

**TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
March 24, 2010**

Present:	Al Collings	Barry Nadon, Selectman
	Tom Schnare	Tom Long, Selectman
	Phil Landine	Johanna Barry, Executive Secretary
	Roy Roberts	Marie Arsenault, Accountant
	Jack Tivnan	Keith Arsenault, Treasurer
	Diane Vayda	Lisa Careau, Library Director & Library Trustees
	Nicole Vongratsamy	Brett Kustigian, Joe Scanlon & School Committee

The meeting was called to order by Chair Al Collings at 6:30 p.m.

Jack Tivnan made a motion to accept the minutes of March 17, 2010 as presented. Phil Landine seconded the motion. Voted 6-0 to accept the minutes.

Budget #41 Library: Lisa Careau, Library Director and Library Trustees Alexandra McNitt, Mark Jordan, Joanne Bastien, Paul Spencer and Michael Ozbayrak were present to discuss the budget and answer questions. Al Collings asked if there were any changes to the original budget presented, which was in compliance. Lisa Careau said there were no changes. Al Collings asked how many computers were at the Library. Lisa said the Library maintains 8 PCs. There are two staff ports on the main floor, three patron ports (two on the main floor and one in the children's library, 1 catalog port on the second floor and two MS Word/Game PCs in the Children's library. When new computers are purchased for the staff ports which must meet CW MARS specifications, the old ones are recycled downwards and the oldest computers are returned to the Tech Committee. Al Collings asked how often the computers were replaced and the answer was every two years. Al Collings said that the Tech Committee's forecast to 2015 does not reflect purchasing any computers for the Library and do they need to be replaced that often. Lisa Careau will contact CW MARS and other libraries to see what they do. Lisa Careau said that every year a major project has been done. Clay Takorian will begin work on April 1st on the limestone over the front door. The windows have been restored and this was a significant project. This year they installed surveillance cameras because of theft in the library and this has solved the problem. Tom Schnare questioned the amount of \$33,000.00 to repoint one-fourth of the brickwork. This is an estimate and reflects the assessment of the library and economy at the time the assessment was performed. Lisa was asked what the \$12,000.00 in maintenance was used for and she said it was for monthly elevator inspections and computer tech work to keep the computers running. Roy Roberts suggested that this should be a line item. As requested, the Library Trustees presented a list of trusts and endowments, which totaled \$59,905.14 of which \$45,619.54 was unencumbered. Jack Tivnan asked what increase they might expect for next year. Mark Jordan said it might go up 2% but this depends upon the market. Al Collings asked what programs would be eliminated if funds were not available. Lisa Careau replied that if she ran out of money she would come to the Advisory Committee.

**TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
March 24, 2010**

Page 2

Al Collings shared with the Library Trustees two letters that he received. These implied strongly that the Town would not support the library in meeting certification. He said that they need to get the message out that the Advisory Committee is working to keep certification. Lisa stated that she has received copies of all of the letters sent. They will do this but stated that CW MARS is closing down five out of six locations in Massachusetts. CW MARS is responsible for interlibrary loans and this is going to impact the library tremendously.

7:25 p.m. Al Collings called for a five minute break.

