TOWN OF WEST BROOKFIELD

BOARD OF SELECTMEN

TUESDAY, December 10th, 2024 – 6:00 PM

West Brookfield Town Hall, 2 East Main Street, Conference room, 1st Floor

---

CALL MEETING TO ORDER IN OPEN SESSION

1. ***Motion to open the meeting***

2. Minutes of, November 26th BOS meeting for approval.
   Motion to approve and sign the Minutes of November 26th 2024 for approval.

3. Discussion/Possible Action: Vote Expected - Mill Town Public Health/NaloxBoxes to be installed in West Brookfield's Town Hall, Library, Senior Center.
   Motion to approve Mill Town Public Health to install NaloxBoxes in West Brookfield's Town Hall, Library and Senior Center.

4. William King Revocable Trust / Donation to Town for the upkeep and maintenance of the Town Common: Vote to approve the release of the Trust to the Town and to designate the Interim Town Administrator, Nathan Hagglund to sign the release on behalf of the Town.
   Motion to approve the release of the Trustee from the William King Revocable Trust and designate the Interim Town Administrator, Nathan Hagglund to sign the release on behalf of the Town.

5. Bid Award for Town Hall Exterior Work for approval – Vote Expected.
   Motion to approve the Bid Award to LaRochelle Construction for the Exterior Repairs and Door Replacements to Town Hall and to allow Interim Town Administrator Chief Hagglund to sign on behalf of the Town.

6. Adding funds to allocation of ARPA funds for Town Clerk carpet tiles / New quote difference.
   Motion to approve the allocation of $287.12 from ARPA funds added to the already allocated amount of $2500 for the purchase and installation of carpet tiles for the Town Clerk's office.

7. Reallocation of ARPA Funds – change wording on funds allocated to the Cable Advisory Committee. $7500-
   Motion to change the wording of the already allocated amount of $7500 of ARPA Funds to be used by the CAC on 10/15/24 to have all $7500 of ARPA funds to be used toward costs to renew the Spectrum Charter Communications contract.

8. Discussion/Possible Action: Terms of Engagement/License renewal for the Town with Charter Communications: Vote expected.
   Motion to accept and have Interim Town Administrator sign the Terms of Engagement for the Cable TV License renewal with Charter Communications for the Town.

9. Setting Tax Rate for 2026/Assessors.
   Motion to accept the new tax rate set by the Assessors for 2026.

10. Resignation of Stormwater Secretary appointment.
    Motion to accept the resignation from the Stormwater Secretary.

11. Appointment of Highway Administrative Assistant.
    Motion to appoint Anne Garwood-Hampp as the Highway Administrative Assistant for the term: October 24, 2024 to June 30, 2025.

12. Appointment of Interim Town Administrator as Records Access Officer.
    Motion to appoint Chief Nathan Hagglund as Records Access Officer from December 10th, 2024 until a new Town Administrator is appointed.

13. Appointment of Lisa Marie Berthel as a member of Council on.
    Motion to appoint Lisa Marie Berthel as a member of the Council on Aging for the term December 10, 2024 to June 30, 2025.

14. Special Election Hours Confirmation / usually 8am to 8pm - Vote Expected.
    Motion to vote to keep the voting hours of Special Elections to 8am – 8pm.

15. Annual license renewals: Select Board to sign ABCC and Town Annual License renewal documents.
    Motion to approve the Annual ABCC License Renewals and the Annual Town License Renewals below. Town renewals are conditional on passing annual inspections by the Fire Chief and Building Inspector.

ANNUAL licenses:

APPLICANT	ABCC	1st License	2nd License
Adams—Coney Frew Post dba American Legion Post #244	Club - All Alcoholic Beverages	Raffle License	Common Victualler
Salem Cross Inn	Hotel/Innkeeper – All Alcohol Beverages		Common Victualler
Country Corner Citgo Inc. dba Country Corner	Package Store – Wine & Malts		
Jayvisat Corp dba The Spirit Shoppe	Package Store – All Alcoholic Beverages		

Shri Sai Ram LLC dba Main Street Liquors	Package Store – All Alcoholic Beverages		
Hitchcock Tavern Inc. dba Hitchcock Tavern	Restaurant – All Alcoholic Beverages		Common Victualler
Jenz Inc. dba Northeast Pizza	Restaurant – Wine and Malts		Common Victualler

16. Discussion/Possible Vote: Berry Trees in front of Town Hall.
    Motion to remove Berry Trees in front of Town Hall.

17. Treasury Warrants – Vote Expected
    Motion to approve and sign the Treasury Warrants as presented.

18. ***Motion for the Select Board to enter into Executive Session G.L. c. 30A, § 21 (a)(2), to conduct contract negotiations with Theresa Cofske. The Chair has determined that an open session would have a detrimental effect on the negotiating position of the public body. The Select Board will reconvene in open session following Executive Session.***

19. Open Session - Ratification of Contract with Theresa Cofske. The Select Board will discuss and vote on the ratification of employment contract with Theresa Cofske, as negotiated in Executive Session.
    Possible Motion/Vote – I move to ratify the contract as discussed in Executive Session.

20. Interim TA Report

21. Other Business

22. Comments & Concerns

23. Place Holder for end of year BOS meeting (if needed) December 23rd, 2024. Next BOS Regular Meeting Date: January 7th, 2024 – 6PM.

24. Meeting Adjourned.

Beth Gilseth 12/4/24

Authorized Party for the BOS Date/Time

Heather Keough 12/4/24

Town Clerk Date/Time