BOARD OF SELECTMEN

P.O. Box 372
West Brookfield, Massachusetts 01585

BOARD OF SELECTMEN
MEETING MINUTES
TUESDAY, OCTOBER 3, 2023 – 6:00 PM

PRESENT: Mr. Roland Sickenberger; Chair, Mr. Eric von Bleicken; Vice Chair and Mr. Ronald San Angelo, Town Administrator
ABSENT: Mr. Brad Merkel
ATTENDEES: Ronald Garceau, Chief Nathan Hagglund, Jillian Patch and Steven Rust

CALL MEETING TO ORDER IN OPEN SESSION AT 6:03 PM

MINUTES- TABLED

TREASURER/COLLECTOR– Introduction of Jillian Patch
Ms. Patch attended this evening to provide an introduction of herself to the board. Ms. Patch comes to us with a wide range of experience as she was the Treasurer in neighboring Oxford and previously in a municipal setting in Winchendon. She has been on board for two weeks and briefed the board on the necessary clean up. Demand notices have not been done since 2021 and takings have not been done since 2017. This will take time; however, she and Nicole (Perreault) will work together on making strides. The board was excited to finally fill this very important position.

POLICE CHIEF – Discussion on proposed Chief of Police Detail Policy and Detail Car Rate
DETAIL POLICY
Chief Hagglund proposed two policies for the board's consideration. The first would allow the Chief to work details, only after the opportunity has gone through the rank and file and before it went to an outside agency. If approved, and an emergency arose in which the matter required the Chief's attention, the detail would be shut down. With no objections, the following motion was made:
Motion to allow the Chief of Police to work a paid detail only after the opportunity has been provided to every officer, (both full and part-time) in the department first made by Mr. von Bleicken; second: Mr. Sickenberger – unanimous.

POLICE CRUISER DETAIL RATE
The Chief also proposed a fee for when a police cruiser is required. After a review and with no objections, the following motion was made:
Motion to approve the policy of when a police cruiser is required, there will be an additional minimum charge of $50 dollars with a four (4) hour minimum. Thereafter, the charge will be ten dollars per hour billed in one (1) hour increments made by Mr. von Bleicken; second: Mr. Sickenberger – unanimous.

(Note: For this Police Cruiser Detail Rate, no charge shall be billed to the Town of West Brookfield Highway Department, The Massachusetts Department of Transportation, or on other occasions exempted by the Chief of Police. No detail required a police cruiser will be assessed an additional administrative fee)

APPOINTMENTS – Election Workers – Vote Expected

Motion to appoint the following individuals as Election Workers as presented on Attachment A made by Mr. von Bleicken; second: Mr. Sickenberger – unanimous.

ONE-DAY POUR LICENSE – Vote Expected

Motion to approve the application for Steven Rust for a One-Day Pour License for Saturday, October 7, 2023, from 12:30 pm to 4:30 pm made by Mr. von Bleicken; second: Mr. Sickenberger – unanimous.

K of C COUNCIL 11080 – ANNUAL TOOTSIE ROLL DRIVE – Vote Expected

Motion to approve the request for the K of C Council 11080 annual Tootsie Roll Drive on October 7th & 8th from 9 am to 12 noon, with a rain date of October 14th & 15th made by Mr. von Bleicken; second: Mr. Sickenberger – unanimous.

TOWN HALL COPIER – Discussion and possible action

Mr. San Angelo provided a summary of what he expects to present to the board for approval at an upcoming meeting on a new lease on the town hall copier. After a review, it appears that the Police Department printer uses an excessive number of copies, therefore it would be more fiscally responsible to replace the big copier in the hallway with a new copier and move the current printer out of the Police Department to the Town Administrator's Office and provide a new copier to the Police. All members agreed.

TOWN ADMINISTRATOR'S REPORT

Mr. San Angelo advised the Board that the town received $11,000 for the sale of the COA vehicle. This money will go back to the general fund.

A department head meeting was held this morning to review the process for the upcoming budget season as well as the capital planning process.

Mr. San Angelo discussed with the Superintendent of Schools and the Mr. Daley from Highway on the matter of the catch basins at the WBES. After the assessment, it appears that there are three that need to be fixed. According to Mr. Daley, the approximate cost is around $6,500. The school still maintains the stance that it is a capital project, and the town should pay for the repairs. The Highway Department will make the repairs in the spring. Mr. Duff suggested that the town pay with ARPA funds.

WARRANTS

Motion to approve and sign Warrant 24 P 7 and 24 W 7 dated October 5, 2023, in the amounts of $77,493.20 and $65,901.47 respectively made by Mr. von Bleicken; second: Mr. Sickenberger - unanimous.

COMMENTS & CONCERNS – NONE

NEXT REGULAR MEETING DATE: October 17, 2023 – 6 PM

Motion to Adjourn made by Mr. von Bleicken; second: Mr. Sickenberger – unanimous at 7:05 PM

Respectfully submitted,

Rebecca Acerra
Executive Assistant to the Town Administrator/
Town Administrator

Brad Merkel, Clerk

10/17/23
Date Approved

BOARD OF SELECTMEN MEETING – OCTOBER 3, 2023
AGENDA ITEM #4 – ATTACHMENT A

DEPARTMENT/BOARD/COMMITTEE	NAME	TERM
Election Workers	Kathleen Landry	Expires: June 30, 2024
	Beverly Kenniston	Expires: June 30, 2024
	Patricia Bacon	Expires: June 30, 2024
	John Tivnan	Expires: June 30, 2024