



OFFICE OF THE  
Advisory Board  
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**July 2, 2012 Meeting Minutes**

Attending: Ron Mikol, Harold Simmons, Kevin Welch, Dana Metzler  
Absent: Christine Muir, Joe Dean

The meeting opened at 7:00pm.  
In Christine's absence, Dana recorded the meeting minutes.

Special Town Meeting

There was a brief discussion about the special town meeting held on June 26th. Kevin believes the town council bill related to the article and other discussions should come out of the CPA account and not the town legal account. Ron indicated he would discuss this with the Selectmen.

Board Strategic Agenda FY13

Ron suggested the board work on some strategic issues early on this term, before we get into the budget process. These items include the Advisory Board by-laws, a by-law to protect the town from Sky Dive Pepperell rescue incidents that involve special costs beyond what the Town would traditionally provide, and the creation of the Finance Committee (separate from the Advisory Board) as recommended in the Governance report. This would include reviewing and understanding the five steps involved in the budget process. Dana suggested we place the Finance subject on our next agenda for September. Board members should review the Governance report in advance of the meeting and be prepared to discuss the issue.

Ron moved that Harold be appointed vice chair, to act as chair when Ron is absent. Kevin seconded and the board unanimously approved.

Transfers

The board approved a transfer of \$1469.00 from the Council on Aging's in-state travel account to the busing account. Dana made the motion, second by Ron and the board voted yes unanimously. The board also approved a transfer of \$1900.00 from the Reserve Account to supplement the town meeting warrant article to replace the floor at the Police station. Motion was made by Kevin, second by Harold and the board voted yes unanimously.

There were two other transfer requests that were put on hold. Fire Chief Wage request was held till next week as there were only two members of the committee available to vote on the request. The second request was for Council on Aging wages due to a grant not being received. Dana will follow up with COA and report back next week when the request will be discussed again.

Invoice for Legal Fees

Member Kevin Welch provided a copy of an invoice for legal services for other town boards. The invoice should show the separate costs incurred by each department so the costs can be allocated to those boards' budgets, rather than one lump sum that is charged to the Town's General Legal budget line item. Ron will review this with Bomar and Larkin and report back to FinCom.

Prior Meeting Minutes

The following minutes were reviewed and unanimously approved by motions made by Dana and seconded by Harold: minutes of June 12th, June 4th, April 30th and April 23rd. Kevin abstained from voting on the April minutes, as he was not on the board at that time.

Dana made a motion to continue the meeting to 7:00pm Monday July 9<sup>th</sup>; the board voted approval unanimously. The meeting adjourned at 8:00pm.

R. Mitchell

Joseph P. Dana

Kevin Well

Harold K. Lewis

Dana