Town of West Brookfield-Board of Selectmen
Minutes of Meeting - Regular Session – January 19, 2016
LOCATION: Lower Level Conference Meeting Room – Town Hall TIME: 6:15PM
PRESENT: Diane Vayda, Sarah Allen & John Tivnan – Selectmen, Johanna Swain -- Executive Secretary and members of the press & cable tv.

Call To Order: 6:15PM - The meeting was called to order by Diane at 6:15 pm

Accept Minutes:
John motioned to accept the Minutes of December 8, 2015 (Regular Session). Second Sarah. The Board voted unanimously.
John motioned to accept the Minutes of December 15, 2015 (Executive Session). Second Sarah. The Board voted unanimously.

Police Chief, C. Thomas O’Donnell – Impacts to Current Budget with New Staffing Levels:
Police Chief O’Donnell stated that he estimated his payroll would be approximately $5,000 to $7,000 over budget in the payroll portion; as previously stated. He stated that since the gasoline prices were down that the expense portion of the budget has realized some savings.

Town Accountant, Town Treasurer and Tax Collector – Reconciliation Status:
(Marie Arsenault was in attendance.) Ms. Arsenault stated that the departments were balanced through November 30th. She further stated that she would reconcile the Trust Funds. It was noted that the Treasurer was the responsible party to reconcile the payroll. The Board agreed to call all three parties into an upcoming meeting to receive status on the reconciliation processes.

John motioned to appoint Marie Arsenault as the new Part Time Accountant; 18.5 hours per week. Diane stated that the Town had received two additional applications and that she wanted to speak with one of the other candidates. Sarah asked how much time would be required. John stated that the Town really did not have a lot of time and that Marie has 36 years of municipal experience in Town. After some discussion, Sarah second. The Board voted unanimously. The Board agreed to create a job description for an Assistant Accountant, affix a salary and to post in the upcoming weeks. Brad Hibbard stated that a “fresh set of eyes” is a good thing. He made reference to ongoing financial issues cited in the Audit Report. The Board noted that the new salary would have to be placed as a line item in the Accountant’s budget.

Director COA Vacancy:
Diane stated that interviews had been conducted and that the two finalist were scheduled to meet with the seniors.

Resignations:

Danielle Macchiaroni, CMRPC – Request for Letter of Interest : Green Communities:
Noting reservations by the Planning Board, John motioned to create and execute a Letter of Interest to CMRPC relative to the Green Communities Program. Second Sarah. The Board voted unanimously.

Denis Childs – Request to Hold 5k Road Race:
The Board took Mr. Childs request to hold the West Brookfield Classic on June 11th; pending further information from the police, fire and rescue departments.

S.A.F.E. Grants:
Fire Chief Lupacchino submitted letters of award from Governor Baker stating that the department had received $3,337 for Student Awareness of Fire Education (S.A.F.E.) and $2,417 for Senior SAFE.

Advisory Committee – Correspondence Seeking Status:
The Board reviewed a letter from the Advisory Committee dated 13 January 2016 seeking status on several items. The Board provided updates on the New Braintree Water Project, the MassDOT Intersection Redesign Project, Water Department Group Insurance and Audit.
Pettrini & Associates, PC – Town Counsel Services:
The Board took the request to change counsel under advisement.

Executive Session:
Sarah motioned to go into Executive Session under reason #3 to conduct a strategy session with regards to the Police Union (NEPBA Unit A) and to adjourn directly thereafter. Second John. The Board voted John – yes, Sarah – yes and Diane – yes. (*Executive Session Minutes are kept separately.)

John motioned to adjourn at approximately 7:54pm. Second Diane. The Board voted unanimously.

Respectfully submitted:

Chairman

Vice Chairman

Clerk