Regular Session Meeting Minutes for Tuesday, April 30, 2019

Call to Order
The meeting was called to order by Diane at 8:00pm.

School Budget
Continuation of conversation that started in Warren with respect to the school budget. In attendance were out of town residents Dave Kirk and Barry Mongeon and West Brookfield resident Craig Burgess. General discussion on differences between budget process between Warren and West Brookfield.

• Motion by Philip to set the above minimum contribution to the school budget to be the same as last year’s above minimum contribution, $326,034.00. Motion seconded by Daniel. The Board voted unanimously. Motion carried.

Personnel/Appointments
Discussion of progress of transfer of information from Treasurer to Assistant Treasurer in accordance with letter sent to Teri Roberts on 4/17/2019. Action items are not yet complete. The deadline given to Teri for completion of action items is 5/2/2019.

• Motion by Philip to move forward with sending Teri another letter asking for action items to be completed. Motion seconded by Daniel. The Board voted unanimously. Motion carried.

Discussion of candidates for the Town Treasurer position. Diane informed the Board that there were five applications. After review of the resumes, three applicants were called for interviews. One applicant withdrew her application when called because she had taken another position. The other two applicants were interviewed. Both applicants had good credentials but one applicant had municipal experience, was certified, and would not need to be trained. Diane suggested we move forward with offering this applicant the position.

• Motion by Philip to offer the position of West Brookfield Town Treasurer to Sarah Hunter at a salary of $48,000.00 per year. Motion seconded by Daniel. The Board voted unanimously. Motion carried.

Discussion of the need for an assistant harbormaster position, in light of information recently offered by Town Counsel.

• Motion by Philip to hold off posting the position of assistant harbormaster until we receive further clarification from Town Counsel. Motion seconded by Daniel. The Board voted unanimously. Motion carried.

FY20 Budgets
Deb mentioned that the Selectmen have been invited to the advisory committee meeting on 5/13/19 to discuss budgets. The meeting has been posted.
New Business

Discussion of letter received from MassDOT regarding project #608191 asking for Town support. Jim Daley indicated the Highway Department supports this project. The letter was read aloud by Diane.

- **Motion** by Philip to support this project and provide a letter of support to MassDOT. **Motion seconded** by Daniel. The Board voted unanimously. Motion carried.

Discussion of Deb’s meeting with CBS (Xerox vendor) – tabled to 5/7/19 meeting.

Discussion of Green Committee Memo – tabled to 5/7/19 meeting

Discussion of CORI. Philip asked Deb to be the CORI representative for the Town of West Brookfield. After reviewing applicable laws and training materials, which Deb provided to the Board, Deb indicated that she felt very uncomfortable taking on this role due to the personal liability imposed if the Town violates any CORI procedures or laws. Violation penalties include high fines as well as potential for criminal incarceration. Deb suggested that the CORI checks be done through the West Brookfield Police Department, as she found in her research that this is common practice in other municipalities. Attendee, West Brookfield resident, Craig Burgess indicated he had previously requested a CORI check through the Police Department. Diane said she would review the provided information.

Meeting Adjourns

- **Motion** by Philip to adjourn meeting. **Motion seconded** by Daniel. The Board voted unanimously. Motion carried. Meeting was adjourned at 9:16pm.

Respectfully submitted:

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

**These minutes were approved and accepted at the 05/07/2019 Selectmen meeting**