TOWN OF WEST BROOKFIELD

BOARD OF SELECTMEN Meeting

Tuesday, December 23, 2025 – 6:00 PM

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

MINUTES

STAFF PRESENT: Roland Sickenberger, Chair; Catherine Lamica, Vice Chair; Brad Merkel, Clerk; Beth Gobeille, Exec. Asst. to TA/BOS; Jim Daley/Highway Superintendent

GUESTS: Residents of Beach Drive and White Birch Drive: Betsy Aldrich, Scott Dion, Tony Simmoneau, Robert Kemp.

ABSENT: Theresa Cofske, Town Administrator

CALL MEETING TO ORDER IN OPEN SESSION

6:00pm: Meeting called to order.

MINUTES FOR DECEMBER 4 JOINT MEETING, DECEMBER 9TH REGULAR BOS MEETINGS FOR APPROVAL -
Motion to approve the minutes from the December 4th BOS Joint meeting with Advisory made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).

Motion to approve the minutes from the December 9th BOS regular meeting made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).

RESIGNATIONS FOR WEST BROOKFIELD FIRE DEPARTMENT/EMERGENCY MANAGEMENT -

Motion to accept the resignation of West Brookfield Fire Department Deputy Chief Dan Santos made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).
Mr. Sickenberger publicly thanked Danny Santos for 40 years of service with West Brookfield's Fire Department.

Motion to accept the resignation of West Brookfield Fire Department on-call member Allison Marsh made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).
Mr. Sickenberger thanked Allison Marsh for her service with West Brookfield's Fire Department.

Motion to accept the resignation of West Brookfield Emergency Management member John McNeil made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).
Mr. Sickenberger thanked John McNeil for his service with Emergency Management.

DISCUSSION OF BEACH DRIVE PLOWING/SANDING –

It was stated that the Town had previously plowed Beach Dr. during snowstorms but has been unable to do so for the past year as the vehicles cannot safely turn around. In previous years trucks were able to turn around in a driveway on Beach Drive, but that is now not accessible for this use as there is a chain across the driveway. A letter will be sent from the Select Board office to the owners of this property to see if they would allow Highway to turn around in their driveway.

Superintendent Daley stated that he will clear the road after snowstorms and if there are any other issues they can be discussed.

It was questioned what the requirements are for property owners regarding clearing snow/ice away from fire hydrants if they're located on their property. Ms. Gobeille will ask the Interim Fire Chief about this.

DISCUSSION OF WHITE BIRCH DRIVE PLOWING/SANDING REQUEST-

Mr. Kemp stated that he used to plow this road but is now unable to do so with his current truck.

It was stated that White Birch Drive, is a private road. The Town is unable to plow it due to lack of funds and available staff, although the road appears to have met the requirements of being a plowable road. It was stated that the Town has never plowed White Birch Drive. Superintendent explained that the Town has a Private Road Snow and Ice budget line, which he can use to take care of private roads in the Town. Unfortunately, this budget doesn't go far enough for him to service as many private roads in West Brookfield as he'd like. There is a list of current roads which are plowed, but Mr. Daley can't add anymore. Superintendent Daley added that the Highway Dept. will salt/sand roads upon request. Mr. Kemp was advised that he can bring forth his request for the Town to plow White Birch Drive to the Board of Selectmen in FY2027.

Motion to not add White Birch Dr. to Private Roadways listed to be plowed by the Town made by Mr. Merkel. Second by Ms. Lamica. All in favor – aye (3 yes).

MOU FOR CDL CERTIFICATION REIMBURSEMENT -

Highway Dept. would like to have an MOU in place for reimbursing employees who decide to obtain a CDL certificate if they stay with the department for 2 years after their CDL certification has been received.

Ms. Lamica would like a further form (Employee Reimbursement Request) attached to the MOU, which specifically spells out how the monies will be paid back to the Town should the employee who received their reimbursement not stay with Town for the 2-year period after they have received their CDL license. Ms. Gobeille to reach out to other communities and then run the Employee Reimbursement Request form created by legal counsel for their input/approval.

WOO-SOX TOWN TAKEOVER DATES 2026 –

Ms. Gobeille explained that Polar Park is scheduling dates for the Town Takeovers for 2026. Discussions took place about which days of the week would work best for the Town and its residents to attend. Sunday games may be best for families. Ms. Gobeille to look at school schedules and propose 2 dates which would work.

TREASURY WARRANTS – Votes Expected

Motion to approve FY26 AP Warrant #13 and FY26 Payroll Warrant #13 as presented made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).

OTHER BUSINESS – Mr. Merkel stated that Governor Healey will give more money to Towns for roadwork, so Chapter 90 funds may not be needed as much for these. This could help with road projects for the Town. Ms. Lamica added that she met with CMRPC about grant opportunities for the Town, which could help the Rt. 9 project move forward.

Mass Preservation flyer regarding potential grant opportunities for the Town Hall.

Discussions re: Select Board moving forward with BOS member Merkel moving out of State and will not run again for the Board of Selectmen. It was agreed that Mr. Merkel will stay on the Select Board and will attend meetings virtually when he can until he is no longer able to do so.

COMMENTS & CONCERNS -

Mr. Simmoneau asked about the reasons for the recent Fire Department and Emergency Mgmt. resignations after the Fire Chief resigned. It was stated that there have been issues. The Board of Selectmen's meeting with the Fire Department and surrounding Fire Chiefs went well and the Fire Department staff was happy that Interim Fire Chief, Dennis Letendre will guide them to get things up to speed in the department and training individuals until a new Fire Chief is appointed. Much progress is being made and we're going in the right direction. The Town is taking the time to get the right person for the Fire Chief position.

Mr. Simmoneau also asked if the State would take over the maintenance of Rt. 9 after the project has been completed. It was stated that it could be a possibility.

Next BOS Regular Meeting Date: January 6, 2026 – 6PM.

6:48pm – Motion to adjourn the meeting made by Mr. Merkel. Second by Ms. Lamica. All in favor – aye (3 yes).

Respectfully submitted,

1/20/2026 — 1/20/26

Authorized Party for the BOS — Date — BOS Clerk — Date