

the motions based on this action. A copy of the amended levy limit calculation and ATM spreadsheet will be sent to the Town Accountant for final approval. If any changes are necessary, they can be discussed at the May 6th meeting.

Mr. Heller agreed to talk to Mr. Chaffee about this reduction in the Highway Construction Article.

Mr. Dackson and Mr. Heller left the meeting.

NEWSPAPER RELEASE

The possibility of putting out a press release regarding the budget and financial situation of the Town was discussed. However, reporters will be present at the meeting of the 6th and information will be provided to them at this time. Mrs. Wilson will prepare an introduction explaining the process that has been used to present at the meeting of the 6th.

OVERHEAD PRESENTATION

Ms. Lund advised that she had not met with Mr. Burnham but would be doing so in the next week to put together the presentation.

ADJOURNMENT

Ms. Lund moved; Mr. Barnes seconded to adjourn the meeting; so voted. Meeting adjourned at 8:45 PM.

Respectfully submitted,

Beverly A. Lund, Secretary

Date approved by Advisory Committee: May 6, 2008

Date submitted to Selectmen: May 7, 2008

Article 23 – The funding of the additional \$30,000 for highway construction, reconstruction and improvement of town roads, bridges and sidewalks is also being raised and appropriated. The Committee is suggesting that this be reduced by \$15,000. There is currently \$127,949 in Chapter 90 funds available for road work, \$13,200 for road and street repair and maintenance in the Highway Expense Budget, Community Development Block Grant Funds have been awarded to the Town for work in the center of Town and an additional \$500,000 available if the STRAP grant is approved by the State. If it is determined at a later date and the final state aid, local receipts and new growth figures are increased, this account could be revisited for additional fund.

Article 44 – The funding of the Master Plan in the amount of \$10,000 is currently being raised and appropriated. These funds could be transferred from Stabilization. This is a one time expense once the entire cost of preparing the plan is funded.

Article 48 – The funding of the Mill Street Clean Up in the amount of \$5,000 to be raised and appropriated is also a one-time project and will not become part of the operating budget once all the work is completed as required by DEP. These funds could be transferred from Stabilization.

Reserve Fund – There is currently \$25,000 in this account and the Committee is suggesting this be reduced by \$1,000.

Of the \$42,000 in Free Cash that was transferred last year to the Stabilization Fund only \$15,000 would be used if this plan is approved by the voters.

The approval of the above would bring the bottom line variance to a position \$333 as follows:

Overage		\$100,667
Deduct:		
School	\$70,000	30,667
Highway Construction	\$15,000	15,667
Master Plan	\$10,000	5,667
Mill Street	\$ 5,000	667
Reserve Fund	\$ 1,000	333+

Once the balanced budget is approved a town meeting could be held prior to setting the tax rate, the cherry sheets and all other receipts would be known, the overlay surplus could be certified by the Assessors and appropriated by town meeting and any adjustments could be made based on the final levy limit calculation.

Mr. Dackson and Mr. Heller were in agreement with this plan of action and individually agreed to support it at the meeting on May 6th.

Mr. Holdcraft moved; Mr. Barnes seconded to approve the above recommended changes/amendments to the original recommendations; so voted. Ms. Lund will prepare

Mrs. Wilson stated that the Selectmen had planned to attend the meeting and she had planned to talk about this issue but the Selectmen were not present.

Although some of the members were not in favor of this process, it was the consensus of the members to put this off until after this year's Annual Town Meeting is concluded.

Mr. Ackerman arrived at the meeting.

APPROVAL MINUTES – APRIL 23, 2008

Mr. Holdcraft moved; Mr. Barnes seconded to approve the minutes of April 23, 2008; so voted. Mr. Ackerman abstained.

ANNUAL TOWN MEETING BUDGET

Mrs. Wilson advised that she has been working with the Secretary to attempt to balance the budget so that the meeting can be completed in one night. A solution had been found to go into Town Meeting with a balanced budget and it was hoped that the Selectmen would be present tonight so that both the Selectmen and the Advisory Committee would be in agreement and could present the balanced budget at the Department Head meeting on the 6th.

The Committee contacted Mr. Dackson and Mr. Heller to ask that they come to the meeting. Both Selectmen arrived and the meeting continued.

BUDGET CUTS

The current variance in the levy limit calculation is approximately \$100,667. This figure will have to be reduced to come up with a balanced budget.

Mrs. Wilson advised that the School Business Manager has indicated that the School budget could be cut an additional \$70,000 by the use of School Choice Funds. Everyone is in agreement that it was better not to use these funds to balance the budget and that they should be left for use by the schools, all felt that with the financial constraints the funds could be used this year. However, next year will be another issue that will be dealt with at that time.

At town meeting last year the remaining Free Cash balance of approximately \$42,000 was transferred to the Stabilization Fund. If this had not been done, these funds would have been available to fund the operating budget this year. Although the Committee agrees that Stabilization Funds should not be used to balance the operating budget, the additional \$42,000 would not have been available if not for free cash.

Based on these facts, the following changes were suggested:

**MINUTES ADVISORY COMMITTEE
APRIL 30, 2008**

Meeting called to order at 7:05 PM by Chairman Wilson with Beverly Lund, Bob Barnes and Dave Holdcraft in attendance. Due to the lack of a quorum, the Chair called Alternate Ross Ackerman to ask him to attend the meeting. Mr. Ackerman arrived at 7:30 PM. Selectmen Ronald Dackson and Rudy Heller arrived at approximately 7:45 PM after being contacted by the committee.

AMENDMENTS TOWN MEETING WARRANT

Due to the fact that it will be necessary to change a number of figures in the warrant that was mailed to the voters, amendments will be prepared for the meeting. The cuts were made after the warrant book was sent to the printer.

The warrant books were received and mailed to the voters this date.

DEPARTMENT HEAD MEETING

Mrs. Wilson advised that the Selectmen had scheduled a department head meeting for Tuesday, May 6 at 7:0 PM in the Town Hall and all departments had been invited. The budget will be presented to those present. Ms. Lund has posted an Advisory Committee meeting for the 6th in case votes needed to be taken at the meeting. It appears that it will not be necessary to hold the Advisory Committee meeting on Wednesday, May 7.

ANNUAL TOWN MEETING MOTIONS

A memo from the Selectmen was summarized advising the Committee that they had agreed to have the Committee present all the motions for the meeting and to take the Committee up on their offer to prepare the motions and the Selectmen wanted the motions for the May 6th meeting. Ms. Lund will attempt to get the motion ready for that date.

NEW BUDGET PROCESS

Mrs. Wilson and Mr. Holdcraft advised those present of the new process for budget preparation for next year that is being suggested by the Selectmen. This was discussed at the Selectmen's meeting on April 29. This process would have the Town Accountant plugging in the figures from the budgets submitted by the department heads, boards, committees, etc. to the ATM spreadsheet. The spreadsheet as prepared by the Town Accountant would then be submitted to the Advisory Committee who would then call in the department heads to review the budgets submitted. The Advisory Committee would then work with the department heads, etc., make budget cuts, prepare a balanced budget and give it back to the Town Accountant to run a final spreadsheet.

CORRESPONDENCE

Highway Department Gas Report March, 2008 – This report was presented to the members for their review.

ADJOURNMENT

Ms. Lund moved; Mr. Burnham seconded to adjourn the meeting; so voted.

Meeting adjourned at 9:05.

Respectfully submitted,

Beverly A. Lund, Secretary

Date approved by Advisory Committee: April 30, 2008

Date submitted to Selectmen: May 1, 2008

Ms. Lund advised that at the Personnel Board meeting the Highway Operator's position was upgrade and the hourly rate of pay that is being recommended \$17.85. The current rate for Fiscal Year 2009 is \$17.53 which includes the 3% increase. On behalf of the Personnel Board, Ms. Lund was asked to notify the Advisory Committee of this fact so that sufficient funds would be included in the Highway Department budget for Fiscal Year 2009. During the calculation, it was noted that there are sufficient funds in this account even though the hourly rate for this fiscal year is less. After checking other Highway Department wage budgets it was found that they too were over budgeted. This matter will be discussed with the Town Accountant. Ms. Lund will contact the Highway Department to determine how the wages were calculated and make any changes if necessary.

SPECIAL TOWN MEETING – ARTICLE 3

Ms. Lund advised that at the last meeting the committee neglected to make a recommendation as to how to fund the restoration of the historic map funds although the committee had voted to recommend the article.

Mr. Holdcraft moved; Mr. Burnham seconded to recommend that the money be transferred from Free Cash; so voted.

CONTINUATION OF MEETING

Mr. Burnham moved; Mr. Holdcraft seconded to continue the meeting beyond 9:00 PM; so voted.

GENERAL DISCUSSION

It was the consensus of the Committee to stay with the ATM recommendations as they are for now and see what happens at the meeting. It was also the consensus of the group to hold meetings during the summer to work on ways to help the department become more fiscally responsible and to forward any and all recommendations to the Selectmen. In this very tight financial time, the committee feels that each budget needs to be reviewed in its entirety for further reductions and fine tuning. It is the opinion of the committee that next year's state aid, local receipts and available funds are going to be less than this year's which is going to call for tighter fiscal management.

TRANSFER STATION REVENUE LEDGER DETAIL – Fiscal 2007 and 2008 (to date)

This information was provided to the Committee by the Town Accountant. It was noted that the Fiscal 2008 report ends on February 17, 2008 and it appears that no deposits or revenues have been turned in to the Treasurer since that date. This issue will be checked after the Town Meeting.

MINUTES ADVISORY COMMITTEE
APRIL 23, 2008

RECEIVED

APR 30 2008

BOARD OF SELECTMEN

Meeting called to order by Chairman Barbara Wilson with Greg Burnham, Bob Barnes, and Dave Holdcraft in attendance. Selectman Ronald Dackson was present.

APPROVAL MINUTES APRIL 16, 2008

Mr. Burnham moved; Mr. Barnes seconded to approve the minutes of April 16, 2008; so voted.

BUDGET CUTS

Mr. Burnham presented the members with copies of his calculations made as a result of last week's meeting. These cuts to a number of those departments that the committee felt could be cut were done using 1, 2, 3, 4 and 5% reductions. The bottom line savings results for these additional cuts are \$3,340, \$6,680, \$10,019, \$13,359 and \$16,699 based on the percentage previously mentioned. At this point no action was taken by the Committee to accept the additional reductions.

The possibility of reducing the Selectmen's Physical Examination and Computer Maintenance budgets by \$400 and \$500 respectively was discussed. Mr. Dackson was asked to bring this issue to the other members of the Board to see if they would approve. If so, the cuts will be made.

SNOW AND ICE ACCOUNT

It was noted from the Expenditure Ledger Variance Sheet provided by the Town Accountant that there is currently a deficit in the Snow and Ice totaling \$84,207.68 with the total expenditures being \$134,207.68. \$50,000 was originally approved at the annual town meeting for Fiscal Year 2008 and the Advisory Committee and the Board of Selectmen had authorized the over spending of an additional \$100,000.

The figure used for the levy limit calculation is \$50,000 with the additional \$50,000 coming from the 148 Engineering Account. Due to the fact that there is an excess of \$15,792.32 Mr. Burnham moved; Mr. Barnes seconded to contact the Highway Superintendent to ascertain whether or not there are any additional bills coming out of the account and if there are none, that the levy limit figures be changed to reflect the actual expenditures of \$84,207.68; so voted.; so voted.

There was considerable discussion regarding the Snow and Ice Budget and this account will be further looked into for next year.

HIGHWAY OPERATOR POSITION UPGRADE

Ms. Lund presented a receipt from Staples for the purchase of mail labels, printer cartridges and paper for use by the Advisory Committee from which she is requesting reimbursement.

Mr. Thomo moved; Mr. Holdcraft seconded to approve the bills payable and to submit it to the Town Accountant for payment; so voted.

CORRESPONDENCE

Fire Truck Debt Repayment Schedule – Received from the Treasurer and made available to the members.

Update Levy Limit Calculation – This will change due to the cuts made by the Police Department. It will also change if new Cherry Sheet figures are received.

ADJOURNMENT

Mr. Thomo moved; Mr. Burnham seconded to adjourn the meeting; so voted. Meeting adjourned at 9:17 PM.

Respectfully submitted,

Beverly A. Lund, Secretary

Date approved by Advisory Committee: April 23, 2008

Date submitted to Selectmen: April 25, 2008

FURTHER BUDGET CUTS

The dollar amount of overage for the proposed budget is approximately \$150,000. The majority of the committee felt that it would be better to go to Town Meeting with a balanced budget. Mr. Peirce will be contacted by the secretary to see if the \$50,000 that the Assessors are looking to declare surplus can be available for expenditure for Fiscal 2009. Mr. Peirce and the Town Accountant had advised that the funds needed to be declared surplus and spent in the same year. The possibility of transferring the \$50,000 this year to Free Cash or Stabilizations was discussed. This would allow it to be spent before the close of this fiscal year. It could then be appropriated at the Annual Town Meeting.

In the meantime, a copy of the budget will be sent to Mr. Burnham so that he can plug in reductions to a number of department using 1, 2, 3, 4 and 5%. Ms. Lund was directed to look over those budgets that are level funded, have not been cut and are not fixed expenditures such as contracts, rents, leases, fuel, electricity, etc. and forward them to Mr. Burnham. These reductions will be put together before next week.

CONTINUATION OF MEETING

Ms. Lund moved; Mr. Burnham seconded to continue the meeting beyond 9:00 PM, so voted. Mr. Thomo opposed.

SPECIAL TOWN MEETING WARRANT

Mr. Burnham moved; Mr. Holdcraft seconded to recommend all of the articles on the Special Town Meeting Warrant. All are transfers from available funds.

Article 1 – Transfer \$1,100 from Elections & Registration Expenses Account to Town Clerk Expenses for record preservation;

Article 2 – Transfer \$50,000 from the Route 148 Engineering Account to the Snow and Ice Account to reduce the Fiscal 08 deficit;

Article 3 – Transfer \$1,000 from Free Cash to the Historical Commission for the restoration of an historic map of the Town of Brookfield;

Article 4 – Transfer \$7,500 from the Landfill Capping Account to the Board of Health Transfer Station Expense Account for maintenance/repairs at the transfer station;

Article 5 – Transfer \$5,000 from the Landfill Capping Account to the Library Repair and Maintenance Account for repairs to the building;

Article 6 – Transfer \$5,000 from the Landfill Capping Account to the 350th Anniversary Celebration Account as a start up fund for the celebration;

Article 7 – Establish a Town Website Account and to transfer \$2,500 from the Fiscal 2008 line item to a special account;

Article 8 – Establish a Selectmen's Consultant Account and transfer \$2,000 from the Fiscal 2008 line item to a special account.

BILLS PAYABLE

RECEIVED

APR 25 2008

**MINUTES ADVISORY COMMITTEE
APRIL 16, 2008**

BOARD OF SELECTMEN

Meeting called to order at 7:00 PM by Chairman Wilson with Greg Burnham, Nick Thomo, Bob Barnes, Dave Holdcraft and Bev Lund in attendance. Guest included Selectmen, James Allen, Rudy Heller, Ron Dackson, Chief Ross Ackerman and Sgt. Welsh.

APPROVAL MINUTES APRIL 9, 2008

Mr. Thomo moved; Mr. Holdcraft seconded to approve the minutes; so voted; Mr. Burnham abstained.

