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

**APPOINT NEW MEMBER:** Tom Long made a motion to appoint Roger Slobody to the Advisory Committee. Roy Roberts second. Voted 5-0 to appoint Roger Slobody to the Advisory Committee. Roger Slobody was sworn in by Christine Long, Assistant Town Clerk/Advisory Secretary.

**MINUTES:** Secretary will re-send a copy of the minutes of October 16, 2012 to members to review and vote on at the next meeting.

**CALENDAR:** Jack Tivnan went over the “Worst Case Scenario Meeting Calendar.” Phil Landine said he will be unable to attend the March 20, 2013 meeting, Christine Long said she will be unable to attend the first Wednesday of the month meetings due to a conflict with another board and Diane Vayda said she may be unable to attend one of the meetings.

**MEETING FEBRUARY 6, 2013:** Budgets to be discussed: Stormwater, #13A Earth Removal, #39 Veteran’s Services, #4 Accountant, #6 Treasurer, #49 Group Health Insurance, #50 Worcester County Retirement and #17 Computer Technology.

**BUDGETS:** A packet of budgets was distributed to each member. Phil Landine asked if salaries were to be level funded and the answer was yes. Johanna Swain said that there will be a correction of an addition of eight hours on payroll because of the way the weeks fall. She said a couple of budgets are in **bold** and this means they have not come back yet but she has spoken to them and they are forthcoming. There were no numbers for the school but these have been built in to have something to work with, added 5% for foundation and 5% for transportation. Jack Tivnan thinks that we will be level funded from the State.

Marie Arsenault explained that there are three components that make up the revenue available and they are taxes, cherry sheet and local receipts (motor vehicle, local fees). Marie explained that the levy limit was a total of present balance plus 2 ½ plus new growth. The overlay is made up of the amount of tax exemptions and abatements. Roger
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Slobody asked what the amount of taxes not collected was and Marie Arsenault said it was $220,000.00. Roger Slobody asked will it be higher than $200,000.00 this year and Marie Arsenault said yes it will be higher. Roger Slobody said we should do something to collect this money. It was explained that there was a process of doing this and Keith Arsenault, Treasurer will be at the next meeting and we can talk about this.

WATER DEPARTMENT #51: Jack Tivnan said the Water Department wants pay raises for the secretary and two employees. Phil Landine made a motion to send a letter to the Water Department stating they need to follow the proper procedure and meet with the Personnel Board. Roy Roberts second the motion. Vote 6-0 to write a letter to Water Department.

HIGHWAY DEPARTMENT #33: Johanna Swain said the increase in salary for Steve Pilch and Greg Waterman was due to Grade and Step. Johanna Swain will e-mail Roger Slobody a handbook for salary increases and schedules.

ASSESSORS: Jack Tivnan said the Assessors told us they would do the field cards. They did not do the work and collected the money and he does not know why the Selectmen paid them. Tom Long asked would the Selectmen know if they were not doing the field cards. Marie Arsenault said that she noted that there was very little growth and they did tell her that the field cards were not done. Marie Arsenault was asked if she told the Selectmen and the answer was no but she will do this. Jack Tivnan thinks the Selectmen should ask for the money back. Roger Slobody asked what can we do and Jack said we could write a letter to the Selectmen. Roger Slobody made a motion to write the Selectmen a letter asking that the Assessors return the money. Tom Long second. Voted 6-0 to write a letter. Tom Long said we should get a full disclosure from the Assessors of what work they have done. Phil Landine made a motion to have Jack Tivnan call the Ethics Committee. Roger Slobody second. Vote 6-0 to have Jack Tivnan call the Ethics Committee tomorrow.

POLICE DEPARTMENT: Officer Harry Parker is not working and is getting paid. Jack Tivnan said we should ask the Selectmen to seek legal counsel to see if he is entitled to be paid and if so can the money can be put in an escrow account until his case is settled. Johanna Swain said the Selectmen are aware of this and are waiting to discuss this with Town Counsel at the meeting in Boston next weekend. Roy Roberts made a motion to write a letter to the Selectmen to seek legal counsel per the Police Department with reference to Harry Parker. Diane Vayda second. Vote 6-0 to write letter.

Marie Arsenault and Johanna Swain told Roger Slobody that if he needs any information that they are there for him and will meet with him at any time.
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**DROP OFF CENTER:** Phil Landine asked why you now have to sign in and the answer was that this was to find out who was using the drop off center and who may be taking items and/or dumping items in with the leaves and brush.

Diane Vayda made a motion to adjourn the meeting. Roy Roberts second. Voted 6-0 to adjourn the meeting at 7:25 p.m.

**The next meeting will be February 6, 2013.**

Respectfully submitted,

Christine M. Long  
Secretary