TOWN OF WEST BROOKFIELD  
ADVISORY COMMITTEE  
MINUTES  
July 28, 2014

Present:  Kevin Paquette  Selectboard:  Diane Vayda  
Brad Hibbard  Sarah Allen  
Lori Loughlin  Johanna Swain, Executive Secretary  
Tom Long  
Richard Gobi  
Phil Landine

The meeting was called to order by Chair Richard Gobi at 6:15 p.m.

MINUTES:  Kevin Paquette made a motion to approve the minutes of July 21, 2014. Brad Hibbard second.  Voted 6-0 to approve the minutes of July 21, 2014 as presented.

Joint meeting with the Selectboard:

Sarah Allen researched the process of changing the date of the Annual Town Meeting. She said the Annual Town Meeting must be completed by June 30th and the election held within 35 days. This would take a vote at a Town Meeting to change the bylaw or the Town Meeting could be held and recessed to a later date. Phil Landine made a motion to put an Article on the Fall Town Meeting to hold the Annual Town Election on the second Tuesday of May and the Annual Town Meeting the second Tuesday in June.  Tom Long second.  Vote was unanimous.

Library:  At the Annual Town Meeting, the library recaptured the 7% cut and increased their budget by an additional $4,000, which according to Town Accountant should have been funded by the Gilbert Salary Trust Fund.  Advisory Committee will meet with the Library to discuss asking them to put an Article on the Fall Town Meeting to resolve this. Funding for Highway to mow the Library:  Johanna Swain said the Highway can invoice the Library and it will be taken out of their budget.

Warrant Timelines:  General discussion held regarding additional time for Selectboard to review Expense Warrants.  The Advisory Committee recommends the Warrants be available to the Selectboard at least a week prior to signing.  Direct deposit for payroll should be mandatory for all employees.  Selectmen will put on agenda for their next meeting.

TIME CLOCKS:  The highway time clock is inoperable.  Kevin Paquette presented a video on time clocks. General discussion held to purchase a time clock for the Town Hall, Fire Department, Library, Senior Center, Water Department and Highway. Information would go directly to the accountant. Department heads would no longer have to submit payroll warrants.  Selectmen will put on agenda for their next meeting.
Fire Department Payroll Submission: The Advisory Committee recommends the Fire Department should follow standard payroll time line and payroll form in the interim should time clocks replace this method.

OVERSPENDING OF BUDGETS: General discussion held. Selectboard will address at their next meeting.

DEPARTMENT BUDGETS / LINE ITEM TRANSFERS: General discussion held. Department heads should seek prior approval. Accountant should not have to deal with this. Selectboard will discuss at a Department Head Meeting in a few weeks.

POLICE DETAILS AT HIGHWAY PROJECTS: Police Chief and Highway Superintendent determine the need for a detail. Question asked how much of the Road Maintenance Budget is used for police details.

HEALTH INSURANCE: General discussion held. Should there be more than one signature signing the health insurance contact? Should there be a health insurance line item in every department’s budget.

AUDIT: Brad Hibbard said the 2011 audit stated finances only were covered. Suggested the next audit they include general government practices.

WIGWAM ROAD LANDFILL: Sarah Allen reported Sportsman’s Club water testing showed contaminants from landfill. The Board of Health has been working with the Water Department to obtain a grant to put a water line to the Sportsman’s Club and 1,000 feet beyond.

GENERATOR: Kevin Paquette suggested having an electrician look into the needs and cost. Sarah Allen said she would check if there was an Emergency Management Grant for this. An Article could be put on the warrant.

NEXT MEETING: The next meeting will be August 18, 2014 at 6:15. Richard Gobi will ask the Library to attend at 6:30 p.m. He will ask the Water Department to attend at 7:00 p.m. and submit their records.

Respectfully submitted,

Christine M. Long
Secretary