The meeting was called to order by Chair Lori Loughlin at 6:15 p.m.

MINUTES: Pam Griffing made a motion to approve the minutes of March 2, 2016 with the notation that Phil Landine seconded the minutes. Phil Landine second. Voted 5 to approve and one abstain (Brad Hibbard) the minutes as presented with the notation that Phil Landine seconded the minutes.

BUDGET REVIEW:

Police Department Budget #18: Police Chief Tom O’Donnell was present. His budget was reviewed as well as a discretionary spending request. Most of his budget increase is due to contractual items.

Discretionary requests: It was agreed to add $935. from his discretionary request to the radio maintenance line for the purchase of radio replacement batteries. Phil Landine suggested the Chief attempt to ask the area banks for donations to procure ballistic shields for the cruisers. Brad Hibbard questioned the condition of the cruiser that is due for replacement this year. The Chief stated it has over 160,000 miles on it. It was suggested that the Town replace the cruiser this year, either through purchase or lease. Chief O’Donnell presented literature on Ford Credit Municipal Finance Program and lease agreements for the Committee’s review. The Chief was asked to provide us with hard numbers on the purchase and lease of a new cruiser asap. It was agreed to hold a decision on the MDT request pending further information on cruiser procurement costs. The Chief advised he will begin a three-year contract in July, has a good group of people working for him and is working on a succession plan so there will be structure to his department when he leaves.

Emergency Management Budget #28: Chief Tom O’Donnell is the Director of Emergency Management and was present. When asked about wages he stated the salary amount is a stipend. His expenses are used for satellite phone service for the Town and money to apply for grants. Line item Reverse 911 should be eliminated as we do not have this.
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**Tax Collector Budget: #7:** Terry Barrett was present to discuss her budget. She was questioned why her clerk budget was not being used. She replied that she had hired clerks and because the job only provides a few hours a week they found jobs elsewhere. The initial amount recommended in FY2016 was $2,000 and Brad questioned when was it raised to $7,800. Terry said it was raised last May at Town Meeting. The hourly rate is $11.00 and there is no step and grade associated to the position. Tom Long suggested funding the assistant clerk at $2,000 and it was agreed by all to do so. The Committee asked how the Lock Box was working and she said approximately 60% of payments are processed through the box which saves her considerable time. She said that third party bills and paying online should not be sent to the Lock Box as they cannot be scanned and it takes longer to process. Brad Hibbard suggested she put this information on the Web Page and on the front of the bill to assist her in processing tax receipts more efficiently.

**Parking Clerk Budget #20:** Terry Barrett is the Parking Clerk. Mass General Laws state that Police Department cannot collect their parking tickets. She said she processed 20 tickets last year and they are mostly for Winter Ban and Beach Parking. The number of beach parking tickets were down last year.

**Town Clerk Budget #9:** Sarah Allen was present. She said she is going to rescind her budget as presented and level fund it for this year. She said she had asked for 11.26% raise because she figured it should be that over the last ten years’ but now would change it to 4%. The increase for the Assistant Town Clerks of 4% is due to the new union contract. The committee agreed to hold on raise and longevity pending discussions with the Selectboard.

**Election & Registrations Budget #10:** Sarah Allen was present. She said the increase in wages is due to the minimum wage increase.

**Board of Health Budgets #35, 37, 45:** The Board of Health was unable to be present tonight but their Administrative Assistant Sarah Allen was present to answer questions.

**Landfill Budget #35:** When questioned about itemized expenses, she stated that $2,000 was used to mow the landfill and the remainder was used for testing. Phil Landine asked if the mowing could be done by the Highway Department and she said that it required a certain type of tractor.

**Board of Health Budget #37:** When asked about line item Safety Requirements, Sarah Allen said this money would be used to fence a property if necessary for safety. Discussion held whether the Town should be responsible for fencing at the property at the base of Foster Hill at Route 9.
Lake Wickaboag Budget #45: Lake Wickaboag Expense line is level funded and is for treatment of the lake.

Employee Raises and Longevity Payments: It was noted that employees are including differing amounts for raises and longevity payments. After discussion it was decided to hold recommendations on non-contractual raises and longevity payments until guidance is received from the Selectboard. It was also noted that any raises should be consistent across the board and all performing employees should receive the same rate of increase. The Secretary will request a joint meeting with the Selectboard to discuss the following items:

1. Is the board going to support raises for FY17 and, if so, how much?
2. Is the board going to support longevity raises in the FY17 budget?
3. Articles for Annual Town Meeting Warrant.
5. Status of excess contingency funds from the Water Department well project & whether an article can be placed on the annual warrant.
6. The committee would also like to ask the Selectboard to provide their thoughts on departmental funding to the Advisory Committee after they meet with department heads.

Chapter 70 Resolution: Tom Long made a motion to support the Chapter 70 Resolution. Pam Griffing second. Vote was unanimous to support the Chapter 70 Resolution. Lori will complete paperwork for website indicating our support.

Warrant Article: An article was put forward for review requesting that the Selectboard place an article on the Annual Town Meeting warrant authorizing the Selectboard to establish a committee to explore the creation of a Town Manager position. Discussion held. Pam Griffing made a motion to approve the Article as presented. Brad Hibbard second. Vote 5 to approve, 1 opposed.

Next Meeting: Our next meeting will be Wednesday, March 16, 2016 at 6:15 p.m. Lori Laughlin would like to call back the Treasurer to review the changes that were not made to her budgets. Secretary will also ask the Accountant, Recreation Committee, Library and Animal Control Officer to come in.

Meeting Wednesday, March 23, 2016: Water Department, Local Access. Agricultural Committee will be asked to attend.
Lori Loughlin and Robert Blozie gave an overview of the School meeting held last evening in the Library at QRMHS. The School Committee previously directed the Superintendent to prepare a level service budget which was presented. Our committee discussed the lack of service cuts and the Town’s inability to fund the budget as presented. On March 21, 2016 the School Committee will vote on the budget. At the end of the meeting Bret was told the Towns need to know the absolute “rock bottom” number the school needs. Pam Griffing said Bret needs to have a backup budget prepared in the event an override fails. Lori Loughlin stated further discussion is needed between the Towns and School Committee in an attempt to reach consensus on a budget all can support.

Brad Hibbard made a motion to adjourn the meeting. Robert Blozie second. Meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Christine M. Long
Secretary