TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
September 26, 2016

Present: Phil Landine  Absent: Brad Hibbard
       Tom Long
       Richard Gobi
       Lori Loughlin
       Pam Griffing
       Robert Blozie

The meeting was called to order by Chair Lori Loughlin at 6:18 p.m.

MINUTES: Robert Blozie made a motion to approve the minutes of September 12/13, 2016. Pam Griffing second. Vote was five to approve the minutes of September 12/13, 2016 as presented, one abstain (Richard Gobi).

BUDGET FORM: Pam Griffing met with the Accountant last Thursday. She was very cooperative and helpful and had good comments. She said as a word of caution that we might have some issues with some department heads and she had concerns that we might have a lot of questions at Town Meeting. It was suggested to use the information for budgeting purposes this year and another year use at Town Meeting. The Advisory Committee agreed that departments breaking down line items will give the voters more information at Town Meeting and that department heads should come to Town Meeting prepared to defend their budget. The Accountant suggested we have more money in the Reserve Fund. Phil Landine said departments should come to the Advisory Committee to transfer monies from one account to another. Pam said the Accountant was verbally supportive of the budget form.

TOWN MEETING ARTICLES:

Article #1: Purchase Police Cruiser $43,477.75. At this time, we asked Officer Matt Letendre to discuss the cruisers. He said that we need to replace the Crown Vic because it is not safe, all the lights on the dash light up and the lap top computer does not work and it should have been replaced last year. Chief’s car is a 2016 and is only used by him, Expedition is 2010 and has 85,000 miles on it, and the Chief’s old car is a 2008 and has over 160,000 miles and is used for training and details. He said miles driven per shift average 60 to 110 miles. The Advisory Committee suggested an Officer provide an explanation at Town Meeting. Pam Griffing made a motion to approve the article. Tom Long second. Vote was unanimous.

Article #2: Adopt PEG Access & Cable Related Fund. Richard Gobi made a motion to approve the article. Phil Landine second. Vote five to approve, one abstain (Pam Griffing).
Article #3: Place $50,000 in Post Employment Benefits Account. Pam Griffing said we are behind in funding this account and we should approve this article but going forward this should be done at the Annual Town Meeting. Richard Gobi made a motion to approve the article. Pam Griffing second. Vote was unanimous to approve the article.

Article #4: New Braintree Road Water Line Loan Payoff. Selectboard want to pay off the loan. Advisory Committee would like this to come out of the Water Stabilization Account. Lori said the Selectboard would not make a motion to do this. Discussed passing over or amending the article to come out of Water Stabilization. Tom Long said this was voted at the Annual Town Meeting to borrow the money and should be voted at the Annual Town Meeting to payoff the loan.

Article #5: Principal and interest on highway loader. This money is due before the Annual Town Meeting. Richard Gobi made a motion to approve the article. Pam Griffing second. Vote was unanimous to approve the article.

Article #6: Traffic light at Route 9 and Cottage Street. Light has been repaired. Need more information.

Article #7: Money to settle pending legal matters and approve said settlement (s) pursuant to Chapter VII, Section 2 of the Town Bylaws. Tom Long read the Bylaw. Need clarification.

Article #8: Sidewalk replacement in front of Elementary School. To date, have received two quotes, the lowest being $22,000. We telephoned Principal Colleen Mucka, and she said that a Ludlow Company looked at it and sent a quote by mail but to date this has not been received. Phil Landine said that this is a Town issue not a school issue as well as a huge safety issue. Richard Gobi made a motion to approve the article up to $25,000. Tom Long second. Vote was unanimous to approve the article up to $25,000.

GOALS FOR FY2017:

Delinquent Tax Properties: Ask Brad if he has gotten any information from the Tax Collector.

Employee Group Health Insurance Plans: This was put on hold until the November meeting. Phil Landine does not believe that co-pays are negotiable. Lori Loughlin will ask the school for the person who will know.
Employee Attendance/Time Recording Process: Change wording to: The Advisory Committee will approach Select Board for an update on this project and the expected date for its full implementation.

Budgeting Reporting Process: Okay.

Personnel Handbook, Strategic and Capital Spending Plans: Okay

Conversion of Treasurer and Tax Collector Positions: Okay.

Town Manager Position Analysis: Okay.

OLD/NEW BUSINESS: None.

The Advisory Committee would like to televise the meetings. We will need to be instructed on how to operate the equipment.

Pam Griffing made a motion to recess the meeting to tomorrow evening, September 27, 2016 at 6:30 p.m. in the Lower Level Meeting Room to attend the Selectboard meeting. Phil Landine second. Vote was unanimous to recess tonight’s meeting to tomorrow evening, September 27, 2016 at 6:30 p.m. in the Lower Level Meeting Room to attend the Selectboard meeting. The meeting recessed at 8:10 p.m.

ADVISORY COMMITTEE MEETING
September 27, 2016

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

Selectboard: Diane Vayda Jack Tivnan Sarah Allen Johanna Swain, Executive Secretary

The Advisory Committee reconvened their meeting at 6:30 p.m. The Selectboard meeting was called to order at 6:30 p.m.

The Selectboard went over the agenda and at 7:55 they went into executive session.

The Advisory Committee was not allowed any time to discuss the Warrant Articles.
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At 8:00 p.m. Brad Hibbard made a motion to recess the meeting to Thursday, September 29, 2016 at 6:15 p.m. in the Lower Level Meeting Room. Phil Landine second. Vote was unanimous to recess the meeting.

Respectfully submitted,

Christine M. Long
Secretary

The recessed meeting to Thursday, September 29, 2016 at 6:15 p.m. was cancelled.