Budget #32 Education, #32a Vocational Ed, #32b Vocational Ed Transportation: Superintendent Brett Kustigian, Joe Scanlon, Director of Finance and Operations, School Committee members John Dolan, Tom Baker and Lori Loughlin were present. A power point slide presentation of the Fiscal Year 2011 Operational Budget dated March 22, 2010 was presented. A hard copy of the budget presentation, QRSD Working Budget Report, Memorandum of Budget Book FY 2011 with itemized updates, Memorandum from Commonwealth of Massachusetts Department of Education addressing use of funds and maintenance of records of the school lunch revolving account and the Quaboag Regional School Contract effective 09/02/2006 through 08/31/2009 was handed out. The total FY 2011 budget is \$15,223,555.00 as of 03/24/2010. The difference between FY 2010 and FY 2011 is +1.40%. The minimum West Brookfield contribution at this time is \$2,241,186.00 and the West Brookfield above minimum contribution requested is \$45,806.00. Al Collings asked why the unemployment dropped. Joe Scanlon said that it had been over budgeted and decreased it this year. Tom Schnare asked why they keep Fallon Insurance with 25% increase in rates. Joe Scanlon said that they have five employees and one retiree on the plan and they are working on it. Phil Landine asked did you change co-pays and the answer was "not yet." The School Contract has run out and they are in negotiations. Bret Kustigian said computer tech needs to be addressed. Phil Landine asked what the real cost of football was and can Quaboag support football. Thirty-five students played football. Phil Landine suggested taking football out of the budget and putting it as an article on the Warrant. Bret Kustigian felt that if we did not have football that 20 students would leave Quaboag for a school that did have football. Phil Landine suggested that they present in May the minimum contribution and come back in October if more was needed. Brett Kustigian felt that would send up "red flags" that if you did not need the money in May, why now. Jack Tivnan said he is not convinced that we know what our foundation is. Bret Kustigian said he is working with Warren to put both towns on the same page. Al Collings asked about outsourcing the custodians. Joe Scanlon said that 12 companies had taken out an RFP that is due on April 15th. Diane Vayda asked if they were going to hire an Assistant Principal. The answer

**TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
March 24, 2010**

Page 3

was that they were going to change the title to Dean of Students. Phil Landine said the MCAS scores are unbelievably low. He is very upset. He stated we are on par with Holyoke. People have loved to move to West Brookfield because their schools were so good. He asked, "Are we on warning because of this." Bret Kustigian said yes and the scores are absolutely atrocious. Diane Vayda is worried about accreditation. A mother spoke to her and said her child loves her teacher but the MCAS scores are scaring her and she may take her child out of school. Bret Kustigian said there are deep-rooted curriculum issues that need to be addressed. He is working to turn this around and time will tell but feels we are on our way and will see results. Phil Landine asked how many teachers are not certified in subject area. He replied all are certified. Phil Landine asked how many are on waivers. He was unsure if any but will get back to him. Al Collings thanked Bret Kustigian, Joe Scanlon and School Committee members for coming to our meeting. Bret Kustigian said that if there were any problems to come over to the school and this was an open invitation to everyone. Jack Tivnan said they certainly provided us with plenty of data.

Al Collings asked the selectmen the procedure if the Annual Town Meeting date was changed. The meeting would have to be opened and then recessed. Al Collings asked that the townspeople be informed if the meeting is moved to another date. Al Collings asked Johanna to e-mail the draft copy of the warrant.

Police Department: Johanna feels that they are very close to signing a contract.

Highway Department: They have not replaced Ryan Pontbriand but have left money in the budget for winter.

Barry Nadon said that the Selectmen will advertise the highway superintendent's position. Johanna said that Ronnie Marchessault will be retiring at the end of August and people have been talking about forming a DPW. Town Council will look into this. There would be a savings of \$40,000.00 plus health insurance.

Al Collings asked if there was going to be an article for the Farmer's Market. Johanna said yes and the Planning Board will have to hold a public hearing. Al Collings stated that the Advisory Committee would have to make a recommendation. Johanna said they might like to go to the Public Hearing.

Hazard Waste and Moderator's budgets have not been turned in.

**TOWN OF WEST BROOKFIELD
ADVISORY COMMITTEE
MINUTES
March 24, 2010**

Page 4

Tax Collector: Barry Nadon checked on the usage of the lockbox system. In 2007, 20% of payments were processed, none at all last year and 17% this year. Barry Nadon asked how do we get the tax collector to go with the Vadar. Al suggested going in stages with Marie first. A check for \$151.00 for the lockbox system was paid of which the charge is .20 cents for each transaction. Tom Schnare asked if the Chairman would address this to her. Jack Tivnan said he sent a check and four weeks later it was not cashed. Al Collings will talk to Barry Nadon. He does not want to bring her in front of a crowd. They will figure out the best way to go and report back.

Jack Tivnan made a motion to adjourn the meeting. Nicole Vongratsamy seconded the motion. The meeting was adjourned at 9:25 p.m.

The next meeting will be March 31, 2010.

Respectfully submitted,

Christine M. Long
Secretary