Town of West Brookfield-Board of Selectmen
Minutes of Meeting - Regular Session – August 5, 2014
LOCATION: Lower Level Conference Meeting Room – Town Hall  TIME: 7:00PM
PRESENT:  Barry Nadon Jr, Diane Vayda & Sarah Allen – Selectmen, Johanna Swain – Executive Secretary and members of the press & cable tv.

Call To Order: 7:00PM  - The meeting was called to order by Barry at 7:02 pm

The Board executed the Payroll & Expense Warrants.

Accept Minutes:

Lori Gobi, Lions Club Harvest Festival – One Day Liquor License:
(Suzanne Lepage was present from the Common Committee.) After some discussion, Sarah motioned to approve a one (1) day liquor license for the Lions Club for October 4, 2014, with a rain date of October 5, 2014. Sarah further motioned to waive the $25 fee. Second Diane. The Board voted unanimously.

Al Collings, LWPA – Naming of Launch at Town Beach:
Al Collings asked the Board permission to install a plaque at the Town Beach naming the launch area the “Stephen M Brewer Boat Launch” in commemoration of his retirement. Noting that the Department of Fisheries & Wildlife had no issues, Al asked the Board to approve the installation since the signage will be on town property. Sarah motioned to approve the request. Second Diane. The Board voted unanimously.

John Frizzell – Right of First Refusal:
Sarah recused herself; stating that she is the clerk for the Board of Health – of which John is a member. Diane motioned to approve John Frizzell’s Right of First Refusal; as written. Second Barry. The Board voted Diane & Barry – yes, Sarah – recused.

Resignations/Appointments:
Sarah motioned to accept Carrie Grimshaw’s resignation as Library Director, with regret. Second Diane. The Board voted unanimously.

Sarah motioned to accept Kevin Robert’s resignation as a Burial Grounds Commissioner; with regret. Second Diane. The Board voted unanimously.

The Department of Agricultural Resources sent the Board an email urging them to appoint an Alternate Inspector. The Board took the information under advisement.

Fire Chief Lupacchino – Volunteer fire assistance Program Award:
The Board read an award letter given to the fire department from the DCR for $2,000 of grant money under the 2014 Volunteer Fire Assistance (VFA) Program.

Ann L. Dick, Ridgewood Circle – Land for Rent:
Mrs. Dick wrote the Board stating that she felt that there was not a turn around at the end of Ridgewood Circle and that she was willing to rent land to the Town to create a turn around. The Board respectfully declined her offer. Since Mrs. Dick believes that there is no turn around at the end of Ridgewood Circle the Board requested that the Highway Superintendent perform an inspection to determine if Ridgewood Circle will continue to be plowed under the Town’s current “Plowing of Private Roads” policy.

COA Custodian Pay Rate Approval:
After some discussion, Sarah motioned to approve the COA Custodian’s rate of Grade 3 Step 1 ($12.51 per hour). Second Diane. The Board voted unanimously.

Jean Wrobel – Disclosures  c268A, s20 (b&d):
Sarah recused herself, stating that Ms. Wrobel is her sister. After some discussion, Diane motioned not to appoint Jean Wrobel as Assistant Treasurer. Second Barry. The Board agreed to re-advertise the job. The Board noted that they wanted to review a job description and pay scale prior to the vacancy being advertised. The Board voted Barry & Diane – yes, Sarah – recused.
David Pierce President Local 83A – Grievance of Vacation Days:
Noting a typographical error, Sarah motioned to correct Local 83A’s Contract, Article 14.1 to read 10 days rather than 0 for the first year of employment. Second Diane. The Board voted unanimously;

Pick a date/time for Dept. Head Meeting – Create Agenda:
The following items were suggested as topics of discussion:

1) Installation and initiation of time clocks. Standardizing timecards.
2) Controlling overspending in departments.
3) Year end swaps between payroll & expense line items within a department; prior authorization requirements.
4) Review new Professional Conduct Policy
5) Review new Electronics Policy
6) Consider changing Annual Town Meeting date.
7) Discuss holding expense checks for one extra week; for more thorough reviews by authorizing boards.
8) Use of Chains of Commands

The Board decided to further discuss this issue at the next Selectmen’s meeting.

Respectfully submitted,

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Chairman     Vice Chairman    Clerk