TOWN OF WEST BROOKFIELD

BOARD OF SELECTMEN

September 15, 2026

Meeting Minutes

Members and Staff Present: BOS Chair – H. Brogna, BOS Vice Chair – R. Sickenberger, BOS member – J. Brooks, BOH Chair - J. Parquette, BOH Member - K. Tytula, BOH Administrative Assistant – A. Florence, Town Administrator – T. Cofske, Town Clerk – K. Rose, and WCBTV Camera Operator J. Conway

Public Present: A. Rose, Jr., N. Korman

H. Brogna called the meeting to order at 6:00 PM.

Meeting Minutes of September 2, 2026

MOTION: R. Sickenberger, to accept the September 2, 2026 meeting minutes as presented.
SECOND: J. Brooks
VOTE: Unanimous

Joint Meeting with the Board of Health to Fill Vacancy and Consider the Appointment of Nickolas Korman until the Next Local Election

The Board of Health confirmed to the Board of Selectmen, their recommendation to appoint Nickolas Korman to the Board of Health until the next local election.

Board of Health:

MOTION: K. Tytula, to appoint Nickolas Korman to the Board of Health until the next local election.
SECOND: J. Paquette
VOTE: Unanimous

MOTION: R. Sickenberger, to appoint Nickolas Korman to the Board of Health until the next local election.
SECOND: J. Brooks
VOTE: Unanimous

Reorganization of the Board of Selectmen

MOTION: R. Sickenberger, to appoint board member Jordan Brooks to the Board of Selectmen Clerk's position.
SECOND: J. Brooks
VOTE: Unanimous

RECEIVED
BY: K Rose

Appointments/Resignations

MOTION: R. Sickenberger, to accept the resignation of Amy Dugas from the Cultural Commission.
SECOND: J. Brooks
VOTE: Unanimous

MOTION: R. Sickenberger, to accept the resignation of Anne Garwood-Hampp from the Highway Department Administrative Assistant position.
SECOND: J. Brooks
VOTE: Unanimous

Appointments:

MOTION: R. Sickenberger, to appoint Renee Adams-White to the Administrative Assistant to the Board of Assessors position for a 1-year term.
SECOND: J. Brooks
VOTE: Unanimous

MOTION: R. Sickenberger, to appoint Mike Pluta to the Gas & Plumbing Inspector position for a 1-year term and Troy Allen to the Alternate Gas & Plumbing Inspector position for a 1-year term.
SECOND: J. Brooks
VOTE: Unanimous

MOTION: R. Sickenberger, to appoint Heather Walker to the Historical Commission for a 3-year term.
SECOND: J. Brooks
VOTE: Unanimous

MOTION: R. Sickenberger, to appoint Heather Walker for a 2-year term and Stacie Beland for a 3-year term to the Cultural Council.
SECOND: J. Brooks
VOTE: Unanimous

MOTION: R. Sickenberger, to appoint Lori Lussier and Hilarie Shea as Election Workers for a 1-year term.
SECOND: J. Brooks
VOTE: Unanimous

Town Clerk, Klarissa Rose to Request Changing the Polling Place from the Senior Center to the Former West Brookfield Elementary School

MOTION: R. Sickenberger, to change the Polling Place from the Senior Center to the Former West Brookfield Elementary School.
SECOND: J. Brooks

RECEIVED
BY: KRose

DISCUSSION: Town Clerk, K. Rose informed the board that with the number of voters increasing and moving of the equipment we would like to change the polling location. The current storage location is in the Town Hall which is leaking. One piece of equipment got wet, no damage occurred, but if it were to get damaged it would cost $5,000.00 to replace it. She would like to store the equipment at the same location as the polling place because currently they spend about 16-18 hours on moving and setting up the equipment. The Rose's have a Connex box (9ft. x 8ft) that they are willing to donate to the Town to securely store the voting equipment. It is small enough to be brought into the school building via the loading dock.
K. Rose stated that the location would provide more parking and higher occupancy allowance. R. Sickenberger's concern is that it is not known what will be done with the building yet. J. Brooks stated that with the Connex box, it would at least be mobile so the equipment could be moved easily if we found someone to occupy the building.
K. Rose stated that they would not be holding the State Election there and would wait until the next local election to use that location. The upcoming State Election will be held at the Senior Center.
H. Brogna stated that it sounds like a good idea and appreciates the donation of the storage box and hopes that if something is done with that building, we'd still have access to the gym and the cafeteria.
VOTE: Unanimous

Town Clerk, Klarissa Rose to Request Reducing the Early In-person Voting Hours – Vote Expected

