

## ADVISORY COMMITTEE MEETING

Tuesday, September 18, 2018

7:00 PM

Town Hall – Selectmen’s Meeting Room

Members present: Connie Benjamin, Brian Boyle, Ann Hurd, Craig Lauer and Ted Kirchner

Members absent: Joe Myerson

Call to order: Chairman Brian Boyle called the meeting to order at 7:00 PM. The entire meeting can be viewed by going to:

[https://www.youtube.com/watch?v=mKMKWLaFEU0&index=23&list=PLu94OVLkDQ\\_lpP\\_MhLGauvNYNteSk7kY2l](https://www.youtube.com/watch?v=mKMKWLaFEU0&index=23&list=PLu94OVLkDQ_lpP_MhLGauvNYNteSk7kY2l)

Agenda Item #1: Vote on the request to transfer \$3,393.00 from the Advisory Reserve Account to 945-5747 account which is for Town’s employment related practice insurance premium.

- The \$3393.00 shortfall arises from higher than the budgeted amounts for five insurance policies, each with its unique account number. The shortfall is assigned to the subject insurance premium account (945-5747) because it is the last to be paid.
- **MOTION:** Connie Benjamin moved to transfer \$3,393.00 from the Advisory Reserve to 945-5747; seconded by Ted Kirchner. **VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Craig Lauer, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**

Agenda Item #2: Liaison updates: brief summaries from liaisons.

- Ann Hurd and Ted Kirchner are making progress to meet regularly with DPW.
- Craig Lauer and Ted Kirchner will delay contacts with Fire and Ambulance until the permanent fire chief is hired or until there is an issue.
- Chairman Boyle reported that Parks and Recreation’s Laura Roberts requested questions from Advisory that will help them prepare for the labor request that they expect to make later in the FY. Attendees offered some questions that Chairman Boyle will pass on to Laura.

Agenda Item #3: Discuss and finalize liaison assignments for FY19/FY20 as well as review the roles and responsibilities document.

- Liaison assignments, as noted on the September 2018 handout, were reviewed and accepted by the assignees who were present.
- Liaison functions, on the same September 2018 document, were reviewed, and a minor edit made. Regarding the “report back to full Advisory” item, we recognize that we need to be sensitive to the sharing of department or committee information when that party is not present at the Advisory meeting. It may be appropriate to invite a representative to the meeting.

- Chairman Boyle requested that if in the course of liaising, a “big ask” becomes known, then he and Don Lowe need to be in the loop.

Agenda Item #4: Review and discuss current draft set of financial policies and identify any follow-up questions.

- Good discussion was had on each of the policies except the two that have already been finalized, Capital Planning and Investments.
- The Stabilization Fund policy will be further discussed. The Advisory Committee will include in its preparation for this discussion a review of Southborough’s Cash Reserve Policy. Connie Benjamin brought to our attention Southborough’s Policy, and Chairman Boyle provided Southborough’s Cash Reserve Policy PDF to the committee via email.

Adjourn: **MOTION:** Ann Hurd moved to adjourn at 9:12 PM; seconded by Craig Lauer.  
**VOTING IN FAVOR:** Connie Benjamin, Ann Hurd, Ted Kirchner, Craig Lauer, and Brian Boyle. **VOTED AND PASSED. UNANIMOUS (5-0).**

Documents Referenced

Draft Bolton Advisory Committee Liaison Functions and Assignments, September 2018  
Town of Bolton Financial Policies Manual FY19-20 Working Draft  
Southborough’s Cash Reserve Policy PDF

Approved by the Advisory Committee