TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
January 13, 2010

Present:  Al Collings   Lester Paquette, Water Department
          Phil Landine   Johanna Barry, Executive Secretary
          Roy Roberts   Marie Arsenault, Accountant
          Jack Tivnan
          Nicole Vongratsamy

The meeting was called to order by Chair Al Collings at 6:30 p.m.

Minutes:  Jack Tivnan made a motion to accept the minutes of December 9, 2009 as presented. Phil Landine seconded the motion. Voted 4-1 abstain to approve the minutes.

Water Department Chap. 373 Act:  Lester Paquette was present from the Water Department. Al Collings told Lester that Keith Arsenault has not found any new regulations. The question is the amount of surplus that you could build up for capital expenditures. Other options would be borrowing or using stabilization. Lester Paquette said they budget money for what they can do. He said that after the new well is in place, the department will save a lot of money on chemicals. Al Collings would like to build a higher amount in surplus. Lester Paquette would like to raise rates but feels people would be upset. Al Collings suggested going up a small amount each year. Jack Tivnan said a portion of the rate should be used for projects and should have more in surplus. The discussion will be continued when the Water Department comes in to discuss their budget.

Library Building & Assessment Report/Budget:  Al Collings needs an update on Library Building & Assessment Report as to what projects have been completed and their agenda on what projects are planned. Al Collings will talk to Lisa Careau. Discussed budget. Should $2,128.00 for library computers listed under the Computer Tech Budget be listed in the Library Budget instead? Some repairs have been paid out of trust funds and some out of the Town Maintenance Account. Johanna Barry will look back three years and see how this looks. Question of best way with regards to Library Certification formula. Secretary will e-mail Lisa Careau and ask for a copy of the report sent to the Mass Library Board.

Preliminary FY 2011 Revenue & Expense Budget:  Marie Arsenault and Johanna Barry went over Draft FY11 Budget Worksheet. Beginning balance free cash was $545,537.00. Estimated Revenue available: FY10 Actual Revenue, $5,414,462.36 and FY 11 Projected Revenue $5,533,869.00. Water Department surplus was $77,355.74. Johanna Barry spoke with the Water Department as they had listed a cost of living increase of 3% in their budget. Johanna Barry did a pass back asking for level funding but they wanted us to know that they strongly request a 3% raise. MTBE Settlement:
$82,888.00 is included in Town’s free cash. The amount of $346,865.17 came in after June 30\textsuperscript{th} and is in holding.

**State Ethics Commission Mandatory Training:** Al Collings asked if members had taken the test yet. Roy Roberts stated he did not know anything about it and did not receive a letter from the Town Clerk. Secretary will send him the State Ethics Commission Mandatory Training letter.

**Budgets:** Al Collings asked members to go over the budgets for next meeting. He asked the secretary to make notes on the budgets as they are discussed. He said that he is going to ask all departments: “How are you managing rate increases with level funding?”

The following budgets were discussed:

#2 Selectmen: Under Article/Other expenses: Consultants/Grantwriters in the amount of $20,000.00 is also listed in the Town Hall Budget. (duplicate). $20,000.00 will be taken out of the Town Hall Budget Consultants/Grantwriters expense line.

#5 Assessors: Peggy Walker is due for a longevity increase. They are asking for $8,000.00 for reevaluation. Jack Tivnan wants to see the breakdown of the cost.

#6 Treasurer: Al Collins wants projection of tax title money.

#7 Tax Collector: Jack Tivnan asked “Does she use the lockbox?” He said his check has not been cashed. Johanna Barry said people have been complaining that their checks have not been cashed. We should have her come in.

#8: Legal Counsel: Johanna Barry said that they have switched town counsel and the bills are lower.

#9 Town Clerk: Al said she has doubled the dollars but not the hours. We will call her in. Johanna said she will talk with her

#15 General Insurance: Johanna Barry said budget was lowered a little bit. She is confident that it is in good shape.

#17 Computer Technology Board: Expense $2,128.00 for library computers—should this be reflected on the library budget. Jack Tivnan says he is asking for an increase, what is different. Actual expenditures need to be listed. Marie will pull figures for 2009. (21,878.24). Jack Tivnan said software and support is all grouped into one. He would
like to see this broken down into software, support and hardware to see what you are getting.

#21 Fire Department: We will have the Chief come in.

#22 Building Inspector: He did not put in income offsets.

#33 Highway Department: Johanna Barry stated that she plugged in the numbers and Jason really did not do the budget. He said to level fund. Need to get Chapter 90 balances. We need to have him come in to see if he will accept the budget as presented.

#36 Cemetery: There are no estimates for 2010. Johanna Barry said they will spend it all. She will fix.

#37 Board of Health: Al Collings thought they were going to ask for money. Johanna Barry will ask them.

#49 Group Insurance: Question asked, “Is Keith comfortable with a 12% decrease.”

#51 Water Department: Al said revenues are not listed in the top and look at surplus at the bottom. Johanna will get numbers.

#52 Drop Off Center: They are trying a seasonal closing of one hour shorter on Saturday and closed on Wednesday. They will try this for January and February. He needs to reduce his budget accordingly. Ask for drop off salary for hours reduced and closed. Ask Jason to recalculate.

Next meeting will be January 27, 2010. The School has requested to come in at 7:00 p.m. Secretary will ask the Fire Chief to come in at 7:45 p.m.

In February, we will meet the last two weeks. Secretary will as the Highway Department to come in on February 17, 2010 at 7:00 p.m. and Gary Simone at 7:30 p.m.

Secretary will ask the Police Department to come to our February 24, 2010 meeting at 7:00 p.m.

Al Collings will go over the budgets and set up a schedule for departments to come in. Meeting adjourned at 8:20 p.m.

Respectfully submitted,
Christine M. Long, Secretary