

**MINUTES OF THE
BROOKFIELD ADVISORY COMMITTEE**

Thursday May 19th, 2011

TOWN HALL

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

Members not present: Ian VonHold, Tom Roughan, Roger Lafleur

Board of Selectman: Stephen J. Comptois II, Rudy Heller, Peter O'Connell

Video

Called to order@7:04PM

Pledge of Allegiance

Treasurer Salary: BOS recommend \$25,000.00

Selectman discussed step and grades of this position.

Advisory Committee and Board of Selectman joint meeting.

Agenda: Finish Budgets, Articles.

Rudy passed out yet another new printout of updated articles for Special and Annual Town meetings, with pink and purple marks to show newest articles.

Professional services audit may be reduced. \$16,500.00 to 14,000.00 but wait until town meeting.

Jerry wanted to revisit vote on Budget prep by Accountant. He wants it to be increased back to 1,500.00. He feels she does a lot of research for him. Jerry feels it's more appropriate to leave at \$1,500.00. Cindy asked what kind of research does she do for you Jerry. Jerry replied if I go and talk to her and ask her some

sort of question that has to do with what might have come up with at a previous meeting, she can't me an answer right then she has to do research. Example: She had to call the D.O.R. to get answers we would be able to use. Lot of calls going back and forth. Mary Beth is this job as the accountant in general? Jerry said if he goes into her office and uses an hour of her time on a Tuesday and Thursday, he feels that is going above and beyond. Jerry is not comfortable reducing that figure. Mary Beth asked if the accountant is able to get more details that we requested if this stays at 1,500.00. (More breakdown of numbers on spread sheets.) Jerry said he had a conversation with her this afternoon and the different type of spreadsheets that the Selectman want and what we want are different which has caused some problems. The accountant would like to have a joint meeting with Selectman and AC to work out a new spreadsheet design. Cindy asked if that was a yes to Mary Beth's question. Jerry said short answer is yes, long winded answer is yes. Paul asked is that line by line or just total of bottom line? Jerry said that's what we need to hammer out. Jerry feels that there was a misunderstanding on that topic. Dave feels that this line item is for the spread sheets, it was agreed last year to lower to 1,000.00. Jerry said the original idea was to have the Accountant set up this spreadsheet and it would be done, that has not worked out. The spreadsheet had to be redesigned for us and selectman. Spreadsheets are still a problem. Mary Beth asked at the end of the year is the information for these lines available. (Example: Do we know what the assessors spend on advertising?) Peter said every month. Jerry said we can ask her that question when we meet with her. Peter corrected his answer that just the final total not each line. Peter feels it too much detail to keep track of what is spent on each line. Peter feels this is unreasonable to ask for. To time consuming. Peter feels to only look at this if that category seems to be over spent, then they would look into it. Cindy did speak to another town and they do this on a regular basis. Paul said we don't need that type of detail. Cindy disagrees. Jerry again said this is a question for the joint meeting with the Accountant. Paul motioned to increase back to 1,500.00. Mary Beth second. Jerry, Paul, Mary Beth support, voted yes, Dave, Cindy and Robert voted no. Tie it stays at 1000.00

Selectman had discussion concerning this line for spreadsheets. After much discussion Cindy tried to ask a question and was told she could not. She said there is confusion over what protocol is, Jerry was able to interject during conversation, and Cindy thought she could ask a question. After more discussion between Selectman Jerry commented again. Cindy asked again why she cannot ask a question concerning this and Jerry can? Paul said because he is the Chairman. Cindy said and I am a member also. Cindy asked if this was originally only supposed to be a year now we are going on three. Jerry said that's because it changed, because the spreadsheet had to be redesigned. Now a third design is needed. More discussion and the Paul spoke up with no conflict from anyone about speaking and made his opinion noted that the spread sheets should stay with the accountant.

Treasurer Salary: Paul motioned to have salary 25,000 includes 1.5%. Mary Beth second. Discussion: Dave made sure this included 1.5% increase. So voted

Treasurer clerk's wages: Reduce treasure clerk hours but increase tax collector clerk hours. Lee Finney decreased to 15 hours for the treasurer instead of 23 hours. Holly's will not change in this 8 hours a week \$17,436.00 **this includes 1.5%** Selectman gave out Treasurer survey.

