The meeting was called to order by Vice Chair Kevin Paquette at 6:15 p.m.

**MINUTES:** Phil Landine made a motion to approve the minutes of March 23, 2015. Brad second. Vote was unanimous to approve the minutes of March 23, 2015 as presented. Brad Hibbard made a motion to approve the minutes of March 25, 2015. Phil Landine second. Vote was unanimous to approve minutes of March 25, 2015 as presented.

**REQUEST FOR TRANSFER FROM RESERVE FUND: LAKE WICKABOAG DAM MAINTENANCE REPAIRS:** Hold for more information.

**HIGHWAY BUDGET #33:** Highway Superintendent Jim Daley was present to discuss his budget. His budget of $494,000.29 has increased 2.91% over last year. Wages, vehicle maintenance, and uniforms have increased and gas/fuel/oil has decreased. When asked how the union would impact his department, he said he did not know and was not involved in the union. He said the energy audit would take $30,000 to move forward. He did repair the heating system, had some electrical work done and moved a fuel tank. His plan going forward is to use environmentally friendly salt and eliminate sand from the roads. Discussed giving back to the State Route 9 to Ware road.

**CEMETARY #36A:** The budget is level funded at $7,500. Jim Daley said he has two part time employees who work at the cemetery. Things are pretty much on track. He has a little money left in payroll but will know better at the end of the year.

**DROP OFF CENTER #52:** The budget is level funded at $5,181.25. Jim Daley says the drop off center does take in some money and this is used to pay for some of the salary. Phil Landine suggested a sticker fee to get the drop off center to pay for itself.

**COMMON MAINTENANCE HIGHWAY:** The budget is level funded at $5,000. Jim Daley said he has money for mulch and the Common could eliminate this amount from their budget.

**COMMON COMMITTEE:** The budget of $7,595.09 has increased 113.89%. Rayne Petruzzi was present to discuss the budget. This is her first year in preparing the budget and she presented a detailed list of Common Committee Expenses. The water expense
has doubled. She said she gets three water bills and they charge for turning on the water in the spring and shutting off if the fall. Jim Daley explained to Rayne that he has money in his budget for mulch and she could eliminate this line item of $300. Line item $1,040 is an estimate to take down dead trees behind the bandstand. Line item $225 is to prune two trees on Route 67. When asked if the Committee had looked into other Trash Removal Services and the answer was that they had contacted Casella and they would not provide seasonal service whereas Leboef is willing to do this. When asked what about income, Rayne said they did not receive any except for what the Town provided. What about Asparagus Festival and Rayne said last year they gave a donation of $900 and the Lions Club is donating picnic tables this year. The Common Committee’s budget was reduced by $300 to $7,294.09.

The Advisory Committee discussed the following list of questions and concerns for discussion when reviewing the following budgets:

#4 Town Accountant: Discuss status and outcome of audit. Bring copies of the audit.  
#5 Assessors: Increase in expenses. Bring itemized copies of expenditures to date.  
#6 Treasurer: Status of properties with back taxes.  
#7 Tax Collector: Bring list of taxes owed and what is being done to collect them.  
#49 Group Insurance: Status of discussions relative to FY16 insurance plans.  
#10 Elections: Why the increase in election worker salaries?  
#15 General Insurance: What was done this year in an attempt to lower costs?  
#17 Computer Technology: Bring itemized copies of expenditures and consider transferring responsibility to Executive Secretary.  
#18 Police: Bring itemized copies of expenditures to date.  
#21 Fire: Bring itemized copies of expenditures to date and list of current firefighters and recruits.  
#35 Landfill: Why the increase? Additional testing?  
#38 Council on Aging: Bring itemized copies of expenditures to date.  
#41 Library: Bring itemized copies of expenditures to date.  
#42 Recreation: Bring itemized copies of expenditures to date.  
#51 Water Department: Bring itemized list of expenditures and discuss health insurance payment.  
#47 Local Access: Get copy of inventory from Marie. Bring copy of itemized expenditures.
Phil Landine made a motion to approve the following budgets. Lori Loughlin second. Vote was unanimous to approve the following budgets as presented. Secretary will notify Department Heads.

#1: Moderator
#3: Advisory Committee
#11: Conservation
#12: Planning Board
#13: Zoning BOA
#13A: Earth Removal
#16: Town & Advisory Reports
#20: Parking Clerk
#22: Building Inspector
#23: Gas Inspector
#24: Plumbing Inspector
#25: Electrical Inspector
#27: Animal Inspector
#29: Animal Control
#30: Tree Warden
#31: Insect and Pest Control
#33: Highway Department
#34: Municipal Lighting
#36: Cemetery
#39: Veteran’s Services
#43: Historical Commission
#44: Celebrations
#45: Lake Wickaboag
#48: Central MA Planning
Stormwater Authority
Agricultural Committee

Lori Loughlin received an e-mail from Cami Lamica, Director of Finance and Operations of QRMS of a meeting scheduled for 3:30 p.m. in the Library of the school tomorrow. Kevin Paquette may be able to attend.

