Town of West Brookfield-Board of Selectmen
Minutes of Meeting - Regular Session – May 22, 2018
LOCATION: Lower Level Conference Meeting Room, Town Hall – Town Hall TIME: 6:30PM
PRESENT: Diane Vayda, Philip Landine and Daniel Bigda – Selectmen.

Call To Order: 6:30PM - The meeting was called to order by Diane at 6:34pm

Minutes:
Phil motioned to accept the minutes of May 7, 2018 (Regular Session), May 8, 2018 (Regular Session), May 9, 2018 (Regular Session) and May 9, 2018 (Executive Session). Second Dan. The Board voted unanimously.

Phil motioned to accept the minutes of May 14, 2018 (Regular Session), with corrections. Second Daniel. The Board voted unanimously.

Legal Procedure:
Dan informed the Board that he had received a draft policy from Atty. Chris Brown with regards to access to legal counsel. Dan stated that he forwarded copies to the other Selectmen for discussion at the next meeting. The Board asked the Executive Secretary to send out a memorandum reminding departments/committees/boards that access to legal counsel currently requires prior approval by the Selectmen’s Office.

Brookhaven Parcel Auction:
The Board reviewed paperwork compiled by Deborah and Richard Provencher with regards to potential auctionable parcels located within Brookhaven. It was noted that the Treasurer was working with Atty. Coppola on a parcel auction for this area. The Board stated that the auction minimums should “cover the costs” involved.

Bruce Smebakken – Request for Signage On Ridge Road:
Mr. Smebakken wrote the Board requesting signage to slow cars due to the increased number of children living on the way. It was noted that the Police Chief had no problem with 25 mph signage. After some discussion, Phil motioned to install two 25 mph signs; one on each end of the way. Second Dan. The Board voted unanimously.

Personnel:
Phil motioned to appoint the following individuals to the Master Plan Implementation Committee: Sharon Shepherson, Diane Vayda, Deborah Provencher, Richard Provencher, Rebekah DeCourcey, Al Collings, Dean Wisniewski, Steve Carroll and MJ Haesche. Second Dan. The Board voted unanimously.

Phil motioned to appoint Firefighter John Hicks to the Stormwater Authority. Second Dan. The Board voted unanimously.

Phil motioned to appoint Fire Captain Clayton Edwards as an Alternate to the Stormwater Authority. Second Dan. The Board voted unanimously.

The Board announced that William Mansfield had been appointed by the Chair of the ZBA to the Zoning Board of Appeals.

Phil motioned to approve an advertisement for an Alternate Building Inspector. Second Dan. The Board voted unanimously. The Board asked the Executive Secretary to publish the ad.

Phil motioned to appoint Donna Allard, a Certified Governmental Accountant, as Town Accountant. Donna will start employment with the Town on June 11, 2018. Second Dan. The Board voted unanimously.

Phil motioned to approve the advertisement for Tax Collector. Second Dan. The Board voted unanimously. The Board instructed the Executive Secretary to publish the ad.

The Board questioned if they had accepted Ch41 s38A at a town meeting. The Board agreed to have the Town Clerk research to see if the vote had been made.
After some discussion, Phil motioned to adjust the Grade/Step of the BOH Administrative Assistant to a Grade 7 Step 2 commencing July 1, 2018. Second Dan. The Board voted unanimously.

Brush at Drop Off Center:
Phil motioned to allow the Highway to charge $3 per truck load of brush/leaves; with the first load each fiscal year being FREE. Second Dan. The Board voted unanimously. The Board stated that there were large costs involved with disposing of the waste and that the cost needed to be passed along to the users of the service. The Board agreed to allow the Superintendent to determine a start date that would allow him enough time to provide ample notification to residents.

Phil motioned to adjourn at 7:25pm. Second Daniel. The Board voted unanimously.

Respectfully submitted,

[Signatures]
Chairman
Vice Chairman
Clerk