Town of West Brookfield-Board of Selectmen
Minutes of Meeting - Regular Session – August 18, 2015
LOCATION: Lower Level Conference Meeting Room – Town Hall TIME: 6:30PM
PRESENT: Diane Vayda & 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 6:31 pm

John motioned to accept the Minutes of August 4, 2015 (Regular Session) and August 11, 2015 (Regular Session); as submitted. Second Diane. The Board voted unanimously.

Resignations/Appointments:
John motioned to accept Kevin Paquette’s resignation from the Advisory Board; with regret. Second Diane. The Board voted unanimously.

At the request of the Conservation Commission, John motioned to appoint Lloyd Hubbard to the Conservation Commission. Second Diane. The Board voted unanimously.

Special Use Permit:
John motioned to approve a Special Use Permit for the American Bass Angler for September 12, 2015; as submitted. Second Diane. The Board voted unanimously.

Assessors – Proposed PILOT Agreement for Quabog Rehab:
The Board of Assessors provided the Board with a letter or recommendation that they had sent to Fair Havens, Inc. relating to a proposed PILOT. The Assessors asked the Board to consider supporting the proposed PILOT. The Board agreed to draft a new PILOT for consideration at the next BOS meeting.

Planning Board – Request for BOS Member to Attend Upcoming Hearing:
John volunteered to attend an upcoming Hearing regarding the Well Field Amendment. The meeting is scheduled for Monday, September 14, 2015 at 7:00pm in the Lower Level Conference Room located in the Town Hall.

Fire Grants – Request to Enlist Vickers Consulting:
The Board agreed to contact Vickers Consulting to see if they had enough time to write various grants for fire equipment; as outlined in an email from the Fire Chief. The Board agreed that if Vickers Consulting could write the grants; they would be willing to expend some money out of the Consultant/Grant Writer account. The Executive Secretary was directed to make contact with Vickers.

Diane read a letter received from Webster Fire – Rescue, Chief Brian Hickey stating his sincere gratitude for West Brookfield’s assistance at the Anglo Fabric Mill fire at 35 Pear Street in Webster on June 25th. The Board commended the Fire Department for their professional assistance.

John motioned to recess at 6:46pm. Second Diane. The Board voted unanimously.

John motioned to reconvene at 6:53pm. Second Diane. The Board voted unanimously.

Barry Gillogly, Director Local Access – Update:
Mr. Gillogly stated that he had been working with Peter Hadley and Bob Datz to get the internet protocol system to provide local access from the High School to the residents of West Brookfield. He stated that the system should be up and running tomorrow. This should allow events held in the auditorium, gym and probably the football field to be broadcast on West Brookfield Local Access. The Board thanked Mr. Gillogly for his efforts.

Library Board of Trustees – Proposed NEW Director:
The Library Board of Trustees presented Ms. Katie Marsh for consideration by the Board for appointment as Library Director. The Chair asked Ms. Marsh to provide some information about herself; and stated the Board was in receipt of her Resume. Ms. Marsh stated that her first goal would be to create a Long Range Plan for the Library. She stated that she would continue with the project started by the previous Director. Upon the recommendation of the Library Board of Trustees, John motioned to hire Ms. Katie Marsh as the Library Director. Second Diane. The Board voted unanimously.
Road Project Advisory Committee Update:
Diane stated that the Road Projects Advisory Committee had met with Senator Gobi and are considering applying for a COMPACT Grant. Diane stated that she would distribute information on the Grant and would appreciate the Advisory Committee’s input.

Richard Gobi – NEW Septic for George’s Pizza:
Mr. Gobi delivered a set of septic plans and information about an upcoming BOH Hearing regarding a proposed new septic system at George’s Pizza; and abated to the Town Hall. The Board took the information under advisement.

Advisory Committee – Discuss Progress on Management Audit:
(*Blozie, Laughlin, Landine, Long, Hibbard, Gobi and Griffing, member of the Advisory Committee and C. Long Secretary. Also present were Town Treasurer – T. Roberts and Tax Collector – T. Barrett.*)
Mr. Gobi stated that the Advisory Committee had concerns about the recent Audit Management Report. He stated that last year the Town’s FREBCASH did not get certified until November. He further stated that the Advisory Committee would recommend that the Auditors come back to re-audit. Mr. Long stated that the BOS should hold off having a FALL STM until they have a better understanding of the Town’s finances. The Board stated that they have not yet set a date for a FALL STM.

Ms. Roberts told the Board that she was currently in the process of reconciling July 2015. She further stated that Morgan & Stanley have taken over the Trust Funds and that the June 30th Trust Fund Report would be a bid delayed. It would probably be done in September 2015. Mr. Hibbard stated that the Accountant had told him that the books have not been reconciled since March 2014. Tax Collector Barrett showed those present paperwork stating that her work was reconciled to date. Mr. Hibbard stated that the Accountant had told him that an audit could not be accomplished as the reconciliation between the Treasurer and Accountant was not far enough along; since March 2014. John stated that he concurred that the auditors should come in and see if the books are heading the right direction. Ms. Roberts stated that she was told the auditors are scheduled to return around the second week in September 2015. The Tax Collector stated that she had submitted all required paperwork to increase her bond, but had not yet heard back from the insurance carrier. Diane asked Ms. Roberts if she had attended class at UMASS. Ms. Roberts stated that she had attended the Treasurer’s class at UMASS. Diane asked if Ms. Roberts had taken the exam. Ms. Roberts stated that she currently did not have enough credits to qualify to take the exam. Diane stated that the Board supported professional development and wanted to know if Ms. Roberts was scheduled to take any more classes. Ms. Roberts stated “No, I probably won’t be here by May 2016 and the classes are scheduled for August.” Diane asked if Ms. Roberts’s husband was assisting her with the Trust Fund Report. Ms. Roberts stated “Yes”. Diane stated that she thought that was not a good idea. John stated that he had no problem with Mr. Roberts assisting his wife. Ms. Roberts stated that Mr. Roberts did not receive any compensation for his assistance. Diane stated that she has a cell into the auditors to see when they are planning to re-audit. Ms. Griffing stated that she is a CPA. She further stated that she is willing to review the reconciliations not for accuracy but for completion. She stated that she has grave concerns about what she read in the Management Letter. John stated that he felt that the Town should allow the auditors to re-audit. Mr. Long stated that the Bylaws state that the books are open to the Advisory Committee. Ms. Griffing stated that she has serious concerns that Ms. Roberts spouse is working in the office and is not an employee of the Town. John stated that he would prefer the auditors review the situation but that the Advisory Committee could do what they wanted. Diane stated that she had no problem with Ms. Griffing looking at the books. Mr. Gobi stated that the general consensus of the Advisory Committee was that if the auditors came in two (2) weeks they would be fine with waiting; however if it were going to drag out they would support Ms. Griffing taking a cursory look at the reconciliations. The Board agreed to follow up with the auditors.

Vote Relating to Borrowing for New Bruntree Road Water Line Project:

John motioned that the sale of the $175,000 Anticipation Serial Loan – Water Lines of the Town dated August 28, 2015 (the “Note”), to Century Bank, at the price of $175,000 is hereby approved and confirmed. The Note shall be payable on June 1, 2016, and shall bear interest at the rate of 0.70%. Second Diane. The Board voted unanimously.

Repair of Town Hall Benches:
The Executive Secretary stated that Mr. David Cameron of 25 Pleasant Street had restored the two (2) benches located at the Cottage Street entrance of the Town Hall. She further stated that Mr. Cameron had performed the labor “pro-bono”. The Board thanked Mr. Cameron and agreed to send him a letter of appreciation.

Respectfully submitted,

[Signature]
Chairman

[Signature]
Vice Chairman

[Signature]
Clerk