TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
January 9, 2008

Present:  Al Collings  Johanna Barry, Executive Secretary
          Tom Schnare
          Bev Potvin Kenniston
          Jeffrey Belanger
          Roy Roberts

Corrections to minutes of 11/14/2007: Tom Schnare did not make a motion to buy the new Haz Mat trailer. Peter Day made the motion. Tom Schnare did not make the motion to adjourn the meeting. Jeff Belanger made the motion. Bev Potvin Kenniston made a motion to accept the minutes as corrected. Roy Roberts second. Vote 5-0 to accept corrected minutes.

Review FY 2007 spending to December 31st. Marie was not here tonight. Highway Department appears to be in good shape at this time. Legal counsel is questionable as 2/3 of the budget has been spent to date. Highway barn has had delay on holding tanks and floor. We are hoping it will be done so we can pay out the bonuses at town meeting in May. Architect must sign off before occupancy permit can be granted.

Review Vehicle Account: Advisory Committee wants the mileage on all town vehicles. Johanna will take care of this. Advisory Committee will discuss replacement vehicles with each department when they come in to discuss their budget.

Johanna stated that the Police Chief will be making a decision on replacing a patrolman and will send a letter to her.

Al Collings, Jack Tivnan and Johanna Barry visited the school to review capital needs. They found the boiler has four circulating pumps, two of which are running, another is leaking badly and the other one is held together with clamps. Joe Scanlon is looking into this. Also another portion of the roof is leaking and zoning devices for heat are not working. Johanna read a 2006 assessment of issues that need to be addressed at the school. There was much discussion as to why the school had not been maintained and who was responsible. It was decided to call a meeting with the Joe Scanlon, school superintendent and selectman and Advisory Committee at the school within the next couple of weeks to discuss budgets as well as capital expenditures of the Elementary School and estimates of what needs to be done at the school.

Review preliminary department budget review schedule: Secretary will send out notices to the departments for the January 23, 2008 meeting beginning with 7:15 from the list.

Cemetery Department will not be purchasing a truck. Want to talk about tree removal and paving. They will be scheduled for March 12, 2008.
Budget Questions:

Treasurer: $5000 for GASB 45. School also has to do this. Can this be coordinated with the school?

Legal Counsel: Is $25,000 enough?

Town & Advisory Reports: $4920. Will this be enough? Johanna stated it is hard to say as it depends upon how many pages and cost of postage.

Police Department: $8000 for more hardware and software. Need a better explanation of this. Problem with 12% increase for expenses. Everyone else is at 5%. If you had to live with 5%, what does your budget look like?

Electrical Inspector: Fees going down. Why has income offset dropped off so dramatically?

Hazardous Waste: Nothing estimated for 2008?

Emergency Management: Are there any recoverable expenses? Can he bill for work at other towns?

Board of Health: Why is income offset down considerably less?

Council on Aging: No hours or step and grade on salary sheet. Would like to get these.

Water Department: Revenues $305,000 for 2007, estimated for this year $287,000, next year $305,000. To review and probably change.

Jeff Belanger made a motion to adjourn the meeting. Roy Roberts second the motion.

Respectfully submitted,

Christine M. Long