TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
March 31, 2010

Present: Al Collings   Marie Arsenault, Accountant
        Tom Schnare   Keith Arsenault, Treasurer
        Phil Landine   Johanna Barry, Executive Secretary
        Roy Roberts   Sarah Allen, Town Clerk
        Jack Tivnan
        Diane Vayda
        Nicole Vongratsamy

The meeting was called to order by Al Collings at 6:30 p.m.

Jack Tivnan made a motion to approve the minutes of March 24, 2010 as presented. Roy Roberts seconded the motion. Voted 7-0 to approve.

Review updates to FY 2011 Revenue & Expense Budgets: Diane Vayda questioned #31 Quaboag Football Program of $18,000.00 and was the whole amount for West Brookfield. The answer is that Warren would pay a portion. The school to date has not asked for this article and Al Collings will talk with them. Al Collings stated that there will be $185,395.74 in free cash after the Annual Town Meeting. Marie Arsenault explained the Water Budget and the water surplus balance is $12,599.46. The MTBE money is still in holding. Tom Schnare asked are we moving money from #29 MBTE to #32 Post Employment Liability Trust Fund and the answer was we are waiting on this. Jack Tivnan asked when does the Warrant have to be mailed and Johanna said two weeks from today.

Article #19: Sarah Allen was present to answer questions on Public Consumption Or Use OF Marijuana Or Tetrahydrocannabinol. Sarah Allen said she received this by-law over the State computer and the State recommends this format for towns to adopt. This by-law is a sample of the law prepared by the Attorney General. The Advisory Committee would like “by criminal indictment” in section D removed. Sarah Allen will speak to the Police Chief.

Article #32: Vote to accept Section 20 of Mass. Gen. Laws Chapter 32B and establish a separate fund known as the “Other Post Employment Benefits Liability Trust Fund. Keith Arsenault was present to answer questions. The Advisory Committee wanted to know from Keith when he would know what the Town’s liability would be. Keith explained that he has just purchased the software, which would analyze and give an estimate of life of the people now employed. He stated it would probably be about ten days before he would have figures. Any monies put into this account cannot be removed because it is a nonexpendable trust. Tom Schnare asked Keith what towns are doing this and how is it working for them. Keith will look into this.
Review FY 2011 Department Budgets: Reviewed the following budgets: Fleet Capital Account, Public Safety Complex, Assessors, Zoning Board, Town Hall, General Insurance, Town & Advisory Reports, Building Inspector, Gas Inspector, Plumbing Inspector, Electrical Inspector, Hazardous Waste Coordinator, Inspector of Animals, Animal Dog Control Officer, Inspect Pest Control, Cemetery, Veterans Agent, Agricultural Committee, Recreation, Historical Commission, Celebrations, Common Committee, Local Access. Questions raised: General Insurance is down from $90,000.00 to $82,000.00. Johanna explained that she had put this out to bid and received a lower price subject to claim review. She will have $35,000.00 to return to free cash this year. Town & Advisory Reports: Johanna stated she gets quotes every year. Tom Schnare asked about Building Inspector/Zoning Officer’s mileage. Marie Arsenault said that the Selectmen voted not to pay mileage to and from the Town Hall. The mileage rate is .50 cents a mile. They keep a log of their miles and she has documentation of how much is paid out. Other inspectors accept a stipend and do not keep mileage logs. Marie Arsenault said that Municipal Lighting has been removed from the Highway Budget and placed in the General Government Section. Recreation and Common Committees no longer get Irving England Trust monies. Marie has the guidelines if these committees would like to reapply.

Highway Budget: Tom Schnare asked if the Superintendent would be coming in. Al Collings said that we had decided last week not to have him come in. Johanna explained his budget. It is level funded. Ryan Pontbriand left and the funding was left in the budget should a replacement be hired.

Mark Astrella would like to have an open house at the highway barn on April 10, 2010 from 9-11 a.m. He would like the Advisory Committee to reconsider the stipend for those who worked on the barn. The stipend has to be voted on at an annual town meeting. Al Collings said to have this passed at town meeting it must have a good cost estimate and certification of what it actually did cost. Johanna Barry will work on this.

