Town of West Brookfield-Board of Selectmen Minutes of Meeting - Regular Session — February 4, 2017

Location: Selectmen’s Office, Town Hall - Town Hall

Time: 10:00 AM

Present: John Tivnan & Diane Vayda, Sarah Allen (Remote Participation) -- Selectmen; Craig Charron, Police Dept.

Call to Order: 10 AM - The meeting was called to order by John at 10:00 AM.

Remote Participation:
John Tivnan announced that Sarah Allen would participate remotely due to geographic distance.

Proposed Design Plan Changes to Health Insurance:
Craig Charron stated that the members of the Police Patrolmen’s Union were not interested in changing their insurance despite the savings in premiums due to the possibility that additional services might prove to be more costly, negating any financial benefit to them. He also pointed out that other area communities pay a higher percentage of the monthly premium which could prove to be detrimental when recruiting new officers because applicants often ask about the insurance costs.

Part-time Police Appointment:
Chief O’Donnell has requested to hire a part-time officer. After discussion among the members it was determined that the Board needed more information regarding police coverage on all shifts before making any decision. Also, it was decided that the Chief should provide a written status report and come before the Board monthly.

Promotion to Police Sergeant:
After discussion, Diane moved to appoint Matthew Letendre to Sergeant pending the resolution of the union issue which is being looked into by Town Counsel. Sarah seconded. Passed unanimously.

Library Director:
Katie Marsh, Library Director, sent the Board a new job description for the position of Library Director/Teen Services Librarian. After the Board made minor modifications, Diane moved to accept the job description. John seconded. Passed unanimously.

Streetlight Pole:
Al Varnum requested the installation of another streetlight opposite the Quaboag Rehab facility. The Board voted unanimously in favor.

Time Clocks:
The Board still needs an update on the contract with TimeClocks Plus before moving forward.

Personnel Evaluations:
According to the union contract, union employees are to be evaluated yearly. A memo must be sent to department heads directing them to start this procedure now. The Board should prepare a process to evaluate department heads as soon as possible.

Employee Handbook:
Diane stated that she wants to review the handbook one more time before voting.
**Town Accountant Position:**
The Board, through Johanna, will speak with a retired Leicester Town Accountant Sandy Buxton, and Justin L. Cole from the Baystate Municipal Accounting Group, to determine whether one of them could temporarily fill the position, giving the Board time to conduct a job search for a permanent new accountant. If it appears that one, or both, could meet the town’s needs, the Board will conduct interviews.

**Town Snow & Mailbox Policy:**
The Board reviewed the policy provided by the Highway Department and after making minor changes, approved it unanimously.

**Special Municipal Employee:**
Christopher McClure of McClure Engineering has requested that he be designated a “special municipal employee.” Town Counsel has sent a written opinion to the Board. The Board requested that Sarah read said opinion to see if she thought that Mr. McClure should be so designated. John motioned to approve the designation contingent upon final clearance from the Town Clerk. Second Diane. The Board voted John – yes, Diane – yes and Sarah – yes.

**Executive Session:**
Diane motioned to go into Executive Session under reasons #3 to discuss union grievances and other personnel issues. The Board voted – Sarah – yes; Diane – yes; John – yes. (*Executive Session Minutes are kept separately.) After Executive Session, the Board will be in recess until Monday, Feb. 6th @ 6:30 PM in the Lower Level Conference Meeting Room located in the Town Hall, 2 East Main Street.

Respectfully submitted,

Sarah Allen

John Tivnan

Diane Vayda