Next meeting to be scheduled for Thursday, April 16, 2015 at 6:15. Secretary to notify Teri Barrett to attend to discuss budgets #17 Computer Technology, #42 Recreation and #7 Tax Collector and to bring an itemized list of expenditures to date for all the above
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budgets and to bring a list of taxes owed and what is being done to collect them and will ask Accountant Marie Arsenault for an itemized list of expenditures for those budgets.

At 8:50 p.m., Tom Long made a motion to recess the meeting to tomorrow evening, April 7, 2015 at 6:30. Brad Hibbard second. Vote was unanimous to recess to April 7, 2015 at 6:30 p.m.

April 7, 2015
6:30 p.m.

Present: Tom Long
Phil Landine
Brad Hibbard
Kevin Paquette
Lori Loughlin

Absent: Richard Gobi

The Advisory Committee meeting reconvened and called to order by Vice Chairman Kevin Paquette at 6:30 p.m.

Kevin Paquette attended the meeting today at the QRHMS Library. Kevin presented an overview of typical plan designs for municipal accounts. School representatives at the meeting agreed to propose a change in their group health insurance plan that would raise their current copayments. It was estimated that this change, if approved by the school staff & teachers, would result in a budget savings of approximately $140,000. The current plan renewal is projected to result in an increase of 10.9% for the school and its employees. The proposed new plan would reduce the increase to 4.8%. Kevin stated the school has 60 days to accept the proposed changes.

BUDGET #18 POLICE: Chief O’Donnell was present to answer questions. The Chief explained the sick time/vacation buy back line items. Per contract, he has to include a week of sick and vacation buy back. Line item Auto Repair, the chief anticipates that this will go down when two cruisers are replaced. He agreed to reduce this line if the two new cruisers are approved at town meeting. Advisory Committee discussed putting a line item in his budget for maintenance/service agreements for police computers and taking this out of the technology budget. The Chief was agreeable. (The Advisory Committee is still discussing the computer technology budget/issue and hasn’t made a final decision.) The Chief has spent 70% of his payroll to date and 54% of his expenses and is hopeful he will come in on budget this fiscal year. Chief O’Donnell said that he has received a grant
in the amount of $18,873.37 for the replacement of cruiser radios and purchase of several portables.

**BUDGET #28 EMERGENCY MANAGEMENT**: Budget is level funded.

**BUDGET #41 LIBRARY**: Interim Librarian Director Holly Takorian and two trustees were present to discuss the budget. The Advisory Committee said they must have excess money left because they did not presently have a permanent librarian. The trustees said that they have used pages to fill in hours and that excess money would go back to the Town at the end of the fiscal year. When asked if they would lose their accreditation because they did not have a librarian, they said they have five years to find someone and then this could be extended. Holly Takorian would like to find a local person to be the Librarian. They are happy with the Highway Department mowing the lawn. When asked about the line item in the Technology Budget for the Library in the amount of $1800, they had no idea what this was for. They said from time to time they have been asked if they needed a computer but the last time they got a new one was after the renovation. The Advisory Committee said that they may be asked to put this in their budget.

Library Trustee Alex McNitt asked the Advisory Committee if we were going to have an informational meeting on the proposed budget for residents as was done in the past and answer was that we could not do this. We told her that our submission for the Annual Town report had initially addressed some of the issues she was concerned about but that the Town Clerk/Selectperson had redacted much of the information from our report. The Library trustees discussed the possibility of providing an informational session for town residents and asked for copies of our original and redacted reports.

Select Board member, Diane Vayda joined our meeting and Kevin Paquette discussed the school meeting he went today regarding health insurance.

For several weeks our committee has been discussing and seeking input on the best way to oversee the technology budget going forward. Gary Simeone walked by our meeting room and was asked to talk with us as he had been a member of the Computer Technology Committee in the past. He explained how the technology committee functioned when he was involved with it. At that time it provided oversight on the purchase of appropriate computers, managed the growth of the network with the goal of reducing individualism within the system. Brad Hibbard suggested that the Town develop a comprehensive technology policy managed by an individual with a technology
background. The Advisory Committee will discuss this further when they meet with the current technology coordinator.

The Advisory Committee told Select Board Diane Vayda that they still wanted to talk to the Auditor and to see the report. Diane said she would reach out to the auditor.

Lori Loughlin made a motion to adjourn the meeting. Phil Landine second. The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Christine M. Long
Secretary