

ADVISORY BOARD  
MEETING

11-28-05 (approved 12-12-05)

Members present: Michael Crowley, Carol Fitzgerald, Timm Marini, Kathy Pessolano

Members absent: Doug Boyd

Also in attendance: John D Flynn, Rita Vail, Bill Olmstead, Cynthia Bailey

Minutes of November 14, 2005 meeting need to be amended. They will be reviewed at the next meeting.

A request for Transfer for Legal Advertising was reviewed. Michael Crowley motioned, Carol Fitzgerald seconded, all in favor.

Flu Shots: A letter was received from the state regarding reimbursement from the flu shot clinic. Rita Vail said that they are waiting for a 2<sup>nd</sup> flu shot clinic to be held and then we would know how many shots were given, in order to possibly get some money reimbursed to the town.

The Advisory Board discussed the flow of communication throughout the towns various offices and departments. Carol stated that she would like more clarification as to how the accounts are monitored throughout the year. Kathy stated that the Advisory Board doesn't monitor the accounts, Cliff, the town account is the one who oversees the accounts, he signs the warrants every week and he makes sure that no one over draws their account. Historically, transfer of funds would have to be done at town meeting. But the state legislature passed a regulation that allows the Board of Selectmen, with the approval of the Advisory Committee, to transfer within accounts without having to go to Town Meeting. At one of the past meeting when the Selectmen were present Duane Mosier reminded us that we no longer have that option. So unless the state decides to give towns that authority for another year, what will happen is that every transfer will have to get voted on at a special meeting within the annual town meeting. John D Flynn stated that Cliff puts a monthly printout in the General Ledger book and that Advisory can get a copy of that every month. Carol felt that we should be looking at how the accounts are being spent. Michael stated that when you look at the budget, 90% or more is a fixed cost, mainly Salaries and Insurance, after that there's not much left. John stated that the Police department gives the Selectmen a monthly account of their expenses; the Highway department does the same thing. This lets the Selectmen know if they are tracking along with projections. With just these two departments alone, it's about 70% of the budget being addressed right there. Carol said that she felt we need to see where the revenue is coming in from and John agreed with her. Rita stated that that information is also in the General Ledger. The Board requested that Ann get a copy of the General Ledger account each month.

Budgets: Advisory received preliminary budgets from most of the town departments. This is just a beginning to the budget request process. Kathy said we will decide at our next meeting as to when we will start holding hearings with the other boards regarding budget requests. Timm wanted to know how we are going to handle the departments that were suspended. Kathy said that they had submitted budgets along with the other departments and they would be notified as to when they could come in to talk to the Board. Kathy read a letter that Bill Olmstead had in the "Moving Ahead" publication regarding a budget meeting with Selectmen and Town Department Heads. John Flynn said that the Board of Selectmen are meeting with the School Committee next week to discuss budgets and needs.

Volunteers: John stated that maybe we could get some volunteers to help out in some of the departments, for example, our website could have pages of frequently asked questions for each department so that people wouldn't get so many phone calls, which take them away from other work. The Town report is another thing that people could help out with, or energy committees. Rita asked if the Board felt it would help if letters were sent to the State Representative asking for more funding. Carol said that you need a presence, or a legislative liaison to talk to the representatives. Rita showed the board a letter that she was sending to the state representatives and they felt it was a good letter. Kathy said that maybe we could look into a part time grant writer to research grants for the town in general.

Next meeting schedule for December 12, 2005 at 6:30pm at the Town Hall.

Michael Crowley motioned, Carol Fitzgerald seconded, all in favor.

Meeting ended at 7:38pm

Respectfully submitted,

Ann Murphy