

**TOWN OF BROOKFIELD
SELECTMEN'S MINUTES
TOWN HALL, BANQUET HALL**

MARCH 25, 2003

PLEDGE OF ALLEGIANCE

The meeting opened at 7:00 p.m. with the Pledge of Allegiance. Beverly A. Lund, Robert S. Phillips, and Joseph J. Klimavich were present.

APPROVAL OF ACCOUNTS PAYABLE WARRANT OF MARCH 25, 2003

Mr. Klimavich moved to approve payment of the school warrant for March 25, 2003 in the amount of \$71,793.90; Mr. Phillips seconded; so voted.

Mr. Klimavich moved to approve payment of the general government warrant for March 25, 2003 in the amount of \$36,698.91; Mr. Phillips seconded; so voted.

1. EMERGENCY MANAGEMENT AGENCY (EMA)

Joe Gadbois, EMA Director and Keith Karrmann, EMA Deputy Director were present.

The Board discussed the type of plans that the EMA should have set in place to assist residents during an emergency. These plans should include a list of priority contacts, names and addresses of residents on medical support, and buildings or places that can be used for emergency treatment or shelter.

Mr. Gadbois stated that he would be willing to set up a meeting to answer questions residents may have regarding emergencies and further stated that if Brookfield had an emergency he would contact Brian Sullivan, Director of Massachusetts' EMA program, for direction.

Mr. Karrmann explained that the Brookfield EMA has a book that outlines the specific treatment for a number of medical emergencies and that a triage type shelter could be set up at the elementary school or at another location in matter of minutes in case of a disaster or other emergency. He stated he will set up a plan of priority contacts and a list of people who require medical support and get back with the information to the Board.

2. TOWN ACCOUNTANT, TREASURER AND FINANCIAL CLERK

Barbara Mundell, Treasurer; Lee Finney, Financial Clerk; and Edna Holloway, Town Accountant, were present.

CHART OF ACCOUNTS

The Board discussed a number of issues with Mrs. Holloway beginning with accounts being overdrawn or vouchers being withdrawn from the wrong department's chart of accounts. In order to avoid this, Ms. Holloway was asked

to print the monthly detail of each transaction on each chart of accounts – revenue, expenses and grants – so that each department can reconcile its own accounts. Another area of discussion was to determine if it is Mrs. Holloway’s responsibility to know which accounts can be overdrawn and which accounts can not, if Mrs. Holloway should know that a voucher will overdraw an account, and if she should not put such a voucher on the warrant so the Board does not sign and approve overdrawing an account.

Mrs. Holloway advised that she would send each Department the details of all transactions that occurred in the department chart of accounts, that it is her responsibility to know which accounts can be overdrawn and, in the future, vouchers that overdraw an account will not be paid and will be returned to the Department Head. She said that she had almost resolved the Emergency Squad Donation account and that her computer software package will not allow her to remove any unnecessary account numbers.

STABILIZATION FUNDS

Mrs. Holloway advised that the amount of the free cash funds transferred into the Stabilization Account at the March 13, 2003 Special Town Meeting was inaccurate and the amount should have been \$5,850.00 less. She said this error was the Board’s fault and that she was owed an apology. The Board did not believe an arithmetic error on its part warranted such an apology. Ms. Lund said, on the contrary, it is the Accountant’s responsibility to prevent such mistakes by being present at Town Meeting to do such arithmetic.

RECONCILIATION REPORTS

The Board discussed with the Treasurer and the Financial Clerk the necessity of timely reconciliation of the cash book and monthly reports, and maintaining balanced books free of variances now that much money and time has been spent balancing the books and certifying free cash.

Mrs. Finney said that she is confident that the cashbook and the financial statements are in balance and the variances exist only because she has not had sufficient time to track the variances because she has been working on other high priority issues.

Mrs. Finney advised that a better date for her to submit the reconciliation report is in the first week of the following month because many financial statements are not sent out until after the fifteenth of the month.

ABINGTON RETIREMENT SYSTEM

Mrs. Mundell advised that one of the priorities Mrs. Finney was working on was the research of payments to the Town of Abington on behalf of Mary Palopoli. Mrs. Finney has found the payments.

Mr. Phillips moved to send the Abington Board of Selectmen information regarding the payments made to Abington and to request an invoice for the remaining years; Mr. Klimavich seconded; so voted.

