Town of West Brookfield-Board of Selectmen
Minutes of Meeting - Regular Session – April 15, 2014
LOCATION: Lower Level Conference Meeting Room – Town Hall TIME: 6:15PM
PRESENT: Mark Long, Barry Nadon Jr. and Diane Vayda – Selectmen, Johanna Swain – Executive Secretary and members of the press & cable tv.

Call To Order: 6:15PM - The meeting was called to order by Mark at 6:15pm

The Board executed the Payroll & Expense Warrants.

Accept Minutes:
Diane motioned to accept the Minutes of March 4, 2014 (Regular Session), March 10, 2014 (Regular Session) and March 24, 2014 (Regular Session). Second Barry. The Board voted unanimously.

Diane motioned to accept the Minutes of March 26, 2014 (Regular Session). Second Mark. The Board voted Diane & Mark – yes, Barry – abstain.

Gordon DeWolf, Chair Stormwater Authority – Water Flow Runoff Policy:
At the request of Gordon DeWolf, Diane motion to adopt the following policy:

“All applications to any town board, committee or department which may cause an alteration of the ground surface or cause an increase of surface water flow from the property to an adjacent property (including wetlands and roads or streets) shall be referred to the Stormwater Authority and/or Conservation Commission for action (or sign-off). Such applications shall also indicate the applicability or not of the Towns Flood Plain Bylaw to the application.”

Second Barry. The Board voted unanimously.

Board of Assessors – Grade/Step Change Request:
(Mike Frew, Bev Kenniston and Kevin Dorman) The Board of Assessors presented the Board with a revised job description for the Administrative Assistant to the Board of Assessors. The Board asked the Personnel Board; which is the Selectboard by default, to change the step and grade from a 5/7 to a 7/5. Barry motioned to adopt the newly revised job description and to change the grade/step from a 5/7 to a 7/5. Second Diane. The Board voted unanimously.

Common Committee – Proposed Rules and Regulations for Town Common:
(Betty DiMaio, Robert Richard and Martha Leaseca-Salem) The Common Committee reviewed proposed rules and regulations for the Town Common. Abigail Birch was present to represent the Lions Club. The Lions have sold alcohol at their Harvest Festivals; with a one day liquor license from the Selectboard. One of the rules/regs being proposed by the Common Committee was “no alcohol” on the Town Common. Abigail noted that the Lions Club profited by alcohol sales and noted that the Lions provided grants, scholarships and other local assistance with them money. The Selectboard agreed to contact legal counsel to determine if the Lions could be “grandfathered” for alcohol. The Selectboard gave the Common Committee permission to work with legal counsel to create written rule and regulations. The Common Committee asked the Lion Club not to erect signage sponsored by alcohol companies on the Town Common. Abigail stated that she would look into alternative signage for the festival.

Jim Dimaio – Tree Warden:
Jim thanked the Board for executing an Arbor Day Proclamation officially designating April 25th as Arbor Day. Tree Warden DiMaio provided overviews and updates to the Selectboard about his Public Shade Tree Replacement Program plan, the Tucker Road Forest Management Program and his fire, police and forestry grant coordination assignment. At the request of the Tree Warden, Barry motioned to approve an American Chestnut Planting Program. Second Diane. The Board voted unanimously.
Fire Chief Lupacchino:
Barry motioned to adopt the revised Fee Schedule submitted by the Fire Chief effective July 1, 2014. (*The Selectboard agreed not to include the fees for cooking & tents pending further information.) Second Diane. The Board voted unanimously.

At the request of the Selectboard, the Fire Chief agreed to submit a monthly report regarding his payroll expenses. This report will go directly to the Town Accountant. The Chief turned in his report for March 2014.

The Board read a letter from the Massachusetts Fire Service Commission commending Fire Chief Paul Lupacchino for passing a uniform credentialing for chiefs. “This level signifies that the applicant has strived to obtain the specialized knowledge and competencies necessary to be an effective fire service leader.” The Board offered their congratulations to the Chief.

The Board reviewed the Chiefs FY15 proposed budget. The Board agreed to add $600 back into the budget for the second Lieutenant. The Board briefly discussed potentially creating a revolving account for “Fire Inspections”. The Chief stated that he needed more money in his payroll to cover fire inspections and increase in staff. The Board took his remarks under advisement.

Resignations/Appointments:
S. Patrick Swain submitted resignations for his Part Time Patrolman’s post and also for his Veteran’s Service Officer job. Patrick stated that he was willing to stay on as VSO as a contracted service until such time that a replacement could be hired. The Board took Swain’s resignation letter under advisement.

The Board received a letter from a citizen looking to be appointed as VSO. The Board did not read the letter and took it under advisement pending advertisement of the vacancy.

Foundation Reserve Award:
Executive Secretary Johanna Swain announced that she had worked with the Town Accountant Marie Arsenault to apply for a Foundation Reserve and subsequently were awarded $23,200. She noted that these funds are unrestricted state aid and may be used for any municipal purpose. The Board thanked Johanna & Marie for their efforts.

WBTV – Permission to Dispose of Computer:
At the request of the Cable Access Director, Diane motioned to allow WBTV to dispose of a computer (PC Dell 755) under the Town’s Disposition Policy for Property Valued Less Than $5,000. Second Barry. The Board voted unanimously.

Disclosures:
Diane motioned to accept a Disclosure for Sarah J. Allen, as written & required by G.L. c268A, s20(d). Second Barry. The Board voted unanimously.

Diane motioned to accept two (2) Disclosures for Barry J. Nadon Jr., as written & required by G.L. c268A, s23(b)(3). Second Mark. The Board voted Diane & Mark – yes, Barry – abstain.

Historical Commission – Thank You to Highway:
The Historical Commission wrote a letter to thank the Highway Department for removing pieces of the base under the Franklin Mile Marker on the Town Common. The Historical Commission specifically thanked Superintendent Daley and Mark O’Donnell for their experience and guidance and their quick action on such short notice to an immediate issue. The Selectboard echoed the remarks of the Historical Commission.

Amber Lakota – Request for Repairs to Poplar Street:
Amber Lakota, 8 Poplar Street, wrote the Board to request that funds be set aside to repair Poplar Street; a private way. The Board took Ms. Lakota’s request under advisement.

MassDOT – Winter Rapid Recovery Road Program:
The Board announced that the Town had received $35,098 for pot hole repair from the MassDOT. The Board executed a Contract to accept the money from the State.
Highway Superintendent – Ranking Letter for Cemetery Part Time Help:
The Board took the Superintendents letter under advisement.

Anthony Piazzo – Request to Host 5K Race for Little League:
Anthony Piazzo wrote the Board to request permission to host a 5K Road Race to raise money for the local Little League. The Board agreed to have Mr. Piazzo work with the Police Chief. The Board noted that they would like Mr. Piazzo to come back to the Board with the details worked out with the Police Chief. (i.e. route, date, time, detail officers) Barry motioned to create a town committee to oversee the race. Second Diane. The Board voted unanimously.

Executive Session:
Barry motioned to go into Executive Session with Police Chief C. Thomas O’Donnell and Jim Simpson under reason number five (5) to discuss Firearms Reports and the Sex Offender Process and at the term of this evenings meeting to recess the meeting until 8:00pm on Wednesday, April 16, 2014 in the Lower Level Conference Meeting Room located in the Town Hall to further discuss the part time help needed for the cemetery. Second Diane. The Board voted Barry – yes, Diane – yes and Mark – yes. The Executive Secretary was excused from the meeting at the request of the Board. Executive Session Minutes are kept separately.

Respectfully submitted,

Chairman  Vice Chairman  Clerk