TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
February 20, 2013

Present:  Roy Roberts  Marie Arsenault, Accountant
Jack Tivnan  Johanna Swain, Executive Secretary
Diane Vayda  Patrick Swain, Veteran’s Agent
Tom Long  Tom O’Donnell, Police Chief
Roger Slobody  Jim Daley, Highway Superintendent
Mark Long, Selectman
Barry Nadon, Jr., Selectman

The meeting was called to order at 6:30 p.m. by Chair Jack Tivnan.

Minutes:  Correction under #15 General Insurance to read “used to ask Al Collings.” Roy Roberts made a motion to approve the minutes with corrections. Diane Vayda second. Voted 5-0 to approve the minutes of February 13, 2013.

Expendable Trust Fund Balances/Revolving, Grants, Donations:  Marie Arsenault prepared a spread sheet from July 1, 2012 through December 31, 2012. She said that some funds are item specific and cannot be used for anything else. The Library uses some of their trusts to offset some of their expenses. Marie said that Stabilization accounts require a 2/3 vote at Town Meeting. Discussed leaving five years in Curb Cut Escrow and returning the remainder to the general fund. Revolving accounts are voted on at every Annual Town Meeting.

#39 Veteran’s Services:  Veteran’s Agent Patrick Swain was present to answer questions. Marie Arsenault said that we get 75% reimbursement of what he spends. General Expenses: Some expenses are unforeseen like a burial and would like to have money in the budget to pay and be reimbursed later on. He needs to replace and add grave markers and flags, some markers get bent or broken during mowing and he gets calls. Roger Slobody asked what amount would he feel comfortable cutting and Patrick Swain said 10%. Roger Slobody made a motion to approve the budget with 10% cut in expenses. Diane Vayda second. Voted 5-0 to approve the Veteran’s Services Budget.

#18 Police Department:  Chief Tom O’Donnell was present to answer questions. Chief O’Donnell said his budget had been trimmed over the past few years and was at “bare bones” now. He said his gas budget is “okay” for now. Gas is bought in bulk through State Bid. Roger Slobody asked would there be a savings if Officer Parker returned to duty and the answer was yes and this is estimated at $1,350.00 a month. Roger asked if there was any office work or other non-police work that he could do and the answer was no. The question was asked what details are not reimbursed and the answer was Memorial Day, Concerts on the Common and White Christmas. There are two officers on duty at each Concert at a cost of $3,200.00 a year for eight concerts. Jack Tivnan suggested writing a letter to Concert Committee. Barry Nadon said he wants to talk to
them about paying and will come back to the next meeting with an answer. Tom Long asked if he would consider 20 hour coverage. Roger Slobody asked if there was any area he would feel comfortable cutting and the answer was that his budget was level funded for so long that cuts would have to come out of payroll. He said he could push out the firearm replacement and replace one gun a year. Roger Slobody asked when the police contracts are done and the answer was they just got started today and will continue until we come to an agreement. Roger Slobody asked about the missing generator. Chief O'Donnell said that it has been returned and there is an ongoing court case with a court date the first week of March. Jack Tivnan asked about Vacation Buyback. Chief O'Donnell said it is contractual. He encourages officers to take their vacation but it sometimes it does not work out.

Roger Slobody asked about the fees for liquor licenses and Johanna Swain said they were from $450.00 to $2,000.00. He asked can we increase them and the answer was yes. Johanna Swain stated that when you look at other area towns, we are on the high end. Tom Long said we should gather all of our information and have a special meeting to discuss fees. Secretary will ask each department coming to the Advisory Committee to have their schedule of fees and the dollar amount collected each year available.

#28 Emergency Management: Police Chief Tom O’Donnell was present to answer questions. Chief O’Donnell explained the process of Reverse 911, which is no longer in operation because of structural issues and loss of funds. He said it would cost $5,800.00 to set up ourselves and with another town $7,500.00 total. He is trying to get Brookfield interested. Warren has their own system. Roger Slobody said we should put on hold until we have another town. Barry Nadon will talk to Paul Luppachino and ask him to get the siren working to alert people.

#33 Highway Department: Highway superintendent Jim Daley was present to answer questions. Jack Tivnan has talked to Jim about cutting the grass on the common and cemetery. Jim Daley suggested starting with the common and town beach this year. He said the landfill has been neglected. The work needs to be done by hand. He has been talking to the Sheriff’s Department and has a commitment for the summer. They will bring out 10-15 men and he will need to have one of his men working with them. He said there is a substantial amount of work to be done and unknown if it can be done in one summer. The State told him he needs a plan and this is his plan. The Advisory Committee will discuss with the Board of Health funding for the landfill repairs. Tom Long said he thinks the Highway should get a raise and Roger Slobody said to leave payroll alone. Barry Nadon said people should be lucky to have jobs. Slobody asked about street signs. Jim Daley said new signs are State mandated. He has purchased a sign making machine the Highway Department is making their own for about half of
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the cost. He is in a co-op and they have been purchasing supplies at a savings. With the snowstorms, he has used up most of his budget, Jack Tivnan asked Marie how much was in the Reserve Fund and the amount is $50,000.00. Marie said salt, sand and wages can be taken out of the Reserve Fund. Jack Tivnan told Jim to come back when the money is gone. Jack Tivnan asked the secretary to write a letter to the Common Common Committee stating that we are discussing having the Highway Department mow the common this summer and not to hire anyone at this time. Roger Slobody made a motion to approve the Highway Budget. Roy Roberts Second. Vote 5-0 to approve the Highway Budget as presented.

#52: Drop Off Center: Jim Daley was present to answer questions. Discussed fees for various items that can be brought and income from selling them. Suggested asking the Board of Selectmen to consider a sticker fee to use the drop off center. Tom Long said to hold off approving until later.

Fleet Account: Question was asked what the $85,000 was for. Jim Daley said it was for an over the road mower. He has not purchased this because he was looking at different options including used. He said the price for a new one is $110,000.00. Barry Nadon said we could take $20,000.00 from the Curb Cut Account and put it in the Fleet Account for the mower. This would have to be done at Town Meeting.

#15 Town & Advisory Reports & Warrants: Johanna Swain was present answer questions. She said she had received two bids, one for $2013.00 and one for $1804.00. She said she could cut 10%. Roger Slobody made a motion to approve the budget with 10% cut. Roy Roberts Second. Vote 5-0 to approve with 10% cut.

Accountant Budget: Roger Slobody made a motion to approve the budget. Roy Roberts second. Vote 5-0 to approve as presented.

Roger Slobody made a motion to adjourn. Tom Long second. Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Christine M. Long
Secretary