AUDIT BIDS

Mrs. Holloway said that the former audit firm, Hirbour and Haynes, declined the audit engagement due to lack of time and the only other bidder was Mr. Tom Scanlon. His bid was estimated between \$8,000 and \$9,000.

Ms. Lund stated that Mr. Scanlon had been recommended to the Board for the free cash certification project and said she will contact Mr. Scanlon to arrange an acceptable start date.

MEDICARE PAYMENT

Mrs. Mundell will contact the DOR regarding the additional Medicare payment made to the State for the back pay wages to the three former officers and report back to the Board.

3. RECREATION COMMITTEE REQUESTS

SOUTH POND MANAGEMENT

Brenda McElroy and Doug Brown, Recreation Co-Directors, Denise Senosk and Lydia Lucas were present.

Ms. McElroy advised that due to the budget cutbacks the Recreation Committee will no longer be able to take care of managing the beach at South Pond and would like the management of the beach turned over to the Highway Department or the Board of Selectmen. The Board expressed the concern that the South Pond swimming area could become a liability without a lifeguard and without the buoys set up to keep swimming away from the boating community. Mrs. McManus was instructed to contact Town Counsel.

LEWIS FIELD MAINTENANCE

The Recreation Committee members urged the Board to allow them to continue mowing Lewis Field by a private contractor rather than having the Highway Department do it. The members said the current mowing program works and is in the budget, that they appreciate the new Highway Superintendent's willingness to help but they are concerned that the Superintendent might over extend himself in his first year. The Board agreed.

Mr. Brown said that if the Highway Department wanted to help out at the field they have a number of projects such as grooming and paving the Lewis Field's driveway, repairing the rock borders and working on a new snow and ice disposal area. He mentioned the Recreation Committee would like to build a new storage structure to house maintenance and sports equipment.

4. APPOINTMENT PLANNING BOARD SECRETARY

Mr. Phillips moved to appoint Christine Wychorski as secretary to the Planning Board at a salary of \$10.00/ hour, at a grade 5, step 2; Mr. Klimavich seconded; so voted.

The Personnel Board graded the Planning Board position as a Grade 6 and titled the position Administrative Clerk. The new employee will be promoted to the Administrative Clerk position after Town Meeting approves the position.

5. PROPOSED ZONING BY-LAW CHANGES

Two letters were received from Gary Simeone, Zoning Enforcement Officer, regarding Zoning By-laws changes. The first letter recommended amending section 5. B.3 and 8. A.1 and the second letter introduced adding a By-law in regards to the disposal and dumping of earth, fill and rubble.

Mr. Phillips moved to send the Zoning By-laws changes to the Planning Board for its action; Mr. Klimavich seconded; so voted.

6. PROPOSED BY-LAW CHANGES FOR TOWN MEETING

Ms. Lund recommended that two articles for By-law changes for the Annual Town Meeting submitted by petition be sent to the By-Law Committee for their review.

Mr. Phillips moved to send the petition By-law articles to the By-Law Committee for its review; Mr. Klimavich seconded; so voted.

Ms. Lund stated two by-law changes have been recommended and are being referred to the Board to be placed on the annual town meeting warrant. The first refers to adding a section to Chapter V, section 6, the right of municipality to withhold permits and licenses for non payment of taxes and the second refers to Chapter X, section 12, snow and ice removal.

7. DISCUSSION – SOLICITATION OF BIDS - TOWN COUNSEL SERVICES

The Board discussed its satisfaction with the level of service that Town Counsel has served the Town over the past year and decided not to solicit bids.

8. DISCUSSION – ISSUANCE OF ID TAGS FOR BROOKFIELD OFFICIALS

A brief discussion on the necessity of issuing an identification card to each Town Official for use when on Town business concluded with Mr. Klimavich volunteering to create the identification cards for the Board to review.

Mr. Phillips moved to authorize Mr. Klimavich to arrange for picture identification cards for Town Officials; Ms. Lund seconded; so voted.

9. UNDERGROUND STORAGE TANK PERMITS

It was the consensus of the Board to discuss this issue at another date after Mr. Phillips completes his research on the Town's permits and fees.

