TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
April 3, 2018

Present:  Lori Loughlin
           Brad Hibbard
           Tom Long
           Pam Griffing
           Doug Aspinall
           Roland Sickenberger

Absent:  Dan Bigda

Others:  Al Collings, Lake Wickaboag
         Sarah Allen, Town Clerk
         Board of Health members:
         John Frizzell
         Melvin Dorman
         Jack Tivnan, Computer Tech
         Gary Lapine, Veterans Agent
         Jeff Taylor, Building
         Gary Simeone, Zoning

The meeting was called to order by Chair Lori Loughlin at 6:15 p.m.

BOARD OF HEALTH BUDGET #35: Board of Health members and Sarah Allen, were present to answer questions. Salaries of elected positions will be level funded. Sarah Allen is discussing the salary of the Admin. Assistant with the Selectboard. The committee left the salary as presented and advised her to work out the final number with the Selectboard. Legal expenses were increased due to a change in policy by the Housing Court.

LANDFILL BUDGET #35: Board of Health members and Sarah Allen, Administrative Assistant were present. The budget was level funded. Sarah was unsure of the costs for DEP mandated testing at the landfill but is confident the budgeted amount is sufficient. Melvin Dorman said there are ongoing preliminary discussions relative to the installation of a solar field at the landfill.

LAKE WICKABOAG BUDGET #45: Al Collings and Sara Allen were present to answer questions. The budget request is for level funding. Al and Sarah expressed concerns over accounting errors with their budget. The final FY17 treatment invoice of $1425. was erroneously deducted from the FY18 budget. This may cause a shortage in the FY18 budget. The Committee advised that there should be sufficient funding in the Reserve Account if needed.

TOWN CLERK BUDGET #9 & ELECTIONS & REGISTRATIONS BUDGET #10: Town Clerk Sarah Allen was present to answer questions. The elected Town Clerk position was level funded with a 2% COLA for assistants (3). Expenses level funded in the Town Clerk’s budget. Sarah requested an increase of $5891 in the Election budget since there will be four elections in FY19. We discussed postage expenses in both accounts. We will re-visit this line item next year when there is better actual cost information. Sarah explained concerns that an annual reimbursement she receives from
the state to cover a portion of the election costs has not been received. She said the town accountant has told her the reimbursement will be returned to the state which may result in a shortage in her FY18 budget.

FIRE DEPARTMENT BUDGETS #21, 26: Lori Loughlin will contact the fire chief to reschedule his budget review for April 9, 2018.

COMPUTER TECH BUDGET#17: Jack Tivnan was present to answer questions. The expense budget is level funded with minor category changes and the salary line increased by the 2% COLA. Roland Sickenberger will follow-up with Jack regarding software and firewall programs.

VETERANS AGENT BUDGET #39: Veterans Agent Gary Lapine was present to answer questions. He thanked the Advisory Committee for the advice they had given him last year. The Veteran’s Agent salary was increased by 4% as he did not receive the FY18 COLA due to a clerical error. Gary explained that the number of clients he services varies throughout the year and that he currently has eight clients. He said the State reimburses the town for 75% of Chapter 111 expenditures and 100% for burial and other expenditures. The process for reimbursement can take several months and he is confident that the town is receiving all it is due. Expenses for this budget are level funded.

BUILDING INSPECTOR/ZONING OFFICER BUDGET #22: Building Inspector Jeff Taylor and Zoning Officer Gary Simeone were present to discuss their budget. Salary lines were increased 2% and expenses are level funded. Jeff expressed concerns that $799.69 has been erroneously taken from his FY18 Asst. Inspector salary line in the general ledger. This needs to be corrected as this will create a shortage in his FY18 budget.

OLD/NEW BUSINESS:
School Budget: The Advisory Committee has been invited to a school committee meeting next Monday, April 9, 2018. Lori will attend the meeting at the school and Vice Chair Brad Hibbard will chair our meeting that same evening.
Time Clocks: Lori spoke with Diane Vayda and the Time Clock line item will remain in the Treasurer’s budget.
Accountant and Tax Collector Budgets: The Committee will ask Justin Cole to attend our next meeting to discuss these budgets. Pam Griffing will compile a list of questions to be forwarded to Justin prior to the meeting for his review.

Our next scheduled meeting is posted for April 9, 2018.
Lori will contact the Fire Chief and the Secretary will contact the Zoning Board of Appeals and the Assessors requesting they attend our next meeting.

Roland Sickenberger made a motion to adjourn the meeting. Brad Hibbard second. Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Christine M. Long
Secretary