

TOWN OF PRINCETON MA
Princeton Advisory Committee
Meeting Minutes
August 7th, 2019

AC members in attendance: Wayne Adams, Judy Dino, Bill Lawton, Mary Jo Wojtusik, and Helga Lyons

Advisory Committee (AC) Agenda

6:00PM

- Recap of the Collins Center Capital Plan and recommendations
- Approve Minutes from previous AC meeting(s)
- Financial Calendar and Financial Policy project updates
- Committee officer nominations
- Schedule future AC meeting(s), best day of week to meet

Meeting Minutes

Meeting started at 6:00PM

- AC discussed best approach to up level the FY2020 CIP Plan. The major points were:
 - to do a light-once-over for what has been published to avoid doing new calculations;
 - write a new appendix to address in more detail the potential impact of a Public Safety Building using original JWA estimate of \$9M
 - to add-in WRSD debt carried in the operating budget and also speak to the other metric of debt as a % of total budget.
 - Add idle town property to capital asset list including Mechanics Hall

Prior to drafting any changes, Wayne to touch base with TA and SB Chair to verify the July 9th commitment to make changes. If affirmed to do, Wayne to provide added changes and appendix 1 week ahead of planned August 21st meeting to AC to review and on August 21st, finalize the text and vote.

- Helga and Wayne to work on drafting Financial Policy. Will draw from the cross-section of Deerfield, Dennis, and Holliston financial policies. Wayne and Helga to meet offline to begin work.
- Judy took on assigning AC liaisons to departments, committees, and boards. Wayne to send draft work to Judy to fold-in. FY20 planning, AC did reviews with Town Admin/General Admin dept, DPW, RAC, Police, Fire/Ambulance, Library, P&R, Planning Board, WRSD, Monty Tech. In review of SB focus areas, insight to the CIP, and past reviews - AC would repeat FY20 liaisons and add these for starters. EAC, Treasury/Accounting, wherever the FSC II next steps go, BAC, anything else related to buildings/leasing/stabilization.
- Wayne to update the high-level budget calendar to reflect timing in the month, so no assumptions is the last day of every month is the target and share

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- July 9th TA fall/winter budget schedule reviewed again and further discussed the importance of the meetings not scheduled on a Wednesday; e.g. Selectboard meetings on Tuesdays; dept reviews on multiple days of the week in the months of November, December, and February.
- Apprised group that Rick is appointed but not sworn in yet; Wayne notified Rick of this status and he will address when back in town
- No new names suggested for the 7th seat. Bill's friend, Larry DeBlois, was reached out to by Wayne since he had expressed interest; Larry declined for the time-being. TA was copied on outreach and Larry's decision to not move forward.
- Helga was appointed for 3 years on July 12th. Wayne was appointed for 3 years on July 29th.
- Next AC meeting set for August 21st . Wednesday's are still best day of the week to meet.

Meeting adjourned 8:45PM

Handouts/documents

- Hardcopy of the Capital Improvement Plan without the appendices

Upcoming AC meetings

- AC meeting August 21st, 6PM

Minutes recorded by Wayne Adams, AC Chair