



**OFFICE OF THE  
Advisory Board  
TOWN HALL  
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**April 22, 2019**

Present: Adria Fischer, Kieran Meehan, Bob Nelson, Harold Simmons, Leo Tometich  
Also attending: Town Administrator Brian Palaia, Town Accountant Lorraine Leonard, Public

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

**Public Hearing to Review Annual Town Meeting Warrant Articles**

The AB position on the ATM warrant articles are listed below. Please refer to the ATM warrant and supporting documents for additional information.

**Article 1** - No vote needed

**Article 2** - Transfer \$36,000 from Free-cash to the Water Enterprise Fund

Motion to recommend as stated in ATM warrant - Harold, 2<sup>nd</sup> - Kieran.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 3** - Appropriate Free-cash for Payment of Unpaid FY18 Bills

1. This article requires passage by 80% or a 4/5ths vote.

Motion to recommend as stated in ATM warrant - Adria, 2<sup>nd</sup> - Leo.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 4** - Salaries of Elected Officials

1. As previously noted, most Massachusetts towns do not pay publicly elected local town officials.

2. AB supports eliminating the salaries for Selectmen and Assessors.

3. This warrant article also includes the Town Clerk salary.

Motion to recommend eliminating the Assessors and Selectmen salaries, and approving the Town Clerk salary - Kieran, 2<sup>nd</sup> - Adria.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 5** - Town of Dunstable FY20 Operating Budget (July 1, 2019 through June 30, 2020)

1. Brian stepped through and described the FY20 budget revenue and expenditures.

2. Virtually every department budget has been reduced from requested amount.

3. Most expenditure increases are from personnel salary increases.

4. Approximately \$179,000 of free-cash is being used to balance the FY20 budget.

5. These factors highlight the need for additional revenue, and will likely result in an override request for FY21.

6. Highway department

6.1. Asked for salary clarification follow up at a later date.

6.2. Asked to itemize their clothing allowance on a separate line item of the highway department expenditures.

6.3. \$300,000 paving request reduction rationale discussion.

6.4. Review the snow budget section.

7. A street light review is underway to report current status and future options.

8. Transfer station labeled section is really the curbside recycling and trash pickup.

8.1. Separate warrant article to separate the curbside refuse pick up finances into a revolving fund.

9. The county retirement assessment is re-evaluated every three years, and resulted in the large FY20 increase for Dunstable. So, hopefully the rate of increase will not be as high for the next couple of years.
- 9.1. The Middlesex County Retirement System assessment is also partially based on the town payroll.
- Motion to recommend the FY20 budget with corrections - Kieran, 2<sup>nd</sup> - Adria.
- VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 6** - Transfer (approximately \$179K) Funds from Free-cash (carry over surplus revenue from previous years) to the FY20 Budget

Motion to recommend as stated in ATM warrant - Kieran, 2<sup>nd</sup> - Adria.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 7** - Amend the Revolving Fund Bylaw to Add New Funds

1. Move the Transfer Station (Curbside Trash Pickup) from the operating budget to a revolving fund so its revenue and expenditures can be more easily tracked separately.
2. Moving from the operating budget to a revolving account is often the first step to becoming an enterprise fund.

Motion to recommend as stated in ATM warrant - Adria, 2<sup>nd</sup> - Kieran.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 8** - Set the Revolving Funds Annual Expenditure Limit

1. Approval Not Required Plans revolving fund is used by the Planning Board for small subdivisions (less than five homes).
2. The Transfer Station (Curbside Trash Pickup) amount may change.

Motion to recommend with possible changes to the Transfer Station Revolving Fund - Leo, 2<sup>nd</sup> - Adria.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 9** - Fund Borrowing to Replace a Highway Department Backhoe

1. This article will allow Dunstable to borrow money to purchase a replacement backhoe for the highway department. Expected to cost approximately \$3,000 in short term interest.
2. Backhoe cost is approximately \$110,000. Trade-in value of existing backhoe is approximately \$15,000. So the cost of replacing the backhoe is approximately \$95,000.
3. Since there is only \$52,000 is available in the FY20 budget for replacing the highway department backhoe, this article allows short term borrowing so the highway department can purchase a backhoe now, with the expectation that the remaining balance will be funded in the FY21 budget.
4. This article requires passage by a two-thirds ATM vote.

Motion to recommend as stated in ATM warrant - Adria, 2<sup>nd</sup> - Kieran.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 10** - Free-cash Use for Police Station Roof and Siding Repair

1. Approximately \$16,000.
- Motion to recommend as stated in ATM warrant - Adria, 2<sup>nd</sup> - Leo.
- VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 11** - Free-cash Use for Roadway Repair and Paving

1. Approximately \$48,000.
- Motion to recommend as stated in ATM warrant - Adria, 2<sup>nd</sup> - Leo.
- VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 12** - Free-cash Use for School Department Capital Assessment

1. Approximately \$119,000.
- Motion to recommend as stated in ATM warrant - Adria, 2<sup>nd</sup> - Kieran.
- VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 13** - Community Preservation Committee (CPC) Recommendations

Motion to recommend as stated in ATM warrant - Kieran, 2<sup>nd</sup> - Adria.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 14** - CPC - Restoration & Renovation of High School Track

1. Approximately \$25,000 CPC.
  2. Approximately \$12,000 from Dunstable.
- Motion to recommend as stated in ATM warrant - Kieran, 2<sup>nd</sup> - Adria.  
VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 15** - CPC - Conversion to a Softball Field at Larter Field

