Town of West Brookfield-Board of Selectmen
Minutes of Meeting - Regular Session – February 6, 2012

LOCATION: Town Hall – Lower Level Conference Meeting Room TIME: 6:30PM
PRESENT: Barry Nadon Jr., Mike Frew, Mark Long, Johanna Barry – Executive Secretary.

Call To Order: 6:30PM - The meeting was called to order by Barry at 6:30pm

Fire Chief, Paul Lupacechino – Inspections:
(*Also present: Jim Daley – Highway Supt., Bill Mansfield & Nicole Vongratsamy – Assessors) Board members stated that they had all been contacted with complaints relating to recent inspections done by the Chief. Some of the complaints were lack of advance notice, intimidation and the amount of time and timing of inspections. The Chief stated that he believes that he has given plenty of advance notice, unless there was a “life safety issue”. Mike stated that he had spoke with Ms. Larson at the Tavern and suggested that she ask for advance notice and that she have someone with her during the inspection. The Fire Chief stated that he had provided the Tavern with an email the day before and that he had brought the on-duty officer with him. He further stated that the Tavern was in violation of blocking fire exits, which is a “life safety issue”, and that he needed to follow up right away to confirm that Ms. Larson had corrected the violations. He stated that she had acted upon a letter from the Department of Fire Services to the Fire Chief, copied to her. The Chief stated that he did not have a chance to issue the Order and that the violations were corrected immediately. Barry stated that the Department of Fire Services memorandum was very professional, while the Chiefs had personal references. The Board asked that the Chief model his correspondence after the DFS. The Board indicated that they felt as though it was not the content of what the Chief was presenting but the presentation itself that was troublesome. The Board stated that they would like to see more diplomacy both in person and in writing. The Board asked the Chief to consider taking management/leadership classes. The Chief stated that there was an Officers Leadership class being offered in Stowe, MA. The Chief also stated that there was an Inspections class upcoming. The Board asked the Chief to identify three or four individuals to go to the class. The Chief stated that he was hoping that all of the fire personnel would attend the training. The Residential Inspections class is an online class that can be done by April 2012. The Level II Plans Review/Issue Orders class is a 40 hour class that is only conducting once a year. It requires a certification exam, retraining every three years and continuing education credits. The Board stated that they would like to see at least three members of the fire department certified at Level II. Mark inquired as to how often inspections and re-inspections are done. The Chief stated that he wanted to conduct annual business inspections and annual 304 inspections. The Chief stated that he felt as though there was some tension due to the fact that a lot of these inspections appear to not have been conducted, or conducted as thoroughly, in the past. The Chief further stated that he felt he needed to conduct the inspections as mandated by MA statute. The Board questioned if the Chief were taking the most extreme line with inspections. The Chief stated that he tries to work with people and had been told by a public official that he needed to “Look the other way”; which he would not do. Mike asked which public official had told him to “Look the other way”. The Chief would not disclose the name of the official, but stated that it was not anyone present today. Mike stated that he wanted to check with Town Counsel on how the Selectmen should proceed with regards to the Chiefs disclosure. The Chief asked the Board to speak with Dana and John from the Department of Fire Services as well as other businesses that had been inspected to gain more insight into his conduct. The Selectmen agreed to contact the Nursing Homes, 304 Inspection Sites and Housing. The Board agreed to meet with the Fire Chief again on February 21st for further discussion.

Highway Superintendent Daley – FY13 Budget Request:
Supt. Daley asked the Board to consider adding $5,000 to his vehicle maintenance line item and reducing his uniform line item by $1,000.

Supt. Daley asked for raises for himself, Mark O’Donnell & Gregg Waterman. After some discussion, Mike motioned to reclassify the Superintendent from a Grade 16 Step 3 to a Grade 16 Step 6. No second was received. Supt. Daley stated that he believed that he would be due for a step increase on July 1, 2012. Upon further discussion, Mark motioned to reclassify the Superintendents position from a Grade 16 Step 3 to a Grade 16 Step 5 effective July 1, 2012. Second Mike. The Board voted unanimously.

Supt. Daley presented the Board with a new Mechanics job description. After some discussion, Mike motioned to reclassify the Mechanics position (Mark O’Donnell) from a Grade 10 Step 3 to a Grade 12 Step 3, effective July 1, 2012. Second Mark. The Board voted unanimously.

Supt. Daley asked for a raise for Gregg Waterman. The Board asked if Mr. Waterman was doing anything different in his job capacity; noting that two other employees fell within the same Grade and classification. The Supt. Stated that he was not, but was a hard worker. After some discussion, the Board agreed not to make any adjustments to the Grade 8 job classifications.
- **Audible Alarm for Crosswalk:**

Upon receipt of a complaint received from Jim Supria, MA DIB Office, on behalf of Mr. Clappan; the Board discussed the possibility of installing an audible alarm on the crosswalks located at Route 9/Cottage/Front Streets. Supt. Daley stated that the installation would cost upwards of $3,000. Legal Counsel emailed the Board stating that there is not currently any law in place that mandates the Town install an audible alarm. The Board took the request under advisement.

- **Hall Trask Quote to move Fuel Key Pad:**

The Highway Superintendent stated that a street light had been installed on the telephone pole located near the fuel pumps. The Supt. Stated that the quote to move the fuel key pad was $3,755.50 which includes new meters and vent alarm gauges. The Board took the quote under advisement.

**Assessors – FY13 Budget Request/Staffing:**

The Board met with Nicole Vongratsamy and Bill Mansfield to discuss the proposed staffing of the Assessors Office. Mr. Mansfield stated that the Assessors had agreed to take on a more active role. As a result, the Assessors Clerk would receive $25,000; with the other two Assessors each receiving $5,000. It is the intention of the Board of Assessors to rotate the Clerks position yearly. The Assessors stated that they wanted to increase Betty Dimaio’s Grade/Step from a 5/4 to a 5/7 due to the amount of work she has taken from the clerk’s position. Mr. Mansfield stated that the Assessors budget, is passed as proposed, would save the Town approximately $17,615.53. After some discussion, Mike motioned to move Betty Dimaio from a Grade 5 Step 4 to a Grade 5 Step 7 retroactive to 3 October 2011.

The Board adjourned at approximately 9:00pm.

Respectfully submitted,

Chairman

Vice Chairman

Clerk