# TOWN OF WEST BROOKFIELD

## BOARD OF SELECTMEN JOINT Meeting with ADVISORY

**Tuesday, January 6, 2026 – 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 (virtual); Theresa Cofske/Town Administrator (virtual); Beth Gobeille, Exec. Asst. to TA/BOS; Jim Daley/Highway Superintendent; Advisory: Lori Loughlin, Chair; Members: Michael Audette, Alex Price, Dan Moberg, M.J. Haesche; Melinda Barnes, Secretary; John Madden, Financial Consultant; Donna Allard, Accountant; Trista Astrella, Asst. Accountant; Jillian Patch, Treasurer/Collector; Interim Fire Chief Dennis Letendre; Police Chief Nathan Hagglund.

**CALL MEETING TO ORDER IN OPEN SESSION**

***6:05pm: Meeting called to order.***

REVIEW AND APPROVAL OF JANUARY 27, 20926 SPECIAL TOWN MEETING WARRANT –

Ms. Cofske walked them through the Warrant:

Article 1 – Supplemental Appropriations. Legal appropriation budget, which needs to be supplemented.
Article 2 – Unpaid bills. 3 small bills from Recreation.
Article 3 – Grants, which have run into deficit, which need to be cleared up.
Article 4 – Various Capital Improvements. 15K for bridge project title exams, $17,700 for appraisals for Rt. 9, Phase II.
Article 5 – Borrow Funds for Town Hall Structural Repairs and Roof replacement.
Article 6 – Tax Title Expense Appropriation – For collection of overdue property taxes, etc. for treasurer/collector.
Article 7 – Acceptance of MGL chapter 200A Disposition of Unclaimed Property, so unclaimed property doesn't go to the State.
Article 8 – Transfer Funds to Water Stabilization Account so they can earn interest.

Reviewed by Town Counsel and Borrowing Article reviewed by Bond Counsel. Town Accountant identified

Ms. Cofske walked them through the Draft Motions:

Article 1 – Senior Center grant not received. Capital projects in-kind match to move to Legal account. Moving money from unused Selectmen's Professional Development to Legal.
Article 2 – Money to be taken from the Recreational other expense account to reimburse Recreational Director.

Article 3 – Police Dept. grant deficit for a bullet proof vest grant (using Cleaning/Clothng acct), COA MCOA innovative programming grant (using Other Utilities acct.), Using Assessors' Annual Triennial Revaluation grant for the Zoning Bylaw Update Grant.
Article 4 –Title Exams for Long Hill Rd. Bridge project), using Capital Stabilization. To pay for Rt. 9 appraisals Phase II out of Private Ways article. Will break down into 2 separate motions.
Article 5 – Ms. Cofske to contact B. Haveles, architect to get cost for his services and with Historical re: possible available money from trusts to use for the Town Hall project. There is also the possibility of a capital exclusion, which would raise the tax levy for 1 year.

Joint meeting paused for Advisory to vote on the Motions. They voted through Article 4, then Articles 6-8, and wanted more info prior to voting on Article 5.

Article 6 – Money to be used for enforcement and collection of delinquent taxes. Possible land court for some.
Article 7 – Acceptance of MGL 200A. Money from checks which have not been claimed could go back into General Fund vs. Mass.
Article 8 – Money moving to Water Stabilization account, so they may accrue interest.

***Motion to approve the January 27, 2026 Special Town Meeting Warrant as presented made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).***

It was stated that the borrowing amount will be determined by Annual Town Meeting in June 2026.

***Motion to close the January 27th, 2026 Special Town Meeting Warrant made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).***

***Motion to recommend January 27, 2026 Special Town Meeting Article 1 as presented made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).***

***Motion to recommend January 27, 2026 Special Town Meeting Article 2 as presented made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).***

***Motion to recommend January 27, 2026 Special Town Meeting Article 3 as presented made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).***

***Motion to recommend January 27, 2026 Special Town Meeting Article 4 as presented made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).***

***Motion to recommend January 27, 2026 Special Town Meeting Article 5 with a dollar amount not to exceed $206,800 made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).***

***Motion to recommend January 27, 2026 Special Town Meeting Article 6 as presented made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).***

