TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
October 28, 2014

Present: Kevin Paquette
Brad Hibbard
Phil Landine
Tom Long
Richard Gobi (late)

The meeting was called to order by Vice Chair Kevin Paquette at 6:22 p.m.

MINUTES: Brad Hibbard made a motion to approve the minutes of October 20, 2014. Tom Long second. Vote 3 to approve minutes of October 20, 2014 as presented, one abstain (Phil Landine).

SPECIAL TOWN MEETING ARTICLES:

1. Annual Town Meeting change to first Tuesday in June: Motion by Brad Hibbard to approve. Second Tom Long. Vote unanimous to approve.
2. Change elected tax collector to appointed: Motion by Phil Landine to approve. Second Brad Hibbard. Vote unanimous to approve.
3. Generator for Town Hall and Fire Station: Motion by Brad Hibbard to approve. Second Phil Landine. Vote unanimous to approve.
4. Police Expense budget: Motion by Brad Hibbard to approve a sum of money not to exceed 7% cut pending receipt of revised fiscal year budget. Second Tom Long. Vote unanimous to approve a sum of money not to exceed 7% cut pending revised fiscal year budget.
5. Highway Expense budget: Motion by Brad Hibbard to approve a sum of money not to exceed 7% cut pending receipt of revised fiscal year budget. Second Tom Long. Vote unanimous to approve a sum of money not to exceed 7% cut pending revised budget.
6. Fire/Library budget corrections: Motion by Phil Landine to approve. Second Brad Hibbard. Vote unanimous to approve.
7. Playground for Elementary School: Motion by Brad Hibbard to approve. Second Tom Long. Vote unanimous to approve.
8. Vadar system: Motion by Phil Landine to approve. Second Brad Hibbard. Vote unanimous to approve.
9. Worcester County Retirement: Motion by Phil Landine to approve. Second Brad Hibbard. Vote unanimous to approve.
10. Shea Acres land donation: Motion by Tom Long to pass over and put on Annual Town Meeting. Brad Hibbard second. Vote unanimous to pass over and put on Annual Town Meeting. (not enough information)
11. Highway Energy Audit: Motion by Tom Long to pass over and put on Annual Town Meeting. Brad Hibbard second. Vote unanimous to pass over. (not enough information).

12. Highway truck: Motion by Brad Hibbard to approve. Second Tom Long. Vote unanimous to approve.

13. Drop Off Center: Motion by Brad Hibbard to pass over and put on Annual Town Meeting. Phil Landine second. Vote unanimous to pass over.

14. Tax Title Account: Motion by Tom Long to approve and ask Selectmen to have a monthly progress report. Second Brad Hibbard. Vote unanimous to approve.

15. Valves for Fire Truck: Motion by Phil Landine to pass over and put on Annual Town Meeting. Richard Gobi second. Vote unanimous to pass over.

7:07 p.m. Meeting with Selectboard: Present: Sarah Allen, Diane Vayda, Barry Nadon, Jr. and Executive Secretary Johanna Swain.

WARRANT ARTICLES:

Chair Richard Gobi said Articles 1, 2, 3, and 4 were approved by Advisory Committee.

Article 5 Police Expense Budget: Voted to approve a sum of money not to exceed 7% cut pending receipt of a revised fiscal year budget. Selectmen will discuss with Chief on November 10th.

Article 6 Highway Expense Budget: Voted to approve a sum of money not to exceed 7% cut pending receipt of a revised fiscal year budget. Selectmen will discuss with Jim Daley.

Articles 7, 8 and 9 were approved by Advisory Committee.

Article 10 Shea Acres and Article 11 Energy Audit voted to pass over and put on Annual Town Warrant. Need more information.

Article 12 approved.

Article 13 Drop off Center voted to pass over and put on Annual Town Warrant. Marie Arsenault said the Drop Off Center does not have a revolving account and money received is placed in the general fund. Barry Nadon said that Tree Warden has a revolving account. He will talk to the Tree Warden to see if funds are available.

Article 14 approved.
Article 15 voted to pass over and put on Annual Town Meeting.

**STATUS OF RECOMMENDATIONS TO THE SELECTBOARD:**

Consolidate Town Department Refuse Hauler contracts into a single contract: More work needs to be done on this by the Advisory Committee.

Town Hall Copy Machine pass codes. Mare Arsenault said at one time all departments had a code and usage was back charged to their expense budgets. A new copy machine was purchased and this practice was discontinued. Johanna Swain will check into the process of restoring a code system.

Centralized postage meter: Marie Arsenault said the Treasurer had one and discontinued it because of increasing cost.

Local Meals Tax: Selectmen not in favor of this.

Grant Writer position: General discussion of the need for finding and writing grants. Barry Nadon said the school has hired a grant writer and he will ask Bret Kustigian if the grant writer could identify Town Grants for us.

Tax Collector: Brad Hibbard asked to have a handout of 2011 Management Review recommending change to appointed at the Special Town Meeting. Brad Hibbard will give Johanna Swain a copy.

Town’s Annual Audit to include review of general accounting practices. Marie Arsenault says this is currently being done but does not do all departments in one year. The audit will be done in December.

Job Descriptions: Selectboard stated they are in process and will be completed by 12/01/2014.

Performance Evaluations: Selectboard has asked for these and are due in 12/01/2014.

Strategic Plan for town operations going forward. Selectboard said this is a “big item.” Phil Landine said it is one that we have to have.

Capital Spending Plan: We used to have one of these.
Health Insurance Options: Brad Hibbard said he will have information in a couple of weeks.

Revise Employee Time Sheets: Selectboard reported that the Time Clocks have been installed in the Highway Barn. Advisory Committee suggested having all the wiring done at the same time for the remainder of the clocks and get them installed.

Generator: Tom Long said an update on the old generator was that it is old, would require an enclosure and cost more than installing a new one.

Tom Long made a motion to adjourn the meeting. Brad Hibbard second. Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Christine M. Long
Secretary