Regular Session Meeting Minutes for Tuesday, March 12, 2019

Call to Order

- The meeting was called to order by Diane at 6:38 PM.

Accept Minutes

- The acceptance of the minutes for 2/26/19 and 3/7/19 was tabled to a future regular meeting.

Lease Agreement

- The proposed lease agreement between Quaboag Historical Society and the Town of West Brookfield will be reviewed and presented for approval at a future regular meeting.

Personnel

- Setting the rates for Board Clerks and creating a position description for Board Clerks was tabled to a future regular meeting.
- Appointment of Rob Lyon to Historical Commission. **Motion** by Philip to appoint Rob Lyon to the Historical Commission. **Motion seconded** by Daniel. The Board voted unanimously. Motion carried.

Town Meeting Warrant Articles

- Submitted articles were reviewed. A copy of last year’s warrant was reviewed and edited for use in 2019. Deb to make requested changes. Further discussion and finalization of warrant for 2019 will be done next week.

Land Acquisition

- At the 2/26/19 regular meeting, the need for a property value appraisal for the proposed acquisition of property located at 23 Cottage St. and 6 N. Main St. was discussed. A quote for said appraisal was obtained. **Motion** by Daniel to approve cost of $3,000.00 for real estate appraisal for property located at 23 Cottage St. and 6 N. Main Street. **Motion seconded** by Philip. The Board voted unanimously. Motion carried.

Equipment Upgrade

- Proposed quote from Dell computers in the amount of $4,226.33 was reviewed and approved. The quote covered 4 laptops, 3 docking stations, 3 keyboard/mouse sets, and 3 24” monitors. An additional sum of money in the amount of $1875 was also approved to purchase 1 mouse, 1 27” monitor, a wireless projector, and a stand-alone printer. The total of all above costs is $5,411.33, said costs to draw from approved FY19 budget for technology upgrades. **Motion** by Daniel to approve cost of $6,101.33 for equipment upgrades. **Motion seconded** by Philip. The Board voted unanimously. Motion carried.

Correspondence

- Correspondence addressed to Board was reviewed and actions to be taken were assigned. Two special use permits were requested for Lake Wickaboag. Diane to call Harbor Master to discuss. Also discussed was correspondence pertaining to a solar pilot program.
New Business

- The need to contact departments about FY20 budgets was discussed. Motion by Phil to set Thursday, March 28 as a deadline for departments submit FY20 budgets. Motion seconded by Daniel. The Board voted unanimously. Motion carried. Deb to contact departments who have not yet submitted budgets and set a deadline for submission of Thursday, March 28.

- A new telephone system is proposed for use at Town Hall and various external departments. Motion by Philip to initiate discussions about a new telephone system with various departments to ascertain needs. Motion seconded by Daniel. The Board voted unanimously. Motion carried.

- State Representative Donald Berthiaume Jr. stopped in – looking for a meeting location. It was determined the meeting was not located at Town Hall. Mr. Berthiaume spent a few minutes discussing the State’s FY20 budget and that the ‘big talk’ this year is education.

- Lucas McDiarmid, aide to Senator Anne Gobi, stopped to introduce himself. He holds office hours throughout the district. He will next be in West Brookfield on April 5 from 11:00-12:00 at the Senior Center. He generally has office hours in town once per month. He spoke briefly about various federal grants that are available to towns for large projects such as the building of a public safety complex. These grants would be addition to any state grants that may be available.

Meeting Adjourns

- Motion by Diane adjourn meeting. Motion seconded by Daniel. The Board voted unanimously. Motion carried. Meeting was adjourned at 9:07pm.

Respectfully submitted:

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

**These minutes were approved and accepted at the March 18, 2019 Selectmen meeting**