TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
February 27, 2013

Present: Roy Roberts  Kevin Paquette, Candidate for Selectman
Jack Tivnan  Mark Long, Selectman
Diane Vayda  Barry Nadon, Jr., Selectman
Tom Long  Marie Arsenault, Accountant
Roger Slobody  Keith Arsenault, Treasurer
Johanna Swain, Executive Secretary
Mr. & Mrs. Brad Quigley, Agricultural Committee

The meeting was called to order by Chair Jack Tivnan at 6:30 p.m.

Minutes: Roy Roberts made a motion to approve the minutes of February 20, 2013. Diane Vayda second. Vote 5-0 to approve the minutes of February 20, 2013 as presented.

Review of Budgets:

Agricultural Committee: Brad Quigley was present to answer questions. Tom Long asked how active is the Committee and the answer was that it has not been active. Brad Quigley said his is trying to reorganize the committee and get some interest back. He is going to post a meeting for the last Wednesday in March and asked that the Advisory Committee hold off on his budget until after they meet. Roy Roberts made a motion to table the Agricultural Budget until the April 10th meeting. Roger Slobody second. Vote 5-0 to table the budget until the April 10th meeting.

#43 Historical Commission: Marie Arsenault said the Historical Commission has $75,000.00 in the Irving England Trust Fund. To date, they have spent $85.00 of this year’s budget. Roger Slobody made a motion to approve the budget for $500.00 (requested $835.00). Jack Tivnan second. Vote 5-0 to approve the budget for $500.00.

#27 Animal Inspector: Roger Slobody asked does he spend all of his budget and the answer was yes. Roy Roberts made a motion to approve the animal inspector budget. Diane Vayda second. Vote 5-0 to approve the budget as presented.

#24 Plumbing Inspector: Roger Slobody made a motion to approve the budget. Diane Vayda second. Voted 5-0 to approve the budget as presented.

#23 Gas Inspector: Roger Slobody made a motion to approve the budget. Roy Roberts second. Voted 5-0 to approve the budget as presented.

#3 Advisory Committee: Roger Slobody made a motion to approve the budget. Diane Vayda second. Voted 4-1 abstain (Tom Long) to approve the budget as presented.
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#1: **Moderator:** Roger Slobody made a motion to approve the budget. Tom Long second. Voted 5-0 to approve the budget as presented.

**Water Department:** A handout was presented with direct and indirect costs that the Town pays for the Water Department in the amount of $72,090.37. The water rates do not cover all of the expenses. The Water Department does pay rent for their office as well as electric, telephone and gas. They do not charge us for hydrants. Jack Tivnan said they must become self-sufficient. Tom Long said they need to raise their rates. Marie Arsenault said they have a surplus of $15,000 a year that is not turned back to the Town. The Advisory Committee will discuss next Wednesday “How to talk to the Water Department.”

**Revenue:** Accountant Marie Arsenault went over the Revenue Received Chart, which included the years 2008 through 2012.

**Department Appropriation Balance:** Marie Arsenault was present to explain how to read the handout. She updates this every month. It shows the account, month to date actual spent, year to date actual spent, annual budget and budget available. It has a State Numbering Code. The first two numbers 01 means it comes out of the general account, the four middle numbers identify the department and the last four numbers elected or appointed.

**Insurance:** Keith Arsenault was present to discuss insurance. Jack Tivnan asked can you get quotes for insurance for us. Keith asked which ones and the answer was all of them. Johanna Swain handles the liability insurance. Discussed looking into raising deductibles. Roger Slobody asked Keith if he would like to have an Insurance Committee and the answer was sure. Roger Slobody made a motion to ask the Selectmen to re-establish the Insurance Committee ASAP. Tom Long second. Voted 5-0 to ask Selectmen to re-establish the Insurance Committee.

**Police:** Tom Long wants the Chief to present a breakdown for the number of calls and type of calls the Police Department gets weekly on the night shift. Tom has talked with the Chief about reducing the number of hours. The Chief will look into this and get back to us.

**Concerts:** Johanna Swain has talked to Eric von Blieken, Concert Committee Member and they are reducing the number of concerts from eight concerts to seven.

**School Budget:** Jack Tivnan said the School is $150,000.00 more than last year because of less subsidies from the State. Roger Slobody said we should only spend what the State
mandates. Diane Vayda said we should listen to Bret Kustigian and the new business manager’s budget presentation. Roger Slobody wants to hold the budget.

**Election:** Tom Long said he has read in the newspaper that several area towns are combining the Town and State elections. Johanna Swain said she got a legal opinion from Town Counsel and we can combine the elections. Tom Long made a motion to request the Selectmen to ask the Town Clerk to combine the elections. Roger Slobody second. Voted 5-0 to ask the Selectmen to talk to the Town Clerk about combining the elections.

**Town Hall Heating Problems:** Tom Long said we need to get to the bottom of the problems with the heating system. The heating system has never worked right. Johanna is addressing issues and has had repairmen in to fix. She has spent $5,000.00 in corrective measures.

**Custodian:** Tom long asked should we consider a custodian for all of our buildings by contracting services to look for cost savings. Johanna Swain said the Library tried this and it was more expensive. This had been considered but found it was more costly plus contractors would not do everything. Jack Tivnan said the answer from the Selectmen is that would be more expensive. Johanna Swain said will get out the figures.

**Library:** Tom Long asked about number of hours the Library is open. Roger Slobody said to hold off until they come in. Secretary to tell the Librarian to be prepared for questions regarding the possibility of cutting hours.

Roy Roberts made a motion to adjourn. Diane Vayda second. Voted 5-0 to adjourn the meeting at 8:50 p.m.

Respectfully submitted,

Christine M. Long, Secretary