POLICE DEPARTMENT – BUDGET REVIEW

Chief Ackerman and Sgt. Welsh had discussed the proposed Police budget with the individual Selectmen as suggested at last week's meeting and the following reductions are now being suggested: Police Wages Full Time – 4 full time officers instead of 5 - \$151,245; Police Over Time - \$20,000, resulting in a reduction of \$26,057.

The Police Station Expenses will increase by \$500 and the Police Expenses are being reduced to \$62,200, a reduction of \$6,300. The original budget totaled \$386,736 and the current budget request totals \$354,379.

The staff will now consist of 3 full time officers plus the Chief. Twenty four shifts need to be filled. Two additional officers were to be hired but now only one will be hired. Seven or eight shifts per week will be filled with part timers as well as any vacation, holiday, sick and personal time when possible.

It was noted that the Selectmen supported these reductions on an individual basis but have not as yet voted as a Board to support it on town meeting floor. Mr. Heller stated that the Chief has done an admirable job and he feels the budget is fully defensible.

Mr. Burnham moved; Ms. Lund seconded to recommend the adjusted budget and to put the figures in the warrant book; so voted.

WARRANT BOOK

Final copies of the warrant book were distributed. This went to the printers and it is hoped they will be delivered by the 21st.

CHERRY SHEET FIGURES

Word has been received that the cherry sheet figures from the State could be finalized by the end of May.

POLICE BUDGET – It was noted that there is a considerable increase in the Police Department and a number of the committee members do not understand how the shift scheduling and other aspects of the police department work. It was the consensus of the committee to invite the Chief to the meeting on April 16 to discuss his budget.

APPROVAL MINUTES APRIL 2, 2008

Mr. Holdcraft moved; Mr. Barnes seconded to approve the minutes of April 2, 2008; so voted.

RESERVE FUND TRANSFER – UNEMPLOYMENT COMPENSATION ACCOUNT

A Reserve Fund Transfer request was received from the Town Treasurer to supplement the Unemployment Compensation Account which currently has an unexpended balance of \$159.90. The amount requested is \$3,000 to cover unemployment benefits for employees that have been laid off during Fiscal Year 2008.

Mr. Thomo moved; Mr. Holdcraft seconded to approve the Reserve Fund transfer; so voted.

BILLS PAYABLE

A bill payment schedule was submitted in the amount of \$423.67 to cover the renewal of the Bulk Permit for the Town and the cost of mailing the warrant to residents. Mr. Thomo moved; Ms. Lund seconded to approve the voucher; so voted.

CHANGES TO WARRANT BOOK

Mr. Thomo moved; Mr. Holdcraft seconded to authorize the Secretary to make any and all changes to the ATM warrant book without coming back to a vote of the committee; so voted.

ADJOURNMENT

Mr. Thomo moved; Mr. Barnes seconded to adjourn the meeting; so voted. Meeting adjourned at 9:50 pm.

Respectfully submitted,

Beverly A. Lund, Secretary

Date approved by Advisory Committee: April 16, 2008
Date submitted to Selectmen: April 21, 2008

their budget to see if there were any capital expenditures that could be put off until another year and if there were any areas that could be cut further.

The following Departments responded: Selectmen - \$1,000 from the telephone budget due to a new contract that will reduce telephone expenses for next year; \$300 from the Tax Collector Expenses; and \$500 from the Library Expenses. The secretary had made these changes to the spreadsheet prior to the meeting as previously authorized.

ARTICLE 20 - The Fire Department advised that the \$7,500 requested for the work to the Fire Station could be covered as follows: \$4,500 from the encumbered funds of the EMS that would not need a town meeting vote and the postponement to a later date of the painting quoted at \$3,000. Although this would not affect the overage because this would have been a routine transfer, Mr. Thomo moved; Mr. Holdcraft seconded to recommend passing over Article 20, so voted. The Fire Chief had indicated that he would review the Fire Department budget but to date a reply with additional cuts has not been received by the Advisory Committee. The Selectmen individually agreed with the recommendation of the Advisory Committee.

Recreation Committee – South Pond Beach – Mr. Allen had previously agreed to talk with the State to determine if all of the requested funds; \$3060 for wages and \$3,000 were necessary for the Town to enter into the contract for the Division of Fisheries and Wildlife to make the repairs to the South Pond Beach and parking area. Mr. Allen learned that the only item that was necessary were signs and that the beach work would not be done until the fall after the swimming season. Mrs. McElroy advised Mr. Allen that the wages would not be needed and that the \$3,000 on the books for Fiscal Year 2008 would be used to purchase the signs. A life guard chair would not be purchased at this time. Mrs. McElroy agreed that the \$2,000 could be cut from the South Pond Expenses as well. Ms. Lund will make the changes prior to going to print with the spreadsheet.

CONTINUATION OF MEETING

Mr. Barnes moved; Mr. Holdcraft seconded to continue the meeting beyond 9:00 PM.; so voted.

SURVEY – GILL SELECTBOARD

A survey had been forwarded to the Advisory committee asking the criteria the committee used to calculate the COLA.

Mrs. Wilson advised that the percentage of wage increase for the last six years was obtained for the School Teachers, the School support staff and the town employees and this averaged to 3%. Therefore the committee approved the 3% increase.

Ms. Lund was directed to reply to the Selectmen.

Ms. Lund moved; Mr. Thomo seconded to recommend the article and to use the above wording; so voted. Mr. Holdcraft opposed.

ARTICLE 33 – Community Preservation Act. The wording for this article has been received from Town Counsel but the Selectmen have advised the Advisory Committee that there is additional research and questions to be answered before this article can go forward. Based on this Ms. Lund moved; Mr. Barnes seconded to recommending passing over Article 33. The Selectmen were in agreement individually.

ARTICLE 42 – Personnel By Law amendments to the Mandatory Classification section. The Advisory Committee supported this article but a portion of it was not complete at the time. The Personnel Board met on April 8 but a new job description needed to be prepared by the Highway Department before the Grade and points for Highway Operator/Foreman could be included. They are recommending that the Grade and points be listed a 0 and 000 respectively and the correct figures will be added via an amendment at the Annual Town Meeting. They are also adding a section that will amend the by law to include Casual, Seasonal and Temporary employees with the first addition being Emergency Operator/Laborer for the Highway Department.

ARTICLE 48 – Mill Street Clean Up Site – After a brief discussion it was the consensus of the group to leave the dollar amount at \$5,000.

ARTICLE 51 - The wording has been received for this article as follows: To see if the Town will vote to combine the Open Space and Recreation Committee and the Master Plan Committee both formed at the May 2005 Annual Town Meeting into one committee, to be called the Master Plan & Open Space Committee, to be appointed by the Board of Selectmen, or take any action relative thereto. It was the consensus of the group to remove the words “to be called” from the article.

Mr. Thomo moved; Ms. Lund seconded to recommend Article 51; so voted.

ARTICLE 52 – The Advisory Committee had previously requested that the following article be included on the warrant: To see if the Town will vote to amend the Town By laws by adding the following new section under Chapter II, Town Meeting: Section 19 - All appropriations exceeding the amount of \$25,000 must be considered at the Annual Town Meeting, unless deemed an emergency measure. Only the Board of Selectmen by a majority vote may deem an appropriation an “emergency measure” and place an appropriation exceeding \$25,000 on the warrant for a Special Town Meeting.

This has now been added and Mr. Barnes moved; Ms. Lund seconded to recommend the article and that the secretary be allowed to prepare an explanation of the article; so voted.

REVIEW OF LINE ITEMS

Ms. Lund advised those present of the cuts that were suggested by various departments since the Advisory Committee letter was sent out asking that department heads review

MINUTES ADVISORY COMMITTEE
APRIL 9, 2008

Meeting called to order by Chairman Wilson with Robert Barnes, J. David Holdcraft, Nicholas Thomo and Beverly Lund in attendance. Selectmen James Allen, Ron Dackson and Rudy Heller were also present at the meeting.

RECONSIDERATION ARTICLE RECOMMENDATIONS

ARTICLE 25 – There had been questions concerning the wording for the curb cut article and information had been forwarded to Town Counsel. They agreed with the Attorney General and felt that it was questionable as to whether or not the Town had the authority to require a bond for curb cuts, that significant issues could be raised if the Town undertook to do work on private property and whether or not the application fee would be available to the Highway Superintendent without the establishment of a revolving fund. Due to all of these issues, it was the consensus of the Advisory Committee and the Selectmen to recommending passing over article 25. Mr. Allen will contact other towns that do use these procedures in an attempt to resolve the issues and an article can be placed on a future town meeting.

ARTICLE 30 – Amendment to Advisory Committee By Laws – Mr. Heller had reworded the article as asked at the previous meeting but it was the opinion of the Advisory Committee that it was not what was voted. The only addition was to be to add the words “by a majority vote of the Selectmen in Office and a majority vote of the Advisory Committee” so that both boards would have to be in agreement to make an appointment. This wording was to be added to both section 1 and 2.

After much discussion it was agreed that the following wording would be included on the warrant: To delete Section 2 and Section 3 in their entirety and insert the following;

Section 2. The Selectmen in office and the members of the Advisory Committee shall annually, at the close of the Annual Town Meeting, by a majority vote of the Board of Selectmen and a majority vote of the Advisory Committee appoint within thirty days, three members whose term of office shall expire at the close of the third Annual Town Meeting after their appointment.

Section 3. Whenever a vacancy occurs in said committee, said vacancy shall be filled by a majority vote of the Selectmen in office and a majority vote of the Advisory Committee by the appointment of a person to serve until the close of the next Annual Town Meeting, when the Selectmen in office and the Advisory Committee by a majority vote of the Selectmen and a majority vote of the Advisory Committee shall appoint, a successor to fill out the unexpired term of the person whose office has been vacated.,

or take any action relative thereto.

number of cases with other boards, this same type of appointment process is required by Massachusetts General Laws.

After further discussion it was decided that the words "by a joint vote of each committee" will be added to the amendment. Mr. Heller was asked to prepare the wording and get it back to members of both committees for review prior to inclusion on the warrant.

APPROVAL MINUTES – MARCH 26, 2008

Mr. Barnes moved; Mr. Burnham seconded to approve the minutes with a minor change; so voted.

CORRESPONDENCE

Health Insurance Premium – Mr. Dunbar, Town Treasurer has notified the committee that there will be a 2% increase for Fiscal Year 2009 and there are sufficient funds in the budget to cover this increase. No action necessary.

Reserve Fund Transfer Request – A request has been received from the Town Treasurer to transfer the sum of \$3,000 from the Reserve Fund to the Unemployment Fund to cover unemployment claims. Ms. Lund will schedule a meeting date for the consideration of this request.

Tax Receipts – Collector – The report for the month of March was provided to the members.

Chapter 90 review - Mr. Allen had presented the committee with the Chapter 90 figures which total \$127,949. There is currently \$37,286.17 in Chapter 90 funds bringing the total to \$165,237 for Fiscal Year 2009. There is the possibility that the Selectmen will approve the expenditure of \$155,000 from these funds to purchase a loader for the Highway Department. The committee was informed that there are a number of roads that need attention and these include Quaboag, Prouty, Mill and Martin Streets; Old Fiskdale Road, Devil's Elbow, Wells, Allen and Webber Road. Again the committee stated that they would not recommend this article and have asked along with the Selectmen for information to ascertain whether or not a used loader or the leasing of a loader is feasible.

ADJOURNMENT

Mr. Burnham moved; Ms. Lund seconded to adjourn the meeting; so voted. Meeting adjourned at 10:30 pm.

Respectfully submitted,

Beverly A. Lund, Secretary

Date approved by Advisory Committee: April 9, 2008

Date submitted to Selectmen: April 10, 2008

COURSE OF ACTION

It was the consensus of the group that everything had been done at this point by the Advisory Committee to reduce the budgets. A letter will be sent to all departments that have budgets to advise them of the 3% COLA increase, to advise them of the overage amount of approximately \$159,668 which is 4% of the levy limit, to ask them to review their budgets and make reductions by determining what they can do without this year and what, if any, capital expenditures could be put off to another year. They will be asked to submit any budget cuts to the Advisory Committee Secretary so that changes can be made to the spreadsheet. Ms. Lund moved to send the letter which will be a joint letter from the Advisory Committee and the Selectmen as previously stated; Mr. Burnham seconded; so voted. This letter will be prepared by the Secretary and sent to both board members and once reviewed will be set out immediately.

The warrant book needs to be finalized by the 9th of April (one week from the date of this meeting) and in the hands of the printer by the 14th. Any cuts received will be made to the spreadsheet by the Secretary and will be reviewed on Wednesday.

After much discussion, all were in agreement that if there is still a budget overage, the budget will be presented as an unbalanced budget at the town meeting on May 9th. The meeting will either be concluded or adjourned. If concluded another meeting will be set for some time in the future prior to the setting of the tax rate to balance the budget. The cherry sheet figures will be finalized, the overlay reserve will be available and the local receipts and new growth figures will be solid. If the meeting is adjourned, the meeting will be reopened at a later date after all the figures are in place. It was noted that a motion to the action taken must be voted prior to the end of the town meeting on the 9th. The proper way to handle this will be confirmed by the Town Auditor and Accountant.

It is hoped that a copy of the budget will be available to put in the Citizen. Mr. Peirce advised that the deadline was the 23rd.

ADVISORY COMMITTEE BY LAW CHANGES

Mr. Dackson had been asked by the other members of the Selectmen to prepare the wording for Article 30 which amends the current Advisory Committee by laws. It was previously agreed that a joint meeting of both the Selectmen and the Advisory Committee will be held when appointments are made to the Advisory Committee both in June and when a vacancy occurs.

Mr. Heller stated that the wording as prepared by Mr. Dackson did not address the concerns of his request to change the by laws because there are nine members on the Advisory Committee and only three Selectmen. If all nine members of the Advisory Committee show up, the Selectmen do not have as much say in who gets on the committee. Again it was noted that there has not been a problem in the past and in a

accounts to be used next year. The Selectmen were in agreement with this as well and voted later in the meeting to do so.

South Pond Beach – After a brief discussion, it was the consensus of all present to leave the funds in this account for next year as the State will not enter into a contract to repair the parking lot and the beach unless the Town maintains the area. Mr. Allen was to talk to State officials to determine if the total amount of \$6,600 will be needed and if not this amount could be reduced. Mr. Allen will provide the committee with this information.

Cultural Council – Mrs. Wilson advised the committee that the sum of \$1,000 could be cut from this budget. Ms. Lund moved; Mr. Burnham seconded; so voted.

Veterans' Benefits – The Veterans' Agent has advised the committee that there are currently two cases on the books and he will need additional funding for next year and has asked that his Case Work Account be increased by \$3,000. These expenditures are reimbursed by 75% on the cherry sheet. Mr. Barnes moved; Mr. Holdcraft seconded to increase the line item in the Fiscal 2009 budget by \$3,000; so voted.

CONTINUATION OF MEETING

Mr. Burnham moved; Mr. Holdcraft seconded to continue the meeting beyond 9:00 pm; so voted.

BUDGET REVIEW & CUTS cont.

Master Plan Committee – Mr. Burnham advised that their committee had received a new contract estimate which totals approximately \$19,000. They have \$10,000 and are asking for \$15,000 at the Annual Town Meeting. Based on the new estimate Mr. Burnham suggested that the committee cut \$5,000 from the Master Plan Article. Ms. Lund so moved; Mr. Burnham seconded; so voted.

QOLA – The QOLA has requested \$10,000 for lake maintenance from the Towns of Brookfield, East Brookfield and Sturbridge. At this point the status of the articles in the other two towns is not known. Brookfield appropriated \$10,000 last year and due to the lack of funding the committee previously voted not to recommend this article so the overage could be reduced by another \$10,000.

