

**Advisory Committee
Meeting # 4
September 29, 2010**

Steve Simons called the meeting to order at 7:30 p.m. Those present also included Catherine Johnson, Maura Murphy, Jack Haley, Caren Parker, Virginia Ferko, Rick Hill, Laura Hockett (leaving at 9:05 p.m), Philip Licari, Richard Page, Polly Smith, Derek Redgate, Barbara McMahon, David Murphy, and Jason Whittet.

Citizens Speak

No one spoke.

Minutes

Approval of the minutes of the September 22 meeting was deferred to the meeting of October 6.

Update on Jobs Education Stimulus Grant

Mr. Simons said the anticipated \$528,228 grant under the Federal Education Jobs Program in FY11 will go directly to the Schools.

Schedules

Mr. Simons stated that a Special Town Meeting will be held December 6. Advisory will hold a public hearing on the warrant articles on October 27.

Ms. Parker presented a revised meeting schedule.

Announcements and Reports

Mr. Simons reported that the Library had requested funds from the Selectmen for the immediate repair of a chimney at the Hills Branch building and that money also may be needed to replace the boiler. Mr. Murphy noted that there is a hole in the chimney, and the PBC is worried that the chimney could collapse if the hole is not fixed. In other matters, a working group of former Advisory members is scheduled to meet with Advisory on October 27 to discuss the process used to develop the Town-Wide Financial Plan; CPC may seek an additional \$25,000 for the Clock Tower Project; and the Selectmen are anticipating funding the middle school renovation with free cash.

Mr. Haley reported that he is researching office space guidelines for the Town and will prepare a report for Advisory to consider at a later date.

Discussion of Advisory Guideline Budget Letter

Mr. Simons presented a draft of a Budget Guideline Letter that was discussed. A number of issues were raised, including budget presentations containing all sources and uses of funds, benchmarking, prioritization and adherence to the guidelines. Mr. Simons will make suggested changes to the letter and send them to Ms. Ferko for review and any further edits. The letter will then be sent to members to proofread before it is distributed to boards and departments.

Liaison Reports

Mr. Haley said that the least expensive of three renovation options for the middle school was approved at a joint meeting of the School Building Committee and the SBC. Ms. McMahon

reported that Facilities Director John Moran will give Advisory members a tour of the middle school to show where renovations are to be made prior to the Advisory meeting of October 20th at 6:30 p.m. at the middle school. Mr. Redgate reported that the PBC is working with the architect on the middle school renovations with the aim of completing all renovations by the start of the next school year.

Other reports were given by liaisons to the DPW, the NRC, the St. James Committee, and the Library. Mr. Haley said that the town has established a new committee to investigate improving wireless service and establishing a policy for pole antennas. Ms. Ferko said that the Planning Board is asking for a meeting to discuss three new initiatives: a major re-codification of the zoning bylaw, a tree preservation bylaw, and two proposed historic district designations for single family homes.

Adjournment

A motion to adjourn the meeting was made by Jack Haley and seconded by Phil Licari. The Committee then voted 13-0 to adjourn the meeting.

The meeting adjourned at 9:45 pm.

Respectfully submitted,

Eileen Davis
Administrative Assistant

Documents Distributed: Proposed Advisory Guideline Letter; Advisory Guideline Letter FY08; Advisory Guideline Letter FY09; Advisory Guideline Letter FY10; Advisory Guideline Letter FY11.