TOWN OF WEST BROOKFIELD

BOARD OF SELECTMEN /- TUESDAY, July 9, 2024 – 6:00 PM

West Brookfield Town Hall, BOS Conference Room, 2 E. Main Street, West Brookfield.

MINUTES

PRESENT: Mr. Sickenberger, Chair; Mr. Merkel, Clerk; Mr. San Angelo, Town Administrator; Ms. Gobeille, Exec. Asst. to the TA/Select Board. Guests/Residents: Stephanie Plante (Recreation Committee); Police Chief Hagglund; Fire Chief LaPierre; Officer Culver; Officer Hartung; Kelly Hitt, Senior Center Dir; Heather Gough, Town Clerk

ABSENT: Mr. von Bleicken, Vice Chair

ATTENDEES: resident Charles Burnham, resident Janet Burnham; resident Roberta Leecock; resident Larry Tuttle; Colson Marshall, National Grid.

6:10pm CALL MEETING TO ORDER IN OPEN SESSION

Motion to add to the agenda to Tree Removal bids requested by Mr. San Angelo.

Motion to add to the agenda, Tree Removal Bids/Highway by Mr. Merkel. Seconded by Mr. Sickenberger – 2 yes.

Mr. San Angelo explained that the Highway Dept. had received 1 bid for Tree Removal Service. They requested that the bid was rejected, so they may repost for bids once again.

Motion to reject the Tree Removal Bid received and repost the Request for Bids for Tree Removal Service by Mr. Merkel. Seconded by Mr. Sickenberger – 2 yes.

Motion to repost the Request for Bids for Tree Removal Services for West Brookfield by Mr. Merkel. Seconded by Mr. Sickenberger – 2 yes.

MINUTES June 11, 2024 AND JUNE 25TH 2024 FOR APPROVAL.

Minutes to be held until next meeting as Mr. Merkel is not in attendance for the June 11th BOS meeting and Mr. Sickenberger was not in attendance for the June 25th BOS meeting.

TOWN CLERK CARPETS –

Heather Gough/Town Clerk explained that she has 3 quotes from Lowes, John's Paint Store and Caron's. All quotes are roughly the same amount. She'd like to go with carpet tiles, as it would be more efficient if future spills/issues appeared, so individual tiles can be replaced. Will require help from DPW, Paul (custodian) to help move safes during installation. The cost was previous approved by Select Board to be paid out of ARPA funds.

Motion to spend $2500 on carpet tiles for Town Clerk's office by Mr. Merkel. Seconded by Mr. Sickenberger. – 2 yes.

UPDATED DOG LICENSE APPLICATION –

Town Clerk, Heather Gough showed the newly designed Dog License Application, which has made elements of their application clearer to the residents.

Motion to approve the changes to the West Brookfield Dog License application by Mr. Merkel. Seconded by Mr. Sickenberger – 2 yes.

POLE HEARING/PIERCE RD - (postponed from earlier hearing and Public Hearing Notice sent out again to abutters) – Colton Marshall/National Grid was in attendance for this meeting.
Motion to enter Pole Hearing by Merkel. Seconded by Mr. Sickenberger – 2 yes.

Mr. and Mrs. Burnham (163 Pierce Rd.) attended this meeting and raised concerns of the placement of pole #23-5 as they felt that the pole were too close to the road, which would block the site view for residents at #157 Pierce, where the pole would be placed. Mr. Merkel asked if the pole could be placed as far back as they can, so the placement does not create a site issue. Mr. Marshall indicated that the poles are normally installed from 4-8 feet in and they will do their best for the residents nearby. Mr. Marshall also indicated that the timeline for this project is around 6 months for the project to begin.
Motion to approve Pierce Rd. pole installations by Mr. Merkel. Seconded by Mr. Sickenberger – 2 yes.
Motion to close Pole Hearing by Mr. Merkel. Seconded by Mr. Sickenberger – 2 yes.

REMOVAL OF LIFEGUARD CHAIR FROM WICKABOAG BEACH - Ms. Stephanie Plante/Recreation is recommending that the Lifeguard chair be removed from Wickaboag beach as kids are climbing on it and there are no lifeguards currently there. Mr. Sickenberger indicated that the removal of the lifeguard chair would de-emphasized the need for lifeguards. He would like the chair to stay and feels that we need lifeguards there. The Highway Dept. can remove the chair if needed. No vote on removing the chair. Mr. San Angelo declared that the chair would remain at Wickaboag Town Beach until the BOS instructs them to remove it. Ms. Gobeille to instruct Mr. Daley/DPW that the BOS did not vote to remove the chair.

APPOINTMENT OF REBEKAH CORNELL/ALTERNATE DELEGATE, CMRPC PHYSICAL DEVELOPMENT COMMITTEE
Motion to appoint Rebekah Cornell as the Alternate Delegate to CMRPC Physical Development Committee by Mr. Merkel. Seconded by Mr. Sickenberger – 2 yes.

DISCUSSION/POSSIBLE ACTION – MR. JOHN HEALY JR. AS A WEST BROOKFIELD CONSTABLE.
Mr. Healy Jr. was not in attendance, so the Select Board asked this item be put on hold until the next BOS meeting scheduled July 23rd. Ms. Gobeille to speak with Mr. Healy Jr to attend the next meeting.

