

TOWN OF NORTH BROOKFIELD

FINANCE COMMITTEE

Approved
3-30-09

Minutes of the Meeting of March 16, 2009

Present: James Baird, Frank Hubacz, James Lovett, Chet Lubelczyk, and Robert Smith

Guests: James Foyle, Chairman of the Board of Selectmen; Jason Petraitis, Selectman; Mary Walter, Selectman; and Chief Aram Thomasian

1. The Meeting was Called to Order at 6:06 PM by Mr. Lovett. Mr. Lovett chaired the Meeting.

2. The Minutes of the Meeting of March 9, 2009 were presented. A Motion was made by Mr. Lubelczyk, and seconded by Mr. Hubacz, to approve the Minutes as presented. The Motion was unanimously approved.

Mr. Hubacz requested that the Minutes be emailed in advance of future Meetings to members of the Committee. It was agreed that the Minutes of future Meetings will be forwarded to members of the Committee by email prior to a scheduled Meeting.

3. The Committee discussed posting the approved Minutes of Committee Meetings on the Town's website, retroactive to September, 2008. A Motion was made by Mr. Hubacz, and seconded by Mr. Lubelczyk, to post the approved Minutes of all Meetings of the Finance Committee on the Town's website, retroactive to September, 2008. The Motion was approved by a unanimous vote.

4. Mr. Smith informed the Committee that he would abstain from voting on matters relating to the Haston Free Public Library, in view of the fact that Mrs. Smith is a Trustee of the Library.

5. The Committee reviewed the latest estimates of budget reductions which would be presented for the approval of voters at the Special Town Meeting on March 20, 2009. It was noted that the \$102,733 estimate was below the level needed to adequately fund the 'contingency reserve' recommended by the Finance Committee. The Committee agreed that a Purchase Order policy was needed, and that the Committee would strongly recommend implementation of a simplified Purchase Order for FY 10 to the Board of Selectmen.

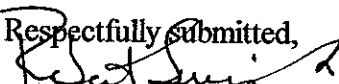
6. The Committee again discussed revenue projections for FY 10 and spending requests from the various Town Departments. It was again emphasized that all revenue projections were tentative and not final. All budget requests, except the School Department request, reflected reductions requested at the beginning of the FY 10 budget process. Efforts to limit increases in overall health care costs were discussed. It was also noted that the School Department's FY 10 spending request was over \$600,000 in excess of net-school spending, and an increase over FY 09. The effects of limiting the growth of Town Department budgets in non-personnel accounts for the last several years would make it difficult to make additional reductions to balance the FY 10 budget. The Committee agreed to continue its review of all line-item requests and discuss the FY 10 budget again at its next Meeting. A question was asked about how the Town purchases gasoline used by various Town Departments. Mr. Smith was asked to discuss the matter with the Town Accountant.

7. The Committee asked Mr. Smith to arrange a joint meeting with the School Committee on March 30, 2009 to discuss the Committee's FY 10 projections, and the School Department's spending request for the next year. The Committee also reviewed the March 10, 2009 letter from School Committee Chairman Hicks to the Board of Selectmen, and the reply to Mr. Hicks of the same date from James Foyle, Chairman of the Board of Selectmen. A March 13, 2009 article in the Spencer New Leader regarding the March 9, 2009 School Committee Meeting was also discussed.

8. The Committee explained to Chief Thomasian the reasons for its March 9, 2009 vote not to approve a request for a \$75.00 'lock up' fee submitted for payment from the Reserve Fund. It was noted that only 'emergency' or 'unforeseen expenses' could be paid from the Reserve Fund.

9. It was agreed that the Committee would meet again on Monday, March 30, 2009 at 6:00 PM. If the School Committee is able to meet with the Committee on March 30, 2009, that Meeting will begin at 7:00 PM. Both Meetings will take place at the Elementary School if a joint Meeting is arranged.

10. With no further business before the Committee, a Motion was made by Mr. Hubacz, and seconded by Mr. Lubelczyk, to Adjourn the Meeting at 7:32 PM. The Motion was unanimously approved.

Respectfully submitted,

Robert Smith