Town of West Brookfield-Board of Selectmen

Minutes of Meeting - Regular Session – March 15, 2016

LOCATION: Lower Level Conference Meeting Room – Town Hall  TIME: 6:15PM
PRESENT: Diane Vayda, Sarah Allen & John Tiwan – 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 6:15pm
Execute Payroll & Expense Warrants.

Accountant, Tax Collector and Treasurer – Reconciliation Status:
The Town Accountant reported that the group is balanced through the end of January 2016. She stated that the Trust Accounts are posted quarterly and are being monitored. The Tax Collector stated that she is currently preparing qualified tax title parcels for advertising. The Treasurer stated that a Public Regional Auction is going to take place in the Great Hall on May 18th auctioning off approximately twenty-two (22) properties for West Brookfield. The Tax Collector stated that all refunds had either been applied or refunded.

Proposed Cemetery Budget for FY17:
The Town Accountant reviewed a worksheet created combining the current two (2) Cemetery budgets into one (1). The Accountant clarified the various funding sources and budget items.

Proposed Accountant Budget for FY17:
The Board reviewed the Accountant’s proposed FY17 Budget. After some discussion, Sarah motioned to include $15,000 for a Part Time Assistant Accountant. Second John. The Board voted unanimously.

Vote Order of Taking for MassDOT Project #604739:
John motioned to approve the Order of Taking on MassDOT Project #604739; as presented from Petrin & Associates, PC. Second Sarah. The Board voted unanimously.

Linda Macoy, Director of COA – Request For COA Position Change:
Director Macoy wrote the Board to ask to change the current administrative position (#01-0541-5144) to Outreach Worker. Director Macoy stated that the hours and pay rate would not change, just the title and job duties. John motioned to consider the change but would require a NEW job description for the position; which would need to be approved by the Board. Second Sarah. The Board voted unanimously.

Brian Green – Request for Aid for Private Road Repairs by the Burrington Road Bridge:
Brian Green wrote the Board to request financial assistance with repairs to the bridge apron including final grading and/or paving the aprons of the bridge. After some discussion John motioned to approve the request for assistance with the following conditions:
1) All abutters must execute an Indemnification Agreement and submit it to the Town.
2) The Town will match up to $6,000 towards the final grading in or paving work at the ends of the bridge. The Town will not perform any work on the bridge itself.
3) Match funding must be submitted up front to the Town.
4) The Highway Superintendent will act as the “point guard” for this project.
Second Sarah. The Board voted unanimously.

Gerald L. Paist, Supt. Pathfinder – Meeting to Discuss Joining the District:
Dr. Paist wrote the Board to invite them to a meeting on Wednesday, March 30th at 7pm to consider joining the District. The Board took the information under advisement.

DRAFT Annual Town Meeting Warrant:
John motioned to open the ATM Warrant. Second Sarah. The Board voted unanimously. The Board briefly reviewed the DRAFT ATM Warrant.

John motioned to recess the meeting until Wednesday, March 16, 2016 at 6:15pm in the Lower Level Conference Meeting Room located in the Town Hall, 2 East Main Street. Second Sarah. The Board voted unanimously.

Respectfully submitted,

Chairman

Vice Chairman

Clerk