

**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;

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.

## **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**

**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 as 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**

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