1. Approximately \$17,000.
- Motion to recommend as stated in ATM warrant - Adria, 2<sup>nd</sup> - Leo.  
VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 16** - CPC - Town Hall Roof and Exterior Restoration

1. Approximately \$9,500 for roof.
  2. Approximately \$27,900 for wood repairs.
- Motion to recommend as stated in ATM warrant - Kieran, 2<sup>nd</sup> - Adria.  
VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 17** - CPC - Dunstable Center National Register District Signs

1. Three signs to be placed along Pleasant Street and Main Street as vehicles enter the Center District.
- Motion to recommend as stated in ATM warrant - Kieran, 2<sup>nd</sup> - Adria.  
VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 18** - Free-cash Transfer to Unemployment Reserve Fund

1. \$12,000.
  2. Most previous budgets have not funded the unemployment reserve fund.
  3. The required unemployment expenditures of the last couple of years have required transfers from other accounts.
  4. Prudent budgeting would keep minimal funds in the unemployment reserve fund so an unemployment claim can be absorbed in the budget without decreasing the funding in other areas of the budget.
- Motion to recommend as stated in ATM warrant - Adria, 2<sup>nd</sup> - Leo.  
VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 19** - Water System Improvement Project

1. This article will authorize the Town of Dunstable to borrow approximately \$2.5 million for the town water system upgrades.
  2. Current plan is to have a memorandum of understanding (MOU) between the Town and the Water Department that the water rate payers will absorb 75% of the debt service, while the Town pays 25%.
  3. Total debt service is expected to be approximately \$160,000/year for 20 years, but the terms will not be finalized until after the project is completed.
  4. This article requires passage by a two-thirds town meeting vote.
- Motion to recommend as stated in ATM warrant - Kieran, 2<sup>nd</sup> - Adria.  
VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 20** - Chapter 90 Funds

1. This article will authorize the Town of Dunstable to accept Chapter 90 funds from the state of Massachusetts into the highway department. Anticipated to be approximately \$190,000 for FY20.
  2. The expectation is that the highway department will use this money for roadway repair and paving.
- Motion to recommend as stated in ATM warrant - Adria, 2<sup>nd</sup> - Kieran.  
VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 21** - Administration of Parkhurst Free Lecture Fund

- Motion to recommend as stated in ATM warrant - Kieran, 2<sup>nd</sup> - Adria.  
VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 22** - Conveyance of Town Common Land to the Evangelical Church of Dunstable

1. This would also require approval from the state legislature.
- Motion for the Advisory Board to take no position on this article - Harold, 2<sup>nd</sup> - Adria.  
VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 23** - No vote, lack of second on motion to support.

**Article 24** - Adult Entertainment Zoning Bylaw

1. One motivation for this Bylaw is to define the requirements for adult entertainment facilities, rather than possibly having to try to regulate one after it is proposed.

Motion to recommend as stated in ATM warrant - Kieran, 2<sup>nd</sup> - Harold.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 25** - Memorials and Monuments General Bylaw

Motion for the Advisory Board to take no position on this article - Harold, 2<sup>nd</sup> - Leo.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 26** - Roadway Intersection Sight Triangle General Bylaw

1. Primarily drafted by the Town Engineer.

2. Grandfathers existing structures, not land or trees.

Motion for the Advisory Board to take no position on this article - Adria, 2<sup>nd</sup> - Leo.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 27** - Amending the Dog Control General Bylaw

1. It seems that a dog is considered a puppy until it is three months old.

Motion to recommend as stated in ATM warrant - Adria, 2<sup>nd</sup> - Leo.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 28** - Town Seal General Bylaw

1. The Town Seal instrument is the imprinted Town Seal.

2. Who could utilize the Town Seal if the Town Clerk is not available?

Motion to recommend as stated in ATM warrant - Kieran, 2<sup>nd</sup> - Adria.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 29** - Amending the Wetlands General Bylaw

Motion for the Advisory Board to take no position on this article - Adria, 2<sup>nd</sup> - Kieran.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Article 30** - Amending the Council on Aging General Bylaw

Motion for the Advisory Board to take no position on this article - Adria, 2<sup>nd</sup> - Leo.

VOTE: FOR: Adria, Harold, Kieran, Leo      OPPOSE:      ABSTAIN: Bob

**Article 31** - CPC - Infrastructure Engineering/Development Funds for MUD Housing

Motion to recommend as stated in ATM warrant - Adria, 2<sup>nd</sup> - Kieran.

VOTE: FOR: Adria, Harold, Kieran, Leo      OPPOSE:      ABSTAIN: Bob

**Article 32** - CPC - Dugout Roof Replacement

Motion to recommend as stated in ATM warrant - Adria, 2<sup>nd</sup> - Leo.

VOTE: FOR: Adria, Bob, Harold, Kieran, Leo      OPPOSE:      ABSTAIN:

**Miscellaneous Topics**

1. The police officer arbitration is complete with re-instatement of the officer to the Dunstable police department.

2. Current discussions indicate that Fire Chief Brian Rich may be able to return to work in mid-May 2019.

Motion to adjourn at 8:30 p.m. - Kieran, - 2<sup>nd</sup> Harold. Vote: Unanimous to adjourn

Meeting adjourned at 8:30 p.m.