The meeting was called to order by Chair Al Collings at 6:35 p.m.

Minutes: The minutes of November 9, 2011 were not available for review.

Fiscal Year 2012 & 2013 Revenue Estimates: Al Collings said the Cherry Sheet receipts could possibly go up 5%. The projected Estimated Revenue Available is $5,865,076 up 2.4% from FY12. Marie Arsenault will do a 12/31/2011 schedule for unspent money in budgets.

Review Preliminary Budget Requests: Library Roof Repairs $25,000. Johanna Barry said the roof is leaking. The roof is 13 years old and not covered under warranty. Insurance paid $4,000 for interior repairs. Al Collings said he knew nothing about the roof leaking and does not want to do the interior repairs until the roof is fixed. Barry Nadon seems to think it could be from ice damage. New Well House #2 Leland Road: Al asked if anyone had talked to the Water Department about Leland Road. Barry Nadon will have them come to the next Selectmen’s meeting on January 24th. Common Committee: $129,000.00 for fountain repair. Tom Schnare suggested they use Irving England money and work on the repair a little every year. Landfill Repair has $15,500 in budget and has not spent last year’s budget. This amount is scheduled every year for repairs.

Review Schedule of Department Budget Discussions: Barry Nadon said that Al Bigos has resigned from mowing the cemetery. Barry is going to a regional Selectmen’s meeting and will look at regionalizing the job. At this time, it cost $25,000.00 using our equipment and gas. Barry Nadon reported on the Selectmen’s meeting with the Assessors on Tuesday, January 10, 2012. Bill Mansfield wants to increase the secretary’s salary but Barry Nadon says there are unanswered questions. The Selectmen have asked for a new job description for the secretary. They want to compare this with her old job description, which they are waiting to receive. At this time, none of the assessors are certified. Local Access: Al Collings asked who is responsible for Barry Gillogly and his work. Al Collings said he watched the channel and most of it was three to four years old. The 350th Parade was done by the Boy Scouts. Al Collings said last year he was looking for more money and we told him to use the revenues he collects.
Barry Nadon says he answers to the Selectmen. Al Collings wants to know what he does for $7,800.00. Barry Nadon said the Selectmen will call him in. Phil Landine asked are we going to put $150,000.00 in Road Account again. Barry Nadon said we need to do this. Marie said there is $4,900.00 left in the account. We need to know where they spent the money this year. Al Collings asked about cleaning out the Town Building Maintenance Account and replenishing it. Marie said this is the way we are supposed to do this. Al Collings asked when new Librarian was hired and the answer was 12/09/2011 and she would be entitled to COLA July 1st. Al Collings asked why the Council on Aging did not put $1,200.00 septic pumping and cleaning in their budget and why didn’t they get money from the Irving England Fund. Johanna Barry explained that the date of the letter stating this was on 12/21/2011 and the Irving England Fund monies were not distributed until close to the end of the year. She may have received a check by this time.

Al Collings presented a Department Budget Review Schedule for January through May 2012. Secretary will notify all departments of the date and time of their appointment now and a reminder will follow; thus giving Departments time to reschedule if necessary.

Barry Nadon said that it is costing the Town money to have the Police Department help the Rescue Squad lift people because they have been getting injured doing this. The Town picks up the Workmen’s Comp. When a policeman is out, it causes scheduling problems for the Department. The Rescue Squad is looking to purchase another ambulance and possibly keep the old one. The question is where will the ambulances be housed.

**DOR Financial Management Review Report:** Al suggested a meeting with staff and see what we should change.

**School Project Updates:** Bret Kustigian, Superintendent of Schools, Joe Scanlon, Financial Director and Lori Laughlin, School Committee member, were present to discuss the updates. The Facility Projects at the Elementary School have been completed with the exception of the flooring and painting. We are under budget in the amount of $29,768.00. The Technology Projects have been completed and we are over budget in the amount of $27,281.00 leaving a total of $2,487.00 under budget for the entire project with the exception of the flooring and the painting and this will be put out to bid. Bret Kustigian explained that the reason the Technology Project was over budget was that the tech person left and there was no money allowed for labor and they had to bring in outside contractors.
Bret Kustigian stated that the total Capital Requests for Warren is $1,014,573 if they vote to fund the project. Total Capital Requests for West Brookfield is $379,510. Last year the Town of West Brookfield voted to fund $325,750. Diane Vayda asked if the new tech director going to help. Bret said this is a wait and see. He has the qualifications but has only been here a month. Al Collings asked where are we now on borrowing and Bret said we are going to wait until the bids come in and maybe we can borrow less. Anything saved in borrowing less will be brought back to the Town. Al Collings asked Treasurer Keith Arsenault about borrowing costs and Keith said they were reasonable. Al Collings asked if there was any leakage from the solar panels on the school and the answer was not from the panels but some issues with flashing. Al Collings asked about the savings and the answer was that remains to be determined.

Tom Schnare presented a letter resigning his position as Advisory Committee member.

Phil Landine made a motion to adjourn the meeting. Roy Roberts seconded. Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Christine M. Long
Secretary