TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
July 8, 2009

Present: Al Collings, Accountant
         Phil Landine
         Jack Tivnan
         Diane Vayda

The meeting was called to order by Chair Al Collings at 6:40 p.m.

Jack Tivnan made a motion to accept the minutes of June 17, 2009 and June 23, 2009. Diane Vayda seconded the motion. The vote was 4-0 to accept the minutes as presented with the following corrections: Minutes of June 17, 2009 third paragraph correct the spelling of Al Collings. Minutes of June 23, 2009 third paragraph add: The vote was unanimous not to recommend taking away the entire salary of the highway superintendent.

Conservation Commission Account: Christine Long, secretary to the Commission reported that at the July 1, 2009 meeting the members were concerned whether it was legal to vote to return the money to the general fund and legal to have stopped putting money into this account. Gordon DeWolf, Chairman suggested asking Johanna to contact Town Counsel for an opinion. Marie Arsenault said that for the time being the account will remain as is and she will ask the auditors about it.

Jack Tivnan made a motion to elect Al Collings as Chairman of the Advisory Committee. Diane Vayda seconded the motion. The vote was 4-0 for Al Collings to be the chairman.

Review Town Meeting Actions: One person would like to have the budget distributed prior to the annual Town Meeting. Suggestions were to set a target date for the budget to be completed, put on the internet, copies located in the Selectmen’s office; voters are welcome to come to our meetings and we publish our minutes and agenda on the website.

Phil Landine said that Gary Simeone’s comment “get with the times” was very disrespectful to the townspeople and he needs to be spoken to. It was noted that he was not reappointed by the Selectmen and they have not yet appointed anyone. Jack Tivnan asked when does his term end. The answer was June 30, 2009. As for the zoning articles, in the future if the planning board sponsors an article, they should vote on the proposal. If a person wants to amend an article that will affect the budget, they should notify us because we need to know. It was suggested that we talk with the moderator, town clerk and selectmen and raise these issues and set policies and procedures that would be helpful in the future.

Review FY 2009 & FY 2010 budget issues: Al Collings said it was unknown whether the State will continue to have shortfalls. Total estimated available free cash expected is
$842,592.00 and could go up. $374,977.00 to be used for FY10 Fall Budget. Free cash actual/estimated is $467,615.00. FY 10 Budget Worksheet reflects ending balance of free cash to be -$99,684.77 and this may be reduced in October.

Water Department: It is time to require the Water Department to have a capital plan. We will not move any MTBE money to stabilization until a plan is in order.

Al Collings said we should set up a meeting for a general discussion of tax revenues with the Assessors, Tax Collector and Treasurer for the September 9, 2009 meeting.

Review & approve Advisory Committee Reserve requests: Marie Arsenault asked the members to vote to have Al Collings sign the end of year transfers. She said the Selectmen will sign them next week and that there may be a few extra requests by next week. Jack Tivnan requested that there be two forms, one with the end of year transfers and the second one for the end of year offsets. Jack Tivnan made a motion to grant authority to Chair Al Collings to sign the end of year transfers after he sends a copy to the members to review and gets the okay to sign. Diane Vayda seconded the motion. Voted 4-0 to allow Al Collings to sign after members review.

Signed the warrant for $152.00 for dues to the Association of Town Finance Committees. This year the annual meeting will be October 24, 2009 in Franklin. Al Collings said that he planned to attend and invited members to attend as well.

Next Meeting August 12, 2009. Agenda: Look at capital budget issues. Al will talk to the Water Department. Al Collings said he has been talking to David Eisenthal and assembling a 4-5 page document about town polices to try and formulate guidelines for next year’s budget.

Jack Tivnan made a motion to adjourn the meeting. Diane Vayda seconded the motion. The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Christine M. Long,
Secretary