

MINUTES OF THE  
**BROOKFIELD ADVISORY COMMITTEE**  
THURSDAY MARCH 3<sup>RD</sup>, 2011  
BROOKFIELD ELEMENTARY SCHOOL

Members present: Paul Ayers, Robert Barnes, Mary Beth Harrity, John D. Holdcraft, Gerald Johnson, Cindy Mundell, Ian VonHold.

Members not present: Tim Roughan, Roger Lafleur

Meeting called to order at: 7:05PM

Pledge of Allegiance

Video started at 7:10pm

Ratify Minutes from February 3<sup>rd</sup> meeting: Paul motioned Mary Beth 2<sup>nd</sup>, No discussion. Ian abstained. So voted.

Ratify Minutes from Feb 17<sup>th</sup> meeting: Paul motioned MaryBeth 2<sup>nd</sup> Ian abstained, so voted.

Rudy Heller arrived at 7:10pm. Gerald wanted to wait for the camera to be set up to ratify Feb 3<sup>rd</sup> minutes again so it could be on camera.

Old business:

1. Question concerning combining fuels. Gasoline and Heating oil are under state contract which is not negotiated. Diesel fuel is negotiated. Paul questioned buying larger quantity can we get it cheaper. Gerry said no according to Cindy Thompson.

2. Question on the Barrier Committee still being active. Committee is not active. Members were appointed for a year, which has expired. No appointments were renewed.
3. Question on payroll for snow and ice. Dave wanted breakdown of this. Gerry did not want to go into that level of detail.

New Business: Printing of the Warrant Booklet:

Gerry has 3 quotes.

Select Printing Solutions (North Brookfield)

Lane Printing (Holbrook)

Proforma Infinite (Melrose)

We can pick from these or put it out to bid again if we choose to get other prices ourselves. There is a fourth quote but came in too late.

Gerry is happy with previous printing. Select Printing. Not the cheapest but Gerry is happy with them.

Mary Beth questioned amount of Warrant books left.

Gerry misunderstood, he didn't realize we needed to check on how many we had left.

Paul motioned to use Select Printing Jan 2<sup>nd</sup>, discussion Robert questioned should we go with cheapest Gerry said no we don't have to. So voted.

Gerry touched on Town Meeting being June 10<sup>th</sup> Warrant book contents needed by May 26<sup>th</sup>.

## New Business:

Assessors computers: Assessors need for three computers, more money needed from reserve account. Mary Beth visited Assessors office, spoke with Phil Pierce they need their own computers because of overlap. Need updated systems and a working printer. Mary Beth went to a meeting, a demo that would replace part of the CAMA program to link systems together. She doesn't feel she has enough information concerning this new program.

Ian motioned to let Rudy speak, Paul 2<sup>nd</sup>. So voted.

Rudy confirmed what Mary Beth spoke of. Cost for CAMA is about 1,500 a year and another 750.00 for tax collector. Rudy explained when tax bills are being done CAMA comes in and transfers information from Assessors office then uploads to tax collector system and generates the bills.

New system is called Vadar Systems: Has a program that connects tax collector, assessors, treasurer and accountant. Intergrated system.

This company has been in business for 15 years 80 accounts. Four computers needed now.

Mary Beth mentioned this system and the need for new computers is a separate matter.

Vadar System is 10,900 to buy in. Town can pay over 6 years. No increase or interest fee. Plus 1,100 annual fee. Commit for 3 years then commit for 3 more years for same price. Total of 16,500.

Users fee is 800.00 a year for each user. Tax Accountant fee is 1,500 a year. Departments have not been sold on this yet. Other towns that have this are Wales, Templeton and Leicester, Holland and Barre.

Ian concerned with cost in these times. Rudy says this will make the work much more productive and efficient.

Vadar could integrate utility's (water bills, excise bills).

Discussed time it takes for Tax collector to do certain duties, Vadar would cut down on time needed.

Ian concerned with cost of system when we are adding expense and not getting rid of any expense. Does this mean we can get rid of a person in the town hall? Rudy say he doesn't think we could that but they would be more productive. Discussed pro and cons of this how many computers will be needed. Competition with vadar called Munes from Texas. They are a nationwide company. Vadar says they are national, Vadar only does Massachusetts. General feeling more information needed before decision can be made.

Assessors need new computer and printer. Not monitors or keyboards.

DOR came to do an assessment they are concerned with age of computers.

Review for elected budgets:

Available funds are moving targets.

Jerry says Free Cash is at roughly 262,000.00, Cindy mentioned about 90,000.00 of that is gone already because of the Snow and Ice Account. Jerry said Snow and Ice could be paid from Free Cash or the Levy, he thinks Betty will recommend it come from Free Cash.

Format is not as requested, Betty did not have time to get them entered.

Hold list until next meeting. Make notes in written form. So we can see what dept. heads need to visit us.

Mary Beth noticed no FY12 requests on many of them. Jerry thinks they are level funding, but will check.

Gerry discussed what he said at previous meeting. What he said to Cindy was that the Advisory Committee is not a Finance Committee, they are in fact the same thing. We have a role in the budget process and role in the financial process. Spoke with Melinda at the DOR. Cindy asked if there was a booklet we should get when getting on this committee, Jerry said I received one, I did not. I received the book from the course I was going to attend, I received nothing from the town.

Jerry said there's a disc with that information on it. Cindy feels the board needs to know what our duties are, more education needed. Jerry will find out where the disc is. Dave then asked about getting financial information do we have to pay for it. Jerry said yes unless it's a vote of the committee. Cindy asked if the minutes have been put in the cabinet yet, Jerry has not done that. Jerry will take care of it this weekend. He hasn't had time to put them in the cabinet. Cindy asked where all the other minutes before are came on the committee, Jerry said he has them at home also. Jerry will put them back into the cabinet also.

Date of next meeting April 7<sup>th</sup> 7:00pm, Ian motioned Paul 2<sup>nd</sup> so voted.

Dave asked about the wing plow, Jerry said we will go over that when we meet with that Department. Cindy asked if there are any more invoices for snow and ice. Jerry does not have those numbers but doesn't feel that we will need an emergency meeting. Cindy asked if we could get the invoices email to us for next meeting. Jerry concerned about how many invoices would be. Mary Beth said is a spreadsheet. Jerry said he could do that.

Robert motioned to adjourn at 8:45pm, Paul 2<sup>nd</sup>, so voted.

DVD attached.