***Motion to recommend January 27, 2026 Special Town Meeting Article 7 as presented made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).***

***Motion to recommend January 27, 2026 Special Town Meeting Article 8 as presented made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).***

EPSILON ASSOCIATES PROPOSAL FOR TOWN –
Process of submitting the application from Epsilon Associates on behalf of the Town to the Massachusetts Historical Commission (MHC) for a project notification form (PNF) and preservation review explained (60 days for MHC to respond regarding PNF and review). Updated quote from Larochelle Construction for the Roof replacement using a State Line shingle and exterior doors.
***Motion to approve the contract with Epsilon Associates for $6850 made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes.***

MINUTES FOR DECEMBER 15TH MEETINGS, DECEMBER 23RD AND DECEMBER. 9th EXECUTIVE SESSION -
***Motion to approve the December 9th Executive Session minutes as written made by Ms. Lamica. Second by Mr. Merkel. All in favor - aye (3 yes).***
***Motion to approve the December 15th 6:00pm BOS and Fire Dept. open meeting made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (2 yes, Roland Sickenberger abstained).***
***Motion to approve the December 15th 6:30pm BOS open meeting as amended made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (2 yes, Roland Sickenberger abstained).***
December 23rd BOS Open meeting minutes tables to the 1/20/2026 BOS meeting.

FIRE CHIEF JOB DESCRIPTION -
Posting job description as is (including the Emergency Management role). Ms. Cofske to speak with Interim Fire Chief to create a search committee with local fire chiefs.
***Motion to ask the Town Administrator to work with the Interim Fire Chief to put together a search committee for the Select Board's review made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).***

POLICE DEPT. AUTOMATIC LICENSE PLATE RECOGNITION POLICY -
Police Dept. have used funds from the approved Annual Town Meeting Article for $55,000 toward Town Hall Security including camera upgrade and evidence room remodel in Town Hall. An Earmark was later received by the Police Dept. which will help the Police Dept. further. It was stated that the cameras have been used to solve cases already. Policy puts forth how the ALPR cameras will be used for case investigations. Officers will be trained to use the system shortly.
***Motion to approve the Automatic License Plate Recognition System (ALPR) Policy made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).***

EVIDENCE ROOM UPDATE, CONEX BOX WANTED for EVIDENCE ROOM ITEM STORAGE –
2nd part of Evidence room upgrade. CONEX for storing items not appropriate to be stored in Evidence room. Space for cars in current parking lot is already a concern.

***Motion to support Police Chief's plan with the CONEX box and fence made by Mr. Merkel. Second by Ms. Lamica with further discussion.*** Chief Hagglund will commit to look at the total area required for the CONEX box. Parking should be minimally impacted. Further discussion?
***All in favor of the motion – aye (2 yes). Ms. Lamica (no).***

MOU for CDL CERTIFICATION REIMBURSEMENT WITH ADDENDUM SIGNATURE SHEET –
***Motion to approve the MOU for CDL reimbursement with the addendum agreement made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).***

SEVERE WEATHER POLICY –
Ms. Cofske made recommendations on changes to the drafted policy and creation of a phone tree. To be amended for next BOS meeting.

TREASURY WARRANTS – Votes Expected
***Motion to approve FY26 AP Warrant #14 and FY26 Payroll Warrant #14 as presented made by Ms. Lamica. Second by Mr. Merkel. All in favor – aye (3 yes).***

TA REPORT –
Budget Preparation Instructions – Being issued tomorrow. Reviewed by Financial Consultant. Will send out 2 sets of spreadsheets for 2 budgets. Memorandum being sent out separately. Quick turnaround required. Meetings will be held with departments with the Financial Consultant to go over both budgets.

Meeting w/ Residents re: concerns re: the 2 ½ override.

Master Plan – Moving forward with this.

Green Communities – HVAC unit for Town Hall.

OTHER BUSINESS – Chief Hagglund mentioned that he is trying to get support for a mental health clinician. 5 communities involved. Looking for a 3-year contract. Would like to discuss at next BOS meeting.

Ms. Lamica would like to receive the BOS meeting packets prior to the meetings.

Next BOS Regular Meeting Date: January 20, 2026 – 6PM.
***9:17pm – 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