TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
October 29, 2018

Present: Lori Loughlin
Brad Hibbard
Tom Long
Craig Carter
Roland Sickenberger

Absent: Pam Griffing
Doug Aspinall

Others Present: Donna Allard

The meeting was called to order by Chair Lori Loughlin at 6:30 p.m.

ACCOUNTANT: Donna Allard presented an update: Revenue batches from Collector for Real Estate, Personal Property and Motor Vehicle continue to be turned over to the Treasurer for verification and subsequent posting. Most of September receipts have been turned over to accounting and have been posted in the General Ledger. Missing back up receipts have been reported to the Treasurer. Reconciliation of the receivables from FY18 is moving forward. Assistance from the software company to facilitate receivable reports for the reconciliation has been successful. The Accountant was given access today to run reports from the collector’s module and this should help to expedite the reconciliation between the collector and the accountant once the treasurer verifies the batches. Cash reconciliation for FY18 is moving forward. Departments continue to receive their balances. She could not provide information on available free cash as it has not been certified yet and confirmed the town cannot expend funds from free cash until it has been certified. The Accountant will attend our next meeting on November 19, 2019 at 6:30 p.m.

COA DIRECTOR LINDA MCCOY: Discussion with Accountant with reference to COA Director requesting funding from her budget to pay for lunches for prisoners while they paint the Senior Center. The accountant has spoken with the Department of Revenue and there is currently no mechanism which will allow for the expenditure from the COA budget. The Advisory Committee will forward a letter to the Director suggesting she postpone painting, seek outside donations or fund the expenditure out of her donation account.

TREASURER: Treasurer Teri Roberts failed to attend the meeting. Discussion held regarding a complaint she aired at a recent Select Board meeting. The Advisory Committee will forward her a letter of response. The Treasurer will be asked again to attend our next meeting.

MINUTES: Brad Hibbard made a motion to table the minutes of September 17, 2018 until the next meeting. Roland Sickenberger second. Vote unanimous to table minutes of September 17, 2018 until the next meeting.
SELECTMEN'S PROTOCOLS FOR NEXT BUDGET SEASON: Roland Sickenberger made a motion to table protocols until next meeting. Craig Carter second. Vote unanimous.

REVIEW QUABOAG REGIONAL DISTRICT CAPITAL PLAN: Brad Hibbard made a motion to table reviewing the Quaboag Regional District Capital Plan until next meeting. Craig Carter second. Vote unanimous.

WARREN BOS MEETING: Dr. Kustigian forwarded an email inviting a representative(s) of the committee to a meeting at 7:15pm on October 30, 2018 to discuss the mold issue at the high school. Craig Carter and Roland Sickenberger will attempt to attend and report back to the committee.

Roland Sickenberger will follow up with the Select Board on our request for computers for the Advisory Committee and Accountant.

Brad Hibbard made a motion to adjourn the meeting. Craig Carter second. The meeting was adjourned at 7:47 p.m.

Respectfully submitted,

Christine M. Long
Secretary