10. CHARTER PIPELINE CONTRACT

Mr. Klimavich has been working on an agreement between the Town of Brookfield and Charter Pipeline that is in compliance with Town Counsel's prototype. Town Counsel suggested attaching the Charter's scope of services to the sample 30B document they provided and in many cases the vendor will agree with this arrangement.

Mr. Klimavich moved to engage in a three-year agreement with Charter Pipeline for Internet services and that the Board permit Mr. Klimavich to modify the contract; Mr. Phillips seconded; so voted.

11. DISCLOSURE OF FINANCIAL INTEREST

Ms. Lund advised that she had a discussion with Emergency Squad Chief, Donna Lafleur regarding her daughter Jennifer's employment and other Emergency Squads issues. It appears that Jennifer will not be working for the Squad from now through the summer months. Chief Lafleur advised Ms. Lund that a monthly schedule is set up and she signs up for five shifts, 6:00 a. m. to 6:00 p.m. each week and twelve squad members sign up for two shifts a week and are paid according to their training level. The weekday shifts are very difficult to fill because everyone has full time jobs and the four extra hours a day for which Peter Martell is on call are almost impossible to fill. Although overtime hours should be watched carefully, the Town does not pay for overtime because the insurance billing covers all pay.

Mr. Phillips moved to state that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services expected from the employee for the following reasons:

- 1.) Squad members are paid a rate determined by their training level;
- 2.) Jennifer Lafleur works (not possessive and not a contraction) infrequently;
- 3.) The monthly schedule of available openings is distributed fairly.

Mr. Klimavich seconded; so voted.

12. POSTAGE METER

The Board tabled discussion until next week's meeting.

13. COMMITTEE MEETING MINUTES

SCHOOL COMMITTEE

Mr. Phillips moved to acknowledge receipt of the February 11, 2003 School Committee minutes and further to send a note to Deb Boyd, Business Manager, regarding the decision made by the Board and Chief Ackerman to place school zone signs on Pleasant

Street along with repainting the crosswalk at the intersection of Pleasant Street and Lincoln Street extension; Mr. Klimavich seconded; so voted.

15. TOWN OFFICIALS MONTHLY REPORT

POLICE DEPARTMENT

Mr. Klimavich moved to acknowledge receipt of the February 2003 Police Department report; Mr. Phillips seconded; so voted.

16. TANTASQUA TECHNICAL DIVISION ACCEPTING APPLICATIONS FOR BUILDING PROJECTS

Mr. Phillips moved to acknowledge receipt of the Tantasqua Technical School building application notification; Mr. Klimavich seconded; so voted.

Mrs. McManus was asked to call the Technical School for building applications.

17. DOR – CERTIFICATION TANTASQUA’S EXCESS AND DEFICIENCY FUNDS/SURPLUS REVENUE

Mr. Klimavich moved to acknowledge receipt of the certification from the Department of Revenue for Tantasqua School District’s excess and deficiency funds/surplus, available July 1, 2002, in the amount of \$237,675; Mr. Phillips seconded; so voted.

18. QUABOAG QUACUMQUASIT LAKE ASSOCIATION REQUEST USE OF TOWN HALL

Mr. Phillips moved to approve the request of the QQLA to use the Town Hall, Banquet Hall on Wednesday, April 16, 2003 at 7:00 p.m.; Mr. Klimavich seconded; so voted.

19. APPROVAL CEMETERY DEED – VIRGINIA BERNS

Mr. Klimavich moved to approve and sign the cemetery deed for Virginia Berns; Mr. Phillips seconded; so voted.

20. WORCESTER REGIONAL RETIREMENT SYSTEM – ELECTED OFFICIALS OPTIONAL MEMBERSHIP

Mr. Phillips moved to acknowledge receipt of the information regarding the option of elected officials to become members of the Worcester Regional Retirement System; Mr. Klimavich seconded; so voted.

21. MASSACHUSETTS INTERLOCAL INSURANCE ASSOCIATION – FIRE EMERGENCY VEHICLE DRIVER TRAINING

Mr. Phillips moved to acknowledge receipt of the Fire Emergency Vehicle Driver Training courses presented by MIIA and to send the information to the Fire Chief and ask him to advise the Board if anyone will be attending; Mr. Klimavich seconded; so voted.

