# BOARD OF SELECTMEN

P.O. Box 372
West Brookfield, Massachusetts 01585

## BOARD OF SELECTMEN
## MEETING MINUTES OF DECEMBER 14, 2021

**PRESENT**: Mrs. Diane Vayda; Chairman and Roland Sickenberger, Clerk
**ABSENT:** Mr. David J. Pierce, Vice-Chairman
**ATTENDEES:** Heather Gough, Melanie Waugh, Melinda Czub, Dean Wisniewski, Tim Morrell, Steve Carroll, Rebekah Cornell, Dave Brown, Sarah Allen, Lori Loughlin, Ron Garceau and Timothy Reeves

**Called meeting to Order at 6:00 PM**

**SARAH ALLEN – TOWN CLERK**

Mrs. Allen addressed the Board this evening to advise them that she is looking to hire an Assistant Town Clerk. She has advertised for the position which had been vacated some time ago. The position is for twelve (12) hours per week. She also requested to raise the compensation for that position to $15.00/hour, which she has enough funds in her budget to cover for the remaining fiscal year.

She would also like to increase the salary of the following to $15.00/hour starting January 1, 2022:

Christine Long, Jane Dolan, Dora Henrichon and Deb Provencher

***Motion to increase the hourly rate for the named individuals to $15.00/hour beginning January 1, 2022 providing their positions are not within the AFSCME Bargaining Unit made by Mr. Sickenberger; second: Mrs. Vayda – unanimous.***

(At the Board's request, Mrs. Acerra will check with labor counsel to confirm the appropriateness of the motion) Mrs. Allen stated that both Jane Dolan and Deb Provencher are not union positions as they are Registrars and therefore should not affect the motion to increase.

**PLANNING BOARD VACANCY – APPOINTMENT**

With the recent resignation of MJ Haesche, the Planning Board met this evening with the Board of Selectmen to discuss and vote on a joint appointment to fill the vacancy. Mr. Morrell, who once served on the Board has submitted a letter of interest in filling the position. This appointment will be valid until the May 2022 election. With Mr. Morrell being the sole candidate and with no objections from either the Planning Board or the Board of Selectmen, the following motion was made:

***Motion to appoint Timothy Morrell to the Planning Board until the May 2022 election made by Mr. Sickenberger; second: Mrs. Vayda – unanimous.***

***Motion to appoint Timothy Morrell to the Planning Board made by Mr. Carroll; second: Mr. Wisniewski – unanimous.***

**ABCC ANNUAL LIQUOR LICENSE RENEWALS FOR 2022**

Acting as the Local Licensing Authority for the Town of West Brookfield, the following motion was made: ***Motion to approve the 2022 ABCC Annual Liquor License Renewal Applications as presented made by Mr. Sickenberger; second: Mrs. Vayda – unanimous.***

***ABCC LIQUOR LICENSE RENEWALS:***

| | |
|---|---|
| Adams-Coney-Frew, American Legion Post #244 | Wine and Malt |
| Colonial Heights Spirits, Inc | All Alcoholic Beverages |
| Country Corner Citgo, Inc. dba Country Corner | Wine and Malt |
| Varniragi Liquors, Inc, dba Main Street Liquors | All Alcoholic Beverages |
| Jenz, Inc. dba Northeast Pizza | Wine and Malt |
| Ragged Hill Cider Company | Wines Only |
| Salem Cross Inn, Inc. | All Alcoholic Beverages |
| WB Tavern Inc., dba Ye Olde Tavern | All Alcoholic Beverages |

**GARY SIMEONE – ZONING ENFORCEMENT OFFICER**

Mr. Simeone came before the Board this evening to express his concern over the amount of money that is outstanding on our tax rolls. The town's by-laws, specifically Chapter 12, Section 9 prohibits any licensing authority to issue any permits, licenses, etc., to someone who owes taxes. That is not being done. Currently, the town has over $340K in unpaid taxes and Mr. Simeone is wondering why we are not doing anything about it. He also stated that the Tax Office (prior to COVID) worked Tuesday evenings and he could easily get reports as his office hours were the same. Now, he has to repeatedly ask for them. He stated that all departments should be given reports on a consistent basis. He (Simeone) further stated that he felt that it unfair to those residents who pay on time. He also feels that if someone works for the town and owes taxes, that individual should not be granted a permit until all outstanding balances are clear. Mrs. Vayda stated that she believes the Tax/Treasurer are looking to hold an auction in the spring of 2022. She will check with them and advise. Mr. Simeone thanked the Board for their time this evening.

