TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
March 25, 2019

Present: Lori Loughlin
Brad Hibbard
Tom Long
Doug Aspinall
Roland Sickenberger

Absent: Pam Griffing
Craig Carter

Others Present: Phil Landine
Diane Vayda
Dan Bigda
Deb Blodgett
Kevin Dorman

The meeting was called to order by Co-Chair Brad Hibbard at 6:15 p.m.

MINUTES: Roland Sickenberger made a motion to approve the minutes of March 18, 2019 as presented. Lori Loughlin second. Vote was unanimous to approve the minutes of March 18, 2019 as presented.

ANNUAL TOWN MEETING WARRANT: Administrative Assistant Deb Blodgett reviewed the Articles on the Annual Town Warrant.

Article #1: Election.

Article #2: Hear and act upon the Annual Reports of Town Officers and Committees. Diane Vayda will contact Town Council to see if we need this article.

Article #3: Compensation for elected Town Offices. Level funded with no pay increase for elected officials.

Article #4: Raise and appropriate or transfer from General Fund Stabilization Account or other available funds in Treasury, such sums of money as listed in the Advisory Committee Fiscal Year 2020 Budget Request and as amended as may be necessary to defray the expenses of the Town for the Fiscal Year beginning July 1, 2019 and ending on June 30, 2020, and to vote that any State reimbursements which result in available funds to the Quaboag Regional School District in excess of the approved budget, shall be used to reduce the Town’s assessment. Diane Vayda will contact Town Counsel to see if we need this article.

Article #5, #6, #7: Use of revolving funds for the Burial Grounds Commission, Stormwater Authority and Tree Warden. Accountant Donna Allard will talk to the DOR representative to see if we need these articles.

Article #8: Authorize the Water Commissioners to employ their Licensed Water Commissioners at Grade1 Step 2 ($12.91 per hour) for standby duty and emergency work in the absence of the Superintendent in Fiscal Year 2020.

Article #9: Raise and appropriate or transfer from available funds in the Treasurer a sum of money to be deposited into the “Reserve Fund” to provide for extraordinary or unforeseen expenditures, $50,000 suggested.

Article #10: Raise and appropriate or transfer from available funds in the Treasury a sum of money to be deposited into the “Town Building Maintenance Account,” $20,000 suggested.
Article #11: Raise and appropriate or transfer from available funds in the Treasury a sum of money to be placed in the “Repairs to Private Ways Account to pay for repairs to private ways within West Brookfield, $5,000 suggested.

Article #12: Raise and appropriate or transfer from available funds in the Treasury a sum of money to pay principal and interest due on the borrowing for the highway loader.

Article #13: Raise and appropriate or transfer from available funds in the Treasurer a sum of money to be placed in the “Town Road Maintenance Account,” $50,000 suggested.

Article #14: Raise and appropriate or transfer from available funds in the Treasury a sum of money to be placed in the “Post-Employment Benefits” account, $50,000 suggested.

Article #15: Vote to enact Chapter XIX of the Town of West Brookfield General Bylaws, entitled “Stretch Energy Code” for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the Stretch Energy Code, including future editions, amendments, or modifications thereto, with an effective date of January 1, 2020. (Sponsored by the Board of Selectmen) The Advisory Committee wants to meet with the Building Inspector and Zoning Officer to get their opinion & recommendation on this article.

Article #16: Raise and appropriate/transfer funds available in the treasury a sum of money to purchase and equip a 2020 Ford Interceptor SUV police vehicle. Phil Landine is working with Chief O’Donnell on the particulars of the purchase.

Article #17: Raise and appropriate/transfer funds available in the treasury a sum of money to purchase and equip a server, desktop computers and business software for the police department. Phil Landine is working with Chief O’Donnell on the funding.

Article #18: Raise and appropriate or transfer from available funds in the Treasury a sum of money ($20,000 suggested) to be used for engineering or architectural costs associated with the preliminary design of a public safety complex. This article will be moved to directly follow article referencing land purchase.

