The meeting was called to order by Chair Brad Hibbard at 6:30 p.m.

MINUTES: Roland Sickenberger made a motion to approve the minutes of September 17, 2018 as presented. Craig Carter second. Vote four to approve the minutes of September 17, 2018 as presented with one abstention (Brad Hibbard).

Roland Sickenberger made a motion to approve the minutes of October 29, 2018 as presented. Craig Carter second. Vote four to approve the minutes of October 29, 2018 as presented with one abstention (Doug Aspinall).

ACCOUNTANT & TREASURER: Accountant Donna Allard and Treasurer Teri Roberts were present. The Accountant asked for an overview of the way annual budget information is forwarded to and received from town departments/committees. Discussion followed. Advisory Committee members stated they are open for suggestions on ways to improve the process going forward. Terry Roberts will email a copy of last years’ budget letter for Donna’s review. The committee suggested she make whatever changes she deemed appropriate. The Accountant will provide a spreadsheet of last year’s budget with expended funds and revenues, will provide a current spreadsheet of expended funds and revenues to date as well as a historical overview for the past three years. She has been working with Tom Scanlon to bring reconciliations to date. Free Cash has not been certified. The Treasurer asked if the Advisory Committee would like her to do a cash and trust report on a monthly basis and was advised yes.

BUDGET PROTOCOLS: Brad Hibbard asked Selectman Dan Bigda if the Select board could discuss and provide our committee with their direction on COLA allowances and a uniform administrative assistant/secretary payment schedule for the upcoming fiscal year. Dan said they will discuss at their next meeting.

SCHOOL: Superintendent Bret Kustigian was present and provided a copy of the QMHS Mold Remediation Actual Costs - September 2018 document. The District is disputing the Service Master Cleaning/restoration amount of $71,443.72. The Total amount due after insurance coverage is $105,312.19 exclusive of the disputed amount. It has been suggested that this amount be split three ways (District, West Brookfield, Warren) at $35,104.07 each. Roland Sickenberger suggested West Brookfield and
Warren’s portion be calculated based upon student population versus an even three-way split. Discussion regarding the underlying cause(s) of the mold issue. Mark Astrella was recently hired by the district as the Building Maintenance Coordinator. He will be responsible for overseeing maintenance issues between the three schools.

The Quaboag Regional School District Capital Plan is in the process of being revised. Bret said West Brookfield will not have any capital debt going into the next fiscal year. He is looking to replace all exterior windows and doors at the Elementary School. A similar project was recently completed at Warren Community School. The MSBA Accelerated Repair Program will provide West Brookfield with a reimbursement rate of 74.70% of the project cost. The cost to West Brookfield would be approximately $300,000. If approved at town meeting the work would begin in the summer of 2020.

General discussion held about options for unused space at Quaboag Regional School until such time as the school population increases.

MARIJUANA BYLAW: There will be a Special Town Meeting on December 18, 2018 at 7:00 p.m. for the marijuana bylaw. Discussion held. The Advisory Committee will ask the Selectboard for their position on the article. The Advisory Committee and will discuss at our next meeting scheduled for 6:30 p.m on December 18th. Secretary will post the meeting.

Brad Hibbard made a motion to adjourn the meeting. Tom Long second. Meeting was adjourned at 8:26 p.m.

Respectfully submitted,

Christine M. Long
Secretary