22. CHAPTER 90 PROJECTS REQUEST

It was the consensus of the Board that additional information was necessary in order for the Board to approve the Highway Superintendent's Chapter 90 request. Mr. Klimavich will contact the Highway Superintendent to ask for more detail.

23. DUMP TRUCK BODY

Ms. Lund said that the Highway Superintendent requested advice on the best way to handle the funding of an emergency repair on the one-ton dump truck. The truck's hydraulics have failed and the truck body has been slowly deteriorating due to rust. The Board agreed that Mr. Chaffee should use Highway Expense Account funds and for him to send a memo to the Advisory Committee advising them of the emergency repairs. The memo will alert the Advisory Committee in the event the Highway Department runs out of money before the end of the year and needs to request funds from the Advisory Committee's reserve account.

24. PRINT TOWN REPORT AND WARRANT BOOK QUOTES

No decision was made on choosing a printer for either the warrant book or the town report until additional information is gathered. Mr. Klimavich will send the specifications to American Printing in Auburn for a quote.

25. BROOKFIELD CEMETERY VOTED ELIGIBLE BY THE STATE REVIEW BOARD

A letter was received from the Massachusetts Historical Commission that read the State Review Board has voted the nomination of the Brookfield Cemetery eligible as a National Historic Place.

Mr. Phillips moved to acknowledge receipt; Mr. Klimavich seconded; so voted.

26. REQUEST TO USE GAZEBO

Mr. Klimavich moved to acknowledge receipt of Jennifer Walker's request to use the Gazebo on August 16, 2003 at 6:00 p.m. for a wedding ceremony and to coordinate the date with the Cultural Council; Mr. Phillips seconded; so voted

27. FOURTH QUARTER TAX BILLS

A letter was received from the Tax Collector advising that the fourth quarter tax bills will be sent out on March 31, 2003 and taxes are due May 1, 2003. This new bill will resolve the one-cent difference in the tax rate on earlier bills.

28. WISH LISTS

Wish List requests have been received from Gary Simeone, Zoning Enforcement Officer and Jeff Taylor, Building Inspector, to have their salary reviewed and increased above the FY04 budget proposal of 2 %.

Mr. Phillips moved to send Gary Simeone's Wish List to the Advisory Committee for review; Ms. Lund seconded; so voted.

Mr. Phillips moved to send Jeff Taylor's Wish List to the Advisory Committee for review; Mr. Klimavich seconded; so voted.

29. BOARD OF HEALTH SALARY

Mr. Phillips advised that no one took out papers for the vacant seat on the Board of Health (BOH) leaving the work of three members on two members' shoulders. The BOH would like the Board to research whether or not the BOH can split the salary two ways rather than three. Mr. Phillips will contact Town Counsel on this matter.

30. CENTRAL PURCHASING

Mr. Klimavich complimented Ms. Lund on the extensive amount of research she did to find a primary vendor from whom the Town can purchase supplies. Five companies were contacted and submitted quotes on over a hundred items the Town Hall staff most frequently purchases. Each line item was reviewed and it was learned that W. B. Mason offers the lowest pricing on the majority of supplies. Ms. Lund was thanked for her efforts on this project.

Mr. Phillips moved to send a memo to the Department Heads to purchase all office supplies from W. B. Mason and to advise the school of the results of Ms. Lund's research; Mr. Klimavich seconded; so voted.

31. BROOKFIELD TOURISM COMMITTEE

Ms. Lund advised that a promoter of the Quaboag Hills Visitor Guide had visited the Town Hall and had suggested that the Town promote the events and historic places in Brookfield by adding them to the Guide. Ms. Lund suggested that the Board establish a Brookfield Tourism Committee for the purpose of developing a Brookfield tourism flyer for visitors. Funds for the flyer could be requested from the Jeppson Fund.

Mr. Phillips moved to appoint Beverly Lund, Linda Lincoln, Barbara Mundell and Ron Couture to the Brookfield Tourism Committee to develop the flyer; Mr. Klimavich seconded; so voted.

ADJOURNMENT

Ms. Lund entertained a motion to adjourn the meeting at 10:10p.m. Mr. Phillips so moved, Mr. Klimavich seconded; so voted.

Respectfully submitted,

Christine McManus, Administrative Assistant

April 1, 2003

Date approved by Board

