TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
August 13, 2018

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

Others Present: Phil Landine
                Diane Vayda
                Donna Allard
                Colleen Mucha
                Greg Morris
                Craig Carter

The meeting was called to order by Co-Chair Lori Loughlin at 6:30 p.m.

TOWN ACCOUNTANT: Donna Allard provided an update on finances. Since our last meeting all payrolls and FY19 accounts have been posted. She requested three Reserve Fund transfer requests to close out FY2018. The Reserve Fund balance as of 06/20/2018 was $23,311.60.

1. Reserve Fund Transfer Request: 01-146-5110 Collector Salary: Amount of transfer requested: $6,176.44. Reason: Original scope of work by Baystate was expanded.

2. Request Fund Transfer: 01-192-5244 Copier Maintenance: Amount of transfer requested: $4,114.03. Reason: Cost of additional copier supplies exceeded the appropriation.


Brad Hibbard made a motion to approve Request Fund Transfer of $4,114.03 for Copier Maintenance. Tom Long second. Vote was unanimous to approve. $4,114.03 for Copier Maintenance. Pam Griffing made a motion to approve Request Fund Transfer $763.40 for Municipal Lighting. Tom Long second. Vote was unanimous to approve $763.40 for Municipal Lighting. Pam Griffing made a motion to approve Request Fund Transfer $6,176.44 for Collector Salary. Vote was unanimous to approve $6,176.44 for Collector Salary.

After the above transfers the remaining FY18 Reserve Fund balance is $12,257.53.

General discussion held on continuing issues with the Town Treasurer. Her lack of cooperation is creating a significant negative impact on the timely posting of accounts and the overall management of town finances. The Selectboard is dealing with these issues.
Donna provided suggestions on the annual funding of re-occurring departmental expenses and one-time expenditures. The committee will re-visit her suggestions prior to preparation of the FY20 budget. She informed the committee that the FY18 budget was expended at the rate of 97.29%, noting that most departments are managing their budgets well.

WBES PLAYGROUND EQUIPMENT FUNDING REQUEST: Former WBES Principal Colleen Mucha advised the committee that the pre-school playground equipment needs replacement. The estimated cost of replacing the equipment is $40,484. The school has raised approximately $25,000 through fund raising and continues its fund-raising efforts. She anticipates a need of approximately $10,000 from the town. Due to the imminent need for replacement and the timing of delivery and installation of the equipment it would be preferable to seek funding at a fall meeting rather than wait to the spring ATM. It was suggested she petition for an article on the fall town meeting warrant due to potential safety concerns with the current equipment. Mrs. Mucha will follow-up with Johanna on what is required for the article.

CANDIDATE FOR ADVISORY COMMITTEE VACANCY:
Diane Vayda and Phil Landine excused themselves from the meeting prior to the candidate interviews.

Greg Morris and Craig Carter were present to provide information on their interest in the committee. The Advisory Committee provided an overview of its role, charter and interviewed the candidates separately.

Greg Morris has been a teacher in the Worcester School System for 13 years. Prior to that he was a project manager and has a business background. He has concerns about the efficiency of school spending and spoke of specific areas of potential savings. He has children in our school district and would like to become more involved in town government.

Craig Carter has a business education and is employed in software sales. He was a member of the Master Plan Committee and is very interested in the future economic development of the town. He believes his prior involvement in town government makes him a good candidate for our committee. He also has children in our school system.

The Advisory Committee agreed that both applicants expressed genuine interest in appointment and would be excellent candidates. After discussion, Tom Long made a
motion to recommend Craig Carter for the open position. Doug Aspinall seconded the motion and the vote was unanimous to recommend Craig Carter.

It was suggested that our committee ask Mr. Morris to attend our meetings as the FY20 school budget is being discussed for his input and suggestions.

Diane Vayda and Phil Landine returned to our meeting and upon our recommendation will move to appoint Craig Carter at their next meeting.

MINUTES: Pam Griffing made a motion to approve the minutes of July 9, 2018 as presented. Lori Loughlin second. Vote was unanimous to approve the minutes of July 9, 2018 as presented.

ADVISORY COMPUTER: Roland Sickenberger presented a quote for a Dell computer and projector ($900. & $313). The Advisory Committee also suggested the purchase of a screen. The specifications and quotes were given to the Selectboard requesting purchase from the town technology budget.

Our next meeting will be September 17, 2018 at 6:30 p.m. Secretary will ask the Accountant and Treasurer to attend the meeting.

Lori Loughlin made a motion to adjourn the meeting. Tom Long second. The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Christine M. Long
Secretary