

**Advisory Committee
Meeting Minutes
8/4/2016**

In attendance: Committee Members Baltera, Belyea, Coughlin, Curley, Hancock, Haskell, Kutsch, LaCroix, MacKay, Sharkansky, Smallwood, Strehle, and Taylor and Town Accountant Nickerson.

Chairman Taylor called the meeting to order at 7 PM.

Introduction of new members

Chairman Taylor introduced new members Robert Curley, Kristin LaCroix, and Julie Strehle.

Questions from the public on Items not on the agenda: None

Approval of minutes

Members approved minutes of June 27, 2016 with revisions on a 6-0 vote. Members Curley, LaCroix, Smallwood, Strehle, and Taylor abstained, as they were not in attendance at that meeting. Belyea and Haskell were not present for this vote.

Year-end department transfers

Taylor reviewed three intra-department transfers that he approved since the June Advisory Committee meeting: Treasurer \$96; Police \$1,000; and Veterans' Services \$2,242.

Advisory Committee rules

Members voted unanimously to approve the rules in their current form.

Open Meeting and Conflict of Interest Law procedures

Smallwood reviewed requirements for Advisory Committee members including: acknowledging receipt of the Conflict of Interest Law summary annually; completing on-line Conflict of Interest Law training every two years; and certifying receipt of Open Meeting Law materials once during town service. Required forms are due by September 15.

Liaison assignments and contact information

Budget, department, and committee liaison assignments reflect efforts to share responsibilities, broaden members' exposure, and build committee expertise. The Chair will distribute revised member contact information shortly.

Future meetings

Members agreed to continue Tuesday sessions and to identify some critical meetings for cable broadcast.

Matters not anticipated within 48 Hours: None

Executive Session

The Committee voted unanimously to enter into Executive Session to discuss strategy with respect to collective bargaining at 7:37 PM.

Respectfully submitted,

Donna M. Smallwood
Secretary

List of Documents Distributed at this Meeting:

Agenda for AdCom Meeting of 8/4/16

Advisory Committee FY 2017 contact information

2016-2017 Advisory Committee Assignments

List of Department Heads

Draft Minutes from 6/27/2016 AdCom Meeting

Intra-Department Transfer Requests: Treasurer; Police; Veterans' Services

Advisory Committee Rules

Acknowledgment of Receipt for the summary of the Conflict of Interest Law for Municipal Employees

Certificate of Receipt of Open Meeting Law Materials

Approved: September 13, 2016