MOTION: R. Sickenberger, to reduce the early in-person voting hours.
SECOND: J. Brooks
DISCUSSION: Town Clerk, K. Rose informed the board that because the town is under 5,000 voters, it is allowable to reduce the early in-person voting hours. The early in-person voting was open for 28 hours for the primaries and only 18 voters came in. She is proposing to open the voting for 3 hours per day and open for the required hours on the weekends. R. Sickenberger stated that he doesn't like anything that reduces anyone's ability to vote. The Town Clerks office is willing to be flexible in the scheduling to be accessible for different schedules. During the week it could alternate from 1:00pm to 3:00pm and 9:00am to noon and 11:00PM – 3:00PM and would be open 4 hours on Saturdays. H. Brogna wanted to know how it would affect the upcoming November election. K. Rose stated that it would be 16 hours per week for two weeks for a total of 32 hours. J. Brooks stated that he was good with the reduction as long as it is put out there, giving the residents enough notice. K. Rose concurs and believes that she has to have the schedule posted by October 10th for early voting. She also informed the board that this does not pertain to the local election.
VOTE: In favor 2-1

Quaboag Youth Sports Complex License for Use of the Former West Brookfield Elementary School Sports Fields and Indoor Basketball Court – Update

H. Brogna informed the board that they have not been granted non-profit status yet and that they have obtained one of the insurance policies.
T. Cofske informed the board that there is a final draft of the annual license agreement and Town Counsel has stated that Quaboag Youth Sports, Inc. needs to be an existing legal entity before it can enter into a contract.

RECEIVED
BY:

H. Brogna stated that youth soccer is playing on the common and is hoping this agreement will be finalized before Basketball season begins.
T. Cofske gave an update on obtaining proposals for the mowing services needed. One has been received and another will be forthcoming. H. Brogna stated that he has tried a couple of contractors and hasn't received quotes. T. Cofske has requested that he forward the list of companies he reached out to for the procurement file.

Establish Town Common Tree Donation Account

The board had not voted to establish the Town Common Tree Donation account at the last meeting. The Accounting Department will need a vote by the board in order to create the account for the Common Committee.

MOTION: R. Sickenberger, to establish the Town Common Tree Donation account.
SECOND: J. Brooks
VOTE: Unanimous

Special One-Day Liquor License Application - Ragged Hill Cider Company on September 12, 13, 19, 20, 26, 27, October 3, 4, 10, 11, 17, 18, 24, 25, 31, November 1, 7, 8, 14, 15, 21, 22, 24, 29, and December 5, 6, 12, 13, 19, 2026 from 11:00am to 5:00pm at 107 East Main Street

H. Brogna informed the board that the applicant, Mr. Garwood, was not able to make this next meeting because he needs to gather more documents to present his case. This item was tabled.

FY27 AP Warrant #6 and FY27 Payroll Warrant #6

MOTION: R. Sickenberger, to approve the Fiscal Year 2027 AP Warrant #6 and Payroll Warrant #6 as presented.
SECOND: J. Brooks
VOTE: Unanimous

Comments & Concerns

H. Brogna wanted to remind everyone that Long Hill Bridge is at 75% design and bridge will be closed for construction. There is a presentation that can be viewed by going to the Town Administrator's page on the website or can be watched on access television channel 191. He will be reaching out to MassDOT to see if they could hold a public question and answer session about the project.

H. Brogna attended the CMRPC quarterly meeting where he spoke with the USDA's, Director of Rural Development for southern New England. If the board agrees, he will invite USDA to come out to a meeting to speak about the various grants and loans they offer. Henry also stated that the director informed him that he knows about the possible charter school and told him that there is a need in this area for an agricultural

RECEIVED
BY:

school. Currently, if there are Quaboag students interested in agriculture, we have to bus them to Smith Vocational. The other board members voiced that they are interested in having USDA come to a meeting.

H. Brogna inquired about the last sitting board had talking about short-term rental fees and is unsure what happened with that.
R. Sickenberger informed the board that they had been discussing it for three or four years. It requires the passing of a bylaw and adopting the local option excise. He recalled that there were a lot of those that wanted to do it, but none that wanted to be responsible for any of it (inspections and enforcement). He indicated that we want to take another run at it.
T. Cofske agreed, given the financial difficulties of the town.

Next Meeting Date

H. Brogna announced the next meeting date of the board will be September 29, 2026, at 6PM.

Meeting Adjournment

MOTION: R. Sickenberger, to adjourn the meeting.
SECOND: J. Brooks
VOTE: Unanimous
The meeting adjourned at 6:28PM.

Respectfully submitted,

Theresa A. Cofske, Town Administrator

Approved:

Board of Selectmen Chair, Henry Brogna

RECEIVED
BY: