Town of West Brookfield-Board of Selectmen
Minutes of Meeting - Regular Session – September 29, 2015
LOCATION: Lower Level Conference Meeting Room – Town Hall TIME: 6:00PM
PRESENT: Diane Vaya, Sarah Allen & John Tivnan – Selectmen, Johanna Swain – Executive Secretary and members of the press & cable tv.

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

Approval of Minutes:
John motioned to approve the Minutes of August 18, 2015 (Regular Session), September 10, 2015 (Regular Session) and September 10, 2015 (Executive Session), as submitted. Second Diane. The Board voted Diane and John – yes, Sarah – abstain.

John motioned to approve the Minutes of September 10, 2015 (Regular Session – 6:30pm), as submitted. Second Sarah. The Board voted unanimously;

Dave Thomas, Seaboard Solar – Net Metering Credits:
After some discussion, Sarah motioned to approve and execute a Net Metering Credits Contract between the Town and Seaboard Solar, as amended by Petrine & Associates. Second John. The Board voted unanimously.

Jim Dimiao, Tree Warden – Tree Removal Budget:
Warden Dimiao provided the Board with two (2) reports. The first report was dated 9/18/15 and was entitled Cemetery Tree Condition Report. The second report was dated 9/13/15 and was entitled West Brookfield Hazardous Trees. Warden Dimiao asked the Board to consider his request for approximately $90,000 to deal with tree issues in Town. The Board took his request under advisement.

Ginger and John Hicks, 38 Long Hill Road, were present to state that the Highway Department had previously removed two (2) dangerous trees but that there were still some left. Warden Dimiao noted that he had been in touch with Nationalgrid and that they were going to be removing a dangerous tree. He stated that some of the money he was requesting from the upcoming STM would be used to address some of these trees. Ms. Hicks stated that a big branch had fallen and damaged her new car; a car she had less than 48 hours. The Town stated that they would provide her with a Property Claim Insurance Application.

The Board discussed a request by Denise and Douglas Aspinall to remove the trees in front of 1 East Main Street due to issues with snow removal. It was noted that the Aspinall’s would be willing to remove the trees at their expense and replace them with planters; again at their expense. John motioned to allow the Aspinall’s to remove the trees and replace them with planters at their expense. John further stated that the Aspinall’s would need to put this in writing prior to the removal of any trees. Second Sarah. The Board voted unanimously.

Status of Projects by Executive Secretary:
The Executive Secretary stated that all departments, with the exception of the Highway, were utilizing the same vendor. Noting the Highway was involved in a Contract and that the cost to breach the Contract was not prudent based on the figures, it was suggested that the Highway wait until the renewal date to switch vendors. The Secretary stated that the adjustment will save the Town approximately $3,384.36 yearly. Tom Long inquired about recycling. Sarah stated that the Town allows for Single Stream Recycling.

The Secretary stated that she had received a partial quote relative to de-icing for the Town Hall gutters. The Outdoor Receptacles were estimated at approximately $95. The Secretary stated that she is in the process of obtaining a quote for the equipment installation portion of the project.

The Secretary stated that she created an Agreement between the Town and the Water Department relative to the health and dental premium costs to be borne by each entity. John motioned to execute the Agreement, as written. Second Diane. The Board voted John and Diane – yes, Sarah – abstain.

The Secretary stated that the Board had not yet voted on compensation to be given to the Electrical Inspector for solar inspections. The Board took the request under advisement.

Noting the Fire Chief had filled out all of the required paperwork from Vickers Consulting, the Secretary asked if the Board had any objections to her forwarding documents to Vickers to receive potential grant information. The Secretary explained to the Board that this inquiry was at no cost to the Town at this time and that the Board would drive the cost and direction of the grants. John motioned to allow the Secretary to send the paperwork capturing the basic information about the Fire Department to Vickers Consulting. Second Sarah. The Board voted unanimously.
The Building Inspector was unaware of any funds to assist with the cupola repairs. The Board asked the Secretary to inquire with the Historical Commission about grants or potential funding sources.

The Secretary stated that she had canvassed approximately eleven communities who currently utilize a postage metering system. The following positive comments were received: The meter is $\frac{1}{2}$ cent cheaper than general postage. Can be pass coded by department. Potential savings for overweight unmanaged parcels. The following negative comments were received: Annual lease fees. Cost each time money is loaded to machine. Ink toner is pricey. Time consuming to back charge departments. Does not allow for Certified Mailings. Routine maintenance spotty. Quarterly meter change and charge for Annual Service Contract. After some discussion the Board agreed that it was not in the best interest of the Town to pursue a postage metering system at this time.

**Cynthia Norden, COA Director – Heater Replacement:**
Ms. Norden submitted a copy of an invoice for a heater replacement ($6,584.37) at the Senior Center. Ms. Norden was paying for the invoice through the Council but wanted to inform the Board in the event of a shortfall at the end of FY16.

**Special Town Meeting – DRAFT Warrant:**
The Executive Secretary provided the Board with a DRAFT STM Warrant. The Secretary also provided the Board with updated copies of the Revenue Report, the Capital Expense Request Report and an email from Ms. Craw requesting the Board place her petitionary article from the ATM on the STM Warrant. John motioned to allow Ms. Craw’s request. Second Sarah. The Board voted unanimously. The Board agreed to review and set the STM Warrant at an upcoming meeting.

**Richard Rossman, Chairman of the Historical Commission – Town Hall Maintenance Plan Implementation:**
The Board reviewed a letter from Mr. Rossman reiterating items on the Town Hall Maintenance Plan that should be accomplished. Noting waning funds, the Board took the request under advisement.

**Bev Cassavant – Letter of Commendation for Rescue and Officer Bonnayer:**
Ms. Cassavant wrote the Board to express her gratitude for the assistance of Officer Bonnayer at a recent medical call for her spouse. She stated that Officer Bonnayer was professional and an asset to the department.

**Charlotte Boos, White Christmas Chairperson:**
Ms. Boos wrote the Board to inform them that White Christmas will take place on December 6, 2015. Their Adopt-A-Light campaign is scheduled for November 7th from 8:30am to noon. John motioned to support the dates and times selected by the Committee. Second Sarah. The Board voted unanimously.

**DRAFT Work at Home Policy:**
The Board passed over this item.

**Appointments:**
John motioned to appoint Jeremiah Craw to the Recreation Commission and also to the Open Space Implementation Committee. Second Sarah. The Board voted unanimously.

Tom Long inquired if all appointments for year had been accomplished. The Chair stated no. Tom Long inquired if the Fire Chief has been appointed. The Chair stated that his appointment would be addressed at a future meeting. Tom Long inquired if the Fire Chief will be appointed. The Chair stated that the appointment will be addressed at a future Board meeting.

**Special Use Permit:**
John motioned to approve a retroactive Special Use Permit for the American Bass Anglers for 9/23/15 based on extenuating circumstances and prior approval from the Police Chief. Second Sarah. The Board voted unanimously.

Tom Long inquired about the status of the Generator bids. The Executive Secretary stated that a pre-bid conference was taking place onsite on September 20, 2015 at 10am and that bids were due on October 13, 2015 by 3pm.

Respectfully submitted,

Chairman

Vice Chairman

Clerk