

**Advisory Committee
Meeting #4
September 23, 2009**

Peter Cory, Chair, called the meeting to order at 7:30 p.m. Those present included Judi Donnelly, Virginia Ferko, Jack Haley, Rick Hill, Kathy Macdonald, Barbara McMahon, Maura Murphy, Rich Page, Caren Parker, Derek Redgate, Steve Simons, Steve Sykes, Marc Taylor and Jason Whittet.

Citizens Speak. No one was present.

Minutes. Upon a motion made by Mr. Sykes and seconded by Ms. Donnelly, the minutes of the Committee's meeting on September 16, 2009 were unanimously approved as written.

Planning Board Presentation. The Committee was joined by Planning Board Chair Donald McCauley, Vice Chair Stephanie Wasser, and Planning Director Meghan Jop. Mr. McCauley provided an overview of the Planning Department's staff and functions, including preparation and maintenance of the Comprehensive Plan, updating and administering the Zoning Bylaw including project approvals and Large House Review, and supporting related boards such as the Design Review Board and Historic District Commission.

Mr. McCauley reviewed and discussed the three Articles the Board plans to present to Special Town Meeting. The first proposes to amend Section XVII (B) of the Zoning Bylaw to bring it in compliance with the recent judgment in the Bjorklund case regarding improvements (other than small scale alterations) to nonconforming properties (structures and/or lots). The second concerns amending the Zoning Bylaw to change the definition of retaining walls, and to set limitations and regulations for the construction of retaining walls. It was noted that a similar article was presented at ATM in 2007 and lost by a narrow margin. The third and final Article proposes an amendment to the definition of a trailer or vehicle sign in Section XXIIA of the Bylaw to eliminate some of the ambiguities in the sign bylaws, which do not address "moving signs" (i.e., large billboards or signs on vehicles that are not actively utilized in business or work). Mr. McCauley also briefly reviewed issues the Planning Board plans to address at the Annual Town Meeting.

Advisory Guidelines Draft Letter. Following a short discussion, Committee members reviewed and approved the tone and content of the Advisory Guidelines letter previously circulated to members by the Chair.

Advisory FY11 Budget Guidelines. The Committee discussed various alternatives for the FY11 capital and operating budget guidelines for all Town boards, committees, and departments. There ensued a lengthy discussion, covering topics that included the following: should Advisory adopt more (or less) conservative revenue and spending assumptions than those proposed by the Town's Executive Director and Finance Director?; given the challenging fiscal environment, in setting its operating budget guidelines, to what extent should Advisory give priority to funding items such as contributions to the WCRTS and OPEB; to what extent should Advisory identify funds within its guidelines to cover an anticipated shortfall in the CBR formula for ST&T expenses within the schools

budget?; to what extent should Advisory anticipate drawing on the Town's cash reserves when setting budget guidelines, and to what purposes might such funds be appropriately directed?; should the operating budget for the schools (excluding ST&T expenses) be increased by the same or by a greater amount than the non-school department budgets? Following the discussion, Mr. Hill moved and Ms. Macdonald seconded to approve the following guidelines for FY11 budgets:

School Department (excluding ST&T)	1.00%
School Department (including \$750,000 for ST&T)	2.25%
All Other Town Departments	1.00%
Cash Capital	1.00%

The vote was 7 in favor, 6 opposed, with 1 absenteeion.

Liaison Reports.

School Committee. Ms. McMahon reported that the Superintendent of the WPS and the appointed architect presented to the School Committee a number of issues relating to, and alternative proposals addressing, Middle School enrollments and classroom capacity over the next 5-10 years. She indicated that the architect presented the space study assessment, and briefly reviewed the various options being considered, including the removal of Central Administration from the Middle School, the reconfiguration of this and other space at the school into classrooms, modular classrooms, and the addition of a new wing onto the school. There are still many outstanding issues including the new enrollment projections, where to relocate Central Administration, and the funding sources for any work.

Adjournment. Upon a motion made by Ms. Macdonald and seconded by Ms. Donnelly, the Committee unanimously voted to adjourn at 11 p.m.

Respectfully submitted,

Adeline G. Doherty
Administrative Assistant