DISCUSSION/POSSIBLE ACTION – PROPOSED COMFORT DOG PROGRAM
Officer Cassie Culver presented Comfort Dog program initiative. She went through the need for such a program, how it would benefit the town, responding to calls re: mental health, trauma situations, visits (presence) to schools/senior center/community events. Officer Culter will attend classes with/without Foster (the puppy who would become the town's Comfort Dog). Total cost is $675. Each class costs $225. Costs would be $124/month, which would cover insurance for the dog (pet insurance through Rutland Veterinary Clinic) and food, etc. (Food would cost $59.99/3 month supply. Officer Culver has raised $5000 on her own so far in donations. A local carpenter would also make a wooden support for the back seat of a police vehicle, where the dog would sit. *Foster would be sworn in as an officer and listed in the General Liability portion of the Town's insurance. There is no additional cost adding Foster (Comfort Dog) to the Town's insurance. Mr. Merkel voiced concerns of ongoing costs for the dog/program, which would need to be covered. Officer Culver and Chief Hagglund believe the program will pay for itself and Officer Culver feel confident they will be able to raise the funds to continue this program. If this does not happen, the program will stop and Foster will remain with Officer Culver. *She has already adopted him and he lives with she and her family.

GRANT FOR LELAND ROAD PROJECT -

Mr. San Angelo commented that the Town was successful in receiving a grant to help pay for the Leland Rd. Water Project. Mr. San Angelo further commented that the Town would use the ARPA funds initially earmarked for this project to go towards fixing the exterior of Town Hall and other work with the Historical Commission.

Motion to accept the grant for the Leland Rd. Water Project by Mr. Merkel. Seconded by Mr. Sickenberger – 2 yes.

TA BUSINESS/COMMENTS

a. Mr. San Angelo suggested that the Town use Chris Collins/Collins Center to help find a new Town Administrator. The cost of this search could range between $10,000 and $14,000. This will be discussed further at the next BOS meeting.

b. Zoning Enforcement Officer – Mr. San Angelo said that the current Zoning and Enforcement Officer Thomas Shnare will be leaving his post asap following disagreements following discussions re: 193 Long Hill Rd. The position has been posted on the TA's Facebook page and the Town's website. Ms. Gobeille to post on MMA's site as well.

c. Mr. San Angelo is putting together an RFP for the Emergency Ambulance service for the Town. This will be put on the Central Register and CommBuys.

8:15pm –

Motion to Adjourn meeting by Mr. von Bleicken. Seconded by Mr. Sickenberger – 2 yes.

Authorized Party for the BOS Date/Time

Asst Town Clerk Date/Time

Anne Gagnood-Hampp 8/7/24 9:45am

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AUG 07 2024
BY:

DISCUSSION/POSSIBLE ACTION – MOU COMFORT DOG.
MOU would have to stay outside of the Union Contract. Chief Hagglund states that FLSA rules say 30 minutes each is required to accommodate time getting dog ready for shift. Officers also get $1000 for training (already in budget). He states that we are not losing police coverage for the Town by caring for the dog. Shifts will overlap (they currently do). He adds that an officer and Comfort Dog will be used in situations with the town as needed.

Mr. San Angelo asked Chief Hagglund to negotiate an MOU and then bring it to the Select Board. He will ask that a Gift or Donation account to be set up to put all donations going toward the Comfort Dog Program.

Motion for the creation of the Gifts and Donations account to benefit the Comfort Dog Program and to approve the Comfort Dog Program subject to the MOU and once established the BOS recommend that we move forward with the program by Mr. Merkel. Seconded by Mr. Sickenberger – 2 yes.

Move to accept the donations already received to go toward the Comfort Dog Program by Mr. Merkel. Seconded by Mr. Sickenberger – 2 yes.

Policy and MOU to be moved to the next BOS meeting, July 23rd.

DISCUSSION/POSSIBLE ACTION/FIRE TRUCK FROM TOWN OF WARREN –
Chief Lapierre discussed that the Town of Warren may give West Brookfield a pumper truck at no cost in 10 months' time. It has a 5-man cab and can pump 23 gallons of water. Newer than the one we have and greater water capacity. Chief Lapierre to compare the insurance between the potential new truck and current vehicle.
Motion to accept the donation of the fire truck in Warren following Chief Lapierre's inspection of the vehicle by Mr. Merkel. Seconded by Mr. Sickenberger – 2 yes.

DISCUSSION/POSSIBLE ACTION - POLICE POLICIES
Chief Hagglund spoke about the policies he'd like to put in place.

1.0 Jurisdiction and Mutual Aid
1.21 Safe Baby Haven
1.22 Consular Notifications
1.23 Limited English Proficiency
2.03 Terrorism
2.06 Criminal Intelligence
4.03 Anti-Discrimination and Sexual Harassment
4.08 Recruitment and Selection
4.09 Incident Reporting
4.15a Authority and Responsibility
4.17 Training and Development
4.19 Part-Time Police Officers
4.47 Specialized Assignments
4.48 DCJIS/CJIS Policy

Motion to approve the Police Policies as written by Mr. Merkel. Seconded by Mr. Sickenberger – 2 yes.