Town of West Brookfield-Board of Selectmen
Minutes of Meeting - Regular Session – January 31, 2017
LOCATION: Lower Level Conference Meeting Room, Town Hall - Town Hall  TIME: 6:30PM
PRESENT: Sarah Allen, John Tivnan & Diane Vayda – Selectmen.

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

ACCEPT MINUTES:
John motioned to accept the Minutes of November 22, 2016 (Executive Session). Second Diane. The Board voted John & Diane – yes and Sarah - abstain.

Diane motioned to accept the Minutes of January 5, 2017 (Regular Session) and January 5, 2017 (Executive Session). Second John. The Board voted John & Diane – yes and Sarah – abstain.

Police Chief, C. Thomas O'Donnell:
The Chief discussed complaints received with regards to parking near the Elementary School during pick up and drop off times. After some discussion and upon the Chief’s recommendation, Diane motioned to limit parking on Winter and Maple Streets with “No Parking” between the hours of 8-9am and 2-3pm Monday through Friday from September through June. Second John. The Board voted unanimously. The Board stated that they would prefer to see road markings in lieu of street signs. This would allow notification without being visually obtrusive.

The Chief asked the Board to consider rehiring a former part time officer. The Board stated that they were in the process of hiring two (2) additional full time officers but had not discussed hiring additional part time officers. The Board agreed to look at the police staffing on Saturday.

The Chief stated that the Housing Authority had received the Police Department’s body camera grant money ($7,400) in error. He stated that the State was in the process of making a correction.

Planning Board & CMRPC – Master Plan Updates:
(*Tim Morrell & Wes Slobody, Planning Board and Janet Pierce – Director CMRPC)
Tim & Janet stated that the Master Plan initiative was underway. A written outline of the project activities was provided to the Board. CMRPC and the MPC will be embarking on a very broad public outreach and participation program. They are currently in the process of soliciting public input on opportunities and challenges with the Town. They expect the Plan to be complete in approximately ten (10) months.

Highway Superintendent, Jim Daley:
Superintendent Daley discussed the proposed tree cutting on Lake and Cottage Streets in conjunction with a recently received MassWorks Grant. The Superintendent discussed one appeal from Robert Potvin relative to the tree cutting. The Board reviewed Mr. Potvin’s written complaint. After some discussion, John motioned to approve the tree cutting as outlined in the MassWorks Grant plans. Second Diane. The Board voted unanimously.

Superintendent Daley provided the Board with information relative to the funding for snow and ice removal. The Superintendent asked the Board to vote to allow deficit spending. Upon the recommendation of the Superintendent, John motioned to allow deficit spending on snow and ice removal. Second Diane. The Board voted unanimously.

Superintendent Daley stated that he has slightly revised the mailbox replacement policy and that it had been posted on the Town’s Website.

Superintendent Daley asked the Board to execute a letter of support for the repair/replacement of the Foster Hill Road Bridge. The Superintendent stated that the bridge was tentatively scheduled for repairs/replacement by MassDOT in 2019/2020. The Board agreed to execute a letter of support.

The Superintendent briefly reviewed his FY18 Budget Request form and possible articles for the Annual Town Meeting for the Highway Department.

COLI for Non-Union Employees for FY18:
Sarah recused herself. John motioned to recommend a 2% COLI for all Non-Union employees for FY18. Second Diane. The Board voted unanimously.
Proposed Health Insurance Design Plan Changes:
Sarah recused herself. John and Diane agreed to meet with Officer Charron on Saturday morning at 10:00am to discuss impacts from the proposed health insurance design plan changes.

Appointments/Resignations:
(Sarah rejoined the Board)
John motioned to accept Marie Arsenault’s resignation as Town Accountant; with regret. Second Diane. The Board voted unanimously.

John motioned to accept James Boos resignation from the Water Department; with regret. Second Diane. The Board voted unanimously.

John motioned to accept Katlyn Marsh’s resignation as Library Director; with regret. Second Diane. The Board voted unanimously. The Board agreed to review the updated Library Directors job description on Saturday morning.

John motioned to appoint Malinda Mathieson to the Common Committee; until the election on May 2, 2017. Second Diane. The Board voted unanimously.

John motioned to designate McClure Engineering as Special; per the State Ethics Commission guidelines and contingent upon the approval of legal counsel. Second Diane. The Board voted unanimously.

Special Use Permit:
John motioned to approve a Special Use Permit for the MA Bass Alliance for August 5, 2017. Second Diane. The Board voted unanimously.

Uniform/Equipment Requests:
John motioned to approve Uniform/Equipment request for Officers Ayers & Letendre; as submitted. Second Diane. The Board voted unanimously.

Interim Fire Chief Charron:
Interim Fire Chief Charron wrote the Board a Departmental Status Report and within the report invited the Board to tour the Fire Station. The Board agreed to tour the Fire Station on February 28th. The Board had several questions regarding the update, not limited to but including, match for VFA Grant?, insurance value for Homeland Security trailer?, roof leaks and possible insurance coverage, Life Safety Educator Class and regular administrative hours, promotions & hiring practices. The Board will discuss these further when they meet with the Chief on February 28th.

Keith Davies Letter – Request for Support Letter for a Trails Grant:
The Board executed a letter of support for CAIR’s application for funding through the DCR Regional Trails Grant Program to establish a series of Blue Trails in the region.

Sarah Allen, Town Clerk – Assistant Town Clerks Grade/Step:
Sarah stepped down as Selectmen and approached the Board in her capacity as Town Clerk. Sarah asked what steps could be taken to slightly increase the steps and/or grades for the Assistant Town Clerks; noting that they had been on staff for several years. John and Diane noted that the job classifications fell underneath the ASPCME Union and that any adjustments would need to be bargained by the Union.

Letter from Assessors Regarding Taxation on Solar Fields:
The Board reviewed a request from the Assessors regarding notification of taxation agreements for solar facilities v computed taxation. The Board agreed to obtain more information from the Assessors.

The Board adjourned at approximately 8:10pm.

Respectfully submitted,

Chairman

Vice Chairman

Clerk