The meeting was called to order by Chair Al Collings at 6:31 p.m.

**Minutes:** Jack Tivnan made a motion to approve the minutes of September 29, 2010. Roy Roberts second. Vote 7-0 to approve. Jack Tivnan made a motion to approve the minutes of October 14, 2010. Roy Roberts second. Vote 6 to approve, 1 abstain.

**Capital Budget Analysis:** Al Collings presented a Capital Budget Analysis. Al Collings has asked Keith Arsenault, Treasurer, to talk about possible financing at our next meeting.

**Status of McRevey Transaction:** Cynthia Henshaw, East Quabbin Land Trust was present. Jack Tivnan made a motion to go into executive session for Reason #6. Roy Roberts second. A Roll Call Vote was taken 7-0 to go into Executive Session.

The Advisory Committee meeting resumed at 7:16 p.m.

**Highway & Road Plans:** Superintendent of Streets, Jim Daley was present. FY11 Chapter 90 available $385,000.00. Wigwam Road will be done three phases and completed in FY13. Wheeler Road will be done in two phases and completed in FY12. At this time Chapter 90 money will be depleted. Discussed roads in West Brookfield that are in bad state of repair. Phil Landine asked about doing Town roads as they get more usage. Barry Nadon stated that we should not do any roads that gravel trucks use until the gravel operations are complete. The by-law needs to be rewritten and the Earth Removal Board should write the by-law. Mike Frew is Chairman of the Road Commissioners and Al will call him and tell him about the budgeting process and getting together in early January. It was felt that we should do some roads in town and some out of town. Roy Roberts suggested to the Highway Superintendent to close the door on the grader and to cover the chipper. Jim Daley said he will do this.

**Review Quaboag School Capital Budget Project List:** Superintendent of Schools Bret Kustigan presented a brief overview of the school district. He stated there is an open invitation to visit, tour and discuss the school. The district is in partnership with DESE. He stated that there has been a high turnover in administration with employees staying
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less than two years. We are the second regional district to sign on to RTTP (Race to the Top), which makes us eligible for grants. We are involved with MMSI (MA Math & Science Innovation), which is grant funded with an 86% increased AP offerings. An Innovation Proposal for the middle school will change the way we do things there. The focus will be on STEM-biotechnology, renewal energy and informational technology.

Solar Project: Bran Hunter and Matt Martunis were present from Nexamp. DeWitt Jones, President of BCC Solar Energy Advantage was present. Joe Scanlon, Finance Director, QRHS was present. The solar panels will be installed on the roofs of West Brookfield Elementary School, Warren Elementary School and Quaboag Regional High School at no cost to the towns. The Town has an option to purchase after six years and can purchase after 20 years. If not purchased, they will be disassembled after 20 years. Al Collings asked “do you do upgrades” and the answer was that our obligation was to supply electricity. Bret Kustigan stated there would be a savings over time of $800,000.00. Jack Tivnan asked what the cost of electricity is now and the answer was that the price has dropped to .09 cents delivered. It will cost us .10 cent with the solar panels. All the electricity generated will be sold to the utility company and we will purchase our needs at .10 cents thus making .045 cents on the extra electricity produced. Al Collings asked how the purchase price will be determined after six years and the answer was “fair market value”. Al Collings asked how long the rates were good for and the answer was that they change every six months.

Johanna Barry is very concerned about the installation on the roof and in case of leaks, who will be responsible, what would you do and who will pay. They said that they have talked with the roofers and they will honor the warranty. Johanna Barry wants a bond. Phil Landine asked if this was a “done deal” and the answer was yes based on getting a building permit. They said that on the flat roof there would be no penetration of the roof and the panels will be held down with weights and a roofer will be on site when installation takes place. Phil Landine asked about maintenance and how often do you have to go on the roof. The answer was very rarely. There was no maintenance and the rain will wash the panels. On the pitched roof, lag bolts will tie into the trusses, flashed and installation of L-clamps to hold onto the roof. Al Collings asked if there was a written agreement on the elementary school and how does it work. We have not seen any paperwork. They will get a copy to us. Phil Landine asked if there was a penalty clause and legally can you go out for 20 years.

Technology Quote: Ed Jodoin presented quotes on computers, infrastructure and projectors adding up to a total of $850,170.76.

Bret said the Building Committee would decide what is most important depending on funding for the May Town Meeting. There are 370 students in the elementary school at this time.

**Quaboag Regional Mid/High Capital Improvements:** Ed Jodoin presented estimates totaling $716,482.00 of which West Brookfield’s portion computed @ 39.78% equals $285,017.00. Al Collings stated that several of these items should come under maintenance and not a warrant article.

**School District Capital Improvement Plan:** Joe Scanlon presented a “First Draft” School District Capital Improvement Plan of which there were no figures listed. Al Collings suggested that members read and have questions for next time and also schedule a “walk through” at the school.

**Library Budget Needs:** Lisa Careau presented the Library Capital Plan totaling $66,000.00. This consisted of carpeting three floors, stairs and hallways and linoleum for two bathrooms as well as bookcase shelving for two floors. She would like to do this next year. Al explained the carpet situation. There are wrinkles and holes in the carpet and it is 14 years old. Lisa Careau said the bookcases are 50 plus years old and not up to library standards. They are 7 inches deep and should be 10-12 inches deep and there are no backs causing books to fall. The second floor bookcases came from an academic facility used, and are 50 plus years old and need to be replaced. Lisa explained that when the library was done over there was no money left for bookcases. The library would need to be closed for a month. Al Collings asked when the best time to do this and Lisa said the best time would be in September. Capital Plan for the next five years: It was suggested that Lisa go back and look at Rhinehart’s report and identify what major items need to be done. Al and Lisa walked around the building and it was felt that some wooden cases need to replaced in the next five years.

**Police & Fire Department space options:** Al said we will schedule a meeting next week at 6:30 and meet with the Board of Selectmen to discuss. Phil Landine said we should include rescue squad housing. The Police and Fire Chiefs will be asked to attend.

**Cost of Living FY 2012 Budget Guidelines:** Al Collings said he made an executive decision to use 2% as a cost of living increase and the budgets have been sent out. Jack Tivnan apologized again. Al Collings asked this to be put in the minutes.

Johanna Barry has not seen any paperwork on the solar panels. She said that Fire Chief Paul Luppachino is very concerned. In case of a fire, the fire department should know what is on the roof and how to deal with the panels/electricity. Johanna said that the Building Inspector has stated that he will not sign off until he gets Selectmen’s approval.
Barry Nadon said bonding is necessary for West Brookfield Elementary and Quaboag Regional. Johanna Barry will get a copy of the contract that the school signed and e-mail it to members.

Jack Tivnan made a motion to adjourn the meeting. Phil Landine second. Meeting adjourned at 9:23 p.m.

Respectfully submitted,

Christine M. Long
Secretary