

## ADVISORY COMMITTEE MEETING

Tuesday, October 17, 2017

7:00 PM

Town Hall – Selectmen’s Meeting Room

Members present: Brad Cote, Joe Myerson, and Brian Boyle

Members absent: Connie Benjamin and Ted Kirchner

Call to order: Chairman Cote called the meeting to order at 7:11 PM. The entire meeting can be viewed by going to:

[http://new.townhallstreams.com/stream.php?location\\_id=75&id=13574](http://new.townhallstreams.com/stream.php?location_id=75&id=13574)

### Agenda Item #1: 2017-2018 Advisory Committee Meeting Schedule

- For the remainder of 2017, Chairman Cote proposed having a meeting on November 14 and a meeting on December 12.
- Chairman Cote informed the committee that Town Administrator Don Lowe was on track for distributing both a “capital planning message” and “budget message” to the department heads in October. Both messages will be sent out approximately one month ahead of last year’s schedule. As a result, we anticipate receiving complete budget packets in the second half of November.
- With respect to the 2018 budget calendar, Chairman Cote strategically tried to group the largest budget drivers into the beginning of the schedule. He advocated for meeting twice per week in January 2018 (for example, on Tuesdays/Thursdays).
- Joe Myerson noted that it was valuable to have the Selectmen participate in several of our budget meetings last year, so he suggested that we consider meeting on Tuesdays/Wednesdays in order to avoid a conflict with the Selectmen’s Thursday meetings. Brian Boyle said that he would be willing to meet on either Tuesdays/Wednesdays or Tuesdays/Thursdays.
- Chairman Cote said that he would follow up by email to propose a Tuesdays/Wednesdays meeting schedule for the month of January 2018. Everyone acknowledged that the proposed January schedule would be demanding and ambitious, but agreed that there was significant value in trying to front-load the work.
- When asked whether we would also keep calendar placeholders for the remaining Tuesdays in February, March, and April, Chairman Cote said that he was assuming we would revert to the usual weekly Tuesday meeting schedule for those months.
- The committee discussed potential agenda items for our November 14 and December 12 meetings.
  - 11/14/2017: Chairman Cote said that we would likely interview potential new Advisory member candidates (after the Town has had a chance to advertise the vacancy). Brian Boyle also suggested that if the Camp Virginia project has been placed on the warrant for a Special Town Meeting, we could add the consideration of that project to our November 14 agenda. Chairman

Cote said that perhaps we would end up considering Camp Virginia at a joint meeting with the Selectmen in November.

- 12/12/2017: Chairman Cote will include “Overall Advisory budget review prep” as an agenda item. The idea is that if we receive complete budget packets in November, we could use December 12 to meet as a group and discuss the entire budget at a high level, flagging specific issues that we’d like to discuss when we meet with the department heads and committees/boards in January.

Agenda Item #2: Liaison Coverage & Collaboration With Other Boards/Committees

- The committee reviewed its experience with liaisons over the past year. We agreed to renew the liaison program as reflected below, subject to potential changes when a sixth member joins our committee.

Department(s)	Advisory Liaisons
DPW	Ted Kirchner
Fire / Ambulance	Brad Cote & Joe Myerson
Library	Connie Benjamin & Joe Myerson
Police / Public Safety Building	Brad Cote & Brian Boyle
NRSD School Committee	Brian Boyle
Other Departments	Brad Cote

- The committee also discussed how to enhance collaboration and information-sharing between the Advisory Committee and other town committees and boards (not just departments). Because our town committees and boards explore and undertake projects that have budgetary impacts, we would like to encourage a norm of information-sharing so that the Advisory Committee can stay informed about projects with potential financial impacts. While brainstorming, we identified a few examples of where sharing information sooner rather than later will enhance the town’s ability to do strategic financial planning. Chairman Cote said that he would discuss this issue with Don Lowe to seek his guidance.

Discussion of Other Administrative/Business Matters

- Brian Boyle requested that we add the following item to all future meeting agendas: “Review and approval of meeting minutes.”

Adjourn: **MOTION.** Brian Boyle moved to adjourn at 8:02 PM; seconded by Joe Myerson.

**VOTING IN FAVOR:** Brad Cote, Joe Myerson, and Brian Boyle. **VOTED AND PASSED.**

**UNANIMOUS (3-0-0).**

Approved by Advisory Committee 11/14/2017