Town of West Brookfield - Board of Selectmen
Meeting Location: Lower Level Conference Meeting Room
Town Hall, 2 East Main Street, West Brookfield
6:30 PM

Selectmen Present: Diane Vayda, Chair  Philip Landine  Daniel Bigda
Selectman Absent: none
Also in attendance: Deb Blodgett, Administrative Assistant

Regular Session Meeting Minutes for Tuesday, May 7, 2019

Call to Order

The meeting was called to order by Diane at 6:33.

Accept Minutes

Meeting minutes for meetings held on 4/1/19, 4/23/19, and 4/30/19 were reviewed.

- *Motion* by Philip to accept the meeting minutes of 4/1/19, 4/23/19, and 4/30/19. *Motion seconded* by Daniel. The Board voted unanimously. Motion carried.

Harbormaster

The position of assistant harbormaster was discussed with current harbormaster Joe Borlikoski. Joe was informed that the Board voted to hold off on posting and filling an assistant harbormaster position pending information from Town Counsel. Joe confirmed his interest in continuing to be harbormaster. The Board thanked Joe for his service and dedication to the Town. The Board will inform Joe if anything changes with respect to the assistant harbormaster position. Diane also asked Joe to provide to Deb the agreement made with the State, made about 1996, with respect to the Town’s ability to hold off allowing fishing derbies during busy times on the lake between Memorial Day and Labor Day. Joe also mentioned that the dam will be closed this week. The water has dropped 16 inches within the last week or so. The dam will be shut for a week and then the water level will go back up.

Permits/One-Day Licenses

Three business have requested one day licenses sell alcohol and pour alcohol samples at the Town’s Asparagus Festival on May 18, 2019.

- *Motion* by Philip to issue a one day permit to Anne Garwood Hampp (Ragged Hill Cider) for the sale of wines and/or malt beverages on May 18, 2019 from 10am to 4pm on West Brookfield Town Common. *Motion seconded* by Daniel. The Board voted unanimously. Motion carried.
- *Motion* by Philip to issue a one day permit to Marissa J. O’Connor (Agronomy Farm Vineyard LLC) for the sale of wines and/or malt beverages on May 18, 2019 from 10am to 4pm on West Brookfield Town Common. *Motion seconded* by Daniel. The Board voted unanimously. Motion carried.
• **Motion** by Philip to issue a one day permit to John Samek (Hardwick Vineyards) for the sale of wines and/or malt beverages on May 18, 2019 from 10am to 4pm on West Brookfield Town Common. **Motion seconded** by Daniel. The Board voted unanimously. Motion carried.

**Stretch Code Presentation**

Presentation by Kelly Brown, & Jim Barry; Green Communities Division, Mass. Dept. of Energy Resources.

The Dept. of Energy provides up to 20 million annually in grants to Green Communities. These grant funds can be used to update boilers, lighting, etc. in town buildings & schools. 266 municipalities have adopted stretch code. Neighboring green communities are Hardwick, Ware, Warren, and New Braintree. West Brookfield’s estimated grant amount would be $130,000. Once initial grant funds are spent, can apply for competitive grants. The effective date of becoming a green community will be 1/1/2020. By October, should meet all eligibility requirements and start lining up eligible projects for grant monies. A handout will be provided for our Annual Town Meeting and John Barry will attend to answer questions.

**Cheryl Woodman/Precision Wire Shapes Inc.**

Cheryl provided information about an issue related to her employer. The company is in the process of updating their electrical panels (which date to the 1960s). When they had National Grid come out to determine where to place the pad for their transformer, it was determined the land is not owned by the company – but rather, owned by the Town of West Brookfield. (Cheryl showed maps). National Grid said they cannot put a transformer on an easement, the company would have to own the property outright. Cheryl, on behalf of her employer, is here to ask if her company can purchase this small piece of land from the Town. Troy Brow Electric is working with National Grid design team.

Philip said we would have to go see the property. Diane said we would have to contact Town Counsel. Cheryl, on behalf of her company, agreed to pay all legal fees pertaining to this matter. Deb pointed out that a survey may cost several hundred dollars alone. National Grid wants to start the project in late September. The Board thought we would have to present this matter at a Special Town Meeting. Cheryl to contact National Grid to see if they would accept a long term (100 year) lease in lieu of purchase. Philip to discuss with Jim Daley viewing the property in question. Diane will contact Town Counsel. Matter to be further discussed at a future meeting, once more information is obtained.

**2018 Annual Town Report**

Deb reported she is still waiting for reports from some of the departments.

**FY20 Budgets**

Deb reported that preparations are still underway. Waiting for final numbers for schools/voc schools.

**Personnel/Appointments**

Al Collings resigned from the Master Plan Implementation Committee.
• **Motion** by Philip to accept the resignation of Al Collings from the Master Plan Implementation Committee, with regret. **Motion seconded** by Daniel. The Board voted unanimously. Motion carried.

Phil Goodman resigned his position as building custodian effective 5/3/2019.

• **Motion** by Philip to accept the resignation of Phil Goodman as building custodian, with regret. **Motion seconded** by Daniel. The Board voted unanimously. Motion carried.

Deb and Diane will draft a position description to add to town website.

• **Motion** by Philip to post advertisement for building custodian on town website. **Motion seconded** by Daniel. The Board voted unanimously. Motion carried.

Philip mentioned that the time clock policy needs to be updated. Philip & Deb to work on this project.

**New Business**

**23 Cottage St./6 North Main Street:** Appraisals were obtained for each of these properties from Daly Appraisal Services of Longmeadow. The total appraised value for both properties is $255,000.00. Copies of both appraisals will be kept in the Selectmen’s Office for any interested parties to review. (Review must be done in Selectmen’s office). Diane worked with town counsel for appropriate language for the ballot question. If the ballot question passes, a committee will be established to perform a study for the proposed safety complex.

**Legal bills:** Legal bills will be reviewed by Board to ensure only authorized parties are contacting Town Counsel directly.

**Treasurer:** Sarah Hunter will be acting Treasurer by a consulting agreement through 6/30/2019.

**Sexual Harassment Training:** Our insurance provider recommended that we provide sexual harassment training to all town employees. Deb is working with a vendor to provide this service.

• **Motion** by Philip to offer a sexual training seminar to all Town employees. **Motion seconded** by Daniel. The Board voted unanimously. Motion carried.

There was no commentary from the public. Municipal warrants were signed.

**Meeting Adjourns**

• **Motion** by Philip to adjourn meeting. **Motion seconded** by Daniel. The Board voted unanimously. Motion carried. Meeting was adjourned at 8:03pm.

**Respectfully submitted:**

Diane Vayda, Chairman
Philip Landine, Vice-Chairman
Daniel Bigda, Clerk

**These minutes were approved and accepted at the 12/17/19 selectmen meeting**