committee appreciates her keeping the Committee informed; so voted.

EXPENDITURE LEDGER VARIANCE ENDING AUGUST 5, 2008

Copies of the above were distributed to the members.

Ms. Lund moved; Mrs. Lemieux seconded to acknowledge receipt of the above correspondence; so voted.

ADJOURNMENT

Mr. Charpentier moved; Mrs. Lemieux seconded to adjourn the meeting; so voted. Meeting adjourned at 9:20 PM.

Respectfully submitted,

Beverly A. Lund, Secretary

BUDGET CONFIGURATIONS

It was noted that the Police Department Budget when configured includes the rental of the building as well as other expenses and some other budgets do not contain these additional expenses. For example, the Highway Department Budget does not include the payment of the loan for the building, snow and ice, construction funds, Chapter 90, etc. It was the consensus of the Board that these configurations are not clear pictures of what the total cost for the various departments are for a given year. This will be looked at during the upcoming process.

JOINT MEETING SELECTMEN, TREASURER, ACCOUNTANT, ASSESSORS

Due to the number of issues that were discussed this evening, Mr. Burnham moved; Ms. Lund seconded to invite the Selectmen, Treasurer, Accountant and Assessors to the Committee's meeting of August 20; so voted.

At this time the 2010 budget calendar, the budget process, information needed from department heads, etc. can be discussed.

MEETING NIGHTS

Mrs. Wilson had been approached by a former member asking that the Committee look at the meeting nights to determine if a night other than Wednesday could be established. This item will be placed on the agenda for August 20.

ADJOURNMENT

Mr. Burnham moved; Mr. Holdcraft seconded to adjourn the meeting; so voted. Meeting adjourned at 9:10 pm.

Respectfully submitted,

Beverly A Lund
Secretary

Date approved by Advisor Committee: August 20, 2008

Date submitted to Selectmen: September 9, 2008

11/11/11

