



**OFFICE OF THE
Advisory Board
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November 14, 2018

Present: Adria Fischer, Eric McKenzie, Kieran Meehan, Bob Nelson, Harold Simmons, Leo Tometich
Also attending: Fire Chief Brian Rich

Meeting called to order at 6:04 p.m.

Town Administrator

Discussion around the plan to hire a part time (20 hours/week) Town Administrator.

1. To help provide support for day-to-day town operations when the part time TA is not available, Jake V. will assume some additional responsibility and tasks.
2. Some discussion and questions about what tasks Jake is currently doing that may fall through the cracks or not get completed?
3. Jake has been doing most of these additional tasks since the last TA left, so no significant job function change. Now Jake's job description will be updated and job title changed to Assistant Town Administrator.
4. We anticipate that a three-year contract will be negotiated with the new part time TA.
5. 20 hours per week qualifies the TA for benefits. No budget impact this year since benefits were budgeted for the previous TA.
6. Town Manager versus Town Administrator discussion and whether this part time TA and Assistant TA is viable or just a temporary solution?
7. Why was \$60K selected for the part time TA maximum salary?
8. Further TA discussion was postponed until the AB joins the BOS meeting later this evening where we hope to get clarification on some of the above questions.

Monetary Transfer

Monetary transfer of \$782.14 to cover the interest on a temporary loan used to purchase conservation land until reimbursement is received from grants, state aid, etc.

Water Department Budget

This will probably need more discussion at a future meeting, but Lorraine indicated that the current FY19 water department rate increase revenue will fall short of the water department expenses.

1. A water rate increase was approved at the annual town meeting, but not implemented in a way to cover the water department expenses.
2. An immediate water department rate increase for spring 2019 bills will help mitigate this shortfall.
3. Without some additional funding, the water department may also need to use significant portions of their reserve funds to cover this FY19 shortfall.

At approximately 6:50 p.m. the AB joined the BOS meeting.

Please reference the BOS meeting minutes along with the following notes.

FY20 Budget Process

Initial FY20 budget process recommendation presentation by Mark Haddad.

1. Multiple departmental worksheets linked to the overall town budget worksheet in a single document.
2. Given the AB desire to have a preliminary budget around January 1st, Mark will send out departmental budget requests in the next few days. These will be returned by the middle of December so the departmental budgets can be used for an initial FY20 town budget.
3. Mark hopes to be able to complete this initial Dunstable FY20 budget depending upon whether the Groton BOS allows him to assist Dunstable through Dec. 31st, 2018.

4. If the Groton BOS does not allow Mark to work in Dunstable through the end of December, he will help as much as he can, but it is important to move forward with the part time TA so they can assist with the FY20 budget.

Part Time Town Administrator

Discussion around the plan to hire a part time (20 hours/week) Town Administrator.

1. \$60K was selected to attract quality candidates.
2. As noted above, Jake has been doing most of the additional tasks he would have as Assistant TA, so we do not expect any workload problems.
3. Mark and the BOS think this part time Town Administrator with a full time Assistant Town Administrator model or organizational structure is a good option for the next 3-5 years.
4. The TA will receive annual reviews and we can re-evaluate the organizational structure in 3-5 years.
5. There are adequate funds in the current FY19 budget for this proposed TA and ATA organization, but the initial TA contract must be approved by Town Meeting to provide ongoing funding.
6. More part time TA interviews are scheduled for next Tuesday and future dates as needed.

Miscellaneous

Given the water department FY19 shortfall, it might be better to transfer some monies from Town free cash to the water department rather than deplete the water department reserve funds.

Motion to adjourn at 7:50 p.m. - Adria, - 2nd Kieran. Vote: Unanimous

Meeting adjourned at 7:50 p.m.