TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
September 16, 2009

Present: Al Collings, Bob Benson, Water Department, Fire Chief
Jack Tivnan, Ron Marchessault, Water Department
Diane Vayda, Lester Paquette, Water Department
Nicole Vongratsamy, Johanna Barry, Executive Secretary
Johanna Barry, Executive Secretary
Jason Benoit, Highway Superintendent
Tom O’Donnell, Police Chief
Charles Laperle, Sergeant
Bret Kustigan, QRHS Superintendent
Joe Scanlon, QRHS Director of Finance
John Dolan, School Committee
Lori Loughlin, School Committee

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 as presented. Diane Vayda seconded the motion. Voted 4-0 to accept the minutes.

Water Department: The Water Department presented an Asset Schedule and a Source & Use Funding which was discussed. MBTE monies: Al Collings said we should be aware of how we got the money for future liability and we should be careful of how we use it so that we will have it for future use. He questioned as to what level we should not go below. His feeling was 15% of revenue and no less than a million. Al Collings stated that the money was returned to the Town and is Town money. The Water Department felt if they did not spend it for their projects then someone else would.

Fleet Account: Fire Department: Bob Benson, Fire Chief stated he had $853.00 of repairs on his vehicle and had got a sticker for it. He has put 287 miles on it since May. He felt that it was in good condition and felt it was okay to push off until 2011 as well as the 82 pumper. All fire vehicles now have stickers.

Police Department: Chief Tom O’Donnell and Sergeant Charles Laperle were present to answer questions. Chief presented a quote for a Ford Expedition from MHO, Marlborough, MA for $38,735.00. Al Collings asked if purchase could be put off for a year. The Chief said it probably could but would have more than 100,000 miles and no warranty. Also by doing this, the cruiser that was to be replaced next year would be over 100,000 miles as well. Chief O’Donnell stated that in the future he will need to replace side arms as they are 13 years old and wanted us to be aware of this. Al Collings stated that he had removed the Police Boat from the Fleet Account.

Highway Department: Jason Benoit was present to answer questions. He has provided mileage for all highway vehicles. Al Collings asked if replacement of the backhoe and
sidewalk plow could be moved to 2011 and 2012. Jason has concerns as this machine fails on a regular basis. He has spent $2,000.00 in repairs and feels it should be a priority. Asked if replacement in the spring would be okay and he said it would. He said the sidewalk plow could go another year. He would like to purchase a plow at the next Town Meeting for $3,700.00. At a later date, he would like to purchase another plow, which would cost around $6,800.00.

**QRHS Assessment Adjustments:** Superintendent Bret Kustigan, Finance Director Joe Scanlon, and member of the School Committee John Dolan and Lori Loughlin were present to answer questions. The Town of West Brookfield will be receiving a reduction in their transportation assessment of $29,842.00 and could take action to reduce their assessment for minimal contribution by additional $32,899.00. Joe Scanlon, Director of Finance, has asked us not to submit a waiver to lower minimum contributions as this would result in elimination of one additional teaching position and one additional paraprofessional position. Discussion was held to return the transportation assessment to the QRHS to purchase computers. Marie will be attending a meeting with DOR and she will speak to them about procedure.

Superintendent Bret Kustigan said the Computer Gala held at Salem Cross Inn collected $3,000.00 but there were $1,500.00 of expenses. The School Committee has a contract for a service plan for the school boilers.

**Student Residency:** The School has been working with Town Clerk Sarah Allen and Registrar Bob Spera to verify student residency. The school will mail out a letter asking parents to fill out a census form at the Town Clerk’s office within ten days.

**October Town Meeting Warrant Articles:** The Articles for the October Town Meeting were reviewed.

- **Article 5:** Vote to transfer from Free Cash the sum of $106,503.00 (amount changed to $178,648.00) and delete and transfer from the MTBE Settlement Revenue the sum of $72,145.00, to be used in accordance with the provisions of M.G.L. Chapter 90, such sums of money to be reimbursed by the Commonwealth.

- **Article 10:** Transfer from the Water Stabilization Account a sum of money to purchase eight hundred (800) feet of twelve inch pipe to be utilized from Maple Street to North Main Street. This article will be deleted.

- **Article 14:** Vote to transfer from the Water Stabilization Account (changed to Water Surplus) the sum of $8,000.00 to pay Tata & Howard for engineering services to create
an Emergency Response Plan for the Water Department, due into the DEP by December 1, 2009.

**Article 15:** Vote to transfer a sum of money from the MTBE Settlement Revenue to the Water Stabilization Account. **This article will be deleted.**

**Article 16:** Vote to use the balance of the “Fleet Capital Account” as outlined in the “2010 Fleet Capital Account Budget Report.” **This article will be deleted.**

Johanna will redo the warrant for next meeting.

**Municipal Lighting:** Al Collings said the first impression from the report of 2007 and 2008 was that kilowatt usage was down 6% but the rates were up 81%. They will be looking to see when usage spiked and who pays.

The next Advisory Committee meeting will be **September 30, 2009 at 6:30 p.m.**

Jack Tivnan made a motion to adjourn. Nicole Vongratsamy seconded the motion. The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Christine M. Long
Secretary