TOWN OF WEST BROOKFIELD

BOARD OF SELECTMEN Meeting

Monday, December 15, 2025 – 6:00 PM

West Brookfield Fire Station, Meeting Room, 3 Cottage Street

MINUTES

STAFF PRESENT: Catherine Lamica, Vice Chair; Theresa Cofske, Town Administrator; Beth Gobeille, Exec. Asst. to TA/BOS; Fire Dept. personnel: Interim Fire Chief Dennis Letendre, Jonathan Bonin/firefighter, Josh Gagnon/Lieutenant, Charles Reardon/Lieutenant, Adam Macmillan/Photo Unit WBFD, Allison Duszlak/Recruit firefighter, Brandon Garrity/Recruit firefighter, Bryce Douglas/firefighter.

GUESTS: Fire Chief Lavoie/Warren; Fire Chief Martell/Brookfield.

ABSENT: Roland Sickenberger, Chair; Brad Merkel, Clerk

CALL MEETING TO ORDER IN OPEN SESSION

6:00pm: Meeting called to order.

Fire Chief Letendre – Meeting is for the next steps for the Fire Department. Asked for introductions all around the room.

Firefighter crew at meeting happy with the mutual aid support 6am to 6pm and grateful for the open line of communication. It was stated that there is a lot of administrative work to be done: reports to the state, inspections, bills, payroll, etc.

Ms. Cofske – Reached out to Chief Letendre initially after receiving Fire Chief Lapierre's resignation. Grateful with the productivity from all in the Fire Department. Will not micromanage and let the Fire Department run their Department as it's their expertise. No decisions made on how the inner workings will be going forward without the Fire Dept.'s buy in. The Union is satisfied we're working together and not jeopardizing the CBA.

Ms. Lamica – Many discussions in BOS meetings and in the executive session. Met with Chief Letendre at last meeting and did appoint Chief Letendre as the Interim Fire Chief. Mr. Merkel couldn't make it this evening. We're here to help. We can be contacted.

It was noted that most of the Fire Department have full-time jobs outside and the Fire Dept. is their hobby.

Chief Lavoie questioned the number of staff who are drivers (5 noted), which staff can carry out interior building work (everybody but 1), and those who can carry out inspections (1 staff member has completed basic course). Emphasis on rebuilding the department. Chief Lavoie recommended staff to take basic online courses for inspections and get your certifications.

Ms. Lamica – Asked if there is anything the Select Board can do (other than put an Interim Fire Chief in place).

Chief Letendre – Priority is reports, which need to be done for the state. Inspections. Burning season starts Jan. 15th, so burn permits will come soon.

Chief Martel – Asked about any fleet deficiencies. Field fleet reported as good. Questions arose about testing for pumps, hoses, packs, ladders, bottles and gear for staff. Good life on packs, gear reported.

Lieutenant Gagnon expressed they had 3 new applicants for the Fire Department with experience.

Fire Association - Bylaws will be re-written for the association. Mr. Ash is on bank books.

Budget discussions – What can be covered in this year's budget and what needs a budget line for FY2027? Get things done this year before FY27 budget.

It was recommended that they look at the tires on vehicles.

Packets needed for lockbox information and keys for Town businesses available to Warren and Brookfield with any other pertinent information regarding the buildings and businesses, if applicable.

Ms. Lamica extended her appreciation for the Brookfield and Warren Towns helping us out.

Ms. Cofske asked for a recommendation from the Fire Department regarding the Interim Fire Chief Position to be brought to the Select Board to their meeting following this current one.

Respectfully submitted,

Kyle Cofske 1/5/2026

Authorized Party for the BOS Date

BOS Clerk Date