Town of West Brookfield-Board of Selectmen
Minutes of Meeting - Regular Session – June 3, 2017
LOCATION: Selectmen’s Office Town Hall – Town Hall  TIME: 8:30AM
PRESENT: Diane Vayda & Philip Landine – Selectmen.

Call To Order: 8:30AM - The meeting was called to order by Diane at 8:30am

The Board continued their recessed meeting from June 1, 2017:
- Phil motioned to recess the meeting until 8:30am Saturday, June 3, 2017 in the Selectmen’s Office. Second Diane. The Board voted unanimously.

Phil motioned to accept Teresa Barrett’s retirement letter effective June 1, 2017. Second Diane. The Board voted unanimously.

Noting the retirement of the Tax Collector, the Board discussed several issues that would need to be accomplished:

- Secure office/Change locks/Retrieve Keys (Police Chief)
- Notify bonding company
- Secure temporary fill in and assure they are bonded (Justin Cole ?)
- Remove current collectors name from Town bank accounts (Treasurer)
- Change VADAR passcode (TED CORMIER)
- Change online banking passcode (payments received online) (Unibank)
- Call auditor for exit audit (Scanlon)
- Change answering machine passcode/message
- Delete/Adjust email (Tech Comm)
- Change local computer passcode (TCG)
- Change SERVER passcode (TCG 508-680-9917)

The Board performed a walk-through of the tax office with the Police Chief.

The Board noted that the receipts books and cash tray were turned over to the Treasurer and were currently locked up in the Treasurers safe.

Respectfully submitted,

Diane Vayda  [Signature]
Chairman

Vice Chairman

VACANT
Clerk