



**Town of Southborough, MA
Advisory Committee Meeting
August 9, 2023 – 8:00pm
Zoom Meeting - [Meeting link](#)**

MINUTES

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I. Call Meeting to Order

Chair Andrew Pfaff called the meeting to order at 8:01pm.

Advisory members: Andrew Pfaff (AP), Marci Jones (MJ), Tim Martel (TM), Adam Nodiff (AN), Larry Samberg (LS), Howard Rose (HR)

II. Approve draft minutes from prior meetings

MOTION: MJ moved to approve the meeting minutes from 7/12/2023 as submitted - (2nd LS)

DISCUSSION: none.

Roll call vote: M Jones-Aye, A Nodiff-Aye, T Martel-Aye, L Samberg-Aye, H Rose-Aye, A Pfaff-Aye (Vote: 6-0-0)

III. Chair Report

a. Update on meeting schedule

Covered under item V. Discussion and possible vote on FY25 budget calendar and process.

b. Discussion on future meeting topics

Future meetings will focus on preparing for the budget and creating a “budget book” that would be easy to follow and not contain too much information. The book could be a joint project with the finance team.

IV. Discussion and possible vote on Advisory Committee website improvements.

AN shared his screen to discuss his recommendations on the website review. He feels getting traffic statistics to the site, and individual links would be helpful. He would like to see some of the content changed (and updated). General discussion items included:

- a better definition of Advisory’s role
- updating links
- website appearance on a cell phone
- old documents should be updated and/or removed (stored in an archive)
- should the site’s left column have a link to general Advisory reports (by fiscal year)
- organizing information (reports, budgets, documents) by fiscal year (one page ordered by year)
- “relocate” (archive) documents older than ten years
- department budgets should only be listed for the last five years
- listing all members on the committee’s home page (versus having to search through a master list)
- the Town Meeting video is very outdated and should be located elsewhere – possibly on the Town Clerk’s website
- the ‘Town Meeting Information’ link should be removed as it would not be intuitive to go to the Advisory site when looking for information about a town meeting
- Additional recommendations should be listed

The discussion wrapped up with the action item for AN to contact Jay Montijo regarding the status of committee members being able to edit the website.

No votes were taken.

39 **V. Discussion and possible vote on FY25 budget calendar and process.**

40 AP screenshared the budget calendar (dates as of this meeting).

Event	Date
Select Board and Advisory Endorse Budget Schedule	Week of September 5th
Capital Requests Open for FY25	Friday, September 15, 2023
Budgets Distributed to Departments to Complete	Wednesday, October 25, 2023
Initial Meeting – Select Board/Advisory	Tuesday, November 21, 2023
Budgets / Capital & money warrant articles submitted to the Select Board's office	Monday, November 22, 2023 at NOON
Warrant opened	Tuesday, December 12, 2023
Non-money articles submitted to the Select Board's Office	Friday, December 15, 2023 at NOON
Annual Town Reports submitted to the Select Board's Office (E-mail Melanie in S Board Office)	Thursday, January 5, 2024
Schools or Fire & Police Reviewed by S-Board and Advisory	January 2024 Joint Meeting During Week
Proposed budgets reviewed by Advisory & Select Board	Saturday, January 2024 (Date TBD)
Warrant closed	Tuesday, February 6, 2024
Warrant to be signed by Select Board	Tuesday, February 20, 2024
Warrant to printer	Friday, February 23, 2024
Budget Book Available to Public	Friday, February 23, 2024
Town Reports and Warrant posted and available to public	Friday, March 8, 2024
Annual Town Meeting	Saturday, March 23, 2024
Annual Town Election	Tuesday, May 14, 2024

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42 He thinks the review plan will repeat the weekend all-day session as was previously done. In addition, a Select
43 Board joint session could be held for budgets submitted early to minimize the number of budgets discussed in one
44 day. The school and DPW budgets might have to have a separate session. Town Meeting will probably be on March
45 23rd (as the following weekend is Easter).

46 No votes were taken.

47 The budget process discussion included looking at a screen share of the Town of Lincoln's budget calendar to
48 compare topics and timing in preparation for their annual meeting.

49 **VI. Discussion and possible vote on budget liaisons and Select Board goal liaisons.**

50 AP screenshared the Select Board's goals from their June 13th meeting (latest copy as of meeting date).

Southborough Select Board Goals for FY24*

The following goals, adopted at their June 13, 2023 meeting are taken from the posted minutes (with my edits for clarity.)

Administration/Operations (5 goals and 2 tasks)

- **Committee Simplification and Streamlining** (eliminate overlap and moot committees)
- **IT updates** (leveraging Municipal Technology Committee expertise) Website update completion, Cloud operation transition, Enhance cyber security, Additional senior IT hire.
- **Enhance public communication** newsletters, approved social media etc.
- **Develop plan for Regional Fire and Police Dispatch** including cost benefit, town forums and surveys. Educate residents about cost-benefit and optimum efficiency of all options **AH & SS**
- **Find a better way to track ongoing projects (e.g. Agile)** so that all Select Board members can access info timely without making separate calls
- **Additional tasks for FY24**
 - Compliance HIPAA compliance review/updates (federal requirements for handling of confidential medical/health information), ADA (Americans with Disabilities Act) compliance
 - Deal with Oak Hill truck issue **KC**

Finance (6 goals and 4 tasks)

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52 Several items listed are in the purview of Advisory, so he suggested having an Advisory member liaison. Members
53 volunteered for:

54 Committee simplification (if needed) – MJ

55 IT updates – LS

56 Select Board member Sam Stivers forwarded an updated copy of the goals to AP. He will send the document out to
57 members for their review. Members volunteering for a liaison spot will reach out directly to AP. This topic will be
58 scheduled on the next meeting agenda.

59 No votes were taken.

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61 **VII. Any other business properly brought forth**

62 The next meeting will be planned for mid-September (if needed).

63

64 **VIII. Public Comment**

65 None

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67 **IX. Adjournment**

68 **MOTION:** HR moved to adjourn at 8:48pm. (2nd HR)

69 **DISCUSSION:** None

70 **Roll call vote:** M Jones-Aye, A Nodiff-Aye, T Martel-Aye, H Rose-Aye, L Samberg-Aye, A Pfaff-Aye (Vote: 6-0-0)

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73 Submitted by recording clerk – Claire C. Reynolds