**WARRANTS & INVOICES**

***Motion to approve and sign Warrant No. 22 P #12 and 22 W #12 dated December 2, 2021 in the amount of $70,607.88 and $110,398.51 respectively made by Mr. Sickenberger; second: Mrs. Vayda – unanimous.***

**6:30 PM – PUBLIC HEARING – COUNTRY CORNER CITGO, INC. D/B/A COUNTRY CORNER**

In accordance with the provision of M.G.L. c. 138, §15, a public hearing was opened on the application for a Change of Manager. At this time, the Board of Selectmen have requested to table this matter until the arrival of Mr. Reeves who is enroute to the meeting.

**Motion to table the public hearing until the arrival of Mr. Reeves made by Mr. Sickenberger; second: Mrs. Vayda – unanimous**

**WHITE CHRISTMAS COMMITTEE**

Mrs. Gough spoke on behalf of the WCC who were looking for direction from the Board with regard to the proper manner in which purchases should be made. She (Gough) was unaware that she would not be reimbursed for sales tax, which she incurred on behalf of the town. She now understands that, however the Committee is looking to purchase additional items for next year's event and would like to avoid any future issues or confusion. Mrs. Vayda stated that she thought that our Accountant had spoken to Ms. Waugh regarding this matter. She suggested that she contact the Treasurer to set up any accounts.

**ADVISORY COMMITTEE**

Ms. Loughlin and Mr. Garceau were in attendance this evening to provide an update on the school. At a recent meeting, Dr. Kustigian, along with members of the School Committee asked a number of questions to which the Advisory wasn't able to provide an answer. The Advisory Committee and the Select Board are in agreement that we need to work more closely together. Mrs. Loughlin and Mr. Garceau thanked the Board for their time this evening.

**RECONVENNE THE PUBLIC HEARING FOR COUNTRY CORNER CITGO, INC. d/b/a COUNTRY CORNER**

With the arrival of Mr. Reeves, the Board reconvened the public hearing on their application for a Change of Manager. Mr. Mckearney has retired and Mr. Reeves is seeking permission to be named the new manager. Notification in two local papers as well as abutter notification was made in accordance with M.G.L. c. 138, §15. Mr. Wisniewski (abutter) was in attendance and offered his support for the request. With no objections, the following motion was made:

***Motion to approve the request for a Change of Manager from Peter J. Mckearney to Timothy S. Reeves for Country Corner Citgo, Inc. d/b/a Country Corner, located at 118 West Main Street and to further approve the same hours of operation as is on file made by Mr. Sickenberger; second: Mrs. Vayda.***

**MINUTES**

***Motion to approve the Minutes of November 30, 2021 as written and the Minutes of December 13, 2021 with a revision for clarity made by Mr. Sickenberger; second: Mrs. Vayda – unanimous.***

**EXECUTIVE SECRETARY REPORT/CORRESPONDENCE.**

1. Highway Superintendent, James Daley has requested a Chapter 90 Reimbursement for the Snow Road Project in the amount of $114,300.14. – ***Motion to approve the request for Chapter 90 Reimbursement for the Snow Road Project in the amount of $114, 300.14 made by Mr. Sickenberger; second: Mrs. Vayda – unanimous.***
2. A Special Use Permit for Lake Wickaboag has been requested by the Wickaboag Sportsman Club for January 23rd and February 12th. – ***Motion to approve the Special Use Permit for Lake Wickaboag as requested made by Mr. Sickenberger; second: Mrs. Vayda – unanimous.***

**NEW BUSINESS**

If the need arises due to the upcoming holiday schedule, the following motion was made:

***Motion in accordance with Chapter 41, §56 to allow Roland Sickenberger to be the sole signatory on the upcoming warrant series, if necessary, made by Mrs. Vayda; second: Mr. Sickenberger – unanimous.***

**NEXT MEETING DATES: December 20th – Executive Session for contract negotiations**
**December 28th – Work meeting – FY 23 budget session**

Motion to Adjourn made by Mr. Sickenberger; second: Mrs. Vayda – unanimous at 7:26 PM

Respectfully submitted,

Rebecca Acerra

Rebecca Acerra
Executive Secretary

Roland Sickenberger, Clerk

January 11, 2022
Date Approved