Article #19: To see if the Town will vote to repurpose Article 23 from June 6, 2017 that reads “To see if the Town will vote to transfer a sum of money from the Water Stabilization Account to paint the Water Tank located on Long Hill Road or take any other action relative thereto.” To see if the Town will vote to repurpose $264,000 for Plant #2 Leland Road Filtration. The Select Board will contact the Water Department for further details on this article request.

Article #20: See if the Town will authorize the Fire Department to Lease/Purchase a Class A Pumper/Rescue and related equipment for $30,500 for a period of 120 months. Suggested this article be deleted pending information on the grant filed for a new fire truck.
Article #21: See if Town will authorize the Board of Selectmen to acquire by gift, grant, or eminent domain, or otherwise such rights in those parcels of land identified below, or modifications of said parcels of land, or other required parcels of land in the Town of West Brookfield upon such term and conditions as the Board of Selectmen shall determine to be appropriate for the purpose of obtaining a secure and public right of way for the construction and roadway safety improvements on Foster Hill Road and the bridge over Coy’s Brook – Project 608633; and further to authorize the Board of Selectmen to acquire such interests through all legal means. Diane Vayda will forward updated wording on this article.

Article #22: See if Town will authorize the Board of Selectmen to enter into a tax agreement pursuant to M.G.L. Chapter 59, Section 38H(b) and Chapter 164, Section1, or any other enabling authorizing, for personal property in the amount of $14.00 per MWDC escalating at 2% annually, associated with a privately owned and operated solar photovoltaic facility to be located on the property located at 50 Boston Post Road and shown on Assessor’s Map7, Lot5: Book 31201, Page 334 for a term of 20 years; and to take all actions as may be necessary on behalf of the Town to undertake purpose of this article.

Articles to be added to the warrant:
1. Purchase of land for future use
2. Highway Dept. – Ware Road TIP Project engineering costs
3. Highway Dept. – Request for lawnmower
4. Solar article

Committee recommendations and final article sums pending receipt of information on available funding.

Assessors Budget #5: Kevin Dorman presented a level funded budget except for an additional $5,000 in the software line and 2% COLA for non-elected positions. The new software should last 5-7 years before requiring an update. The Committee questioned the requested level of funding for mileage based upon year to date spending. This line will be level funded and re-visited next year.

Treasurer Budget#16, Worcester County Retirement Budget #50, Group Insurance Budget #40. Treasurer did not attend but left copies of her budgets for review. The Committee questioned the $180,000 decrease in Group Insurance funding. The Select Board will follow-up to ensure the requested level of funding is sufficient to cover FY20 costs.
BUILDING INSPECTOR BUDGET #22: Did not attend.

ZONING OFFICER BUDGET: Did not attend.

RECREATION BUDGET #42: Did not attend.

ADVISORY BUDGET: Secretary wage line increased to $2,500. in line with new salary schedule provided by Personnel Board. Expense line level funded at $300.

ANNUAL REPORT: The Annual Advisory Report was reviewed, approved and will be forwarded to Deb Blodgett for printing.

ETHICS TRAINING: Members were reminded to make certain their State Ethics Commission requirement is up to date. Members are required to complete the online ethics exam every two years and file a copy of the certificate of completion with the Town Clerk.

LOCAL ACCESS: The Select Board has a hired a student from Quaboag Regional High School. The Committee would like to meet him and offer our assistance. Secretary will invite him to our next meeting.

NEXT MEETING: Tuesday, April 9, 2019 at 6:15 p.m. Secretary will ask the following to attend to review their budgets.
6:45: Water Department
7:00: Common Committee
7:15: Board of Health
7:30: Town Clerk
7:45: ZBA
8:00: Local Access

Doug Aspinall made a motion to adjourn the meeting. Brad Hibbard second. Meeting adjourned at 7:43 p.m.

Respectfully submitted,

Christine M. Long
Secretary