



OFFICE OF THE
Advisory Board
TOWN HALL
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July 8, 2020

Present: Marie Gamache, Jake Lewon, Harold Simmons, Leo Tometich; Town Administrator Brian Palaia; Fire Chief Shawn Murray

This virtual meeting was called to order at 6:00 p.m. via Zoom Meeting ID: 698 381 3097.

Advisory Board Vacancy Candidate Recommendations to Select Board

After the annual town election, the Advisory Board has two positions available. Individual board members voiced the reasons for their top choices, with reasonable consensus among the board members.

Motion to recommend that the Select Board appoint candidates Paul Dalida and Lori DeGrandis to the Advisory Board until the next election.

Motion made - Leo, - 2nd Marie. Vote: Unanimous to recommend appointment

Advisory Board member appointments between elections require an affirmative vote by the Advisory Board and Select Board, so the Advisory Board plans to join the July 15th Select Board meeting to appoint new members.

FY2021 Budget Town Administrator Update and Discussion

Brian provided a summary of the proposed Dunstable FY21 budget changes from the previous balanced budget version, followed by discussion with some highlights outlined here.

1. The GDRSD \$75,000 Dunstable assessment reduction was implemented via a \$25,000 operating budget reduction and a \$50,000 reduction in capital spending, so these are reflected differently than in the earlier spreadsheet.
2. A Public Works/Tree Warden salary increase due to a possible step change that is under review.
3. Corrected two lines that were switched in the Fire Department FY20 budget.
4. Reduced State Aid by 20% in anticipation of reduced state revenue from COVID-19, for a reduction of \$66,000 under revenue on the overview page.
5. The PILOT schedule on two solar projects in town is not finalized, but increased New Growth by \$70,000 to account for partial years' revenue expected in the last two quarters of FY21.
6. Free cash for the operating budget increased to \$252,320.

FY 2020 Year End Transfer

Some fund transfers are common near the end of the fiscal year to move funds from accounts with an unspent balance into accounts that spent more than expected.

1. Brian suggested transferring \$34,295.34 into the Water Enterprise Fund to cover an expected FY20 Water Enterprise Fund deficit. \$20,000 from Fincom Reserve and \$14,295.34 from Veterans Benefits.

Motion to approve the transfer of \$20,000 from Fincom Reserve and \$14,295.34 from Veterans Benefits into the Water Enterprise Fund as recommended by the Town Administrator.

Motion made - Marie, - 2nd Leo. Vote: Unanimous to approve

Annual Town Meeting Planning Update

1. The Advisory Board public hearing for the ATM warrant review is scheduled for 6 p.m. on Wednesday July 15th, 2020. Brian will present each warrant article and provide a brief summary as needed.
2. The Advisory Board should vote to recommend, not recommend or take no action on each ATM warrant article.

3. The FY2021 budget will be shown with salaries and operating expenses summarized into two line items for each municipal department.
4. The warrant article to replace the Police Department IT server will probably be tabled, or take no action, since Brian hopes to secure some CARES Act funding to replace the Police Department server.

Miscellaneous Topics

Marie will have the lead on posting Advisory Board agendas with approval from Harold.

Motion to accept the Advisory Board meeting minutes from July 1st with corrections, plus June 24th and June 10th.

Motion made - Jake, - 2nd Marie. Vote: Unanimous to accept

Motion to adjourn - Leo, - 2nd Harold. Vote: Unanimous to adjourn

Meeting adjourned at 6:40 p.m.