TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
August 26, 2009

Present: Al Collings
Tom Schnare
Nicole Allen
Jack Tivnan
Diane Vayda
Tom Long, Selectman
Barry Nadon, Selectman
David Eisenthal, Selectman
Marie Arsenault, Accountant
Tom O’Donnell, Chief of Police
Joe Borlikoski, Harbor Master

The meeting was called to order by Chair Al Collings.

Minutes: Jack Tivnan made a motion to approve the minutes of July 8, 2009. Nicole Allen seconded the motion. Voted 3 to approve and 2 abstained.

Al Collings asked Marie Arsenault if she had spoke to the auditors regarding the Conservation accounts and she had not.

Delivery of Omnibus Budget Report: Letter received from Lynda Plante requesting that the Omnibus Budget be included with the Advisory Committee report mailed to every household at least five (5) days before the Annual Town Meeting. Discussion held and Jack Tivnan made a motion to mail out the Omnibus Budget as we did in 2007 and backwards. Nicole Allen seconded the motion. Voted 5-0 to mail the Budget. A letter will be sent to Lynda Plante stating that the Advisory Committee interprets the by-law to include the Omnibus Budget.

Free Cash: The estimated free cash is $954,000.00. $72,000.00 MTBE monies were not included in free cash as they were received after June 30, 2009. Al Collings is working on a Budget Model and this will be available at the next meeting. He will also update the Fleet Account as well. Water items will be addressed at the September 16, 2009 meeting with the Water Department. Al will speak with Ronnie Marchessault and Bob Benson.

Police Boat: Harbor Master Joe Borlikoski and Chief Tom O’Donnell were present to discuss. Joe Borlikoski said he went to a boat show and saw a new model that was eight feet wide that would work for $16,500.00. Tom Schnare stated that other towns have acquired their police boats through private donations. David Eisenthal questioned who is going to set up a plan and staff the boat. Chief O’Donnell stated that there has never been a plan. His department could staff the boat with part time police officers but who is going to pay as his budget has already been cut and he cannot take any monies out of his present budget. Bob Benson asked where would the boat be stored and maintained. Joe Borlikoski was asked if he kept a log of complaints. He has other years but not this year. Al Collings stated that we need a written proposed plan for patrolling the lake and who will be responsible for the boat. It was suggested that the Joe Borlikoski take reserve
intermittent training so that he will have limited enforcing power and this will eliminate the liability issue. The final recommendations will come from the Police Department, Selectmen and the Harbor Master.

**Financial Management Policies:** Al presented a pamphlet of Financial Management Policies. Members are to read, markup, send e-mail and we will review at the next meeting.

Al Collings drafted a letter to be sent to the Assessors, Tax Collector, Zoning Board of Appeals, Town Accountant and Treasurer to come to our next meeting on September 9, 2009 to discuss the current status of our most significant revenue source; Real and Personal property taxes. David Eisenthal would like them to address the collection procedure and how it all happens. Al Collings will make this Item #5. A copy will be sent to the Selectmen. Tom Schnare made a motion to send the letter.

**Charter Communications:** Question of what is in the contracts. Marie said that monies are received over the course of the contract but that the last check did bounce, which was made good. We will ask Johanna to look up the contract to see if we are getting what we agreed to.

**Municipal Lighting:** Al Collings said there has been increase from $33,000.00 to $60,000.00. He will get information from Johanna for the next meeting.

**GIC Health Insurance:** Tom Schnare said he keeps receiving information on savings with this plan. Marie Arsenault asked if Keith Arsenault Treasurer could be put on the agenda for the September 16th meetings. He has figures on this.

**End of Year Transfers:** Members signed the End of the year Budget Transfers totaling $12,610.24 and End of Year Reserve Transfers totaling $55,129.91. FEMA reimbursement monies have been applied against Winter Salt and Sand.

Tom Schnare made a motion to adjourn. Jack Tivnan seconded the motion. The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Christine M. Long
Secretary