Overlay Surplus – Mr. Peirce advised those present that there may be approximately \$50,000 that could be transferred from the Overlay Surplus. The first step is for the Assessors to declare it surplus and then the funds could be used as an available fund via the town meeting process. If these funds are declared surplus in Fiscal Year 2008 and not appropriated before the end of June, they fall into Free Cash. All were in favor of taking this action and it will be done so that they can be used for the Fiscal Year 2009 budget.

COLA – The Advisory Committee and the Selectmen have not as yet recommended a COLA for the town employees. Increases of 1%, 2% and 3% would result in the addition of \$9,827, \$19,653 and \$29,259 respectively to the overage amount. The average COLA increase for the town employees and the school employees has averaged 3% a year for the last six years. After much discussion Mr. Burnham moved; Mr. Holdcraft seconded to recommend a 3% COLA for the employees; so voted. The Selectmen also voted to recommend a 3% increase.

used the overage would increase by \$190,404. The total budget in the amount of \$7,375,760 as recommended by the committee included "bare bones" increases such as fuel, postage, electricity, insurance, contracted services, etc. This figure does not include a COLA increase and this issue will be addressed later in the meeting.

BUDGET REVIEW & CUTS

Health Insurance - Mr. Dunbar suggested reducing the health insurance by \$7,000 but he could not guarantee that new employees would not elect to enroll in the Town's Health Insurance. Based on this no action was taken and the amount would remain at \$299,000.

Fire Truck Interest - Mr. Dunbar advised that the dollar figure of \$43,000 could be cut in half if the Selectmen elected to extend the financing of the Fire Truck for 10 years instead of 5. Mr. Dunbar advised that the town would pay more in interest and would not ordinarily recommend this but in these difficult financial times, he felt it should be done. The individual Selectmen were in agreement with this and will discuss this at a future meeting.

Based on this Mr. Burnham moved; Ms. Lund seconded to reduce the Fire Truck Interest to \$21,500; so voted.

Chapter 90 - Mr. Allen had presented the committee with the Chapter 90 figures which total \$127,949. There is currently \$37,286.17 in Chapter 90 funds bringing the total to \$165,237 for Fiscal Year 2009. There is an article on the warrant for \$155,000 to fund a loader. It was noted that the Advisory Committee is not recommending this and also, even though it does not fall under their auspices, the committee does not feel these funds should be used to fund the purchase. If this is done, there will be a balance of \$10,237 in the account to do work on the roads.

Police Cruiser - Mr. Allen advised the committee that he has requested that Chief Ackerman look into the possibility of leasing a cruiser for approximately \$11,000 a year and at the end of a year the cruiser can be bought for \$1.00. It was noted that a cruiser usually last about three years and the current price is approximately \$32,000. Leasing a cruiser would cost \$33,000 for a total of three years so both forms of securing a cruiser just about equal out. The only difference being that if a cruiser is leased, maintenance and repairs are the responsibility of the leasing company and not the town. The Advisory Committee has recommended that the Fleet Stabilization Fund be used to purchase this cruiser and that according to the five year plan, this is the year to purchase a cruiser.

Fire Department Station Repairs - The Advisory Committee had requested that the Selectmen look into funding the repairs to the fire station through the Ambulance Billing Receipt Account. The Town Auditor has advised that the funds can be used for this purpose and the sum of \$7,500 will be recommended. It was noted that there is currently \$5,000 in this account and the committee was advised that the work that was to be done with these funds will be completed before the end of the Fiscal Year.

Selectmen Web Site and Consultant Expense Accounts - Due to the fact that these funds will not be used this year, Ms. Lund moved; Mr. Holdcraft seconded to reduce these accounts for Fiscal 2009 to 0 and to recommend to the Selectmen that an article be placed on a Special Town Meeting to transfer the \$2,500 in each account to special

ADVISORY COMMITTEE MINUTES

APRIL 2, 2008

Meeting called to order at 7:00 by Chairman Wilson with Greg Burnham, Bob Barnes, Dave Holdcraft and Bev Lund in attendance. Guests included Town Clerk, Linda Lincoln; Assessors Phil Peirce; Treasurer, Jim Dunbar and Selectmen Jim Allen, Rod Dackson and Rudy Heller.

LINDA LINCOLN, TOWN CLERK – INCREASE FISCAL 2009 BUDGET REQUEST

Mrs. Lincoln was present to request that her budget be increased by \$1,100 from \$4,650 for a total of \$5,750 to allow her to enter into a contract with General Code publishers to transfer vital records to discs for easier access for resident and visitors to her office as well as for security and disaster recovery protection. The financial status of the Town was discussed and as a result Mrs. Lincoln indicated that she thought she would have sufficient funds in her Elections and Registration Expense Account to cover the expense.

Based on this Ms. Lund moved; Mr. Burnham seconded to request that the Selectmen put an article on the Special Town Meeting Warrant that the funds be transferred to an article account for this purpose; so voted.

ASSESSORS EXPENSE BUDGET

Mr. Peirce advised the committee that there was a mistake in the Assessors' budget and that the figure should be increased to \$3,540 and not \$2,500 and the Consulting Services should be \$2,500. Ms. Lund moved; Mr. Burnham seconded to increase the Assessors Expense to \$3,540.

LEVY LIMIT CALCULATION REVIEW

All were present at this joint meeting to review the line items and the article to see if the bottom line figure could be reduced.

Based on the levy limit calculations the levy limit is \$3,685,060 and debt exclusions total \$351,607 bringing the maximum allowable levy limit to \$4,036,667. The available funds total \$3,639,165 with the total available funds being \$7,675,832. Expenditures not voted at town meeting which include the snow and ice deficit, the overlay reserve, state assessments and targeted state aid total \$335,000. Annual Town Meeting articles total \$2,962,200 and when added to the funding needed at the annual town meeting of \$7,375,760 (total of line items for all departments) the total amount needed to fund Fiscal Year 2009 is \$8,006,960. This results in an overage of \$331,128.

The figures being used are those recommended by the Advisory Committee and not those requested by the individual departments which totaled \$7,564,784. If this figure was

CORRESPONDENCE

BROOKFIELD ELEMENTARY SCHOOL BUDGET ANALYSIS;
RESERVE FUND EXPENDITURE REPORT;
SUMMARY LEGAL EXPENSES;
COST ANALYSIS HIGHWAY DEPARTMENT LOADER EXPENDITURE;
BULLETIN – DEPARTMENT OF REVENUE

The above correspondence was presented to the committee and no action was taken.

LETTER – MASTER PLAN COMMITTEE

Letter read asking for a member from each committee to serve on the Master Plan Committee. Ms. Lund moved; Mr. Thomo seconded to appoint Mr. Burnham as the committee's representative; so voted.

LETTER – TOWN CLERK – INCREASE IN ASSISTANT CLERK HOURS

Letter from Mrs. Lincoln summarized in which she presented calculations representing the total cost to the Town to increase the assistant's hours from eight to ten weekly. This increase would be \$1,147.12 yearly bringing the yearly wages from \$4,588.48 to \$5,735.60. This is the same amount the individual is receiving for another department. This would give the employee a total of twenty hours per week which would make the employees eligible for benefits. The Treasurer has agreed to split evenly any benefit costs with the Town Clerk. The yearly benefit expenses are \$16.63 for Medicare; \$595.63 for sick days; \$441.20 for vacation pay and \$761.07 for holiday pay. The employee would also be eligible to enroll in the Town's health and life insurance plans. Figures were not presented for this expense should the employee elect to enroll. The total cost for benefits without health and life insurance would be \$1,814.52 or \$907.26 for each department.

Due to the lack of funds the committee had previously voted not to increase any employee hours and no action was taken at this time to change the dollar amounts previously approved.

ADJOURNMENT

Mr. Thomo moved; Mr. Burnham seconded to adjourn the meeting; so voted. Meeting adjourned at 10:15. The next meeting will be held on Wednesday, April 2 in the Town Hall.

Respectfully submitted,

Beverly A. Lund, Secretary

Date approved by Advisory Committee:
Date submitted to Selectmen:

Letter summarized asking the Advisory Committee to discuss an increase in Town Clerk Expenses for 2009. Mrs. Lincoln is looking for an additional \$1,100 to enter into a contract with General Code to preserve the Town documents for security and disaster recovery protection. The estimate is for \$816.00. It was the consensus of the committee that this is a good idea but feels this at the last minute and the timing is off. They further felt that more than one quote should be obtained. Mr. Burnham moved to advise Mrs. Lincoln of the committee's opinion and to invite her to come to the meeting on April 2 to discuss the request; Mr. Thomo seconded; so voted.

REVIEW ANNUAL TOWN MEETING SPREADSHEET

Mr. Burnham moved; Mr. Thomo seconded to amend the following budgets on the annual town meeting spreadsheet:

Fire Department, Fire/ Special Duty – It was noted that the \$5,936 figure contained 3% increases and the committee has not as yet made a recommendation regarding a COLA increase. Chief Martell has estimated that there would be 700 fires this year. There were a total of 500 fires last year and the committee felt the increase was excessive. Due to the fact that special duty wages is a part of this budget, it could not be determined the amount spent for brush fires. To date, there has been no expenditure of funds for this account. The committee realizes that the brush fire season has not as yet started and the present budget could be spent in a short time. Considering all these facts the amount was level funded at \$4,115 and the Accountant will be asked to provide the committee with a breakdown of this account. Brush fires are unforeseen and if necessary a Reserve Fund Transfer could be requested by the Fire Chief.

Fire Department Expenses – The account will be reduced from \$33,200 to \$32,600 which will allow for an increase to cover fixed assets increases only such as utilities, cell phones, equipment, and postage.

Fire Department Asset Repair/Replacement – It was again noted that there is currently \$5,000 in the Building Maintenance Account. Chief Martel had advised the committee that this account is used for repairs to the station and big ticket items while the expense budget takes care of the smaller items. This account will be reduced to level funding.

Maturing Interest (BES) – Ms. Lund advised that the Town Accountant has suggested that this account be increased from \$103,057 to \$103,657. This will be verified with the Treasurer.

The above changes were then voted favorably.

SPOKESPERSON ANNUAL TOWN MEETING

After a brief discuss a motion was made by Ms. Lund, seconded by Mr. Thomo to appoint Mr. Burnham as the spokesperson at the annual town meeting; so voted. It is hoped that the committee will have sufficient time and will have access to an overhead projector so that transparencies can be done showing the levy limit calculation as well as a breakdown of the expenses of the department by percentages of the total budget.

MASTER PLAN – The committee is looking for \$15,000 to add to the previous \$10,000 that was appropriated last year so they can enter into a contract to develop a master plan for the Town. Mr. Burnham moved; Mr. Thomo seconded to recommend that the sum of \$15,000 be raised and appropriated for this purpose; so voted. The total estimated cost to complete this plan is approximately \$50,000.

WATER DEPARTMENT – This is a routine transfer that would transfer the sum of \$10,000 from the Water Department surplus Account to the Water System Improvement Account. Ms. Lund moved; Mr. Holdcraft seconded to recommend this article; so vote. Mr. Barnes abstained.

PERSONNEL BY LAW AMENDMENT – MEDICAL EXAMINATION - This article would amend the personnel by laws to provide that a successful medical examination will be required of all new employees and that the cost will be paid by the hiring authority. Mr. Thomo moved; Mr. Holdcraft seconded to recommend this article; so voted.

LIBRARY REPAIR AND MAINTENANCE – The Library Department is looking for \$5,000 for this purpose. Mr. Thomo moved; Mr. Holdcraft seconded to recommend that the sum of \$5,000 be raised and appropriated for this purpose; so voted.

CONTINUATION OF MEETING

Mr. Burnham moved; Mr. Holdcraft seconded to continue the meeting beyond 9:00 p.m; so voted. Mr. Thomo opposed.

MILL STREET BROWNFIELD SITE – There is approximately \$25,000 in this account and an additional \$5,000 is necessary to complete the next phase of the project as well as pay the Tier II DEP fee if the schedule is not followed. Mr. Burnham moved; Mr. Thomo seconded to recommend that the sum of \$5,000 be raised and appropriated for this purpose; so voted.

MERGING OPEN SPACE AND MASTER PLAN COMMITTEE – This article will allow the two committees to be merged for the purpose of developing a master plan. Ms. Lund moved; Mr. Burnham seconded to recommend this article; so voted.

FREE CASH TO REDUCE TAX RATE – Due to the fact that there are insufficient funds; Mr. Thomo moved; Mr. Burnham seconded to recommend passing over this article; so voted.

FREE CASH TO STABILIZATION - Due to the fact that there are insufficient funds; Mr. Burnham moved; Mr. Thomo seconded to recommend passing over this article; so voted.

LETTER TOWN CLERK – REQUEST ADDITIONAL FUNDS BUDGET 2009

governed by another law. This information has been sent to Town Counsel by the Selectmen for a final opinion. Based on this, Ms. Lund moved; Mr. Thomo seconded to put this article on hold; so voted.

ZONING BY LAW AMENDMENTS – Cluster Development; Sect 8.D.3 and section 7.A. Ms. Lund moved to recommend the amendments to the Zoning By Laws, Mr. Burnham seconded; so voted.

ADVISORY COMMITTEE AMENDMENTS – This article would allow any vacancy that occurs on the Advisory Committee to be filled by a joint vote of the Selectmen and the Advisory Committee. Mr. Burnham moved; Mr. Thomo seconded to recommend this article; so voted.

DOG FUND – The amendment to the general by laws would allow any monies placed in the Dog Fund to be made available to the Animal control Officer for Special Projects. Mr. Thomo moved; Mr. Holdcraft seconded to recommend this article; so voted.

POLICE CRUISER – Mr. Burnham moved; Mr. Holdcraft seconded to recommend that the sum of \$32,000 be transferred from the Fleet Stabilization Account for this purpose; so voted.

COMMUNITY PRESERVATION – This would allow for the payment of a tax by all taxpayers to be used for preservation of town buildings or open space. There is a question as to whether or not this needs to be placed on a ballot or on a town meeting warrant. Until clarification is available, Ms. Lund moved; Mr. Thomo seconded to recommend passing over this article; so voted

EXEMPTION EXCISE TAX POW'S – This article would allow the exemption for the payment of excise tax on motor vehicles owned and registered by former pow's or the surviving spouses of former pow's. Mr. Burnham moved; Mr. Thomo seconded to recommend this article; so voted.

TOWN BUILDING PROPERTY/PURCHASE/EXPANSION/IMPROVEMENT STABILIZATION ACCOUNT – Due to the lack of funds, Mr. Burnham moved; Mr. Thomo seconded to recommend passing over this article; so voted.

AMEMDMENTS PERSONNEL BY LAWS – These article deals with amending the categories of employees; holidays with pay; personal days with pay, vacations with pay, sick leave with pay, bereavement with pay and mandatory classification of the personnel by laws. Mr. Thomo moved; Mr. Barnes seconded to recommend these articles; so voted.

CEMETERY DEPARTMENT LAND PURCHASE ACCOUNT – Ms. Lund moved; Mr. Thomo seconded to pass over this article as it can be address in the article regarding the main town property account; so voted.

AMBULANCE BILLING RECEIPTS TO FUND EXPENSES – This is a routine transfer. Ms. Lund moved; Mr. Holdcraft seconded to recommend this article in the amount of \$31,450; so voted.

AMBULANCE BILLING RECEIPTS TO FUND WAGES – This is a routine transfer. Mr. Thomo moved; Mrs. Wilson seconded to recommend this article in the amount of \$106,620; so voted.

