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. Roy Roberts seconded the motion. Comments: Al Collings said that he had talked with Paul Lupacchino and Paul has talked with the manufacture of the fire truck engine and it was agreed that it was still under warranty. There will be a meeting of the Warren and West Brookfield Selectmen, Advisory Committees and School Committee on March 8, 2010 at 6:30 p.m. at Quaboag Regional High School. Al Collings said that Bret Kustigan will be putting together a packet with a line item budget. Bret Kustigan said that the school will be asking for $100,000.00 and later in the conversation said $140,000.00 and then talked about maybe asking for article money. Al Collings told him that we need to have a firm number for discussion. Marie Arsenault asked is that amount of money for one town or two towns? Al Collings said it was for both towns. Secretary will correct the minutes to read Ryan Pontbriand instead of Brian. Voted 5-0 to approve the minutes as corrected.

**Expendable Trust Fund Balances, Revolving, Grants & Donations:** Marie Arsenault presented a spread sheet of the above accounts. Tom Schnare asked how the trust funds figure in the budgets. Johanna Barry said some of them have to be spent on specific things. The Library goes into their trust funds to supplement their budget and some is saved for a capital project. Advisory Committee would like to see a total budget for the Library including trust funds and grants. The Cemetery uses their trusts for projects. The trusts, grants and donations are not included in any of the budgets. Marie Arsenault oversees these. Johanna Barry suggested the Advisory Committee have a conversation with each department that has trust funds and ask how they are handling them. Book Sales for the History of West Brookfield has $10,569.50 in sales. Marie set up the account. The Town spent $15,000.00 to produce the book and want to keep track of the sales. Eventually the money will go into free cash. The question was asked why the Police Detail was in the negative. The answer is that there has been a lot of work and the money has not come in on time. It is expected to be in the positive soon.

**Budget #30 Tree Warden, #33, Highway, #52 Drop Off Center:** Jason Benoit did not come to the meeting. He did not meet with the Selectmen yesterday to resolve some budget issues. He will meet with the Advisory Committee in March.
Budget #17: Computer Technology. Gary Simeone and Richard Walters were present to discuss the Computer Technology Budget. Al Collings thanked them for coming in. Gary Simeone went over service agreements: Tax Collector $5,900.00. Al Collins asked if her system was reliable. Gary Simeone said that it was. It is about 6-7 years old but it does get upgraded. Assessors $2,500.00. Accountant/Treasurer: $4,000.00. The Treasurer asked to add $200.00 in case of an increase. Police: $2,900.00. Al Collings asked how many computers the Police Department has. Gary said they have six desktops and three laptops. $2,000.00 for hardware; they are always upgrading. Jack Tivnan wants to keep service agreements separate from hardware. Miscellaneous Tech Supplies: Gary said that some things should go into other categories. He will work with Marie on this. Al asked if the printers were color. Gary said most of them are in color. Gary said that the Internet Service Contract was for only five years with Charter and he feels it was up last year. The cost is $189.99 a month. Johanna said the contract is now good for ten years. She will check the contract for the cost of the Internet Service. Tech Support: This covers anything that goes wrong. He has not had to use this as much and feels that he can drop down his budget $4,000.00. Consulting Service: SCS charges $65.00 per hour and TCG charges $135.00 an hour. The Police Department, Assessors and Tax Collector use Tech Support more often because their systems are more complex. Marie Arsenault wanted to know the age of the computers. Gary Simeone said he e-mailed this to Al and he will print this up for next week. Al Collings asked is the Hardware Budget earmarked or just in case. Gary answered that several of the computers are over six years old. He cannot buy six in a year but could probably handle 3-4 a year. The average cost is $1,000.00 with software. Gary stated that the server was bought in 2005. More than likely there will begin to be issues and should replace in 2012. It would cost $5-6,000.00 to replace. Al Collings asked if there were any grants available for this. Gary Simeone said he never heard of any but maybe by then there would be. The Library sent in a request in September to buy two computers and a printer. Gary Simeone said it looks like he may be able to do this year for $2,128.00. Discussed putting Library computers on their budget but after reviewing the 2½ state mandatory increase, it was decided to leave along for now. In the future years, we do not want the Library to go over 2½.

Gary Simeone said that Paul Lupacchino has asked about computers. The Tech Committee go over to the Fire Department and assess his needs. Al Collings asked if he could do this within the next two weeks. Al Collings asked the Tech Committee if $5,000.00 was taken out of your budget, what would you do. They stated that it would be extremely hard to keep the existing computers running and they would not be able to purchase any new computers.
Al Collings asked that the Committee look at the budgets. If we need to have someone come in, we could schedule them for either March 24 or 31.

Al Collings asked Johanna Barry to provide for next week a list of disposable Town property.

Jack Tivnan made a motion to adjourn the meeting. Roy Roberts seconded the motion. Voted 5-0 to adjourn the meeting at 7:52 p.m.

The next meeting will be March 3, 2010.

Respectfully submitted,

Christine M. Long
Secretary