Paul motioned Treasure clerk wages to be 17,436.00 Dave second, So voted.

Tax Collector salary: \$30,214.00 32 hours @ \$18.16 Mary Beth motioned to change to 30,214.00 instead of 28,100.00 Paul second. Discussion: Dave wanted to touch on the back tax issue, that the past tax collector was doing the same thing. So voted.

Tax Collector clerk wages; was 4 hours a week now will be 12 hours a week. 8,798.00 (including 1.5) money being reduced. Steve wants to make it 8 hours not 12 hours. Comparing West Brookfield sheets. New number is 5,780.00

Tax Collector Clerk wages: \$5865.00(include 1.5%) Paul motioned this change to 8 hours Mary Beth second. So voted.

Highway Operator Wages: 68,478.00 Paul motioned to approve Mary Beth second. Robert gave him a part time and another operator. Peter explained Jim Hanson part time position is being eliminated. 11,275.00 Increase of 14,000 or 15,000.

Paul motioned to approve 68,478.00 for Highway Operator wages, Mary Beth second. Discussion: Robert said they gave more hours for a secretary to free up time for Highway Superintendent now he's coming back for more. Peter explained the second operator will be more qualified, Jim was not able to do some things that this new operator will be able to do. Mary Beth asked why this is not an article. Peter explained because this is an established position. Peter said with this position they will save on overtime and snow and ice wages. Dave asked what impact on insurance cost this will have. Peter he assumes Jim had a family plan because his wife was on it, and if Herb hires the man he wants he is a single individual. Peter said impact would be about 14,000.00 or 15,000.00 (increase) depending on snow and ice. This will a posted position and anyone can apply. So voted.

Highway office part time clerk. 11,484 (includes 1.5%) Paul motioned Mary Beth second. No discussion. So voted.

Dave questioned line item 8,100.00 can it be used for anything. Jerry said yes.

BOH total: 12,656.00 Paul motioned to approve Mary Beth second. No discussion. So voted

Total Budget: Paul motioned Mary Beth second to allow Chair to make small changes in total for budget (clerical changes). So voted.

Articles for Special Town meeting.

Article 3 Paul motioned to get 20,000 from various account of unexpended moneys. (Highway, Police and Transfer Station) Peter said we know they will have unexpended funds from these accounts. Mary Beth second. So voted

Article #4 Transfer Police Dept.

Article #5 Mass Plan account transfer.

Article #6 Ambulance transfer

Article #7 and #8 Military and Seniors Clause.

Article #9 Tax title

Article #10 Health Insurance 15,000

Article #11 Medicare 2,000

Article #12 Group Insurance transfer 695.00

Paul motion to accept Article 1 – 12 Mary Beth second. No discussion. So voted

Robert motioned to go past 9:00pm, Mary Beth second. So voted

Articles for Annual Town Meeting.

1-9 Paul motioned to recommend 1 – 9 Robert second. No discussion. So voted

Article 10: Conservation Commission Clerk. New position. Paul motioned to recommend this article #10 Robert second. No discussion. So voted

Article #11 Planning Board: Mary Beth motioned to recommend, Paul second. No discussion. So voted. (Town council may make minor changes Committee is ok with this) Paul motioned Mary Beth second. No discussion. So voted.

Article #12 general fund to Cemetery Preservation account 1,500.00 Paul motioned Mary Beth second. No discussion. So voted

Article #13 Ambulance Transfer Paul motioned Mary Beth second. No discussion. So voted.

Article #14 Transfer Ambulance Transfer: Paul motioned, Mary Beth second. No discussion. So voted

Article #15, 16 and 17 Water department transfers Paul motioned, Mary Beth second. No discussion. So voted. Robert abstained from all three.