AMBULANCE BILLING RECEIPTS TO FUND AMBULANCE – This is a routine transfer. Mr. Thomo moved; Mr. Holdcraft seconded to recommend this article in the amount of \$15,000; so voted.

FIRE STATION REPAIRS – A suggestion was made at the Selectmen's meeting to look into the possibility of transferring the sum of \$7,500 from the Ambulance Billing Receipts to fund this article for repairs to the Fire Station building. The ambulance is currently housed in this building. Mr. Allen advised that he had talked with Chief Martel and he would get back to the committee with a response. It was also noted that there is currently \$5,000 in the Fire Station Building Maintenance Account that has not as yet been spent for fiscal year 2008.

Mr. Burnham moved; Mr. Barnes seconded to put this article on hold until an answer is received from the Board of Selectmen; so voted.

FLEET STABILIZATION ACCOUNT – Due to the fact that there are insufficient funds to add to this account which currently has a balance of \$75,000 Mr. Thomo moved; Mr. Barnes seconded to pass over this article; so voted.

HIGHWAY CONSTRUCTION, RECONSTRUCTION, ETC. – This is an article that is on the warrant every year in addition to the regular Highway Department Wages and Expenses. Mr. Burnham moved; Mr. Holdcraft seconded to recommend that the sum of \$30,000 be raised and appropriated for this purpose; so voted.

HIGHWAY DEPARTMENT LOADER – After much discussion and a review of the issues mentioned at the Selectmen's meeting the night before; Mr. Thomo moved; Ms. Lund seconded not to recommend this article; so voted. This article could be reconsidered after additional information is received regarding the cost to rent an operator and machine or to purchase a new loader.

QOLA – Mr. Burnham moved; Mr. Holdcraft seconded not to recommend this article. A vote was called which resulted in three in favor and three against. As a result the article in the amount of \$10,000 will not be recommended by the committee.

DRIVEWAY PERMITS BY LAW AMENDMENT - Ms. Lund has provided the Selectmen with information regarding the Attorney General's previous opinion which stated that the Building Inspector is the only individual that can withhold a building permit and further that funds received must be deposited in the general fund unless

MINUTES ADVISORY COMMITTEE
MARCH 26, 2008

RECEIVED
APR 08 2008
BOARD OF SELECTMEN

Meeting called to order at 7:00 PM by Chairman Wilson with Greg Burnham, Bob Barnes, David Holdcraft and Beverly Lund. Selectmen James Allen was also in attendance.

APPROVAL OF MINUTES – MARCH 12, 18 & 25, 2008

Mr. Burnham moved to approve the minutes of March 12 and 18, 2008; Mr. Barnes seconded; so voted.

Mr. Burnham moved to accept the notes from the meeting of March 25; Mr. Holdcraft seconded; so voted. Mr. Barnes and Mr. Burnham abstained.

ARTICLE RECOMMENDATION

CEMETERY PRESERVATION FUND ACCOUNT – Mr. Holdcraft moved; Mr. Burnham seconded to recommend this article; so voted. A memo will be sent to Town Accountant to get the dollar figure. Mr. Allen stated that the Town Accountant was not in favor of this due to the fact that other departments have interest bearing accounts and they do not get the funds.

AMBULANCE BILLING RECEIPTS TO MUNICIPAL DIESEL FUEL - \$1,700 - Mr. Holdcraft moved; Mr. Burnham seconded to recommend this article; so voted. This is a routine transfer.

TOWN HALL IMPROVEMENT - There is no dollar amount at this time and the Account currently has a balance \$56,292.35 with the Exterior Renovations Account having a balance of \$5,800. If not needed, it can be passed over. Mr. Burnham moved; Mr. Holdcraft seconded to recommend passing over this article; so voted.

TOWN HALL ELECTRICAL UPGRADE - There is no dollar amount at this time but there is \$17,422.79 currently in the account. Estimates have been received for the next phase (approximately \$15,000) and if this article is not needed, it can be passed over. Mr. Burnham moved; Ms. Lund seconded to put this article on hold until a dollar amount is received; so voted.

QUABOAG PLANTATION 350TH ANNIVERSARY CELEBRATION – It was noted that there is currently \$1,000 in the budget and the committee is looking for \$5,000 this year and another \$10,000 next year. Mr. Holdcraft moved; Mr. Burnham seconded to recommend this article and that the sum be raised and appropriated; so voted.

Beverly A. Lund, Secretary

Date Approved by Advisory Committee: March 26, 2008

Date Submitted to Selectmen: March 27, 2008

Transfer Free Cash to reduce the tax rate - The Selectmen voted to put this article on the warrant as a precaution should money be available. It can always be passed over. There is currently \$12,539 in the Free Cash Account as the Town transferred \$40,000 to the Stabilization Account at a Special Town Meeting.

Transfer Free Cash to Stabilization Account – The Selectmen voted to put this article on the warrant as a precaution should money be available. It can always be passed over.

Highway Operator – This article is covered under the Personnel By Law amendments. Selectmen voted not to put it on the warrant.

SNOW AND ICE DEFICIT REDUCTION – The Snow and Ice account has been overspent by \$50,000. The Selectmen considered placing an article on the warrant to reduce this deficit and to use the \$50,000 that was previously appropriated for engineering plans for Route 148 to cover it. The Highway grant program administrators have advised the Board that the Route 148 work would not be happening for approximately another four years. The Selectmen questioned whether or not this should go on the special town meeting warrant but voted to put it on the warrant after checking with the Town Accountant.

Medical Examination – This article amends the personnel by laws and the Personnel Board has recommended that it be placed on the warrant to clear up the confusion regarding who will have an employment physical and who will fund the expenses. The Selectmen moved to place this article on the warrant.

Library Repair and Maintenance – Ms. Lund advised that this article was presented to the Advisory Committee and the Library is looking for \$5,000 to be added to the account. The Selectmen voted to put it on the warrant if, after checking with the Library Director, they are still looking for the funding.

Library Expansion Account – Ms. Lund advised that this article was presented to the Advisory Committee and the Library is looking for \$24,000 to be added to the account. This can be included in the main Town Building, etc. fund. The Library people were in agreement with this at the time of the Advisory Committee meeting.

Mill Street – Ms. Lund advised that the Town has been paying an administrative Tier II fee to the DEP for the Mill Street site due to the fact that the Town has not complied with the clean up schedule set up by DEP. There is approximately \$25,000 in this account. The Selectmen voted to put the article on and to check to see if this fee will be assessed again this year. If not, the article can be passed over.

ADJOURNMENT

Mrs. Wilson declared the meeting closed at 9:10 pm.

Respectfully submitted

appointments shall be filled by a joint vote of the Selectmen and the Advisory committee. Whether or not to include this for all appointments or just for vacancy occurs. Mr. Heller will work on the wording and present it to the other members of the Selectmen and the Advisory Committee for joint approval of the new wording.

Dog Fund Account – The Selectmen voted to place this article on the warrant. Said article turns the monies placed in the Dog Fund over to the Animal Control Officer.

Police Cruiser – The Selectmen voted to place this article on the warrant (\$32,000). The article should read “to raise and appropriate, transfer or borrow a sum of money and further that it list the vehicle that is to be replaced.

Cemetery Preservation Fund – The Selectmen voted to put this article on the warrant with the particulars being worked out at a later date. There is no money involved as this it sets up a fund that requires taxpayers to give a certain percentage of their taxes to this fund for either open space or building renovations in the Town.

Excise Tax Relief POW's – The Selectmen voted to place this article on the warrant.

Establish Town Building Property/Purchase/Expansion/Improvement Stabilization Account – This account was set up last year and there is no need for this article

Fund Town Building Property/Purchase/Expansion/Improvement Stabilization Account – The Selectmen voted to put this article on the warrant with a dollar amount to be determined at a later date and if there is no money, then the article can be passed over. It was noted that the Cemetery is looking for funding but a figure is not available at this time. It was also noted that the Library is looking for \$24,000. There is currently \$24,000 in this account.

Amendments Personnel By Laws – The Selectmen voted to put these articles on the warrant with a few minor changes. Mr. Heller will provide the Personnel Board with the changes for their records. The Personnel Board recommends these articles. They are: Section 3 Employee Categories; Holidays with pay, personal days with pay, vacations with pay, sick leave with pay, bereavement with pay and additions to the mandatory classifications. The grade and point value for the highway Operator positions has yet to be determined by the Personnel Board. This will be provided prior to the meeting.

Cemetery Land Expansion – The Selectmen voted not to put this article on the warrant as it can be addressed in the previous town property article.

Master Plan – The Selectmen voted to put this article on the warrant (\$15,000).

Water Department – The Selectmen voted to put this article on the warrant and it is a routine transfer from the Water Account to the Water System Improvement Account (\$10,000).

Fire Station Repairs – The Selectmen voted to place this article on the warrant (\$7,500) Chief Martell stated that the brickwork (\$5,000) needed to be done but he did not have a problem with putting off the painting (\$2,500) until a later date. Ms. Lund questioned whether or not the billing receipts could be used to repair the building as the ambulance is housed in the building. Chief Martel will look into this and report back to the Selectmen and the Advisory Committee will be advised of the findings.

Fleet Stabilization Account – Selectmen voted to put this article on the warrant with a dollar amount to be determined later. There is currently \$75,000 in the account and could be used to purchase vehicles at the annual town meeting.

Routine Articles – The Selectmen moved to put the routine articles on the warrant so that they could be voted in a block.

Cemetery Preservation Fund Interest – The Selectmen voted to put this article on the warrant but advised that the Accountant does not feel that this should be done. This article transfers the interest earned on the fund into the Cemetery Funds. It is her opinion that there are other departments that have these same types of funds and they do not get the interest.

Town Hall Improvement Account – Selectmen voted to put it on the warrant. There is no dollar amount at this time and the Account currently has a balance \$56,292.35 with the Exterior Renovations Account having a balance of \$5,800. If not needed, it can be passed over.

Town Hall Electrical Upgrade – Selectmen voted to put this article on the warrant. There is no dollar amount at this time but there is \$17,422.79 currently in the account. Estimates have been received for the next phase (approximately \$15,000) and if this article is not needed, it can be passed over.

350th Quaboag Plantation Anniversary – Selectmen voted to put this article on the warrant (\$5,000 this year and \$10,000 next year).

QOLA Lake Improvement – The Selectmen voted to put this article on the warrant. (\$10,000) A duplicate article was removed.

Zoning By Laws Amendments – The Selectmen voted to place the following articles on the warrant: Cluster Development, Section 8.D.3, Section 7.A. and to remove Section 7.B.5 and 7.C.

Advisory Committee By Law Amendments – It was noted that the By Law Committee did not recommend this article for the warrant. It was also noted that this article did not come from an elected board, committee, commission or petition but from an individual. Section 1 – The Selectmen voted not to put this article on the warrant. Section 3 – The Selectmen voted to put this article on the warrant but to rework it to state that

The Selectmen voted to put the article on the warrant and that it read as follows: To see if the Town will vote to raise and appropriate, transfer or borrow a sum of money to purchase a new loader with attachments and to dispose of the 1982 John Deere Loader, or take any action relative thereto. The full amount of \$155,000 will be considered. The article should read "raise and appropriate, transfer or borrow".

Chapter 90 Funds – This is a routine article and the dollar amount was not known at this time. Selectmen voted to put the article on the warrant. Duplicate article removed.

Highway Construction, Reconstruction and Improvement of Town Roads, Bridges and Sidewalks – This is a routine article and the Selectmen voted to put it on the warrant. (\$30,000) Duplicate article removed. Article should read to raise and appropriate, transfer or borrow a sum of money.

Heat Tape Highway Garage – Mr. Chaffee advised that this article was no longer necessary.

STRAP Grant – It was noted that this article was approved at last year's ATM.

CURB CUT BY LAW – Ms. Lund stated that the letter from the Attorney General made mention of the fact that a building permit comes under the jurisdiction of the Building Inspector and that a town cannot withhold it only the Building Inspector can in accordance with State Building Code reason. She further stated that the Attorney General made mentioned of funds received by a town unless covered under a special law has to go into the general fund and cannot be used by the Highway Department.

The Selectmen voted to put this article on but to check with Town Counsel and to advise Town Counsel of the Attorney General's decision. If it is wrong and proper wording can be obtained, it will be amended and if not, it will be passed over.

Snow and Ice By Law – The Chief of Police has recommended that this law remain on the books as is as it will assist them in keeping the roadways safe for the Highway Department to perform their job without hazards or obstructions. Selectmen voted not to put it on the warrant.

Emergency Squad Articles – The Selectmen moved to place the routine Emergency Squad on the warrant: Municipal Diesel Fuel (\$1,700), Expenses (Ms. Lund advised that the correct figure is \$31,450 and not the \$30,200 listed) and the Wages (\$111,000 – Ms. Lund stated that the current Advisory Committee figure differs from this but the figure that will be used will be determined at a later date.) These are routine articles and are funded through Ambulance Billing Receipts.

The Selectmen voted to put an article to transfer funds to fund the new ambulance account on the warrant (\$15,000 – Chief Martell stated that this figure may change. This figure was previously given to the Advisory Committee and they have not been informed of the change.)

RECEIVED

MAR 28 2008

MINUTES ADVISORY COMMITTEE
MARCH 25, 2008

BOARD OF SELECTMEN

Meeting called to order at 7:00 PM by Chairman Wilson with Mr. Holdcraft and Ms. Lund in attendance. This meeting was called to allow the committee to vote if necessary are any issues that might come up at the joint meeting with the Selectmen for the purpose of reviewing the articles for the upcoming Annual Town Meeting.

ARTICLE REVIEW

Loader – Highway Department – Mr. Chaffee advised the Selectmen that he is looking for \$25,000 from the town meeting article and is planning to take the remaining \$125,000 from Chapter 90 funds. The \$25,000 is for snow plow attachments. He is looking to replace the John Deere 544 C which is 27 years old, has a trade in value of approximately \$10,000, needs a minimum of \$5,000 to repair the bucket and the purchase of the equipment from Chapter 90 funds will not affect the work that will be done on the drainage on Rice Corner Road (200') or the work under the CDBG program (Common Street area).

He further stated that the department needs two loaders for productivity as one loader is used on the job site while the other one remains at the staging area for loading sand and gravel; one loader is used to load the sand trucks and the other is used to plow snow over the river; the use of two machines extends the life of both machines and he estimates the rental cost for a comparable loader to be \$5,000 a month + freight if the machine is available.

He feels that there is too much money invested in the Dresser loader to replace it and the trade in value is less.

He advised that the hiring of a machine and operator would cost about \$130 per hour and machines are not always available. He further stated that these expenses could not come out of Chapter 90 funds whereas the purchase of a loader could and if you hire the work out, then prevailing wage rates fall into play.

When asked to look into the purchase of used equipment he stated that there is no used equipment out there. However, after a brief discussion, Mr. Chaffee was directed to provide specifications to the Selectmen so that estimates can be obtained by the Administrative Assistant.

The question of using Chapter 90 funds was discussed in length. Mr. Chaffee stated that there is sufficient money in these accounts to cover the work that needs to be done on Rice Corner Road. The STRAP funds of \$500,000 have not as yet been secured by the Town. Ms. Lund asked for the current list of roads that need work. It was the consensus of the committee to request this information from the Selectmen.

RECEIVED

MAR 28 2008

**MINUTES ADVISORY COMMITTEE
MARCH 18, 2008**

BOARD OF SELECTMEN

Meeting called to order by Chairman Wilson. Bob Barnes, Nick Thomo, David Holdcraft and Beverly Lund in attendance.

