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**TOWN OF FOXBOROUGH
ADVISORY COMMITTEE
MINUTES
September 23, 2009**

2009 OCT 13 PM 7:53

FOXBOROUGH, MA 02035

Committee Members Present: Christina Belanger, Lauren Bitar, Elizabeth Blair, Jim DeVellis, Kevin Donase, Thom Freeman, Robert Garber, John Gray, Cynthia Khalifa, Jenna Strickland, Steven Udden, Brian Walton, Gary Whitehouse.

Members Absent: Michael Fitzmaurice and Jeff Rudd.

Others Present: Andy Gala, Town Manager and Randy Scollins, Finance Director.
Frank Spillane, Town Moderator

The meeting was brought to order at 7:30 p.m. by Jim DeVellis, Chairman.

7:30 – Town Moderator, Frank Spillane, gave an overview of Advisory Committee Responsibilities and Duties. He thanked the Committee members for volunteering to give of their time and talent. He distributed a hand out – “Duties & Role of the Advisory Committee” as well as a copy of Foxborough General By-Laws. He explained that an Advisory Committee member cannot be an employee of the Town or a member of any other Town committee or Board unless such participation is written in the By-Laws. He also noted that if a member has any family connection with another Board of Committee, he/she may not vote on that budget. He pointed out that the responsibility of the Committee is to advise the people of the Town after a thorough review of the Warrant articles. He spoke of the responsibility of the member who acts as liaison to Town departments. He noted that by February 1st all departments have to bring forward their final budget requests to be included in the Town budget.

A lengthy discussion was held regarding how the Articles and Committee recommendations are presented at Town Meeting. The Moderator asked that all motions be voiced in the affirmative even if the Committee vote is in the negative. After the motion is read an explanation of the pro's and con's on how the Committee arrived at its recommendation may be read. He said he would not allow a dissenting view to be read separately as that should be included in the write-up. He pointed out that it is important that the Committee keep their objectivity and maintain credibility and act as one entity. He explained that if a member feels the need to express an opposite opinion, they may do so by leaving the stage as a Committee member and going to the floor as an individual expressing an opinion.

Jim DeVellis, Chairman, explained that for the past few years the Advisory Committee has voted on presenting a dissenting opinion. Frank Spillane said that this issue has come up before and it was determined that by the Moderator that the Committee makes one recommendation and that the pro's and con's are to be included when the Committee member reads the write-up. Gary Whitehouse pointed out that it is the responsibility of the Committee to make recommendations at the Town Meeting and that it should be the right of the Committee on how best to do that. Frank Spillane said it is the responsibility of the Moderator to determine how the Articles are to be presented at Town Meeting. Brian Walton commented that the dissenting opinion should be included in the write-up and that becoming part of the Committee does not take away one's right to speak as an individual.

Financial Orientation – Randy Scollins, Finance Director – Randy Scollins, Finance Director and Andy Gala, Town Manager, came before the Committee to give a brief orientation on finance. The first handout was a graph on Total Town Operating Appropriations and Total Town Capital Appropriation. Randy reviewed this handout explaining where revenue comes from, whether

comes from taxation, State aid or grants and how it is disbursed to Municipal Departments, the School Department and Enterprise operations. Randy distributed a "Free Cash Executive Summary" and reviewed each step in the process for establishing Free Cash. Free Cash has to be certified by the DOR and must be maintained at a level necessary for sound local fiscal management. He reviewed the chart on the sources and uses of free cash. Referring to the Reserve Fund, he said those funds are used for unusual and unexpected expenses. The Advisory Committee is asked to approve any Reserve Fund transfers throughout the year. Other information distributed by Randy included a statistical comparison of Foxborough and other contiguous communities. This comparison included information on population, per capita income (not current), property values, operating budgets, State aid, etc. Randy pointed out that the Town has never voted for a 2-1/2% Override but has been fairly generous in voting for debt exclusions for large projects.

A general discussion was held. Andy Gala explained that the School Dept. presents a "bottom" line budget and that the Advisory Committee would vote not line by line as for the Municipal budget but for the final amount on the School budget. He said the School Dept. can move funds around in their budget in any way necessary to submit a balanced budget. Town Administration is not allowed that flexibility except at the end of the fiscal year and not to exceed a fixed amount.

John Gray asked if the new tax revenue from the hotel taxes would flow into the general fund or could it be put aside to somehow prepare for a further down turn in the economy. Andy Gala said the Town has all ready experienced a mid-year reduction in State aid. Other areas of discussion included Enterprise accounts, the Recreation Department and Snow & Ice appropriation.

A further brief discussion was held relative to the responsibilities of the liaisons, the Boyden Library presentation for next week, conversations with the newspaper reporter and how to respond to questions and the Zoning By-Law changes. Jim DeVellis said the Committee would meet on a weekly basis as the STM date comes nearer.

The Minutes for the Advisory Committee Meeting of August 19, 2009 were reviewed.

Motion by Lauren Bitar to approve the Minutes of August 19, 2009 as submitted.
Seconded by Gary Whitehouse.

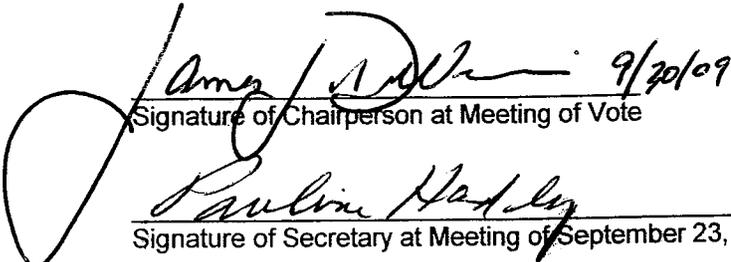
Vote: 13-0-0

Motion to adjourn by Lauren Bitar, seconded by Brian Walton.

Vote: 13-0-0

Minutes Approved by Vote of the Advisory Committee.

Date of Meeting: 9/30/09 Vote: 13-0-0


Signature of Chairperson at Meeting of Vote


Signature of Secretary at Meeting of September 23, 2009