TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
February 11, 2009

Present:  Al Collings  Tom Long, Selectman
           Tom Schnare  Barry Nadon, Selectman
           Phil Landine  David Eisenthal, Selectman
           Roy Roberts  Marie Arsenault, Accountant
           Jack Tivnan  Joe Scanlon, Finance Director QRHS
           Diane Vayda  Jenn Simanski, Principal WBES
           Nicole Allen  Jason Benoit, Highway Superintendent
           School Committee Members, John Dolan
           Lori Loughlin, John Lizak

The meeting was called to order by Chair Al Collings at 6:31 p.m.

Jack Tivnan made a motion to approve the minutes of January 14, 2009 and January 20, 2009. Diane Vayda seconded the motion. Vote to approve January 14, 2009 6-1 abstain. Vote to approve January 20, 2009 7-0.

Al Collings presented a Preliminary Budget Forecast for 2010 excluding the Water Department with total expenditures and total resources being $6,043,577. Free cash actual/estimated is $203,790.00, which will be used in May. Marie went over FY09 Actual Revenue and FY 10 Projected Revenue. Reviewed Draft of FY10 Budget Worksheet. Barry Nadon stated a generator for the Town Hall would not power the server. He said that the Selectmen are in the process of looking into using the Warren Elementary School for an Emergency Center. Johanna said that there may 4-6 more articles added to the warrant regarding zoning. She will revise the warrant for the next meeting.

Joe Scanlon, Finance Director QRHS, stated Quaboag Regional Superintendent Brett Kustigan could not attend the meeting due to a family emergency. He went over the “Budget Drivers” and FY2010 Local Aid Estimates. The estimated required district contribution for West Brookfield is $2,315,481 which includes vocational schools. Al Collings asked if Chapter 70 Aid is cut, will the Town have to make up the difference. Jack Tivnan said that in the past the Town did have to make it up but not dollar for dollar. Joe Scanlon stated that they would not ask for discretionary funds this year. To reduce assessment, he stated the only way was to reduce transportation costs and this is being discussed now.

Al Collings asked for questions regarding budgets. Question: $15,000.00 in Board of Health Budget for maintenance of the landfill. Question: Zoning Officer/Building Inspector cell phone and mileage. Selectmen are still discussing this issue and will wait for Selectmen to act on this. At the next meeting, we will have the Police Chief, Fire Chief and the Board of Health come in to discuss their budgets. Secretary will notify.
Marie Arsenault stated that Auditor Tom Scanlon will honor last year’s rate of $12,000.00.

Al Collings invited Advisory members to join him in attending an informational meeting regarding State Aid to Public Libraries, which will be held on Monday, February 23, 2009 from 6:30-8:00 p.m. in the Great Hall in the West Brookfield Town Hall.

Status of Police Department Building: Barry Nadon reported that the Selectmen are looking into acquiring the old rest area on Route 9. This area borders Warren and would like to build a structure for two separate police departments in the same building. Should they ever be regionalized, the partition could be taken down. They are in the process of sending a letter to the State to see if the land is available and talking to the Town of Warren.

Jenn Simanski, Principal of West Brookfield Elementary School invited the Advisory Committee to take a tour of the School on Saturday at 3 p.m. Jack Tivnan would like to see maintenance plans and records if there were any. The Principal stated that basically there were none but they do some preventative maintenance, change filters, etc. Johanna stated that we need to have a plan for all Town buildings.

Highway Department Budgets: 30 Tree Warden, 31 Insect Pest Control, Highway Department, and 52 Drop Off Center. Jason Benoit, Superintendent, was present to answer questions. Al Collings asked what impact the cuts will have. No line painting except for the middle of Town was done last year. This represents a cost of $8-10,000.00. Cold patch will be cut, which we spend $6-10,000.00 a year. Some items will be absorbed under Town Road Maintenance. He said there are shortfalls with road work. John Gilbert Road is still not finished. He will need $100,000.00 to complete. There is enough money in Chapter 90 to do this. Question about line item $225.00 for 319 Grant. Johanna explained that this is for the build out plan to track the cleaning of the catch basins. We have to track this for the first three years. The Highway Department will be maintaining the catch basins. Al suggested a separate line item for all of the basins in town. Tom Long suggested putting $1,000.00 into a line item for Street Signs and take $500 off of two other accounts. Jason stated he has a good supply of signs. Jason also said that in the next few years he will be mandated to do a complete sign replacement and he is exploring a grant for this. Tree Warden: No questions. Drop Off Center: Jason said he cannot burn brush at the Drop Off Center per DEP because it is near the landfill. He has to grind the material and this can be costly. Al Collings
suggested a fee structure. Tom Schnare suggested selling the wood chips. Al Collings asked which item in the Fleet Account could be put off until another time. Jason stated that this would be the sidewalk plow. The backhoe needs brakes and a pump and would like this replaced. Al Collings said he needs to give us detailed spec sheets in July or August. Jason said he would give a “budget number not to exceed.” Phil Landine asked if he plowed snow for the school. He said he did and the charge each time was $50.00 to sand and $100.00 to plow. Tom Long stated that this fee was too low. Phil Landine stated the School Budget for snow removal for the school was $10,000.00.

Warrant: E-mail Al Collings with any questions or changes.

Article #20: Fleet Capital Account. To see if the Town will vote to use the balance of the Capital Fleet Account as follows:
$30,564.00 for purchase of a truck for the Fire Chief
$40,000.00 for the purchase of a vehicle to replace the Police 2004 Chevy Tahoe,
$110,000.00 for the purchase of a backhoe for the Highway Department.
$57,241.00 towards the purchase of a sidewalk plow for the Highway Department.
Total: $237,805.00. Can we do it this way? Al suggested we ask the voters to receive and accept the report.

Barry Nadon will find out how much it will cost to replace the brakes and pump on the Highway Department backhoe.

Tom Schnare asked about GIC Heath Insurance for the Town. At present, we are in a group with the school to acquire health insurance for Town employees.

Jack Tivnan made a motion to adjourn the meeting. Roy Roberts seconded the motion. Voted 7-0 to adjourn the meeting at 8:40 p.m.

Respectfully submitted,

Christine M. Long
Secretary