MINUTES FEBRUARY 27, 2008

Mr. Thomo moved; Mrs. Wilson seconded to approve the minutes of February 27, 2008 as printed; so voted. Mr. Barnes abstained.

LEVY LIMIT CALCULATION SHEET

A new levy limit calculation sheet was presented to the members for their review.

SALARY REQUEST

Mrs. Wilson advised the members that she had asked the Treasurer for a breakdown of salaries for a number of department heads including the school teachers. This included overtime, extra duty, etc.

ADJOURNMENT

Mr. Thomo moved; Ms. Lund seconded to adjourn the meeting to attend the Selectmen's meeting; so voted. Meeting adjourned at 7:45 PM.

Respectfully submitted,

Beverly A. Lund, Secretary

Date approved by Advisory Committee: March 26, 2008

Date submitted to Selectmen: March 27, 2008

Mr. Thomo moved; Mr. Burnham seconded to adjourn the meeting; so voted. Meeting adjourned at 9:15 pm.

Respectfully submitted,

Beverly A. Lund, Secretary

Date approved by committee: March 26, 2008
Date submitted to Selectmen: March 27, 2008

radiator and a number of others. He advised the committee that one hour of idle time is approximately three hours of travel. The cruisers need to idle during traffic stops to keep the communication system open and for safety purposes as well.

Chief Ackerman advised the committee that his expense budget has decreased by 7%.

Ms. Lund moved; Mr. Thomo seconded to approve the clerk wages at \$8,722 and the expenses at \$68,500; so voted.

CONTINUATION OF MEETING

Mr. Burnham moved; Ms. Lund seconded to extend the meeting beyond 9:00 PM; so voted. Mr. Thomo opposed.

BUDGET REVIEWS CONT.

Central Massachusetts Regional Planning

Ms. Lund advised that the estimate from CMRP has come in at \$718 and not the \$930 as originally expected. Ms. Lund moved; Mr. Burnham seconded to recommend the \$718; so voted.

FUEL REPORT – HIGHWAY DEPARTMENT

The monthly fuel expenditure report was provided to the committee by the Highway Superintendent for their review.

APPROVAL STAPLES BILL

Ms. Lund presented a bill for supplies for the clerk and the secretary from Staples in the amount of \$75.94. Mr. Thomo moved; Mr. Burnham seconded to approve and sign the bill; so voted.

ELEMENTARY SCHOOL BUDGET HEARING

Mrs. Wilson announced that the public hearing for the Elementary School budget would be held on March 19 at 7:00 p.m. All members were asked to make every effort to attend.

ARTICLE REVIEW

It was noted that the Selectmen would be reviewing the articles for the warrant at their meeting of March 18. Ms. Lund was directed to post a meeting for the 18th and to advise the members to attend the meeting to review the articles.

ADJOURNMENT

the amount would not have to be deducted from the Cherry Sheet. Mr. Allen advised that the Transportation Improvement Program which would fund the work to 148 is behind and funding for Brookfield will probably not be available for four years. Ms. Lund questioned whether or not the transferring of the \$50,000 to Snow and Ice would require that the account be level funded at \$100,000 next year. Once the account is increased according to law it cannot be reduced. Mr. Allen stated that he will look into this and get back to the committee.

Ms. Lund moved; Mr. Thomo seconded to authorize the Highway Superintendent to overspend the Snow and Ice Account in the amount of \$50,000; so voted. It was further noted that the Selectmen had previously voted to allow the overspending of \$35,000 and they would need to go back and approve the additional \$15,000.

SPREAD SHEET – BUDGET FISCAL YEAR 2009

The draft spread sheet was presented to the members of the committee for their review.

LEVY LIMIT CALCULATION

The draft Levy Limit Calculation was presented to the committee for their review and was presented to Mr. Allen for distribution to the Accountant, Assessors and Treasurer. It was noted that these figures may change but this was a start in determining where the town is financially.

COLA INCREASE CALCULATIONS

Estimates of COLA increases based at 1, 2 and 3% were presented to the committee for their review. A decision regarding this will be forthcoming.

BUDGET REVIEWS

Board of Health

Ms. Lund advised the committee that the wages/stipends requested for the Title V Administrators, the Health Agents and the Transfer Station Monitors were level funded for Fiscal Year 2009 and was just miscalculated on the budget request sheet.

Ms. Lund moved; Mr. Thomo seconded to approve these line items as submitted by the Board of Health; so voted.

Police Department

Chief Ackerman advised the committee that the current 2002 cruiser has 115,000 miles on it and by the end of the year it will have 125,000 which is pushing it to its limit. This is 15,000 more than other towns use their cruisers. He has found leasing not to be viable. A number of repairs have been done but only as temporary patches. This included the

MINUTES ADVISORY COMMITTEE
MARCH 12, 2008

RECEIVED

MAR 28 2008

BOARD OF SELECTMEN

Meeting called to order at 7:00 PM by Chairman Wilson with Robert Barnes, Nick Thomo, David Holdcraft, Greg Burnham and Beverly Lund in attendance. Selectmen James Allen, Cindy Scott, Chief of Police Ross Ackerman and Highway Superintendent, Herb Chaffee were in attendance as well.

MASTER PLAN RESERVE FUND TRANSFER

Ms. Scott advised the committee that they were looking for an additional \$5,000 to fund the Master Plan. They have requested an article for the Annual Town Meeting in the amount of \$10,000 but in order to enter into a contract with Central Mass. Regional Planning more funds are needed. It was noted that there is currently \$10,000 that was previously approved plus a donation of \$5,000 for the creation of the open space portion of the master plan that has not as yet been received. The CMRP Commission has agreed to reduce their charge to do the work by \$6,000 to do the work. They are looking to combine the combine the committees so that all the funds can be utilized for the plan.

No action was taken until more information could be gathered as Ms. Scott was not sure if she was looking for a Reserve Fund transfer or an addition to the Annual Town Meeting Article. She will do more research and get back to the committee.

SNOW & ICE REQUEST TO OVERSPEND

Mr. Chaffee advised the committee that he is looking for an additional \$50,000 for Snow and Ice which will bring the total expenditure to \$100,000. He advised the committee that he has spent additional funds and the \$50,000 will be used to offset what has been spent leaving a balance of approximately \$8,000 to the end of the year.

Mr. Chaffee advised that he has no idea what each storm cost as each storm is different. He explained that he uses the piggy back system using one plow which is 9 ½ feet wide which does not cover the clearing of a road and using a second plow to finish clearing the road. Most roads are 24" wide and he feels that the same amount of passes would be necessary whether he used one plow or two plows. He further feels that the only way to cut back would be on materials. He stated that he piggy backs Rice Corner Road, Allen Road, Webber Road and Route 148. It was noted that some of the streets that are plowed with the piggy back system are less then 24" wide. The committee asked Mr. Chaffee to come up with some suggestions to cut back. It was noted that the roads have been in excellent condition during storms but there might be some way to reduce expenditures. The committee was of the opinion that they would not want to see anything done that would compromise the condition of the roads.

It was suggested that the \$50,000 that was previously appropriated for engineering work for Route 148 could be transferred to fund the additional \$50,000 that is necessary and

Mr. Thomo moved; Mr. Holdcraft seconded to appoint Bill Neault as clerk to the Committee; so voted. Mr. Neault with work with the secretary to prepare the necessary figures for the annual town meeting.

LEGAL EXPENSES

An updated expenditure statement for Legal Services was provided to the members by the Selectmen.

CONTINUATION OF MEETING

Mr. Holdcraft moved; Mr. Burnham seconded to continue the meeting beyond 9:00 pm.; so voted.

LINE ITEM REVIEWS

The members reviewed the line items. It was the consensus of the members to level fund salaries; not to increase the hours for clerical personnel; not to fund new positions and to make a number of other recommendations. These recommendations will be added to the spread sheet for review by the members at which time they will be finalized. Once these changes are made the bottom line figure can be calculated with regards to proposition 2 ½.

The Chief of Police and the Board of Health will be invited back to a meeting to be held on March 12 to address some questions presented by the members.

ADJOURNMENT

Mr. Thomo moved; Mr. Burnham seconded to adjourn the meeting; so voted. Meeting adjourned at 10:00 p.m.

Respectfully submitted,

Beverly A. Lund, Secretary

Date Approved by Committee: March 18, 2008

Date Submitted to Board of Selectmen: March 19, 2008

As a result of the question as to the salary increase for the school employees versus the increases for the town employees the following information was received:

Town Employees – 2003 – 2%; 2004 – 2%; 2005 – 4%; 2006 - 3.4%; 2007 – 4% and 2008 – 2.6%;

School Employee – 2003 – 2.5%; 2004 – 2.5%; 2005 2.5%; 2006 – 3%; 2007 – 3%-2008-3%;

School Support Staff – 2006 - 3%; 2007 – 3%; 2008 2 ¾%.

TOWN HALL FIRE ALARM INFORMATION

Information regarding the propose burglar alarm system was presented to the members. Mr. Heller has met with Sonitrol and they have indicated that a fire alarm system for the Town Hall would be around 30-40 but they were not ready to quote on the system at that time. There was no quote received for a burglar alarm.

STABILIZATION FUND

The Stabilization Fund balances were provided to the member as follows:

Total - \$627,994.51 with the Expendable being \$349,382.12 in the Regular account with \$5,257.11 in the Fire Department account and \$279.17 in the Highway Account. It was also noted that the non expendable fund is \$273,076.11 which is currently invested and can be spent but with a penalty.

MASTER PLAN

Mr. Burnham advised the members that they are looking to join the Master Plan and the Open Space Committees into one which will allow them to enter into a contract with the Central Mass. Regional Planning commission. With this joint venture, less up front money will be needed to enter into a contract. He advised that in addition to the \$16,000 on the books they may need to go to the reserve Fund for additional funds to enter into the contract. If the two committees are joined then the contract can be signed and the article for the \$10,000 at the Annual Town Meeting will be sufficient.

They had been advised by the Administrative Assistant that town meeting vote was necessary to combine the two committees thus resulting in the need to go to the Reserve Fund due to the time frame of the town meeting vote. It was the consensus of the members that the two committees were formed by the Selectmen via charges and in their opinion the Selectmen have the right to combine the committees without a town meeting vote. They would just have to amend the two charges together.

APPOINTMENT ADVISORY COMMITTEE CLERK

RECEIVED

MAR 19 2008

MINUTES ADVISORY COMMITTEE
FEBRUARY 27, 2008

BOARD OF SELECTMEN

Meeting called to order by Chairman Wilson with Beverly Lund, Nick Thomo, Greg Burnham and David Holdcraft in attendance.

APPROVAL OF MINUTES

Mr. Thomo moved to approve the minutes with corrections; Mrs. Wilson seconded; so voted.

ADDITIONAL ARTICLES ANNUAL TOWN MEETING

Additional articles were received as follows:

Police Department - \$32,000 to replace the 2002 Crown Victoria Cruiser with approximately 115,000 miles. The original vehicle replacement plan submitted by the Police Chief included this replacement;

Water Department - The sum of \$10,000 to be transferred from the Water Surplus Account to the Water system Maintenance Improvement Account.

ADDITIONAL BUDGETS

The following budgets were received from the Highway Department:

Municipal Gasoline - up from \$28,000 to \$33,000;

Municipal Diesel Fuel - up from \$15,264 to \$18,317.

TRANSFER REQUEST - HIGHWAY DEPARTMENT - SNOW AND ICE

Mr. Chaffee was not present at the meeting due to the weather conditions. Mr. Burnham noted that this request would bring the amount to be expended to \$100,000. A number of questions arose. Mr. Thomo moved to send a letter to the Highway Superintendent asking him to come to the next meeting, to request a copy of the expenditures to date for the Snow and Ice Budget, to ask if he uses the "piggy back" system to plow and if so, why; Ms. Lund seconded; so voted.

CAPITAL IMPROVEMENT PLAN VEHICLES - HIGHWAY DEPARTMENT

The vehicle replacement plan was provided to the members. The questions as to how many hours were on the 1981 loader that he wants to replace was brought up. This information will be requested from Mr. Chaffee prior to the meeting on March 5, 2008.

COLA INCREASE

LEVEL FUNDED BUDGETS

Mr. Thomo moved to approve all level funded budgets following a review; Mr. Holdcraft seconded; so voted.

ELEMENTARY SCHOOL BUDGET HEARING

Mrs. Wilson announced that the budget hearing will be held for the Elementary School on Tuesday, March 11 at 7:00 p.m. at the school. Members will make every attempt to attend.

ADJOURNMENT

Mr. Thomo moved; Mr. Burnham seconded to adjourn the meeting; so voted. Meeting adjourned at 9:14.

Respectfully submitted,

Beverly A. Lund, Secretary

Date Approved by Committee:
Date Submitted to the Selectmen:

Old Ambulance – Chief Martel stated that when the old ambulance (1998) is removed from service he would be requesting that it be transferred to the Fire Department. They would then put the old ambulance (1990) that they have out to bid.

Fleet Account – Chief Martel advised that the Fire Department does not need to replace any vehicles at this time but would be looking to replace the brush truck in two years.

Wages – The Chief has submitted figures that include 3% cost of living increase for all members resulting in an hourly rate of \$8.48. This would result in an increase to the Fire Department Wages from \$9,041 to \$9,316. Membership in the department is composed of one Chief, one Assistant Chief, two Captains, three Lieutenants and 16 Firefighters.

Brush Fire/Special Duty Wages – The Chief has included a 3% increase to this category which would result in an increase from \$4,115 to \$5,936 at an estimated hourly figure of 700 hours at the hourly rate of \$8.48.

Fire Chief Salary – Chief Martel included a 3% increase bringing the account up from \$1,283 to \$1,322. Chief Martel stated that he does inspections, etc while he is serving as the full time paramedic.

Questions were raised regarding the response time with only one ambulance being in service for the Town of Brookfield. If the Brookfield ambulance is out, then dispatch automatically calls for mutual aid. Chief Martel stated that this only occurred about 10 times last year. The question as to whether or not the ambulance can roll with only one EMT on board was brought up and Chief Martel stated that it could roll with one and the call to roll was made either by the EMT, the police or dispatch. The possibility of keeping the old ambulance as a back up was discussed but Chief Martel felt that this would not be feasible. On the other hand, with regard to response time, it was brought up that the full time paramedic was to be on call at the station as listed in the budget and not out of the station. Chief Martel stated that this was not the case but the committee questioned this statement. Due to the fact that there was concern about response time, it was the consensus of the committee that the paramedic should be at the station at all times as required by the job description and the budget submitted.

AWARD PRINTING OF TOWN WARRANT BOOK

Mr. Heller advised the Committee that quotations for printing of the Annual Report and the Annual Town Meeting Warrant Book had been received.

Ms. Lund moved; Mr. Burnham seconded to award the project to Select Print Solutions of North Brookfield who submitted the low bid of \$706.00; so voted.

CONTINUATION OF MEETING

Ms. Lund moved; Mr. Holdcraft seconded to continue the meeting beyond 9:00 p.m.; so voted.

HIGHWAY DEPARTMENT – GASOLINE REPORT

This report for the month of January was provided to the members by the Highway Superintendent.

Lund indicated that she had some concerns about these changes and this will be discussed when the articles are reviewed by the committee.

BUDGET REVIEWS

Emergency Squad

Expenses – This account has increased in the amount of \$2,450 from \$29,000 to \$31,450. It was noted that there is one cell phone but 13 radio tone pagers.