Review Warrant Articles for May Town Meeting:

Article 1: Bring in Votes.
Article 2: Hear and act upon Annual Reports of Town Officers and Committees.
Article 3: Vote to determine compensation paid to elected Town Officers.
Motion to approve: Jack Tivnan. Second: Nicole Vongratsamy. Vote 6-0 approve Article 1 and 2. Vote 5-1 abstain Article 3.
Article 4: Vote to raise and appropriate or transfer from available funds in the Treasury, such sums of money as listed in the Advisory Committee Report and as amended as may be necessary to defray the expenses of the Town for the Fiscal Year 2010-2011, and to TOWN OF WEST BROOKFIELD ADVISORY COMMITTEE MINUTES March 31, 2010 vote that any State reimbursements which result in available funds to Quaboag Regional School District, in excess of the approved budget, shall be used to reduce the Town’s assessment. Motion to approve: Jack Tivnan. Second: Nicole Vongratsamy. Vote 6-0 approve.

Article 5: Vote to transfer from Free Cash the sum of $14,500.00 and to transfer from the Overlay Surplus Account the sum of $45,500.00 to be placed in the Reserve Fund to provide for extraordinary or unforeseen expenditures under the provisions of Chapter 40, Section 6 of the General Laws known as the Reserve Fund. Motion to approve: Jack Tivnan. Second: Nicole Vongratsamy. Vote 6-0 approve.

Article 6: Vote to raise and appropriate a sum of money to pay principal and interest payments owed on bonds for the West Brookfield Elementary School. Motion to approve: Jack Tivnan. Second: Roy Roberts. Vote 6-0 approve.

Article 7: Vote to raise and appropriate a sum of money to pay West Brookfield’s share of the principal and interest payments owed on bonds for the Quaboag Regional Middle/High School. Motion to approve: Jack Tivnan. Second: Diane Vayda. Vote 6-0 approve.

Article 8: Vote pursuant to M.G.L. Chapter 44 Section 53E ½ to authorize the use of a revolving fund to pay cemetery related expenses which fund shall be credited with receipts from various Burial Grounds Commission fees, such expenditures not to exceed $16,000.00 in fiscal year 2010/2011. Motion to approve: Jack Tivnan. Second: Roy Roybers. Vote 7-0 approve.

Article 9: Vote pursuant to M.G.L. Chapter 44 section 53E ½ to authorize the use of a revolving fund to pay Police Officer Detail Expenses, which fund shall be credited with receipts from various Details fees, such expenditures not to exceed $50,000.00 in fiscal year 2010/2011. Motion to approve: Jack Tivnan. Second: Diane Vayda. Vote 7-0 approve.

Article 10: Vote pursuant to Chapter 44, Section 53E ½ to authorize the Stormwater Authority use of a revolving fund, which fund shall be credited with receipts from various Stormwater Authority fees, such expenditures not to exceed $25,000.00 in fiscal year 2010/2011. Motion to approve: Jack Tivnan. Second: Nicole Vongratsamy. Vote 7-0 approve.
**Article 11:** Vote to authorize the Water Commissioners to employ their Licensed Water Commissioners at Grade 1 Step 1 ($10.19 per hour) for standby duty and emergency work in the absence of the Superintendent in Fiscal Year 2010/2011. **Motion to approve:** Jack Tivnan. **Second:** Diane Vayda. **Vote** 7-0 approve.

**Article 12:** Vote to transfer from the Overlay Surplus Account the sum of $4,500.00 to be placed into the Revaluation Account: **Motion to approve:** Roy Roberts. **Second:** Nicole Vongratsamy. **Vote** 7-0 approve.

**Article 13:** Vote to transfer from available funds in the Treasury the sum of $5,000.00 to be placed in the “Repairs to Private Ways Account” to pay for repairs to private ways within West Brookfield pursuant to M.G.L. Ch 40 S 6N, the repairs to include road materials and related labor expenses only, and further, that all repairs made to private ways will be completed in strict adherence to all applicable state laws and West Brookfield bylaws. **Motion to approve:** Jack Tivnan. **Second:** Diane Vayda. **Vote** 7-0 approve.

**Article 14:** Vote to amend Chapter XII, Section 8 of the General Bylaws by adding the following language: “Such temporary repairs shall not include work to improve private lands or improvements other than the repaired roadway, or to integrate or connect private driveways or other private improvements with the repaired roadway, which work shall remain the responsibility of the individual landowner.” **Motion to approve:** Jack Tivnan. **Second:** Diane Vayda. **Vote** 7-0 approve.

**Article 15:** Vote to transfer from available funds in the Treasury the sum of $10,000.00 to be placed in the Road Reconstruction Account. **Motion to approve:** Jack Tivnan. **Second:** Roy Roberts. **Vote** 7-0 approve.

**Article 16:** Vote to transfer from available funds in the Treasury the sum of $12,000.00 to purchase turn out gear. **Motion to approve:** Jack Tivnan. **Second:** Diane Vayda. **Vote** 7-0 approve.

