TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
January 15, 2014

Present: Roger Slobody  John Bartlett, Cemetery Commissioner
        Brad Hibbard  Kevin Roberts, Cemetery Commissioner
        Phil Landine  Marie Arsenault, Accountant
        Roy Roberts  Johanna Swain, Executive Secretary
        Jack Tivnan
        Tom Long

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

MINUTES: Phil Landine made a motion to approve the minutes of October 29, 2013. Roger Slobody second. Vote 6-0 to approve the minutes of October 29, 2013 as presented. Roger Slobody made a motion to approve the minutes of December 18, 2013. Brad Hibbard second. Vote 5 to approve as presented, 1 abstain (Phil Landine).

CEMETERY BUDGET AND LABORER POSITION: Marie Arsenault reviewed the Cemetery Ledger History-Allocated Trial Balance-General Ledger. #82 Non expendable Trusts principal $173,791.10. #84 Expendable Trust $86,898.18 plus interest (estimated will be over $90,000.00 after interested is posted.) John Bartlett and Kevin Roberts were present to answer questions relative to the operation of the Cemetery. There were 10 burials in 2011, 12 in 2012 and 12 in 2013. There is a charge of $600 to open a full grave and $150 for cremation. It is estimated that there are approximately 1000 grave lots available for sale at $600 each. Ray Barnes digs the graves and the Water Department plows snow. They have a Part Time Clerk. For many years, the lawn was cut on an hourly basis but for the past two years it has been put out to bid. The contract is based on the calendar year rather than the fiscal year. The Commissioners were invited to attend our meeting to discuss options for lawn care for upcoming year. Discussion held and the Advisory Committee’s recommendation is to have the Highway Department cut the grass with money added to their budget and the option of hiring one-two summer employees to do the work. The Advisory Committee will meet with the Selectmen and Cemetery Commissioners on Tuesday, January 21, 2014 to further discuss lawn care options.

REVIEW PROPOSED MEETING DATES: Jack Tivnan went over the “Worst Case Scenario Meeting Calendar”. A suggestion was made to have those budgets in excess of $40,000 come before the Committee. Discussion whether these budgets should be first reviewed by Selectmen or Advisory Committee. Unresolved.

EMPLOYEE EVALUATIONS: Discussion about the need to have employees evaluated and who would perform this. Elected Officials are not subject to evaluation. Jack Tivnan will ask Selectmen to meet with us and talk about it.
Roger Slobody made a motion to adjourn the meeting. Tom Long second. Vote was unanimous. The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Christine M. Long
Secretary