Wages – This account has increased from \$106,620 to \$110,900. The breakdown of this accounts is On Call Wages - \$66,013; Vacation, Sick Time, Holidays, etc. - \$1,025 and Full Time Paramedic - \$43,862. It was noted that there are 7 Basic EMT's; 1 Intermediate EMT and 5 Paramedics on the squad.

Articles – They are looking to transfer the sum of \$15,000 to fund the purchase of a new ambulance. The sum of \$150,000 was transferred last year. This will give them a total of \$165,000 for a new ambulance. There are still engine problems with the ambulances being produce and the squad is waiting to purchase a new ambulance until these problems are worked out.

Fire Department

Expenses – There is an increase of \$870 from last year bringing the requested total for fiscal year 2009 from \$32,130 to \$33,200. Increases are in dues and subscriptions - \$100; equipment - \$200; office supplies - \$300; cell phone - \$120 and Utilities \$150. The repairs and maintenance portion of this budget is for minor repairs. The department is still using the same clothing repair/washing company as in the past and they estimate this cost to be approximately \$4,000.

New Truck – Chief Martel advised the committee that the new truck is in and is currently being housed in the Fire Department building. Tanker 2 (Forestry truck) is currently housed at the Highway Department. The 1971 truck will be replaced following which the forestry truck will be moved up to the Fire Station.

Recertification/Testing – This account has decreased by \$500 due to the fact that there is no need to test some equipment every year. The amount requested is \$3,000.

Asset Repair and Replacement – This account has been increased from \$8,000 to \$9,000. This account funds repairs to the large ticket items such as the station and the trucks.

Articles – One article is to appropriate funds to do repairs to the brick work at the station as well as painting. The amount of this article is \$7,500. It was noted that \$5,000 was appropriated last year for work on the station. Chief Martel advised the committee that the chimney work was not done but it will be done in the spring and the funds will be spent. After some discussion it was the consensus of the committee to check with the Accountant to see if there are funds that have not as yet been spent.

Air Packs – Chief Martel advised the committee that even though they received funding for two air packs last year instead of the four, they are not seeking funds this year for this purpose.

MINUTES ADVISORY COMMITTEE
FEBRUARY 19, 2008

RECEIVED

FEB 29 2008

BOARD OF SELECTMEN

Meeting called to order at 7:00 pm by Chairman Wilson with Nick Thomo, Greg Burnham, David Holdcraft and Beverly Lund in attendance. Guests included Fire Chief, Peter Martel, Emergency Squad Chief, Donna Lafleur and Selectmen, Rudy Heller.

ARTICLE ANNUAL TOWN MEETING

Highway Department – An article to replace the 1982 John Deere loader was received. There was no dollar amount but at a previous meeting Mr. Chaffee had advised that the cost would be \$160,000. It was further noted that he was also looking to use Chapter 90 funds to purchase this piece of equipment.

A second additional article was received requesting the sum of \$1,750.00 to purchase a heat tape for the Highway Garage roof, gutters and down spouts. There was damage to the building during the past winter from the snow and ice on the roof. It was the consensus of the group that the engineer should have been aware of this but to date there has been no action against the engineer. It was mentioned that there is \$8,100 in the Fiscal Year 2009 budget for building maintenance and this should be considered when the committee reviews this article at a future meeting.

Personnel Board – Three articles have been requested to change the Personnel by laws with respect to the Highway Operator Position Grade and points; to add a new position of Administrative Secretary, Board of Health, Part-Time and to allow bereavement pay for part time employees. It was noted that this has not been submitted to the Personnel Board for consideration or approval but was submitted by Mr. Phil Peirce, Chairman of the Board.

CORRESPONDENCE

Letter Senator Brewer and Representative Gobi – STRAP Grant

Copy of letter received by Selectmen from Senator Brewer and Representative Gobi read advising that they have contacted the state regarding the Town's application for the STRAP grant funds. The state is currently reviewing the Town's application.

MINUTES FEBRUARY 13, 2008

Mr. Thomo moved; Mr. Holdcraft seconded to approve the minutes of February 13 following with the corrections as discussed; so voted.

ARTICLES –BOARD OF SELECTMEN

The Selectmen provided the committee with a list of the articles that have been received to date for the annual town meeting. Ms. Lund brought Article 18 and 19 to the attention of the committee as they deal with changes to the Advisory Committee by laws. Ms.

Minutes of January 16, 23 and 30 put on hold until a quorum is present.

REPORT – UNIFORM CLEANING EXPENDITURES – HIGHWAY DEPARTMENT

Information showing the breakdown as to the expenditures paid by the Highway Department and the Water Department was provided to the members.

ANALYSIS PHONE SERVICE BROOKFIELD

A copy of the Chambers Advisory Group Analysis of Phone Service for Brookfield was provided to the members. It is estimated that approximately \$400 per month can be saved for telephone services by making the changes as recommended by the Analysis.

RESIGNATION – WILLIAM NEAULT

This item put on hold until a quorum is present.

PETITION – NEW APPOINTMENT – JOHN DAVID HOLDCRAFT

This item put on hold until a quorum is present.

CONCLUSION OF WORKSHOP

Mrs. Wilson closed the workshop at 8:59 p.m.

Respectfully submitted,

Beverly A. Lund, Secretary

Reviewed and Approved by the Advisory Committee: February 13, 2008
Submitted to the Board of Selectmen: February 13, 2008

Cultural Council Expenses – Requesting level funding at \$7,650.

Memorial Day Expenses – Requesting level funding at \$4,200.

RECREATION COMMISSION

Ms. Lund advised that she had been contacted by Mrs. McElroy who had advised that the State Fish & Game plans for south Pond will be completed by the spring or summer of 2008. She stated that according to their agreement, recreation was to take over from there and funds will be needed to continue upkeep, purchase supplies such a buoys, life guard chair, signs and tools as well as to set up a salary account to cover a life guard, a buddy and one on call person. They estimate the wage for lifeguards to be from \$9.00 to \$12.00 per hour. They would pay the buddy minimum wage and they have figured coverage from 9:00 am to 4:00 pm on Saturdays and Sundays only. They would like to set up one account for Recreational Salary which would allow the grounds keeper for Lewis Field to go to the beach if the need arises. They would like to start June 21 2008 and continue to Labor Day which is 11 weekends plus the fourth of July and Labor Day weekends. This would be 10 weekends at \$280 per weekend for a total of \$2,800. They feel that if the account is level funded at \$3,000 that would be sufficient.

Recreation Expenses - Last year the sum of \$6,500 was appropriated for Recreation expenses. They are looking to level fund this expense at \$6,500.

South Pond Beach Expenses - It was noted that the sum of \$3,000 in addition to the \$6,500 was appropriated for South Pond Beach Expenses. It was the understanding that these funds were to be used to work with the State to make repairs to help prevent erosion of the beach. To date, none of these funds have been expended.

Recreation Wages – They are requesting a level funded budget at \$2,600 even though the sum of \$2,730 was approved at Town Meeting.

Lewis Field Maintenance Expenses – They have not requested funding for Lewis Field Maintenance Expense which was funded in the amount of \$2,200 for Fiscal 2008.

Ms. Lund questioned whether or not the Selectmen had entered into an agreement with the Division of Fish and Wildlife to maintain the beach, the boat ramp and the parking area. It was the understanding that the State would not do the work unless an agreement was in place. Mr. Heller stated that he was not aware of the Selectmen entering into such an agreement. Ms. Lund moved to send a letter to the Selectmen asking them the status of the agreement and the progress of the South Pond Beach repairs; Mr. Barnes seconded; so voted.

MODERATOR

No information has been received from the Moderator so the committee will assume that the budget is level funded at \$57.00.

MINUTES

TRANSFER REQUEST HIGHWAY DEPARTMENT

Mr. Ackerman arrived at the meeting Ms. Lund moved; Mr. Barnes seconded to allow Mr. Ackerman to vote as a regular member for the purpose of the transfer request from the Highway Department; so voted.

The request was to transfer the sum of \$8,545 from the Reserve Fund to the Highway Expense Account to cover the cost of the motor replacement for the Dresser Loader. In response to a number of questions from the committee members, Mrs. Thompson explained that the Dress was a 1995, that the engine put in was a rebuilt engine but was not the engine from the loader and the current balance in the account was approximately \$9,000. No invoice had been provided as requested by the committee.

Ms. Lund moved to approve the transfer; Mr. Ackerman seconded; so voted. Mrs. Wilson signed the form and copies were provided to the Highway Department, the Town Accountant and the Selectmen.

Mr. Ackerman left the meeting.

BUDGET REVIEWS cont.

Library

Library Director Wages – Level funded at \$32,764.

Library Custodian Wages – Level funded at \$5,782.

Library Assistant Wages – Level Funded at \$25,413.

Library Sat., Holidays and Vacation – Level funded at \$3,964.

Library Expenses – A change in line item which increased the computer supplies from \$700 to \$1,500 but reduced the equipment from \$2,200 to \$1,400 (\$800) resulted in a level funded budget for Fiscal 2009.

Books – This budget was reduced by \$5,000 which was put in the Video's, DVD, etc. Account. It was noted that once a COLA increase is recommended, the Book budget will have to be recalculated as it needs to be at least 20% of the total budget.

Videos, DVD, Etc. – Budget increased from \$1,500 to \$6,500.

Periodicals – Account level funded at \$3,500.

LIBRARY ARTICLES

The Library is looking for two articles: \$5,000 for maintenance to the building which will allow them to refurbish the exterior cornices and \$24,000 for the Library Expansion Account. It was noted that at a previous town meeting an account to establish a Town Building Property/Purchase/Expansion/Improvement Stabilization Account was set up for the purpose of funding such expenses as they became necessary. The funds could be used for any town building. The Selectmen will look at putting additional funds in the account which could include the \$24,000 as recommended by the Library.

CULTURAL COUNCIL

Cardboard, Mixed Paper Hauling - \$3,000 to \$3,200; Cardboard, Mixed Paper Rent - \$3,200 to \$3,400; Bulk trash Disposal - \$10,000 to \$12,000; Bulk Trash Hauling - \$3,500 to \$3,700; Bulk Trash Rental - \$1,700 to \$1,900; Trash Compactor Disposal - \$55,000 to \$58,000, Trash Compactor Hauling - \$9,500 to \$9,700; Trash Compactor Rental \$3,200 to \$3,400; Bulk Day Loader & Operator \$2,250 to \$2,400; Disposal Tires - \$700 to \$800; Oil, Oil Filters, Anti Freeze Disposal - \$600 to \$700, Disposal Electronics - \$1,350 to \$1,45; stickers - \$425 to \$500; Trash Bags - \$5,000 to \$5,300; and Utilities - \$650 to \$750.

The following line items are level funded: Porta Potty - \$1,000; Paint & Hazardous Waste Disposal \$6,100; Disposal Propane Tanks \$250 and Miscellaneous \$1,000.

The Board of Health stated that they do have a contract with Waste Management stating that the Town of Brookfield will do business with them and the Town will get the rebate credit for cardboard, newspaper and mixed paper. There is nothing in the contract as to the price they will charge for renting of compactors, hauling or disposal of waste. They currently charge the Town the following monthly fees: \$273.48 - compactor rental; \$180.78 - tipping fee, \$99.93 - per ton for waste, \$420.27 - bulk trash rental, hauling and disposal, \$420.53 -cardboard/mixed paper co-mingle rental and hauling, \$169.48 - plastic, glass, cans co-mingle hauling and \$31.50 per ton for plastic, glass, cans disposal. There are three compactors. The bulk day loader and operator cost \$225 and they have included the additional \$150 in case it is increased. They assume all the costs are going up and therefore have increased the majority of the line items. They have nothing in writing advising the town of the increases.

It was noted that they have not started distributing stickers from the Town Hall and will discuss it. They further indicated that they receive a list of the taxpayers in Brookfield and they use this to determine whether or not they issue the individual a sticker. It was noted that not all taxpayers live in Brookfield. In the case of a landlord, the landlord pays the fee and the sticker is issued to the tenant.

Transfer station receipts for last year totaled approximately \$112,000 which is an approximate deficit of \$27,000 not including salaries which total approximately \$20,050.

The scrap metal is picked up at no charge by a hauler who in turn sells the materials. The committee suggested that they look into selling the scrap metal as the cost for this material has increased and the Town could get the profits instead of the hauler.

Mr. McElroy was asked to provide the committee with the statistical information that he was referring to and which is on his laptop. Once this is received questions will be put together if any and answers obtained via email through the secretary.

Animal Inspector – Level funded t \$1,000.

Community Health Program – This included the foot doctor and the flue shots and has increased from \$900 to \$950.

MINUTES ADVISORY COMMITTEE
FEBRUARY 6, 2008

Workshop/discussion meeting called to order at 7:00 p.m. by Chairman Wilson with Bob Barnes, David Holdcraft, Ross Ackerman and Beverly Lund in attendance. Guests included Jim Allen, Rudy Heller, Tim McElroy, Mike Seery, Cindy Thompson, Kim Longe, Barbara Clancy, Brenda Meterville, Matt Bansfield, and Sally Brown.

FIRE TRUCK AND TOWN HALL ROOF

Mrs. Wilson announced that there will be an additional cost of \$100,000 for the fire truck and town hall roof that needs to be met this year.

BUDGET REVIEWS

Board of Health

Clerk Wages – This account has been increased by \$1,700 for a total of \$3,700. In addition to increasing the number of hours worked to five per week the rate of pay was increased in November to \$13.76, the same hourly rate of pay as the Highway Department Clerical position. The previous rate of pay was \$11.03 for Fiscal Year 2008.

When asked if this increase had been approved by the Personnel Board, they stated they were under the assumption that it was. However, it was noted by a member of the Personnel Board that a meeting to discuss this increase has not as yet been held but this is a matter to be discussed by the Personnel Board members.

Transfer Station Monitor Wages – Increases for the 13 hour per week employees were from \$10.76 and \$8.49 which included a 2.7% and 4.2% increase respectively. The third position was level funded at the rate of \$8.00 per hour.

Transfer Station Administrator – The wages for these positions held by the three Board of Health members are level funded at \$2,800 per year even though the hourly rate of pay has been increased from \$14.00 to \$14.42

Title V Administrator - The wages for these positions held by the Board of Health members have been reduced from \$2,575 to \$2,000 each per year even though the hourly rate has been increased from \$13.50 to \$13.91

Health Agent – The wages for these positions held by the three Board of Health members have been increased from \$1,964 to \$2,000 each per year with the hourly rate being increased from \$11.59 to \$11.94. The members are paid only when they perform work in these fields.

Board of Health Member Salaries – There is a decrease from \$4,286 to \$4,244 in this line item.

Transfer Station Expenses – There is an increase in this budget from \$112,275 to \$119,750. the following line items in this budget have been increased as follows: Landfill Well Tests - \$11,455 to \$11,700, Rodent Control - \$550 to \$600; Plastics, Glass, Cans Hauling - \$2,500 to \$2,700; Plastics, Glass, Cans Disposal - \$800 to \$900;

MEMO SELECTMEN PHYSICAL EXAMS

Memo read advising that they have instructed all town department that they need to budget for physical exams and that they may need to modify their preliminary budgets. A new form was received for Physical Exams for the Selectmen's budgets.

RESIGNATION WILLIAM NEAULT

Letter of resignation from Mr. Neault read. No action taken due to a lack of a quorum. This will be discussed at the next meeting.

