The meeting was called to order by Co-chair Lori Loughlin at 6:34 p.m.

MINUTES: Brad Hibbard made a motion to approve the minutes of December 3, 2018 as presented. Roland Sickenberger second. Vote was unanimous to approve the minutes of December 3, 2018 as presented.

ACCOUNTANT: Donna Allard reviewed the General Ledger Summary ending 6/30/2018. Our stabilization accounts are currently funded at $644,206.15, which includes General Stabilization of $161,761.50, Fire Truck Stabilization $181,448.12 and Water Stabilization $300,996.53. The Committee agrees we need to add to our General Stabilization account going forward. Our OPED account is currently funded at $151,000.

Donna recommended we conduct an actuary study to determine our currently liability and develop a plan to address our shortage. The cost of an actuarial study is estimated at $2500 and we have $400 left in an old article that could be applied to the cost. Free cash has not been certified as of this meeting. Donna provided and reviewed several documents from the State DLS/DOR for the information of committee members. She has sent out budget worksheets to all departments/committees/boards. The Select Board has not received the completed worksheets and will forward a memo requesting them asap.

ADVISORY COMMITTEE COMPUTER: Roland Sickenberger brought in a laptop computer that was purchased for our committee. It was given to Donna to hold in her office for Pam Griffing.

REQUEST FOR TRANSFER FROM THE RESERVE FUND: Roland Sickenberger made a motion to transfer $13,800.00 from the Reserve Fund to the Accountant 01-135-5302 for extraordinary and/or unforeseen costs associated with Treasury/Accounting consultant to reconcile FY18 Treasurer Cash, Collector cash and Accountant cash. Craig Carter second. Vote was unanimous.

SCHOOL BUDGET: Lori has been in contact with the District Superintendent regarding the proposed FY20 district budget. She has not received it as of this meeting. We will ask Superintendent Kustigian to attend our March 11, 2019 meeting.
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WARRANT ARTICLES: The Committee received the following article requests from Highway Department: (1) sum of money from Road Machinery Account to be used to purchase a new lawnmower for the mowing of the Town Common and other Town properties; (2) raise and appropriate or transfer from available funds in the Treasury $329,500 to be used for engineering fees associated with Route 9 Reconstruction (TIP) Projects #606517 and #609049 and (3) raise and appropriate or transfer from available funds in the Treasury $50,000 to be placed in the Town Road Maintenance Account. Discussion regarding placing the Road Maintenance Account request in the Highway Department budget rather than an article.

FIRE DEPARTMENT: Fire Chief Paul Foster was present and advised he has not heard anything on his grant request for a new fire truck. He would like to place an article on the ATM warrant requesting $490K for a new fire truck. He advised the department has incurred $21,500 in emergency repairs to the rescue truck and only has $17,500 in his line item for repairs. He further stated he needs an additional $5,000 for tires, leaving him approximately $9,000 short in his maintenance line. The Committee noted he has $62,000 left in his expense budget and recommended that he take the money needed from other line items.

HISTORICAL COMMISSION: Dan Hamilton was present representing the Historical Commission and has been working with the Select Board to apply for a matching grant to paint and complete other repairs (repair railings, granite and front and side doors) on the Town Hall. The last time the Town Hall was painted was in 2001. The Commission will be applying in March of 2020. The grant, if the Town is successful, will be available June 2020 and the work must be completed by July 2021. The maximum amount of the grant is $100,000. The Town must have fifty percent of the total cost of the project as well as an additional refundable twenty-five percent in order to apply for and secure grant funding. Dan was advised to work with the Select Board regarding the wording of the article.

SELECTMEN DISCUSSION: The Select Board introduced Deb Blodgett, their new assistant. The Select Board is working on a policy regarding secretary/administrative assistant wages and will have it completed in time for this budget cycle. They provided an update on changing the telephone system, time clock system and LED street lighting.

MEETINGS: Our next meeting will be March 4, 2019 at 6:15 p.m. Secretary will contact the following to attend and review their FY20 proposed budgets: Council on
Aging, Assessors, Tree Warden, Insect and Pest Control, Cemetery and Lake Wickaboag representatives.

Meeting March 11, 2019: Bret Kustigian-School, Library, Recreation.

Roland Sickenberger made a motion to adjourn the meeting. Craig Carter second. Meeting adjourned at 9:04 p.m.

Respectfully submitted,

Christine M. Long
Secretary