TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
April 4, 2016

Present: Brad Hibbard, Phil Landine, Tom Long, Lori Loughlin, Pam Griffing
Absent: Richard Gobi, Robert Blozie

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

MINUTES: Phil Landine made a motion to approve the minutes of March 30, 2016 as presented. Pam Griffing second. Vote was unanimous to approve the minutes of March 30, 2016 as presented.

REVIEW OF ALL BUDGETS: Johanna Swain provided us with a clean copy of budgets with changes for our review. Phil Landine noted that a 2% raise was added to all Wages/Salaries/Stipends and did not think stipends were to be included. Lori Loughlin said she believed the Selectboard had approved 2% across the board. General discussion held with the Advisory Committee agreeing to recommend 2% across the board including stipends for those employees not covered by contract. An error in the Assistant Director at the Senior Center’s hourly rate and was corrected to grade 5 step 3 with 4% increase. Phil Landine questioned longevity stipends if an employee worked for more than one department. It appears that they do get a stipend for each job as noted in the Board of Health Clerk and Town Clerk’s budgets. The committee reconciled all budget with the wage classifications provided by Johanna.

Budget #1 Moderator: Approved.
Budget #2 Selectmen: Line item Executive Secretary corrected to $70,597.29 to correspond with grade/step on classification schedule. Line Item Stipend corrected to $705.97, corresponding to new salary line.
Budget #3 Advisory Committee: Approved.
Budget #4 Accountant: Hours or rate needs to be changed. Accountant cannot work more than 960 hours.
Budget #5 Assessors: Renee White’s rate is calculated above the union rate. Line item Renee White- Assistant Assessor corrected to $12,180.45.
Budget #6 Treasurer: Adjust hours from 832 to 461 on Assistant Treasurer.
Budget #7 Tax Collector: Line item Clerical removal hours from FY17 column.
Budget #8 Legal Counsel: Approved.
Budget #9 Town Clerk: Line item Assistant Town Clerk change hours to 926 to correspond with budgeted amount.
TOWN OF WEST BROOKFIELD
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Page 2

Budget # 10 Elections & Registrations: Line item Election Workers change to $3,000. and Registrars change to $8,730 and hours from 937 to 784. Sarah previously revised the requested amounts downward at our meeting with her.

Budget #11 Conservation: Approved.
Budget #12 Planning Board: Approved.
Budget #13 Zoning Board of Appeals: Approved.
Budget 13a Earth Removal: Approved.
Budget #14 Town Hall: Approved.
Budget #15 General Insurance: Approved.
Budget #16 Town & Advisory Reports: Approved.

**Budget #17 Computer Tech: Add raise of 2% for Clerk – change line to $1224.

**Budget #18 Police: Correct Administrative Assistant wages upward from $27,716.06 to $27,721.20

Budget #20 Parking Clerk: Approved.
Budget #21 Fire Department: Approved.
Budget #22 Building Inspector: Approved.
Budget #23 Gas Inspector: Approved.
Budget #24 Plumbing Inspector: Approved.
Budget #25 Electrical Inspector: Approved.
Budget #26 Hazardous Waste Coordinator: Approved with Line Item Internet Service contingent on getting a tablet.

Budget #27 Animal Inspector: Approved.
Budget #28 Emergency Management: Approved.
Budget #29 Animal Control Officer: Approved.

**Budget #30 Tree Warden: Committee requests hold on budget. Secretary will ask Jim DiMaio to come to the next meeting to discuss general expenses.

Budget #31 Insect & Pest Control: Approved.
Budget #33 Highway: Approved.
Budget #34 Municipal Lighting: Approved.
Budget #35 Landfill: Approved.

**Budget #36 Cemetery: Correct Line Item Caretaker to $12,483.57. Correct Line Item Assistant Caretaker to $4,554.00. Line Item Clerk add 182 hours in FY17 Hrs. column.

**Budget #37 Board of Health: Question on Line Item Safety Requirements $10,000. Secretary will follow-up with Sarah Allen.

Budget #38 Council on Aging: Approved.
Budget #39 Veteran’s Services: Approved.
Budget #41 Library: Approved.
**Budget #42 Recreation:** Word “donation” needs to be removed from budget expense line items referring to basketball and youth soccer.

**Budget #43 Historical Commission:** Approved.

**Budget #44 Celebrations:** Approved.

**Budget #45 Lake Wickaboag:** Approved.

**Budget #46 Common Committee:** Approved.

**Budget #46a Common Maintenance Highway:** Approved.

**Budget #47 Local Access:** No numbers on budget request. Committee will follow-up with Selectboard at future date.

**Budget #48 Central Mass Regional Planning:** Approved.

**Budget #49 Group Insurance:** Approved.

**Budget #50 Worcester County Retirement:** Approved.

**Budget #51 Water Department:** Approved.

**Budget #52 Drop Off Center:** Approved.

**Budget #53 Agricultural Committee:** Approved.

**Budget #54 Stormwater Authority:** Approved.

Secretary will forward corrections to the budgets to Johanna and request clean copies of those budgets with changes (**) for review at our next meeting.

Pam Griffing has been working on behalf of the committee to reconcile Town revenue and expenditures with the auditor’s report. She questions some of the items, particularly on revenue. She will follow-up with Town Accountant and Johanna. The Committee is deferring its recommendation on the proposed Prop 2½ override pending further review and analysis of financials.

**ANNUAL REPORT:** Brad Hibbard presented the committee’s draft report for the warrant and annual report requesting for a final time any changes or additions. Pam Griffing suggested expanding on Town Manager article recommendation paragraph. Tom Long suggested to add computers are available to view the full audit in the library and town hall. After discussion on the Town’s financials, outlined in the previous paragraph, Brad will add “The Advisory Committee is deferring its recommendation on an override pending a further review and analysis of anticipated FY17 revenues and expenditures” to the paragraph referring to the proposed override. Phil Landine made a motion to approve the Annual Report with additions. Tom Long second. Vote was unanimous to approve the Annual Report with additions. Brad will make changes this evening and forward final report to committee members. Lori will forward report with attached Management Letter to Johanna for placement in warrant and annual report.
There will be a School Budget Meeting next week and Lori Loughlin will attend.

Our next meeting will be Wednesday, April 13, 2016 at 6:15. Our secretary will ask the Tree Warden to attend and we will review revised budgets listed above.

Brad Hibbard made a motion to adjourn the meeting. Tom Long second. Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Christine M. Long
Secretary