

MINUTES OF THE  
**BROOKFIELD ADVISORY COMMITTEE**

THURSDAY April 7<sup>th</sup>, 2011

BROOKFIELD TOWN HALL

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

Dave arrived@7:16pm

Meeting called to order at: 7:05PM

Pledge of Allegiance

Video

Ratify Minutes for meetings March 17<sup>th</sup>, 2011 and March 31<sup>st</sup>, 2011

March 17<sup>th</sup>, 2011 Minutes not ratified, mistakes in dates ect. Cindy will correct and have at the next meeting.

March 31<sup>st</sup>, 2011 Minutes

Paul motioned, Roger second. No discussion. So voted

Paul Motioned to allow Peter Martell to speak freely Roger second. No discussion. So voted.

Request for transfers from Reserve Account: Had inspections done by Baker Fire Equipment. Police Department, Public Works and Fire Department. Elementary School will find the money in there budget. Peter is requesting 2,000.00. 1300.00 needed now, another 700.00 there may be more repairs needed. (invoices attached) Vendor didn't do what was required. Vendor was suspended for 1 year from doing state inspections with two months to serve. Vendor didn't bill us for any services he didn't do, he just didn't do the inspections. He didn't do the five (5) year or the twelve (12) year tests Mary Beth asked about the other \$700.00 would go. Peter said he would give packet to Betty, to put a note saying this is coming off the weekly expense warrant, this is coming off that. Maybe make the wording say up a certain number. Cindy asked can we take extra money from the Reserve Fund without having actual numbers or invoices. Jerry will check with Betty with the movement of money. Gerry said he would feel more comfortable

with the request in hand. Hold off until next meeting. Committee should have request form. Paul motioned, Mary Beth second. So voted.

Paul motioned to allow Peter O'Connell to speak freely Roger second: So voted.

Budget request Interim Treasurer Wages: James Dunbar has resigned as Treasurer but will stay on as Interim Treasurer until position is filled. Request is for \$1750.00. Three (3) to five (5) hours a week @ \$25.00 an hour. It could be more some weeks, less on others. Not sure how long screening process will go for Treasurer Position. Peter hopes that the Screening Committee will have three (3) candidates by the end of April, but it could take longer if no suitable candidates are selected. Worst case scenario he is asking for \$1750.00. Money left over will go back to free cash. Jim Dunbar's bond will expire on July 1<sup>st</sup>, 2011.

Paul motioned to take 1750.00 from, the reserve account to the Interim Treasurers wages account. Roger 2<sup>nd</sup>. No discussion. So voted.

Selectman's Budget: Spreadsheet is the same setup as Betty's, but with more explanation. Numbers are about \$50,000 lower than last year, because of Articles not on this year and some are cuts. Municipal Clerks wages says 3000.00 but Peter thinks this is less. FY11 was for a partial year, and FY12 is for a full year. Peter will check that figure; Peter thinks it is slightly less than \$3,000.00.

Consultant expenses: Current year was \$3,000.00. FY12 is for 4,000.00. Committee's question was is why is it more this year? Mr. Scanlon is working on the Solar Project at the Transfer Station. This is for him to write and grant and to continue work on second solar project at the Water Department. Grant has money in it to pay him as well. Administrative fee in the Lincoln Common project this year.

Town Hall Improvements. Balance of about \$35,000. Selectman are looking into this. A plan for some renovations should be available in 2 weeks. Doors, next and then offices. Dave asked if one bathroom or two. Peter said there not enough money for 2 bathrooms. Trying to make progress so the town hall doesn't get shut down. When major renovations take place then a second bathroom would be considered. Major renovations like an elevator would move us into a whole set of code requirements, sprinklers ect. At that point other major things would be done. Trying to just do small manageable things so not to disrupt people working.

Telephone Verizon 11,000.00, Charter does the internet 850.00

General Insurance: This account is all insurances except health insurance. Health is under the Treasurers budget. 6.22 increase this year, needs to be addressed in the coming year.

