TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
March 16, 2016

Present: Brad Hibbard
         Phil Landine
         Tom Long
         Lori Loughlin
         Robert Blozie

Absent: Pam Griffing
        Richard Gobi

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

MINUTES: Brad Hibbard made a motion to approve the minutes of March 10, 2016 as presented. Phil Landine second. Vote was unanimous to approve the minutes of March 10, 2016 as presented.

Selectboard members Diane Vayda, Jack Tivnan and Sarah Allen joined our meeting. Jack presented an updated Draft FY17 Budget. He said he had added Groundwater Protection District Zone II because it had been rejected because of a map issue and needed to be re-voted at Town Meeting.

The Advisory Committee and Selectboard went over the Warrant Articles. Article 3: Vote to determine compensation to be paid to elected Town Officers. Lori Loughlin said there are raises for some, none for others. Selectmen agreed to give a 2% raise across the board. Discussed longevity stipends after 18 years of service a 1% increase, which are given by Selectboard. Brad Hibbard said everyone eligible should get one or no one does. Selectboard to check with Accountant to see who is eligible. Jack Tivnan said they are in the process of updating the personnel handbook. The Fire Department has asked for a 5% increase in wages and Jack Tivnan said he supports the Fire Department. Lori Loughlin said the raises should be the same across the board. Diane Vayda and Sarah Allen said they supported same raise across the board. Brad Hibbard said the Selectboard should send out a memo to all non-union employees that a 2% raise in salary or hourly rate for FY17.

At this time, we reviewed the following budgets.

Animal Inspector Budget #27: Leah Shattuck was present. Advisory Committee asked why line item General Expenses was not used last year and is requested for FY17 and the answer was that the money is used to test for rabies and did not have any cases last year. The money requested will remain in the budget.
Animal Control Officer: #29: Leah Shattuck was present and told the Advisory Committee that she uses her own equipment. She said that she and her assistant will need to attend classes to update certifications. When asked if she had a chip reader she said that she has an old one and it is hers. The Committee recommended lowering her line item to $1,000, using money in her current budget to buy a new chip reader, which will remain with whoever is the Animal Control Officer, and using the Education Fund to update her certifications.

Library Budget #41: Librarian Katelyn Marsh was present to review her budget. When asked why the Page Line Item was increased, Katelyn stated because the number of hours was not sufficient with the policy that two people must be in the building. When asked about computers, she said computers come out of the Tech Budget and CWMARS provides the software. Robert Blozie asked the Librarian “How is it going” and she replied very well. She is working with the Senior Center and Quaboag on the Common scheduling programs, has a library survey circulating and receiving responses and the traffic was 3189 over the last three months.

Police Cruiser: Jack Tivnan stated he is not for getting a new police cruiser at this time. Tom Long said he spoke with the Police Chief and it will cost $15,000 to lease a cruiser for a year. Jack said he will get information and re-address.

Override: Brad Hibbard asked do we have any numbers. Warren Finance Committee Chairman Barry Mongeon was present and he went to the Review of the School Committee Budget and it has dropped “a little bit” but not enough for Warren to consider. He said that Warren was not ready to do the school budget as they had water contamination problems and need an eight million dollar septic system. General discussion held on override. Advisory Chairman Lori Loughlin said we need to give the voters the opportunity to vote for the override for the school. Brad Hibbard asked how can we support it if the school is level service with no cuts. Jack Tivnan made a motion to have an override of $400,000 for the school. Diane Vayda second. Selectmen voted to put an override of $400,000 for the school on the Annual Town Meeting Warrant.

Warrant Articles continued:

Article 12: Vote to appropriate, borrow, or transfer from available funds in the Treasury a sum of money to pay to purchase or lease a loader for the Highway Department. Jack Tivnan does not know what they are going to do. Jim is going to come back.

Article 13: Vote to raise and appropriate, borrow or transfer from available funds in the Treasury a sum of money ($195,000) to pay to install a water line on New Braintree Road
Article #14: Vote to raise and appropriate or transfer from available funds in the Treasury a sum of money ($36,400) to pay the interest and principal on monies borrowed from the New Braintree Road Waterline Installation Project. Phil Landine asked about the contingency fund for the well. Jack Tivnan will have the accountant look into it.

Article #18: Vote to raise and appropriate or transfer from available funds the sum of $26,995.80 to pay for up to 120 sick days (per the Town’s Personnel Policy) owed to Marie Arsenault. Lori Loughlin asked has that been changed. She said this needs to be addressed on how much to pay for sick days. Phil Landine asked if she will be paid the whole sum now or in installments and Jack Tivnan said the full amount now.

Article #19: Vote to raise and appropriate or transfer from available funds $20,000 to be used to address structure safety issues at 5 Foster Hill Road. Tom Long said the individuals who sponsored this article need to have put in a sum of money. Jack Tivnan said he has to do research. Brad asked what liability the Town would have. Town Counsel to be contacted.

Article #20: Town Road Maintenance Account: $50,000.
Article #21: Consultant Grant Writer Account: $5,000.
Article #22: Town Building Maintenance Account: $10,000.
Article #23: Tax Title Expense Account: $20,000.

Article #24: Amount for funding requested over minimum foundation portion of the operating budget of the regional school district. Must be decided.

Article #25: $60,000 to create an updated Master Plan. Planning Board member Tim Morrell provided the amount.

Article #26: Vote to raise and appropriate or transfer from available funds a sum of money to be used for maintenance of the landfill area. Sarah Allen said the figure is unknown. Brad Hibbard said you need to come up with a plan and figures.
March 30, 2016 meeting: Accountant.

Robert Blozie made a motion to adjourn the meeting. Phil Landine second. Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Christine M. Long
Secretary