SCHOOL BUDGET FIGURES

Mrs. Wilson advised those present that the Tantasqua budget is up approximately 4.1%. They will be hiring one English teacher, ½ aide for special education and ½ position for the technical program. Their County Retirement is up 32%. The budget includes a 2.5% increase in wages and salaries. Mrs. Wilson will contact Mr. Neault regarding the Elementary School Bond figures.

ANNUAL REPORT

The members were reminded that they need to get their thoughts and suggestions to the secretary for the annual report which is due to the Selectmen by February 14. Mrs. Wilson will write something about the school and Mr. Barnes suggested that something be put in regarding the need for new members.

CONCLUSION

Mrs. Wilson closed the discussion/workshop at 8:52 p.m.

Respectfully submitted,

Beverly A. Lund, Secretary

Reviewed and accepted by Advisory Committee: February 13, 2008

Submitted to the Selectmen: February 14, 2008

Mr. Allen stated that he felt the petition is not asking for anything of the committee and in his opinion anyone who expresses an interest to serve on a volunteer committee should be appointed as a member.

It was the consensus of those present that no action be taken on this petition as a quorum was lacking.

ACCOUNT NAME CHANGES

The Selectmen are requesting and the Accountant has approved changing the following line item names from Municipal Heating to Municipal Heating and Maintenance and from Telephone Contract/Leases to Municipal Telephone & Internet. This information will be passed along to Mr. Neault.

ARTICLES ANNUAL TOWN MEETING

A number of articles have been received for the Annual Town Meeting Warrant and they will be reviewed at a later date. These articles are as follows:

Fire Department – Further funding for the fleet account, \$5,000 for station maintenance for brickwork and \$2,500 for painting of the station;

Emergency Squad - \$30,200 for ambulance expenses and \$111,000 for wages;

Highway Department – To accept and expend Chapter 90 funds (no amount provided) and \$30,000 to the Highway Construction, Reconstruction and Improvement of Town Roads, Bridges and Sidewalks.

Advisory Committee – It was mentioned that the Advisory Committee had previously submitted an article to the Selectmen for inclusion on the warrant. This article dealt with any article of \$25,000 or more can only be placed on an annual town meeting warrant. It was also mentioned that James Cooke is also looking for an article concerning secret ballot votes being required for articles of \$25,000 or more.

LEVEL FUNDED BUDGETS

It was noted that a number of additional budgets are either level funded or reduced from Fiscal 2008 and it is not necessary for those in charge to attend budget review meetings. These included the Council on Aging, Veterans' Services, Historical, Zoning Board of Appeals, Planning Board, Zoning Enforcement Officer, Building Inspector, Gas and Plumbing Inspector and Wire Inspector. It was noted that a number of these budgets included COLA increases which to date have not been recommended by the Advisory Committee.

BOARD OF HEALTH BUDGET

The members present requested that the secretary send the Board of Health Budget back to the members for resubmission on the new forms. Each budget should have a different form.

MINUTES ADVISORY COMMITTEE
JANUARY 30, 2008

There being a lack of a quorum present, the meeting was opened by Chairman Wilson for the purpose of a discussion and workshop. Bob Barnes, David Holdcraft and Beverly Lund in attendance. Selectmen, James Allen was present with Selectmen Rudy Heller coming in at the end of the workshop.

MINUTES – JANUARY 16 AND 23, 2008

The minutes were put on hold until a quorum could be present to approve them.

HIGHWAY DEPARTMENT TRANSFER REQUEST

Those present had a number of questions regarding the transfer request for \$8,545.00 for the replacement of the motor in the Dresser loader. Questions including was it a rebuilt engine, if so, was it the one that was in the loader, what is the year of the loader and also requested a copy of the bill/invoice. The secretary was instructed to contact Mr. Chaffee for the answer to these questions prior to the next meeting.

RECREATION COMMISSION BUDGET

Due to the fact that this budget is level funded for Fiscal Year 2009, they will not be asked to come in for a budget review but the secretary was instructed to contact the chairman to request that a form be filled out.

EMERGENCY SQUAD & FIRE DEPARTMENT

Notification read advising the committee that the above departments cannot come to the scheduled meeting on the 12th and they have been asked to attend the meeting on the 19th of February.

FEBRUARY 12 MEETING

It was noted that the meeting scheduled for Tuesday the 12th has been changed to Wednesday the 13th and new notices will be sent to the Cemetery Commissioner and the Water Department.

PETITION – NEW APPOINTMENT JOHN DAVID HOLDCRAFT

A petition was forwarded to the Advisory Committee by the Selectmen. The petition carries about 35 names and is objecting to the appointment of Mr. Holdcraft to a position on the Advisory Committee.

Following this discussion it was the consensus of all that the Chief of Police and the Highway Superintendent get together to come up with a reduced rate and plan for this work.

Tree Warden – Level funded at \$7,400.

Shade Tree – Level funded at \$2,400.

Sidewalks – Level funded at \$1,000.

Highway Construction, Reconstruction and Improvement of Town Roads, Bridges and Sidewalks Account – Increased from \$15,000 to \$30,000.

Plow Private Roads – Level Funded at \$1.00. In order to plow private roads an account must be maintained.

Snow and Ice – Level funded at \$50,000.

TANTASQUA MEETINGS

A Tantasqua School budget meeting will be held on January 28 and they are looking for a representative. Mrs. Wilson will attempt to attend. It appears that this budget will be about 4%. They are planning to add one English teacher and to use school choice funds.

Their next meeting is February 4.

CONSULTANT

Mr. Neault mentioned last week that he might resign and after a brief discussion it was the consensus of the Committee that Mr. Neault be allowed to assist the Committee as a consultant which will allow him to work with the figures for the detailed recap sheet and to put the warrant book figures together. Mrs. Wilson will talk with Mr. Neault regarding this situation. Mr. Thomo so moved; Ms. Lund seconded; so voted.

ADJOURNMENT

Mr. Thomo moved to adjourn; Mr. Barnes seconded; so voted. Meeting adjourned at 9:47 PM.

Respectfully submitted,

Beverly A. Lund, Secretary

Date approved by Advisory Committee: February 13, 2008

Date submitted to Selectmen: February 14, 2008

BUDGET REVIEWS

Planning Board – There was no one present from the Planning Board. The Secretary will contact them.

Highway Department – Mr. Herb Chaffee was present to discuss his budget.

Second Operator – This budget includes a new full time position with benefits and wages totally \$30,160. The Selectmen have asked the current part time employee and the town hall custodian if either of them would be interested in obtaining CDL licenses and neither of them is interested.

Expenses – This account is level funded from last year at \$59,650 even though there shows an increase in contracted services for uniform cleaning. The Water Department is included in this contract and pays for their uniform cleaning out of their budget. The current cost is \$50.99 weekly including the Water Department services. The increase is from \$1,600 to \$2,135. A third part time employee is now getting uniforms. Chaffee was asked to provide the committee with a breakdown showing the expenses for the Highway uniform cleaning.

The budget originally included a line item for unforeseen repairs in the amount of \$10,000. Mr. Chaffee stated that his current budget has \$11,700 left and is short because of the need to replace the motor in the Dresser Loader which was done in August in the amount of \$8,848.41. It was the consensus of the committee that Mr. Chaffee should request a transfer from the Reserve Fund as the replacement was unforeseen and the expense budget should not have a line item to cover unforeseen expenses. The Reserve Fund is to be used for expenses such as this.

The original budget also included \$500 for Computer Supplies; \$250 for dues and subscriptions, \$1,000 for office supplies; \$8,100 for building maintenance and repairs, \$33,275 for Repair and Maintenance of Equipment, \$13,200 for repair and maintenance of streets and roads and \$7,200 for utilities.

The \$33,275 includes general maintenance for 14 pieces of major equipment and 12 power tools. It was noted that general repairs with reference to snow plowing comes out of the Snow and Ice Account as well.

The repairs and maintenance of streets and roads line item has increased by \$1,200 due to the \$2.30 increase in petroleum.

Vehicle Replacement - Mr. Chaffee advised that the 1982 John Deere loader needs to be replaced at estimated costs of \$160,000 and the 1977 Mack Truck will be replaced in 2010 (\$200,000). He is looking to replace the Loader with Chapter 90 funds.

STRAP Grant - The Town has not heard anything about the receipt of these funds totaling \$500,000. These funds would be used for Rice Corner Road, Town Farm Road

MINUTES ADVISORY COMMITTEE
JANUARY 23, 2008

Meeting called to order by Chairman Wilson at 7:00 PM. Nick Thomo, Bob Barnes, Beverly Lund and Ross Ackerman were present. Mr. Greg Burnham and Mr. John David Holdcraft were present at the meeting.

Mr. Thomo moved; Mr. Barnes seconded to allow Ross Ackerman to serve as a regular member at this meeting; so voted.

RESIGNATION BRYAN WHITAM

Letter read advising that due to a promotion at his place of employment and the change in meeting nights Mr. Whitam finds it necessary to resign. It was noted that with the loss of one member a few weeks ago and two prior to that, it was necessary to change the meeting night or the committee would have lost two additional members making it impossible to meet the quorum requirements.

Mr. Thomo moved to accept Mr. Whitam's resignation with regret and to send a letter thanking him for serving; Ms. Lund seconded; so voted.

NEW APPOINTMENTS

Letters requesting appointments from John David Holdcraft and Greg Burnham had been received and were read by the secretary. Mr. Holdcraft is free on Wednesday nights and Mr. Burnham will be after the next couple of weeks.

Mr. Thomo moved to appoint Mr. Holdcraft; Mr. Barnes seconded; so voted. Ms. Lund moved to appoint Mr. Burnham; Mr. Thomo seconded; so voted. Both new members were advised to contact the Town Clerk to be sworn in to the position.

PRINTING TOWN REPORT

The Selectmen will be soliciting quotations for the printing of the town report and have inquired as to whether or not the Committee wants them to include the printing of the warrant.

Mr. Thomo so moved; Mr. Barnes seconded; so voted.

ADVISORY COMMITTEE ANNUAL REPORT

The annual report of the Committee is now due. Mrs. Wilson asked the members to put together ideas, comments, etc. and get them to the Secretary and she will write it. She further indicated that she would like to include a mission statement.

Mr. Thomo so moved; Mr. Ackerman seconded; so voted

Mr. Thomo moved to adjourn; Mr. Barnes seconded; so voted. Meeting adjourned at 9:27 PM.

Respectfully submitted,

Beverly A. Lund, Secretary

Date approved by the Advisory Committee: February 13, 2008

Date submitted to the Selectmen: February 14, 2008

Parking Clerk Wages – This included a 3% COLA bringing the budget to \$242 from \$235.

Parking Clerk Expenses – This includes an increase of \$7.00 from \$335 to \$342.

EXTENSION OF MEETING

Mr. Neault moved; Ms. Lund seconded to extend the meeting beyond 9:00 p.m.; so voted.

Police Department

Police Expense – This budget has increased by \$3,500 bringing it from \$65,000 to \$68,500. This figure includes \$16,800 for expenses, \$25,300 for utilities and lease of the police station.

Salaries and Wages - The budget includes \$185,000 for full time officers, \$17,500 for part time, \$14,628 for Administrative Assistant wages, \$25,000 for overtime and \$58,657 for the Chief's salary.

The figures for the wages and salary include a 3% COLA increase. The full time wages include one sergeant and four full time officers as recommended by the Selectmen. The part time wages have decreased with the establishment of a full time police department. The number of part time officer will be reduced to four in the future. The over time account has increased due to the need to pay overtime for court time, town events, arrest, investigations and training which will be done by the full time officers.

It is the consensus of the Selectmen and the Advisory Committee that a full time force will prove to be more effective, eliminate twenty shifts a month, reduce the administrative time for scheduling the shifts, eliminate the loss of police officers to other towns and the full time officers will have police academy training. On the other hand the full time officers will be entitled to benefits whereas the part time officers are not. It is believed that this fact will be an incentive to recruit fully trained officers and retain them in the employ of Brookfield.

The Administrative Assistant wages includes an increase from 12 hours to 20 hours per week. At the present time the individual holding this position is employed in another department and is currently receiving benefits due to the fact that the individual works 20 hours per week for the Town.

Articles – There is the possibility that an article will be needed to purchase a cruiser as 3103 which is a 2003 has over 100,000 and is need of major repairs.

ADJOURNMENT

BUDGET REVIEW Cont.

Town Clerk

Assistant Town Clerk Wages – Includes an increase in hours from eight to ten resulting in an increase from \$4,611 to \$5,907. The individual has been employed for three years. Due to the fact that the individual holds another position and works ten hours in this position, the current employee would be eligible for health benefits, holiday pay, vacation and sick leave. It was noted that the current employee would not need health insurance but it was noted that the situation could change i.e., another person could be hired who would need insurance, loss of insurance from another source, etc.

It was noted that the issue is coverage. The Town Clerk works 27 posted hours and often has to be away at meetings, seminars, etc. The hours would be Mondays, 5 hours, Wednesday 5 hours. The current employee currently works Tuesdays and Thursdays five hours each day.

It was also noted that at the end of last fiscal year, the Assistant Town Clerk was working after the scheduled hours to make up hours that were not used and the Town Clerk wanted then used before the end of the year. Mrs. Lincoln indicated that the statement made by the Assistant Clerk was misspoken and that was not the case. She advised that there were things that needed to be done at the end of the year thus the hours were needed.

Town Clerk Expense – This budget has increased from \$3,860 to \$5,235 due to the need for additional supplies, the increase in dog software, education and training for both employees, the increase in mileage benefits and the proposed increase in postage.

The Clerk has also requested \$1,000 which is included in the budget to purchase a laptop. After a brief discussion, it was the consensus of all present to reduce this figure to \$500.

Election and Registration Wages – The wages have been increased by a 3% COLA. This budget also includes the wages of a police officer for elections with the hours that the officer will be needed not being known at this time. There will be three elections in Fiscal Year 2009. This budget has increased from \$7,808 to \$9,000.

Election and Registration Expenses – This budget has increased \$6,638 to \$9,200 due to the fact that there will be three elections and the need to code the handicap ballot. The state paid for the booth last year but it is not known if they will pay this year. Mrs. Lincoln will get an answer from the state and advised the committee.

Printing and promotion has also increased due to the expected increase in voters for the presidential election. She has requested the use of the school for the election but to date has not received a reply. If the venue is changed notices have to be sent to all registers voters of the change.

Health Insurance – Shows as decrease due to changes in personnel and their need for different coverage, \$320,270 to \$306,000. This included a 10% built in increase but he is looking probably a 6-7% increase. He will get the new rates in the next couple of weeks and will provide them to the Board.

Maturing Debt Principal - this remains the same at \$275,000 while the Maturing Debt Interest has gone up from \$177,797 to \$181,394 due to the new highway garage and the town hall roof.

The above figures do not include the debt for the new fire truck. \$215,000 will be borrowed and the sum of \$8,500 could be added to the interest. He is looking at whether or not to borrow for five or 10 years. He would like to see if paid off as soon as possible if the budget can handle it. The Highway Garage and the School construction is debt excluded while the fire truck and the town hall roof are not. The current percentage of debt to the total budget is very small and in Mr. Dunbar's opinion the Town could take on debt for a new police station. Mr. Dunbar will get back to the committee with a figure as to how much debt the Town can take on for the Police Station.

Worcester Country Retirement - This contribution has increased from \$99,144 to \$104,000,

Pension Liability Account – This account is level funded.

Unemployment - This remains the same at \$10,000.

Medicare - The Town's share of Medicare remains the same at \$37,595.