Discussed fuels. Discussed joint bids. Some repairs have been done this year to the furnaces, around \$3,000.00. More maintenance needed for furnaces ect. Paul asked if we could get together with other towns for better prices. Peter feels it should be looked into. Our price is \$1.00 less than going rate. Prices have gone up so much we are cutting it very close.

Peter gave information on Junior High Roof. No financial impact until FY13. This will be on the Warrant. All 5 towns are needed to agree to do this. James Cooke gave us this information at the March 17<sup>th</sup> meeting. This work will be done over the summer.

Peter mentioned that all salary and wages are level funded until we see where we are for numbers from the state. This doesn't include teachers; he personally finds it difficult to give some raises and not others. A raise doesn't include step, grade increases, which would make that employee eligible for an increase in pay.

Peter mentioned that there's no procedure for pay for the Tax Collector. (no by-law) We have a tax collector that has worked for ten years in the position now we have a new tax collector coming in that has not worked in that position. Does that person start at the same salary as the old tax collector? There's no procedure to handle that question.

Peter spoke about pay for boards clerks, maybe do a stipend. Disadvantage to the employee with a stipend is they have to pay taxes on this. There's no line item for pay for the ZBA clerk. Can the account be created without having a vote at town meeting? Betty spoke to the DOR; she can create the account without going to town meeting.

ZBA request for transfer: 300.00 for a secretary. Discussion about how many hours this will pay and at what rate.

Tim motioned to give a hundred (\$100.00) to the ZBA from reserve. Tim retracting first motion. Roger motioned Dave 2<sup>nd</sup> to pass over until next meeting. No disc. So voted.

Questions from last meeting.

Municipal clerk wages: Was this a raise? No. (last year was partial this year full year wage.)

Roger made motion to reinstate Advisory Committee Secretary's wages to 500.00 Tim second. Discussion: Cancel this motion, Cindy only wants to be reimbursed for expenses. (paper, ink office products) She would rather this money go into expenses. Dues are also due. Roger withdrew this motion.

Elections and Registrations wages: reduced to 7,000.00. Which means this is level funded. More information needed move on.

Municipal fuel 26,502.00 so far, out of \$28,500.00 budgeted.

Zoning enforcement expenses. Out of \$380.00 he's requesting he's only us \$42.00 so far.

Jerry to check on office expense savings.

School Assessment Transportation 77,000.00 decreased 16,000.00. Changes in numbers because of total of students.

Robert motioned to go to 9:30 Tim second. So voted.

Transfer Station: Update. 137,809.00 down to 125,640.00. Ask Betty for more info. Where are they this year for amount spent? Dave asked what they are taking in. Check on Levy sheet.

Water department: KOH chemical use in the water. Why the decrease in price. Price has stabilized. Down from \$16,000 to \$11,000.

Jerry has FYI Legislative Director Alicia Bandy for Steve Brewer.

Workshops for Finance Committees. All in May. We received email on this.

Tax free leasing on equipment.

Chapter 90 money. \$169,949.00 coming to Brookfield.

Check for hard copies for members, some members do not have computers. Jerry will speak with DOR.

FYI: Cindy passed out copies of DVD of Finance Committee Handbook and folder with information from Technical Assistance Brochure for Municipal Employees (2003). Public Record Info. Jerry wants receipts for materials for folders.

Tim asked about any information about conflict with members if person is a registered lobbyist? Jerry said there a disclosure form to fill out. Jerry said he will check with Mike Seery on this.

Cindy asked about Snow and Ice deficit the wording on this disc says it should come from the Levy. The wording was confusing. Jerry will check on this with Betty.

Next meeting: April, 21<sup>st</sup> 2011, April 28<sup>th</sup>, 2011. May 5<sup>th</sup>, 2011 and May 12<sup>th</sup>, 2011.

Tim motioned to adjourn, Roger second so voted.

Adjourn at 9:27pm

