The meeting was called to order by Chair Lori Loughlin at 6:15 p.m.

MINUTES: Brad Hibbard made a motion to approve the minutes of July 31, 2017 as presented. Robert Blozie second. Vote was 5 to approve and 2 abstain (Lori Loughlin, Dan Bigda) the minutes as presented.

AMENDED MINUTES REQUEST: Barry Nadon, Sr. previously submitted a written request to amend the minutes of May 15, 2017 stating “There is no mention of the BOH causing the problem on New Braintree Road. The Advisory Board and BOH wanted water company to except the line as part of water works. I stated to Mr. Gobi that the problem was BOH and not water and that it was the BOH (Towns) problem.” The Advisory Committee asked Mr. Nadon to come to tonight’s meeting to discuss. General discussion was held. It was Mr. Nadon’s belief that the Advisory Committee had recommended at the Spring ATM, the transfer of $175,000 from the Water Stabilization Account to fund the New Braintree Road Waterline project. He was advised that the only article on the ATM warrant related to the waterline project was for a transfer of $3000. from free cash to fund the interest payment on the initial loan and that there was no article on the warrant related to funding the project with money from the Water Stabilization Account. Mr. Nadon acknowledged his error.

Mr. Nadon further stated that the Water Department is researching the possibility of establishing an internal surplus account to be used to fund future upgrades and repairs to the water system and wanted assurance from the Advisory Committee that funding would not be taken from the new surplus account to fund other needs. The Advisory Committee advised that they could not provide that assurance and reiterated that any recommendations for funding originating from the Advisory Committee are made in the best financial interests of the town as a whole. The committee further stated that any recommendations for funding from the MBTE stabilization account would be discussed with the Water Department before being made.
REQUEST FOR TRANSFER FROM THE RESERVE FUND: Veterans Agent Salary: The transfer request was submitted as his prior budget did not include salary increase of $171.72. At July 31, 2017 meeting this transfer was approved. Brad has since talked with Johanna Swain and there is a question as to whether the amount is correct. The Advisory Committee agreed that if the Veteran’s Agent budget runs over for this amount an in-house transfer can be made at the end of the fiscal year. Brad Hibbard made a motion to rescind the vote to approve the Veterans Agent Transfer from the Reserve Fund taken on July 31, 2017. Pam Griffing second. Vote was 5 to rescind the vote taken on July 31, 2017 and 2 abstain (Lori Loughlin, Dan Bigda).

REQUEST FOR TRANSFER FROM THE RESERVE FUND: General Insurance: $4,918.56 for unforeseen medical expenses, new hire physicals, doctor visit per union contract. This is a revised submission down from the previous request for a transfer of $14,571.56. At our last meeting, it was noted that a warrant article at the ATM was passed to fund $10,050 for prior year medical bills. It was determined that the accountant has since posted the article funds bringing the request to $4918.56. Upon review and discussion on the request the Advisory Committee questioned whether these amounts should be taken out of department budgets rather than the general insurance account. At the request of Select Board Chairperson Vayda to avoid the potential for late payments, Pam Griffing made a motion for a provisional vote to approve, pending further action by the Select Board. Tom Long second. Vote was unanimous to approve payment subject to the receipt of requested information from the Select Board.

FY17 EXPENDITURE LEDGER: After review, Pam Griffing advised that the FY17 ledger indicates there is a balance of $680,000 in unspent expenditures.

At the request of the Select Board, Brad Hibbard presented a list of requested encumbrances. It was noted that some departments did not provide sufficient information regarding amounts and their reasons for requesting the encumbrances.

Members of the Board of Health joined our meeting to explain their request for the encumbrance of $23,858.69 for landfill repair. The BOH stated this was to conduct DEP requested repairs to swales at the landfill site. These repairs were requested several years ago. The BOH could not provide information on the origin of the funding, article or raise and appropriate. After discussion, it was suggested that further information was necessary and that the project should be bid out before further expenditures were made. It was also suggested that the BOH meet with the Select Board and Highway Department to see if some of the work could be completed by the Highway Department to reduce the cost of the project.
The committee also questioned the BOH request to encumber funding in the Laptop Account as the request did not include amount to be encumbered or reason. BOH Administrative Assistant Sarah Allen explained that the funding was initially received for the purchase of a laptop and other funds were placed in the fund for purchase of emergency signage. The committee suggested changing the account name to reflect its actual purpose and that the total amount of funding in the account be provided before recommending the encumbrance.

The Board of Health also stated that the New Braintree Road Waterline Project is not complete as there is one house left to connect and that they are in discussions with the paving contractor over the final cost of paving.

Due to the lack of information provided on the requests for encumbrances, the Advisory Committee suggested the documents be forwarded back to the Select Board’s Executive Secretary with a request that all requests contain the amounts to be encumbered, the origin of the funding (article, donations or raise and appropriate), dates the initial funding was approved and the specific reasons for requesting the encumbrance.

Pam Griffing asked if she could contact the Town’s accountant for a ledger report on funding received by the Town. Request granted by Select Board Chairperson Vayda.

Next meeting will be Tuesday, September 12, 2017 at 6:15 p.m. Secretary will post. Richard Gobi will not be in attendance.

Richard Gobi made a motion to adjourn the meeting. Pam Griffing second. Meeting adjourned at 8 p.m.

Respectfully submitted,

Christine M. Long, Secretary