Tax Collector

Salary - Mrs. Moores is looking to increase her salary by \$420 to compensate her for attending meetings and school for a total of \$29,251. She is not looking for a cost of living increase. Mrs. Moores currently works 27 posted hours with three ½ paid lunch breaks per week and has not as yet been certified. The \$1,000 in the budget will be returned to free cash if she does not become certified in 2009. Mrs. Moores has level funded the Administrative Clerk at \$2,682 until the Advisory Committee can make a recommendation.

The expense budget has increased by \$623 due to the increased mileage rate, postage increase and the increase to contracted services.

APPROVAL OF MINUTES

Mr. Thomo moved; Mr. Neault moved to approve the minutes of January 3; so voted.
Mr. Neault abstained.

Mr. Neault moved; Mr. Thomo seconded to approve the minutes of January 9; so voted.

MINUTES ADVISORY COMMITTEE
JANUARY 16, 2008

Meeting called to order by Chairman Wilson with Bill Neault, Beverly Lund, Nick Thomo and Bob Barnes in attendance. Mr. James Allen, Selectmen; Betty Benoit, Town Accountant; James Dunbar, Treasurer; Lois Moores, Collector and Chief Ross Ackerman, Police Department were present.

BUDGET REVIEWS

Town Accountant

Accountant Expense - shows an increase of \$500 bringing the total budget to \$3,790. This increase is due to increased educational expenses. The Audit Expenses in level funded at \$11,500.

Accountant Salary - The Accountant currently works 36 posted hours which includes four ½ paid lunch periods. She estimates that she actually works between 44 and 45 hours per week, the excess at home.

Casual Laborer - Mrs. Benoit is requesting a new position of casual laborer to do clerical work and assist her in other areas during the year for a total wage of \$3,000 annually at approximately \$10.00 to \$15.00 per hour for 300 or 200 hours a year.

It was noted that the Accountant's salary last year was \$41,813 with an additional \$600 to compensate her for night meetings for a total of \$42,413.00 and it has been level funded at this amount for 2009. For a point of information, Ms. Lund stated that it was her understanding that this \$600 would be a one time amount and if the Accountant did not attend night meetings, then the amount would be reduced. To date, the Accountant has not attended Advisory Committee meetings other than this evening to explain her budget.

Mrs. Benoit advised that there were unexpected receipts of approximately \$17,000 from interest to the tax collector and rollback taxes.

Town Treasurer

Treasurer Salary - Mr. Dunbar level funded his salary as suggested by the Advisory Committee at \$26,370 for the Treasurer and \$21,173 for the Treasurer's Clerk. The Committee will review the entire budget when completed and then make a recommendation for an increase to salaries.

Treasurer's Expense - This budget has increased by \$100 for a total of \$8,725, the increasing being in postage.

Mrs. Vitello returned to the meeting with a copy of her budget and asked that the committee considered increasing the stipends of both individuals. The committee requested that copies of the number of dogs that were picked up for the prior year, how many wild life animals were picked up, how many calls were received and copies of the cell phone bills be provided to the committee.

Due to the fact that the Selectmen are the hiring authority and deal with physicals for newly hired individuals, the line item for physical was reduced to \$200.00.

ADJOURNMENT

Mr. Neault moved; Mr. Thomo seconded to adjourn the meeting; so voted. Meeting adjourned at 8:55 pm.

Respectfully submitted,

Beverly A. Lund, Secretary

Date approved by Committee: January 16, 2008

Date submitted to Selectmen: January 17, 2008

ADJUSTMENTS SELECTMEN'S BUDGET

Ms. Lund advised Mr. Heller that two of their accounts had been level funded but the amounts listed as being appropriated for this fiscal year were incorrect. The amount for Computer Repairs was \$2,500 and not the \$4,000 as submitted as well as the consultant account was \$2,000 and not the \$2500 that was submitted. Mr. Heller will look into this and advise the committee accordingly.

Mr. Heller advised the committee that the cost to convert the photo copy to a duplex printer would be \$2,000 and further investigation is required before a decision can be made regarding this matter.

ANIMAL CONTROL OFFICER

Mrs. Vitello was present but the committee had not received a budget from her. She indicated that she was looking for a raise for the assistant animal control officer and stated that both of them are on call 24 hours a day. She further advised that the cost of the Wickaboag Vet. Clinic has also increased. The committee will look at the budget when it is provided and if there are any questions, Mrs. Vitello will be contacted.

BEMA

Mr. Karrmann was present to explain his budget even though it was level funded from last year. He indicated that there are a number of courses required by FEMA that are out of state and that his is currently outfitting the trailer and is storing his equipment and supplies in the former highway superintendent's office.

SNOW AND ICE

Mr. Chaffee requested permission to over expend the Snow and Ice budget on an as needed basis up to an additional \$50,000.00. This request has been approved by the Selectmen. A copy of the expenditures to date was provided by Mr. Chaffee.

He advised that Board that a number of windshields need to be replaced in the trucks and this is being covered by the Town's insurance. However, the windshield in the loader is not covered and needs to be replaced. Approximately 100 yards of salt and sand have been made available for use by the residents.

Mr. Neault moved; Mr. Thomo seconded to approve the request to overspend the budget as requested by the Superintendent; so voted.

APPROVAL MINUTES JANUARY 3, 2008

This item was postponed to allow time for the members to read the minutes.

ANIMAL CONTROL OFFICER

RECEIVED

JAN 17 2008

BOARD OF SELECTMEN

**MINUTES ADVISORY COMMITTEE
JANUARY 3, 2008**

Meeting called to order at 7:00 pm by Chairman Wilson. Those in attendance included Nick Thomo, Bob Barnes, Beverly Lund and Ross Ackerman. Guest included Ronald Dackson, James Allen and Rudy Heller.

MINUTES

Mr. Thomo moved; Ms. Lund seconded to accept the minutes of November 13, 2007 as printed; so voted.

RESIGNATION

Ms. Lund advised that Liisa Holm has submitted her resignation from the Committee effective immediately due to her increased work responsibilities and lack of time to devote to the Committee to be an effective member.

Ms. Lund moved; to accept the resignation with regret and to send Mrs. Holm a letter thanking her for her service; so voted. This resignation brings the Committee down to six members and one alternate. A full Committee consists of nine members. The Selectmen were asked to announce the need for members at their next meeting. Anyone interested should contact Barbara Wilson.

ALTERNATE STATUS

It was suggested that Ross Ackerman be appointed to the Committee until the next annual town meeting as required in the by law. Chief Ackerman stated that he would rather not be appointed on a full time basis but would like to continue as an alternate.

After a brief discussion, Mr. Thomo moved; Ms. Lund seconded to take this matter on a night to night basis. If a quorum is not present and Chief Ackerman is, the Committee will take a vote to consider appointing him as a voting member for the evening. The motion was then voted favorably.

DISCUSSION MEMBERSHIP

Mrs. Wilson expressed her concerns regarding the membership on the Board and what she felt were some of the problems. A general discussion followed. The Selectmen advised the Committee that if there are problems with departments under its jurisdiction, the Committee should send a letter to them and they will contact the department to try to resolve the problem.

BUDGET REVIEW

RECEIVED

JAN 17 2008

BOARD OF SELECTMEN

MINUTES ADVISORY COMMITTEE
JANUARY 9, 2008

Meeting called to order at 7:00 pm by Chairman Barbara Wilson. William Neault, Beverly Lund, Bob Barns in attendance with Nick Thomo arriving later. Guest included Selectmen Rudy Heller; Assessor Phil Peirce; Animal Control Officer, Eileen Vitello; Assistant Animal Control Officer, Gabby Pecore; BEMA Director, Keith Karrmann and Highway Superintendent, Herb Chaffee.

EMAIL RESPONSE GARY SIMEONE

Ms. Lund advised the members that she had received a response from Gary Simeone regarding his need to come before the Board. He requested an explanation as to why he should attend the meeting because his budget was level funded and he had put in for a 3% increase in wages even though the Committee had requested that this not be done. He felt it was a waste of his time. He felt any questions could be answered by email.

Ms. Lund responded stating that she would advise the other members of the Committee and any questions could be forwarded to him for a response.

BUDGET REVIEWS

Assessors

Mr. Peirce was present to represent the Assessors. It was noted that a copy of the budget had not been submitted to the committee prior to the meeting.

The budget reflects an increase of \$175.00 with the largest increase going to the production of maps. Other line items have been reduced to accommodate this minimal increase. The Assessors have also requested a 3% increase in wages/stipends.

Mr. Peirce advised the committee that the new growth figure will probably drop and estimated it to be around \$75,000. This figure is used to calculate revenues for the upcoming year. He also advised that there will be a large drop/decrease in local receipts and has estimated this to be around \$100,000 over last year. He will provide the committee with actual figures as soon as possible.

Ms. Lund question the Overlay Account and was advised that the Assessors have obtained an opinion from Town Counsel as to whether or not these funds can be transfer to Overlay Surplus and be appropriated by town meeting vote. Mr. Peirce will provide the committee with a copy of the legal opinion from town counsel.

Mr. Peirce further indicated that they will have no articles for the warrant.

It was noted that the Selectmen have reviewed all the departmental budgets under their jurisdiction and have asked questions and have received answers to their questions. The Selectmen will forward these responses to the Committee. The Selectmen advised the Committee that they would like all requests in writing and not verbally.

The following budgets were reviewed:

Town Hall Expense - This budget includes an increase from \$9,715 to \$10,015 (\$300). The increase is in electricity. The Selectmen are looking into an energy audit of the Town Hall, Library, Police Station, Fire Department, Highway Department, School and Ambulance Barn. They have had work done on the boiler, repaired the windows in the basement and are looking into the repair of all windows in the Town Hall. They have received an estimate in the amount of \$76,000. A decision as to whether or not to do this work all at once or to set up a plan over time has yet to be made.

As a result of the Committee questioning what was covered under contracted services and equipment, Mr. Heller will look into and get this information to the Committee.

Mr. Heller advised the Committee that the Selectmen are looking into double sided printers which would be networked and reduce the amount of paper purchased throughout the year.

Encumbered Funds - Mr. Allen advised the Committee that there is a considerable amount of money that has been encumbered and has not been spent. They are looking into the possibility of using some of these funds for the windows in the Town Hall.

A letter will be sent to the Town Accountant asking for a breakdown of these encumbered funds.

Municipal Telephone, Utility Contract and Leases - This budget has been increased by \$3,000 and includes Verizon, Charter Internet and alarms for the School, Highway Department and Library. The Selectmen are writing to Charter to see if the Town can receive a reduced rate and they are meeting with alarm vendors to include burglar and fire alarms for the Town Hall and will forward the estimates to the Committee.

Ms. Lund brought of the fact that last year the school was asked to add a sum of money to reimburse the Town for their telephone expenses but it was too late in the year. They had indicated they would do it this year. The Selectmen will contact the school to remind them of this process and advise the committee of the response.

Selectmen's Wages - These accounts have been level funded (\$54,388) as requested by the Advisory Committee. The Committee indicated that they would like to fund all the budgets and then look at cost of living wages after and base the increase on what was available after funding the operation of the Town.

NEXT MEETING

The next meetings for budget reviews will be as follows: January 9 – Assessors, Animal Control Officer, BEMA and Conservation Commission; January 16 – Tax Collector, Treasurer, Accountant and Town Clerk.

Mr. Thomo moved to change the meetings nights to Wednesday until further notice; Chief Ackerman seconded; so voted. Copies will be provided to Selectmen.

ADJOURNMENT

Mr. Thomo moved; Chief Ackerman seconded to adjourn; so voted. Meeting adjourned at 9:25 pm.

Respectfully submitted,

Beverly A. Lund
Secretary

Date approved by Committee: January 16, 2008

Date submitted to Selectmen: January 17, 2008

Town Website - This account is being level funded (\$2,500). However, the funds appropriated to date have not as yet been expended. The Cable Committee is working with an individual to get the website up and running.

Selectmen's Expenses - This account shows a \$200 (\$6,300) decrease due to the fact that the Selectmen have removed medical exams (\$250) from this budget and the postage has increased by \$50.00 (\$450).

The Selectmen are looking into pooling the postage budgets of all departments and purchasing a number of "Forever" stamps that can be bought for \$.41 and used even if the postage increases. Once they are gone the increased price will have to be paid for the stamps.

The Selectmen have removed the medical exam line item and put the funds into the physical exam account.

Print Town Report - This account is level funded (\$1,800) and it was noted that there were funds left over this past year.

Physical Exams - Due to the fact that the Selectmen have been made aware of a by law that states that new employees and employees who are promoted need to have physicals which are to be paid by the hiring department, they increased this account to \$3,000, an increase of \$2,600. This by law needs to be reviewed as it is ambiguous and the accounts may need to be changed. The Selectmen are now looking at \$400 for those employees under their jurisdiction. The individual departments will need to fund physicals in their individual budgets.

Ms. Lund questioned whether or not this is enough money as the Selectmen are the hiring authority for a number of departments including, Accountant, Highway, Police, Treasurer, Selectmen, all departments that are not covered by other Mass. General Laws. They plan to refer this by law to the by law committee. It was also noted that the Police Department has to use doctors that are approved by the Criminal Justice organization.

Mr. Heller will check on this matter and report back to the Committee.

Payment in Lieu of Taxes - This account is level funded (\$750). Ms. Lund questioned why it was level funded. There is the possibility that the taxes for the other Towns may have increased and this should be checked. If more funds are needed the budget should be increased.

Mr. Heller will contact East Brookfield and North Brookfield to see if the taxes have increased.

Computer Repairs/Maintenance - This was level funded for contracted service (\$4,000). The Committee questioned whether or not these funds have been spent and will check the expenditure report for this information.

Consultant Expenses - This account is level funded (\$2,500) and no funds have been expended at this time due to the fact that they have been no grants for which the Town could apply. Central Mass Regional Planning has been doing the grant writing.

There is the possibility that funds will be needed for the master plan. Ms. Childress has committed herself to raise funds total \$11,000 for the open space and recreation portion of the master Plan at no charge to the Town.

General Insurance - This account has increased by \$10,000 (\$110,000). There was no back up material to show estimates for the various types of insurance covered under this budget. It was stated that the Police Department is on a fleet coverage plan and the addition or deletion of vehicles does not change the premium. Mr. Heller will look into whether or not the Highway and Fire Department have a fleet charge. The Selectmen will also provide the Committee with information showing what policy premiums have increased for the upcoming year. He will also find out if claims increase the premiums.

Legal Expenses - This budget has been increased by \$5,000 (\$50,000). There are a number of court cases that are open at this time. This account is used by all the departments in town and there have been legal opinions for the Planning Board, ZBA, Cemetery, etc.

M.O.R.E. - This account has been level funded (\$930.00). This allows the Town to purchase in bulk. However, a determination must be made as to whether or not the Town purchases enough supplies, etc. to recoup the funds expended.

Mr. Heller will look into this and report back to the Committee.

Municipal Heating, Fuel & Maintenance Expenses - This account is level funded and covers the heating fuel for all the town buildings that have this type of fuel. The Town currently has a service contract with MacDonald at the cost of \$5,000. The fuel is purchased under the state bid contract at a very reasonable price.

Street Lights - This account has been increased by \$1,000 (\$15,000.00) due to the increase by the electric company.

CONTINUATION OF MEETING

Chief Ackerman moved; Mrs. Wilson seconded to continue the meeting beyond 9:00 pm for approximately ten minutes; so voted.

SCHOOL SUBCOMMITTEE MEETINGS

The School is asking that a member of the Advisory Committee attend their meetings which will be held on January, 7, 14 and 28; February 4 and 13. Members will make every attempt to attend the meetings.