

Town of North Brookfield  
Finance Committee  
Minutes of the Meeting of Tuesday, February 23, 2016  
North Brookfield Police Station @ 6:30 p.m.

Present: Sheila Orsi, Chet Lubelczyk Debbie Maggio, Bob Locatelli  
Absent: Rob Miner, Peter Dupell  
Guests: Richard Kennan and James Kularski

The meeting was called to order at 7:02 p.m. By Sheila Orsi, Chair.

1. James and Richard represented the Water Department to explain their budget and recommendations.
  - a) An employee "Step-up/Review" process was the most pressing issue. Rich explained that the BOS had requested job descriptions as a start to implementing an employee review process. This was given to the BOS and it has been "in the works" for 8 years now. The Administrative Assistant for the Water Department is currently underpaid, both Rich and James were concerned about how to go about raising the salary for this particular position.
  - b) The loan for the building should be paid in 2020, Rich has a vision to utilize the funds that have been paying the loan to reduce fees to water usage residents and start on the 50 year plan to upgrade all of North Brookfield's water system.
  - c) A quarterly billing cycle would bring in more usable funding and cut back on abatements. Collection could be moved from the Town Collector to the Water and Sewer Department, dual control would be implemented where the Water Dept could process the Sewer bills and the Sewer Dept could process the Water bills.
  - d) A third operator is a necessity as there are only 2 operators in town. Implementation could be to train the Administrative Assistant as long as she would be compensated monetarily for the education or possibly hire another full time operator.
  - e) Reservoir – Horse Pond is North Brookfield's current reservoir. Doane's Pond reservoir license expired so the Pond is no longer considered part of the North Brookfield water supply. Rich explained that the dam on the Pond will be inspected soon and will need to be replaced or some other option might be implemented.
  - f) There is an Aquafer by the 5 Mile River on Kittredge Road in North Brookfield. It could be a water supply if North Brookfield ever needed it. A study would need to be done.
  - g) The Water Department currently has retained earnings of \$75,000 that it anticipates could be used for equipment that is reaching its expected lifespan and is expected to fail soon.
2. Bob moved and Debbie seconded that we approve the minutes of the October 20, 2015, November 6, 2015 and February 9<sup>th</sup>, 2016 meetings. Approved by a unanimous vote of those present at meetings.
3. Sheila handed out the FY 17 Budget request forms to all Finance Committee members present.
4. The March 8<sup>th</sup> meeting will be canceled due to a quorum not being able to form. The Town Clerk and Highway Dept will be called to reschedule.
5. Chet moved and Bob seconded that we adjourn at 8:12 p.m. The vote was unanimous.

Respectfully submitted,

Sheila J. Orsi

*Approved*  
*3-22-16*  
*[Signature]*