Article #18 Removed

Article #19 is now 18: Roof for school Mary Beth motioned, Paul second. No discussion. So voted

Article 19: Highway Construction: 32,000 raise and appropriate from the Levy. Discussed Chapter 90 amount. 140,000 completion of strap grant project. Leaving about 7,000 if all is approved (equipment and road work. Paul motioned to recommend Mary Beth second. No discussion. So voted

Article #20 Center line painting. 7,500.00 Paul motioned Robert second. No discussion. So voted.

Article #21 Snow plow: 9,100.00 Paul motioned to recommend, Mary Beth second. No discussion. So voted

Article #22 Roof for Salt shed: 35,000 and tear down old salt shed. Mary Beth motioned to recommend Paul second. No discussion. So voted

Article #23 Police cruiser: 27,100 Paul motioned to recommend Mary Beth second No discussion. So voted

Article #24 Police department software Paul motioned to recommend, Mary Beth second. No discussion. So voted

Article #25 Tires Fire Department: Paul motioned to recommend, Mary Beth second. No discussion. So voted.

Article #26 Air tanks Paul motioned to recommend, Mary Beth second. No discussion. So voted.

Article #27 Computer Acc. Vote: 5,000 Mary Beth motioned to recommend, Paul second. No discussion. So Voted

Article #28 Library Paul motioned to recommend Mary Beth second. So voted.

Article #29 Bannister Committee 5,000 Mary Beth motioned to recommend Paul second. Dave wants to know why they need more money. Pete said they need more detail for plan to go to next phase. Jerry, Robert, Paul, Cindy and Mary Beth yes, Dave no.

Article #30 Board of Selectman: Green energy: Paul motioned to recommend, Mary Beth second. No Discussion. So voted.

Article #31 Preservation of Historic records. \$500.00 Paul motioned to recommend, Mary Beth second. No discussion. So voted

Article #32 Removed

Article #32 Removed

Article #32 #33 Free Cash to Stabilization Account Paul motioned to leave on and discuss on floor, Mary Beth second. No discussion. So voted

Article #34 Bylaws update. Cindy explained that there are no changes to existing bylaw; they will read as the AG approval Ok'd. Just adding chapters for new bylaw's that are not in the book yet and organizing existing bylaws. Cindy said hopefully we will be ready at the fall meeting to make recommendations (us and from the town residents for changes ect.) Mary Beth motioned to recommend Robert second. No discussion. So voted.

Article #35 Prouty street property. Central street property. (4 property's) 160,000 Discussion: Dave asked the Selectman is the proposed use for this property. Steve said to use for office space, septic issues, whole infrastructure, police, ems, and fire. He is not in favor for renting the house. Jerry asked what has changed since the first time. Steve said the 21 E will be addressed; Jerry said that was going to be addressed the first time. Mary Beth asked what a 21 E is. Peter explained what a 21 E is. Hazardous waste a question since there were underground fuel tanks on the premise that were removed. Peter said there is a risk for cleanup cost. Rudy said there are different places and uses for the property. Peter said we wouldn't put a septic system were the tanks use to be. Peter said to dig in safe places. Paving over

something will minimize the risk. Peter explained to keep an eye on potential trouble spots. Dave asked if they are doing a 21 E? Peter said he would not reveal their strategy publically to the potential sellers. Dave concerned with contaminated soil. Dave said he is not totally opposed to buying property, but a 21 E needs to be done or he will not support it. Cindy asked if they have looked into doing a 21 E and know what is involved. Steve said yes. Cindy mentioned they may want an article for that. Steve said it is included in the 160,000.00. Cindy asked what they are asking for the property. Steve said they can't talk about that now. Cindy said it is on the market why can't they say it. Steve said they are in negotiations, and he is not comfortable talking about it. Steve believes it's 155,000.00. Cindy asked if they are going to buy the property with a 21 E or without. Peter replied they are not going to say tonight, because it would reveal to the sellers what the proposal would be. No vote taken.

Mack Truck body and small loader. Paul motioned, Mary Beth second. So voted. One nay (Dave) (Dave mentioned yes for body not loader.

Money left for is 25,000 to put into Stabilization or to reduce the tax rate.

Paul motioned to adjourn, Dave second. So voted.

Adjourned @ 10:00PM

Respectfully Submitted,

Cindy Mundell