**Article 17:** Vote to transfer from available funds in the Treasury the sum of $10,000.00 to be placed in the Stormwater Management Account to be used to address stormwater issues. **Motion to approve:** Jack Tivnan. **Second:** Nicole Vongratsamy. **Vote** 7-0 approve.
Article 18: Vote to transfer from available funds in the Treasury the sum of $5,000.00 to be placed in the Tax Title Expense Account. Motion to approve: Jack Tivnan. Second: Nicole Vongratsamy. Vote 7-0 approve.

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Article 19: Vote to amend Article 13 of the Town By-Laws, Use of Streets, Sidewalks and Public Places, by adopting and inserting the following section therein: 13.13 Public Consumption or Use of Marijuana or Tetrahydrocannabinol. Pass over. Need more information.

Article 20: Vote to transfer from Stabilization the sum of $200,000.00 to repair the heating system in the West Brookfield Elementary School. Defer until next week.

Article 21: Vote to transfer from the Fire Truck Stabilization Account the sum of $40,000.00 to refurbish the Town’s fire fleet. Motion to approve: Jack Tivnan. Second: Roy Roberts. Vote 7-0 approve.

Article 22: Vote to transfer the sum of $7,297.50 from the Water Surplus Account to the Water Expense Account to pay for unexpected legal fees for Long Hill River Project. Motion to approve: Jack Tivnan. Second: Diane Vayda. Vote 7-0 approve.

Article 23: Vote to transfer the sum of $2,000.00 from the Water Surplus Account to the Water Expense Account to pay for unexpected furnace replacement at the Water Filtration Plant on Ware Point Road. Motion to approve: Jack Tivnan. Second: Roy Roberts. Vote 7-0 approve.

Article 24: Vote to transfer a sum of money from the Water Surplus Account into the East Main Street Account to be used to install 80’ of 10” DT11 C906PE3608, horizontal directional drilling and appendages. Motion to approve: Jack Tivnan. Second: Nicole Vongratsamy. Vote 7-0 approve.

Article 25: Vote to transfer the sum of $5,621.64 from the Water Surplus Account into the Water Expense Account to be used for the replacement of Wells #1 & 2 pump control stations for KOH at the plant. Motion to approve: Jack Tivnan. Second: Nicole Vongratsamy. Vote 7-0 approve.

Article 26: Vote to transfer the sum of $29,836.80 from the Water Surplus Account into the Water Salary Account to pay out sick leave benefits as outline in the Town’s Employee Handbook. Motion to approve: Jack Tivnan. Second: Roy Roberts. Vote 7-0 approve.
**Article 27:** Vote to transfer from the Water Stabilization Account the sum of $184,000.00 to be placed into a “New Meter Account”, to be used for the replacement of new meters throughout the entire system. **Motion to approve:** Jack Tivnan. **Second:** Phil Landine. **Vote 7-0 approve.**

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**Article 28:** Vote to transfer the sum of $5,000.00 from the Water Surplus Account into the East Main Street Account to be used for engineering fees for the East Main Street Project of 80’ of 10” DT11C906PE3608, horizontal directional drilling & appendages. **Motion to approve:** Jack Tivnan. **Second:** Diane Vayda. **Vote 7-0 approve.**

**Article 29:** Vote to transfer from the MTBE Settlement Account the sum of $263,977.17 to be placed in the Water Stabilization Account. **Pass over.**

**Article 30:** Vote to amend the Zoning By-law by adding the following to Section 8.4.1 under the Town Common Overlay District: Farmers Market. **Pass over until Town Meeting.**

**Article 31:** Vote to transfer from available funds in the Treasury the sum of $12,332.00 to fund the Quaboag Regional District Football Program. **Pass over.**

**Article 32:** Vote, as recommended by the town treasurer and auditor, to accept Section 20 of Mass. Gen. Laws Chapter 32B and to establish a separate fund known as the “Other Post Employment Benefits Liability Trust Fund” as authorized by said Sec. 20, which would enable the town: (a) to create a funding schedule for such fund, and (b) in future years to appropriate sums to reduce the unfunded actuarial liability of future retiree health benefit and other post-employment benefits, all in accordance with said statute. **Pass over.**

Johanna Barry will invite Linda Plante and Michael Frew to the April 28, 2010 Informational Meeting to be held at the Senior Center.

Jack Tivnan made a motion to adjourn the meeting. Roy Roberts seconded the motion. Voted 7-0 to adjourn the meeting.

**The next meeting will be April 14, 2010.**

Respectfully submitted,

Christine M. Long
Secretary