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 Daniel Bigda
Selectman Absent: Philip Landine
Also in attendance: Deb Blodgett, Administrative Assistant

Regular Session Meeting Minutes for Tuesday, April 9, 2019

Call to Order

• The meeting was called to order by Diane at 6:34pm.

Accept Minutes

• Minutes from 3/18/19, 3/25/19 and 3/26/19 were reviewed. Motion by Daniel to accept the meeting minutes of 3/18/19, 3/25/19, and 3/26/19. Motion seconded by Diane. The Board voted unanimously. Motion carried.

Pilot Agreement

• The proposed pilot agreement draft of 4/1/19 was reviewed, read aloud, and discussed. Motion by Daniel to review the section 1 of the proposed pilot agreement. Motion seconded by Diane. The Board voted unanimously. Motion carried. Daniel to follow up with Dynamic Energy.

Pole Petition Hearing – National Grid/ 28 Lyon Road

• Diane read the pole petition hearing notice aloud. Jay Lucier attended from National Grid. Deb confirmed that abutter was notified 7 days in advance of hearing. Discussion held. Motion by Daniel to accept the pole petition on 28 Lyon Road. Motion seconded by Diane. The Board voted unanimously.

Personnel/Appointments

• Proposal to appoint Robert Benson to the newly created position of Fire Department Commissioner. He will be removed from position of Deputy Chief. Commissioner position will report to Board of Selectmen. Discussion held. Motion by Daniel to appoint Robert Benson to the position of Fire Department Commissioner. Motion seconded by Diane. The Board voted unanimously. Motion carried.

• Resumes received for the open treasurer position were discussed. Deb to provide copies to Donna.

Public Hearing/Laying out of Foster Hill Road as a Public Way

• Diane read the public hearing notice aloud. In attendance was Jim Daley (Highway Dept.), David Walsh, Carl Wilcox, Lester Paquette, Sgt. Matthew Letendre. Maps were brought and reviewed. Jim explained the layout plan. Discussion held. There were no objections from the participants to the hearing. Motion by Daniel “I move that the Board of Selectmen intend to lay out a portion of Foster Hill Road as a public way and that the layout of the way and layout plan be referred to the Planning Board for review under M.G.L. c. 41 section 81G, 81”.

Motion seconded by Diane. The Board voted unanimously.

Tree Warden/Arbor Day Proclamation

• Tree warden Jim Dimaio read the Arbor Day proclamation and discussed the Arbor Day plan celebration plans on 4/26 at the WB Elementary School. Motion by Daniel to proclaim 4/26/2019 as Arbor Day in the Town of West Brookfield. Motion seconded by Diane. The Board voted unanimously.
Liability Insurance for Vendors

- Deb discussed meeting with insurance agent from Berry Insurance that suggested we get liability insurance binders from all parties using or doing work on Town owned buildings/properties. Further information from Berry Insurance to follow.

Time Clock Policy

- The need for an updated time clock policy was discussed and will be further explored once the new system is installed.

Annual Town Meeting Warrant

- The annual town meeting draft was reviewed. Motion by Daniel accept all articles as presented. Motion seconded by Diane. The Board voted unanimously. Motion by Daniel close the warrant. Motion seconded by Diane. The Board voted unanimously.

FY20 Budgets

- Deb discussed she will be meeting with Brad Hibbard of the Advisory Committee to review the status of the budgets.

Correspondence

- Review of correspondence was tabled until the 4/23 meeting.

New Business

- Deb discussed she will be meeting with CBS/Xerox to examine our current contracts in place for the hallway copier and individual printers.
- Deb mentioned that Matt Koziol, Agricultural Commissioner would like to add some items to the website. Daniel said Deb could meet with Matt at a future date to add requested information to the website.

Public Comments

- There were no public comments.

Municipal Warrants

- Municipal warrants were signed.

Meeting Adjourns

- Motion by Daniel to adjourn meeting. Motion seconded by Diane. The Board voted unanimously. Motion carried. Meeting was adjourned at 9:04pm.

Respectfully submitted:

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

**These minutes were approved and accepted at the 04/23/2019 Selectmen meeting**